Student Organizations Storage Space Usage Policy

Storage spaces are available through the Student Government and Organizations Complex of the Student Union.

1) Student organizations must submit a completed application in order to be considered for storage space. Student organizations will be notified by the Student Organizations office regarding storage space allocation decisions.

2) Storage space is reserved for a period of one academic year. Your organization must reapply at the end of the Spring semester in order to be considered for a storage unit for the following academic year.

3) Student organizations will receive two keys for the assigned storage space. **Keys will only be assigned to student leaders and/or members of the organization, not advisors.**

4) If a key is lost and needs to be replaced, the student organization will be assessed a key fee for each key replaced. A key replacement fee will be determined by the SGOC Governance Board and included on the application, as fees may change over time.

5) **All keys must be returned by 5:00 pm the last day of classes of the spring semester. Failure to do so will result in a key replacement fee to the student organization.**

6) Storage space must be kept clean and sanitary at all times. Any violations will result in the storage space being cleaned out and a cleaning fee assessed as appropriate.

7) The only food items acceptable in the storage space are unopened, pre-packaged, non-perishable items.

8) The Student Union is not responsible for items damaged, lost, or stolen from the storage space.

9) The Student Union reserves the right to inspect all storage spaces at any time.

10) Mobile storage spaces can be moved within the Student Government and Organizations Complex, however they must be returned to their original location after each use. The mobile storage space must remain in the Student Government and Organization Complex at all times.

11) For security purposes, keep storage space closed and locked when not in use.
12) Do not stick or place anything on the outside of storage space (i.e. posters, stickers, tape, etc.). Items hung inside of storage space must be easily removable.

13) If a student organization loses its storage space for any reason (i.e. loss of registration, violation of policy, etc.) the group has 24 hours, from the time of notification, to empty out the storage space and return the keys. After 24 hours the Student Union reserves the right to empty the storage space and dispose of its contents.

14) Student organizations may not store illegal items or anything against university policy in the storage space. A list of relevant University policies can be found at http://legal.uncc.edu/policies

15) If a student organization is awarded storage space mid semester and does not move in within two weeks, the space may be reassigned.

16) Multiple and significant storage space usage policy violations may result in loss of current and future storage space privileges for the student organization.

17) Student organizations are responsible for any damages incurred to assigned storage space.

Signing this form indicates we have read, understood, and will follow the Student Organization Storage Space Usage Policy.

Student Organization: ____________________________ Storage Space Number: ____

Key 1:
Student Organization Representative (Printed): ____________________________
Signature: ____________________________ Date: ____________________________
E-mail: ____________________________ Phone number: ____________________________
Student Organization Staff Signature: ____________________________ Date: ____________________________

Key 2:
Student Organization Representative (Printed): ____________________________
Signature: ____________________________ Date: ____________________________
E-mail: ____________________________ Phone number: ____________________________
Student Organization Staff Signature: ____________________________ Date: ____________________________

Updated 12/22/14
Edited 12/22/14