



## LOCKER General Rules and Regulations

1. Student must bring a locker key.
2. Valuables should not be brought into HCAS premise and stored in lockers. It is your responsibility to keep your locker locked at all times. **HCAS is not responsible for lost or stolen property and damages to the lockers.**
3. Food, damp clothing or towels should not be stored in rental lockers. If an odor becomes offensive, these items will be removed from the locker and placed in claim with the administration.
4. Sharing of locker is strictly not prohibited.
5. Writing on lockers or placing damaging materials in or on the surface of lockers is strictly not allowed.
6. Locker vandals will be liable for offence payment (student to bear the full cost of repairing the damage) at the discretion of HCAS and will be barred from the use of lockers.
7. Storage of explicit materials and dangerous items such as pornography and explosive contents are strictly not allowed in lockers.
8. Lockers must be cleared at the end of each term for cleaning and maintenance purposes.
9. Reports of theft or vandalism should be made known immediately to the administration.
10. The administration reserves the rights to:
  - a. open and inspect the contents of any lockers deemed necessary.
  - b. to conduct routine security check of lockers without prior consent of user.
11. Should there be any problems with the locker, please notify the administration immediately.

*By HCAS Administration Office*

I, \_\_\_\_\_ (print full name) acknowledge and abide to the above terms & conditions.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Student