

RSO Storage Lockers

Within the RSO office, there are a limited number of storage lockers available for RSOs to check out for the academic year. The lockers vary in size and capacity. The RSO Locker Application will open on September 1.

Reservation Process

1. Re-register your RSO for the current year on Mav Central
2. Apply for a storage locker by completing the RSO Locker Application form
3. After receiving the application, a Maverick Involvement Team member will verify your RSO is recognized and contact you for next steps.
4. If your RSO is not recognized, the application will stay pending, and MIT will move on to the next locker application.
5. If approved, a representative from your RSO will come to the Student Activities office to complete the *Key Holder Agreement*.
6. The RSO representative will pick their locker based on availability.
7. MIT will email the RSO representative a copy of their signed *Key Holder Agreement*.

Changing Key Holder Process

1. Email rso-office@mnsu.edu to request an appointment to change over key holder responsibility
 - a. Both students (current & new key holder) must come to Student Activities (CSU 173).
2. The current key holder must bring their key.
3. The new key holder will review and sign a new *Key Holder Agreement*.
4. The key will be exchanged.
5. MIT will email the new key holder a copy of their signed *Key Holder Agreement*.

Storage Locker Policies

- Lockers are checked out in a first come, first served method and are subject to availability.
- Per CSU Policy, all equipment and/or supplies must fit within the assigned storage locker. Anything stored beyond the assigned locker (on top of lockers or tables, etc.) will be discarded.
- Only one key will be checked out per RSO.
- All keys issued remain the property of Minnesota State University, Mankato and may not be loaned, duplicated, or used in an unauthorized manner.
- All keys issued must remain either in the key holder's possession or appropriately secured at all times.
- Keys must be returned by 12:00 p.m. on the last day of classes in Spring Semester.
 - Key holder will be responsible for the cost of replacing the key if it's not returned.
 - Any items left in the locker after 12:00 PM on the last day of classes in spring semester will be disposed of or donated.
- Student Activities takes no responsibility for any items within the storage locker.
- Student Activities reserves the right to open lockers at any time as the lockers are the property of Minnesota State University, Mankato.