

THE RENSSELAER UNION
2015-2016 STORAGE SPACE POLICY

In regards to the storage space the Union has available to loan out to clubs, the Executive Board of the Student Union reserves the right to appropriate said storage space to clubs for the fixed period of one full calendar year, running from January to December of each year.

- Each club wishing to receive storage space for any given year will be asked to fill out the *Executive Board Storage Space Application*, handled by the Business Operations Committee. Only Union Funded Clubs may apply.
- Once a club has filled out the aforementioned form, their request will be evaluated by the Associate Director of the Union for operations and, if deemed necessary, storage space will be assigned by the Business Operations Committee in accordance to a club's demonstrated need.
- Applications will be made available in October and requests will be processed by the beginning of December.
- Once all requests have been processed, an email will be sent out to club officers to remove equipment from the storage space if the space is not renewed.
 - If a club retains the right to store their equipment in the Union, they do not have to remove it at the end of the calendar year.
 - If a club does not have their space renewed and they do not remove the equipment stored in Union Storage, their budget may be frozen until all equipment is removed.
- No personal equipment may be stored in the Union. All items stored within the Union must be Union-owned club property.
- Each club will receive two keys for any two members of the Club's Executive Committee that must be returned to the Administrative Office at the end of the calendar year, regardless of whether or not the club is retaining the storage space.

This policy was adopted by the Rensselaer Union Executive Board on April 28th, 2016.