

Last updated: October 6, 2022

## **SFSS Student Union Building Storage Room Guidelines**

### *For Clubs and Student Unions*

#### **Storage Room Assignment**

Storage rooms are allocated based on a needs basis, depending on the storage needs of the group. It is up to the discretion of the Member Services Coordinators and Building Staff. Storage rooms may be assigned to be shared amongst various groups.

#### **Storage Room Usage**

The storage room provided by the Simon Fraser Student Society (SFSS) remains the property of the SFSS and must be maintained in its original condition. The SFSS reserves the right to access, remove, confiscate, and inspect the contents of the storage room at any time without the consent of the occupants.

Groups are prohibited from storing dangerous and potentially hazardous items in the storage room including but not limited to: perishable food items, controlled/prohibited substances, live organisms, flammable or combustible items, toxic materials, weapons.

Storage rooms can only be used to store items belonging to the group and cannot be used to store personal belongings. It is strongly discouraged that items of value (e.g. electronics, jewellery, cash) are kept in the storage rooms. The SFSS is not responsible for the items stored in the storage rooms, in the event that items are lost, stolen, or damaged.

If storage space is shared amongst multiple groups, occupants must be respectful of the other group's belongings and must not take or borrow anything that does not belong to their group without written permission.

It is the responsibility of the groups to ensure that the storage room is kept clean and tidy, with belongings being properly stored in their designated areas. Groups should also clearly label their items to prevent confusion over the equipment ownership.

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## **Storage Room Access**

Only confirmed club and student union executives listed in the portal are eligible to access the storage room.

Groups must email Student Union Building Staff at least 24 hours in advance to request access to the storage room. They must list the dates and times that they will need access to the storage room, the storage room number, the name of their group, and the name of the student(s) who will be accessing the storage room each time.

Groups must only show up to access the storage room on the dates and times listed in their email; they will not be given access to the storage room outside of their request. When students arrive to access the storage room, they will be asked to show their Student ID card to verify their identity.

Groups must behave in a respectful manner toward the Student Union Building Staff. Disrespectful language or behaviour will not be tolerated.

**Any group that is assigned a storage room and that accepts and uses the storage room agrees to follow the SFSS Student Union Building Storage Room Guidelines. Failure to follow the guidelines will result in loss of storage room privileges.**