Saint Leo University

Bench Maintenance Agreement Form

**Bench Policy:**

This agreement states as your organization has a bench you must maintain the bench in order to keep the privilege of having one on campus. Organizations must present design of bench to the Office of Student Activities, after which the bench will be approved to complete the bench. The design must comply with the core values of the university and the national standards of your organization.

Any design must comply with safety standards and be usable (can walk up to and sit on without obstruction) No endorsement of alcohol/hazing or offensive language is permitted on the benches. This includes: alcohol/drug related materials, endorsement of hazing/reckless behavior, racist/sexist terms, and logos/insignia banned by national headquarters.

Concept art for any redesigns must be approved by Student Activities. National organizations are encouraged to consult their headquarters on the proper use of their logos and symbols. All benches must be deemed usable and safe by Student Activities and Plant Ops.

If the bench is not maintained the organization will receive a warning and will be given a certain time to update bench. If not updated properly or organization is suspended, the organization will be in danger of losing their bench.

We, the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to maintain our organization’s bench through the following:

* Painting (recommended two coats of high-resin outdoor paint, not vinyl acrylic)
* Weatherproofing (recommended primer finish)
* Replacing rotted/broken wood
* Replacing sides/backing

**President’s Signature:**

**Advisor’s Signature:**

**Director of Student Activities Signature:**

Yearly Evaluation

**Criteria: Initials:**

**Meets safety standards:**

**Paint/weatherproofing is updated:**

**Appropriate content:**

**Appropriate use of logo/insignia:**

**Comments on bench condition:**

**This bench has been deemed safe, appropriate, and in good condition.**

**Student Activities Signature: Date:**