



# Club Room File Drawer Request

(PLEASE TURN REQUEST FORM  
IN PERSON TO LA DONNA)

1. Name of Club: \_\_\_\_\_

2.  Yes, we would like to request a Club Room File Drawer.

First Key Holder

3. Name: \_\_\_\_\_ 4. Position in the Club: \_\_\_\_\_

5. Phone :( \_\_\_\_\_ ) \_\_\_\_\_ 6.  Pager  Cell phone: ( \_\_\_\_\_ ) \_\_\_\_\_

7. E-Mail (Please print clearly): \_\_\_\_\_

Second Key Holder

8. Name: \_\_\_\_\_ 9. Position in the Club: \_\_\_\_\_

10. Phone :( \_\_\_\_\_ ) \_\_\_\_\_ 11.  Pager  Cell phone: ( \_\_\_\_\_ ) \_\_\_\_\_

12. E-Mail (Please print clearly): \_\_\_\_\_

*Complete form and return to La Donna Yumori-Kaku each in person at Student Activities Office  
(during office hour)*

*Failure to return this forming in person will result in your club not having a file drawer for the academic year.*

## Club Room File Drawer/ Key Guidelines

- Up to two (2) keys will be given to Club (co) President(s)/ Chair/ Vice President or one key to Club Advisor. Storage of items needs to be non-perishable, no illegal substance, and no lighter fluid.
- The ICC may check the drawer with Student Activities Office Staff, if there is reasonable question as to the contents. A form requests the signature of the person(s) who receives the key. Failure to return the key(s) will result in having a new lock installed. The fee to reinstall a new lock will be charged to the club in the amount of \$39.00. **KEYS MAY NOT BE DUPLICATED!!**
- Key(s) must be returned to La Donna when there is a change in (co) President or Advisor. A new form must be completed by the current (co) President or Advisor.

I agree to the above guidelines.

13. \_\_\_\_\_  
Print Name of *first key holder* (co) President/ Chair/ Vice President/ Advisor Date

14. \_\_\_\_\_  
Print Name of *second key holder* (co) President/ Chair/ Vice President/ Advisor Date

### For Office Use Only

Key # _____	LL/UM# _____
Key Issued to: <input type="checkbox"/> First Keyholder	Date: _____ Returned Date: _____
<input type="checkbox"/> Second Keyholder	Date: _____ Returned Date: _____