

STUDENT LOCKER POLICY

This policy is of relevance to students / staff / applicants

Version No.	2.4
Approved by	Operations Board
Written by	Facilities
Last Reviewed	August 2018
Date of last amendment	August 2018
Last Amendment	editorial: removal of reference to MMA/DMA students as course is no longer available. Change Technical Theatre to Production Arts

The School's ultimate aim is to provide lockers for all students at The Guildhall School: however the School has limited space and therefore cannot provide this. At present we currently have 514 lockers located in The Silk Street Building and 192 student lockers at Milton Court.

Terms and conditions:

1st round eligibility for obtaining a locker:

- ✓ Students with disabilities (evidence required)
- ✓ Students on courses where storage of items which are not easily transportable and are needed on a daily basis i.e. percussionists, Drama and Production Arts students
- ✓ All other full-time music students
- ✓ Part time students

If when all requests from those above are met and there are still lockers available then requests from students listed below will be considered:

- ✓ Sundial Court residents
- ✓ Fellows
- ✓ Advanced Certificate students

Students NOT eligible for a locker:

- × Extra-mural
- × Erasmus/Visiting students
- × Students who intermit (take a leave of absence).

Obtaining a Locker:

1. Register your interest with The Facilities Administrator in the Facilities Office (Contact details at the end of this document).
2. If a locker is available the above criteria will be applied. If not, you will be put onto a waiting list and informed when you reach the top of the list.

3. If offered a locker you will need to pay a £10 deposit via Ego (<https://resources.gsm.d.ac.uk/ego/paypal.html>) and give a copy of the payment confirmation to Shelle Bridgeman. The deposit is refundable upon vacating the locker at the end of your course providing the key is returned no later than two weeks after the end of the summer term in which your course finishes.
4. If you are continuing onto a postgraduate course (exceptions listed above) you will be eligible to retain your locker for your postgraduate course providing you inform the Facilities Administrator no later than two weeks after the end of the summer term.
5. If you are not continuing on to an eligible postgraduate course and have not handed in your key within two weeks of the end of the summer term, your locker contents will be removed, the locker will no longer be yours to use and your deposit will not be refunded. No attempt should be made to access the locker after the two weeks following the summer term has expired. All enquiries regarding your locker and the whereabouts of its contents should be directed to the Facilities Administrator.
6. All items removed from the lockers will be kept for a period of 6 weeks from the last day of the summer term. Postgraduate students will have until the last day of October to vacate their locker and a further 3 weeks to collect any belongings left in the locker. The School will not accept responsibility for any items left.
 - a) Beyond 2 weeks of the summer term for undergraduates.
 - b) Beyond the penultimate week of November for postgraduates.
7. Anyone attempting or found to have passed on their locker to another student without going through the above process will have the locker taken away from them, their deposit will be forfeited and the person who has taken up residence will be placed at the end of the locker waiting list. There will be no exceptions.
8. Intermitting students - students who take leave from their studies will have to give up their locker within two weeks of intermitting and if and when returning to study will be placed onto the waiting list for a locker. You will be required to sign this document to agree you understand the terms and conditions of this policy.

Facilities Administrator Contact Details:

Name	Shelle Bridgeman
DDI	020 7382 7193
Email	shelle.bridgeman@gsm.d.ac.uk

Student name: Signature:

Course: Course end date:

Finance Dept confirmation of deposit paid

Finance officer: Signature:

Facilities

Locker issue number:

Facilities officer: Signature: