Student Organization Storage Space Allocation Guidelines

Eligibility Criteria for Requesting Storage Space

1. Only registered student organizations in total compliance with all policies and requirements set forth in the “Act for Registration” are eligible to apply for storage space.

2. Organizations under disciplinary sanctions/probation are ineligible.

3. The organization’s activities and services must directly support both the mission of the University and the Student Union.

4. Preference will be given to student organizations that do not currently occupy office or cubicle space in the Student Union or in campus space managed by non-academic departments.

5. “Student Organization of the Year” and “Graduate Student Organization of the Year” will be awarded a storage space for the following academic year.

6. Organizations must be registered with Student Activities/Student Government Association for a minimum of one (1) year prior to applying for storage space.

7. All applicants must submit a complete application. Incomplete applications will not be considered.

Application Procedure For Storage Allocation

Decisions regarding storage space are based on whether the group meets the criteria and the completed application. All storage space applicants who meet criteria who do not receive space will be put on a waitlist. If there is still space available after the specified deadline, space will be given on a first-come, first-served basis.

Any student organization will not be entitled to obtain more than one (1) storage space, unless extra space is available.

All recommendations regarding assignments of storage space will be made by the Student Organizations Office. The Student Organizations Office will notify groups of their decisions.

Student Organizations office may approve storage space applications without a vote of the SGOC Governance Committee when vacant storage space exists. The Student Organizations office will notify the SGOC Governance Committee of the storage space approval at the next meeting of the SGOC Governance Committee.
Terms of Usage Agreement

A usage agreement runs from the first day of Spring finals to the last day of class the following Spring semester, unless a group receives a storage space after the regular allocation process. If this happens, the usage agreement will begin at the time of occupancy and end on the last day of Spring classes. All organizations occupying storage space must re-apply annually to renew storage space.

The organization president will be given one key to the storage unit. A second key may be checked out from the SORC on an as-needed basis. A fee replacement of $20 will be assessed per lost key. (This fee is subject to change based on actual costs for repairs.)

General Application Timeline

- Application process opens the Monday following Spring Break
- Applications due the fourth Friday after the process opens
- Student organizations will be notified two weeks after the application deadline
- Student organizations currently occupying storage space must move out by the last day of classes of the Spring semester (Unless approved to renew usage agreement)
- Student organizations may begin to take occupancy the first day of Spring semester finals and must sign out the key(s) by the 2nd Friday of the Fall semester
- Open storage space may be assigned by Student Organizations office after the 2nd Friday of the Fall Semester