



## Southern Illinois University–Carbondale Department of Public Safety

### Rules for Civilian Weapon Storage & Liability Waiver Form

1175 South Washington Street  
Carbondale, IL 62901

Non-emergency: (618) 453-3771  
Emergency: Dial 9-1-1

1. All weapons brought to the Department of Public Safety for storage must be brought, unloaded.
2. When submitting an application for weapon storage, each person who desires to store a weapon with the Department of Public Safety shall complete an application indicating:
  - A. Weapon holder's name, date of birth, local and permanent residential address, phone number, e-mail address, and proof of affiliation to the University;
  - B. The make, model, serial number, and any distinguishing information about the weapon;
  - C. The amount and caliber of any ammunition or projectiles.
3. All weapon storage lockers must be cleared out by the end of the spring semester. At this time, applicants who wish to renew their application must physically come to the Department of Public Safety and submit a new application to ensure that correct, current information is on file.
4. The Department of Public Safety has the right and authority to not approve weapon storage applications.
5. Personal locks will not be permitted in the civilian weapon storage area.
6. A faculty, student, or staff person storing his or her personal equipment in the Department of Public Safety shall recognize and understand that the facility is owned and operated by the Department. While the Department will protect the property rights of each person who has a weapon stored within the facility, circumstances may arise that require retrieval or rearrangement of the weapons. In those circumstances, the Department will assume no liability.
7. During check-in or check-out, Department personnel shall escort the faculty, student, or staff to his or her weapon only after the owner presents a valid photo identification. The owner must also complete a check-in/check-out receipt upon each visit to the Department, accurately showing any and all weapons and ammunition being brought in or taken out of storage. The owner shall be provided a receipt documenting this activity, if possible.
8. If the Department of Public Safety has reason to believe return of the weapon(s) upon request poses a danger to the safety of the weapon owner and/or others, the Department of Public Safety may delay or deny the release of the weapon(s).
9. The Department of Public Safety shall maintain records of every transaction and shall store records in accordance with records retention policies.
10. Any person who violates a provision of this directive will be subject to all appropriate penalties under Southern Illinois University code of conduct and Illinois Compiled Statutes.
11. Property that is not claimed 90 days, or more, at the end of the spring semester will be considered abandoned property. All abandoned property will be disposed of per Department policy.

I have read the Civilian Weapons Storage Rules and agree to abide by the above-stated guidelines.

---

Name, Date