

**UW-GREEN BAY UNIVERSITY UNION  
LOCKER UNIT USAGE AGREEMENT**

Locker Units are available to reserve for personal use in the UW-Green Bay University Union at no cost. Use of locker unit is limited to current UW-Green Bay Students, Faculty & Staff, and Guests to UW-Green Bay.

Locker Units are located in two (2) areas in the University Union:

1<sup>st</sup> Level hallway behind Phoenix Club

2<sup>nd</sup> Level across from the University Ticketing & Information Center (UTIC)

\*An ADA accessible locker unit is available in each bank of lockers.\*

**TERMS & CONDITIONS:**

Locker Reservation Requests are processed in the order received. Locker unit location preferences are based on available quantity and not guaranteed. Assigning locker units is at the discretion of the University Ticketing & Information Center Staff. Locker User will be notified via email once locker unit has been assigned. Locker unit location, University-issued padlock and combination can be picked up from the University Ticketing & Information Center.

The University Union reserves the right to reassign locker unit locations at any point during the term of the agreement. A notice of two (2) business days will be given to the Locker User before reassignment. Locker units may not be reassigned or sublet by the Locker User.

Locker User agrees to full responsibility of the contents in the locker unit and ensures the items placed in the locker unit are for academic or recreational purposes. Locker User agrees that locker use is for their convenience and that all items are left at their discretion and are the responsibility of the Locker User. The Locker User acknowledges that the University Union, nor the Board of Regents of the University of Wisconsin System d.b.a. UWGB is responsible for theft or damage of any property which is stored within the locker unit. In consideration for the use of the locker unit, the Locker User agrees to waiver and hold the University harmless for any liability stemming from the use of the locker or property damage therein.

The following items that are prohibited in University-owned locker units include: animals, weapons, illegal drugs, and alcohol. Food, beverages, and other perishable items should not be stored in locker units for extended periods of time.

All Locker Users will be issued a padlock which must be used on the locker unit. Any alternative locks or locking methods will be immediately removed and the Locker User's use privileges will be revoked. The University reserves the right to enter the locker to enforce compliance with this policy or prevent damage to the locker unit or adjacent locker units. The Locker User shall return the padlock to the University Ticketing & Information Center at the end of the term of the agreement. A replacement fee of \$15 will be charged for any padlocks that are not returned or are damaged beyond normal wear and tear.

The University Union Staff may remove at their discretion the padlock at any time if the contents within pose potential harm to the facility or other users of the facility, or are disruptive to normal business

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operations. Notification of the removal of the items will be provided via University email within twenty four (24) hours of the removal. The Locker User will have five (5) business days to recover the removed property or it will be disposed of by University Union Staff. Items that are perishable will be disposed of immediately.

Proper care of the locker unit is the responsibility of the Locker User. Defacing or damaging the locker units by applying stickers, paint, markers, glitter, etc. are grounds for cancellation of the Locker Unit Reservation & Usage Agreement. A boot tray is present at the base of the locker unit. This tray must remain in the locker at all times and has a replacement cost of \$20 that will be charged if it is missing at the end of the term of this agreement. The Locker User shall be responsible for any and all damages, aside from normal wear and tear, stemming from their use of the locker unit, regardless of the cause.

The locker unit must be cleaned by the Locker User at the end of the term of the agreement. University Union Staff will remove the contents of locker unit if it is not completely vacated by the end of the term of the agreement. If not claimed within five (5) business days, all unclaimed items will be donated to the UW-Green Bay Campus Closet, recycled, or disposed of. A cleaning fee of \$25 will be assessed to return the locker unit to its original condition if damage has occurred during the terms of the agreement that is above and beyond reasonable wear and tear.

This Locker Unit Usage Agreement can be revoked by either party at any time. Violation of any of the above terms may result in the forfeiture of the locker unit and future rentals.