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:_______

For office use only

Number of violations to date_______

Action taken____

Signature____ Date_______

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With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.