

Student Space Use Agreement

Antioch College may provide work / creative / collaborative space for students to use. This document serves as the space use agreement between a student, their supporting faculty member/advisor, and the Physical Plant Director and must outline all details related to the use of a space.

This agreement is between _____ (name of student),
_____ (name of faculty member/faculty advisor), and
_____ (name of Physical Plant Director).

Project title & brief description: _____

Space requested: _____

Start / end dates: _____

Equipment use request (if any needed): _____

Other students who may be helping: _____

CONDITIONS: I (student) agree to the following conditions:

1. I understand that I am personally responsible for the space requested above and agree to use the space appropriately and only as outlined above.
2. I understand that normal building access hours remain in effect unless otherwise agreed to in advance and outlined above.
3. I understand that my use of the space is limited to the time period outlined above.
4. I understand that I am responsible for the access key to this space and agree to return the key to Facilities at the conclusion of the space use time period outlined above. If the key is not returned, I understand that I may be subject to a fee.
 - a. Note that the key replacement fee begins at \$100.
5. I understand that I am not permitted to allow access to any persons not outlined above into the space.
6. I agree to keep the space clean, neat and orderly at all times to avoid any possible hazards (i.e. trips, slips, falls, etc.).
7. I understand that I will be held accountable for any damages or modifications to the space that result from my use or neglect.
8. I agree to clean and restore the space and return any equipment used at the conclusion of the space use time period outlined above (no later than the end date). If the space and/or equipment is not restored, I understand that I may be subject to a fee.
 - a. Note that Student Penalties and Fines are outlined in the Curriculum Catalogue. Fees must be paid before the release of diplomas and transcripts.

SIGNATURES: Signatures below acknowledge agreement with all space use details and conditions.

Signed (student): _____

Printed name (student): _____

Date: _____

Signed (academic advisor): _____

Printed name (advisor): _____

Date: _____

Signed (PP Director): _____

Printed name (PPD): _____

Date: _____