DEPARTMENT OF STUDENT ACTIVITIES
APPLICATION FOR
STORAGE SPACE / DISPLAY SPACE

Term of Rental – Academic Year, September 1st thru August 31st
Department of Student Activities
125 John J. Koldus Building
Texas A&M University

- Name of Recognized Student Organization:
- Chief Student Leader:
  Student I.D. No.:  Phone: 
  E-Mail Address: 
- Advisor:  Phone: 
  E-Mail Address: 
  Department:  Mail Stop: 

- Rental Unit Request (please check)  Rate/Year
  ☐ Super Storage / Locking Boxes  $125
  ☐ Storage Space  $ 80

**Note: Prices will not be prorated for applications submitted later in the year**

- Justification – Please submit a written justification along with this application as to why your organization is requesting a super storage unit or standard storage unit.

- Please be aware that Student Organization needs and the requests greatly exceed availability, so please submit your application as soon as possible. Please note that rentals are granted on a first come first serve basis.

- Once the application is reviewed by the Department of Student Activities, the Recognized Student Organization will be notified regarding the status of their request. If the Recognized Student Organization has a space but is not approved for the next year, they will have ten (10) calendar days to vacate their space.

- Attach a signed copy of the Departmental guidelines to demonstrate your understanding of departmental policies and procedures.

Only recognized student organizations of Texas A&M with 10 or more registered members are eligible to apply. In the event that a recognized student organization is granted the use of space and subsequently loses its recognition status, the organization will, within ten (10) working days, vacate the space unless recognized status is restored.

President’s Signature  Printed Name  Date
Advisor’s Signature  Printed Name  Date
Super Storage Cabinets Guidelines

- The Super Storage Cabinets are used as communication centers and storage units for student organizations. These cabinets include: a drop box on the outside of the cabinet, a bulletin board, and a dry erase board. Student groups that lease these will also have access to the locking drop boxes in the rear office area, copy machine usage, and a display case for displaying group awards. Please note that your organization’s mail will not be delivered to your locking drop box. For security purposes your organization mail will be sent to the Student Organization Finance Center to your assigned slot box.
- Storage items must be in compliance with university rules addressing hazardous materials, firearms, explosives, and flammable materials.
- Messages on the boards must be monitored for profanity or other inappropriate visuals in order to maintain a positive image for your group and the office area.
- Access to the storage cabinets will be through the front desk with a key check out system. The student group will need to provide a list of individuals who may have access.

Standard Storage Cabinets

- Standard Storage Cabinets are located in the back hallway of Student Activities. These cabinets are used for basic storage and do not include access to the locking drop boxes or display case.
- Storage items must be in compliance with university rules addressing hazardous materials, firearms, explosives, and flammable materials.
- Access to the storage cabinets will be through the front desk with a key check out system. The student group will need to provide a list of individuals who may have access.

Display Case Guidelines

- There are two display cases in the central office area. Student groups that lease a super storage cabinet are eligible to request space within these cases. Requests will be based on space availability. The size of items displayed must be reasonable for the display case. We will attempt to accommodate as many groups as we can into the cases. Please see the Office Manager for further information.

Lockable Drop Boxes

- There is a set of lockable drop boxes in the front area available for use for a limited period of time. If you require the use of these boxes, check with the staff at the front desk for a reservation form.

Initials: ______

Overall Guidelines
• Observance of Deadlines: Deadlines for making payments are important. Compliance with deadlines illustrates organizational skills, fiscal responsibility and basic consideration for others. Failure to meet requested deadlines will be kept on record and could negatively affect the status of your space application.

• Responsibilities: To maintain the professional atmosphere of the Department of Student Activities, student organizations are expected to behave in a manner conducive to the work environment. Organizations are expected to maintain their space in such a manner as to project a positive image of their organization, show respect for Texas A&M University and exhibit regard for the well-being of fellow Aggies. Behavior deemed detrimental or destructive may require discussion and/or loss of the space.

• Evaluation of Workspace Use: Periodic evaluations based on the above criteria provide data for usage assessment. As requests for space exceed availability, failure to utilize allocated space appropriately may be grounds for loss of the space and the rental fee paid.

• Only recognized student organizations of Texas A&M with 10 or more registered members are eligible to apply for storage space. In the event that a recognized student organization is granted the use of space and subsequently loses its recognition status, the organization will, within ten (10) working days, vacate the space unless recognized status is promptly restored.

Rental Procedures

• Meet with Office Manager to determine the availability of the storage cabinet, display case, or lock box that your organization wishes to rent.

• Complete an Approval to Charge form and submit with application.

On behalf of the student organization named below, I have read and understand the rules and guidelines for storage space in the Department of Student Activities and, by my signature, acknowledge my acceptance of them.

________________________________________
Student Organization Name

__________________________    ___________________________    ____________
President's Signature    Printed Name    Date

__________________________    ___________________________    ____________
Advisor's Signature    Printed Name    Date

For Office Use Only:      Approved By:  ____________________
Date Received:     ____________________  Date:   ____________________
Received By:        ____________________  Cabinet # ________  Office # ________

Last Revised February 24, 2015