

Student Name: _____
Locker Number: _____
Date Assigned: _____

Student Locker Policies and Procedures

Procedures:

- 1) Each Mandel Center student will be provided with a Locker Request Form (the “Request Form”) and a copy of the Student Locker Policies and Procedures (the “Policies”) via email.
- 2) Students should review the Policies and fill out the Request Form, which requires the student to acknowledge that he/she has read the Policies and agrees to abide by them.
- 3) The Request Form, completed and signed by the student, ***should be returned to the Front Desk of the Mandel Center. Once a locker has been assigned, the student will receive an email from the Mandel Center, and a copy of the Policies (with the locker number indicated on it) will be placed in the student’s mailbox in the basement of the Mandel Center*** Once a student is assigned a locker, he/she should only use that locker.
- 4) When a student decides that he/she no longer requires a locker, he/she must remove the lock and the contents of the locker and notify the Mandel Center in writing (email or hard copy).

Policies:

- 1) Each student must provide his or her own lock. A student may keep a locker for the duration of the student’s tenure in a Mandel Center program.
- 2) The locker is the property of the Mandel Center and ***the Mandel Center*** reserves the right to remove the lock and inspect and/or remove the contents of the lockers. The Mandel Center is not liable for any locks or items removed.
- 3) The lock and all contents must be removed within 30 days of the student’s last day of classes or the date the student notifies the Mandel Center that the locker is no longer required (whichever is applicable). A staff member will inspect the locker and the student will be liable for any damage not previously reported. ***After 30 days, if the lock and contents are not removed, the Mandel Center will remove the lock and all contents of the locker.*** The student has 60 days to pick up the items from the Mandel Center. **After 60 days, the Mandel Center will dispose of all items from the locker.** The Center is **not** required to notify the student before it disposes of the lock and contents.
- 4) Students are not permitted to store any illegal substances or items in the locker.
- 5) Students are discouraged from storing valuable items (especially electronics) or confidential documents in the lockers. The Mandel Center assumes no responsibility for loss or damage to items stored in a locker.
- 6) If a student puts a lock on a locker that is not assigned to him/her, the lock and the contents of the locker will be removed.
- 7) The student should not share a locker or exchange lockers without Mandel Center permission.
- 8) It is expected that each student will use his or her Mandel Center locker with respect for the property of the Center and fellow students.
- 9) **All Mandel Center students, including dual degree/credential students, are eligible to request a locker.**

Mandel Center Contact:

Terence Klein
Phone: (216) 368-2275

Email: terence.klein@case.edu



Student Locker Request Form

Student Name _____

Phone Number _____

Case Email Address _____

Expected Graduation Date _____

Serial Number of Student's Lock _____

I have reviewed and agree to the Student Locker Policies and Procedures.

Student Signature _____

For Office Use Only:

Locker Number _____

Date Assigned _____

Date Unassigned _____

If applicable:

Date Lock/Contents Removed: _____

Reason for Removal:

- 30 Days Past Last Class
30 Days Past Date Student Notified Center
Student Using Non-Assigned Locker
Other _____

Items Picked Up

Items Discarded

Date _____

Date _____

Signature of Student _____

Signature of Staff _____

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