

**2019 – 2020 MCC Basement Storage Agreement**STORAGE POLICIES

- **Organizations assigned 2019 Summer Storage space ONLY will be required to vacate the MCC basement by September 29, 2019.** This is to ensure that 2019-2020 Storage tenants will be able to utilize their assigned storage space at the beginning of fall quarter. Any items remaining at the end of the summer will be disposed of.
- **Organizations assigned 2019-2020 Storage space will be required to vacate the MCC basement at the end of the 2019-2020 academic year.** This is to ensure that the basement can be inspected, cleaned, and repaired for health and safety purposes. Any items remaining at the end of the year will be disposed of.
- Each organization that receives storage space will be assigned a room/shelf/bin number(s) for their storage needs. Each organization will be assigned, **at most**, three bins (dimensions: 33"L x 20/18" W x 13.5" H).
- Organizations must use the bins provided by MSA. All items must be stored in the bins provided. Bins may not be removed from the MCC basement. Organizations may not share storage bins with other organizations.
- Oversize items will be stored in a separate area of the basement, and must be clearly labeled with the organization name. Oversize storage is only for essential items that do not fit in the provided storage bins, and is not meant to increase storage capacity beyond the 3 bin maximum.
- Organizations must keep their storage area clean and organized and ensure accessibility. No items may be stored on the floor.
- Access to the MCC basement is limited to MCC operating hours and will be overseen by MSA staff.
- Organizations will designate two members who will be authorized to access the basement on behalf of the organization. It is the responsibility of the organization to inform MSA staff when the two designated members change (after elections, etc.).
- Student organizations are responsible for moving in and moving out items on their own.
- MSA is not responsible for broken, missing, or stolen items. Any items stored are done so at the organization's own risk.
- MSA reserves the right to inspect the contents of the bins to ensure compliance with storage policies.

PROHIBITED ITEMS

- Food (both perishable and non-perishable).
- Firearms, drugs or drug paraphernalia, alcohol, any items prohibited on campus by all applicable laws and university policies.

- Hazardous materials: Flammable items, paint, aerosol and spray cans, explosives, chemicals, etc.
- Personal items: Only materials related to student organization activities may be stored.
- Items belonging to another student organization.

POLICY VIOLATIONS

Failure to comply with the MSA Storage Agreement may result in lost privileges of MSA provided resources, notification to organization Advisor, and/or notification to the Office of Student Conduct. Some policy violations may include, but are not limited to:

- Theft
- Unauthorized entry into storage space
- Prohibited item(s) kept in storage
- Failure to keep storage space clean and accessible
- Mistreatment of MSA staff

ACCESSING STORAGE

- Check in with the MSA Office Assistant (OA) at the front desk during MCC operational hours and provide your WildCard.
- The OA will verify that you are one of two authorized representative for your organization. In the event that the authorized representatives cannot be present, your organization must email MSA at least 48 hours in advance of basement access with the name of a proxy. MSA will confirm that your email has been received and that the name will be noted at the front desk.
- Once representatives are verified, the OA will provide access to the MCC Basement.
- You may only access items for the organization for which you are the authorized representative.
- After you have finished accessing the basement, sign out with the OA at the MCC front desk and retrieve your Wildcard ID.

***I have read and agree to comply with the MSA 2019-2020 Basement Storage Agreement.***

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Organization Name

\_\_\_\_\_  
Authorized Representative 1 – Printed Name

\_\_\_\_\_  
Authorized Representative 1 – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative 2 – Printed Name

\_\_\_\_\_  
Authorized Representative 2 – Signature

\_\_\_\_\_  
Date