

Policy on the Use of Lockers in the UMKC Health Sciences Building

September 2018

The University has provided lockers in the new Health Sciences Building. The lockers will not be assigned, but students may use them for storage of books and other items. There are no locks on the lockers, so students will have to provide a lock. Students are responsible for maintaining either the key or the combination of the lock.

The lockers are available on a first come basis. **It is recommended that students remove the locks and contents of the locker each day; in the event that a student wishes to use a locker for more than one day, all lockers must be cleared and locks removed by 7:00 PM each Friday.**

If anything is left in the locker that spoils, the lock will be cut off and the locker cleaned out. The expense for doing this will be charged to the student.

DO NOT:

- Write on or inside the lockers
- Use stickers or labels on or inside the lockers
- Store guns, knives, explosives, or other materials that should not be on campus in the lockers
- Try to pry open a locker to put something into or remove something from the locker
- Leave food over night as it may spoil

Locker Policy at UMKC School of Pharmacy @ MSU

Key Issue Receipt

The UMKC School of Pharmacy at Missouri State University has provided lockers, each with an individual key, to be assigned and issued to each pharmacy student per academic year. Pharmacy students are responsible for maintaining the key and adhering to proper care, use and etiquette of each assigned locker. If the locker key is lost, stolen or borrowed (and not returned), by signing this agreement, you are acknowledging responsibility for this key. You must report stolen, lost, or damaged keys to Manndi DeBoef in the UMKC School of Pharmacy at MSU. The UMKC School of Pharmacy at MSU takes no responsibility for lost, stolen, or damaged items stored in student lockers. The SOP reserves the right to open, clean, empty and/or refuse or revoke locker rights if misuse is suspected or reported. By signing this agreement, you must adhere to the following locker rules and regulations:

_____ I will not write on or inside the lockers.

_____ I will not use stickers/labels on or inside the lockers.

_____ I will not store guns, knives, explosives, or other materials that are not permitted on campus in the lockers.

_____ I will not try to pry open a locker to put something in or remove something out of a locker.

_____ I will not leave food overnight or perishable items due to risk of spoilage.

_____ I will inform the Administrative Assistant in the UMKC School of Pharmacy at MSU if I lose, misplace or damage my locker key and I will be responsible to pay for the replacement of the key. If a replacement key is needed, I will pay for the replacement by personal check/money order made at to UMKC School of Pharmacy in the amount determined by the vendor at the time of replacement.

_____ I will not loan my locker key to another individual.

_____ I will not copy the key.

By signing this agreement, I agree to guard and protect this assigned locker key from harm, loss, duplication and misuse by myself and others.

Student Name (Printed)

Student Signature

Date

Staff Signature

Date

Office Use Only

Key #:		Date Issued:		Date Returned	
Replacement		Date Issued		Date Returned	