



**HUB\_ROBESON CENTER**  
**OFF CAMPUS STORAGE SPACE AGREEMENT**  
**FALL 2019 - SPRING 2020**  
**GENEROUSLY FUNDED BY UPAC**

The Pennsylvania State University on behalf of its Union and Student Activities unit ("University") has contracted with Findlay's Tall Timbers Distribution Center, Inc. which is located in the Glenn Summitt Warehouse located at 3500 East College Ave. in State College, PA ("Glenn Summitt Warehouse") to provide storage space to certain University recognized student organizations. The University agrees to permit the recognized student organization listed at the bottom of this agreement ("Organization") to use designated University storage space in the Glenn Summitt Warehouse, in accordance with the terms of this Off Campus Storage Space Agreement ("Agreement").

In consideration of the University permitting Organization to use a designated storage space in the Glenn Summitt Warehouse, Organization hereby agrees to the following:

**1. Policy Compliance**

In addition to the policies already set forth in the University's Policies and Rules for Student Organizations, Organization is responsible to review and comply with all of the Glenn Summitt Warehouse storage policies.

**2. Length of Time**

Off campus storage space is assigned by the University's HUB-Robeson Center Advisory Board on a yearly basis. All Organizations assigned storage space by University in the Glenn Summitt Warehouse **must re-apply yearly** by completing the on-line application to be considered for this specific storage space. If an Organization does not re-apply for space by that year's deadline, their space will be reassigned. **This storage space is not guaranteed from year to year.**

New Organizations are permitted to move into this storage space beginning the first Monday after spring semester finals week. Space must be vacated by the last day of finals each spring semester should the application be denied and/or no application is received by the HUB-Robeson Center Advisory Board.

**3. Storage Space**

Organizations will be assigned to a **general storage area** ("Assigned Organization Storage Area") within the larger 980 sq. ft. space and Organization must keep all of its items together in an organized fashion. Organizations must be considerate of the other recognized student organizations who share this area.

If desired, the Organization can bring in locked filing cabinets, racks, etc. to secure their belongings in the most efficient way possible. All items within the Assigned Organization Storage Area must be provided by the Organizations. Initial placement of all items must be approved by Mary G. Edgington, Senior Director, Union and Student Activities.

Organization agrees to act responsibly by taking care of the items in its Assigned Organization Storage Area and to only store its own items in this Assigned Organization Storage Area. It is expected that Organizations will maintain a clean storage area free of food and any item(s) that could attract rodents. Any damages to the furnishings and/or the equipment stored in this space are the sole responsibility of the Organization. Organizations will be charged for repairing any damage that may occur in this area.

4. **Access**

Only those students listed on the original Organization application may have access to the Glenn Summitt Warehouse. Should additional names need to be added and/or deleted from this list over the year, permission for these changes must come from the Senior Director. Please submit those requested changes on a timely basis to that office via email.

5. **Complaints**

If a complaint is received from another recognized student organization sharing the storage space with Organization, then the Organization's President will be sent an e-mail regarding the problem. The Union and Student Activities office and the HUB-Robeson Center Advisory Board will be notified when a complaint is received. Unresolved problems will result in possible referral to the University's Student Organization Conduct Committee and possible sanctions, which may include the Organization losing its Assigned Organization Storage Area.

6. **Liability**

Organization, on behalf of itself and its members, hereby releases University, its trustees, officers, agents and employees along with the University Park Allocation Committee, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes whatsoever in connection with this Agreement or Organization's use of the Glenn Summitt Warehouse storage space.

7. **Transportation**

Transportation to and from the Glenn Summitt Warehouse is the sole responsibility of the Organization.

8. **Spot Audits**

University reserves the right to conduct Audits of Organization's storage space throughout the year to ensure compliance with these policies.

9. **Hours of Operation**

The hours of the Glenn Summitt Warehouse are from 8am-4pm, Monday-Friday. Organization understands that these are the only hours that they can access their storage items at the Glenn Summitt Warehouse.

**FAILURE TO COMPLY WITH THESE POLICIES MAY RESULT IN THE LOSS OF OFF CAMPUS STORAGE SPACE AND/OR OTHER SANCTIONS.**

As the president of my Organization, I have reviewed this Agreement and accept these terms on behalf of my Organization.

Name of Recognized Student Organization: \_\_\_\_\_

Organization President Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number (cell preferred): \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Confirmation that this Recognized Student Organization has been assigned a general storage area:*

\_\_\_\_\_  
Mary G. Edgington, Senior Director, HUB-Robeson Center

\_\_\_\_\_  
Date