

TITLE: LOCKER POLICY	
APPROVED: March 4, 2013	REVIEWED:
NEXT REVIEW: 2015-2016	
RESPONSIBILITY: Director, Facilities and Maintenance Operations	
APPENDICES: Appendix 1: Locker Rental Rates	
CROSS-REFERENCE: Possession of Weapons Policy	

POLICY STATEMENT:

GPRC provides lockers to students studying on our campuses and learning centres for the purpose of storing personal belongings.

PURPOSE:

To establish rules, guidelines and processes which encourage responsible use of lockers and limit health and safety risks to its patrons.

SCOPE:

This policy applies to students, employees and visitors of GPRC.

DEFINITIONS:

Abandonment: For the purpose of this policy, abandonment is considered to have occurred when locks and other personal belongings remain in a locker at the end of the program of study or rental period.

PROCEDURE/GUIDELINES:

1. Rental Agreement

By renting or claiming a locker from GPRC, the user has agreed to be bound by the terms and conditions within this policy.

2. Acknowledgement

Users must acknowledge and agree that locker use is a privilege and subject to immediate termination without notice for serious breach of guidelines within.

3. Limited Liability

The College is not in anyway responsible for damage or theft of contents stored in lockers.

4. Storage of dangerous, illicit or illegal items

Dangerous, illicit, or illegal items are prohibited from being stored in lockers. Examples of such items include but are not limited to: weapons (see Possession of Weapons Policy for definition), pornography, alcohol and illegal drugs.

5. Reserved Rights

The College may in its sole discretion carry out or authorize searches/inspections for any reasonable cause. The following is a partial list of examples the College will exercise its discretion without notice:

- 5.1 Locker abandonment
- 5.2 Suspicion of illegal, illicit, or dangerous contents
- 5.3 Law enforcement request
- 5.4 Suspected risk to the health and well-being of College students, employees and visitors.

6. Rental Terms

Grande Prairie Campus – Main Building Only

Locker rental sales usually begin the first business day in August. (Refer to the College website www.gprc.ab.ca, for specific dates). Purchases can be made on-line through the College website or in-person at the Cashier's Office (C315). Lockers may be rented (see Appendix 1 for rates) for one semester or a full year term. Once purchased, there is no refund or exchange; exceptions may be made for damaged lockers or locks.

Locker rentals include both the lock and locker for the following time frame:

- Fall Semester Only – August 1 to December 31
- Winter Semester Only – January 1 to April 30
- Full Academic Year – August 1 to April 30

Full academic year and winter semester rental periods may be extended to accommodate spring session studies upon notification to the Cashier in-person (C315) or by phone 780-539-2923.

At the end of the rental period, lockers must be cleaned out and the original lock must be left on the locker. Any contents left in the lockers beyond the end of the period will be packaged, tagged and taken to the Students' Association. Contents will be held for 30 days, and if left unclaimed will be donated or disposed of. Picture identification will be required to claim locker contents.

Grande Prairie Campus – Fitness Center Lockers

Locker rentals in the Fitness Centre change rooms are available throughout the year for varying lengths of time from daily to yearly terms. Lockers must be purchased in-person at the Fitness Center Front Desk (K104A).

**Fairview Campus, West Yellowhead Learning Centres and Trades and Technology Building
– Grande Prairie Campus**

Locker rentals are provided free of charge, but are managed by each program of study. All locks and contents should be removed at the end of the program. If abandonment has occurred contents will be packaged, tagged and taken to the Students' Association. In the case of abandonment at West Yellowhead Learning Centres, contents will be taken to the Campus' Administrative Office. Contents will be held for 30 days, and if left unclaimed will be donated or disposed of. Picture identification or reasonable confirmation of ownership will be required to claim locker contents.

Fairview Campus – Recreation Centre

Locker rentals in the Recreation Centre change rooms are available throughout the year for varying lengths of time from daily to yearly terms. Lockers must be purchased in-person at the Recreation Centre Front Desk.

LOCKER RENTAL RATES**Grande Prairie Campus – Main Building Only**

Locker Size	One Semester	Full Year
Small	\$5.00	\$10.00
Medium	\$15.00	\$25.00
Large	\$20.00	\$35.00

Fitness Centre (Grande Prairie Campus) and Recreation Centre (Fairview Campus)

Daily	4 Months	8 Months	12 Months
\$1.00	\$15.00	\$30.00	\$45.00

Only medium lockers are available.

Rates will be increased annually at the same rate as the Canadian Price Index as calculated by the Alberta Government for maximum allowable tuition increases and rounded up to the nearest \$0.25.

Prices quoted include GST.