**OBSA CARD SWIPE ACCESS AGREEMENT FOR OBSA FACILITIES**

*The Office of Black Student Affairs (OBSA) is an academic center that supports and enhances the well-being of undergraduate and graduate students of African descent earning degrees at The Claremont Colleges. Students are encouraged to use the OBSA office, conference room, and Bungalow.*

**SAFETY**- Everyone’s safety is a priority:

-After hours, doors locked and closed at all times (main doors to OBSA and Bungalow)

-Do not prop doors open or leave doors open (except when specifically instructed)

-When leaving, double check that doors are closed and secure. Make sure to close blinds in the office and bungalow.

-OBSA is a smoke free and does not allow the use of drugs or alcohol on the premises. (Graduate student events held at OBSA must request an exception to serve

alcohol.)

-non-OBSA staff members may not request access to locked rooms.

**CLEANLINESS**- Clean up after yourself (and your guests) and adhere to the following:

-Place all food trash and wrappings in the trashcans located *outside*.

-Do not keep or leave open food in conference room, kitchen, bungalow, or any other area of OBSA.

-Clean the kitchen after you use it.

-Clean and maintain coffee machines in office and Bungalow after use.

-Maintain cleanliness of the restrooms.

-Keep student computer room clean.

-If you move any furniture (chairs, tables, sofas, etc.) return to its original spot. This includes the blinds,

the smart board, and remotes for the televisions.

**RESERVATIONS**- The conference room is available for recurring meetings and one-time usage.

(Reservation request forms are available at front desk)

-To reserve conference room and bungalow contact latreace.cox@claremont.edu

-If you reserve the conference room this does not mean that students already in the office have to leave.

**RESPECT**-

-Be courteous and respectful to anyone present in OBSA.

-You may not reserve a spot by leaving your belongings at OBSA while you go to class.

-Items left in or around OBSA over the summer will be discarded.

-OBSA is unable to offer printing to non-staff members. Staff members may only use printing for office-related tasks (no personal use permitted).

-When you invite individuals not enrolled or employed by The Claremont Colleges to OBSA, you (as the user) are held responsible for any violations of use policy they incur.

-If something is broken after-hours, please report it immediately to OBSA. Intentional damage or vandalism to OBSA property will lead to suspension of access and additional disciplinary actions taken with your home campus.

-Sexual activity of any kind is not acceptable.

**NOTE: *Any* violation of the policy may result in losing your CARD SWIPE ACCESS.**