

**BENTLEY**

# Student Programs & Engagement

## Student Organization Storage Policy

Student Programs & Engagement (SP&E) provides storage options for student organizations recognized by the department. There are several storage locations available in the Student Center for use by organizations. Storage will be managed each academic year through an application process and will be allocated based on factors such as need and organization activity.

### Storage Locations

Current storage locations in the Student Center include:

- Bubble Closet – small cabinet – (39" W x 21" D x 29" H)
- Bubble Closet – large cabinet – (36" W x 24" D x 80" H)
- Back Bay A Closet – small locker – (12 ¼" W x 37 7/8" D x 15" H)
- Back Bay A Closet – medium locker – (25 ½" W x 37 7/8" D x 25 ½" H)
- Back Bay A Closet – large locker – (25 ½" W x 37 7/8" D x 38 7/8" H)

### **Eligibility**

To be eligible to receive access to storage space in the Student Center, organizations must:

- [Be an SP&E recognized student organization.](#)
- Remain active and in good standing.
- Not have access to storage elsewhere on campus.
- Comply with all storage policies and expectations.

### **Keys and Access**

Student organization members will gain access to their storage location by visiting the Business Center on the third floor of the Student Center. Each storage space will have a key to access the unit, which must be stored and secured at the Business Center at all times when not in use by the organization.

Students needing to access their storage unit located in the Back Bay A closet will also need a Building Manager to accompany them to unlock the closet door. When finished accessing their storage, student organization members should ensure that they close the door behind them when leaving, which will lock the closet door.

To ensure that keys are returned, staff will ask the student organization member for their Bentley ID in exchange for the key. The ID will be kept at the Business Center desk until the key is returned. In the event of a key lost by an organization member, the student organization will be responsible for any costs associated with replacing keys or locks.

## **Storage Guidelines**

Organizations with access to storage must meet all expectations and refrain from storing any prohibited items. Upon allocation of a storage unit, a representative of the organization will sign a storage agreement to acknowledge the policy and agree that the organization will adhere to all expectations. To request an exemption from any of the guidelines outlined in this policy, student organizations may request approval in writing to the Associate Director of Student Programs & Engagement. Advance written approval must be given before proceeding. Violations to this policy may jeopardize the organization's access to storage now and in the future.

### Expectations

All student organizations must meet the following expectations unless granted advance written approval:

- All stored items must be contained completely within the allocated storage unit. Any items left outside of a storage unit without prior written permission will be removed and discarded. Student organization members are encouraged to keep in mind their current storage access when making purchases for upcoming programs and events.
- Storage units must remain clean and organized throughout the duration of use.
- Only university-provided locks and keys may be used on storage units. Any other method of securing the unit will be removed.
- Stored items must be intended for organization-related use.
- SP&E reserves the right to open a storage unit at any time in instances where storage policies are alleged to have been violated, for the purposes of required maintenance, or in the case of an emergency.
- Organizations must report any damage or necessary repairs to SP&E.
- Each organization is limited to a maximum of one storage space at a time.
- Student organizations must remain in good standing with SP&E. Inactive organizations may lose access to their storage space.
- Student organization members must respond to communication in a timely manner with SP&E staff regarding their storage space.
- An organization member must meet with an SP&E staff member a minimum of once per academic year to do a walkthrough of their storage space and ensure that all expectations are being met.
- Items temporarily stored during the summer months must be clearly labeled with the organization name, a contact name, phone number, and email address. All items must be contained in a sealed box or container that is in good condition.

### Prohibited Items

The following items are prohibited and cannot be kept in storage without advance written approval:

- Food of any kind, including candy, cooking ingredients, and seasonings.
- Flammable materials, chemicals, or substances, including spray paint, paint thinner, sternos, or propane.
- Unsecured materials such as open sandbags, glitter, confetti, or other similar substances that cannot be easily contained or cleaned.
- Broken, dirty, or damaged items.
- Firearms or weapons of any kind.
- Personal items not being used for student organization related purposes.
- Illegal or controlled substances, including alcohol or drugs.
- Animals, pets, or any other living items.
- Perishable items.

## **Storage Application**

All interested student organizations (including organizations with existing storage space in the Student Center) will be required to re-apply each academic year to indicate that they are requesting or wishing to maintain access to storage. Student organizations seeking access to storage will be able to submit an application each academic year during the spring semester. Organizations will be able to indicate their interest in storage for the summer months and/or year-round storage. The application will allow members to indicate their organization's need for access to storage, any preferences in location(s), as well as the ability to provide descriptions, sizes, and necessity of items to be stored. All items indicated on the application must be in adherence with this policy.

Student organizations that do not need, or do not have current access to, storage throughout the academic year are able to request to temporarily store items during the summer months. Access to summer storage will take place starting two weeks prior to the last day of spring semester classes until the end of the first week of fall semester classes. Organizations who have indicated a request for year-round storage access may utilize summer storage while they wait for more information surrounding their application request. This storage is intended to be temporary and all items must be picked up or relocated to a more permanent location within the first week of fall semester classes.

Year-round storage access will begin at the start of each academic year and will remain in place for the full academic year and subsequent summer months, until the following academic year begins. At that time, organizations will either maintain access to their same storage space, move to another space, or will vacate their items from storage entirely.

Student organizations who do not participate in the annual application process will have the ability to submit a storage interest form via Campus Groups at any point during the year. Storage will be allocated as availability permits.

## **Allocation Process**

Following the storage application deadline, staff members from SP&E, in collaboration with the Student Center Advisory Board (comprised of current undergraduate Bentley students) will allocate all available storage units for the upcoming summer months and the following academic year.

All applicants will receive communication via email no later than two weeks prior to the last day of classes (for summer requests) and no later than two weeks prior to the first day of classes (for academic year requests). Email communication will contain information indicating the decisions for allocated space as well as any next steps including signing a storage agreement, a timeline for moving items, and how to access to the space.

With a limited amount of storage locations, access to storage space, or access to a specific storage unit is not guaranteed each year. Space locations will be re-allocated and moved as needed to maximize storage options for as many organizations as possible. SP&E will do their best to accommodate any preferences indicated in the application.

## **Selection Criteria**

Due to limitations in accessible space for storage, all available storage units will be allocated and prioritized based on the needs of each organization. Some additional factors to be taken into consideration may include:

- Descriptions, sizes, and necessity of items to be stored.

- Quantity, size, attendance, and/or impact of previous programs/events.
- Existing storage space.
- Timeliness of application.
- Length of time as a recognized organization with SP&E.
- Status and standing of the organization with SP&E.

By signing below, I am formally agreeing to adhere to the guidelines and expectations detailed in the document. I am acknowledging that failure to abide by this policy may result in loss of storage privileges for my student organization.

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Name

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Student Organization

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Signature

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Date