



FACILITIES WAREHOUSE
STORAGE SPACE RENTAL AGREEMENT

Requesting Department: \_\_\_\_\_

FOAPAL of Department to be charged monthly:

Fund \_\_\_\_\_ Org \_\_\_\_\_ Account 718XXX Program \_\_\_\_\_

Quantity of Conditioned Space(s) Requested:

\_\_\_\_\_ 10 x 10 \$100 per/month

The University of South Alabama (USA) Facilities Warehouse will agree to rent storage space to you under the following terms and conditions:

- 1. TERM. This lease shall begin on \_\_\_\_\_, 20\_\_\_\_\_, and continue until terminated as provided herein.
2. RENT. The rent for the aforementioned space(s) shall be \$\_\_\_\_\_ per month payable on the 1st day of each month by the Requesting Department and charged to the FOAPAL listed above.
3. USE. The Requesting Department shall not keep in the storage space any explosive, inflammable, hazardous or illegal substances or any animals or pets. The Requesting Department shall abide by the rules and regulations of USA. Facilities Management employees shall have the right to enter the storage space at any time without prior notice to the Requesting Department for inspection or repairs. Tenant shall make no alterations to the storage space without the written consent of the USA Facilities Warehouse Manager.
4. CASUALTY. In the event the premises are damaged by fire or other casualty, either party may cancel this Agreement by providing written notice to the other.
5. TERMINATION. This Agreement may be terminated by either party upon submitting an email to terminate agreement to facilitiesmanagement@southalabama.edu at least 30 days prior to the end of any month.

IN WITNESS WHEREOF, the parties hereto have signed this Storage Space Rental Agreement on the date(s) set forth below.

\_\_\_\_\_  
**Name of Chair/Dean/Department Head (Printed)**

\_\_\_\_\_  
**University Title (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**USA Facilities**

\_\_\_\_\_  
**Date**

\*\*\*\*\***FOR ACCOUNTING USE ONLY**\*\*\*\*\*

Rental Unit Number: \_\_\_\_\_

Rental Agreement Number: \_\_\_\_\_

Month Added to Prorate: \_\_\_\_\_

Month Removed from Prorate: \_\_\_\_\_