

Student Locker Policy

2024-2025

We would like to inform you about the updated locker policy at our institution to ensure a streamlined and organized locker usage process. Please review the following guidelines and policy.

Guidelines

Communication: All official correspondence regarding lockers will be directed to your MSM email address to ensure timely and accurate information dissemination.

Eligibility: Lockers are exclusively available to students residing off-campus, as we aim to prioritize their convenience in storing personal belongings. Lockers are NOT available for Andersen Hall residents.

Allocation: Locker assignments will be based on the major instrument of each student, enabling efficient utilization of locker space.

Locker Size: Requests for larger lockers will not be considered as part of our policy ensuring equitable distribution of locker resources.

Single Locker Limit: Each student may apply for only one locker to accommodate the needs of as many students as possible.

Locker Locks: The Office of Student Engagement will provide locks for all lockers, which are to be used exclusively during the academic year.

Summer Usage: Lockers will not be provided for use over the summer to allow for an effective locker management system during the non-academic period. **The only exception for summer locker usage will be applied to continuing DMA students.** If you are continuing your DMA at MSM and would like to retain the same locker, please inform Student Engagement (studentengagement@msmny.edu) by **May 16, 2025.**

End-of-Semester Obligations: Students must adhere to the policy and empty out their lockers by the date of Commencement. * Failure to vacate the locker, retain or lose the provided lock, or use personal locks on lockers will incur a fee. If you do not collect your belongings from Student Engagement within **one week** of receiving the late fee email for not clearing your locker by Commencement, a **fee of \$150** will be incurred. *

***If you do not remove your belongings from your locker by Commencement Day, Student Engagement will clear out your locker.**

***Please note:** the increased fee is attributed to the accumulation of belongings and unemptied lockers after the deadline. This situation has affected the availability of lockers for MSM's summer programs and constrained storage access.

Locker Security: To maintain the security of locker facilities, **students are NOT allowed to use their own locks.** Locks will be exclusively provided by MSM. If a student uses their own lock, they will incur a **fee of \$100.**

Reporting Damage: In the event of any broken locks or lockers, promptly report the issue to Student Engagement (studentengagement@msmny.edu), located in room 119, to avoid being charged for the damage.

Damage Fee: In case of damage to a locker, students will be charged an appropriate fee for the level of damage incurred.

These guidelines have been established to create a fair and efficient locker system for all students. Your cooperation and adherence to this policy will ensure the optimal use of locker facilities for everyone. If you have questions or need further clarifications, please contact the Student Engagement Office in room 119.

Policy

1. Manhattan School of Music (MSM) is private property, and all locker usage is by permission only. All locker occupancy is monitored regularly. 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 Student Engagement Office.
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. Special arrangements cannot be made to access lockers when the building is closed. Therefore, users should try to remove all items such as books and class notes needed overnight when access to the building is restricted.

3. Commuting MSM students are eligible to apply for a single locker. **Lockers are not available to Andersen Hall residents.** Locker allocation requires official student registration. The Office of Student Engagement handles all locker assignments. Each student must agree to and comply with locker procedures and policies.

4. The lockers are provided in their existing condition and are allocated based on instrumentation, each equipped with preassigned locks. Individuals bear both responsibility and financial liability for any damage incurred by their respective lockers or assigned locks, excluding normal wear and tear. Should any physical irregularities such as loose bolts or hinges be observed with a locker, immediate notification to the Student Engagement Office is imperative. **Note that MSM/the Student Engagement Office holds no liability for instances of theft, loss, property damage, or personal injury resulting from the use of lockers.* Instances of loss or damage necessitate prompt reporting to the Student Engagement Office. It is emphasized that individuals must refrain from disclosing locker combinations or numbers to others, abstain from accessing lockers that are not their own, and desist from any interference with lockers assigned to fellow individuals.

5. **Lockers are assigned each year from the first day of fall classes until 5:00pm on the day of spring commencement.** At the locker assignment period's end, all materials must be cleared from the lockers. Assigned locks should be left on the assigned locker. The Student Engagement Office will assess the condition of all lockers at the conclusion of the assignment period. A **fee of \$100** will be charged to students for each of the following:
 - A student fails to remove contents of locker by 5:00pm on the day of Commencement.
 - A student keeps or loses the MSM lock provided to them at the beginning of the agreement period.
 - A student uses their own lock and not the lock MSM provided to them at the beginning of the agreement period.

