



## ASUW RSO Asset Storage Application – Knight Hall

The ASUW Student Government invites all Recognized Student Organizations (RSOs) with current approval status through the Campus Activities Center (CAC) to apply for the ASUW RSO Asset Storage – Knight Hall. The purpose of this initiative is to provide a centralized location for RSOs to store their own materials and items, as well as materials and items purchased through the funds distributed by the ASUW Student Government to fund RSO events while creating an environment of sustainability and collaboration between RSOs.

Eligibility and Criteria:

- The ASUW Executive Branch, in coordination with the ASUW RSO Funding Board, will select the RSOs allowed to store materials and items within the RSO Asset Storage – Knight Hall.
- Applying RSOs must have current approval status through the Campus Activities Center.
- RSOs must demonstrate a need to store materials and items within the RSO Asset Storage – Knight Hall.
- RSOs will not have personal access to the RSO Asset Storage – Knight Hall.
  - RSOs will only be able to access the materials and items stored within the RSO Asset Storage – Knight Hall during the normal operating hours of the ASUW Student Government Office with an ASUW executive or staff member.
  - RSOs must also have at least one representative to transport the items to and from the RSO Asset Storage - Knight Hall.
- RSOs selected can store materials and items in up to four plastic bins that are 24”x18”x15”. The storage of bigger items purchased with ASUW funds will be up to the discretion of the ASUW RSO Funding Board.
- RSOs selected and allowed to store materials and items within the RSO Asset Storage – Knight Hall will be required to:
  - Sign an agreement with the ASUW Student Government and abide by the stipulations outlined in the agreement.
  - Submit a detailed written description of all materials and items to be stored within the RSO Asset Storage – Knight Hall.
  - Maintain their approval status through the Campus Activities Center (CAC) throughout the time of their agreement with the ASUW Student Government.
- RSOs storing materials and items within the RSO Asset Storage – Knight Hall will be encouraged, but not required, to share such materials and items with other RSOs.
- If selected, the RSO will be required to reapply every spring semester of the academic year.
- Applications may be emailed or delivered in person to the ASUW Office Aide or Graduate Assistant:
  - [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu)
  - ASUW Office, Wyoming Union, Room 020
- **Applications are due: Friday March 16 at 5:00 PM**

RSO Name: \_\_\_\_\_

Student Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

W Number: \_\_\_\_\_

Advisor Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your RSO have approval status through the Campus Activities Center: Yes or No

Will you allow other RSOs to borrow your stored items: Yes or No

\*ASUW is not liable for any damage to items stored in the RSO Asset Storage – Knight Hall. RSOs will also be liable for the items borrowed from other RSOs and will be required to replace the broken/lost item(s).

**Please include with your application:**

- A maximum of a 500 word written essay describing how your RSO would benefit from storing materials and items in Knight Hall.  
\*\*\*A presentation to the RSO Funding Board may be required if any questions were not addressed in the 500 word written essay.
- A list of materials and items your RSO would like to store in Knight Hall.
- If selected, pictures of the items your RSO would like to store will be required to have in a catalog for the ASUW Business Office.
- A signed RSO Asset Storage contract. The contract is available on the ASUW website.