STUDENT ORGANIZATION CABINET & MAILBOX ASSIGNMENT PROCEDURES

Cabinets and Mailboxes are located on the second floor in the Student Organizations Space. Student Life and The Commons staff will coordinate the allocation and maintenance of cabinets & mailboxes. Please see Student Organization Cabinet &/or Mailbox Procedures for information related to the space allocation.

I. Application and Assignment Requirements
Recognized student organizations in good standing may apply for a cabinet and/or mailbox through the online process each spring semester. Organizations may only be assigned one cabinet and/or one mailbox. Assignments are valid for approximately one academic calendar year (August through May). Student organizations must re-apply annually to be considered for a cabinet & mailbox.

Student Life will review all applications and assign cabinets & mailboxes based on the following criteria:
   1) Status of student organization:
      a. Officially recognized by UMBCs Student Government Association/Student Life.
      b. In good standing
         i. Have completed the online annual Student Organization Registration form
         ii. Are in compliance with all policies set forth by the University
         iii. Have no current sanctions from the University removing their “good standing”.
      c. Timeliness of application for space
      d. Effective use of previously allocated space in and out of The Commons (if applicable)

All assignments and deadlines will be sent via email to all student organization Presidents and Treasurers when applications become available.

II. Access to Newly Assigned Space
To gain initial access to the cabinet space, an organization officers/member must complete the Student Organization Cabinet &/or Mailbox User Agreement and the Student Organization Cabinet &/or Mailbox Key/Combination Control Form (this form is available to complete at the Student Life Ambassador desk on the second floor of the Commons- once cabinet & mailbox space has been granted to the organization).
III. Reassignment or Loss of Cabinet & Mailbox Space
Student Life may reassign student organizations to a different cabinet & mailbox at any time as deemed necessary and reserves the right to remove any organization from any cabinet & mailbox at any time for any reason.

Organizations that have a cabinet or mailbox for the current year, but do not for the following year must vacate their cabinet or mailbox by the time/date set by Student Life. After this date/time, Student Life will remove the items and attempt to contact the student organization for pick-up. After a reasonable period of time, any unclaimed items will be disposed of or returned to sender (if mail or packages).

IV. Combinations and Keys
Student Life provides each student organization with a combination lock for its cabinet and a key for its mailbox upon completion of required forms. If the lock/key is lost, the organization/organization officer may incur a financial charge. The Student Life Ambassador desk may also provide the cabinet combination or unlock the mailbox to registered student organization officers/members upon request.

V. Conditions of Use and Maintenance of Cabinet Space
All organizations that have been allocated a cabinet must:
   a. Utilize storage units for student organization related materials only. No personal items should be left in an organization’s cabinet. Student organization cabinets cannot be used for: sales or commercial activity, direct support of academic programs, and/or activities of non-students (individuals or affiliated groups).
   b. Use only the combination lock assigned to them by Student Life; all other locks will be cut off at the owner’s expense and the organization may incur a financial charge.
   c. Not cause damage to any cabinet.
   d. Not post items to the outside of cabinets.
   e. Keep the cabinet locked at all times.
   f. Not store the following items in their cabinet at any time:
      a. Food
      b. Drink
      c. Flammable and/or combustible items
   g. Inform Student Life of any maintenance needed on the cabinet.

Cabinets are property of UMBC. UMBC reserves the right to access, inspect, and search cabinets at any time without notice. Additionally, The University, including the Student Life and The Commons, is NOT responsible for items stored in cabinets or for lost or stolen items.

VI. Conditions of Use and Maintenance of Mailbox Space
All organizations that have been allocated a mailbox must:
   a. Check mailboxes at least once per week
b. Utilize mailbox for student organizations related materials only. No personal mail should be sent to the organization’s mailbox. Student organization mailboxes cannot be used for: sales or commercial activity, direct support of academic programs, and/or activities of non-students (individuals or affiliated groups).
c. Not cause damage to any mailbox.
d. Not post items to the outside of mailbox.
e. Keep the mailbox locked at all times.
f. Not store the following items in their mailbox at any time:
   a. Food
   b. Drink
   c. Flammable and/or combustible items
g. Inform OSL of any maintenance needed on the mailbox.

VII. Safety and Security
Student organizations are advised to practice safety at all times. Please be advised to:

1. Secure purses, wallets, other valuables appropriately. Do not store these items in a cabinet/mailbox.
2. Carefully maintain your combination/key. Report loss or theft immediately to Student Life.
3. Report suspicious activity to the University Police at 410-455-5555

VIII. Failure to Comply with Student Organization Cabinet & Mailbox or University Policy
All student organizations failing to comply with this or any University policy or procedure risk disciplinary action, including: losing their student organization cabinet, loss of recognition, or any other sanction deemed appropriate by University officials.

***Waiting List***
In the event that demand for cabinets or mailboxes exceeds supply, student organizations that are eligible for cabinet and/or mailbox space, but not assigned space will be placed on a waiting list. If cabinets and/or mailboxes become available during the year, organizations on the list will be offered these spaces in the order their request was received. Student Life will maintain these waiting lists. New student organizations formed throughout the year may be assigned spaces if there is not a waiting list. Otherwise, they will be added to the current waiting lists and will have the opportunity to apply for services during the next application period.