

Club and Organization Office Appliance Policy

Application for appliances must be filed through your designated Campus Center Advisor, and approved by the Campus Center Director. These approvals are done on a case-by-case basis, according to the below guidelines, and recent club\organization history.

- 1) **Refrigerators:** Refrigerators will be allowed, providing they are approximately 19.8" W x 21.2" D x 23.2. An example of this size refrigerator can be found on www.bizrate.com. Large home or apartment-size refrigerators will not be permitted. The Campus Center Director or designee must approve any exceptions. The appliance should be of newer manufacture, and will have to undergo a safety inspection by the Campus Center Director or designee.
- 2) **Coffee Pots:** Coffee pots will be allowed providing the appliance is of new manufacture, contains solid-state electronics, i.e., appliance will have to be less than three years old to achieve this, and must have an automatic **shut-off capability**. This appliance must be unplugged when not in use, and will also have to undergo a safety inspection by the Campus Center Director or designee.
- 3) **Microwaves:** Microwaves will be allowed, providing they are of recent manufacture, and will have to undergo a safety inspection by the Campus Center Director or designee. When the microwave is in use, the individual using the microwave **must be present** the entire time the appliance is in operation. This concern was raised due to the potential fire hazard that can occur with this appliance.
- 4) **Appliances Not Allowed:** The following appliances will not be allowed in club or organization offices: toasters, hot plates, crock pots, percolator-type coffee pots, toaster ovens or any appliance that contains heating elements that are exposed or which get red hot. Additionally, any grease-producing appliances such as a "George Foreman" type grill would be prohibited.
- 5) **Other Appliance Regulations:**
 - All of the above appliances must be UL listed.
 - All of the above appliances must be plugged directly into the wall socket. No extension cords of any kind may be used, including power strips.
 - All of the above appliances must be kept clean to maintain the professional appearance that is expected of you, as a student leader, in the use of your office. Remember: Appliances are a privilege, not a right, and will be removed by the Campus Center Director or designee if used improperly.

Student Agreement:

I (we) have read the above policy and procedures regarding the use of appliances in club and organization offices, and agree to abide by this policy as stipulated.

Club/Organization Officer(s) for _____:

Signatures: _____

Date: _____ Club/Organization Office Number: _____

Approved by the Director of the Campus Center: _____ Date: _____