



Registered Student Organization Storage Cabinet Application

Organization Name _____ Today's Date _____

Contact Name _____ Position _____

Student ID Number _____

Address _____

Telephone Number _____ Email Address _____

What will you be storing in the cabinet (please be specific)? _____

Approximately how many shelves does your organization need? (the shelves are 21" deep x 13"high x 36"wide) _____

How long do you need this storage cabinet? _____

1. The Center for Student Leadership & Involvement and Ithaca College assumes no responsibility for items in the storage cabinets.
2. Storage Cabinets cannot have additional locks placed on them. Access to the storage cabinets will be via a designee of the Center for Student Leadership & Involvement on the third floor of the Campus Center. Organizations must provide a list (see below) of organization members who are authorized to access the cabinet.
 - a. **Please make all authorized members aware they must bring picture identification to gain access.**
3. The storage cabinets are only accessible during regular office hours (9:00am – 5:00pm Monday thru Friday).
4. Only organizational items may be stored in the cabinets and Ithaca College policies and/or guidelines **must** be followed. Some examples of items not allowed to be stored may be, but are not limited to, alcohol, tobacco, illegal substances, and perishable items.
5. Due to the limited number of storage cabinets available they may be shared by other organizations, therefore, respect for others' property is a **must!**
6. In the event of loss, theft, destruction, or similar, please notify the Center for Student Leadership & Involvement within 24 hours. You may be asked to follow up with a report to the Office of Public Safety.
7. **If an organization is not registered and items were left in their storage cabinet, the items will be disposed of promptly.**
8. Failure to follow these procedures and policies may result in the members of the organization being:
 - a. Charged additional a fee for damages or replacement costs
 - b. Losing storage cabinet privileges
 - c. Charged with possible judicial action
9. Any questions regarding storage cabinets are to be referred to the Center for Student Leadership & Involvement Monday - Friday, 9:00am - 5:00pm.

Name(s) of authorized organization members to access cabinets (if need more space add names to the back of this form):

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

I have read and understand the agreement stated above and duly represent the registered student organization.

Contact's Signature

Date

Center for Student Leadership & Involvement Signature

Date

For Office Use
Storage Cabinet # _____ Shelf(ves) _____ Agreement Date: From _____ To _____