

Brechin Community Campus

Locker Rental Guidelines

- The Locker remains the property of Brechin Community Campus.
 - The cost to rent a locker is £5.00 per academic year, with a further £5.00 deposit which is refundable on return of key.
 - If you lose your key, you must inform Reception as soon as possible. The cost of a replacement key is £5.00.
 - If you forget your key, you can request for the locker to be opened once, for the removal of any items required for the remainder of the day.
 - Students who habitually forget their keys will have their rental agreement terminated.
 - Students must not lend or give their key to anyone, even to their friends.
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- Lockers are not to be accessed during lesson times, or between lessons.
 - Lockers must be locked when unattended.
 - Any food and drink stored in lockers must be removed by the end of each day.
 - Damp/wet clothing should be stored in plastic bags and be removed by the end of each day.
 - Lockers should be kept clean at all times.
 - **Do not** store items in your locker for other students, as they will not be able to have access to the locker if you are not in school.
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- Any damage must be reported to Reception immediately.
 - Cost of any repairs will be levied on the hirer, unless it is clear that damage has been caused by a third party.
 - If any student is found to have damaged or vandalised **any** locker a letter will be sent home and they will be expected to pay for the repairs.
 - Hirers should not write on the lockers either externally or internally. Nor should any other form of decoration be applied.
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- The School **accepts no responsibility** for the loss or damage to anything stored in the lockers.
 - The School reserves the right to open the lockers at any time. **Where possible** this will be done in the presence of the student concerned.

I accept and will abide by the above guidelines

Pupil Name:

Pupil Signature:

Date: