



INSTRUMENT LOCKER POLICY

Policy highlights:

- All written communication regarding lockers will be sent to the student's NU email address
- Lockers are requested by the student and assigned by the Music Department according to course eligibility, course instrument size, and availability
- The Music Department will provide locks for all lockers, for use during the academic year
- Lockers are NOT provided for use over the summer
- Storage of food or drink is prohibited
- Northwest University maintains the authority to search
- Students may be charged a \$10 fee for not vacating their locker at the end of the spring semester, and/or for keeping or losing the lock provided to them
- Students may be charged a damage fee appropriate to the level of damage to the locker

Policy in full:

1. Northwest University (NU) is private property and all locker usage is by permission only. NU reserves the right to control locker usage through enforcement of locker procedures and policy, prohibit access to any person, restrict usage to any locker for emergencies or other purposes and/or redirect locker assignment as required. Locker procedures and regulations apply to all student occupants. The submission of a locker request constitutes an agreement, on the part of the student, to abide by the locker procedures and policies as enforced by NU/the Music Department.
2. Lockers are intended primarily as a convenience for the user for the temporary storage of instruments, music, and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student. Locker access is available only during the normal operational hours of the building. Special arrangements cannot be made to access lockers at times the building is closed. Therefore, users must make special effort to remove all items that may be needed overnight when access to the building is restricted. During the school year, the Amundsen Music Center is generally open Monday through Friday from 6am to 10pm and Saturday and Sunday from 7am to 10pm.
3. Students currently enrolled at NU are eligible for locker space based on enrolment in an approved instrumental music course, course instrument priority, and availability. Students must be officially registered in order to obtain and maintain locker space. Approved instrumental courses include but are not limited to: Applied Music Lessons, Chamber Orchestra, and Wind Ensemble. Students with wind, brass, and string instruments will be considered, giving priority to those with large instruments that fit within the dimensions of a locker. After meeting course and

instrument eligibility, lockers are distributed as available on a first come, first serve basis. All locker assignments are made by the Music Department. Each student must agree to and accept the locker procedures and policies and are bound by such.

4. All lockers are provided as is with preassigned locks. Students may not provide their own locks, and any unauthorized locks may be removed without notice and destroyed. **Individuals are responsible and financially liable for damage to their lockers and assigned locks, beyond normal wear and tear.** Report all loose bolts, hinges and other physical problems with a locker immediately to the Music Department. NU/the Music Department shall not be liable for theft, loss and/or damage to property or injury to persons that result from the use of lockers. Any loss or damage should be reported to the Music Department immediately. Individuals should neither give their locker numbers or combinations to anyone, nor attempt to open any locker but their own, nor open or tamper with a locker assigned to any other individual.
5. Locker assignments are made annually for a period of time beginning with the first day of classes in the fall semester and continuing through until 5:00pm of the last day of Final Exams at the conclusion of spring semester. At the conclusion of the locker assignment period all materials must be cleared from the lockers. Assigned locks should be left on the assigned locker. The Music Department will assess the condition of all lockers at the conclusion of the assignment period. A \$10 fee may be charged to the student for each of the following:
 - a. Student fails to remove contents of locker by 5:00pm of the last day of Final Exams at the conclusion of the spring semester.
 - b. Student keeps the NU lock provided to them at the beginning of the agreement period.
 - c. Student loses the NU lock provided to them at the beginning of the agreement period.
 - d. Student damages or defaces the locker in any way. (Charges in addition to the \$10 fee may apply for damage or defacing.)
6. Students who withdraw from studies, take an extended leave of absence (semester or year), or whose studies are terminated must clear their lockers within three days of the leave, withdrawal or termination. Contents from lockers emptied in these situations will be held for reclamation at no charge for a period of one week before being discarded. NU/the Music Department shall not be responsible for any discarded items.
7. NU/The Music Department reserves the right to cancel any locker assignment and remove the lock and contents without notice within five days of a student leaving the University whether by termination, withdrawal or graduation, the conclusion of the locker assignment period, for a false declaration on the locker agreement, for continuous abuse of locker privileges, for failure to adhere to procedures and policies, or at any time for just cause as determined by the University. Any violation of the locker policies by students may result in the termination of the use of lockers and may be reported.
8. Locker spaces are NOT provided over the summer. Routine maintenance and repair will be conducted on lockers, as necessary, during the summer months.
9. All written communication regarding lockers will be sent to the student's NU email address. Written communications can include, but are not limited to, reminders about vacating lockers

and notifications regarding necessary maintenance work impacting lockers. Neglecting to read such emails will NOT constitute exceptions to policies, dates, and notices.

10. Lockers are not transferable. All users agree to only occupy the locker assigned. The Music Department endeavors to assign lockers appropriately and requests for larger lockers will NOT be accepted. Any student who wishes to change the location of their locker must apply with good reason in person to the Music Department.
11. Students must take full responsibility for the items stored in lockers. Students are advised not to store valuable or irreplaceable property such as money, means of personal identification, or digital devices. Storage of any items that are of illegal nature, go against NU policies as outlined in the Student Handbook, or would cause or be likely to cause a health hazard, security risk, physical danger or a nuisance to the environment or other members of NU community is strictly prohibited. The student agrees not to store food or drink of any kind in the locker.
12. The locker is the property of Northwest University. As such, NU/the Music Department staff may conduct a search of the University property and every aperture thereof, including lockers. In the event of such searches the Music Department will make a reasonable effort to provide prior notice if feasible. NU/the Music Department reserve the right of authority, without notifying users in advance, to open any locker in case of situations arising from suspected unauthorized use, violation of the locker policies, or in emergency situations such as structural emergencies (i.e. broken water pipes or electrical line repairs) or if the safety and security of NU is in question. Contents from lockers emptied in these situations will be held for reclamation at no charge for a period of one week before being discarded. NU/the Music Department reserves the right to relocate lockers provided that prior posted notice is given to locker users.
13. No interior or exterior alterations or decorations may be added to the lockers. Lockers should be in the same condition less normal wear and tear at the conclusion of the assignment period as they were at the time the assignment was made. The student further agrees to be responsible for any damage caused to the locker during the assignment period, whether structural (removal or mutilation of door, floor, etc.) or visible defacing of the surfaces (graffiti and stickers) and will be charged repair costs.