

C&S Policy

Locker and Storage Area Use

Adopted 3/11/2011
Amended 29/01/2014
Amended 20/7/2015
Amended 20/7/2015

Amended 11/2/2016
Amended 6/4/2016
Amended 20/2/2020

Clubs that breach any part of this policy may, at the discretion of the C&S Committee, be either ineligible for a locker allocation; or placed at the bottom of the allocation list, in the subsequent year. If such occurs, the club will be advised of the Committee decision and due to the limited availability of the resource the C&S Committee will not consider any further correspondence.

General Use of the C&S storage space and lockers

All users of the storage and locker areas must abide by the following occupational health and safety rules and general space usage rules. Failure to do so will result in disposal of club property and render a club ineligible for a locker allocation in the subsequent year.

- All club property must be stored ONLY inside a locker or in a box on the shelves of a designated C&S storage area. All boxes in storage areas must be clearly labelled with the club name.
- Loose or unlabelled items will be disposed of.
- Nothing may be stored overhead on the tops of lockers and nothing may be stored on the floor in storage areas, except banners as detailed below.
- Club Banners may be stored upright in the space next to the 3rd floor storage area shelves. Banners must be in a proper carry case and labelled on the outside with the club name.
- Prohibited items (in lockers or anywhere in the storage rooms):
 - Perishable food or drink
 - Cash or other valuables
 - Personal items (only materials for club activities may be stored in C&S areas)
- Tables or similarly shaped or unreasonably bulky items are prohibited anywhere in the storage rooms:

If a club is wound up or disaffiliated any club property remaining in the storage area or a locker after one week will be recycled or thrown away.

All damage or theft must be immediately reported to C&S Staff. However, storage areas are not secure and all items are stored at the club's own risk.

Only the club allocated the locker may use the locker. The club allocated the locker is responsible for the use of the locker.

Locker Application and Allocation

Locker Applications will be opened and closed at the time and date set by C&S Staff. (This will likely be the first week of February and will be for 3 days.)

Initial Application

Initial application will be electronic as advised by C&S. Only an Executive member may apply. The following will be required to apply:

- Name of Club
- Name and Executive position of Applicant (only club executives may apply)
- Email address of Applicant
- Size of locker applied for (small/medium/large)
- Outline in 50 words or less why your club requires a locker of this size. Include details of:
 - Items to be stored in the locker
 - Frequency of use of these items

- Agreement to the Conditions of Locker Use (electronic signature)

Allocation

At the close of applications C&S Staff will allocate lockers.

1. Lockers will be allocated based on merit, taking into account needs of applicant clubs such as amount of goods needing storage and frequency of use – all timely locker applications received will be considered.
2. Applications that do not provide details of anticipated use will be only considered after applications that do.
3. Late applications will only be considered after all timely applications.
4. Large locker applications will be considered first, with any that cannot be fulfilled being rolled into the medium locker applications. Any medium locker applications that are unfulfilled will be rolled into the small locker applications. If any small locker applications are unfulfilled they will not be allocated a locker unless they can be allocated a large or medium locker.

Confirmation & Occupation

Once allocations are complete all successful locker applicants will be notified. Clubs will be instructed to come to the Information Centre (if amenable to staff) or to the C&S office receive their locker number and lock. Only a member of the executive may receive the allocation. C&S will record all locker and lock allocations as they are collected.

At the end of Week 1:

- Any allocations that have not been collected at the end of Week 1 will be reassigned to the next eligible applicant.
- All clubs that have received an allocation will be sent a confirmation email that includes the allocation and the Conditions of Locker Use.

End of Year

By December 1 or upon request by C&S:

- All lockers and the storage area must be cleared or the contents will be recycled or thrown away.
- Locks must be returned to the C&S Office or the Information Centre.
- Clubs must return assigned padlock(s) at the end of the year, and a failure to do so may render them ineligible for a locker in the subsequent year. The club will be billed \$20 per lock for the replacement of any locks that have not been returned.

Conditions of Locker Use

1. Only a member of the club executive may apply for a locker and receive the allocation and lock.
2. Lockers must be cleared by December 1 or upon request by C&S Staff each year or the contents will be recycled or thrown away.
3. If a club is wound up or disaffiliated the locker must be cleared immediately (within one week) or the contents will be recycled or thrown away.
4. All damage must be immediately reported to C&S Staff.
5. No perishable food or drink is to be stored in the locker.
6. No cash or other valuables may be stored in the locker.
7. Only materials for club activities may be stored in the locker.
8. While the student union will endeavour to provide a secure facility, all items are stored in the locker at the club's own risk.
9. The club may only use the lock provided by Clubs & Societies.
10. The combination locks belonging to C&S must be returned to C&S Staff when the locker has been cleared each year or the club will be invoiced for replacement.
11. The combination of the lock will only be provided to members of the club executive.
12. The locker must be left clean and empty, with all shelves inside, when it is vacated.
13. If the club fails to fulfil any of these conditions of use it will not be eligible for locker use in the following year.