



## **Student Organization Cabinet & Mailbox Assignment Procedures**

Student Life allocates and maintains cabinets and mailboxes located on the second floor of The Commons.

### **I. Application and assignment requirements**

Every spring student organizations can apply for a cabinet and/or mailbox during re-registration. They are available on a first-come, first-served basis, and allocation notifications will be sent in early June.

If demand exceeds supply, student organizations that do not receive a cabinet or mailbox will be placed on a waiting list. If spaces become available during the year, organizations on the list will be offered these spaces in the order their request was received. New organizations formed throughout the year may be assigned spaces if there is no waiting list. Otherwise, they will be added to the current list and will have the opportunity to apply for these resources during the next application period.

Cabinets are property of UMBC. The university reserves the right to access, inspect, and search cabinets at any time without notice, and is not responsible for items stored in cabinets or for lost or stolen items. Student Life may reassign or rescind access to cabinets and mailboxes.

### **II. Access to newly assigned space**

Student organization officers can get cabinet combinations and/or mailbox keys on the first day of classes in the fall semester at the Student Life Ambassador desk by completing the Cabinet and Mailbox User Agreement and Key/Combination Control Form. Only one officer can check out a mailbox key, and that officer is responsible for the key. If the key is lost, the officer will be charged \$20 to replace the key. If another officer would like to check the mailbox, an ambassador can open the mailbox for them. You must be listed as an officer on the Student Life website to receive a cabinet lock combination, check out a key, or have an ambassador open your mailbox.

### **III. Conditions of use and maintenance of cabinet spaces**

All organizations that have been allocated a cabinet must:

- Utilize storage units for student organization related materials only. Student organization cabinets cannot be used for sales or commercial activities, direct support of academic programs, and/or activities of non-students.
- Use only the combination lock assigned by Student Life. All other locks will be cut off at the owner's expense and the organization may incur a financial charge.
- Take good care of the cabinet. Please do not store any items that will cause it to be damaged.
- Keep the cabinet locked at all times.
- Refrain from storing perishable, flammable, or combustible items.
- Inform Student Life of any maintenance needs.

#### **IV. Conditions of use and maintenance of mailbox spaces**

All organizations that have been allocated a mailbox must:

- Check mailboxes frequently so that they do not become too full to add new mail.
- Utilize mailboxes 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 activities, direct support of academic programs, and/or activities on non-students.
- Take good care of the cabinet. Please do not store any items that will cause it to be damaged.
- Keep the mailbox locked at all times.
- Inform Student Life of any maintenance needs.

If you have been allocated a student organization mailbox, you can have student organization-related mail or packages sent to the following address:

UMBC  
The Commons (Insert mailbox # and student org name here)  
1000 Hilltop Circle  
Baltimore, MD 21250

#### **V. Safety and security**

Student organizations are advised to practice safety at all times:

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

#### **VI. Reassignment or loss of cabinet and mailbox space**

By May 31st, student organization officers must return mailbox keys and/or empty cabinets (if the organization was not allocated one for the upcoming year). Student Life will remove items and attempt to contact the student organization for pick-up thereafter. If items remain unclaimed, they will be disposed of or returned to sender.

All student organizations failing to comply with this or any University policy or procedure risk disciplinary action, including losing their student organization cabinet, losing recognition, or being sanctioned as deemed appropriate by University officials.



