Inspection Policy for Tenants within the Student Center
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I. **Introduction:**

To facilitate compliance with the State of New Jersey’s Fire Code, this document has been written to explain the responsibilities of tenants within areas of the Student Center and the responsibilities of the University, specifically regarding the allowance of use of areas within the Student Center.

II. **Scope:**

This document applies to all parties involved in the renting, leasing, or use of areas within the Student Center.

III. **Definitions:**

- **Areas:** See “Space.”
- **Club:** A group of students, or other individuals, organized for a common purpose.
- **Space:** A room or multiple rooms occupied by a club.
- **Tenant:** The person whose name appears on the rental/lease/use contract.
- **Use:** A room being occupied, through a contract, by tenants, for any reason.

IV. **Procedural Overview:**

- When an area, within the Student Center, is to be occupied by a club, or another similar organization, the aforementioned organization is to sign a contract with the Associate Dean of Student Life.
- As part of this contract, the University’s Fire Evacuation Plan is to be reviewed and acknowledged. This should occur prior to the signing the contract.
- Prior to a club’s occupancy of a room, the Department of Fire Safety will perform a fire code inspection of the area. Any relevant findings will be reported to the Associate Dean of Student Life and to the appropriate work control center/contractor, for the abatement of any noted violations.
- The tenant may then move into their assigned area.
- The tenant is responsible for ensuring that all University rules and regulations and any municipal, State, or Federal laws, including the State of New Jersey’s Fire Code, are followed. Failure to comply with this provision may result in the nullification of the tenant’s contract, eviction from the space, and the exclusion of eligibility for future contracts for the use of rooms within the Student Center. In addition, any criminal activity will immediately be reported to the University Police Department.
• The Department of Fire Safety will perform an additional inspection of the tenant’s space toward the end of each semester, to ensure compliance.

• The tenant is responsible for ensuring that all of the club’s/other personal belongings are removed from the space and the space is appropriately cleaned and maintained, during the tenure of their occupancy and at the time that their contract has ended/is terminated.

V. Responsibilities of the Tenant:

• Prior to signing a contract for renting, leasing, and/or use of a room within the Student Center, the tenant must review the University’s Fire Evacuation Plan. Upon signing the contract, the tenant must acknowledge that the plan has been reviewed, understood, and that the Plan’s provisions will be followed.

• If there are any questions regarding this plan, they should be directed to the Department of Fire Safety, prior to the time that the contract is signed.

• After moving into a space within the Student Center, the tenant is responsible for ensuring that all University rules and regulations, including the State of New Jersey’s Fire Code, are followed.

• The tenant is responsible for ensuring that all of the club’s/other personal belongings are removed from the space and the space is adequately cleaned and maintained, during the tenure of their occupancy and at the time that their contract has ended/is terminated.

• In the event that the tenant fails to comply with the above provision, future contracts may be revoked/denied and the occupants may be evicted from the space.

VI. Responsibilities of the Associate Dean of Student Life:

• The Associate Dean of Student Life, or a delegate thereof, is responsible for meeting with tenants to sign contracts for the use of rooms, within the Student Center.

• The Associate Dean of Student Life, or a delegate thereof, is responsible for forming a contract for the use of rooms, within the Student Center. This contract will include provisions for the acknowledgement of the tenant’s review and understanding of the University’s Fire Evacuation Plan.

• The Associate Dean of Student Life, is responsible for determining the necessity for the eviction of tenants, the nullification of existing contracts, the eligibility for the extension of existing contracts, the exclusion of a tenant’s eligibility for future contracts, and the signing of new contracts.

• Regularly, the Associate Dean of Student Life, or a delegate thereof, will revise and update this policy as determined by the Department of Fire Safety and the Associate Dean of Student Life.
VII. Responsibilities of the Department of Fire Safety:

- The Department of Fire Safety is responsible for performing fire code inspections of an area prior to its use.
- The Department of Fire Safety is responsible for reporting relevant findings to the Associate Dean of Student Life and to the appropriate work control center/contractor to abate any noted violations.
- Toward the end of the semester, the Department of Fire Safety will perform additional inspections of the club’s area. Any noted violations will be forwarded to the Associate Dean of Student Life and to the appropriate work control center/contractor, to abate any noted violations.

VIII. Further Explanation of this Policy:

- For further explanation of this policy, please contact the Associate Dean of Student Life at extension 7548.