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**APPLICATION FOR CLUB STORAGE SPACE**

Term of Rental – Academic Semester

* Name of Recognized Student Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chief Student Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student I.D. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail Stop:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Justification – Please submit a written justification along with this application as to why your organization is requesting a storage space or lockable locker.
* 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. Please also note that clubs may have to share a locker depending on how much they need stored. The Club Storage space will be utilized only for items that fit into a locker, they will not accommodate larger items (e.g. standards for Greek Life, large carts, etc). Storage of any live animals is absolutely prohibited.
* Once the application is reviewed by the Office of Leadership & Engagement and ASNAU, 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 NAU are eligible to apply.** In the event that a recognized student organization is granted the use of space and subsequentlyloses its recognition status, the organization will, within ten (10) working days, vacate the space unlessrecognized status is restored.

* 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 ASNAU front desk with a key check out system. The student group will need to provide a list of individuals who may have access.

**Overall Guidelines**

* Failure to meet requested deadlines will be kept on record and could negatively affect the status of your space application.
* Responsibilities: Organizations are expected to maintain their space in such a manner as to project a positive image of their organization, show respect for NAU and exhibit regard for the well-being of fellow Lumberjacks. 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 NAU 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**

* Submit application to [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu)
* Office of Leadership & Engagement will review and share with ASNAU. ASNAU Club Headquarters will review and see if space is available.
* ASNAU will reach out to club to inform them of space availability. Club member(s) will meet with Club Headquarters to go over the policies/procedures of the space.

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Organization Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President’s Signature Printed Name Date**

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**Advisor’s Signature Printed Name Date**

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| **For Office Use Only: Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cabinet # \_\_\_\_\_\_\_\_\_\_ Office # \_\_\_\_\_\_\_\_** |