

Student Organization Office Etiquette

1. Storage in this room is temporary. Please remove or relocate all items within two weeks.

Exceptions should be cleared with Kate Bathras or Bonnie Pardue.

2. All boxes should be marked with the organization and/or owner.

A list of contents and removal date is suggested.

3. Desk surfaces should be left clean and organized.

Scrap paper should be recycled. All writing utensils and related supplies should be neatly put away in the Supplies cabinet.

4. Be respectful of office furniture.

We've lost a couple chairs to misuse. Treat everything like your own!

5. Ask before using supplies.

Most of the supplies are for public use (e.g. markers), but if you're not sure check with Kate or Bonnie before using them. Please return any supplies used for tabling, poster-ing, etc.

6. Refrain from printing academic-related documents on Plumeria and Hepburn.

These are for student activities use only. Otherwise, print to Pineapple (printer across from the conference room).