

SAO Storage Space Request Form

The ability to provide storage space to student organizations is just one of the many resources available in the SAO office; we offer locking cabinets as well as shelf space. Storage space is limited, therefore, all club leaders desiring storage space should fill out the form below and requests will be filled on a first-come-first-served basis. Any questions should be directed to the Student Activities and Organizations Staff. Please be patient once you submit your request! You will get a response!

By submitting this form you are agreeing to these terms:

- ③ The storage space assigned to you will only be used for club/organization purposes, not for personal use.
- ③ You will only use the locker or shelf assigned to your organization.
- ③ Likewise, you may not use other organization’s supplies found in the storage room. Use only your organization’s materials.
- ③ You will clean up any messes your organization makes in the storage room.
- ③ If it’s not allowed on campus, it’s not allowed in the SAO storage room.

Organization Name	
Your Name	
Title	
Email Address	
Item to be stored (please be as specific as possible)	
Type of Storage Requested	<p>Shelf (you will need to provide some means of containing your possessions, such as a tub or box. Any container used must be clearly labeled with the name of your organization)</p> <p>Cabinet</p>

OFFICE USE ONLY

Date Received		Date Contacted		Space Assigned	
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Updated: 08/12