



Locker Rental Policy

Policy owner:	Operations Manager
Audience:	URSU Members
Approved:	Board of Directors (Board Meeting August 14, 2018)
Last Reviewed:	July 25, 2016
Review Schedule:	Annually

1. Introduction

This policy applies to all members that elect to rent a locker from URSU. The conditions set forth in this policy govern the responsible use of lockers, and procedures for renting and returning locks/lockers.

2. Definitions

Renter - All persons who obtain access to an URSU locker and the combination of the lock to which it is assigned through the procedures set out in this policy.

Rental Fee - Refers to the non-refundable portion of the fee charged to Renters.

Deposit - Refers to the refundable portion of the fee charged to Renters.

Provider - The University of Regina Students Union (URSU)

Locker(s) - Lockers for rental are those in the operation control of URSU as granted to it by the University of Regina. Currently exclusions from the URSU bank of lockers include but are not limited to: Residence Services Lockers, Centre for Kinesiology and Sport change rooms lockers, the Language Institute lockers, and the Science Department's lockers in the Lab Building.

Rental End Date - The date on which the locker rental ends, as provided by the email confirmation of rental and as advertised by URSU.

3. Policy

3.1 *Statement of Principles*

Anything maintained or stored in the provider's or University of Regina's 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, and all applicable municipal, provincial, and federal laws.

Anyone who rents a locker implicitly agrees to this policy and all other relevant URSU policies in their entirety

3.2 Procedures and Fees

Any person wanting to rent a locker will be subject to the following procedures:

- 1) Rental Fee – Locker rental fees vary depending on size and the number of semesters purchased. Rental fees are subject to GST and are non-refundable.

Semester	Half Size	Full Size
Single	\$17.00	\$25.00
Two	\$30.00	\$40.00
Three	\$40.00	\$50.00

- 2) You cannot rent a locker for greater than three semesters and you cannot continue a rental from the Spring/Summer semester into the following Fall semester.
- 3) Rental Deposit - Every rental requires payment of a \$5 refundable deposit.
- 4) Changes to Fees – URSU operates the locker program on a cost recovery basis. As such, rental fees are reviewed on an annual basis. URSU reserves the right to change the cost of locker rentals as appropriate for operational needs, subject to the approval of the Board of Directors.
- 5) Personal Information – A Renter must provide their name, phone number, email address, and student number. The Renter will be asked to verify their email address as this is the primary means of communication for locker rentals.
- 6) Locker Assignment – The URSU Front Desk will endeavour to get the Renter a locker in their desired location. However, lockers will be assigned on a first-come, first-served basis and subject to location availability.
- 7) Obtaining a Locker's Information – Once the fee and deposit have been paid, personal information recorded, and a location chosen, the URSU Front Staff will give the Renter the lock combination number of the assigned locker and the locker location. The student will also be emailed those details as well as information about the duration of the rental.

3.3 Renters' Responsibilities

The Renter shall be solely responsible for:

- 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;
- 2) Any damages to the locker or the lock, regardless if caused by the Renter or not;
- 3) Reporting any damage caused to the locker by third parties to URSU and, if required, to Campus Security and/or an authorized law enforcement agency;
- 4) Any items lost or stolen from the locker;
- 5) Returning the lock to the URSU Office (RC 221) before the Rental End Date in substantially the same condition as when it was originally provided to the Renter, as determined by URSU;
- 6) Not posting any signage or other materials on the outside of lockers;
- 7) Maintaining the cleanliness of the locker.

3.4 URSU's Rights and Responsibilities

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. 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. An URSU representative must be present when a locker is accessed without the Renter present.

URSU maintains the right to remove and replace any lock without the Renter's consent if the Renter has violated any of the terms or conditions of this Policy.

URSU is not responsible for any theft, loss, damage or harm to the lock, the locker, the locker contents, or the Renter caused by the locks, lockers, locker contents or other people.

URSU will investigate any complaints about odours, seeping liquids, damage, or dangerous goods, brought to URSU's attention from Renters and other persons.

3.5 Rental Start/End Dates

URSU reserves the right to set Rental Start and Rental End Dates based on the academic schedule and the amount of time needed to clean, repair, and maintain the lockers and locker rental system.

Rental Start Dates will be set to no later than the Start of Term date on a per-semester basis.

Rental End Dates will be set to no later than the End of Term date, and a best effort will be made to set the Rental End Date to no more than a week before the End of Term date.

3.6 Refunds and Deposits

The Deposit will only be refunded if:

- 1) The lock is returned to the URSU Front Desk by the Rental End Date;
- 2) The Renter, as named in the URSU rental database, is the one to return the lock to the URSU Front Desk (RC 221). Identification by student number or Student ID may be required.

The locker rental fee is non-refundable. Renters with reasonable requests will be accommodated by having their rental moved to a comparable locker.

3.7 Locks

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

Renters are permitted to use their own locks under certain conditions:

- 1) The original lock must be left on the locker or returned to URSU upon the Rental End Date;
- 2) The user-owned lock must be removed by the Rental End Date;
- 3) In the event that URSU or Campus Security deem it necessary, the lock may be cut without reimbursement.

3.8 Clean-out of Lockers

Lockers must be cleaned out on or before the Rental End Date. URSU staff on a per-semester basis will clean out any lockers that are not cleaned out by the Renter. If a locker is not emptied of its contents by the Renter, any contents deemed valuable, solely at URSU's discretion, will be bagged and stored by URSU for thirty (30) days after the Rental End Date. All other contents will be disposed of or donated immediately after the Rental

End Date. Those wishing to retrieve their items will be required to show their Student ID at the URSU Front Desk (RC 221).

Locks should be returned to the URSU Office (RC 221) by the Rental End Date. If locks are left on lockers after the Rental End Date, the deposit is forfeited and becomes property of URSU. If locks are removed and/or not returned to the URSU Office by the Rental End Date, the deposit is forfeited and becomes property of URSU.

If a locker is deemed to be excessively dirty or damaged, URSU reserves the right to refuse service to that student in the future and/or to issue them an invoice equivalent to the repair and maintenance costs of that locker.

4. Related information

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.

Locker rental website: <http://lockers.ursu.ca/>