



**New College Student Centre Organization
Occupancy Agreement
2023-2024**



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EXTRA/MISC

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1. Purpose of the Occupancy Agreement

New College is a vibrant community and student organizations play a key role in enriching the student experience. New College administration wants to encourage members of its community to contribute to the growth and development of the College.

One of the ways that New College supports this goal is through the provision of a temporary office space for organizations in the New College Student Centre.

This Occupancy Agreement outlines the responsibilities and privileges of campus organizations that have been allocated temporary office space in the New College Student Centre.

2. Entire Agreement

This Agreement (New College Student Centre Occupancy Agreement), along with any exhibits, appendices, schedules, encompasses the entire agreement of the parties, and supersedes all previous understandings and agreements between the parties pertaining to the New College Student Centre office spaces.

3. Terms of Agreement

The New College Student Centre Organization (hereafter referred to as “SCO”) understands that the College’s facilities are intended to promote and enhance the intellectual, social, and community development of its students and their involvement in student life. Accordingly, the SCO understands that their behaviour and conduct in the New College Student Centre and New College spaces shall be conducive to, and consistent with, the above purposes.

The SCO is expected to work in collaboration with New College administration and its representatives pursuant to this agreement.

New College (hereafter referred to as “the College”) and the SCO, listed below,

The SCO

Agree as follows:

3.1 Occupancy Term

This agreement is an agreement for office space in the New College Student Centre for a period commencing *Monday, August 21, 2023 at 12:30PM* (hereafter referred to as the “Occupancy Date”) and ending no later than *Friday April 26, 2024 at 12:30PM* (hereafter referred to as the “Planned Vacancy Date”), unless terminated earlier by the College pursuant to the provisions of this agreement. These dates are also permitted to be changed at the discretion of the College. All SCOs under this agreement must re-apply for space, and no offer of space in one year is a guarantee of space in subsequent years.

The SCO will not pay an Occupancy Fee for the use of the Office Space.

3.1.1 Move-in Period

SCOs are permitted to move into their Office Space between the period of *Monday, August 21, 2023 at 12:30PM and Monday, September 18, 2023 at 5:00PM*. Moving in entails checking out the keys to the office space. If SCOs that have been offered a space do not move into their Office Space within this period, they will lose the offer of Office Space for the Fall/Winter Semesters. The space will be offered to a SCO that is waitlisted for space.

3.1.2 Summer Occupancy Term

The College will offer the SCO the opportunity to extend the Occupancy Agreement for office space throughout the summer months (May to mid-August) upon reapplication and approval from the Assistant Dean, Student Life and Leadership, and the Dean of Students.

The Summer Occupancy Term will run from *Monday, April 29, 2024 at 9:00AM to Friday, August 16, 2024 at 12:30PM* (hereafter referred to as the “Summer Occupancy Term”).

In the unusual case when a SCO does not move out of their Office Space by the Planned Vacancy Date, the College reserves the right to change member access to the Office without notice to the SCO, or liability to the Office of Residence and Student Life, or the College.

3.1.2..1 The College has the right to dispose of any possessions remaining in the Office ten (10) business days after the Planned Vacancy Date, without liability.

Failure to vacate the Office by the Planned Vacancy Date may impact a SCO’s reapplication or future requests for Office Space.

- 3.1.2.2 The SCO will be responsible for cleaning and restoring the Office by the Planned Vacancy Date to the condition it was at the commencement of the Occupancy Term and will reimburse the College for the cost of cleaning, restoration or move-out expenses if the SCO does not fulfill this responsibility.

3.2 Key List

The SCOs must provide the Office of Residence and Student Life with a *Key List* via new.studentlife@utoronto.ca, which includes the names of the SCO's constitutionally-recognized executives who may have access to sign out the key for the Fall/Winter Semesters use of the Office Space. All constitutionally-recognized executives must be currently registered University of Toronto students in the current academic year. The Key List must contain the University of Toronto emails of each member with access to the Office Space.

- 3.2.1 Key Lists for the Fall/Winter Semesters are to be provided along with the signed Occupancy Agreement, indicating acceptance of the offer. SCOs who have been granted an offer of an Office Space are required to submit an updated Key List prior to gaining access to the Office Space. SCO members will not have access to the space beyond deadlines established by the Student Life Programs Coordinator until a Key List has been submitted and approved by the Office of Residence and Student Life. Key Lists may be updated at any point in the Fall/Winter Semesters to accommodate for transition via email notification from the President(s, or equivalent) to the Student Life Programs Coordinator.
- 3.2.2 If membership with key access changes within the SCO, it is the responsibility of the SCO to inform and update the Key List as soon as possible. The College is not responsible for any former members who maintain access to the space if the Key List has not been updated. The College will not grant access to new members of the SCO without an update to the Key List.
- 3.2.3 Authorized Members of the SCO may gain access to the Office and the Student Centre Board Room, by signing out the keys from the Wilson Hall Front Desk and leaving their TCard as identification in exchange for the key. No other form of identification will be accepted. Authorized Members only include constitutionally-recognized executives who are current U of T students, and whose names have been submitted to the Office of Residence and Student Life within the Key List.

- 3.2.4 Although the SCO does not need to pay a deposit for the use of the Office Key, the SCO will be invoiced a cost of \$180.00 if the key is lost, to cover the cost of a locksmith to replace the locks.

4. Maintenance of Good Standing

SCOs must maintain Good Standing in order to be eligible for re-application to Student Centre Office Space. SCOs who do not maintain Good Standing will jeopardize their application for Office Space in subsequent years.

To maintain Good Standing, SCOs are expected to abide by the following:

4.1 Active SOP Recognition

All SCOs must be a registered SOP Group (Student Organization Portal) and maintain active registration. All Executives and SCO Leaders should be updated on the SCO's SOP page to reflect the current year's executive team.

4.2 Student Centre Community Meetings

The Student Life Programs Coordinator facilitates monthly Community Meetings during the Fall and Winter semesters. These meetings are an opportunity for SCOs to share events, discuss common problems, imagine possible solutions, receive or request training, and ask questions of ORSL. The Student Life Programs Coordinator will also share pertinent updates and information, including funding opportunities, policy updates, and more.

SCOs are to have in attendance at least one representative on the Key List for Student Centre Community Meetings. Representatives are responsible for sharing all information presented and discussed to their respective SCO. The representative(s) may change from month to month, although it is strongly encouraged to have a consistent representative when available for the purpose of continuity. On certain occasions, attendance of specific members of the SCO (e.g., VP Finance or equivalent) will be requested.

The dates and times of Community Meetings will be set by the Student Life Programs Coordinator on the first week of each semester and will be communicated to the SCO via their public email.

Two missed Student Centre Community Meetings without notice or follow-up will be noted as the SCO no longer being in Good Standing.

4.3 President's Meeting Each Semester

The President(s or equivalent) of the SCO is expected to arrange a one-on-one meeting with the Student Life Programs Coordinator once per semester.

Meeting discussions will include the current status of the SCO's Standing; recap of the year so far (e.g., events, programs, and initiatives by the SCO); upcoming programs and projects; goal setting and administration; opportunities for collaboration; general status update on the SCO; and any additional questions or concerns expressed by the Student Life Programs Coordinator and/or the President or SCO. For organizations who have an ORSL staff member as their CCR validator, these meetings will constitute the required check-ins needed to be recognized for the year.

The SCO President must book their Fall Semester meeting with the Student Life Programs Coordinator by *Friday, October 6, 2023 at 12:30PM*. The SCO President must book their Winter Semester meeting with the Student Life and Programs Coordinator by *Friday, January 12, 2024 at 12:30PM*.

