Student Organization Name: ________________________________________________

Contact Person: __________________________________________________________

Email: _________________________________ Phone: __________________________

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**Regulations on the Use of Student Organization Lockers**

**Eligibility**
- All recognized student organizations

**Responsibility**
- Your organization must take full responsibility for your locker
- Your organization should report any damage to the PLCs immediately and pay for the repair of the locker if the damage is caused by any member of your organization
- All lockers are not transferable

**Duration**
- Application for the lockers will be treated strictly on a first come, first served basis, and completed application forms should be returned to the PLC office located in the Topping Student Center
- Lockers will be allocated on an annual basis, from the start of the each academic session.

**Storage**
- No food or perishable goods, dangerous or illegal nature may be stored inside lockers
- Users should keep their lockers, both inside and outside, clean and tidy.
- No stickers or pictures are allowed to be adhered to the locker surface
- Students are advised against storing money or valuables in the lockers. The office of Campus Activities shall not be liable for any loss or damage caused to the locker.

**Unauthorized Use**
- Unauthorized use of unoccupied or other’s lockers is strictly forbidden. The PLCs shall have the authority to open such lockers and dispose of all property found therein.

**Locker Assigned**
- It is important that members of your organization remember the locker number assigned, and must use the assigned locker only.

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I, the undersigned, have read, understand and accept the terms and condition of this locker agreement.

____________________________   ______________________________
Signature       Date

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For Office Use Only:

Date Submitted: ________________ Locker Number: __________________________