



Student Organization University Commons Storage Space Agreement

University Commons Operations and the Office of Campus Activities, Service & Leadership

Updated July 2026

All organizations and individuals with storage space access must agree to the policies outlined below:

All student organization storage users are required to:

- Maintain a clean, safe environment at all times.
 - Food and beverages may not be stored in bins under any circumstances, as they may attract pests and create sanitation concerns. University Commons Operations reserves the right to remove and dispose of any food or beverage items found in storage bins.
 - All office and supplies must be stored within the designated storage bins. Items may not be stored in bins, with the exception of tri-fold displays, may be removed and disposed of.
 - All possible damage and cleaning issues must be reported to University Commons Operations immediately.
- Maintain a secure storage area and make sure to provide an authorized access list of members to University Commons Operations each semester.
- Obey State of NJ Fire Code regulations (i.e., no open flames, office windows and doors remain uncovered).

Lockouts: In the event of a lock out, visit the Information Desk to have the storage closet opened. Without the presence of an assigned access holder or if an access holder does not have their ID Card in their possession, the storage closet will not remain open. If needed items are left in the office, the room will be opened and closed immediately after all items are retrieved.

Storage Guidelines

- For safety and security reasons, the university maintains the right to conduct periodic inspections and to address maintenance and other university needs. Student leaders will be notified via email should any violations occur.
- All organization items **MUST** be removed at the end of each academic year or placed in plastic storage containers labeled with the organizations name. This is to ensure appropriate cleaning and possible reallocation for future use. Failure to properly store items may result in the disposal of items.
- The storage closet can only be occupied during the operating hours of the building. For current hours of operations, please visit the University Commons website.
- Any damage to an assigned storage space, furniture, equipment, or amenities may result in financial charges and/or referral through the Student Government judicial process.

- Shared use of the assigned space must be with the authorization of the Office of Campus Activities, Service & Leadership and University Commons Operations. Organizations are not permitted to change assignments without first presenting a request to the Office of Campus Activities, Service & Leadership and University Commons Operations.
- Violation of this agreement may result in the loss of the assigned storage space. Violations will be addressed by either the Office of Campus Activities, Service & Leadership, University Commons Operations, or the Student Government Association.

I have read and fully accept the requirements of the Student Organization University Commons Storage Space Agreement and I am prepared to take responsibility for any assigned space I may receive. I further understand that I may be held accountable for any violations committed by members of my organization while occupying an assigned storage location. I also understand that the terms of this agreement take effect at the start of the fall semester and expire on the last day of the spring semester.

Signed _____ Print Name _____

Title _____ Date _____

Organization: _____

Email: _____ Phone: _____