Locker Rental Agreement

Students currently enrolled at State Fair Community College may request to use one of twelve lockers located in the south east corner of the Donald C. Proctor Library. Users must present a valid student ID and complete a Locker Rental Agreement form.

Lockers are available for check out at the beginning of each fall, spring, and summer semester. There is a $5.00 fee per semester. All lockers are to be cleared at the end of each semester, and the use of another will be initiated on a first-come first-serve basis.

Lockers are secured by a padlock provided by the Donald C. Proctor Library. Students may only use the lock provided by the library.

Lockers may be used for storage of personal items and checked-out library materials. The storing of food, drinks, odor causing items or animals are prohibited.

State Fair Community College and the Donald C. Proctor Library assume no responsibility in the case of loss or damage for personal items.

Library staff may randomly inspect lockers. Any unauthorized materials found in a locker, including all library material not properly checked-out, will be removed and a notice will be left in the locker stating such action has been taken. Two offenses will constitute a loss of locker privileges.

Users have until the last day of finals in any given semester to remove personal items and return the key to the circulation desk. After one week, library staff will clear the locker. At such time any personal items may be claimed at the Circulation Desk. Cleared items will be treated as ‘*lost and found*’ items and will be discarded after one semester. At this point the library ceases to be responsible for the items removed from lockers.

If damage to a locker is discovered during inspection or upon clearing the locker, the user will be charged for the fees to restore the locker or $25.00, whichever is greater. If the Key is lost the user will be charged $25.00.

**Semester**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Locker Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Print Name*) agree to the provisions listed above in exchange for the use of a locker in the library. I understand the library has the right to inspect my locker at any time.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Key Returned**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For Library*

*Use Only*

**Date of final Inspection**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Inspected by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_