

Storage Policy

Pardall Center Governance Board Operational Directives

Associated Students, University of California— Santa Barbara

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§1. Purpose

This policy, approved by the Pardall Center Governance Board (PCGB), ensures the safe, fair, and equitable use of Pardall Center storage spaces. These policies are designed to address the needs of student organizations while ensuring compliance with safety standards. Ranging from short-term to long-term storage plans, this policy applies to all organizations using any designated storage areas managed by the Pardall Center. By providing clear guidelines, this policy promotes accountability and fosters a collaborative use of shared resources. Storage applications must be submitted through an [official form](#) available at the center or on the website.

§2. Guidelines

- A. Storage can only be accessed by UCSB student organizations which have a demonstrated need.
- B. Hazardous materials (e.g., but not limited to, flammable, toxic, or corrosive items), perishable goods, and personal items unrelated to organizational activities are prohibited.
- C. Long-term storage is subject to review and renewal. Organizations must reapply at the start of each academic year to maintain access.
- D. Short-term storage may be approved for a maximum of two weeks, with extensions considered on a case-by-case basis.
- E. Due to space constraints, organizations may, at any time, be asked to consolidate their items to maximize space efficiency. Please be mindful and practice packing efficiency.
- F. Organizations must maintain an inventory spreadsheet to track all their goods to ensure usage of stored materials.

§3. Allocation

- A. Allocation of space will be based on the organization's need and holistic review. Storage cabinets are assigned based on availability and demonstrated need.
- B. Storage space is under lock and key. The key can be accessed from a Pardall Center Student Employee or Staff Advisor upon request. The shelves may be kept unlocked by the respective organizations. The Pardall Center nor any of its parent organizations are not liable for loss, theft, or damaged goods as a result of unlocked cabinets.

§4. Safety

- A. **Earthquake Policy:** Organizations may not stack items outside, around, or on top of cabinets.
- B. Organizations are responsible for keeping their storage areas clean, organized, and free of hazards. They are encouraged to conduct regular checks of their storage spaces and required to maintain a running inventory of long-term storage.
- C. Staff will conduct regular safety inspections of storage areas. Any organization found in violation will be notified immediately and instructed to remove said items.
- D. Organizations found repeatedly violating this policy may lose storage privileges.

§5. Enforcement

- A. The Pardall Center agrees to notify parties at least 24-hours before safety inspections occur. The PC reserves the right to waive this requirement in the event of emergencies. Organizations found in violation will be notified immediately and given an opportunity to address the issue before further action is taken.
- B. Three policy violations of any kind per academic year will result in termination of Pardall Center privileges of the organization as determined by the PCGB.
- C. Violations/suspensions may be appealed in writing within 14 days of notification, in which the PCGB will review the claim and issue a decision within 10 days or two PCGB meetings from the appeal date.
- D. Items left in storage beyond the approved duration will be considered abandoned. The Center will provide a 14-day notice via email before disposing of abandoned items.

§6. Acknowledgement

Organizations agree to indemnify, defend, and hold harmless the Pardall Center, its staff, and affiliates from and against any and all claims, liabilities, damages, losses, or expenses (including reasonable attorney fees) arising out of or related to the organization's use of storage spaces, including but not limited to any claims related to loss, theft, or damage of stored items. Organizations agree to this clause upon filling out the storage space application, pending approval by the Pardall Center.

§7. Date Adopted & Amended

The Pardall Center Governance Board voted to adopt this policy on **10/07/25**. The names of the Chairs at time of adoption have been listed below.

- A. *Adopted on 10/07/25 by **Hannah Adams-Claros***