

## Student Organization Center Workstation & Locker Liability

**Organization:** \_\_\_\_\_ **Work Station #:** \_\_\_\_\_ **Locker #:** \_\_\_\_\_

Workstations and lockers are provided in the Student Organization Center for student organizations to have a convenient place to work on organizational projects and store files and supplies. Although every attempt will be made to keep items in the Student Organization Center secure, the university is not liable for any loss, theft, damage, etc., of any item left in the center.

Workstations have key locked drawers and overhead bins. Keys can be checked out from the Student Organization Center Managers during normal business hours. Keys will only be issued to designated organization members as indicated on this form. All persons authorized to check out keys must provide a \$andDollar\$ card when checking out the keys. The \$andDollar\$ card will be returned when the keys are returned. If at any time the designated organization members change, notify Student Activities as soon as possible.

Each locker is provided with a combination lock. Combinations will be issued to the organization president only. The organization's president may then give the combination to any other organization member he/she deems necessary. Combinations will be kept on file in Student Activities and can only be accessed employees of Student Activities. In no situation will a combination be given to any person other than the organization president. If a president graduate, resigns, is replaced or is otherwise removed from office, a new combination lock with a new combination will be issued to the organization as soon as Student Activities receives a new Information Sheet indicating the officer change.

Employees of Student Activities may open any locker or workstation drawer or bin at any time for certain reasons. These reasons include, but are not limited to, removing food or other perishable item left in a locker or drawer, checking for illegal items (drugs, guns, bombs, etc.), removing items after an organization has become inactive (after reasonable notice is given), etc. These reasons do not include, but are not limited to, retrieving stored items for organization members who do not have access, looking through items to check organization status or membership, etc. For specific instances, check with Student Activities.

***By signing this form, the organization has agreed to the terms outlined above and verifies selection of the authorized persons to access work station drawers and bins.***

Organization representative's signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized persons to access workstation drawers & bins (use additional sheet if necessary):

Name of Member

Social Security Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rev 06/05

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

## Student Organization Center Space Application

Answer the following questions and attach any supporting documentation. You may use another sheet if necessary.

Organization \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Type of space requested:

\_\_\_\_\_ Workstation      \_\_\_\_\_ Small locker      \_\_\_\_\_ Large locker

1. Describe why your organization would like a work station/locker.
  
  
  
  
  
  
  
  
  
  
2. What programs/activities will your organization be involved with during the 2006-2007 school year? Please include any other information you feel is relevant to your workstation/locker request.
  
  
  
  
  
  
  
  
  
  
3. What materials/supplies do you anticipate storing in a locker?
  
  
  
  
  
  
  
  
  
  
4. Describe the programs/activities your organization has been involved with in the past?
  
  
  
  
  
  
  
  
  
  
5. If your organization currently has a locker and/or workstation, please list the numbers below. If possible, do you wish to keep the same workstation and/or locker?

### FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Initials \_\_\_\_\_ Complete \_\_\_\_\_