



VCU

College of Engineering Makerspaces Maker Garage | Maker Studio | MNE Innovation Lab

Purpose of Storage Request Form: This form is made as of the date documented on the “agreement of use” form (pg. 3) between the College of Engineering (CoEGR) Makerspaces and the undersigned student (i.e., owner) of a locker, storage cage, or tote within the CoEGR Makerspaces. The CoEGR Makerspace storage methods serve as primary support for current active senior design projects. Secondary support is for student organizations that are involved in design related intercollegiate projects and semester projects related to undergraduate coursework contingent upon space availability. Research related projects will not be permitted since these should be maintained in the research lab associated with the specific faculty advisor(s). Permanent storage is not permitted.

The CoEGR Makerspaces are **not responsible for any damages or loss of items stored onsite.** Items may only be stored in designated locations within the makerspaces, unless other arrangements are made by the director and makerspace staff.

Storage of materials, projects, and/or other items are not allowed in common and/or work areas. Items not properly stored in designated and/or assigned storage areas are subject to disposal at any time by makerspace staff.

Storage Period: The storage period will be discussed and agreed upon between student (i.e., owner) and makerspace staff. Storage period lengths are contingent on space availability. Storage periods will not exceed one academic semester, unless another “agreement of use” is made and storage space is available. At the end of the storage period, if the student (i.e., owner) does not empty the locker, storage cage, or tote, the makerspace staff will empty the locker, storage cage, or tote and dispose of the contents as if the contents were abandoned property of no value.

A decision to relinquish or renew a locker, storage cage, or tote must be provided to the College of Engineering Makerspaces at least (5) five business days prior to the expiration of the storage period. Renewals will only be allowed if storage areas are not at capacity. If items are left beyond the assigned storage period and no contact is received from the student (i.e., owner), the items will be discarded or reused.

Locks are recommended for securing assigned project storage lockers and/or totes. It will be the responsibility of the student (i.e., owner) to provide a lock. Locks must be removed at the end of the storage period. Project Storage Area Cages, if available and assigned, will require a key request form and a deposit through VCU CoEGR operations once approved by the director and makerspace staff.

Damaged/Vandalized/Broken Lockers, Storage Cages, or Totes: Students (i.e., owners) may be assessed a fee for damaged lockers, storage cages, or totes. Do not place decals, stickers, duct tape, or contact paper on or inside any of the lockers, storage cages, or totes. Do not write on any of the lockers, storage cages, or totes with markers, paint, or other methods. If a locker, storage cage, or tote is damaged, broken, vandalized, please report it to makerspace staff.

The following items **cannot** be stored: (a) Any combustible, inflammable, or hazardous chemicals, materials, or substances; (b) Any food, beverages, or any other items that may have an objectionable odor or may decay; (c) Any unsealed, open, glass, or non-labeled liquid containers; (d) Any item that would result in a violation of any law or regulation applicable to the makerspace, College of Engineering, or Virginia Commonwealth University; and (e) Any item that the makerspace staff, manager, and/or director has determined to be unsuitable for storage in the makerspaces.

Storage of Items of Value: It is understood by the student (i.e., owner) and the makerspace that the method of storage assigned was not designed for the protection or security of such items having intrinsic monetary value, collectible items, or other irreplaceable items and that the College of Engineering Makerspaces affords no such protection or security. Storage of student's (i.e., owner's) belongings is understood to be at the student's own risk.

Removal of Locker, Storage Cage, or Tote Contents: In the event of termination of this agreement, whether by makerspace staff or student, the student shall remove the contents of the locker, storage cage, or tote no later than the date in which such termination is effective. If the student does not empty the locker, storage cage, or tote, the makerspace staff may empty the locker, storage cage, or tote and may dispose of the contents as if the contents were abandoned property of no value.

Makerspace Entry of Locker, Storage Cage, or Tote: If the makerspace staff or director believes that the method of storage assigned is being used to store items in violation of this agreement, the makerspace may require the student (i.e., owner) to permit the makerspace staff or director access to the locker, storage cage, or tote for an examination of its contents. The student shall remove any contents the makerspace staff deems are in violation of this agreement. If the student fails to permit that makerspace staff access to the locker, storage cage, or tote, the makerspace staff may break open the student's lock or other method of securing to gain access to remove items determined not to be authorized items for storage, and may dispose of such items as if the items were abandoned property of no value.

Assignment of Locker, Storage Cage, or Tote: The student (i.e., owner) may not, without the prior written consent of the makerspace staff or director, assign this agreement, transfer the student's rights under this agreement to any person or allow any other person to use the locker, storage cage, or tote.

Storage Access: Students (i.e., owners) may access their locker, storage cage, or tote during normal operating hours for the College of Engineering Makerspaces. If student has swipe access with their makerspace training, they may access their locker during swipe access hours.

Lockers, storage cages, or totes will be inspected after assigned storage period of use to verify condition. All methods of storage should be left and/or returned in good, operational condition. Totes should be returned to certified makerspace staff once use of storage method period has ended. A maintenance or cleaning fee for inappropriate use and damage may be charged.



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By submitting this form, the student (i.e., owner) agrees to the CoEGR Makerspace Storage Form terms and conditions.

Date of Request: _____

Student's Name (Print Name): _____ V#: _____

Contact information (email and phone): _____

Signature of Student: _____

By signing, I acknowledge that I have read the terms and conditions for makerspace storage and I will follow all safety rules and regulations associated with the College of Engineering Makerspaces.

School/Department: _____

Faculty Advisor (Print Name): _____

Signature of Advisor: _____

Items to be stored (Attach additional documentation as needed):

In case of damage or for unreturned makerspace storage items, please provide the Index/Account # to be charged (all indexes allowed except ledger 5): _____

*****VCU CoEGR MAKERSPACE STAFF USE ONLY BELOW THIS LINE*****

Assigned Storage Location (Maker Garage, Maker Studio, MNE Innovation Lab) and Storage Method (Locker, Storage Cage, Tote, or Other – Please provide detailed description below):

Storage Period: _____ to _____
Start Date End Date

Assigned by (Print Name): _____ Signature: _____
Certified Makerspace Staff Member

Approver (Print Name): _____ Signature: _____
Makerspace Manager or Director

Date of Approval: _____

LAST NAME: _____
Storage ID: _____