Due Date: _____ Locker # _____

UTSA Libraries
STUDENT LOCKER AGREEMENT

Semester: Fall Spring Summer **Year:** _____

Name: _____ Banner ID: _____

Enrollment Status: _____PhD _____Master's _____Undergraduate

Address: _____

City: _____ Zip: _____ Phone: _____

Email address: _____

UTSA Locker Policies, Fees, and Regulations

Policies:

1. Lockers are reserved for UTSA student use only.
2. Priority will be given to UTSA graduate students.

Fees: (Fees paid for locker rental are non-refundable.)

Semester Locker Rental	$25.00	Lost Key Replacement:	$30.00
Summer Locker Rental	$15.00	Lock Change/Re-keying Charge:	$30.00

*Please note the $60.00 total charge for lost keys and up to $60.00 for late key submissions.

Method of Payment:

UTSA ID card, check, or fee processed at Fiscal Services. Payments by UTSA ID and Check may be made at the JPL Front Desk.

Regulations:

Each student may have only one locker. Only one key will be issued. Keys are not to be duplicated. Duplication of a key will result in a re-keying charge.

Lost keys will result in the re-keying of the locker. The re-keying charge will be assessed.

Locker keys must be returned or renewed by the last day of finals each semester. If the key is not returned or renewed by the due date, the lock will be changed and a $30.00 re-keying fee will be charged, resulting in a hold placed on the student's account.

Locker rentals are available the first week of classes. Lockers are issued on a first come, first serve basis to eligible students.

UTSA Libraries materials placed in lockers must be properly checked out through the circulation desk.

Open food and drink containers are not allowed.

Weapons, drugs, and alcohol are prohibited.

UTSA Libraries are not responsible for the loss or theft of articles in lockers.

Library staff may open lockers periodically. Items found in violation of the above policies will be confiscated, and the student may lose his/her locker.

I have read and agree to abide by the policies, fees, and regulations stated above.

Signed: _____ Date: _____

Locker Number _____ **FOR OFFICAL USE ONLY** UTSA LIBRARIES

Rental Information:

Issued						Returned				
Date	Fee Paid	Keys Issued	Due Date	Issued by	Receipt No.	Date	Keys Returned	Received by	Accrued Fees Paid	Receipt No.