



Club House Locker Space Agreement and Application: Fall 2011

With the multitude of student organizations on campus and the limited amount of Club House lockers, it is a privilege to be granted space. Organizations are expected to maintain their space with the upmost respect for Florida Atlantic University as well as the other student organizations on campus. Therefore, the following guidelines must be followed if the work station is granted.

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### **Terms of Agreement:**

- The dimensions of the locker are approximately 3 feet tall and 9 inches wide, therefore all items the organization intends to store MUST be able to fit within those parameters. Please do not apply for locker space if the items you wish to store will not fit.
- The storage of flammable materials, beverages, food, illegal substances etc. is strictly prohibited. Should you have any questions regarding what can be stored in the locker space, ask a Council of Student Organization (COSO) Staff Member.
- Following the completion and approval of the locker space application, each organization will be assigned a number that corresponds to a locker.
- Each organization will need to submit a list of members that should have access to the locker space. This list should include: Name, Phone Number, and Z# of current members and must match those listed on your CollegiateLink roster.
- Keys will not be given out; rather a member from the organization must ask a COSO Staff Member to open the locker. There will be someone staffing the room as long as it is open. In the event that there is not a COSO Staff Member in the Club House, you will need to come to the SIL Office (Student Union, 203) and ask for permission from the COSO Advisor.
- Because of the nature of the space that we are all sharing, it is expected that student organizations will maintain a sanitary environment at all times. This includes the disposing of all waste in the proper receptacles.
- Up-to-date information regarding the usage of the locker space will be sent to the email addresses listed on the application. Please check your inbox frequently to make sure your organization is aware of all current policies.
- **Florida Atlantic University is NOT responsible for any items lost or stolen from the space area.** In the event of theft or loss, please notify the Council of Student Organizations, and file a report with campus police.
- COSO can remove an organization from a locker space at any time for the following reasons:
  - ❖ Improper use, such as vandalism, misconduct, or any action contrary to any of the guidelines in this agreement, FAU Regulation 4.006 Student Government and Student Organizations, 4.007 Student Code of Conduct and SIL Policies.
  - ❖ If your organization is under investigation by Student Affairs.

- ❖ Failure to meet the requirements of this agreement.
- ❖ Failure to maintain “registered” status.

*Any of these reasons will result in eviction during the time period this agreement is valid.*

- The Student Organization may appeal the **removal decision** in writing to the COSO Director within five (5) business days of receipt of the notice of removal.
  1. The COSO Director and Advisor will review the basis for the COSO Executive Board’s decision but will not be required to initiate a de novo factual investigation.
  2. Notwithstanding the above, the COSO Director may, but is not required to, direct that further facts be gathered or that additional remedial action be taken by the Student Organization. The COSO Advisor may also decide to uphold or overturn the decision of the COSO Executive Board or designee. The COSO Director shall provide the Student Organization written notice of the decision.
- Lockers must be **cleared** no later than **December 8<sup>th</sup>, 2011.** Any items left within the locker after that date **will be discarded.**
- COSO reserves the right to access **any** locker at **any** time.



## **COSO Locker Space Agreement Form: Fall 2011**

I, \_\_\_\_\_ agree to the terms and conditions stated above for maintaining a locker space in the Club House. 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.

I also

- Have read, understand and will adhere to the locker space terms listed above.
- Have given honest responses to the questions located on the application which will be submitted online to [fau.bocacoso@fau.edu](mailto:fau.bocacoso@fau.edu).
- Agree that if we are granted the locker space, we will not apply for a work station space.

\_\_\_\_\_  
(Organization President Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Organization Officer Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Organization Advisor Signature)

\_\_\_\_\_  
Date

- ✓ ***Please make sure to have both the President of the organization, another officer, and the Advisor sign this document before submitting it.***
- ✓ ***Once you have ALL signatures, submit this form to a Student Involvement and Leadership staff member (room 203 in the Student Union).***

**Office Use Only**

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Work Station Granted:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Station #** \_\_\_\_\_



## **Club House Locker Space Application: Fall 2011**

*Applications must be submitted to [fau.bocacoso@fau.edu](mailto:fau.bocacoso@fau.edu) or submitted in person to a staff member in the SIL Office, room 203 in the Student Union. The Club House Locker Space Agreement Form **MUST** be submitted in person to a Staff member in the SIL Office.*

**Full Name of Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Council (circle which applies):** Academic/ Greek/ Special Interest/ Sports/ Multicultural/ Graduate

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### **Contact Information:**

*Please provide FAU email addresses only!*

#### **President**

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Z number: \_\_\_\_\_

#### **Officer**

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Z number: \_\_\_\_\_

#### **Advisor**

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

*Application Continued ...*

- *Please list the items that you would like to store in the locker space and include dimensions for any larger items. The dimensions of the locker are approximately 3 feet tall and 9 inches wide.*

**Organization Information:**

*Please answer the following questions on a separate document. Answers must be typed in order to be eligible for review.*

- 1) How long has your organization been active on campus?
- 2) How many active members do you have in your organization? (Please make sure it matches your CollegiateLink members)
- 3) What is the purpose of the organization?
- 4) Describe why you feel your organization needs the locker space.
- 5) List any other information you feel should be considered in the review process.