Rental application and contract due by 4:00 PM, Thursday, March 24, 2016
Interviews will be scheduled at the time your application is submitted and will be conducted on April 1st and 2nd.

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 active organization members: __________________________

Please rank items below (1 high – 3 low) and elaborate on the needs of your organization:

A. Storage space (Rank ____)
   ________________________________________________________________

B. Ability to hold office hours (Rank ____)
   ________________________________________________________________

C. Ability to hold meetings (Rank ____)
   ________________________________________________________________

Is the organization willing to coordinate/share space with another club in order to reduce your leasing costs?
   ________________________________________________________________

Contact Information
President/Chairperson
IU e-mail ________________________________ phone: _____________________________

Faculty or Staff Advisor: ________________________________
IU e-mail ________________________________ phone: _____________________________

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.
E. If a current tenant, please rank your satisfaction with your space from 1 (least satisfied) to 10 (most satisfied), and explain your ranking. Response will not affect eligibility for rental.
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 House 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. INVOICES WILL BE MAILED IN SEPTEMBER. 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, 2016 – May 12, 2017.

Section B: Tenant Agrees
1. Rent – Private Office. Organization agrees to pay by the deadline the annual rental fee equal to $1 per square foot of office space. (Most offices rent from $148 - $389).
2. Rent – Semi-private or Shared Cubicle. Organization agrees to pay by the deadline the annual rental fee of $50 for office space.
3. Rent – Closet Space. Organization agrees to pay by the deadline the annual fee of $20 per closet.
4. Rent – Shared Space. Organization agrees to pay by the deadline the annual rental fee equal to (half) of the rent of the shared space.
5. 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
6. Business hours. Organization shall have 24-hour access to the premises during the academic school year and 6am-11pm during breaks, holidays and summer. 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.
7. 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.
8. Inspection of premises. Organization shall allow IMU to inspect the premises at any
reasonable time for reasonable reason.

9. Subletting, assignment. Organization shall not sublet the space nor assign this Agreement in whole or in part to another individual or organization.

10. Alterations or additions. Organization shall not make any alterations to the premises or fixtures located on the premises without prior approval of the IMU.

11. 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.

12. 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.

13. Mailbox. Each organization will receive mail. Mailboxes are located in the Student Life and Learning office (SLL), third floor of the IMU tower, room 371 (hours are Monday – Friday, 9am-5:30pm during fall/spring semesters and Monday – Friday, 9am -5pm during summer). Hours may change. Please check with SLL office for posted hours. It is the organization’s responsibility to periodically check the mailbox.

14. 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 key codes can jeopardize security for you and other occupants. All codes expire at the end of the lease period.

15. All Occupants of the tower that reserve office or cubicle space are required to submit weekly office hours that they can be held accountable for keeping throughout the term.

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16. Default Obligations. If organization is in default of any of the foregoing provisions, all of which are deemed substantive under the Agreement, IMU shall give tenant written notice of such default and tenant shall have seven (7) days to correct the default or to make an acceptable arrangement with the IMU to correct the default. If organization fails to correct the default within seven (7) days, IMU may terminate this Agreement.
and enter and take possession of the premises without further notice to organization.

Section C: IMU Agrees
1. Utilities and Maintenance. IMU shall provide heat, electricity and normal maintenance to leased premises, making necessary upkeep within a reasonable time after being notified by organization of needed repairs.
2. Furniture. IMU shall provide the following for the leased offices: 1 desk and office chair; 1 file drawer or cabinet.
3. Custodial. IMU shall maintain all public areas and to provide such services as warranted to the organization.
4. Revoke Key Code. The IMU reserves the exclusive right to revoke key code privileges to any authorized user for allowing unauthorized people use of the access code; damage to rental space; and/or improper conduct.
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 Rights, Responsibilities and Conduct 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 IU Student Organization

President/Chairperson (printed)  President/Chairperson (signature)
Date:  

Advisor (printed)  Advisor (signature)

Accepted by the Indiana Memorial Union

IMU Office Number  IMU Closet Number

$_________________ Lease Amount Due to IMU on or before Friday, October 14, 2016

Union Board President (printed)  Union Board President (signature)
Date:  812-855-4682  ubpres@indiana.edu

Activities & Events: imuae@indiana.edu