



Club Collaboration Zone – Locker Policy

Commencement Date:	1 January 2018	Review Date:	November 2018
Division Responsible:	Tenancy Committee		
Approval Authority:	Governance, Guild Council		
Contact:	Tenancy Chair		

1. Aim and Scope

There are a total of 38 lockers located in the Club Collaborative Zone on the second floor of the Guild central Wing that ordinary UWA students are eligible to hire out from the Guild Student Centre (GSC) located on the bottom floor of the Guild Central Wing. This policy will guide their usage.

2. Division of Lockers

- 2.1. Lockers L1 to L20 shall be designated 'Unallocated Lockers' and be free to be hired by any UWA Student
- 2.2. Lockers L21 to L38 shall be designated 'Allocated Lockers' and can only be used by clubs and societies that have been allocated the locker by the Tenancy Committee as per section 4.
- 2.3. Where there is a change to this policy such that there is a reduction of Allocated Lockers the Tenancy Committee must give at least one months' notice to all clubs and societies of the proposed change.

3. 'Unallocated Lockers'

- 3.1. Unallocated lockers can be 'hired' by any Guild Member, by providing their full name, student number and a contact number to the Guild Student Centre when signing out the key.
- 3.2. Locker keys shall be governed by the *Tenancy Use and Access Policy*. Such that any loss of keys:
 - 3.2.1. Must be reported as soon as possible to the Guild Student Centre;
 - 3.2.2. Any replacement costs will be borne by the student who last borrowed the key.
- 3.3. Unallocated Lockers can only be hired for one business day, such that the locker must be emptied and the key returned to the GSC the next business day. A key borrowed on Friday must be returned Monday.
- 3.4. A locker cannot be hired out by the same person on consecutive days unless it is deemed an emergency by the GSC staff.

4. 'Allocated Lockers'

- 4.1. Once each semester the Tenancy Committee must review the allocation of all the Allocated Lockers.
- 4.2. The allocation of lockers is governed by the *Tenancy Allocation Policy*.



- 4.3. Preference of allocation shall be given to clubs or societies without existing tenancy agreements.
- 4.4. Keys for Allocated Lockers must remain in the Guild Student Centre and only be made accessible to the Club Executives.
- 4.5. No key may be signed out permanently by any Club Executive that holds an Allocated Locker.
- 4.6. Where a club is holding an event or requires access to their Allocated Locker over an extended period of time the key may be signed out for one business day.

5. Locker Condition & Prohibited Items

- 5.1. The following items may not be stored in the lockers:
 - Perishable foods;
 - Flammable substances;
 - Illegal or prohibited items; and,
 - Any other items which might impact the condition of the locker or impact other surrounding lockers.
- 5.2. Lockers must be left in the same condition they were found, excluding reasonable wear and tear.
- 5.3. Any materials left in the lockers will be handed into Lost Property and governed by the Guild's policies on lost property.

6. Penalties for Misuse

- 6.1. If a key is not returned to the GSC its replacement shall be covered by the *Tenancy Use and Access Policy*.
- 6.2. If an 'Allocated Locker' key is lost this must be reported to the Tenancy Committee and this will be considered in the next reallocation
- 6.3. Where section 5 of this policy is breached that student if an Unallocated Locker or that club if an Allocated Locker must immediately vacate the locker and will not be able hire or be allocated a locker in the future.
- 6.4. Where section 5.2 is breached the club or student who last used the locker will be reasonable for any costs of repairs.

7. Primacy

This policy supersedes any previous policies covering locker usage passed by Guild Council and is to be read in conjunction with all other relevant tenancy policies.