

Student Locker Agreement

Cambridge College has a limited number of lockers available for enrolled students, on a first come first serve basis, each semester. To obtain a locker, students must fill out and sign this Locker Agreement Form and submit it to staff in the office of Business Operations, (Room #1242). By signing this Student Locker Agreement, students agree to abide by the following terms and conditions outlined below:

1. All lockers are the property of Cambridge College.
2. A deposit of **\$25** must be paid before a locker can be assigned to students. All payments must be made with office Business Operations; cash only.
3. The student's deposit will be returned upon the receipt of the issued lock at any point during the semester.
4. Only the lock provided by the office of Business Operations can be used on the locker. The College reserves the right to remove any lock that was not assigned to a locker and students will be responsible for paying a fee if removal of the unassigned lock damages the locker.
5. Renting of student lockers is on semester-to-semester basis only.
6. Exchanging of lockers or otherwise sharing of lockers is not acceptable by the College.
7. Lockers as well as locks provided are the sole responsibility of the student assigned to the locker. If a student has lost the key to their locker it is their responsibility to inform the office of Business Operations.
8. The office of Business Operations will only open and retrieve objects from the locker if a safety concern is identified.
9. No dangerous items or illegal substances may be stored in lockers; any items found in lockers and deemed dangerous or illegal will cause the student registered to the locker to face legal action. These include the following items: narcotics of any sort, weapons of any sort, and alcohol of any sort.
10. The college reserves the right to search any lockers if there is reasonable suspicion or suspicious activity that has been brought to the attention of the college.
11. Storage of any kind of food in lockers is prohibited to avoid rodent and insect infestation.
 - a. Not adhering to this rule can result in the loss of privileges.
12. It is mandatory for all students to remove all possessions from their locker before the semester finishes. Prior to the end of each semester, at least two weeks before the term ends, an email notification will be sent to the student's CC email as reminder to clear the lockers of any materials or property inside them.
13. The student will lose eligibility to obtain another locker for the following semester if the lock is not returned and if the student does not remove all belongings from their locker by the last day of the semester.
14. Items left in lockers after the term has ended will be held for two weeks and then will be disposed of.
15. If any property has been stolen out of a student's locker a report must be filed with security and reported to the office of Business Operations.



Student ID# _____

16. Students acknowledge and agree that Cambridge College will not be responsible for lost, stolen or damaged personal property.

If you have a documented disability and require special accommodation, please contact the Office of Disability Support [Bridget Sullivan, Coordinator of Disability Support Services at bridget.sullivan@cambridgecollege.edu], so that they may guide the locker selection process.

Please direct any questions regarding the use of lockers to: BusinessOps@CambridgeCollege.edu. Please note, office hours are Monday through Friday between 9am and 5pm.

Student Name (Print)

Business Operations Staff (Print)

Student Signature & Date

Staff Signature & Date

Assigned Locker Number
[to be completed by Business Operations]