

Rice University Club Sports Storage Space Application

There are eight large NEW caged storage spaces in the basement of Old Brown College Commons that are available to currently registered club sports for annual or semester storage free of charge. The storage area will be accessible 24 hours a day.

Clubs must turn in the attached application to the Assistant Director for Intramural and Club Sports by **April 1st** to be considered for leasing space for Summer/Fall 2015. Due to the limited space, storage areas will be allocated based on need. Depending on the demand and number of applicants, some spaces will be shared.

The key must be checked out from the Club Sports Office on the 2nd floor of the gymnasium once the application has been approved and the lease is signed. A deposit must be paid for the checkout of a key and master lock and/or master lock key. Only approved master locks may be used for the storage space, a lock and key can be checked out from the Assistant Director for Intramural and Club Sports. A list of all club members with their ID numbers must be turned into the Assistant Director for Intramural and Club Sports.

Leases for storage spaces are either for one year or one-semester terms, and must be renewed at the end of each term. It is up to the club to decide which lease length best fits their needs.

Spaces must be kept clean and orderly; only non-hazardous items for the club are allowed to be stored in the space. No personal belongings of club members may occupy the space. If the terms of the lease are violated then the club is subject to losing its privilege and the items will be removed at the club's expense.

Indicate special considerations related to your organization that may affect the decision to assign storage space.

Signature of President and Student ID Number:

Printed Name:

Date:

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|-----------------------|--|
| FOR OFFICE USE ONLY | |
| Date Received: | |
| Received By: | |
| Approved: | |
| Space Assigned: | |
| Master Key on File: | |
| Student List on File: | |