

# LOCKER REQUEST & CONTRACT 2009-2010

**\*\*\* Please PRINT clearly \*\*\***

Please indicate appropriate category:  STUDENT  
 FACULTY  
 STAFF

<i>Office use only</i>	
LOCKER #:	_____
DATE ASSIGNED:	_____
ASSIGNED BY:	_____

I realize that I am responsible for providing my own lock for this locker. If I *do not provide a lock* by September 4th *or one week from the date it was assigned me*, I run the risk of having it reassigned. I am aware that any locks found on lockers which have *not* been assigned by the Office of Student and Residence Life will be removed along with the contents of that locker.

- i) **I UNDERSTAND THAT THIS LOCKER IS SIGNED OUT TO ME FOR THIS ACADEMIC YEAR ONLY.**
- ii) **I UNDERSTAND THAT I MUST EMPTY MY LOCKER COMPLETELY BY THE END OF THE 09-10 ACADEMIC YEAR.**
- iii) **ALL LOCKS REMAINING ON LOCKERS AFTER THE GRADUATION CEREMONY ON MAY 14<sup>TH</sup>, 2010 WILL BE REMOVED ALONG WITH THE CONTENTS OF THAT LOCKER.**

Initial here: **x**\_\_\_\_\_

I also realize that Manhattan School of Music is *not legally responsible* for any contents of my locker and that I am using it at my own risk.

I, the undersigned, agree that I have read the locker contract and locker policy and will abide by all these conditions in order to avail of this service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAME(PRINT): \_\_\_\_\_  
*last* *first*

INSTRUMENT/ MAJOR : \_\_\_\_\_

DEGREE PROGRAM : Bachelor    Master    Professional Studies    Doctoral

LOCAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CELL PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



## STUDENT LOCKER POLICY



Lockers will be assigned to each student based on his/her major/instrument. If you would like a locker, please return the Locker Sign-out Request Form & Contract to the Office of Student and Residence Life.

- The student is responsible for providing their own lock for their assigned locker.
- If a lock is not placed on the locker by September 4th, or one week from the date it was assigned, the student runs the risk of having the locker reassigned to another student.
- If a lock is found on a locker ***that has not been assigned***, the Office of Student and Residence Life will have Facilities ***cut off the lock and the locker contents will be removed***. If possible, Student and Residence Life will attempt to contact the student. If locker contents are not picked up within a week, the items will be thrown away or donated to charity.
- Lockers are signed-out for the academic year only — Only DMA students and faculty/staff have the option of keeping a locker over the summer break.
- All locks remaining on the lockers after Commencement will be cut off. The locker contents will be removed and donated to charity.
- Manhattan School of Music is not legally responsible for any of the contents of the lockers. The student is using the locker at his/her own risk.
- If you have any problems with your assigned locker during the school year, please advise the Office of Student and Residence Life, located in room 112.