4.4 Risk Assessment and Space Booking Training

SCOs are to have in attendance at least one (1) representative on the Key List for Risk Assessment and Space Booking Training, which will occur before or during the first Student Centre Community Meeting. Representatives are responsible for sharing all information presented and discussed with their respective SCO.

4.5 Outreach Programming with the Office of Residence and Student Life

As part of the New College community, SCOs are welcome to participate in the outreach efforts of the Office of Residence and Student Life. ORSL offers several opportunities for SCOs to reach the New College community, including:

- Welcome Day (June)
- New College Orientation (September)
- TransitionSMART (throughout the Fall/Winter Semester)

Participating in outreach events in partnership with ORSL is considered a recruitment strategy, which is part of the application process for office space in subsequent years. As such, it is to the SCO's benefit to participate in some or all of these outreach events as a way to increase their profile among the student body at New College.

4.6 Engagement with New College Community

4.6.1 As part of the New College community, SCOs are welcome to host events in collaboration with any of the following entities:

- New College Student Council (NCSC)
- New College Residence Council (NCRC)
- NCSC Recognized Groups
- Any New College Department/Office

Collaborating with these offices and governments demonstrates a connection to New College, which is a significant part of the application process for office space in subsequent years. As such, it is to the SCO's benefit to forge such collaborations as a way to deepen their connection with the College.

4.6.2 All SCOs should have their office hours posted on the New College Student Centre Board by *Friday, September 8, 2023*.

4.7 Office Key

SCOs are required to abide by the following:

- i. Return the Office Key to the Wilson Front Desk after each use
- ii. Vacate the Student Centre by *10:00PM* each day. Regular operating hours of the Wilson Hall building is *8:00AM to 10:00PM*.
- iii. The Office Key must not leave the Wilson Hall building.

4.7.1 In the event where the Office Key is not returned:

First Instance: An email will be sent to the person(s) with the Key and the SCO President, requiring that the Office Key be returned immediately. If not returned or responded to within 24 hours of the email, or if there is a separate, second instance:

Second Instance: An email will be sent again requiring that the Office Key be returned immediately, and a meeting between the SCO's President and the Assistant Dean, Student Life and Leadership will be arranged and attended. If the SCO President does not respond within 48 hours, or refuses to attend a meeting, or if there is a separate third instance:

Third Instance: A third instance of failing to return the Office Key will remove the SCO from a position of Good Standing, until a meeting between the SCO's President and the Assistant Dean, Student Life and Leadership is arranged and attended. This will impact access to the Office Space for the rest of the Fall and Winter Semesters and/or Summer Occupancy Term, and may impact future applications for space.

- 4.7.2 Any other keys provided to the SCO—including the key to 500U, music rooms, or other bookable spaces at the College—are subject to the same requirements and processes as listed in 4.7 and 4.7.1.

4.8 Non-Occupancy of Office Space

SCOs are required to use their office space to maintain Good Standing. If the office space is left unoccupied for any more than two months, the SCO may forfeit their space to another student organization. Exceptions for non-occupancy are made on a case-by-case basis and must be communicated to the SLPC. Exceptions are made to all SCOs during uncontrollable circumstances such as natural disasters, pandemics or other circumstances that make the space unfit for use.

4.9 Compliance with University of Toronto's Code of Conduct and Policies

SCOs are required to adhere to the University of Toronto's Policies, Statements and Agreements. These policies, statements and agreements create the framework in which the University operates. Policies set out expectations and guidelines for behaviour and action in specific areas. The College would like SCOs to specifically consider the following Codes of Conduct and Policies:

- i. The University of Toronto's Code of Student Conduct available at: <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjul012002.pdf>.
- ii. The University of Toronto's Information Commons regulations on *Information and Communication Technology, Appropriate Use Of* available at: <https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/>.
- iii. The University of Toronto's *Alcohol Policy* and its regulations available at:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun262003.pdf>.

