

STUDENT CREATIVITY CENTER (SCC)
SPACE UTILIZATION AGREEMENT – TERMS & CONDITIONS
UCLA HENRY SAMEULI SCHOOL OF ENGINEERING AND APPLIED SCIENCE

2018 - 2019 Academic Year
(MUST BE POSTED IN SCC SPACE)

The Department and its student chapters agree to the following terms and conditions in order to utilize the Student Creativity Center:

1. Space utilization is by recommendation of a school-wide faculty committee and assigned by the Dean.
2. The SCC is dedicated to the Engineering Science Corps Outreach Programs in the summer, thus the student chapter's occupancy is for the academic year only (nine months). A detailed move-in/move-out plan must be submitted along with the application for space usage; and it must have the commitment from the department Chair to accommodate the move of the student chapter's operation or equipment in the departmental space over the summer.
3. Space assignment is for 2 years; and occupancy can be competitively renewed based on chapter performance and other needs within the School. A mid-term annual report will be due in the year between renewal demonstrating utilization and need.
4. Member access is approved by the respective Faculty Advisor, and must conform to the EH&S requirement.
5. All tenants will undergo an EH & S Safety Inspection at the start of the year. Organizations and departments are responsible for addressing issues that arise from the inspection.
6. Tenants are required to provide the name and contact information of an officer in their organization who will manage the space in the SCC, uphold items delineated in this Agreement and by your organization in the application for SCC Space Utilization, SCC Safety Protocols, attend the EH & S Safety Inspection, keep logs of authorized users for equipment, be responsible for disseminating information to your organization's SCC users, and be the lead contact for requests for visitations. Organizations agree to keep this information current based on change in leadership.
7. No chemicals can be stored or used in the SCC unless approved by UCLA Environmental Health and Safety during inspection.
8. In accordance with HSSEAS Lab Safety policies, all members must complete the EH&S sponsored lab safety course, Lab Safety Fundamentals Concepts, before utilizing the space. **Occupancy can and will be terminated if there is a safety violation.**
9. Distribution of keys to the SCC is managed by Marlon Williams. All keys issued to student organizations must be returned to key managers at the end of the academic year or upon graduation.
10. All members must responsibly maintain the condition of the SCC, including lab space. The campus architect mandates **no drawing/paintings on the glass façade**. No permanent fixtures or markings on facility or furnishings. Do not sit on tables. An inventory of SCC furnishings and equipment has been provided to your leadership at the start of the year. A survey of the condition of the space and furnishings will be conducted at the end of the year and considered as part of the renewal request. The department is responsible for the maintenance of the space during occupancy.
11. Tenants are responsible for maintaining a regular cleaning of their space, including sweeping and trash disposal (daily/weekly as necessary). Trash and recycling bins are located in the California NanoSystems Institute loading dock next to SCC phase I.

12. **No food or drinks are allowed in the lab.** Any damage to the space will be the responsibility of the student group and/or the department to repair and return to the original move-in condition.
13. As delineated in the UCLA Student Code of Conduct (section 102.8), UCLA is an alcohol, drug, and tobacco free campus. There should be no alcoholic beverages or other illegal substances for the purposes of storage, consumption, or disposal in the SCC. Issues related to this should be reported immediately.
14. The meeting areas in the SCC phase I (BH 2730) and II (BH 2761) serves as a general space that can be reserved for all student groups to use and **should not be used as storage**. Keep all unused items in your group's lab space. Students can reserve the meeting space via ScheduleIt - <http://www.matserv.ucla.edu/space-rental/>.
15. The computer and monitor located in SCC phase I main meeting area is available for use by SCC tenants for official organization activity. The equipment must be returned to the conference area after use, plugged in, and in functioning order at all times. **Do not remove** any hardware, cables, or reconfigure system. Please see Marlon Williams for access to use the computer attached to the monitor.
16. After using the conference room, **return the space back to the original room set up** (including tables, chairs, white boards and monitor).
17. The 2nd floor courtyard (near phase I of the Student Creativity Center) is a multi-purpose area for use by student organizations and the School. As a public space there can be no multi-day storage in the area. Additionally, Boelter Hall air-intake is located on the 2nd floor near the Student Creativity Center. As such, no activity that results in exhaust or fumes can occur in this area. Parking or starting of any vehicle (except University vehicles on University business) is prohibited in this area. Yellow poles located at the entrance to the courtyard near to the CNSI loading dock must be immediately reinstalled into its housing once equipment is brought through.
18. Tenants agree to inform the School/Department of any issues that arise in the SCC.
19. Tenants agree to post the SCC Space Utilization Terms and Conditions, along with any terms and conditions specific to their organization, in their space for users to view.

The signatures below signify that all signatories have read, understand, and do hereby agree to distribute and uphold the policies and procedures delineated in the aforementioned UCLA Henry Samueli School of Engineering and Applied Science Student Creativity Center Space Utilization agreement.

Signature of Chapter President	Signature of Lab Manager
Print name	Print name
Chapter	Email
Email	Phone #
Phone #	Date
Date	

Signature of Engineering Departmental
Contact for Summer Storage

Signature of Engineering Faculty Advisor

Signature of Engineering Department Chair

Print name

Print name

Print name

Title

Department

Department

Email

Email

Email

Phone #

Phone #

Phone #

Date

Date

Date