

**UIC-College of Education
Locker Usage Policy
AY 2014-2015**

College of Education Lockers are defined as being located on the 3rd floor of the ETMSW building in the west end hallway. There are 36 lockers in total. Each locker is 36 inches tall, 12 inches wide and 18 inches deep. Use of the College of Education lockers is a privilege.

Lockers are assigned on a semester-by-semester basis or for the entire academic year.

The academic year is defined as starting on the Monday of the first week of class in the fall semester and ending on the Friday of Finals Week of the spring semester.

Use of the lockers over the summer semester is by request only.

Locker assignments are made by the College of Education Office of Administrative Services (OAS).

Location: 3335 EPASW. You may email Dana Baumgartner at dbaumg1@uic.edu to schedule a time to stop in to complete the paperwork.

Lockers cannot be reserved via phone or email.

All individuals requesting use of a COE locker must go to COE-OAS and present their I-card.

Lockers are assigned on a first-come first-serve basis.

Once all lockers have been assigned a waiting list will be compiled.

As lockers become available individuals on the waiting list will be contacted and informed of availability.

By signing the **Locker Usage Agreement Form**, occupants agree to abide by the terms and conditions set forth by the UIC College of Education. Any violation is cause for revocation of locker privileges.

Locker Usage Policies

- All lockers located on the 3rd floor of the EPASW building are the property of the UIC College of Education. As such they are subject to applicable University and College policies. The College of Education reserves the right to alter the policies governing the use of lockers with appropriate notice.
- The University of Illinois at Chicago, the College of Education and The Office of Administrative Services are not responsible for loss, theft or damage of materials stored in COE lockers.
- Lockers are to be used for storage of books, educational materials as well personal items needed for day to day class activities.
- Use of a locker by anyone other than the individual who signed the **Locker Usage Agreement Form** is not allowed.
- There is a limit of one locker per individual.
- The College of Education and the Office of Administrative Services reserves the right to open a locker with or without the consent of the individual to whom the locker is registered. This will only be done in cases such as when locker policies are not being followed by the occupant or in the case of an emergency situation.
- The following materials are not allowed to be stored in UIC-COE lockers and are strictly prohibited: dangerous items, materials or substances such as weapons, explosives, or illegal drugs.
- Perishable items and foodstuffs are not to be stored in lockers.
- Writing on or affixing items such as stickers/pictures to the interior or exterior of lockers is not permitted.
- Occupants are to maintain their lockers in proper working order. Any damage or repairs needed to the lockers should be reported immediately to the COE-OAS.
- Any items left outside of a locker will be removed and disposed of accordingly.
- All lockers not cleaned out by the usage end date indicated on the **Locker Usage Agreement Form** will be emptied by COE-OAS staff. Occupants will be contacted and informed that the contents of the locker will be disposed of if not claimed within 7 days of the end date stated on the **Locker Usage Agreement Form**.
- The College of Education and the Office of Administrative Services are not responsible for lost or missing items, either before or after a locker is cleared.

<p>Internal Use Only Occupant Name: Locker Number Assigned:</p>

Locker Usage Agreement Academic Year 2014-2015

The University of Illinois at Chicago and the College of Education cannot be held responsible for lost, stolen, or damaged personal property stored within COE lockers. Lockers are to be used at the occupant's own risk. Use of the College of Education lockers is a privilege.

By signing the **Locker Usage Agreement Form**, occupants agree to abide by the terms and conditions set forth by the UIC College of Education outlined below. Any violation is cause for revocation of locker privileges.

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2014-2015 Locker Usage Agreement is effective:

Start Date: Wednesday, August 11, 2014

End Date: Friday, May 15, 2014

Occupant Signature

Date

UIN

<p><u>Affiliation with the College</u></p>

<p><u>Contact Information</u> Email Address: Phone Number:</p>
