

Graduate Locker Policy, Procedures and Agreement

Computer Science Graduate Student Organization¹

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The following policy and procedure statements will be adapted by the Computer Science Graduate Student Organization when assigning locker to the graduate students at the Department of Computer Science, New Mexico State University.

All policy and procedure statements have been approved by the Department Head.

The purpose of this document is to provide a clear understanding of how the lockers will be allocated to the graduate students and details the expectations from the assigned graduate student. The document ends with an agreement that the assigned student has read the document and they abide by the policies and regulations.

Introduction

There are 18 lockers in the graduate lab at Science hall that are available for graduate students without an office (or a desk) to check into for one semester. **The check in will be in the form of a locker rental at the rate of \$5 per semester.** The Summer semester will be counted as a part of the preceding Spring semester, that is, a graduate student renting the locker for a year would end up paying \$10 per year. If you already own the locker, you would need to re-new / check out of your rental check out before the end of a semester which will be the last week of July for Spring semester and the first week of December for Fall semester. **Lockers are not private property, and you shall not decorate the inside and/or outside of your assigned locker.** The following section contains the policy and procedures that a graduate student in possession of (or interested in) a locker has to follow.

Policy and Procedures

Eligibility

Any graduate student who is a member of the CSGSO can rent out a locker from us. However, we would discourage graduate students with an office (or a desk) in the department.

Bring your own combination locks

You are supposed to bring your own combination lock for the locker. A lock with key will NOT be permitted. This is being done to account for the scenario where a locker needs to be opened and you are absent or cannot physically come to the locker to open it. In such cases the CSGSO will ask for your combination key through email or call. Note that failure to provide the combination key within five business days of the request would mean that we would have to break into your locker and your belongings will be in possession of the CSGSO, for you to reclaim later. Reclaiming these items may be subjective to fines and/or expulsion from the CSGSO which would mean : no future locker assignment and no conference reimbursement from ASNMSU.

Check-in and Check-out timings

You can check-in a locker at the beginning of the semester by contacting the president or vice-president of CSGSO. The allocation will be first come first serve. If you are certain that you will stay in the department for atleast a year, you can rent the locker for a year as well.

Similar to check-in, you can re-new or check-out your locker by contacting the president or vice-president. Please note that this is critical and the CSGSO has to enforce strong rules and regulations to keep the lockers available for new and continuing graduate students every semester. **You should either re-new your locker rental or check-out the locker by the last week of July (for Spring) or first week of December (for Fall).** At the time of check out, it will be expected of you to clean the locker and return it in the condition as it was assigned to you. Failure to re-new or check-out the locker on time will require the CSGSO to get involved in making the locker available by requesting the combination key from you or in the worst case, breaking in to your locker (see *Bring your own combination locks*).

What items to put

You can NOT store any alcohol, hazardous items, firearms, flammables, household tools, food and/or sharp objects. The locker is supposed to be used for your laptop, bags, notebook, cell-phone, accessories etc. The CSGSO reserves the right to inspect locker contents if deemed necessary. Storing forbidden items will result in immediate expulsion from CSGSO and you can be reported to the university and even law enforcement.

The lockers are not burglar proof. If you are storing your laptop / cell-phone or any valuable item in the locker, make sure that you are not away from it for a very long time as the CSGSO or the department will not be responsible for any lost, stolen, or damaged items.

Agreement

I _____ have been assigned
the locker number _____. I hereby declare that I have read all the
policy and procedure statements and I will abide by it.

Signature : _____

Date : _____