



**Associated Students, Incorporated
California State University, Los Angeles**

**Front Desk
Locker Rentals**

Policy 221

SUBJECT: Locker Rentals

1.0 PURPOSE:

To establish procedures for locker rentals for the ASI Front Desk during regular business hours.

2.0 REFERENCES:

[Cashiers]

[Monthly Audit]

3.0 POLICY:

The Associated Students, Inc. rents out lockers located in, Library North, and basement level of the University-Student Union ("U-SU"). Locker rentals will be based on the academic calendar, on a summer-fall and winter-spring basis. The ASI front desk provides, accepts, and processes "new" and "renewal" locker agreements only during regular business hours.

3.1 All lockers are reviewed each term, during the first week of each term we begin notifying individuals to renew their lockers.

3.2 Neither the ASI nor the U-SU assumes responsibility for any articles lost or stolen.

3.3 All lockers not renewed by the renewal date will be forfeited. Any personal belongings will be removed from the locker and kept in a bag in the ASI Administrative Office, U-SU 203 for a maximum of five business days from the indicated renewal date. Per the CSULA Administrative Policy 407 <http://www.calstatela.edu/univ/admfin/procedures/407/407.pdf> the contents of the locker will be given to Lost & Found upon the arrival of five business days beyond the noted renewal date.

3.5 All combinations remain property of the ASI and must be surrendered upon request

ASI does not permit the use of personal locks

3.6 Audit of locker revenue from cashiers is done with the monthly audit.

4.0 DEFINITIONS

Renter – A Cal State LA Student requesting to rent a locker.



ASI Lockers – Lockers located in Library North; are owned by ASI. The files for each ASI Lockers are kept in file cabinet located in the ASI Front Desk area. The ASI Locker files are organized in numerical order

U-SU Lockers – Those lockers located on the basement level of the University-Student Union; which are operated by ASI. The files for each U-SU lockers are kept in the file cabinet located in the ASI Front Desk area. The U-SU locker files are organized in numerical order

Graphic Diagram – A laminated visual representation of the lockers at U-SU and Library North. Availabilities are indicated by a sticky strips of paper on the corresponding locker numbers.

Identification (ID) - To ensure that the person is the owner, any locker transaction request a valid picture identification be shown to you. Identification may take the form of a CSULA Eagle One Card. Any other forms of identification, CA Driver's License, CA Identification Card, or Passport must be verified with CIN provided by student and by a full-time staff prior to initial rental and/or renewal.

5.0 Lock Reserve: A cache of locks are kept in individual Ziploc bags with their combination. These locks are utilized to switch out locks as needed. The Ziploc bags should contain the lock, and two combo slips.

5.1 Master Lock List: A master list of lock serial numbers, located behind the lock and the corresponding combination is kept in the reserve drawer.

5.1.1 Digital Master Lock List: A digital equivalent is kept for the ease of looking up serial numbers.

5.2 Troubleshooting

5.2.1 Incorrect Lock Combo: In the case that a combo does not open the corresponding lock, turnover the lock and record the serial number etched in the back of the lock. Look up this serial number in the master lock list (see 5.8).

5.2.2 Unknown and Unauthorized Lock usage: In the case that a locker has an unauthorized lock, notify the customer that this is not allowed and inform them to promptly remove the lock.

5.2.2.1 Unable to contact customer: In the case the customer is unreachable, facilities may be contacted to cut the lock.

5.2.3 Lost Lock: In the case the customer has lost the lock assigned to them, they will need to pay for the replacement of the lock, at the current market rate.

Policy History:

Approved:	5/01/2008	Revised:	9/13/2019
Revised:	6/07/2012	Approved:	9/27/2019

