

SAC Closet Policies and Procedures

The Student Activities Center closet (A311) may be used by Recognized Student Organizations (RSOs) as storage space for supplies and materials. RSOs with allocated space in the Student Activities Center, the Center for Leadership and Civic Education, or any other space provided to the RSO by an academic department may not use the SAC closet unless approved by the Assistant Director of the Student Activities Center for Student Organization Services or his/her designee(s).

The SAC closet has been divided into three (3) sections where appropriate items may be placed; (1) Banners, (2) Tri-Folds/A-Frames/Sandwich Boards, and (3) Boxes. All RSOs must place the appropriate item in the designated place. In addition, a designated walking space has been identified. RSOs may not place items within this designated walking space.

All items must be clearly labeled with the RSO name, contact information including and not limited to the current President's name & e-mail address and Advisor's name & e-mail address. All boxes must be labeled to be visible from the designated walking space.

The SAC closet will be checked on a weekly basis by the Assistant Director of the Student Activities Center for Student Organization Services or his/her designee(s) to ensure that RSOs are abiding by the above mentioned policies and procedures. The Assistant Director of the Student Activities Center for Student Organization Services or his/her designee(s) has the authority to remove, reposition, or relocate items for failure to abide by any policies and procedures.