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## LOCKER POLICY AND PROCEDURES

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**Effective Date:** 1 September 2019

**Responsibility:** Vice President Student Services

**Amends Policy dated:** 1 September 2014

**Policy Number:** OAP 42

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**Scope: All Burman Students (primarily commuter students), Faculty and Staff**

A variety of both short-term and long-term lockers are available for use at Burman University in the Chan Shun Science Building, the John McKibbin Education Centre, upstairs in the Administration Building, at Outward Pursuits and in West Hall. These lockers are intended primarily as a convenience for commuter students for the temporary storage of textbooks, references, articles of outer clothing, personal lab equipment and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student.

1. Users must be officially registered as a student in order to obtain locker space on a first come – first served daily basis and must provide their own padlock.
2. The student is responsible to keep his/her locker locked at all times. Burman University is not responsible for any theft, loss and/or damage to property in connection with locker use.
3. No perishable food and drink or water without a secured lid may be kept in the locker. With the exception of rental lockers, all locks will be cut on lockers not vacated at the end of the day and will be cleared of all materials. Items not picked up from Student Services Lost and Found after ONE (1) week will be donated to charity.
4. For public safety and sanitary concerns, flammables, corrosives, and other dangerous goods, including weapons of any kind, are strictly prohibited in the lockers.
5. Access to lockers corresponds to the hours of operation for each individual building. Special arrangements cannot be made to access buildings that are closed.
6. Individuals are responsible for any damage to their lockers and are asked not to mount any stickers, labels, tape or any sort of graffiti on the interior or exterior surfaces of the locker. Magnets may be used on the interior to post notes if necessary.
7. Please report any problems with a locker immediately to the office of Student Services.
8. Burman University reserves the right to have the lockers periodically inspected.

A select number of lockers may be individually reserved for semester-long use by filling out a request form at Student Services, signing to agree to specified requirements and providing a \$25 user fee.

Any questions about lockers can be directed to the office of Student Services at 403 782-3381, Ext. 4033.