The University of North Carolina at Chapel Hill

Carolina Union,
Student Life and Leadership

SPACE USE GUIDELINES FOR UNION STORAGE UNITS IN 1301

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 units in 1301 of 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 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 the storage unit is limited to official organization business and not for personal use.
- Storage units should always be locked when not in use and should never be left unlocked when unattended.
- DO NOT sit on or place any items on the table tennis tables. If your organization is responsible for breaking one of these tables, you will be charged the replacement cost of $1,200.

- You should be considerate of others around you at all times and show respect to your fellow occupants and the Union staff.
- Your storage unit 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 storage unit is for the assigned student organization only. No other individuals or groups are authorized to access or use the storage unit.
- If your organization is sharing a unit with another group, you must keep your items within the portion allotted to your group at all times.

SPACE CARE AND UPKEEP

- Your organization is responsible for the care of the storage unit. If the storage unit is damaged due to misuse or abuse, the organization will be charged for repairs.
- Do not force items into the storage unit that will not fit, as this will result in damage.
- 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 unit's interior and exterior.
- 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 unit.
- Storage units 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 unit:

- 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

- The lock to your organization's storage unit is accessed by a code. You should treat this with the same level of security as you would a key and only share it 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 code with non-members. Doing so will result in loss of the space. The use of the storage unit is for the assigned student organization only. No other individuals or groups are authorized to access or use the storage unit.
- Storage units 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 units. 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 storage units, 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.