

Preston Center Student Locker Contract

Last Name	First	M
Street Address	City	State Zip
Phone	E-mail	

As a Preston Center locker occupant, it is necessary for you to understand a few of the policies regarding your locker and the agreement made with the Department of Intramural-Recreational Sports. Please carefully read the following and sign in the provided space.

Failure to complete this form will result in a loss of locker space.

- The rental period is from May 14 – August 26, 2012.
- The locker rental fee is \$15 for the rental period. Please submit this contract with a check, money order, or credit card.
- IM-REC Sports is not responsible for items in the locker during the rental period.
- IM-REC Sports issues a lock with each rented locker. Failure to return that lock will result in a \$10 replacement charge. Personal locks may not be used. Personal locks left on locker will be removed at facility closing time.
- The **renewal** period will run from July 26 – August 26, 2012.
- Failure to return the renewal agreement by the imposed deadline will result in a loss of locker space. Renewal forms (which will be sent by mail and placed in your locker), along with the \$10 fee, must be postmarked or received by August 26, 2012.
- Items left in un-renewed lockers will be confiscated on the first business day after the expiration of the rental period.
- Confiscated items will be kept for four months. Unclaimed items will be donated to charity at the end of the four-month period. Claims must be made in person to the Facility Supervisor, Monday - Friday, between the hours of 8am-5pm.
- Advertising, sharing, or sub-leasing of lockers is prohibited.
- In the event of lost Preston Center privileges, you will forfeit your locker space and fee. This includes, but is not limited to facility suspension, invalid ID, etc. No pro-rating.
- Locker occupants are responsible for notifying the Intramural-Recreational Sports Department of any address or telephone changes.

Signature: _____ Date: _____

By signing, I understand and agree to follow the rules set forth by this agreement with the Department of Intramural-Recreational Sports.

Please mail or return contract and the fee to:

(Please make checks payable to Western Kentucky University)

Western Kentucky University

c/o Locker Rentals

1906 College Heights Blvd; #11097

54a WKU Preston Center

Bowling Green, KY 42101

For Office Use Only

Locker Number: _____ Date Paid: ____/____/____ Method of Payment: _____

Lock Serial Number: _____ Received By: _____