

Student Group Cabinet Use Agreement

Student Group assigned: - _____

Wooden Cabinet Number: _____ Shelves assigned: - _____

Key Issued ___ Yes ___ No

Key #: _____ Returned: _____

The School of Journalism is pleased to provide storage to support student groups.

Group leaders and members are expected to act responsibly at all times when using this storage, as they are considered representatives of their group and organization. School of Journalism may withdraw cabinet assignment if storage is not being utilized or if there is any abuse of the points below.

- Cabinet keys cannot be duplicated or shared.
- Keys can only to be used by the designated key-holder.
- These cabinets are intended to provide storage for group-related materials only.
- Non-group members are not permitted to use this storage.
- Cabinets are to be kept free of any postings, artwork, etc.
- Cabinets cannot be moved.
- Melody Olmsted may withdraw the cabinet assignment if the space is not being used properly.
- More than one student group may share cabinets.
- Items stored must be kept on assigned shelves.
- The School of Journalism is not responsible for lost or stolen property. We recommend that you do not leave items of value in the cabinet.
- The storage or presence of drugs and alcohol are not allowed.

Turn in completed form to Melody Olmsted in Allen 219. Any questions or concerns can be directed to the Melody, molmsted@uoregon.edu, 541-346-2321.

By signing below, you agree to the terms listed above. _____
Date

Student (print)

Signature

UO ID (print)

@uoregon.edu
UO Email (print)

Faculty Adviser (print)

Signature