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:

2. Rooms(s):

3. Split of physical space:
   a) Which spaces or how much space will be allocated to a single group?
   
   b) Which spaces can be used by all occupants?

4. Time usage:
   a) Are there times when the space can only be used by one group?
   
   b) Other restrictions on the timing of usage of the space?

5. Access:
   a) For W20 spaces – will card access, combos, or both be used?
   
   b) How many or which type of people from each group can have card/key/combo access to the space?
   
   c) Are there steps between occupants that need to be taken before new people are given access?
6. Security and safety provisions:

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 groups 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?

8. Any other provisions:

Most recent date approved:
Representatives from groups approving: