MICHIGAN STATE UNIVERSITY | COLLEGE OF MUSIC

Student Locker Contract

☐Fall Semester
☐Spring Semester
☐Summer Semester

Locker #:

STUDENT NAME: PHONE NUMBER:

MSU EMAIL:

STUDENT PID:

INSTRUMENT: (please list all instruments below to fit in this locker)

Building Preference: ☐ Music Building ☐ Billman Pavilion ☐ Music Practice

Height Preference: ☐ Low ☐ Middle ☐ High

Inventory Instrument Locker? ☐Yes ☐ No

Has Instrument Inventory been contacted? ☐Yes ☐ No

LOCKER KEY RETURN DATE:
(office use only)

Terms & Conditions

1. A $25 non-refundable maintenance fee will be collected from each student that is issued a College of Music Locker key.
    a. This fee will be billed directly to your student account.
    b. Payments are not accepted in the Main Office.
    c. The fee covers the Fall & Spring Semester for one academic year.
2. The student must be present, with their MSU ID to be issued a locker and key.
3. Keys are to be returned no later than 5:00 p.m. on the last day of Spring Semester Finals Week - OR – when they are no longer enrolled at MSU.
    a. If keys are not returned, the student may be charged $25 for a lost key.
    b. If the lock core needs to be changed, a $100 fee will be assessed for the core and new keys.
    c. Items left in lockers will be held for 30 days before being sent to MSU Surplus or MSU Police.
4. The College of Music reserves the right to have access to all lockers and storage facilities on the premises.
5. Locker rental and fee policies may change without prior notification to current users.
6. Instrument Inventory Lockers
    a. Permission must be obtained from the Instrument Inventory Office, prior to requesting access from the Main Office.
    b. College of Music lockers that house Inventory instruments will not be charged a rental fee to the student.
    c. A locker contract is still required to be completed by the student.
    d. The contract should be notated when the student expects they will be finished using the instrument.

Type/Sign Name Here: Date:

OFFICE USE ONLY

Key Code	Key Sequence	Date Key Loaned	Key Loaned Staff Initials	Scanned Date	Scanned Staff Initials