

CUS Locker Policy and Regulation

UBC Commerce Undergraduate Society



commerce
undergraduate
society

PURPOSE

The Commerce Undergraduate Society (CUS) governs the allocation of lockers among undergraduate students registered in the BCOM program and CUS clubs and services. This policy is meant to clearly define the distribution of responsibility, maintenance and usage of the lockers under control of the CUS.

PROCEDURES AND GUIDELINES

The CUS Locker Rental system operates on 4-month terms at the rate of \$15/term. The number of lockers available for rent shall be determined by the Vice-President of Internal Affairs (VPI) and the Associate Vice-President of Internal Affairs (AVPI).

Locker Assignments

Lockers will be allocated upon payment through Rezgo (cash payments are not accepted) and submission of floor preference. No other preferences (Eg. top/bottom locker) will be accommodated and any special needs shall be evaluated by VPI and AVPI on a case by case basis. Once payment is made, locker assignments will be made within 10 business days according to preferences on a first-come, first-serve basis within.

Priority in locker assignments will be given to students enrolled in the BCOM program. Two weeks will be granted for undergraduate students at the start of the academic term to submit rental requests, during which rental requests from other programs/faculties will not be processed. If by the end of the two week period, lockers remain unclaimed, they will be opened up for rental to students from other programs and faculties

End of Term Clearance

The Locker Rental term ends on the last day of exams, and students are provided an additional 24 hours after the last day of exams to clear their lockers. Three weeks before the end of your rental term, an email will be sent to your provided email address to remind you that you need to vacate your locker. If your locker has not been emptied after the term expires, your lock will be cut and the contents of your locker will be removed and stored in the CUS Office (HA 239B) for students to reclaim. Proof of ownership must be shown to retrieve belongings. Contents will be stored for only 1 month, after which they will be donated or thrown out. The CUS is neither responsible for any items that go missing after their removal from a locker, nor for any items that are left unclaimed for more than a month.

Unauthorized Use

If you have taken possession of a locker without first renting it through the Locker Program, your lock will be cut and your items will be removed without notice during the beginning of each semester or within 48 hours notice during the slow periods. This allows the student who has properly registered and paid for the locker to take possession of it. Once a locker has been cut, the same clearance process follows as elaborated above.

Club/Service Lockers

The CUS assigns lockers as storage space for CUS-affiliated clubs and services. These lockers are allocated on a permanent basis with no requirement of fee payments. Lockers are first reserved to clubs and services before being opened to the general student body. Lockers are permanently reserved unless affiliation to the CUS has been revoked. Any other arrangements or requests may only be approved by the VPI and AVPI. Locker assignments are made on the following basis:

- Services: As per justified need
- Clubs
 - Small clubs (<200 members): 1 locker
 - Large clubs (>200 members): 2 lockers

Any additional requests, concerns or changes in locker allocation are at the discretion of the VPI and AVPI.

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