

**Locker Application**

***Number Available****:* 7

***Arrangement****:* Lockers are a two-door handle, key-lock cabinet, measuring 22”d X 36”w X 20”h, with a shelf in the middle.

**Assignment Process:**

Locker assignments are re-assigned beginning April 15th (Summer I & II Semester), October 1st (Fall Semester) and December 1st (Spring Semester). Requests will be accepted beginning April 1st (Summer I & II Semester), July 15th (Fall Semester) and November 15th (Spring Semester). As the lockers are limited, it is competitive. Those requests received by their designated dates will be reviewed as a whole. The past use of lockers and the level of programming expected during each semester will be considered when assigning lockers. A key will be issued to Student Organization Advisor only. The Advisor is expected to keep a log/ Sign-In & Sign-Out Sheet of when they are issuing the key out to their club members. All request received will be reviewed as they are submitted. **Any incomplete applications will not be reviewed.**

**This form will not be accepted unless the organization has completed the registration process.**

Student Organization: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Currently Assigned a Locker: Yes No

Contact Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Answer the following questions and attach to this application**:

1. Describe why the Student Organization would like a locker and the plans for use in the locker.
2. What programs/ activities/ projects will the Student Organization be involved in during the semester? Please include any other information that you feel might be relevant to your locker request.
3. Has your Student Organization previously been assigned a locker? If yes, please include what semester(s) and whether or not the locker was ever lost due to inactivity or misuse of the property. You may explain any circumstances surrounding the loss of workspace.

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| **OFFICE USE ONLY**  Staff Initial: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Locker Assigned: \_#\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |