



URSU Locker Rental Program
Everything Lockers Kit
(Updated for Fall 2011 / Winter 2012)

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Questions?

Visit www.ursu.ca/services/lockers for more information or contactus@ursu.ca.

Renting through a Friend or Relative

Renting a locker can be done by yourself, or if needed, by a friend or relative. We recommend you follow these steps below to ensure a smooth and problem-free rental process.

- 1 **Choose where you'd like your locker to be.** Take into account where your classes are, where you plan to hang out, where you'll park, etc. Have an alternative choice just in case. You won't be able to pick a specific locker number; only a specific hallway or area of a building.
- 2 **Read the *URSU Locker Policy and Locker Terms of Use*.** You are required to read and agree to these terms and policies before renting your locker. These two documents are included in this Kit. By renting a locker through a friend or relative, we will assume you have read and agreed to the terms and policies in this document and they will be enforced where applicable.
- 3 **Fill out the form on the last page** and provide it with your friend or relative that is renting your locker. This form covers all of the information your friend or relative will need in order to rent your locker. It is important that the information you provide is accurate. We use this information to send you your locker combination and to contact you should an issue arise with your locker.

The Form is on Page 9. When printing, we recommend just printing the last page of this document.

URSU respects your privacy and will not use, sell, lend, give away, or distribute your personal information in any way other than stated in the locker Policies and Terms of Use.

URSU Locker Terms of Use & Release of Liability

Release of Liability, Privacy and Responsibility Statements for the University of Regina Students' Union (URSU) Locker Rental Program

IN CONSIDERATION FOR BEING GRANTED THE RIGHT AND PRIVILEGE TO RENT A LOCKER FROM THE UNIVERSITY OF REGINA STUDENTS' UNION (URSU) THE UNDERSIGNED HEREBY ACKNOWLEDGES AND AGREES AS FOLLOWS:

- a. I assume responsibility for securing the locker by keeping it closed and locked when not in use; all responsibilities in keeping the combination number secret; all responsibilities involving any damage or vandalism to the locker or its lock, and stolen or lost items;
- b. I agree that URSU and the University of Regina are not liable for any of the aforementioned responsibilities;
- c. I agree that rental of a locker from URSU does not confer upon me any right or entitlement to use or possess the locker and the lock in any manner other than as specifically provided for in the URSU Locker Rental Policy;
- d. I agree not to store anything that may emit odors, secrete liquids or otherwise be dangerous in nature;
- e. I agree that the lock and locker are non-transferable;
- f. I agree that URSU is not liable or responsible for any lost or stolen items, damage to the locker or lock or any other incident which may cause harm or damage to the locker, its contents, the lock, or to me. I assume all liability for such issues;
- g. URSU will protect all private information given in order to rent a locker, such as name, phone number and e-mail address, but maintains the right to share that information with Campus Security or any authorized law enforcement agency;
- h. URSU maintains the right to issue warnings and/or enter any locker after complaints from other University students, faculty or employees or should the locker emit odors, secrete liquids, be thought to contain dangerous items or if there is any other serious concern, as determined by URSU.
- i. URSU maintains the right to allow Campus Security or an authorized law enforcement agency access to ANY LOCKER AT ANY TIME WITHOUT THE RENTER PRESENT, provided that they have a documented incident report or a lawful warrant requires opening the locker. An URSU representative MUST be present when Campus Security or an authorized law enforcement agency opens the locker. Notification will be given to the Renter when URSU enters a locker without the Renter present.
- j. URSU maintains the right to remove and replace the lock as per the URSU Locker Rental Policy;
- k. I MUST REMOVE ALL CONTENTS AND RETURN THE LOCK BY ADVERTISED END OF TERM DATE OF THE CURRENT TERM to the URSU Front Desk (found at Riddell Centre Room 221). Should I fail to do so, I will lose my deposit and be subject to a five dollar (\$5.00) pick-up fee for the locker contents as per the URSU Locker Rental Policy.

- I. THE LOCK DEPOSIT WILL ONLY BE RETURNED IF the lock is returned undamaged before the advertised end of term date of the current term; the locker is undamaged; the locker contents have been emptied; the person who signs this document returns the lock; no violations have been made. THERE WILL BE ABSOLUTELY NO REFUNDS ON LOCKER RENTALS AT ANY TIME.

- m. I certify I have read this document and the URSU Locker Rental Policy, and I fully understand and agree to the content of each document. I also agree and am aware that this is a release of liability and a contract, that I sign it of my own free will, and that the URSU Locker Rental Policy forms part of the terms of this contract.

URSU Locker Policy

14. PURPOSE

- A. URSU strives to provide members and non-members with a secure location to store personal items on campus. This policy is meant to clearly define the chain of responsibility of the security, maintenance and usage of the lockers available for rental.
- B. The University of Regina has delegated the administrative responsibility for lockers to URSU under and pursuant to a Memorandum of Agreement between the University and URSU.

15. TERMS OF REFERENCE

- A. The term "Renter" shall include all persons who obtain access to an URSU locker and the combination of the lock to which it is assigned; and have read, agreed and signed the Liability Form; and have read and agreed to the URSU Locker Rental Policy.
- B. The term "Rental Fee" shall refer to the non-refundable portion of the fee charged to anyone wishing to rent a locker from the URSU.
- C. The term "Deposit" shall refer to the refundable portion of the fee charged to anyone wishing to rent a locker from the URSU.

16. STATEMENT OF PRINCIPLES

- A. Anything maintained in URSU or University of Regina 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, all applicable municipal, provincial, and federal laws.
- B. Locker for rental are subject to certain exclusions, including but not limited to: Residence Services Lockers, Centre for Kinesiology and Sport change rooms lockers, and the Language Institute lockers.

17. PROCEDURES AND FEES

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

- A. Rental Fee and Deposit – For locker rentals between the advertised start and end of the applicable term, the Renter will be required to pay a five dollar (\$5.00) rental fee and a ten dollar (\$10.00) refundable deposit (the "Deposit") at the URSU Front Desk (RC 221) or from the URSU Website at www.ursu.ca using the available payment methods presented.
- B. Personal Information – A Renter must provide his or her name, phone number, e-mail address, and student/faculty/employee number in order to obtain access to a locker.
- C. Locker Assignment – the locker distributor / program will endeavour to get the Renter a locker in his or her desired location, however, lockers will be assigned on a first-come-first-served basis.
- D. Liability Form – the URSU Locker Liability Release Form must be signed or agreed to by the Renter before obtaining access to the locker and is available at the URSU Front Desk (RC 221) or from the URSU Website in the document titled "Everything Lockers".
- E. Obtaining a Locker's Information – Once the fee and deposit have been paid, personal information recorded, the URSU Locker Liability Release Form signed or agreed to, and a location chosen, URSU will inform the Renter of the lock combination number to their assigned locker.

18. RENTER'S RESPONSIBILITIES

The Renter shall be solely responsible for:

- A. 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 and/or secrete liquids;
- B. Any damages to the locker or the lock, regardless if caused by the Renter or not;
- C. Reporting any damage caused to the locker by third parties to URSU, Campus Security and, if required, an authorized law enforcement agency;
- D. Any items lost or stolen from the locker;

- E. Ensuring that the only lock on the locker is that provided by URSU;
- F. Returning the lock to the URSU Office (RC 221) before the advertised end of term date in substantially the same condition as when it was originally provided to the Renter, as determined by URSU.
- G. Not posting any signage or other materials on the outside of lockers.

19. URSU'S RIGHTS AND RESPONSIBILITIES

- A. 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. An URSU representative must be present when a locker is accessed without the "Renter" present. URSU will make its best effort to notify in advance that access to a locker is required. 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.
- B. URSU maintains the right to remove and replace any lock, after sufficient warning, without the Renter's consent if the Renter has violated any of the points in this Policy or the URSU Locker Liability Release Form.
- C. 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.
- D. URSU will investigate any complaints about odours, seeping liquids, damage, dangerous goods, incorrect locks (SEE SECTION 8), brought to URSU's attention from other Renters and other persons.

20. REFUNDS AND REFUNDABLE DEPOSITS

- A. The "Deposit" will only be refunded if:
 - I. The lock is returned to the URSU Front Desk by the advertised end of term date of the current term;
 - II. The lock and locker are in substantially the same condition as when it was originally provided to the "Renter", which includes removing all contents from the locker;
 - III. The "Renter" who originally signed the Liability, Responsibility and Privacy Form is the one to return the lock to the URSU Front Desk (RC221).
- B. There will be no refunds on locker fees.

21. LOCKS

- A. URSU is not liable for any faulty locks. In the event that a lock proves faulty, return it to the URSU Office and a replacement will be issued.
- B. The rental lockers MUST have the original attached lock, provided by URSU, on their locker at all times. If the lock is removed or changed:
 - I. The lock will be removed and/or changed without the Renter's consent.
 - II. The Renter will lose rental privileges and their deposit. Please remember, there are absolutely no refunds on lockers.
 - III. The Renter's locker contents will be held at URSU for up to twenty-one (21) days following the removal of the lock by URSU, for which they will be subject to a five dollar (\$5) pick-up fee.

22. CLEAN-OUT DATES

- A. Lockers must be cleaned out on or before the advertised end of term date for the current term.
- B. Locks should be returned to the URSU Office (RC 221) by the advertised end of term date for the current term. If locks are left on lockers or removed and not returned to the URSU Office, the deposit is forfeited and becomes property of URSU.
- C. If lockers are not emptied of their contents, the deposit will no longer be available to the Renter for refund.

23. REMOVED CONTENTS

- A. If lockers are not emptied of their contents, the contents will be bagged and stored by URSU for up to twenty-one (21) days. There will be a five dollar (\$5) pick-up fee for the Renter to retrieve their items.

24. CHANGES TO POLICY

- A. 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.

Friends and Relatives Locker Rental Form

By having a friend or relative rent a locker on your behalf, and by using the locker assigned to you, you understand that you are bound by the *URSU Terms of Use* and *URSU Locker Policy* outlined in this document and presented to your friend or relative at the time of renting. Should you disagree with any of the above, you will not be able to rent a locker. No rental fees will be refunded at any time and all sales are final.

Please have your friend or relative keep this form as reference when renting your locker to ensure that the information is accurate and to keep the process as fast as possible.

First and Last Name	
Student ID #	
Email Address	
Phone Number	
Locker Building	
Locker Area	
Add me to the URSU Email Update List	Yes / No

Available Locker Locations:

- College West (Under Parking Services)
- Lab Building (By Lab Café)
- Classroom / Library Link
- Library / Ad-Hum Link
- Education Building
- Education / Kinesiology Link