

Indiana Memorial Union, Room 270  
Bloomington, IN 47405

February 24, 2011

Dear Student Organization Officers:

Each year, Union Board allocates the office space in the Student Activities Tower of the Indiana Memorial Union to student organizations registered with the Student Activities Office. Every listed student organization will have the opportunity to apply for office space in the IMU.

Enclosed you will find an application, the lease agreement, a list of rooms available and rental rates. Please fill out and return the enclosed application by 4 p.m. on **March 11th** to the Union Board office—located on the second floor of the Student Activities Tower— IMU Room 270. Even if you currently rent an office, we ask that you please re-apply. We will contact you if an interview is needed.

Copies of the application and lease are available in the Union Board office or online at <http://imu.indiana.edu/board/index.shtml>

If you have any further questions or need assistance, please feel free to contact me at 812-855-4682.

Sincerely,

Evan M. Farrell  
President  
Indiana Memorial Union Board

**INDIANA MEMORIAL UNION STUDENT ACTIVITIES TOWER  
SPACE RENTAL APPLICATION AND CONTRACT 2010-2011**

***Rental application and contact due by 4:00pm; Friday March 11, 2011***

*Union Board Office- 2<sup>nd</sup> floor of the IMU Activities Tower – room 270*

The following student organization, by its duly authorized officer, applies to rent space in the Indiana Memorial Union Student Activities Tower:

**Organization**

**Name:** \_\_\_\_\_

**Organization has an SOA account?**  Yes  No

If yes, account # \_\_\_\_\_

**Organization currently rents space in the IMU?**  Yes  No

**Number of organization members:** \_\_\_\_\_

**Contact Information**

**President/Chairperson:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Faculty or Staff Advisor:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Type of Space Requesting** (please check all that apply)

- Private Office
- Semi-private or Shared Cubicle
- Closet Storage

**On a separate sheet please respond to the following questions**

- A. Explain the purpose of your organization.
- B. State the criteria for membership in your organization.
- C. List the programs, events, or services that your organization sponsors for its members, students, and/or Indiana University community.
- D. Explain how your organization will benefit from renting space in the IMU Activities Tower.

---

*For office use only:*  
*Application Received:* \_\_\_\_\_, 2011 by \_\_\_\_\_

# IMU STUDENT ACTIVITIES TOWER SPACE RENTAL AGREEMENT

## **Section A: General Agreements**

1. IMU hereafter refers to the Indiana Memorial Union Board (Union, UB or designated representative).
2. Organization and Tenant hereafter refers to the Indiana University recognized student organization, department, or affiliated agency renting space in the Indiana Memorial Union Activities Tower.
3. Offices, cubicles and storage closets will be allocated within the space available to student organizations, which have the membership, continuity, purpose or function to serve the broad based general IUB student interest. It is expressly understood by applicant that IMU has the right to determine the amount of space assigned to an organization.
4. Allocation and management of office space will be made by the Policy Committee of the IMU.
5. All organizations, including those who have been previously assigned space shall apply for space every year.
6. **THE RENTAL PAYMENT SHALL BE PAID IN ADVANCE FOR THE ENTIRE RENTAL PERIOD BY FRIDAY SEPTEMBER 17, 2010.** Payments can be made in the Union Board office. Cash, check or SOA account number may be used for payment. If the rental payment is not received by the stated deadline date, this agreement shall terminate and the space may be assigned to another organization.
7. **Lease period is May 16, 2011 – May 15, 2012.**

## **Section B: Tenant Agrees**

1. Rent – Private or Semi-Private Office. Organization agrees to pay by the deadline the annual rental fee equal to \$1 per square foot of office space.
2. Rent – Closet Space. Organization agrees to pay by the deadline the annual fee of \$10 per closet.
3. Responsibility. Organization shall be responsible for the conduct of its members and their invitees while on the premises and shall not permit conduct to occur which is:
  - a. prohibited by state or federal law

- b. prohibited by the Code of Student Conduct, Rights, and Responsibilities or other IMU or Indiana University rules or regulations
  - c. actions that result in damage to the premises and/or Indiana University property
4. Business hours. Organization shall have access to the premises from 6am-2am during the academic school year and 6am-11pm during breaks and holidays. Such hours are subject to change by notice of the IMU. Access beyond the normal operating hours or vacation period shall be in accordance with IMU established policy. Offices shall be closed during Indiana University vacation periods when the IMU is closed.
  5. Use of Premises. Premises shall be used for the purpose of functions stated and no other. Any change in the use of the premises must receive prior written approval of IMU.
  6. Inspection of premises. Organization shall allow IMU to inspect the premises at any reasonable time for reasonable reason.
  7. Subletting, assignment. Organization shall not sublet the space nor assign this Agreement in whole or in part to another individual or organization.
  8. Alterations or additions. Organization shall not make any alterations to the premises or fixtures located on the premises without prior approval of the IMU.
  9. Damage charges. Organization shall promptly pay for any necessary repairs for damages to the premises during the term of the Agreement or at its expiration, normal wear and tear expected, occasioned by the use of the premises.
  10. Return upon Expiration or Termination. Tenant shall return premises at the expiration or upon the termination of this Agreement in a clean and neat condition.
  11. Telephone Service. Organization may arrange and pay for the installation and monthly charges for telephone service through University Information Technology Services (856-2287, Opt. 3).
  12. Mailbox. Each organization will receive the use of a mailbox. Mailboxes are located in the Student Activities Office, third floor of the IMU tower, room 371 (Student Activities Office hours are Monday – Friday, 9am-5:30pm). It is the organization's responsibility to periodically check the mailbox.
  13. Authorized Access, Key Code. The President/Chairperson of the organization shall be responsible for presenting to the Union Board office a list of names and email addresses, in the section provided below, of all individuals that are authorized to have access to the space. A key code (office door combination) will be issued via reply email from the IMU. The key code is intended for use only by the individual assigned. Each individual assumes personal responsibility for the use of the issued key code. Sharing



5. Revoke Contract. The IMU reserves the exclusive right to revoke contract for failure to pay rental fee; damage to IMU facility; found responsible for violating a Code of Student Conduct, Rights, and Responsibilities or other IMU or Indiana University rules or regulations; and/or any other breach of confidence.

**The undersigned have read this Agreement and agree to abide by same**

Accepted by the Organization:

\_\_\_\_\_  
President/Chairperson (Printed)

\_\_\_\_\_  
President/Chairperson (Signature)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Advisor (Printed)

\_\_\_\_\_  
Advisor (Signature)

Accepted by the Indiana Memorial Union:

\_\_\_\_\_  
IMU Office Number

\_\_\_\_\_  
IMU Closet Number

\_\_\_\_\_  
Union Board President (Printed)

\_\_\_\_\_  
Union Board President (Signature)

\_\_\_\_\_  
Date:

\$ \_\_\_\_\_  
Lease Amount Due to IMU

**The Union Board office is located on the second floor of the IMU Student Activities Tower. Room #270; phone number 812-855-4682; email address [imuae@indiana.edu](mailto:imuae@indiana.edu).**