

MANCHESTER COMMUNITY COLLEGE

Locker Policy

(Effective September 1, 2008)

Purpose:

The College makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies. The College manages lockers to ensure responsible use of property and for the health and safety of individuals.

Agreement / Acknowledgement:

The College establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing the College's lockers the students, acknowledge and agree; that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by the College from time to time, in its discretion.

Guidelines

1. A limited number of lockers are available to registered students and are issued on a first come, first served basis. Only college issued locks are allowed on campus lockers.
2. Students can register for a locker and be issued a lock, at the business office during their normal hours of operation. Students need to complete a student locker/padlock waiver form, show proof of a valid MCC student ID, and provide a \$25 refundable deposit.
3. Locker registrations are valid until May 31 of the academic year. At that time all locks must be returned to the business office, and locker contents removed, (unless arrangements have been made with the business office to extend the use of the locker). After May 31, any lockers that have not yet been vacated or reissued will be emptied, and contents held in security for 30 days. After that time, items will be disposed of.
4. Any locks, other than those issued by the college, that are placed on lockers will be removed, and locker contents held by security for 30 days. After that time, items will be disposed of.
5. Lockers are for individual use only and are not to be shared. Locker contents are the sole responsibility of the registered occupant of the locker.
6. The College is not in any way responsible for a locker's contents or liable for the loss of or damage to locks and items stored in lockers.
7. No person shall store in a locker: knives, guns, ammunition, weapons of any kind, explosives, prohibited drugs, pornography, illegal or illicit items or substances or other items deemed by the College to be harmful, offensive or inappropriate.
8. The College may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when the College will exercise its discretion without notice:
 - Locker abandonment
 - Suspected contents that may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate
 - At the request of or generally in cooperation with police authorities
 - Investigative purposes related to suspected or alleged criminal, illegal or inappropriate activities
 - Risk to the general good of the College
 - Risk to the general good of the student or student population
 - Unregistered locker
 - Physical damage to or defacing of the locker
 - Odors (spoiled/rancid food, garbage or smelly contents)
9. The College works with the local police authorities and maintains the right in the College's sole discretion to allow police to carry out specific and random searches/inspections of locker contents. Such searches /inspections may be carried out with or

without notice to the locker's occupant and with or without the occupant being present. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets, and parkas.