- iv. The University of Toronto's *Smoke-Free Policy* and its regulations available at: <http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2018/12/p0101-SMP-2018-2019p-Smoke-Free-Policy-2019.pdf>
- v. Any other policies as established by the Governing Council of the University of Toronto, enforceable at all times for all members, guests, and invitees of the SCO.

5. Communication

All communications from the Office of Residence and Student Life pertinent to SCOs activities will be addressed or copied to the public email for the SCO. Any communication to an SCO Executive or member must be conducted through their University of Toronto email address.

The SCO is expected to respond in a timely, and professional manner in response to all communication from the Office of Residence and Student Life and New College administration.

The SCO agrees to engage in behaviour that is respectful of the fact that they are part of a shared community and not in a private space.

6. Office Furnishings and General Maintenance

The College is pleased to provide the SCO with office furnishings and maintenance of the common facilities of the Student Centre to a reasonable state of repair and cleanliness.

6.1 Office Furnishings

The College is pleased to provide each Office Space with the following office furnishings:

- i. One table, two chairs, one shelf, and two functional electrical outlets.

No office furnishings must be brought into the New College Student Centre.

Anything that is not in working order should be reported to the Wilson Hall Front Desk, by completing a Service Request Form, along with an email to the Office of Residence and Student Life as notification that a repair request has been submitted.

- 6.1.1 The Office Space must maintain at least two-thirds of their exterior windows uncovered.

The Kitchenette in the Student Centre is available for all SCOs to access and is the responsibility of members using this area to keep the Kitchenette in a clean and tidy manner.

- 6.1.2 SCOs are welcome to make a booking reservation for 500U as a meeting space. SCOs can book this space at the Wilson Hall Front Desk. Bookings can be made in advance up until the end of each semester. Members listed on the Key List can sign out the key for 500U in exchange for their TCard. The 500U key must be returned at the conclusion of the scheduled meeting time and must not leave the building.
- 6.1.3 The SCO is welcome to apply for a SCO Music Pass free of charge. Forms are available at ORSL. Music Passes may take up to 5 business days to process and prepare. Only Authorized SCO Members may be listed on the Music Pass. The SCO's Music Pass may only be used by those Authorized Members listed on the Music Pass. Music Room keys must be returned by 10:00PM each day.

6.2 General Maintenance

While the College is responsible for the maintenance of the common areas, the SCO hereby agrees to ensure that the specific Office Space they occupy is kept clean. It is requested that the members of the SCO:

- i. Decorate the Office in a way that will not permanently change the space.
- ii. The SCO is asked to use removable fasteners, and green painter's tape. The SCO may ask the Office of Residence and Student Life for green painter's tape.
- iii. The SCO agrees that they will not paint walls, floors, or windows, and that they will not use duct tape.
- iv. The SCO agrees to respect the Office Space and Student Centre, and its furnishings, in a manner that will not endanger others.
- v. In the event that the SCO causes damage to the Office Space, and/or the Student Centre, the SCO may incur the repair costs.
- vi. Belongings stored in the Office Space must be kept in an organized manner to provide easy access, both in and out of the Office Space, and in compliance with the University of Toronto's Fire Prevention Policy, Safety of Building Occupants, available at:

<http://www.fs.utoronto.ca/main-property-management/fire-prevention/policy/>.

- vii. The SCO will maintain the Office in a clean condition, and will not allow any garbage, or other inappropriate materials as so deemed by the College, to accumulate in or about the Office Space, or the Student Centre.
- viii. SCOs are permitted to store non-perishable, individually wrapped/sealed food items, sealed water bottles or unopened soda cans. Open food or perishable items are not permitted to be stored in the Student Centre.
- ix. The College will provide the SCO with maintenance and caretaking services, free of charge, and will need to access the Office Space for this purpose. Subsequently, caretaking and maintenance staff may enter the Office Space in the normal course of their duties.