6. Students who damage or deface the locker in any way, students who withdraw, take an extended leave of absence (semester or year) or have their studies terminated must empty their lockers within three days of the event. **Items from these lockers will be stored in**

Student Engagement for one week without charge, before disposal. The Student Engagement office is not liable for discarded items.

7. Except for continuing DMA students, lockers will **NOT** be provided during the summer. To retain the same locker, please inform Student Engagement by **May 16, 2024**, if you are continuing with a DMA at MSM. Routine maintenance and repair will be conducted on lockers, as necessary, during the summer months.
8. MSM/the Student Engagement Office can cancel locker assignments without prior notice under various circumstances. This includes when a student departs the school due to termination, withdrawal, or graduation at the end of the locker assignment period, for false declarations on the locker agreement, continuous misuse of locker privileges, failure to follow procedures and policies or for valid reasons determined by the school. Students breaching locker policies may face locker termination and possible reporting to the Dean of Students.
9. All formal communication pertaining to lockers will be sent to the students' designated MSM email addresses. Such written communications encompass a range of topics, including reminders about locker clearance and notifications about essential maintenance work that may impact the lockers. It is imperative to emphasize that failure to read these emails will **NOT** warrant any exceptions pertaining to established policies, stipulated dates, or official notifications.
10. The transfer of lockers is prohibited. Users must exclusively utilize their designated locker. The Student Engagement Office is committed to proper locker allocation and cannot accommodate requests for larger lockers. Students seeking to relocate their locker must go to the Student Engagement Office to present valid reasons.
11. Students are accountable for the contents of their lockers. It is strongly recommended that valuables such as money, checks, cards, jewelry, electronics, prescription items, and important documents not be stored in lockers. This includes laptops, personal devices, IDs, and other valuable items.

12. All perishable and open or repackaged nonperishable food and beverages must be removed from lockers daily. Only nonperishable foods and beverages in unopened original manufacturer- or distributor-sealed packaging and containers may be kept in lockers overnight.

13. The storage of prohibited items in lockers is strictly forbidden. These items include, but are not limited to, illegal substances, prescription medications without valid prescriptions, firearms, knives, ammunition, and other weapons, as well as explosive, flammable, and hazardous materials. This also extends to recreational devices capable of emitting projectiles, chemicals, and live plants or animals, including pets. Such items pose legal, health, security, and environmental risks to the MSM community.

14. The right to relocate lockers if prior posted notice is given to locker users.

15. The locker remains the exclusive property of the Manhattan School of Music (MSM). Consequently, MSM and the Student Engagement Office retain the authority to conduct searches within the University premises, including lockers. While conducting such searches, the Student Engagement Office will endeavor to provide reasonable advance notice whenever possible. Moreover, both MSM and the Student Engagement Office uphold the right to open any locker without prior notification in cases involving suspected unauthorized usage, violations of locker policies, or emergencies such as structural issues (e.g., broken water pipes or electrical line repairs), or instances where MSM's safety and security are compromised. Contents retrieved from lockers emptied under these circumstances will be stored, free of charge, for one week before disposal. It's important to note that MSM will not assume responsibility for any discarded items. Additionally, MSM and the Student Engagement Office retain the right to relocate lockers, ensuring that affected locker users receive advance notice through posted announcements.

16. Lockers must remain unaltered both inside and out. Students are not permitted to attach stickers, labels, or other materials using adhesives, tape, magnets, or any other method to the locker's surfaces. Structural changes to lockers, whether interior or exterior, are prohibited. This includes not removing or damaging doors, shelves, hooks, or any part of the locker's structure. Lockers are expected to be returned in the same condition to their original state, with reasonable wear and tear, at the end of the assignment period. Each student agrees to be responsible for any damage inflicted upon the locker during their assignment, encompassing both structural harm (like removal or damage to shelves,

doors, etc.) and visible surface defacement (such as graffiti or stickers). The student will incur repair costs for such damage.