



## Locker Policy: Day Lockers in the Student Center

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**Lockers are available for day use only in the John Lewis Student Center between the hours of 7am - 6pm. Lockers are available on a first come, first service basis.**

Locker users are responsible for setting their own locker codes and retrieving their items by 6pm each day. Lockers will be cleaned daily between 6pm – 7pm and will remain closed until the following morning at 7am. Items left in lockers after 6pm will be taken to the lost and found located at the Information Desk on the 2<sup>nd</sup> floor of the Student Center (or 1<sup>st</sup> floor of Exhibition Hall). If items are not picked up within one week they will be discarded. Water bottles, food, and other perishable items will be discarded immediately when lockers are cleaned.

Locker users are required to set their own combination codes; therefore, Student Center staff will not be able to assist with lost locker codes. They will not be able to open a locker that is locked until the daily locker cleaning time of 6pm. Items left in lockers will then be held at the Information Desk lost and found.

Locker users will need to show a Buzzard to pickup items left in a locker. Users who repeatedly leave items in lockers after hours will be charged \$10 for items cleared out after their third offense.

The Student Center team reserves the right to open a locker without the consent of the user in instances where locker procedures are being abused or in cases of emergency. Illegal or controlled substances such as drugs or alcohol are prohibited inside the lockers. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers. Users are not permitted to affix anything to the interior or exterior of their lockers.