



SAIT Students' Association Policies and Procedures

LOCKERS

1. Liability
2. Locks
3. Non-Assignment of Rights
4. Locker Fees
5. Prohibited Materials
6. Right of Re-Entry



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Subject	Policy #	Page #	Approved by	Approval Date
Liability	Locker-1	1 of 1	SEC	
			SLC	
			Revision Date	June 30, 2007

Policy

The SAIT Students' Association (SAITSA) is not liable for lost, stolen or damaged articles.

Procedure

1. SAITSA does not insure locker users or locker contents against loss.
2. SAITSA assumes no responsibility regarding loss of or damage to articles within locker.
3. Acts of vandalism, fire, flooding etc. are beyond the reasonable control of SAITSA, therefore SAITSA shall not be held liable.
4. After locker rotation, eviction, seizure of items, loss of locker privileges etc. all locker contents will be held for a period of four (4) weeks. After four (4) weeks all items become the property of SAITSA.
5. If, at any time, security is requested to gain entry into a locker by anyone other than locker staff all best efforts must be made to contact SAITSA.



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Locks	Locker-2	1 of 1	SEC	
			SLC	
			Revision Date	June 30, 2007

Policy

For administrative and security reasons, only locks provided by SAITSA may be used on lockers.

Procedure

1. Damage to SAITSA locks or SAIT Polytechnic lockers will result in loss of locker privileges and immediate seizure of all locker contents.
2. In the event of a malfunctioning lock (through no fault of the student renter) the locker operations staff shall provide a replacement lock with verification of SAIT Polytechnic ID card.
3. In the event of a forgotten combination, the locker operation staff will provide the combination to the student renter of that locker with verification of identity. (SAIT Student ID or government issued ID)
4. The lock combination is considered to be personal information during rental period and as such the locker operations staff will not release the locker combination over the phone.
5. Use of 'foreign' locks will result in an automatic seizure of all locker contents. No replacement value of the lock will be given.



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Non-Assignment of Rights	Locker-3	1 of 1	SEC	
			SLC	
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Policy

SAITSA recognizes that assigned lockers and locks are for the use of the assigned student renter only.

Procedure

1. The student renter's interest in the locker may not be transferred to a third party without notifying SAITSA locker staff. Once SAITSA is notified a new contract must be signed.
2. Lockers and/or locks may not be traded among individual student renters.
3. The student renter may not disclose the combination of their assigned lock to a third party.
4. Failure to comply with these conditions may result in loss of locker privileges.
5. For students wishing to transfer their locker privileges to another student they have to notify SAITSA locker staff. A new contract will be issued to the student.



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Subject	Policy #	Page #	Approved by	Approval Date
Locker Fees	Locker-4	1 of 1	SEC	
			SLC	
			Revision Date	June 30, 2007

Policy

SAITSA reserves the right to set the fees applicable to locker use.

Procedure

1. Fees shall be based upon the size of the locker and the length of the prospective licensing period and shall be set by the Operations Manager. (Subject to the approval of the General Manager and the Students' Executive Council (SEC))
2. Fees set shall apply for the length of the licensing period and shall not change during that period.
3. Refunds will be provided up to and including five working days from the date of rental, unless otherwise approved by the Operations Manager or designate.
4. Student renters will not receive "pro-rated" refunds if they vacate their lockers prior to the termination date of their rental agreement.



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Subject	Policy #	Page #	Approved by	Approval Date
Prohibited Materials	Locker-5	1 of 1	SEC	
			SLC	
			Revision Date	June 30, 2007

Policy

SAITSA recognizes that, for reasons of health and safety, certain materials shall be prohibited from storage in lockers.

Procedure

1. Prohibited materials include, but are not limited to:
 - a. Flammable materials;
 - b. Chemical substances (both pure and hydrated);
 - c. Biological entities;
 - d. Illegal substances and materials;
 - e. Inherently dangerous materials.
2. If a locker contains prohibited material, the Operations Manager or designate shall enter that locker for the purpose of removing said offensive material. A member of SAIT Polytechnic campus security must accompany the Operations Manager or designate.
3. All contents removed from a locker, during rental period, must be inventoried and taken into the custody of SAITSA.
4. The Operations Manager or designate shall keep a copy of the inventory of removed contents.
5. The storage of prohibited materials, contrary to the locker rental agreement, shall result in termination of locker privileges.



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Subject	Policy #	Page #	Approved by	Approval Date
Right of Re-Entry	Locker-6	1 of 1	SEC	
			SLC	
			Revision Date	June 30, 2007

Policy

SAITSA recognizes that the Operations Manager or designate reserves the right to re-enter lockers.

Procedure

1. For "maintenance purposes", the locker user (student renter) must be given reasonable warning prior to entry and the opportunity to be present during entry.
2. If for any reason the Operations Manager or designate terminates a student rental agreement, the student renter will have four weeks to claim locker contents. Any illegal substances are subject to Policy Locker-6.
3. The Operations Manager or designate shall keep accurate records and documentation of re-entry into rented lockers.
4. The Operations Manager or designate will give four weeks notice of the expiration of the rental agreement. Contents not removed within the specified time will be held for four weeks after which such contents will become the property of SAITSA.
5. SAITSA reserves the right to re-enter a locker in any situation, which is deemed an emergency by the Operations Manager or designate.