

STUDENT ORGANIZATION LOCKER GUIDELINES

Student Organization Lockers:

The DiGiorgio Campus Center has 48 locker spaces available for registered student organizations in good standing to use on an annual basis. Each locker includes a storage space in the upper section and a rolling lockable cart in the lower section. Student organizations may roll their lockable cart into the Student Organizations Resource Room to utilize the computers and other resources. These lockers will help student organizations stay organized, store materials, and provide a common space for multiple student leaders to have access to the organization's materials. Student organization lockers are managed by the Assistant Director of Student Activities and Leadership and the Office of Student Activities.

Requesting a Locker:

Lockers will be assigned to student organizations on a first-come, first-served basis. The Office of Student Activities will announce dates when interested groups may apply for lockers. Student organizations may request a locker space by completing the online Locker Agreement Form, available on the Student Organizations website.

Eligible student organizations will be placed on a priority list according to the date and time the completed applications are received. Organizations will be notified via email of their locker number if selected.

After all available lockers have been assigned; remaining applicants will go on a waiting list. In the case that a locker is not being utilized or utilized inappropriately, the next eligible student organization will be contacted and assigned the available locker.

Student Organizations that utilize their lockers within the top 50th percentile of use will be offered a renewal before the regular application time. Student organizations that renew their agreement between semesters do not need to empty their locker during breaks.

Locker Usage:

Locker reservations begin the first day of classes in August and end the last day of classes in April. Lockers are to be emptied and cleaned out by the last day of exams and inspected by information services staff, the Assistant Director of Student Activities and Leadership, or the Office of Student Activities' Administrative Assistant. It is the responsibility of the student organization to request a locker inspection by 5 p.m. on the last day of class. Failure to meet this deadline will result in loss of locker privileges the upcoming school year.

By completing the Locker Agreement you understand that it is a violation of the Locker Agreement to store perishable food or drinks, illegal drugs or substances, weapons, ignitable substances, or any other substance or item that will create a hazard to others and/or be attractive to rodents or insects. Winthrop University reserves the right to regularly inspect lockers to meet health and safety standards. Winthrop University is not responsible for lost or damaged property secured in lockers.

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Note: To remove cart, both lockers must be opened.

Accessing your Locker:

Student organizations will provide a list of designated students (the organization president and up to 4 additional students) who may access the locker keys of their locker agreement. Students not listed will not be permitted to access the locker.

Keys to the lockers and carts may be accessed through the Information Services Desk during operating hours. A valid student identification card is required to check out the key to the locker and cart. The locker must be secured and the key returned to the Information Services Desk to avoid replacement charges. All keys are to be returned before leaving the building. Failure to return a key will result in a key replacement fee and may result in the loss of locker privileges for next academic year.

End of Year Responsibilities:

It is the responsibility of the student organization to:

- a.) Fill out a [renewal agreement](#) for the next academic year, and
- b.) Request a locker inspection from the Office of Student Activities on or before the last day of class. Send an email to studentorgs@winthrop.edu to schedule an appointment with the Graduate Associate.

If an organization does not renew their locker agreement or request a locker inspection, they may receive charges and lose future locker privileges. Additionally, if there is untimely removal of items, damage to the locker, or a locker is left in an unsatisfactory state, organizations may receive additional charges. Organizations that leave personal items in the locker and have not renewed their locker agreement will have their materials removed after the last day of class. Items not claimed within 10 days will be discarded.