

# Locker Rentals at Virginia Western

## Day Locker Usage

There are a number of day use lockers in the Fitness Center locker rooms available for no charge. Patrons provide their own locks for day-use lockers. All locks on a day use locker must be removed by the e end of the day upon facility closure or belongings are removed and placed in lost & found.

## Renting a Locker

We currently have lockers available for rental for Virginia Western students, faculty and staff. Lockers #1 -10 out of the 30 lockers in each locker room could be available for semester rental. In order to rent a locker the patron would fill out a Locker Rental Agreement form at the Front Desk. Upon approval by the Fitness Center, the patron would bring a copy of the Locker Rental Agreement form to the Cashiers Office to make payment. The patron would bring their receipt back to the Fitness Center Front Desk, at which time they would be issued a lock and combination. All combinations would be kept locked securely in Dani's office during the semester. A \$10 fee would be charged for a lost or unreturned lock.

## Locker Prices and Rental Periods

Semester	Rate
Fall	Student: \$ 15 Faculty/Staff: \$25
Spring	Student: \$ 15 Faculty/Staff: \$25
Summer	Student: \$10 Faculty/Staff: \$20

**\*\*We would not pro-rate lockers at this time\*\***

## Renewals

An e-mail reminder to renew lockers would be sent to current renters up to two weeks in advance of the expiration date. Student, faculty and staff wishing to renew would be allowed to keep their current locker, but we would note the closure of the Fitness Center over the Holiday Breaks so they know they should remove any belongings they would need access to during that time.



## Locker Rental Agreement

- Locker rentals are available for currently enrolled students, faculty and staff through the Virginia Western Fitness Center.
- It is important that you use the lock issued to you by the Fitness Center and that your lock remains on your assigned locker. A \$10 fee will be charged for lost or unreturned locks.
- A decision to relinquish or renew a locker must be provided to the Fitness Center at least (5) five days prior to the expiration of the rental term.
- Any items remaining in the locker at the end of the rental term will be removed and placed in Lost & Found
- The Fitness Center is not responsible for any damages, theft or vandalism that may occur to the locker or its contents. Fitness Center reserves right to ask patrons to remove items that are unsanitary or disturb general locker room setting.
- Lockers rentals must be paid through the Cashiers Office in Chapman Hall. Locks will be distributed upon receipt of proof of payment.

Semester	Student Rate	Faculty/ Staff Rate
Fall	\$ 15	\$25
Spring	\$ 15	\$25
Summer	\$10	\$20

Please complete the following information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

EMPLID # \_\_\_\_\_ Please select one:  Faculty  Staff  Student

E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Locker Preference:  Upper  Lower \* We will do our best to accommodate your preference\*

*I have read the above statements and agree to all the terms and conditions of the Locker Agreement*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Locker Number \_\_\_\_\_ Locker Combination \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Staff Name \_\_\_\_\_ Date \_\_\_\_\_

\*\* Attach a copy of Cashier receipt to form

Locker Rental Period \_\_\_\_\_ to \_\_\_\_\_