

DONATION BOX POLICY

Werner University Center

Donation boxes are acceptable with the approval of the Director or Assistant Director for Operations of the Werner University Center. One box per group is allowed and must meet the following guidelines:

- The box must be clearly labeled with the organization's name and contact information and what is being collected and who it is going to.
- The maximum length of time the donation box can remain in the Werner University Center is 21 calendar days. Failure of the organization or group to retrieve the box at that time may lead to the removal of the box and disposal of contents.
- The box must be monitored by the sponsoring organization and emptied regularly. The Werner University Center is not responsible for the contents or condition of the donation box.
- Donation boxes will not be placed in locations that could block egress or pedestrian traffic. Possible locations include areas next to, or on top of, recycle stations.
- Publicity relating to the box must remain on the donation box itself and not walls, tables, etc.
- The box location will be selected and approved by the Director or Assistant Director of the Werner University Center. The box must stay in that location and cannot be moved.
- No perishable foods may be collected.

Failure of organizations or groups to abide by the guidelines of this policy will result in the removal of the donation box, disposal of the contents and revocation of future donation box privileges. The Werner University Center reserves the right to limit the number of donation boxes in the facility to avoid congestion.