

University Apartments South Residents' Association (UASRA)

Sepulveda Resource Room Maintenance Coordinator

PURPOSE

The purpose of the Sepulveda Resource Room Maintenance Coordinator (SRMC) is to maintain and grant access to the Sepulveda Resource Room for reserved events. The position aims to maintain the condition of the Resource Room.

DESCRIPTION

The Sepulveda Resource Room Maintenance Coordinator is an appointed officer in the UASRA. He/she is under the jurisdiction of the Community Center Coordinator.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

RESPONSIBILITIES

A. Meetings

1. The Sepulveda Resource Room Maintenance Coordinator is required to attend monthly General Assembly meetings. It is at the meeting that Sepulveda Resource Room Maintenance Coordinator has an opportunity to report any information regarding their duties or reminders to the General Assembly.
2. If unable to attend a meeting, the Sepulveda Resource Room Maintenance Coordinator should notify the President and Community Center Coordinator 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. The fine for not attending a meeting without proper notification is \$25 per meeting. If more than two meetings are missed, without proper notification and an excusable reason, a \$25 fine will be issued per additional missed meeting. Three tardies will count as one absence. A tardy is defined as being 10 minutes late or more or leaving a meeting 10 minutes or more prior to the end of the meeting.
3. If Sepulveda Resource Room Maintenance Coordinator decides to resign, he or she must provide a written notice to the Community Center Coordinator at least 30 days before resignation.

B. Lock, Key, and Inspection Responsibilities

1. The Sepulveda Resource Room Maintenance Coordinator will unlock the Sepulveda Resource Room for one-time scheduled events. The Sepulveda Resource Room Maintenance Coordinator must be sure to open the door for the one-time event. The fine for failing to open the door for each scheduled event is \$10.
2. The Sepulveda Resource Room Maintenance Coordinator will lock the Sepulveda Resource Room at the end of the onetime scheduled event. The fine for failing to lock the door for each scheduled event is \$10.
3. The Sepulveda Resource Room Maintenance Coordinator must inspect the Sepulveda Resource Room after events to determine whether cleaning is needed. Residents who reserve the room are to leave the room in good condition and follow the agreement as described in their contract. If the coordinator fails to check after an event and cleaning is needed, the deposit cannot be retained and the Sepulveda Resource Room Maintenance Coordinator is responsible for cleaning the room.
4. It is not his/her responsibility to assist in case of lock-out situations. It will be up to the Sepulveda Resource Room Maintenance Coordinator's discretion and /or availability to assist with unlocking. In that case a \$15 lock-out fee will be deducted from the deposit and paid to the Sepulveda Resource Room Maintenance Coordinator or the person assisting with unlocking.

5. If the SRMC is unable to work at an event (lock, unlock, and inspect the room), the SRMC is responsible for finding a Substitute to fulfill his/her responsibilities and notify him/her of all of the procedures and deadlines for working this event. The Sepulveda Resource Room Maintenance Coordinator will pay the Substitute \$10 per event. Advance notice of at least 3 business days must be given to the Community Center Coordinator in this situation and the Community Center Coordinator must approve this. The fine for failing to find a Substitute is \$25 per event.
6. The Community Center and Sepulveda Resource Room will not be available for reservations from residents during the Thanksgiving weekend and the last 2 weeks in December.

C. Deposit Procedures

1. The Sepulveda Resource Room Maintenance Coordinator will access the Resource Room after each event to determine if the resident who reserved the room met the requirements of the contract (See UASRA Resource Room Contract). The Sepulveda Resource Room Maintenance Coordinator must inform the Community Center Coordinator if there has been any violation of the contract as well as cancellations and lock- out situations. In case that the Sepulveda Resource Room needs to be cleaned, the deposit will be held and the Sepulveda Resource Room Maintenance Coordinator will clean the room or find a substitute for a \$10 fee which will come out from the deposit. The fine for failing to clean the Sepulveda Resource Room or find a substitute will be \$20.

D. Resource Room Walk-Through and Cleaning

1. The Sepulveda Resource Room Maintenance Coordinator must walk through the Resource Room once a week and clean the room. The fine for failing to clean the room once a week is \$10.
2. Notify Maintenance when cleaning supplies are low or maintenance is required.

E. General Events

1. The Sepulveda Resource Room Maintenance Coordinator is required to assist with a minimum of one UASRA General Events. Assistance will officially be described as:
 - a. Assistance that was solicited in advance by the Program Coordinator.
 - b. Performing tasks specified by the Program Coordinator.
 - c. Being present for the entire event, including set up and clean up unless otherwise directed by the Program Coordinator.
2. If the Sepulveda Resource Room Maintenance Coordinator is unable to assist with the event he/she signed up for, it is his/her responsibility to switch with another UASRA officer or find a replacement.
3. The fine for failing to adequately meet the requirements of helping with the event that he/she has signed up for is \$20.

STIPEND

The Sepulveda Resource Room Maintenance Coordinator is to be paid his or her stipend monthly.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such event, you may be asked to perform other duties only as designated by the General Assembly.

I have read, understood and accepted the UASRA Sawtelle Community Center Maintenance Coordinator

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Complex: _____

*By-laws subject to change with General Assembly approval