

# OCAD University

## Safety, Security & Campus Operations

### LOCKER RENTAL AGREEMENT

#### 1. General

Designated lockers located at 113 McCaul and 100 McCaul Street are available for the exclusive use of OCAD University students. Facilities Planning & Management is responsible for the administration and maintenance of these lockers. No one shall occupy a locker without receiving a Locker Rental Agreement letter and paying the locker rental fee in advance.

#### 2. Use of Lockers

Lockers provided by OCAD University offer a basic level security for the convenience of renters. OCAD University assumes no responsibility for, nor custody of contents stored in lockers. OCAD University shall not be responsible for any loss of or damage to locker contents. Locker contents always remain the sole responsibility of the renter. Renters should not store valuable items in lockers. Renters may not make permanent alterations to lockers, at any time during the year.

#### 3. Padlocks

Only padlocks provided by OCAD U shall be used. Unauthorized locks will be cut off and removed by Facilities Planning & Management without notice or compensation to renters.

#### 4. Renter Responsibilities

1. Pay the locker rental fee of \$ 15.00.
2. Read and review the Locker Agreement provided by Facilities Planning & Management Staff.
3. Exercise caution when placing foods, liquids or other substances that may escape into adjacent lockers.
4. Keep lockers clean and odour free at all times.
5. Report any maintenance problems with the locker, locker hardware or padlock to the Campus Services and Security Clerk.
6. Promptly remove all locker contents at the end of the rental period. Articles not cleared within the deadline date following the rental period shall be considered abandoned and subject to removal by Distribution Services and discarded without compensation to the renter.
7. Firearms, weapons, illicit drugs or drug paraphernalia must not be placed in lockers.
8. Flammable liquids or toxic substances must not be placed in lockers.

#### 5. OCAD U Responsibilities

1. Issue Locker Agreement Letter.
2. Issue an approved combination lock.
3. Maintain a record of renters, locker assignments and lock combinations.
4. Handle repair requests.

All repairs and Maintenance enquiries regarding lockers may be directed to:  
Facilities Planning & Management Assistant  
Nakia Leacock  
e-mail: [nleacock@ocadu.ca](mailto:nleacock@ocadu.ca)  
Telephone: 416-977-6000 ext:629

#### 6. Rental Rates