

Storage Cage Policy

Recognized Student Organizations

Policy

Limited Storage Cage space is available through University Centers. The purpose of a Storage Cage is to provide convenient, on-campus storage for student organization items so organizations do not need to seek off-campus storage. Cages are available in 3 sizes: 3ft wide x 3ft deep x 4ft tall (small), 3ft wide x 3ft deep x 8ft tall (medium), and 3ft wide x 6ft deep x 8ft tall (large). The majority of available Cages are medium size. Storage Cages are located on the lower level of the Student Union and are accessible whenever the building is open. Storage area is available with card access.

1. Storage Cage space must be kept clean and sanitary at all times. Any violations will result in a storage space cleaning fee and reassignment to another organization.
2. Student Organizations are responsible for providing their own lock for the cages.
 - a. The University has the right to cut this lock in case of an emergency or non-response to a violation.
3. Food items are prohibited in Storage Cages.
4. Student Organizations are responsible for any damages incurred to the assigned storage cage.
5. University Centers is not responsible for items damaged, lost, or stolen from the storage cage.
6. University Centers reserves the right to inspect all Storage Cages at any time.
7. Items placed on the outside of storage space is prohibited (i.e. posters, stickers, tape, etc.).
8. If a student organization is inactivated for any reason, the organization has five business days, from the time of the notification, to empty the storage space. After this deadline, University Centers reserves the right to empty the storage space and dispose of its contents.
9. Student organizations may not store illegal items or anything against university policy in the storage space.
10. Only one Storage Cage is allowed per organization.
11. Only five students per Organization will have access to the Storage Cage room. These names must be submitted when requesting the Storage Cage. They will be given access via their ID card.
 - a. The Storage Cage room will be available during Student Union open hours only.
12. Access and usage of an assigned Storage Cage will be audited by University Centers on a semester basis. Regular usage of a Storage Cage is required. If access records indicate the organization is not accessing the allocated space, the Cage will be reassigned to another organization.
13. If an organization loses the privilege of using a Storage Cage, and does not remove its contents by the deadline given, a custodial fee will be charged to have items removed.

Procedure

Below are the procedures to attain a Storage Cage:

1. Student organizations must submit an online request form in order to be considered for storage space. Student organizations will be notified by University Centers Office regarding availability and decision if we can accommodate the request.
2. The Student Organization Primary Contact will receive the number of the assigned Storage Cage when the Primary Contact signs/dates Agreement Form. Advisers will not be allowed to sign this agreement, only the student Primary Contact.
3. When a Storage Cage is allocated, University Centers will place the Student Organization name plate signage on the assigned Cage. No other signage should be placed on the Cage.
4. The Storage Cage will remain with the club and carry over from year to year for clubs that remain in good standing.
5. Organization Leadership is responsible for passing on the Storage Cage information when they are replaced by new leadership (whenever election/membership changes occur within the club) this includes: Cage location, Cage Number, and the policies of using a cage.
6. A Student Organization supplied padlock must remain locked on the Storage Cage at all times when not in use. If an allocated Cage is found without a lock, the Storage Cage lease will be closed and the Student Organization will lose its ability to keep the Cage.
7. If a student organization loses its storage space for a violation reason (i.e. fail to complete Annual Registration, violation of policy, etc.) the group has five business days, from the time of email notification, to empty the storage space. After this date, University Centers reserves the right to cut the lock and empty the storage space and dispose contents.
8. If a student organization is allocated a Storage Cage at any time during the year, the organization must move in items and utilize the Cage within one week or the space may be reassigned.
9. At the beginning of each semester, the Primary Contact/President must complete an online form updating Organization Members who have access to the Storage Cage room, as well as updating any other contact information and agreeing to terms of usage. If this form is not completed by the deadline, the Organization will lose its Storage Cage.