

B.E.A.R. Storage Area Applications/Request Guidelines

Location and Point of Contact

The storage area is located in room G-13 in Benedum Center in the area known as the B.E.A.R. There are 8 lockable metal cabinets located in this room. Storage of other supplies are possible with the Coordinator of Student Programming and Organizations and campus advisors.

Application Process

- Organizations will need to fill out an online form requesting the use of one of the cabinets
- Organizations may fill out the application by themselves or jointly with one or more other organizations.
- Applications will be accepted on a first come, first serve basis.
- Approval of space will be given by the Coordinator of Student Programming and Organizations and representatives from Student Government Association, Student Activities Board and Greek Council
- Spaces will be given out until all cabinets are filled.

Access

- Room G-13 will be locked at all times.
- Student organizations will not be given keys to their specific cabinets.
- Organization members will need to see the Coordinator of Student Programming and Organizations or a Student Assistant in the B.E.A.R. during regular hours to gain access to the room and cabinet.

The Division of Student Life is not responsible for any objects left in the storage room or cabinets.

Renewal of Storage Space

- Organizations can request to renew their cabinet for each academic year.
- Renewal applications will be made available in April.
- Organizations that do not renew their storage space will need to remove the items in their cabinets by the last day of finals during the spring semester.
- Student Life will donate or discard any items left in a non-renewed cabinet.