

URSU LOCKER RENTAL POLICY

1. PURPOSE

- 1.1 URSU strives to provide members and non-members with a secure location to store personal items on campus. This policy is meant to clearly define the chain of responsibility of the security, maintenance and usage of the lockers available for rental.
- 1.2 The University of Regina has delegated the administrative responsibility for lockers to URSU under and pursuant to a Memorandum of Agreement between the University and URSU.

2. TERMS OF REFERENCE

- 2.1 The term “Renter” shall include all persons who obtain access to an URSU locker and the combination of the lock to which it is assigned; and have read, agreed and signed the Liability Form; and have read and agreed to the URSU Locker Rental Policy.
- 2.2 The term “Rental Fee”
- 2.3 The term “Deposit”

3. STATEMENT OF PRINCIPLES

- 3.1 Anything maintained in URSU or University of Regina space, including lockers, must be in accordance with the Saskatchewan Human Rights Code, the Canadian Charter of Rights and Freedoms, all University of Regina regulations, bylaws, and policies, all applicable municipal, provincial, and federal laws.
- 3.2 Locker for rental are subject to certain exclusions, including but not limited to: Residence Services Lockers, Centre for Kinesiology and Sport change rooms lockers, and the Language Institute lockers.

4. PROCEDURES AND FEES

- 4.1 Any person wanting to rent a locker will be subject to the following procedures:
 - 4.1.1 Rental Fee and Deposit – For eight month locker rentals between September 1 to April 30, the Renter will be required to pay a thirty-two dollar (\$32.00) rental fee for a full-length locker or a twenty-five dollar (\$25.00) rental fee (in each case the “Rental Fee”) and an eight dollar (\$8.00) refundable deposit (the “Deposit”) at the URSU Front Desk (RC 221) by cash or debit only.
 - 4.1.2 Personal Information – A Renter must provide his or her name, phone number, e-mail address, and student/faculty/employee number in order to obtain access to a locker.
 - 4.1.3 Locker Assignment – the locker distributor will endeavour to get the Renter a locker in his or her desired location, however, lockers will be assigned on a first-come-first-served basis.
 - 4.1.4 Liability Form – the URSU Locker Liability Release Form *must* be signed by the

- Renter before obtaining access to the locker and is available at the URSU Front Desk (RC 221).
- 4.1.5 Obtaining a Locker's Information – Once the fee and deposit have been paid, personal information recorded, the URSU Locker Liability Release Form signed, and a location chosen, the URSU Front Staff will give the Renter the lock combination number of the assigned locker.

5. RENTERS' RESPONSIBILITIES

5.1 The Renter shall be solely responsible for:

- 5.1.1 The security of the locker, including, but not limited to, keeping the locker door closed and locked when not in use; not sharing the combination number with anyone; the storage of non-dangerous items; the storage of items that do not emit odours or secrete liquids;
- 5.1.2 Any damages to the locker or the lock, regardless if caused by the Renter or not;
- 5.1.3 Reporting any damage caused to the locker by third parties to Campus Security and, if required, an authorized law enforcement agency;
- 5.1.4 Any items lost or stolen from the locker;
- 5.1.5 Ensuring that the only lock on the locker is that provided by URSU;
- 5.1.6 Returning the lock to the URSU Office (RC 221) *before April 30* in substantially the same condition as when it was originally provided to the Renter, as determined by URSU.
- 5.1.7 Not posting any signage or other materials on the outside of lockers.

6. URSU'S RIGHTS AND RESPONSIBILITIES

- 6.1 URSU maintains the right to allow Campus Security or an authorized law enforcement agency access to any locker, provided they have an appropriate documented incident report, including a reason for requiring access to the locker. URSU will make its best effort to ensure that the “Renter” is present when access to the locker is obtained. An URSU representative must be present when a locker is accessed without the “Renter” present. URSU will make its best effort to notify in advance that access to a locker is required. In the event that advance notification is not possible URSU will notify the “Renter” when Campus Security or an authorized law enforcement agency or URSU enters a locker without the Renter present.
- 6.2 URSU maintains the right to remove and replace any lock, after sufficient warning, without the Renter's consent if the Renter has violated any of the points in this Policy or the URSU Locker Liability Release Form.
- 6.3 URSU is not responsible for any theft, loss, damage or harm to either the lock, the locker, the locker contents, or the Renter caused by the locks, lockers, locker contents or other people.
- 6.4 URSU will investigate any complaints about odours, seeping liquids, damage, dangerous goods, incorrect locks (SEE SECTION 8), brought to URSU's attention from other Renters and other persons.

7. REFUNDS AND REFUNDABLE DEPOSITS

7.1 The “Deposit” will only be refunded if:

- 7.1.1. The lock is returned to the URSU Front Desk by April 30, 2010;
- 7.1.2. The lock and locker are in substantially the same condition as when it was originally provided to the “Renter”, which includes removing all contents from the locker;
- 7.1.3. The “Renter” who originally signed the Liability, Responsibility and Privacy Form is the one to return the lock to the URSU Front Desk (RC221).

7.2 There will be no refunds on locker fees.

8. LOCKS

8.1 URSU is not liable for any faulty locks. In the event that a lock proves faulty, return it to the URSU Office and a replacement will be issued.

8.2 The rental lockers **MUST** have the original attached lock, provided by URSU, *at all times*. If the lock is removed or changed:

- 8.2.1. The lock will be removed and/or changed without the Renter's consent.
- 8.2.2. The Renter will lose rental privileges and their deposit. Please remember, there are absolutely no refunds on lockers.
- 8.2.3. The Renter's locker contents will be held at URSU for thirty (30) days following the removal of the lock by URSU, for which they will be subject to a five dollar (\$5) pick-up fee.

9. CLEAN-OUT DATES

9.1 Lockers must be cleaned out on or before April 30.

9.2 Locks should be returned to the URSU Office (RC 221) by April 30. If locks are left on lockers or removed and not returned to the URSU Office, the deposit is forfeited and becomes property of URSU.

9.3 If lockers are not emptied of their contents, the deposit will no longer be available to the Renter for refund.

10. REMOVED CONTENTS

10.1 If lockers are not emptied of their contents, the contents will be bagged and stored by URSU for thirty (30) days. There will be a five dollar (\$5) pick-up fee for the Renter to retrieve their items.

11. CHANGES TO POLICY

11.1 URSU retains the right and discretion to delete, add or change any of the provisions of this

policy from time to time as it sees fit and such deletions, additions or changes shall be binding upon the “Renter” from the time the same are duly adopted by URSU.