

# LOCKER RENTAL POLICIES

## General Guidelines:

- A. Lockers are assigned on a first-come, first-served basis at the start of each term in this order of priority: a) full time ACM Studio Majors; b) Studio minors, and c) non-Studio ACM students.
- B. Students are solely responsible for their assigned lockers and its contents. The Department assumes no liability for theft, loss or damage of items stored in lockers. Therefore, students shall not store valuable items in the lockers. Students will be held responsible for damage to lockers beyond expected wear.
- C. Each student may rent only one locker. Sharing of lockers with non-ACM students is strictly prohibited. Failure to comply will result to automatic cancellation of locker privileges.
- D. Students are responsible for keeping their lockers clean and orderly. Students cannot leave perishable items over a long period of time or store illegal substances, weapons or other prohibited or offensive materials in the lockers.
- E. If you have taken possession of a locker without first registering and renting it through the Departmental Assistant, your lock will be cut and your items will be removed without notice.
- F. Students who are no longer enrolled in a program with ACM are no longer entitled to rent a locker.
- G. Students who intend to keep their lockers for the following terms will be required to renew their Locker Rental Form before the last day of exams. The Departmental Assistant will send an email reminder to clean-up and renew locker rentals.
- H. Lockers are the property of ACM and the Department reserves the right to alter the policies governing their use with appropriate notice to all concerned.
- I. Any violation of these policies will result in cancellation of locker privileges without refund.

## Locker Rental

1. Students can register for a locker by completing the Locker Rental Form at the start of school term or upon expiry of the locker rental term or before the last day of exams.
2. Locker rental is valid only for the paid terms during the academic year. Rental periods are for consecutive terms and cannot be carried over. Students will have the opportunity to extend their locker rental for consecutive terms if needed, upon completion of the Locker Rental Form and payment of the rental fee.
  - Lockers rented in September for consecutive terms are available to the student until August 15 of the next year.
  - Lockers rented in January are available to the student until August 15.
  - Lockers rented in spring semester or summer sessions are only available until August 15.
3. Unassigned lockers as of August 15 must be emptied by August 15<sup>th</sup>. After that date, locks will be cut, lockers will be cleaned out, and any contents will be discarded. Clean-up will also

include abandoned items in the locker area. The Department will not be responsible for any items removed from the lockers and their surrounding areas.

5. Locker rental fee:
  - \$15 for one term
  - \$25 for 2 consecutive terms
6. Payment of locker rental fee will be through the UTSC Transact app.
7. A locker will be assigned to the student upon payment. The student will be responsible to provide his/her own high quality lock.
8. It is the student's responsibility to remember his/her locker combination or keys. The Department will charge \$20 for a student request to cut his/her lock.
9. This process will be available year round depending on availability.

#### **Locker Refund Policy:**

The last day to cancel a locker rental and receive a refund is the tenth business day after the first day of any term. After this point, you may still cancel your locker but you will not receive a refund. Requests to cancel must be documented via writing or email.

#### **Vandalism**

Any student caught vandalizing lockers will be subject to the current disciplinary policies set forth in the Code of Student Conduct and may be reported to Campus police.

#### **Locker Access**

Students may only access lockers at BV340 during non-class hours.

The Department reserves the right to access lockers at its sole discretion if there is a suspected security risk or there is an environmental concern such as pest control or odours. The Campus Police has the right to enter a locker at anytime should they suspect it contains items that will put the School in danger. Any criminal activity will be reported to Campus Police. The Department is required to provide police with access in the event of a criminal investigation.

#### **Locker Contact Information:**

Financial and Administrative Coordinator  
Arts & Administration, Room AA301  
416-208-4747  
[acm-fa@utsc.utoronto.ca](mailto:acm-fa@utsc.utoronto.ca)

[Please see the Locker Rental Request form here](#)