ASA Shared Space Agreement

0. Background: The purpose of this agreement is to support a successful sharing arrangement and to give the groups and ASA Board a starting point if a need arises for arbitration about the sharing of the space. All agreements and amendments require the approval of the ASA Board. If groups cannot reach a consensus about a provision, then the decision will be made by the ASA Board.

1. Groups involved: Antarctic Student Association
   Freeze Ray Club
   Moose Education Association

2. Rooms(s): W20-632

3. Split of physical space:
   a) Which spaces or how much space will be allocated to a single group?
   Antarctic Student Association – shelves and desks along wall on left side of room
   Freeze Ray Club – 2 cabinets by door
   Moose Education Association – file cabinets and desks along wall on right side of room
   b) Which spaces can be used by all occupants?
   Couch by window
   Tables and chairs in middle of room
   Desk with computer on wall by door

4. Time usage:
   a) Are there times when the space can only be used by one group?
   Antarctic Student Association – Sundays 5-10pm for movie showings
   Freeze Ray Club – none
   Moose Education Association – Monday 8-10pm and Thursday 7-9pm for meetings
   b) Other restrictions on the timing of usage of the space?
   Freeze Ray Club – open office hours M-F 5-6pm (will keep door open, people will be dropping by)

5. Access:
   a) For W20 spaces – will card access, combos, or both be used?
   Only card access.
   b) How many or which type of people from each group can have card/key/combo access to the space?
   Antarctic Student Association – officers and particularly active members (expected: 10-15), Freeze Ray Club – officers (max: 5), Moose Education Association – all current teachers and officers (expected: 20)
   c) Are there steps between occupants that need to be taken before new people are given access?
   Notify other groups of people being added.
6. Security and safety provisions:
Freeze Ray Club – materials cannot be touched without the supervision of an officer due to their dangerous nature
General – do not leave individuals without card access in the office when everyone with card access has left, do not loan ID’s for access to people without card access, the blank card can be checked out by a group member with approval of their group’s officers (though if this is a frequent occurrence the person should be given direct access)

7. Communication and amending agreement:
• If there are concerns about the provisions in this agreement not being met by an occupant, officers of the affected group should discuss the matter. If that is insufficient to resolve the matter, then ASA Exec should be contacted.
• If a group has a temporary need for increase space or time usage of the space, they should contact the officers of the other group(s) advance.
• If a group wishes to change the provisions in this agreement, then they should contact the officers of the other group(s). If the groups agree on an update agreement a new copy should be emailed to ASA Exec. If the groups cannot reach a consensus on changes on their own, then ASA Exec should be involved.
• If any group wishes to make any significant changes (drilling into walls, changing electrical setup, installing large furniture, etc.), then ASA Exec and CAC need to be contacted for approval.

a) Changes or additions?
none

8. Any other provisions:
none

Most recent date approved: 1/22/2012
Representatives from groups approving: Joe Bob, Antarctic Student Association President; Sally Jane, Freeze Ray Club Office Manager; Sasha Smith, Moose Education Association Secretary; Janet McArthur, Association of Student Activities Member-at-Large