



Student Organization Storage Room and Workspace Locker Agreement

The Student Organization Storage Room is located in room 23 in the basement of the Yellowjacket Union. The Student Organization Workspace is in room 157 on the first floor of the Yellowjacket Union. Both of these spaces are communal spaces developed for use by all recognized student organizations in good standing with the University of Wisconsin-Superior and Student Government Association.

Student Organization Storage Room (YU 23) Agreement Terms

- Limited storage space is available in the Student Organization Storage Room, but we will do our best to accommodate the needs of your student organization.
- Student organizations that are currently assigned a private cage will retain their space until it is no longer needed or the organization disbands. Space privileges can be revoked if terms of agreement are not honored.
- Priority for open spaces will be determined by Division of Student Affairs staff based on building usage statistics and need.
- The storage of flammable materials, beverages, food, illegal substances, etc. is strictly prohibited.
- Because of the communal nature of the space, student organizations must maintain a clean and safe environment at all times. This includes a clear pathway to allow access to all areas of the Storage Room.
- Each organization will need to submit a list of members that should have access to the Storage Room (see form below). This list should include: name, phone number, and University ID number.
- Student organization members can use a temporary key which can be checked out at the Yellowjacket Union Information and Services Desk.
- Storage Room reservations are available anytime throughout the year. To make arrangements contact Student Involvement at involvement@uwsuper.edu or 715-394-8444.
- The Storage Room agreement form is to be turned in by September 30th along with all student organization recognition materials.
- Student organizations that currently utilize space in the Storage Room must submit this Student Organization Storage Room Agreement Terms form on an annual basis. Failure to submit may result in removal of space usage privileges.
- The University of Wisconsin-Superior is not responsible for lost, stolen, or damaged personal property.

Student Organization Workspace (YU 157) Locker & Key Agreement Terms

- The dimensions of the locker are approximately 16"x16"x16". All items the organizations intends to store must be able to fit within those parameters.
- The storage of flammable materials, beverages, food, illegal substances, etc. is strictly prohibited.
- Because of the communal nature of the space, student organizations must maintain a clean and safe environment at all times. This includes a clear pathway to allow access to all areas of the Workspace.
- Following the completion and approval of the locker space application, each organization will be assigned a number that corresponds to a locker.
- Locker assignments are done on a first come, first served basis. Eligible student organizations will be placed on a priority list according to the date and time the completed agreements are received. Organizations will be notified via e-mail of their locker number if selected.
- Each organization will need to submit a list of members that should have access to the locker space (see form below). This list should include: name, phone number, and University ID number.
- Each student organization will receive one key to their locker. Other members (who are listed on the attached form) can use a temporary key which can be checked out at the Yellowjacket Union Information and Services Desk.
- If a key is lost by a student organization a \$20 fee will be charged to the student organization.
- Workspace lockers are available anytime throughout the year. To make arrangements contact Student Involvement at involvement@uwsuper.edu or 715-394-8444.
- The Workspace Locker and Key Agreement Terms form is to be turned in by September 30th along with all student organization recognition materials.
- Workspace locker keys must be turned in by May 30th each year. Student organizations may keep their belongings stored in the locker over the summer. Temporary keys are available at the Yellowjacket Union Information and Services Desk during standard operating hours.
- Student organizations that currently utilize lockers in the Workspace must submit this Student Organization Workspace Locker and Key Agreement Terms form on an annual basis. Failure to submit may result in removal of locker usage privileges.
- The University of Wisconsin-Superior is not responsible for lost, stolen, or damaged personal property.



Student Organization Storage Room and Workspace Locker Agreement

We are applying for (choose one only):

- Student Organization Storage Room (YU 23)
- Student Organization Workspace Locker (YU 157)

The members of the student organization, _____,
agree to the terms and conditions stated above. By signing below, I
agree to fully disclose the agreement's contents to the other members
of the organization and I am responsible for their actions, as well.

(Organization President Signature)

(Date)

(Organization Officer Signature)

(Date)

(Organization Advisor Signature)

(Date)

Active Members with Temporary Access

Name _____ Phone _____ ID# _____

Name _____ Phone _____ ID# _____

Name _____ Phone _____ ID# _____

Name _____ Phone _____ ID# _____

Name _____ Phone _____ ID# _____

Name _____ Phone _____ ID# _____

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