



## Space Reservation Contract

### ABOUT

Berkeley Student Media (BSM) facilities, space, and equipment are managed by BSM and Creative Lab staff and are available only to UC Berkeley students who are members of ASUC-sponsored RSOs. Students are eligible to reserve space exclusively for work on projects or official business conducted by their RSOs.

This document is a legally binding contract, which holds the student organization financially responsible for the costs of any damage to the space. Unpaid charges or damage to the space will be reported to the Student Union Creative Programs division, and if necessary, the LEAD Center.

### LIABILITY

The signatory that reserves the space on behalf of their student organization is responsible for knowing and understanding the contents of this document. Signatories of any registered student organization planning to reserve space MUST complete, sign, and turn in the contract portion at the end of this document before they can begin any reservation process.

Signatories are responsible for leaving BSM and Creative Lab spaces in the condition they were found. When students accept these terms and conditions, they acknowledge that upon leaving the building, the space is clean and orderly and all equipment in the space is functioning and undamaged. Students are responsible for making sure that any disorderliness or damage in the space is noted when reserving space. Any disorderliness or damages should be recorded in writing on the signature page in the presence of a BSM staff person before completing the reservation process.

BSM Space Reservation will provide the student with their own copy of the receipt via email with the times and date for the space reserved. BSM Space Reservation reserves the right to inform signatories of registered student groups about disorderliness or damage to either the space or equipment in the space, fines, or discourteous conduct and to note the infractions in the student account.

### CONSEQUENCES

Ignoring fines and/or late fees will result in an entire student organization being banned from future space reservations at BSM and the Creative Lab. This information will also be reported to

the LEAD Center and the ASUC, and may impact ability to make space reservations on campus.

## RESERVATIONS

Only signatories of ASUC-sponsored registered student organizations may submit a request for space reservations. The student filling out the space reservation request form and signing off will be held financially responsible for cleaning, organizing, and fines or fees, even if someone else from the organization comes to reserve the space. It is the student's responsibility to go through the space, inspect the physical spaces and all equipment in the space for cleanliness, orderliness, and functionality before both entering the space at the beginning of and leaving the space at the end of a reservation.

## RETURNING THE SPACE PROPERLY

Put all equipment back in their appropriate spots, clean up any trash your student organization may have left behind, and make sure you have gathered all your organization and individual belongings BEFORE checking out with BSM/Creative Lab staff. Staff are instructed to approve the cleanliness, orderliness, and functionality of the space. If these conditions are not met and cause undue burden upon the BSM/Creative Lab staff, BSM reserves the right to fine the registered student organization through a deduction in CalLink.

## SPACE RESERVATION EXTENSIONS

No space reservation extensions are permitted once the reservation has begun. In order to reserve the space, the signatory of the registered student organization must go through the process for reserving the space again. Any exceptions must be requested through [studentmedia@berkeley.edu](mailto:studentmedia@berkeley.edu) and/or Cheqroom and must be approved.

## BROKEN EQUIPMENT IN SPACES

If equipment breaks or malfunctions during reservation period please make a LEGIBLE DETAILED NOTE regarding the malfunction, return it to its original casing and/or spots and notify BSM/Creative Lab staff immediately.

## CANCELLATION POLICY

If for any reason you no longer need the space, please email [studentmedia@berkeley.edu](mailto:studentmedia@berkeley.edu) at least 24 hours before your reservation is scheduled to begin so the space can be released. If you must cancel less than 24 hours before your reservation, a case by case decision will be made by BSM staff via email communication about the circumstances and if there will be consequences applied to the RSO's account. Late or frequent cancellations may result in BSM temporarily suspending a RSO's ability to make future space reservations.

I, the signatory for my registered student organization, have read through this policy and understand that I and the rest of my student organization must adhere to these policies. I understand that if anyone in my RSO or I violates these policies, BSM and the Creative Lab reserve the right to apply appropriate fines and/or temporarily or indefinitely suspend my RSO from reserving spaces offered by BSM and the Creative Lab.

Notes:

Signature and date:

Signatory Name (First and Last):

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Signatory Student ID Number:

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Signatory Berkeley Email:

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Date:

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Signatory Signature:

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By signing this form, you agree to all of the above terms and conditions.