

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
March 1, 2014	LOCKER USAGE	B-OP-15-14	1 of 3
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POLICY STATEMENT

BridgeValley Community and Technical College (College) makes lockers available to students and employees at various locations within its managed facilities. These lockers are provided to facilitate the daily storage of learning materials and items related to studies and or employment.

PROCEDURES

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, students and employees 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.

ASSIGNED LOCKERS

1. Lockers are College property and are under the control and supervision of the department in which they are located or assigned. Lockers are distributed by the appropriate department supervisor on an as-needed basis or based on the order of Locker Request Forms received.
2. Lockers will be issued only to current students and/or employees. Students have first priority over employees for lockers. Adjunct instructors have second priority over full-time employees. Employees may be issued a locker only after student and adjunct demand has been satisfied.
3. A Locker Request Form must be submitted to the appropriate department supervisor. If locker occupancy is granted by the department, the term of occupancy will continue at the department's discretion.
4. Locker occupancy is usually granted at the beginning of a semester and may continue through the next semester, and/or the summer semester as applicable.
5. Any falsified information in requesting a locker will result in the loss of locker occupancy.
6. Lockers are for individual use and are not to be shared. Locker contents are the sole responsibility of the registered occupant of the locker.
7. Students are responsible for providing their own small, luggage-sized lock. Locks placed on lockers that have not been officially assigned will be cut off.
8. The College is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers.
9. Upon initial occupancy, and continuing throughout occupancy, the occupant shall report any damage or needed repairs to the department chair.

10. Locker occupancy requires the occupant to maintain the exterior and interior of their locker in a clean, neat, undamaged condition. Stickers and graffiti are not permitted.
11. Regardless of the period of occupancy granted by the department, lockers are subject to annual random locker inspections and clean out. During this annual inspection and clean out period, occupied lockers will be inspected and tagged for deficiencies. The occupant will be given seven days, when deemed appropriate by department representatives, to remedy policy issues or become subject to lost privileges.
12. Upon program completion, withdrawal from school or employee termination, the occupant shall remove all locker contents and the lock.
13. No person shall store in a locker: knives, guns, ammunition, weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by the College to be harmful, offensive or inappropriate.
14. The College is entitled to open any locker by cutting off and/or removing any lock, for any reason, with or without notice to the locker's occupant and with or without the occupant being present, search and remove contents or inspect the locker's condition. The College may, in its discretion, share the results of a locker inspection with the police, authorities, or other external bodies.
15. Locker inspection, lock removal, locker content storage, assisting police searches etc., will usually be facilitated by no less than two College or department designees.
16. The College works with the local police authorities and maintains the right in the College's sole and unfettered 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.
17. Unless they are subject to investigation or the legal police powers of search, seizure and evidence, abandoned articles left 10 days beyond the granted occupancy period will generally be stored as necessary, usually for a period of two weeks into the next semester. After that time period, items will normally be offered to charity.
18. Should the College, department, or the police cut a lock for search/inspection purposes, the department will replace the lock at the College's expense with a lock to secure the locker, and if applicable, lock contents after search/inspection.

DAY USE LOCKERS

1. Day-use lockers are available on a first-come, first-served basis with priority given to those who walk, bike, or car-pool from their residence to the College (per Institutional Climate Action Plan).
2. Students are responsible for providing their own small, luggage-sized lock and removing all contents by the end of the day. Locks that have not been removed after one week will be cut off.
3. Day use lockers are subject to the same rules as noted above in assigned lockers with the exception of item 4.

Approved by: Cabinet **Date:** 1/9/2014

BridgeValley Community and Technical College

Locker Request Form

The undersigned requests locker privilege, and if granted agrees to abide by the BridgeValley Community and Technical College locker policy (policy available in Student Services Office).

Last Name: _____ First Name: _____

Student ID Number: _____

Student Contact Phone Number: _____

Student Address: _____

Date Requested: _____

Term of occupancy granted from: _____ To: _____

Assigned Locker Location and Number: _____