## APPLICATION FOR CYCLE ROOM LOCKER

<table>
<thead>
<tr>
<th>First Name *</th>
<th>Last Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student or Staff # *</td>
<td>Phone # / Ext # *</td>
</tr>
<tr>
<td>Building/Room #</td>
<td>Faculty/Dept *</td>
</tr>
<tr>
<td>UOW email address*</td>
<td></td>
</tr>
</tbody>
</table>

This form must be issued without alterations. * Mandatory fields
Please take this completed form to the UOW Post Office, in the UniShop

### Locker Application

**Locker requested in:**
- Cycle lockup under Arts - Building 19
- Cycle lockup under SMART - Building 6

I acknowledge that I have read the rules and conditions on the back of this application form and I agree to abide by these.

Signature of Applicant ____________________________ Date ___________

### Payment Records

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee or Reimbursement</th>
<th>Notes</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>No locker available</td>
<td>Fee to be placed on waiting list</td>
<td>$10</td>
<td>9</td>
</tr>
<tr>
<td>On new allocation of locker</td>
<td>Annual fee + Deposit</td>
<td>$80</td>
<td>5</td>
</tr>
<tr>
<td>On renewal of locker application</td>
<td>Annual fee</td>
<td>$20</td>
<td>7</td>
</tr>
<tr>
<td>On allocation of additional or replacement key or to retrieve found key.</td>
<td>Fee + Deposit/reward</td>
<td>$20</td>
<td>12, 13</td>
</tr>
<tr>
<td>On return of primary key by applicant (when all keys are accounted for)</td>
<td>Refund of deposit</td>
<td>($60)</td>
<td>6, 8, 12, 13</td>
</tr>
<tr>
<td>On return of other keys</td>
<td>Refund per key</td>
<td>($10)</td>
<td>13</td>
</tr>
<tr>
<td>Reward to: (insert name and contact #)</td>
<td>Reward</td>
<td>($10)</td>
<td>11</td>
</tr>
</tbody>
</table>

Further transactions (i.e. repeat of one above):

---

**Fee or Reimburs**

- 9
- 5
- 7
- 12, 13
- 6, 8, 12, 13
- 13
- 11

**Notes**

- See over
- Date paid /Refunded
- Signed
Applicants must read these rules and conditions and sign the application form acknowledging agreement to these.

1. The lockers are available to current students and staff on a first come first served basis. Only one locker may be hired by any one person, and that person must already have access to the adjacent Bike Lockup.

2. The University Post Office will administer applications, payments and issue of keys.

3. Each year, the Friday immediately before O-week will be the first day that applications for lockers will be accepted.

4. The lockers may be hired from the time of application for the remainder of the year until 15 December of that year.

5. The fee for the use of a locker will comprise a deposit for the primary key ($60) and a fee for usage for the year or remainder of the year ($20).

6. The Primary Key deposit will be returned to the user only when all keys in circulation are returned before the 18 December each year. If any key is lost and has not been returned then deposit returns are limited to the value of the Secondary Key deposit for each key returned.

7. Once a person has secured a locker, they may keep it indefinitely as long as they remain enrolled or employed at UOW and submit and pay their application for the following year between 18 October and 18 December each year.

8. If the keys are not returned before 18 December, nor the application renewed, then all deposits will be forfeit. (This deposit amount then pays for the replacement of the lock and keys, and the administration for this).

9. If applications are received when there are no more lockers available, for a $10 fee the Post Office will keep the form and add it to a waiting list. When a locker becomes available, the Post Office will contact the person who has been waiting the longest and offer them first choice. If the person cannot be contacted by phone or email within 3 days, then the next person on the list (in the order applications were received) will be offered it, and so on. If persons on the list do not respond to an email sent them explaining that they have been removed, it is the applicant’s responsibility to ensure the Post Office has their current email address on this form. Applications for a locker will not be accepted between 18 December and the Friday before O-week of the following year. Persons on the waiting list from the previous year will be emailed on the Monday before O-Week and offered any available lockers prior to them being made generally available on the Friday of that week.

10. Each key issued will be on a key ring with the locker number and the following words inscribed: “Return to UOW Post office for a $10 reward”.

11. If a lost key is returned to the Post Office, a $10 reward is provided. The Post Office then contacts the allocated locker user and lets them know they have the key. The allocated locker user will need to pay the Post Office $20 to retrieve the key.

12. If the locker user loses a key and none is returned to the Post Office, then they may request an additional key be made. The charge for this is $20. If the lost key is not found before the end of the year, then the $60 deposit will be forfeit in order to pay for the locker to be re-keyed.

13. Locker users may request an additional key be made. The charge for this is $20, $10 of which is a deposit which will be refunded when the key is returned at the end of the year. All keys in circulation must be returned before the end of the year or the primary key deposit cannot be refunded.

14. Lockers must be kept in good order. No stickers or markings are to be added to the door or inside the lockers. Wet towels or clothing should not be left in the lockers, nor should perishable foodstuffs be left longer than their shelf life.

15. The University takes no responsibility for items left in the cycle rooms or lockers. There are CCTV cameras located at the entrance to most lockups. Each use of an access card to gain access is recorded. Any incident, damage or loss should be reported to University Security for assistance. Lost access cards should be immediately reported to University Security.

16. The Post Office will maintain a list of email addresses for all locker users. It is the locker user’s responsibility to ensure their current address is up to date at the post office in order to receive any noticing of change to these rules.

The University may change these rules, conditions and prices at any time, but will endeavour to inform interested parties of any change with adequate notice.