

Shepard Broad College of Law – Student Organizations Cabinet Policy

Storage cabinets are made available to College of Law Student Organizations as a service to assist the organizations. The availability and use are conditioned on the terms listed below as may be modified from time to time by the College of Law. By signing the Student Organization Policy Agreement Form, students agree to abide by the terms and conditions set forth by the Shepard Broad College of Law that are outlined below.

1. Subject to space availability, each student organization may have one cabinet. If there are unused cabinets, student organizations may request a second cabinet. The assignment of cabinets is at the sole discretion of the College of Law. To receive a cabinet, the organization president or representative must complete a cabinet use agreement with the Building Operations Manager. At the end of each academic year, the organization must return the assigned key, and the representative for the next year must complete this process for the upcoming academic year.
2. All cabinets within the Shepard Broad College of Law building are the property of Shepard Broad College of Law and Nova Southeastern University and are subject to applicable University and College policies. Shepard Broad College of Law reserves the right to alter the policies governing the use of the storage cabinets upon thirty days' notice.
3. Storage in the cabinets is at the user's own risk. Nova Southeastern University (including the College of Law and all other subdivisions) cannot be held responsible for lost, stolen, or damaged personal property. College of Law is not responsible for damaged, lost, or missing items.
4. The use of a cabinet is limited to the person or student organization to whom it is assigned. Assigned keys may not be transferred to other individuals. Keys may not be duplicated or shared. Only keys provided by the college may be used on college cabinets.
5. The cabinets are for storage materials in furtherance of the student organization purposes only. The following items are prohibited from being stored in the cabinets:
 - Food and liquid not stored in sealed plastic containers
 - Any combustible materials
 - Illegal or controlled materials such as drugs or alcohol, perishable items, flammable materials, dangerous chemicals, explosives, or weapons of any kind
 - Firearms and ammunition
 - Any other items prohibited from campus (please review prohibited items [here](#))
6. All items must be stored completely within a cabinet. All items left outside of a cabinet, whether secured or not, will be removed and disposed of accordingly.
7. The College of Law reserves the right to open a cabinet with or without the consent of the student organization to whom the cabinet is registered to assure compliance of these policies.
8. Any misuse of a storage cabinet may result in termination of storage privileges for that student and/or student organization.
9. Cabinet users are not permitted to affix anything to the interior or exterior of their cabinets.

10. Upon assignment and during use, students are held responsible to report any damage or needed repairs to the Building Operations Manager of the Shepard Broad College of Law.
11. All cabinets are to be cleaned during the summer term (date will be provided by Building Operations Manager in an email communication), if failed to do so cabinet will be vacated, and contents disposed of accordingly.
12. The individual assigned the cabinet key is responsible to turn in the cabinet key issued to the individual on behalf of a student organization as soon as that person is no longer the representative of the organization. Failure to return the key promptly may result in a key charge of \$150 on the student account, and failure to pay the account may result in a hold.

To obtain your cabinet assignment, please bring this agreement signed along with your NSU ID to the Law Administration Office located on the 1st floor of the Shepard Broad College of Law building. For more information contact the Building Operations Manager at (954) 262-6782.

Organization Name: _____

Organization President: _____

NSU ID: _____ Email: _____

Faculty Advisor: _____

Cabinet #: _____

By signing this application form, I acknowledge that I have read and understand the policy of the Student Organization Cabinet Storage Policy. On behalf of my student organization, my organization and I will adhere to the terms and conditions of this policy.

Signature: _____ Date: _____
(student organization president)

Signature: _____ Date: _____
(faculty advisor)