

## **Donation/Collection Bins Policy**

James R. Connor University Center

Revised: 12/11/08

This policy statement establishes the guidelines for the use of donation sites within the University Center, Esker upper area, 1<sup>st</sup> floor Drumlin, Prairie Street *Dining* Area (bins may not be placed within the food service/convenience store area of Prairie Street). The University Center Reservations Office implements the policy.

The University Center Reservations Office determines the placement of donation bins. The University Center reserves the right to remove or relocate bins at any time (i.e. areas where bin is in conflict with use of space) during the reservation period. A total of four (4) bins within the University Center, Esker, Prairie Street dining area and 1<sup>st</sup> floor Drumlin may be reserved through University Center Reservations

### **PROCEDURES REGARDING APPRIOPRIATE USE**

1. Only recognized student organizations and University departments and committees (herein referred to as “Sponsors”) are eligible to reserve donation bin locations.
2. Each Sponsor will be provided with up to four (4) plastic bins provided by University Reservations Office for use in the designated areas. These bins must be used for collection. The UC Facilities Coordinator must approve any alternative receptacles.
3. Sponsors must register in advance for the use of donation bins. Space is reserved on a first-come, first-serve basis in UC 253. The reservation period for bin use is at 8:00am on Monday of a given week and end the following Sunday at the respective business close.
  - a. Sponsor will reserve space and register with Reservations by providing name and contact information for a designated contact person. S/He will serve and the primary contact concerning the donation bins and collected items.
4. Length of reservations for all collection bins will be for one week for each respective bin starting Monday and ending the following Sunday. No more than two consecutive weeks will be permitted at any given location and building unless special permission is granted by the UC Facilities Coordinator.
  - a. Sponsors may not reserve more than two weeks per building. They may however reserve two consecutive weeks in one building and then have the following two weeks in another of the approved buildings.
  - b. The University Center will deny requests by any Sponsor for previous policy violation and will refer the matter to the Student Organization Conduct process.
5. No more than two (2) bins may be reserved at a time at the University Center and no more than one (1) bin may be reserved at Esker, Prairie Street *dining* area and 1<sup>st</sup> floor Drumlin.
  - a. Prairie Street dining area reservations must also be approved by Dining Services – Reservations/Facilities Coordinator will facilitate approval.

6. Approved collections are canned/non-perishable goods, school supplies and clothing. Other collections should be presented to University Reservations for approval.
7. Sponsors are responsible for checking bins. They should never be overflowing. All donations must fit in the bin.
  - a. If they overflow onto the ground for more than 1 day, University Center reserves the right to dispose of them in whatever manner they see fit.
8. Sponsors are required to remove the items from buildings as needed. Storage will not be provided. The bins are not to be used as transportation method. Sponsors will be assessed a \$25 fee for each receptacle removed from each building.
  - a. Sponsors must take the responsibility to report any damages or missing bins to avoid fine assessment within first 24 hours of reservation start. Reports should be made to the Facilities Coordinator through the Reservations Office.
9. Sponsors must provide computer-generated signage. identifying the
  - a. type of donations being collected
  - b. the sponsoring organization and
  - c. the dates the collection is running from.Signage must be printed horizontally (11 x 8.5); appropriate sign holders will be provided by the University Center. Signs should never be taped to the walls for any reason.
10. If signage is not computer generated, donation bin will be withheld until appropriate signage is provided.
11. Individual, enclosed office areas (i.e. UC Administration, Career & Leadership Development, Willy's HawkShop, etc.) reserve the right to accept or deny additional donation bins to be placed within their area. University Reservations only reserves collection bins for the designated areas within the University Center, Drumlin, Prairie Street dining area (upon dining services approval) and upper portion of Esker Dining Hall.

Total Donation Bins Available

*University Center – 4*

*Upper Esker – 2*

*1<sup>st</sup> Floor Drumlin – 2*

*Prairie Street Dining Area – 1*

*At most, 4 of these bins may be reserved at any given time by a sponsor.*

\*\*\* The University is not responsible for lost or stolen items in collected in bins. \*\*\*