

University of Wisconsin – Whitewater

File Drawer Storage Request Form

File drawer storage space is available in the Warhawk Involvement Center on a first-come, first-serve basis. Organizations without office space will be given priority.

Rules & Regulations for File Drawers:

- File drawer assignments & keys may be picked up in Career & Leadership Development.
- Loss of the key will result in a charge for changing the lock on the drawer and for a new key.
- File Drawers will only be accessible during the operating business hours of Career & Leadership Development.
- File Drawers are to be utilized for organizational storage and use and not for personal or any other means. Career & Leadership Development reserves the right to check on file drawers for inappropriate use and suspend storage privileges without prior notice.
- Drawers are assigned for one academic year.

Application Date: _____

Organization: _____

Contact Person: _____
(Printed Name) (Signature)

E-Mail: _____@UWW.EDU

Phone Number: _____

Have you previously had a file drawer? No _____ Yes _____ (# _____)