Student Organization Storage Room Policy

The Student Organization Storage Room was established as a space where student clubs and organizations can store items for longer-term storage. Active, recognized organizations may request to use a storage bin and these available storage units are assigned on a first come, first serve basis. The Student Organization Storage Room has a limited number of available storage bins, varying in size, for organizations to be assigned for usage.

When storing items in the Student Organization Storage Room, there are certain items that are prohibited, including:

- Food products (especially those that are perishable)
- Combustible items (such as small containers of compressed gas or carbonated drinks)
- Flame-producing paraphernalia (such as lighters, matches, lighter fluid, etc.)
- Hazardous materials (including spray paints, solvents, aerosols, cleaning agents, etc.)
- Illegal substances

Each storage bin is assigned to a specific organization and we ask that only authorized members of that organization access the materials stored within. Key access to the Student Organization Storage Room is provided by the Office of Student Involvement staff members and is available between 8:30am-5pm Monday through Friday. The Office of Student Involvement, Gallagher Student Center, and Xavier University are not responsible for any lost, stolen or damaged items that are stored in the Student Organization Storage Room. We cannot guarantee the safety of your items at all times. Because this is a storage space for many different organizations and various students may be accessing the space at any given time, items that your group chooses to store with us are stored at your own risk. We highly recommend that you do not store any items of value, including giveaway prizes and gift cards.

All items must be stored in provided bins. Items may not be stored on the floor, on top of the bin or directly on the shelving. Lids must be closed and items must be fully contained within the bin. Oversized posters or signs can be neatly stored only with the assistance of an Office of Student Involvement staff member. In the event of a bin being damaged by the organization, beyond normal wear and tear, the group will be assessed a replacement fee and is responsible for replacing the storage bin provided.

Organizations that are not actively using their storage bins (i.e. the bin is often empty) may lose their privileges to maintain a storage bin. These bins are intended to be used often and filled frequently by organizations on campus as a longer-term storage option. The Office of Student Involvement has the right to revoke any organization’s privileges with using a storage bin at any time. Organizations that become inactive or are no longer officially recognized will immediately forfeit their storage privileges.

I have read and understand the above policies and procedures for the Student Organization Storage Room.

______________________________  ______________________  __________
Club Name (print)                  Club President (signature)   Date