

Office of Student Involvement and Leadership University of New Orleans

Storage Agreement for Greek Organizations

Submit form to Greek Life in UC 236 or fax to 504-280-6633. For more information, call 504-280-6351 or email greeklife@uno.edu

Fraternity/Sorority: _____

Storage Room: _____ **Key Number:** _____

Each organization is to have one (1) room allocated to them by the Office of Student Involvement and Leadership, and the size of the room will depend on the size of membership, grade point average and judicial record of each organization.

With this agreement, both the UNO Office of Student Involvement and Leadership and the individual organization are in agreement that:

1. The storage room is not a meeting space for Greek organizations, it is to be used for purely storage purposes;
2. Greek organizations cannot place illegal items (drugs, weapons, illegal documents, etc.) in the storage rooms;
3. It is the personal responsibility of the president of each Greek organization to safely possess the key that is distributed to them for their respective storage rooms;
 - **THE PRESIDENT OF THE ORGANIZATION WILL BE CHARGED A FEE OF \$100.00 IF A KEY IS LOST OR STOLEN KEY.**
4. If a Greek organization becomes inactive or suspended, the president of the organization must return the key to his or her respective storage room **WITHIN TWENTY-FOUR (24) HOURS**;
5. Usage of the storage rooms is a privilege, not a right. In the case of a Greek organization being placed on probation or suspension (academic, membership, and/or social), the organization may lose this privilege of a chapter storage room.
6. Greek organizations may be transferred from one storage room to the next at the discretion of the Office of Student Involvement and Leadership if size, grade point average, or status of the organization changes drastically.
7. By signing for these keys, you are accepting the following terms: These keys are the property of the University of New Orleans. These keys are non-transferrable. They must not be copied or lent to anyone. They must be returned to the UNO Key & Card Access office at the end of your employment/enrollment in order to remove the key(s) from your record and waive any personal responsibility. If key(s) is lost, you must report it Access Control immediately. If key(s) is stolen, you must notify the UNO Campus Police.
8. **THE STORAGE ROOMS MAY ONLY BE ACCESSED FROM 8:00AM TO 5:00PM MONDAY THROUGH FRIDAY.**

The signature below certifies that we (all Chapter members) have read, understood, and agree to abide by this contract agreement.

Chapter President's Name (Print)

Chapter President's Signature and Date

Director's Name, Student Involvement and Leadership (Print)

Director's Signature and Date