

BEMIDJI STATE UNIVERSITY  
Department of Residential Life

**Storage Locker Agreement**

1. Storage lockers will ONLY be assigned to students having an active or pending Residence Hall Contract.
2. The University is not liable for any stolen or damaged items.
3. All lockers must be cleaned out by the first day of final exams for individuals no longer having a current Residence Hall Contract or a pending Residence Hall Contract and prepayment, or by the date indicated on the Locker Eviction notice. If not, students will be billed \$25, the padlock will be cut, and the contents of the storage locker will be donated to a local charity or disposed.
4. Picture identification is required to check out the storage locker area key. The key is to be returned to the reception desk within one hour.
5. Lockers may not be transferred to anyone else. However, students may share a storage locker by having each individual complete a Storage Locker Agreement and completing a Storage Locker registration form.
6. Lockers must have personally owned padlocks on them within one week of assignment. Locks be kept on the locker at all times, even if items are temporarily not being stored. If an assigned locker does not have a lock on it, the locker will be forfeited and reassigned.
7. Lockers are meant for long term storage and therefore continuous entry will be discouraged. Limited staff are available during breaks and summer making immediate entry improbable.
8. Belongings are only to be stored in the lockers. Items left in the hallways will be removed.
9. Please remove the registration form and notify the Desk Receptionist when you check out of your locker.

I have read the above rules and agree to adhere to them. Please let the hall reception desk know if you wish to have a copy of this agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Storage Locker Number: \_\_\_\_\_