

SFSS Student Union Building Locker Guidelines *For Clubs and Student Unions*

Locker and Lock Ownership and Usage

The locker and the lock provided by the Simon Fraser Student Society (SFSS) remain the property of the SFSS and must be maintained in their original condition. The SFSS reserves the right to access and inspect the contents of the locker at any time without the consent of the occupants.

The lock provided by the SFSS is the only one that can be used on the assigned locker. No other lock is to be used on the locker at any time; non-SFSS issued locks will be removed. In the event that a lock becomes damaged or broken, a new one can be requested from the SFSS, and the group will be charged \$15 for a new lock. Groups must not share the locker combination with anyone outside the executive team. It is recommended that the combination is only kept between 1-2 executives.

Groups are prohibited from storing items in the locker including but not limited to: perishable food items, controlled/prohibited substances, live organisms, flammable or combustible items, toxic materials, weapons.

Lockers should be used only to store items belonging to the club or student union, and should not be used to store personal belongings. It is strongly discouraged that items of value (e.g. electronics, jewellery, cash) are stored in the lockers. The SFSS is not responsible for the items that are stored in the lockers in the event that they are lost, stolen, or damaged.

A mandatory locker inspection will be conducted annually to ensure that occupants are adhering to these guidelines.

Locker Assignment, Renewal, and Turnover

Lockers are assigned on an annual basis, and are renewed or turned over at the end of April each year. Each club or student union may use their assigned locker from the beginning of May until April of the following year.

Groups will be notified when the locker renewal/turnover is happening. Requests must be made through the Club/Student Union Portals. If groups do not renew their assigned locker by the specified deadline, the locker will be assigned to another group. The group will be given a deadline to collect their belongings, after which the locker will be opened and the contents will be removed. SFSS will keep the items for a period of 2 weeks, after which they will be disposed of.

If a group wishes to vacate their locker before the end of the locker term, the SFSS Student Centre must be notified within 5 business days. The occupants must clear out the contents of the locker, clean the locker, and pass a locker inspection. A cleaning fee may be implemented or future locker privileges may be revoked if the locker is not in its original condition.



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Eligibility

Lockers are assigned on a first come, first served basis. Groups that are allocated alternate storage space by other departments on campus are not eligible for a SUB locker. (E.g. groups that have common rooms, other lockers, or storage).

Any group that is assigned a locker and that accepts and uses the locker agrees to follow the SFSS Student Union Building Locker Guidelines. Failure to follow the guidelines will result in loss of locker privileges.