

+
DIGIORGIO CAMPUS CENTER
ORGANIZATION LOCKER AGREEMENT
(Please Type)

Date: _____ (check one) new locker ____renewal ____

Current Year Only: August 24, 2011 – May 5, 2012
Locker contracts must be renewed each year with a new form.

Organization Name _____

President Name & ID # _____

Winthrop E-mail Address _____ Phone Number (____) _____

We understand that our organization must be a registered Winthrop student organization in good standing to use a locker in the Campus Center. Lockers are available on a semester by semester basis only. We understand that the president must show a Winthrop ID to reserve a locker. If it is determined that our organization is no longer in good standing in the Student Activities Office for the academic semester of my agreement, we will lose our locker privileges.

We agree to use the locker assigned to us in a responsible manner. We understand that it is a violation of this locker agreement to store perishable food or drinks, illegal drugs or substances, weapons, ignitable substances, or any other substance or item that will create a hazard to others and/or be attractive to rodents or insects.

If we are assigned a locker and interested in obtaining a locker for the next academic semester we must reapply on the assigned date and complete the application process with all other interested organizations. Locker applications are only valid for the current application dates. Selection for a locker does not guarantee a locker assignment in any upcoming semesters.

If we violate the terms of this agreement, and/or if we fail to remove any organizational items by the required time, we forfeit the rights to reapply for a locker for one academic year and could face additional monetary fines. We understand that if the Campus Center Staff removes our items based upon an expired agreement or locker agreement violation that our organization's items will be discarded after 10 days if they are not claimed. We understand that we will be assessed a fee if we lose a key or damage our mobile cart.

I understand that lockers will be assigned in numerical order on a first-come, first-served basis. This form will be retained in the Student Activities Office (269).

Winthrop University reserves the right to regularly inspect lockers to meet health and safety standards. Student Organizations will provide a list of designated students below (the organization president and up to 4 additional students) who may access the locker keys of their locker agreement. Students not listed will not be permitted to access the locker. Winthrop University is not responsible for lost or damaged property secured in lockers.

President (Signature)	Typed Name	
Advisor (Signature)	Typed Name	
Student #2	Phone Number	E-mail Address
Student #3	Phone Number	E-mail Address
Student #4	Phone Number	E-mail Address
Student #5	Phone Number	E-mail Address

DiGiorgio Campus Center
269 DiGiorgio Campus Center
Rock Hill, SC 29733
Phone: (803)323-2248
Fax: (803)323-2396

(For Office Use Only)

Locker No. _____

Received By and Date: _____

- New Agreement
- Renewed Agreement

If an organization had a locker agreement form from the previous semester select renewed agreement.

Student Organization Annual Locker Reservation Guidelines

Student Organization Lockers:

The DiGiorgio Campus Center has 48 locker spaces available for registered student organizations in good standing to use on a semester-by-semester basis. Each locker includes a storage space in the upper section and a rolling lockable cart in the lower section. Student Organizations may roll their lockable cart into the Student Organizations workroom to utilize the computers and other resources. These lockers will help student organizations stay organized, store materials, and provide a common space for multiple student leaders to have access to the organizations materials. Student organization lockers are managed by the Assistant Director for Student Activities and Leadership and the Student Activities Office.

Requesting a Locker:

Lockers will be assigned to student organizations on a first-come, first-serve basis. The Student Activities Office will announce dates when interested groups may apply for lockers. Student organizations may request a locker space by completing the Locker Agreement Form, available on the Student Organizations web site, and delivering it to Suite 269 in the DiGiorgio Campus Center. Hand delivered agreements must be received by an office staff member; signed, dated, time-stamped, and placed in the Assistant Director for Student Activities and Leadership's mailbox.

Eligible student organizations will be placed on a priority list according to the date and time the completed applications are received. Organizations will be notified via email of their locker number if selected.

After all available lockers have been assigned; remaining applicants will go on a waiting list. In the case that a locker is not being utilized or utilized inappropriately, the next eligible student organization will be contacted and assigned the available locker.

Student Organizations that utilize their lockers within the top 50th percentile of use will be offered a renewal before the regular application time. Student organizations that renew their agreement between semesters do not need to empty their locker during breaks.

Locker Guidelines:

Locker reservations begin the first day of class and end the last day of class. Lockers are to be emptied and cleaned out by the last day of exams and inspected by information services staff, the Assistant Director for Student Activities, or the Student Activities' Administrative Assistant. It is the responsibility of the student organization to request a locker inspection by 5p.m. on the last day of class. Failure to meet this deadline will result in loss of locker privileges the upcoming school year.

By completing the Locker Agreement you understand that it is a violation of the Locker Agreement to store perishable food or drinks, illegal drugs or substances, weapons, ignitable substances, or any other substance or item that will create a hazard to others and/or be attractive to rodents or insects. Winthrop University reserves the right to regularly inspect lockers to meet health and safety standards. Winthrop University is not responsible for lost or damaged property secured in lockers.

Accessing your Locker:

Keys to the lockers and carts may be accessed through the Information Services Desk during operating hours. A valid student identification card is required to check out the key to the locker and cart. The

locker must be secured and the key returned to the Information Services Desk to avoid replacement charges. All keys are to be returned before leaving the building. Failure to return a key will result in a key replacement fee and may result in the loss of locker privileges for next academic semester.

Student Organizations must provide a list of designated students (not to exceed more than 5) who may access the locker keys on their locker contract. Students not listed will not be permitted to access the locker.

Note: To remove cart both lockers must be opened.

End of Semester Responsibilities:

It is the responsibility of the student organization to request a locker inspection from the Campus Center Student Activities Office located in 269 on or before the last day of class. All materials must be removed and the locker should be cleaned before an inspection.

If a locker is left in an unsatisfactory condition, there is untimely removal of items, damage to the locker, or if an organization does not request a locker inspection and leaves a locker in an abandoned state, additional charges may be applied and the organization may lose future locker privileges.

Future intent of locker use should be established during the agreement time by completing a new locker agreement form during the designated dates. Organizations that leave personal items in the locker after the last day of class will have their materials removed. Items not claimed within 10 days will be discarded.