

Bound & Copied Locker Rental Agreement

Locker Rental Conditions

- Students are limited to one locker per session. Due to the shortage of lockers, and the high demand, students cannot hold more than one locker at a time.
- Locker fees are added directly to the students' total fee assessment. There are no deposits collected.
- Once a locker has been rented there are no changes after the combinations have been released online. Refunds for lockers will not be given after the fall fee deadline has passed. After the combinations have been released all cancellations must be made in person and can only occur until the fall fee deadline. After this time there are no cancellations and no refunds will be issued.
- Lockers will be rented by the session, i.e., students can reserve a locker for the Fall/Winter session or the Spring/Summer session.
- Combinations will be available online.
- Combinations will not be available until after the combination date and after students have paid the admission deposit.

For combination and lock instructions and current charges please visit the [Bound & Copied website](#).

Missing Locks

After a locker rental term ends, any locks missing will be reported to Bound & Copied and a \$20.00 fee will be levied against your student account to replace the cost of the lock. Students will be charged for the cost of a missing lock.

Theft & Vandalism

All locker tenants are solely responsible for their own property. Bound & Copied is not responsible for lost or stolen items at any time during or after the rental period. Any acts of vandalism will be reported to Campus Security.

Locker Clean Out

All locker belongings will be removed after the locker rental period ends. Items are held for a 60-day period. Bound & Copied starts this 60-day period after "locker

clean out” of each rental session. Locker clean out occurs twice a year; about the 1st week of May and the 3rd week of August. Any contents left in lockers are bagged, recorded and stored until the student requests their contents. Contents that are left behind in the locker are only available for a 60-day period after the rental term has expired. Once this period of time has occurred the renter of the locker forfeits ownership of the contents to Bound & Copied which shall dispose of the contents. Students wanting to retrieve their locker property are required to fill out the online request form. There is a charge of \$10.00 per bag to obtain their belongings. You will be contacted when your locker contents are ready to be picked up. After the rental period ends, Bound & Copied is not responsible for lost or stolen items left in the lockers.

Student Retrieval of Belongings Left in Locker

To retrieve belongings left in a locker, students must fill out the online request form ([link](#)). Once the belongings have been retrieved from storage you will be notified. Once notified students must come in person to Bound & Copied and show their ID as proof of ownership when picking up their belongings since there is personal property involved. There is a \$10.00 per bag pick up charge. Content retrievals are available for pickup during Bound & Copied’s regular business hours.

By agreeing to this rental agreement and the terms and conditions therein the renter agrees to undertake all obligations and duties therein.