

**JAMES B. CHAVIS UNIVERSITY CENTER**  
**Commuter Locker Agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(other than school address)

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Commuter students may apply to the University Center (UC) Information Center for the use of a locker. All lockers are located in the lobby of the University Center. Lockers are issued at the beginning of each academic year for the entire year (unless a locker is vacated following the fall semester at which time it will be issued at the beginning of the spring semester) on a first-come first-serve basis. Locker Agreements are to be renewed at the beginning of each academic year.

For locker use, a signed Locker Agreement is required and filed with the UC Information Center. All locks must be removed 15 days after the last scheduled class of the academic school year. If not removed, the locks will be cut by Facilities Operations staff. A letter of notification will be sent to the registered locker occupant prior to cutting the locks. Unauthorized locks will be cut with no notification. Personal belongings left in lockers will be removed and placed in the UC Information Center Lost and Found for 30 days. Items remaining after 30 days will be discarded.

***I agree to remove my lock from my assigned locker at the end of the academic school year 20\_\_\_\_\_. I acknowledge that if I want to use a locker for subsequent semesters, I am required to recheck the locker at the beginning of the academic year by signing a new Locker Agreement. I understand that if I fail to remove my lock, the University Center Director or his/her designee will arrange with Facilities Operations to have the lock and locker contents removed.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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For Office Use Only:

Date of Checkout \_\_\_\_\_ Locker Assigned \_\_\_\_\_ Issuer \_\_\_\_\_

