

**Locker Rental Contract and Policy Agreement: Academic Year 2013-2014**

There are 102 lockers for use by students on a first-come, first-served basis. Payment by cash or check (payable to Hui Dui) may be placed in the Hui Dui mailbox located in the LIS office. If this is not possible please email Hui Dui or contact an officer for accommodations.

**Lockers:**

90 small lockers: 13" wide x 11" high x 13" deep  
\$5.00/semester, \$10.00/academic year, \$15.00/full year (includes Summer 2014)

12 large lockers: 10" wide x 25.5" high x 13" deep  
\$10.00/semester, \$20.00/academic year, \$30.00/full year (includes Summer 2014)

You will receive an email confirmation that will serve as your receipt of payment.

**Lock and Locker Policy**

Student's name, student's UH e-mail, locker number, lock combinations will be recorded for each rental. The LIS Chair will maintain an up-to-date list of this information. Students may use their own locks on lockers, and must furnish their name, UH e-mail, locker number, and lock combination.

Hamilton Library reserves the right to conduct locker checks once per term, without warning, to inspect for Library books that are missing or unaccounted for. Students' personal items will otherwise not be disturbed or seized.

Neither Hui Dui nor LIS take responsibility for student belongings kept in lockers. If you would like to renew your rental at the end of your term, please contact Hui Dui. If not, clean out your locker and remove the lock. Those who desire to continue renting their locker into the next academic school year must sign a new rental agreement. Hui Dui will keep students informed of any changes or updates to this policy.

**Policy agreement**

I have read the Policy as outlined above and agree to abide by its rules.

\_\_\_\_\_  
Signature Date \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Locker #:** \_\_\_\_\_ **Lock combination:** \_\_\_\_\_ **Lock color:** \_\_\_\_\_

**Term Length:** 1 Term      2 Terms      3 Terms      **Locker Size:** Small      Large

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**Hui Dui Use Only**

Payment Date: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Seller Initials: \_\_\_\_\_