The University of North Carolina at Chapel Hill

Carolina Union,
Student Life and Leadership

SPACE USE GUIDELINES FOR UNION 1303

IMPORTANT UPDATE REGARDING STUDENT ORGANIZATION STORAGE:

Storage space for student organizations will no longer be available after 5pm on Wednesday, December 2, 2026. Please plan to ensure that all items are removed from storage space by this date. Any belongings remaining in storage areas after 5pm on December 2, 2026, will be cleared out and discarded. The area where the current storage is located will be upgraded to create a new space for use by all students.

INTRODUCTION

This document outlines the guidelines for use of student organization storage cabinets and common areas in 1303 in the Frank Porter Graham Student Union. The organization must be in compliance with all rules and regulations set forth in this document at all times. Any member of your organization authorized to access the space must be familiar with and follow these regulations. If at any time throughout the year you have questions regarding your organization's assigned space, contact Student Life & Leadership (SLL) at studentorgs@unc.edu.

CONTACTS

General Information & Access Codes

- Student Life & Leadership: studentorgs@unc.edu

Emergency & Safety

- University Police (Emergency): 911
- University Police (Non-Emergency): (919) 962-8100

EXPECTATIONS

- Space allocation is a privilege and not a right. The use of this space is a privilege which can be revoked if organizations do not comply with these guidelines.
- Use of storage cabinet and shared work area is limited to official organization business and not for personal use.
- Storage cabinets and the main door should always be locked when not in use and should never be left unlocked when unattended.
- Do not leave any items on the tables or elsewhere in the room when you leave. *Any unattended items not secured inside your storage cabinet may be discarded.*
- Please show consideration for other organizations that may be waiting to use the space.

- You should be considerate of others around you at all times and show respect to your fellow occupants and the Union staff.
- Your storage cabinet and the common work area should be kept neat and organized at all times.
- You must abide by state and local laws, University policies and Carolina Union policies at all times.
- The use of the room is only for members of those organizations allocated storage in the room. No other individuals are authorized to access or use the storage cabinet or common area.

SPACE CARE AND UPKEEP

- Your organization is responsible for the care of the cabinet. If the cabinet is damaged due to misuse or abuse, the organization will be charged for repair or the cost of a new cabinet.
- The cabinet shelves, except for the middle shelf, are adjustable. There are shelf pins already in the cabinet. You are responsible for making sure these pins are not removed. Loss of pins will result in the group being charged for replacements.
- If your organization is responsible for damage to the common area or the items within, the organization will be charged for related repairs or replacements.
- Do not force items into the cabinet that will not fit, as this will result in damage.
- No items may be stored on top of the storage cabinet. **Items may only be stored inside the cabinet. Item stored on top of or outside of the cabinet will be discarded.**
- Do not attach any type of object, including stickers, or write on, draw on, paint or otherwise embellish any surface. This applies to both the storage cabinet's interior and exterior, as well as tables, walls, or any other surface in the room.
- **Do not move the tables**. Chairs may be moved within the room but please return them to original location. Do not take chairs out of the room.
- Occupants are not allowed to use paint or craft (including the use of glitter) in the room.
- Any recyclable materials no longer needed by the organization should be deposited in the clearly marked recycling receptacles located around the Union.
- Do not store open food containers or expired food in your storage cabinet.
- Storage cabinets and common areas should remain neat and organized.
- Do not move heavy objects through the space or throughout the building. This can cause damage to carpeting and/or tile and you will be responsible for the cost of the repair.
- For urgent housekeeping needs (spills, etc.) ask the Guest Services Desk to radio Housekeeping for you.
- Make notes of problems you observe (broken locks, burnt-out lights, etc.) and contact Union Facilities or Student Life & Leadership to let them know about the problems.

PROHIBITED ITEMS

These items are prohibited and may not be stored in your storage cabinet:

- Tickets with face value or other cash-related items

- Money (any generated funds should be deposited in your bank account as a safety precaution)
- Any personal items (ex: clothing, furniture, books)
- Weapons
- Any type of paint with the exception of tempera
- Open containers or packages of food, or expired food
- Flammable or combustible materials (check for labels)
    - Including but not limited to oxygen or helium tanks, charcoal, aerosol cans, Sterno or other chafing gels, fuels, large-capacity lighters, camping lamps (oil), chemicals, etc.

- Old files and records (If you would like the files and records to be saved you can contact University Archives to discuss a transfer of the materials. The history of your group is important! Don't just toss items that may need to go to Archives!)
- Items otherwise prohibited by state or local laws or Union or University policy

CODES & SECURITY

- Both the main door to the room and your organization's storage cabinet are accessed by a code. You should treat these with the same level of security as you would a key and only share these with members of your organization. Sharing of codes with non-members will result in loss of space.
- The primary contact of the organization will be responsible for sharing the access codes with your members needing access, as staff will only distribute these to primary contacts as reflected on Heel Life, and will not give them out to additional members.
- Never share your codes with non-members. Doing so will result in loss of the space. The use of the storage cabinets and common space is for members of organizations assigned to the room. No other individuals should be allowed to access or use the space.
- Storage cabinets and the door to the room should always be locked when not in use and should never be left unlocked when unattended.
- The Union is not liable for the loss or damage of any items in student organization storage cabinets or common areas. Be smart about how you secure your items. Do not store valuables.

MOVE-IN AND MOVE-OUT

- Student orgs moving into new spaces can move in no earlier than the first week of class of the Fall Semester.
- Storage space for student organizations will no longer be available after 5pm on Wednesday, December 2, 2026. Please plan to ensure that all items are removed from storage space by this date. **Any belongings remaining in storage areas after 5pm on December 2, 2026, will be discarded.**
- Trash cans and recycling bins will be located in workspaces and storage areas for proper disposal of materials.

- **Student organizations that fail to remove their items from the storage cabinets after December 2 will have their items discarded by Union staff and will be charged for the labor.**

SAFETY

- In an emergency situation or an alarm drill, you will be required to leave the building. No exceptions.
- You should report any suspicious behavior to the University Police IMMEDIATELY, regardless of the time of day.
- There are occupants who utilize the facility overnight; however, you should never be in the building or your workspace or storage area by yourself.
- It is extremely critical when using the facility after hours that you secure each door behind you as you enter and exit. NEVER prop open any door to the building.
- Personal items of value (cell phones, laptops, tablets, wallets, purses, etc.) should not be left in workspaces or storage areas.

VIOLATIONS

The Union staff will conduct regular inspections of all workspaces and storage areas, including cabinets, and loss of space may occur if an organization is found to be in violation of any of these guidelines. Serious offenses may result not only in a loss of space, but also in the loss of University registration or referral of the organization or individuals to the Office of Student Conduct.