THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
ELLIOTT UNIVERSITY CENTER
STUDENT ORGANIZATION STORAGE CABINET POLICIES & PROCEDURES

PHILOSOPHY

Assignment of storage cabinets for student organizations in the Elliott University Center is based upon their expected level of involvement and contribution to the life of the University community, as evaluated by the Office of Campus Activities and Programs.

POLICIES & PROCEDURES

1. Student organization storage cabinets are allocated annually through the Office of Campus Activities and Programs. Student organizations receiving storage must be in full compliance with University student organization affiliation requirements. That is, student organizations applying for storage cabinets must be a currently registered student organization with the Office of Campus Activities and Programs or Elliott University Center, such as the anti-hazing agreement or equipment rentals. Organizations should also have a good history of timely financial payments and no outstanding financial obligations to the University at large. Student organizations also agree to be in compliance with federal, state and municipal laws, as well as Elliott University Center policies (http://euc.uncg.edu). All of these conditions must exist at the time of application and throughout the term of their lease. Furthermore, all members must be in compliance with the UNCG Student Conduct policies, (http://sa.uncg.edu/student-code-of-conduct/) at all times. Individual members not in compliance may be denied access to facilities and services of the Elliott University Center.

2. Student organization storage cabinets are to be used primarily as storage space for student organization supplies. Students should not be storing personal items in the cabinets as the space is reserved for organization use only.

3. Common work spaces in Room 225 of the Elliott University Center should not be used for regularly scheduled meetings, but as an informal gathering and work space when needed. Should organizations regularly need space for group meetings or social events, they are to reserve other rooms in the Elliott University Center through the Reservations Office located in Room 221 of the Elliott University Center or online (http://reservations.uncg.edu).

4. During regular business hours, student organization storage cabinets will be accessible for tenants as well as their guests and visitors to enter. Before and after regular business hours, access to student organization office space will only be permitted to those who have been listed on official access lists submitted by head officers of each student organization. After hours, select members who have been granted access, will have access to Room 225 in the EUC via their Spartan ID card. Students and patrons not on access lists will be asked to leave and escorted out at the end of regular building hours.

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5. To obtain after hours access to Room 225, please fill out the below form http://tinyurl.com/EUCAfterHours.

**STORAGE GUIDELINES**

- Student group materials shall not be stored on top of the storage cabinets as this may create potential fire hazards and/or other safety issues.

- No permanent bumper stickers, materials, or signs may be posted on the storage cabinets. Anything posted on the exterior and interior of the cabinets must be removable items such as magnets.

- Any damage done to the storage cabinets will be billed to the student organization assigned to the cabinet.

- The Office of Campus Activities and Programs reserves the right to have any materials removed from the storage cabinets if they do not comply with guidelines.

**STORAGE CABINET KEYS**

- Student groups will be given one key for their assigned storage cabinet. Keys can be picked up from the Elliott University Center Administration office in room 245 of the Elliott University Center.

- Keys will not be given to the student group until the Student Organization Storage Cabinet Use Agreement form is completed and signed by designated members of the group and returned to the Assistant Director for Student Groups in the Campus Activities and Programs Office.

- If a student group member loses the key to the storage cabinet, they will need to contact the Elliott University Center Administration office to receive a replacement key. Repeated loss of keys may result in additional fines or fees.
ELLIOTT UNIVERSITY CENTER
STUDENT ORGANIZATION STORAGE CABINET USE AGREEMENT

Name of Organization: ___________________________________________________________

Organization Contacts:

Name:_____________________________________Email:______________________________

Name:_____________________________________Email:______________________________

Advisor: ___________________________________Email:______________________________

We, The Undersigned Members of
________________________________________________, have read the policies and
procedures for utilizing a student organization storage cabinet and agree to comply with all rules
and regulations of the space and the University and is subject to review by the office of Campus
Activities and Programs. We understand and acknowledge that failure to abide by all applicable
rules and regulations may result in revocation of our storage use privileges.

__________________________________________
Signature of Head Officer, or equivalent               Date

__________________________________________
Signature of additional officer or member             Date

__________________________________________
Signature of Advisor                                 Date

Assigned Storage Cabinet Number: ______

Received by Campus Activities and Programs:
    CAP, Coordinator of Programs               Date

Received by Elliott University Center:
    EUC Director or Assistant Director               Date

Keys Picked Up By: Student Group Representative               Date

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