

Policy highlights:

- All written communication regarding lockers will be sent to your MSM email address
- Lockers are only available to students living off campus
- Lockers will be assigned by major instrument
- Requests for larger lockers will NOT be accepted
- Student may not apply for more than one locker
- The Office of Student Engagement will provide locks for all lockers, for use during the academic year
- Lockers are NOT provided for use over the summer, except for continuing DMA students
- Students will be charged a \$10 fee for not vacating their locker at the end of the spring semester, and/or for keeping or losing the lock provided to them
- Students will be charged a damage fee appropriate to the level of damage to the locker

Policy in full:

1. Manhattan School of Music (MSM) is private property and all locker usage is by permission only. All locker occupancy is monitored on a regular basis. MSM reserves the right to control locker usage through enforcement of locker procedures and policy, prohibit access to any person, restrict usage to any locker for emergencies or other purposes and/or redirect locker assignment as required. Locker procedures and regulations apply to all student occupants. The submission of a locker request constitutes an agreement, on the part of the student, to abide by the locker procedures and policies as enforced by MSM/the Office of Student Engagement.
2. Lockers are intended primarily as a convenience for the user for the temporary storage of textbooks, instruments and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student. Locker access is available only during the normal operational hours of the building(s). Special arrangements cannot be made to access lockers at times the building(s) is closed. Therefore, users must make special effort to remove all items such as books and class notes that may be needed overnight when access to the building(s) is restricted.
3. Each MSM commuting student is eligible to apply for one locker space. Lockers are NOT available for Andersen Hall residents. Students must be officially registered in order to obtain and maintain locker space. All locker assignments are made by the Office of Student Engagement. Each student must agree to and accept the locker procedures and policies and are bound by such.
4. All lockers are provided as is. Locker spaces are assigned by instrument and with preassigned locks. **Individuals are responsible and financially liable for damage to their lockers and assigned locks, beyond normal wear and tear.** Report all loose bolts, hinges and other physical problems with a locker immediately to the Office of Student Engagement. MSM/Office of Student Engagement shall not be liable for theft, loss and/or damage to property or injury to persons that result from the use of lockers. Any loss or damage should be reported to the Office of Student Engagement immediately. Individuals should neither give their

locker numbers or combinations to anyone, nor attempt to open any locker but their own, nor open or tamper with a locker assigned to any other individual.

5. Lockers assignments are made annually for a period of time beginning with the first day of classes in the fall semester and continuing through until 5:00pm of the day of commencement at the conclusion of the spring semester. At the conclusion of the locker assignment period all materials must be cleared from the lockers. Assigned locks should be left on the assigned locker. The Office of Student Engagement will assess the condition of all lockers at the conclusion of the assignment period. A \$10 fee will be charged to the student for each of the following:
  - a. Student fails to remove contents of locker by 5:00pm of the day of commencement at the conclusion of the spring semester
  - b. Student keeps the MSM lock provided to them at the beginning of the agreement period
  - c. Student loses the MSM lock provided to them at the beginning of the agreement period
  - d. Student damages or defaces the locker in any way
6. Students who withdraw from studies, take an extended leave of absence (semester or year), or whose studies are terminated must clear their lockers within three days of the leave, withdrawal or termination. Contents from lockers emptied in these situations will be held for reclamation at no charge for a period of one week before being discarded. MSM/the Office of Student Engagement shall not be responsible for any discarded items.
7. Locker spaces are NOT provided over the summer, unless student is a continuing DMA student. Routine maintenance and repair will be conducted on lockers, as necessary, during the summer months.
8. MSM/the Office of Student Engagement reserves the right to cancel any locker assignment and remove the lock and contents without notice within five days of a student leaving the School whether by termination, withdrawal or graduation, the conclusion of the locker assignment period, for a false declaration on the locker agreement, for continuous abuse of locker privileges, for failure to adhere to procedures and policies, or at any time for just cause as determined by the School. Any violation of the locker policies by students may result in the termination of the use of lockers and may be reported to the Dean of Students.
9. All written communication regarding lockers will be sent to student's MSM email addresses. Written communications can include, but are not limited to, reminders about vacating lockers and notifications regarding necessary maintenance work impacting lockers. Neglecting to read such emails will NOT constitute exceptions to policies, dates, and notices.
10. Lockers are not transferable. All users agree to only occupy the locker assigned. The Office of Student Engagement endeavors to assign lockers appropriately and requests for larger lockers will NOT be accepted. Any student who wishes to change the location of their locker must apply with good reason in person to the Office of Student Engagement
11. Students must take full responsibility for the items stored in lockers. Students are advised not to store money, checks, credit, debit cards; watches and jewelry; prescription eyeglasses, contact lenses, hearing aids, and other personal aid and prosthetic devices and equipment; prescription medications; laptop computers, personal digital assistants and other electronic equipment; driver's licenses, passports and other means of personal identification; as well as other valuable and irreplaceable property.
12. All perishable food and beverages and all opened or repackaged nonperishable food and beverages must be removed from lockers on a daily basis. Only nonperishable foods and beverages in unopened original manufacturer- or distributor-sealed packaging and containers may be kept in lockers overnight.

13. Storage of any items that are of illegal nature, or would cause or be likely to cause a health hazard, security risk, physical danger or a nuisance to the environment or other members of MSM community is strictly prohibited and shall include by example, but shall not be limited to: all illegal substances including all drugs and prescription medications for which the locker holder does not have a valid prescription; firearms, knives, ammunition and all other weapons; recreational devices and toys capable of emitting projectiles such as pellet guns, paint guns, dart guns and archery equipment; all explosive solids, liquids and gases as well as detonation devices; all flammable solids, liquids and gases as well as ignition devices; all chemicals, caustics, poisons and other hazardous materials including, but not limited to, acids, lye, caustic soda, pesticides, herbicides, defoliants, and pharmaceutical, household, horticultural, agricultural and industrial chemicals; and live plants and animals, including pets.
14. The locker is the property of Manhattan School of Music. As such, MSM/the Office of Student Engagement staff may conduct a search of the University physical plant and every aperture thereof, including lockers. In the event of such searches the Office of Student Engagement will make a reasonable effort to provide prior notice if feasible. MSM/the Office of Student Engagement reserve the right of authority, without notifying users in advance, to open any locker in case of situations arising from suspected unauthorized use, violation of the locker policies, or in emergency situations such as structural emergencies (i.e. broken water pipes or electrical line repairs) or if the safety and security of MSM is in question. Contents from lockers emptied in these situations will be held for reclamation at no charge for a period of one weeks before being discarded. MSM will not be responsible for any discarded items. MSM/the Office of Student Engagement reserves the right to relocate lockers provided that prior posted notice is given to locker users.
15. No interior or exterior alterations or decorations may be added to the lockers. The student agrees not to mount any stickers, labels, appliqués or other materials through the use of adhesives, tape, magnets or other means to the exterior or interior surfaces of the locker. No interior or exterior structural modifications may be made to the lockers. The user agrees not to remove or damage the door, shelves, hooks or any part of the structure of the locker. Lockers should be in the same condition less normal wear and tear at the conclusion of the assignment period as they were at the time the assignment was made. The student further agrees to be responsible for any damage caused to the locker during the assignment period, whether structural (removal or mutilation of shelves, door, floor, etc.) or visible defacing of the surfaces (graffiti and stickers) and will be charged repair costs.