

STUDENT GROUP MAILBOX RENTAL APPLICATION FORM

Student Group Name: _____

Student Group ID #: _____

Student Group Phone #: _____

Student Group Email: _____

Officer Name: _____

Officer Email: _____

Officer Phone #: _____

If Student Unions & Activities mailbox rental is not renewed, please print the address to be used after expiration (If not known, please use the permanent address of the officer completing the application):

Street: _____

City: _____ State: _____ Zip: _____

Officer Signature: _____

Date: _____

Mailing address to use:

{Student Group Name}

126 Coffman Memorial Union

300 Washington Ave. SE

Minneapolis, MN 55455

Mailbox policy:

Please check your mailbox regularly. Completion of the Student Group Mailbox Rental Application Form ensures that your group's mailbox will be valid at 126 CMU through the end of the current registration period. If mailbox rental is not renewed, but your student group re-registers, mail will be forwarded to the new address submitted online with your group's registration. If student group expires, all mail will be returned to sender.

Please remember to check your mailbox once per week. SUA staff reserves the right to terminate a mailbox and return mail to sender should your group not check their mailbox on a monthly (30 calendar days) basis.

Student Activities will not accept mail on behalf of student groups or officers who do not have a valid mailbox in 126 Coffman Memorial Union or office space elsewhere in Student Unions and Activities. SUA staff reserves the right to return mail to sender.