

# Kryzsko Commons Student Union

## Club Storage Policy & Procedure

1. Kryzsko Commons Student Union will have at least 12 storage cabinets available for recognized clubs/organizations to request to use on an annual basis. Each cabinet is 46”D x 42”H x 32”W. This is approximately the size 4 medium-sized tote containers.
2. Clubs/Organizations will need to apply online by April 15 for the following year. They must be in good standing with the annual club/organization registration process through ASO & Student Senate by September 15 or will be in jeopardy of losing their storage cabinet. Once approved, clubs/organizations will sign a contract and storage access form allowing them the use of the storage cabinet for one year starting in May. If clubs/organizations who already have storage cabinets do not reapply by the deadline, they forfeit use of the storage cabinet and will have 7 days to vacate. All officers and advisor(s) listed in the Club Directory will be notified. After 7 days, any remaining belongings will be discarded. **FOR THE 2020-2021 ACADEMIC YEAR: Applications will be due by September 15, 2020, for a contract period of October 1, 2020-April 30, 2021.**
3. Applications will be reviewed and evaluated on what the club/organization is proposing to store and their impact on the campus community. If there are not enough storage cabinets for each request, a waiting list will be started.
4. The storage cabinets will be in the storage room behind the stage in the Student Activity Center (SAC). You will not be able to access your storage if there is an event going on in the SAC. Please check the schedule on the EMS facility reservation system to ensure you can gain access when you need it. Each storage cabinet will be numbered/labeled.
5. Kryzsko Commons Student Union will provide a combination lock for each cabinet that will be communicated with club/organization officers indicated in the Club Directory. The staff will set the combination for each lock in case they should ever need to gain entry to any storage cabinet. Upon a club/organization vacating a storage cabinet, the combination will be reset. No other locking device can be used.
6. To access your storage, please go to the Student Resource Center desk and ask to be let into the storage room. Once you are finished, please let them know so they can ensure the door is closed and locked.
7. Kryzsko Commons Student Union reserves the right to check each storage cabinet throughout the year to ensure proper usage. Club/Organization officers and advisor(s) will be contacted if anything is noncompliant or if the storage cabinet is found to be underutilized. Nothing can be stored on top of the storage cabinets without permission from the Kryzsko Commons Student Union staff.

8. If a club/organization does not need an entire storage cabinet for their belongings, they will be assigned to share a cabinet with another club/organization to maximize the storage opportunities. If a club/organization is voluntarily willing to share a storage cabinet with another group, that should be noted on the application.
9. The following items are prohibited:
  - a. Food, candy and other perishable items
  - b. Clothing and other personal belongings
  - c. Paint cans and spray paint (acrylic poster paint is permitted)
  - d. Sternos ("canned heat")
  - e. Compressed gasses (e.g., helium, propane, etc.)
  - f. Other flammable items
  - g. Cash
10. Prohibited items will be confiscated and disposed of if found in your assigned storage cabinet. Storing any of these items may result automatic forfeiture of your storage cabinet for the remainder of your contract and loss of storage privilege for the future.
11. Kryzsko Commons Student Union will not be held responsible for any lost or stolen items. Be sure to keep your possessions locked inside your cabinet at all times. Any items left outside of your cabinet (unless given prior authorization from the Kryzsko Commons Student Union staff) may be discarded at any time. A violation may result in loss of property and/or loss of space. The club/organization shall not hold Kryzsko Commons Student Union responsible for damage that may be caused or sustained by breakage, leakage, or obstruction of pipes, and from other latent defects not known to Kryzsko Commons Student Union.
12. Application Link:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf4XM-pdGKXxLuC25PdFs789UOVRaRIZBNUxJM0VTWk82V0taRDdRN0pDQyQIQCN0PWcu>