6.3 Damages

It is requested that the SCO report any damages to the Student Life Programs Coordinator and the Office of Residence and Student Life.

If there is any damage or additional maintenance required to the Office Space or the Student Centre that was caused by members of the SCO, or the SCO's guests, the SCO may be responsible for the cost of those repairs. Normal wear and tear is expected.

The SCO will assume collective responsibilities for damages which may occur to the Office Space or other common areas of the Student Centre, if such damage cannot be assessed to specific individuals.

In accordance with the University of Toronto's *Smoke-Free* Policy, the SCO will refrain from smoking inside New College spaces, inclusive of the Office Space and the Student Centre. In the event the smoke detectors are impacted by smoking within the building, the SCO may be fined the cost of the false alarm (\$1,500.00 per fire truck), to be invoiced to the SCO.

7. Guest and Invitee Policy

The New College Student Centre is a space for SCO members to carry out activities of the organization. However, we understand that at times the SCO may want to invite Guests and Invitees to the Office Space.

7.1 Guest Compliance with University of Toronto's Code of Conduct and Policies

Guests and Invitees are bound by the provisions outlined in this Occupancy Agreement. Guests and Invitees are expected to adhere to the University of Toronto's Policies, Statements and Agreements.

7.2 Guest, Invitees, and Use of the Student Centre and Office Space

The Office Space is a workspace. The Office Space is neither a residential dwelling, nor an overnight space. All Authorized Members and Guests and/or Invitees of the SCO are required to vacate the building by 10:00PM each night.

8. Liability

The College is not liable to the SCO for any damage to or loss or theft of personal property or for personal injury on College property.

The Dean of Students, the Assistant Dean, Student Life and Leadership, or their designate are permitted to enter the Office space upon reasonable notice to the SCO, or at any time without notice, in the event of an emergency or perceived emergency, in order to examine the state of the office and/or its individuals, and to make such repairs or intervention as the College may deem necessary.

The College may terminate this agreement due to the breach by the SCO of any of its provisions. In the event the College exercises its option to terminate this agreement, the College will give written notice of termination to the SCO.

SCO members are responsible for keeping the Student Centre and their respective Office Space safe for those around them. SCO members are also responsible for the actions of themselves and their guests within their Office Space in following all the provisions of this Occupancy Agreement.

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Additionally, the College allows the use of New College facilities and spaces for events, meetings and activities in accordance with the *New College Space Booking Policy*. Additionally, SCOs can seek out additional funding pursuant to the guidelines of the New College Initiatives Fund.

Changes in the name of the Group and changes to the signing officers shall not affect the enforceability of this agreement. All such changes must be reported to the Office of Residence and Student Life immediately.

GLOSSARY OF TERMS

The SCO: The New College Student Centre Organization

The College: New College

NCIF: New College Initiatives Fund

Occupancy Term: The period from *Monday, August 21, 2023 at 12:30PM* to *Friday, April 26, 2024 at 12:30PM* .

Occupancy Date: *Monday, August 21, 2023 at 12:30PM*

Planned Vacancy Date: *Friday April 26, 2024 at 12:30PM*

Summer Occupancy Term: *Monday April 29, 2024 at 9:00AM* to *Friday, August 16, 2024 at 12:30PM*

Key List: List of members who will have access to sign out the office key from the Wilson Hall Front Desk

Authorized Members: Those members of the New College Student Centre Organization who have received permission to access the office space that are listed on the SCO's Key List.

Office Space: The office space that the Office of Residence and Student Life assigns to the SCO

SOP: Student Organization Portal

Executed on behalf of the New College Student Centre Organization by the representatives of the SCO on this date,

_____ *Date*

Name of SCO Executive 1: _____

Position: _____

Signature: _____

Name of SCO Executive 2: _____

Position: _____

Signature: _____

Leah McCormack-Smith
Dean of Students

Trish Starling
Assistant Dean, Student Life & Leadership
