

University of Hawai'i-Mānoa
Registered Independent Organization (RIO)
Co-curricular Activities, Programs & Services (CAPS)

RIO MAILBOX AGREEMENT

By checking "Yes" on item #17 (page 2) of the RIO Application for Registration, the RIO's officers or designated representatives have read and agree to abide by the following guidelines regarding the assignment and use of a mailbox located at Hemenway Hall, room 211:

Eligibility

- To obtain a mailbox, an RIO must be registered for the current academic year. The RIO is registered ONLY when it receives a confirmation email, usually one week after the submission and successful processing of its RIO application.
- Mailboxes are ONLY to be used for official RIO business.

Responsibility

- The RIO takes full responsibility of its assigned mailbox. The CAPS office and the University of Hawai'i will NOT be liable for any loss, stolen or damage items in the mailbox.
- The RIO will report any damage to the CAPS office immediately and pay for any repair of the mailbox, if the damage is caused by a member of the RIO.
- Please direct all internal and external correspondence and mail directed to the mailbox using the address specified below:

Name of RIO _____ at University of Hawaii-Manoa
2465 Campus Rd., RIO Box # _____
Honolulu, HI 96822

Duration

- Mailbox agreements will be treated on a first-come, first-served basis, and completed agreement forms should be returned to the CAPS office located in Campus Center, room 208.
- Mailboxes will be allocated only to RIOs who have completed registration for the current academic year.
- The term of this mailbox assignment is through September 30th of each year. However, RIOs that are re-registered and approved by September 30th of each year, following initial registration, may keep the same mailbox assignment and will not need to pay another deposit.
- Mailboxes may be accessed only during building hours. Building hours may vary during winter and spring breaks, summer terms and holidays. Therefore, please contact the CAPS Meetings and Events office, located at Campus Center, room 209 or at (808) 956-2525 to confirm Hemenway Hall building hours

Key Deposits

- The RIO will be required to submit a \$25 refundable mailbox key deposit.
- The deposit of \$25.00 must be made from the RIO's checking account ONLY.

Refund/forfeiture of Key Deposit

- Key deposits shall be refunded (to the RIO and not an individual) when

the RIO representative notifies the CAPS office, in writing, requesting the termination of mailbox use. Notification must include a permanent mailing address (not the RIO center address) where the deposit will be forwarded to.

- Termination notice must be received by the CAPS office before September 29th of the current year.
- Mailbox must be in good working order and key returned for refund of key deposit.
- Deposit will be forfeited if the mailbox key is lost and/or the mailbox is damaged.

Oversized Parcels

- Oversized items that do not fit in the mailbox will be kept in the CAPS office located in the Campus Center, room 208.
- The CAPS office will notify the RIO to pick up any oversized items.
- If the items are not picked up within one (1) week after the RIO is notified, then the items will be discarded or returned to sender, unless other prior arrangements have been made with designated CAPS staff.

Unauthorized Use

- Mailbox may NOT be used for the receipt of food or perishable goods, chemicals, flammables, equipment, dangerous or illegal nature or otherwise inappropriate materials and goods.
- Mailbox may NOT be used for non-RIO (personal) mail.
- The RIO should keep its mailbox, both inside and outside, clean and tidy.
- No stickers or pictures shall be adhered to the mailbox surface.

Violation of mailbox regulations may lead to loss of mailbox privileges.

I, _____, have read, understand and agree to comply with all terms and conditions of this locker agreement.

Name of Registered Independent Organization

Print Name of RIO Officer/Designated Representative

Signature of RIO Officer/ Designated Representative

Telephone Number

RIO Officer/Designated Representative's Address

Date

@hawaii.edu
UH Email Address

FOR CAPS USE ONLY

Assigned Mailbox Number: _____ Date Assigned: _____

CAPS Approval by: _____ Date Approved: _____