



Brock University Students' Union

BROCK UNIVERSITY STUDENTS' UNION, INC. (BUSU)

**Policies and Procedures
LOCKER POLICY
(Regulations)**

1. General

- 1.1 All locker rental agreements will be in effect from the date of their authorization until August 1st for a term not exceeding eleven (11) months.
- 1.2 Rental agreements must be authorized by the BUSU staff member who completed the sale of the locker by way of their name and signature to be considered valid.
- 1.3 The occupant must occupy only the locker(s) stated on the rental agreement.
- 1.4 All locker rental agreements include a deposit fee for the combination lock provided on the locker by BUSU. Occupants will be refunded the deposit fee provided they return the lock to BUSU before the termination date of their rental agreement.
- 1.5 Occupants who do not return their lock before August 1st waive the right to claim the deposit fee.
- 1.6 Individuals wishing to provide their own lock will be permitted to do so. The occupant will be required to pay the deposit fee for the BUSU lock at the time they sign their contract and will be refunded this deposit when they return the BUSU lock to the BUSU Reception desk.
- 1.7 BUSU reserves the right to repossess the locker at any point during the rental term. At such a time, an equal value locker will be bestowed upon the occupant. If a locker of equal value is not available at the time of repossession, a lesser value locker will be given and the difference will be refunded at that time.
- 1.8 In any such occurrence that a locker is repossessed the occupant will be given two (2) weeks' notice to empty the contents of the locker; if the contents have not been emptied by the close of the two week period, BUSU reserves the right to empty the locker of all contents without further notice to the occupant.
- 1.9 In the event that a locker is found to contain any illegal material or substance, or should the occupant conduct any illegal activities with the locker, repossession will occur immediately and be exempt from the terms of 1.7 and 1.8 at BUSU's discretion. The occupant's rights under their Locker Rental Agreement and this policy will be forfeited in such cases. Illegal materials or substances will not be returned to the occupant.

2. Annual Locker Empty

- 2.1 BUSU will post notices in each of the locker locations on April 1st and July 1st each year notifying students that their rental agreements expire August 1st and to empty their belongings and return the lock to receive the refund on their deposit.
- 2.2 Beginning August 2nd of each year, BUSU will empty all lockers and reassign locks for the coming year.
- 2.3 BUSU reserves the right to cut any lock that:
 - 2.3.1 has not been paid for;
 - 2.3.2 remains on the locker after the termination date of the locker rental agreement.
- 2.4 BUSU will not be responsible for any lost or stolen goods.
- 2.5 BUSU will retain any contents removed from the lockers for a period not to exceed thirty (30) calendar days. Perishable items will be disposed of immediately. During this thirty (30) day period, the occupant may collect their belongings for a fee of \$5.
- 2.6 At the end of thirty (30) days, BUSU will dispose of the contents of the lockers as deemed appropriate by the Executive Assistant in consultation with the President and Business Manager.

3. Discounts

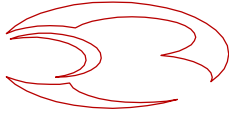
- 3.1 Ratified clubs will be eligible for a 100% discount on the price of a locker. A signing officer for the club will be required to complete and sign the locker rental agreement.
 - 3.1.1 Clubs must provide evidence of ratification or be in the process of ratification with the Vice President Student Services in order to receive their discount.
 - 3.1.2 Lockers will be assigned subject to availability. Clubs will not receive preferential choice of location.
- 3.2 BUSU full and part-time staff will be eligible for a \$10 discount on the price of a locker.
 - 3.2.1 BUSU staff must provide their current pay stub in order to receive their discount.
 - 3.2.2 Lockers will be assigned subject to availability. Staff will not receive preferential choice of location.
- 3.3 Any other discounts will be given at the sole discretion of the Executive Assistant in consultation with the President.

4. Renewals

- 4.1 Occupants wishing to renew their locker rental agreement without interruption August 1st must send a renewal request to ea@busu.net by July 20th in order to be considered for approval.
- 4.2 Occupants approved for a renewal will be required to complete a locker rental agreement for the upcoming year and pay the rental fee for the upcoming year by the

end of Orientation Week. Failure to do so will constitute the occupant's waiving of the renewal, and BUSU will remove the lock and any belongings from the locker at this time.

- 4.3 The Executive Assistant has the sole discretion to approve renewal requests.



Brock University Students' Union Locker Rental Agreement

Name: _____

Telephone Number: _____

Street Address: _____

City/Province: _____ Postal Code: _____

E-mail: _____

I, _____, do hereby agree to abide by the BUSU Locker Policies and Procedures as follows:

1. The locker will be rented for the term of the original purchase date until August 1st 2007.
2. BUSU reserves the right to repossess the locker at any point during the rental term. At such a time, an equal value locker will be bestowed upon the occupant. If a locker of equal value is not available at the time of repossession, a lesser value locker will be given and the difference will be refunded at that time.
3. In any such occurrence that a locker is repossessed the occupant will be given two (2) weeks' notice to empty the contents of the locker; if the contents have not been emptied by the close of the two week period, BUSU reserves the right to empty the locker of all contents without further notice to the occupant.
4. If the contents of a locker are emptied by BUSU, it is understood that the contents will be held for thirty (30) days at the BUSU office. Perishable items will be disposed of immediately upon removal. During the thirty (30) day time frame the occupant may pick up the contents during regular office hours for a fee of five (5) dollars. Contents will be disposed of if they are not collected within thirty (30) days.
5. The occupant must only occupy the locker(s) stated on this lease form. If there is a problem with the original purchased locker, the occupant must inform the BUSU Receptionist of any change in locker location.
6. The rental fee includes a \$5 deposit for the combination lock provided to the occupant by BUSU. This deposit will be refunded to the occupant provided the occupant returns the lock to the BUSU Receptionist prior to 4:30 p.m. on August 1, 2007 when the rental agreement expires. The refund will be given at the time of the lock return.
7. Any locker that is not emptied by 4:30 p.m. on August 1, 2007 renders the occupant ineligible to receive the refund to their deposit.
8. Any request to extend the Locker Rental Agreement to renew the term of the rental for the upcoming year without interruption in the month of August must be received by July 20, 2007. Renewal requests should be sent to ea@busu.net by the noted deadline to be considered for approval.

Date: _____ Signature of occupant: _____

Authorization: _____
(BUSU Receptionist or designate – if designate, print name beside signature)

Locker #: ST TH WH _____ **Locker Combination:** _____ - _____ - _____

Rental Fee: ST \$40 WH \$35 TH \$30