

LOCKER RENTAL AGREEMENT

Administrative Office | 310 Student Center East | studentcenter.gsu.edu | 404-413-1860 | Fax 404-413-1868

- ▶ **Rental Eligibility:** Lockers managed by the Student Center may be rented only by Georgia State University students or chartered student organizations. Lockers for chartered student organizations must be rented by the organization's advisor.
- ▶ **Fees:** First-time renters must purchase a lock through the Student Center on the online Locker Rental Store for a non-refundable fee of \$10 for use any semester a locker is rented. If the lock is lost or must be cut off the locker, the renter must purchase a new lock from the online Locker Rental Store. A non-refundable locker rental fee of \$20 must be paid through the online Locker Rental Store each semester a locker is rented.
- ▶ **Locks:** Locks for lockers must be purchased through the Student Center on the online Locker Rental Store. Personal locks are not permitted to secure rented lockers and will be removed. The renting student will be given two keys with lock purchase. No keys will be retained by the Student Center. If the student misplaces the keys, the Student Center will have the lock cut off the locker, and a replacement lock must be purchased for a non-refundable fee of \$10 from the online Locker Rental Store. Only the person renting the locker may request that a lock be cut off.
- ▶ **Contents:** Locker contents must not pose a safety or security risk to university community members or facilities and must not violate state or federal laws. Flammable, combustible or controlled substances may not be stored in lockers.
- ▶ **Maintenance:** It is the responsibility of the person renting the locker to maintain the locker. It is prohibited to deface the locker exterior in any way, including with drawings, stickers, dents, etc. Please report damage or malfunctions to the Student Center Administrative Office, Student Center East, Suite 310, 404-413-1860.
- ▶ **Rental Period:** Lockers are rented each semester on a first-come, first-served basis. There is no renewal of lockers. Lockers are not available for rental for a short period between semesters in order to permit cleaning of each locker.

Rental period dates are listed online at studentcenter.gsu.edu/services/locker-rental. Lockers must be emptied and locks removed by 5 p.m. on the final date of the locker rental period. ***Please make a note of this deadline; you will not receive any additional notification.***

If not removed by the deadline, the lock will be cut off and all contents discarded on the next business day after the deadline. No items will be stored. The Student Center is not responsible for abandoned items.