Student Organization Center Violation Report

Work Station #_____ Organization_____

Type of Violation:

_____ General Cleanliness – trash or food left in workstation, computer station or conferences room, etc.

_____ Loitering - having too many people in the work station (no more than three people should be using the work station at any time)

_____ Unauthorized use of work station - using the work station for non-organizational purposes, failure to use the station at all, using another organization's workstation

_____ Vandalism or theft of anything in the Student Organization Center

_____ Unauthorized use of computers - eating or drinking at the computer, using the computers for personal purposes, saving files on the hard drive

_____ Inappropriate use of lockers - storing perishables or flammables in locker, etc.

_____ Unauthorized use of conference rooms - failure to properly reserve rooms, etc.

_____ Inappropriate use of bulletin boards

_____ Other:

Description of violation

Recommended action_____

Reported by_____ Date_____

Organization representative's signature_____ Date:_____

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