

ST IVES HIGH SCHOOL

LOCKER RENTAL GUIDELINES AND AGREEMENT

Lockers are provided at St Ives High School by the P&C Association.

The purpose of these guidelines is to ensure responsible use of lockers. It is understood and agreed, that locker use is a privilege and subject to termination if the guidelines and procedures are not followed.

AVAILABILITY

Locker rental is available a first-come first-served rental paid basis.

Locker rental fee for the year, Terms 1, 2, 3, 4, is \$95.00.

This fee includes the padlock.

Note: Replacement padlock fee is a further \$20 per padlock.

The student must complete and sign the agreement attached and pay the rental fee before the rental can commence. A locker number and combination lock will then be assigned to the student.

Students must clear out their locker at the end of every term. At the end of Term 4, students must return the padlock to the school office.

LIABILITY

St Ives High School and our P&C Association shall not be in any way liable or responsible for any loss of, theft of, or damage to, any property which is stored in the lockers at any time.

PADLOCKS

- Lockers should be kept locked by students at all times.
- Students must use the official school padlocks. Personal locks may not be substituted.
- Students should keep their locker combination private and not share their locker with another student.
- If a student loses his or her padlock, they must inform the school office. The padlock will be replaced after a replacement fee has been paid.

LOCKER USE

- Students are permitted in the locker area only in break times to return or obtain books or equipment from their lockers.
- Students are not to share lockers.
- Students must immediately report inappropriate or intimidating behaviour surrounding lockers.
- Each student is responsible for keeping his/her assigned locker clean both inside and outside.
- Signage, stickers or other materials are not allowed on the lockers. Marking or altering in any way, either the interior or exterior of the locker, is not permitted.
- Any locker malfunction should be reported to the school office immediately.
- Repairs for any type of damage caused by misuse or carelessness, will incur a cost, charged directly and immediately to the student.

LOCKER SEARCHES/INSPECTIONS

- Lockers cannot be used to store harmful, offensive, inappropriate or illegal items.
- Food or drink must not be stored overnight in the lockers.
- The school reserves the right to search lockers.

CLEARANCE

- At the end of the school term, lockers will be opened by school staff and if the locker has not been emptied, any items found in a locker will be removed and put in either a charity or refuse bin without further notice.
- At the end of the hire period, lockers must be left in a clean, well maintained state. Students may be charged a cleaning and/or repair fee if lockers are not left in an acceptable condition.

Students not abiding by these Guidelines risk their locker being forfeited, and re-issue of the locker to the next student from the waiting list.

REFUND POLICY: Locker hire fees **will not be refunded** if the hire ceases early for any reason, including student leaving St Ives High School.

ST IVES HIGH SCHOOL

**ACCEPTANCE OF RESPONSIBILITY FOR HIRE OF
LOCKER AND COMBINATION PADLOCK**

PLEASE PRINT

Name of student: _____ Year: _____

Name of parent/guardian: _____

Address: _____ Postcode: _____

Email address of parent/guardian: _____

Home Telephone number: _____ Mobile: _____

I have read and agree to comply with the terms and conditions outlined:

- *I accept the hire period is for Terms 1, 2, 3, 4 in 2019.*
- *I will not place signs, stickers or other material inside or outside the locker.*
- *I accept responsibility for the locker and padlock and agree not to share my locker with another student. I will inform the school office should I lose the padlock.*
- *I understand that this padlock is to remain with the assigned locker at all times.*
- *I will pay \$20 for a replacement padlock if I lose my original padlock.*
- *I will cover costs for any damage to my locker other than fair wear and tear.*
- *I understand that the school and P&C Association are not liable for the loss, theft or damage to property stored in the locker.*
- *I understand that the locker may be searched at any time by the school.*
- *I agree to remove all property from the locker at the end of each term. Should I fail in this responsibility I understand any remaining items found will be removed.*
- *I understand that at the end of the year my locker should be cleared out and the padlock returned to the school office.*

Student signature: _____ Date: ____/____/____

Parent signature: _____ Date: ____/____/____

Office Use only

2019 LOCKER ALLOCATION Year 7 Other year _____

Locker number: _____

Paid: _____

**PAYMENT ADVICE FOR
ST IVES HIGH SCHOOL LOCKERS 2019**

Student Name: _____ Year: _____

Parent/Guardian's Name: _____

Parent contact phone number: _____

PAYMENT OPTIONS

Credit card payments can no longer be accepted in the written form due to security risks. It is now compulsory for all Australian businesses to be compliant with Payment Card Industry Data Security Standards (PCI-DSS). We recommend payment by Parent Online Payment (POP).

- CREDIT CARD ON LINE:
PARENT ONLINE PAYMENT (POP)**
Date: _____ Receipt Number: _____
- CREDIT CARD, EFTPOS** – in person at the school office
- CASH** (*Correct amount please*)
- CHEQUE** (*made payable to St Ives High School*)