

# Preston Center Faculty/Staff Locker Contract

Last Name	First	M
Home Address	City	State Zip
Home Phone	Cell 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.

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

- Please choose one of the following rental periods (**no pro rating**):
  - ☐ Annual Rental Period Dates: 05/14/12-05/13/13 \$135 (Full Size)
  - ☐ Semester Rental Period Dates: 05/14/12-08/26/12 \$50 (Full Size)
- **Please submit this contract with payment (check, money order, or credit card preferred).**
- 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. In the event of a lost lock or failure to return that lock at the end of the rental period 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 during the last 30 days of your rental period.
- Failure to return the renewal agreement and fee by the imposed deadline will result in a loss of locker space. **Renewal forms** (which will be e-mailed to you and mailed to your listed home address), along with the **rental fee**, must be postmarked or received by the last day of your rental period.
- 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 8:00am – 6:00pm.
- Advertising 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, membership drop, etc. **No refunds or pro-rating.**
- Locker occupants are responsible for notifying the Department of Intramural-Recreational Sports of any address or telephone changes.
- Failure to keep your locker clean and odor free may result in loss of locker.

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**

***For Office Use Only***

_____ Annual	_____ Semester
Locker Number: _____	Date Paid: ____ / ____ / ____ Method of Payment: _____
Lock Serial Number: _____	Received By: _____