

Edinboro Music Department Instrument Locker Policy / Procedure

Instrument Locker Policy

- A. Music Students can have a Music building locker assigned to them for their use during the academic year. The particular locker assigned is dependent upon the student's area of emphasis and availability rather than individual preferences for location or type. Students must clear out their lockers by the end of the Spring Semester (notices will be posted). Failure to do so can result in the discard of the locker's contents as well as a \$25 Cleaning Fee, which has to be cleared before grades and other academic materials are released by the Music Department.
- B. The lockers are for the storage of academic material and music equipment only. Such items as rotting food, combustible materials, and illegal contraband, are not allowed.
- C. No taped items, stickers, decals, writing, thumbtacks, painting, cutting, carving, marking, or similar forms of defacements of the lockers including swinging from or standing on the locker doors will be tolerated. Any individual found to have performed such vandalism will be reported to campus police, and will not be allowed to check out a locker in the Music Building again.
- D. Students MUST provide their own combination lock. Any other lock found on a locker will be cut off, and the contents will be removed. No swapping of locks between lockers is allowed. Failure to comply will result in the loss of locker privileges.
- E. The Music Department is not responsible for the loss or damage of equipment stored in the Music Building Lockers. Use at your own risk.

Instrument Locker Checkout Procedure

- A. To reserve a locker, see Music Department work-study student (office located in Music Building Administrative area).
- B. Bring completed locker checkout form to work-study student.
- C. The student must provide combination lock for locker.
- D. Depending on workload, it may take 1 business day to process form and assign locker.