

## **Student Development Services (SDS)**

### **Rules and Regulations on the Use of Student Lockers**

#### **1. Locker Allocation:**

- Students from undergraduate programmes, taught postgraduate programmes and professional doctorate programmes are eligible to apply for the locker rental service, subject to availability. Lockers will be allocated through an annual lottery system. Exchange, visiting, combined mode, research-based and occasional students are not eligible to apply for this service.
- Successful applicants will be charged an annual non-refundable rental fee of HK\$ 50.
- Once the registration is confirmed, students are not allowed to select or change their locker location. Renewal of locker registration to another locker will not be considered.
- Due to limited availability, applicants are not guaranteed to be assigned a locker and/or assigned a locker in their preferred location.
- Each eligible student can apply for ONE locker only.

#### **2. Use of Lockers:**

- Students should ensure their lockers are locked at all times using their own padlock to prevent unauthorised use.
- Students should use high-quality steel padlocks with a closed shackle. The diameter of the shackle of any long lock beam padlock should not exceed 7mm.
- Students are fully responsible for the items stored in their lockers. The storage of illegal items or items that may pose a health hazard, security risk, physical danger, or nuisance to the environment or other members of the University (such as perishable food, explosives, pets, or weapons) is strictly prohibited.
- Students are advised not to store money or valuables in their lockers. The University will not be liable in any loss or damage to property stored in lockers.
- Students should keep their lockers in good and clean condition. Any damage to the lockers must be reported to SDS immediately. Students will be responsible for paying for any repairs if the damage is proven to be caused by them.

#### **3. Unauthorised Use of Lockers:**

Unauthorised occupation of lockers is strictly prohibited. SDS has the authority to open such lockers and dispose of any property found inside without prior notice.

#### **4. Completion/ Withdrawal/ Termination of Studies:**

Students who graduate, withdraw from studies, or have their studies terminated must vacate their lockers by their last day of studies. SDS shall have the authority to open such lockers and dispose of any property found inside without further notice.

#### **5. Clearance and Return of Lockers:**

Lockers must be vacated by 30 June of that academic year. After this date, SDS has the authority to cut all padlocks and dispose of any property found inside without prior notice. The University cannot be held responsible for any loss of property. Failure to return or empty lockers by the deadline will result in disqualification from future locker applications.

6. Forcible Opening of Lockers:

SDS has the authority to open any locker without prior notice in cases of unauthorised use, uncleared lockers after the expiration of the usage period/ graduation/ termination/ withdrawal, violation of locker regulations, or emergencies.

7. Lockers are properties of the University. Students are not allowed to make any alterations to lockers. The University reserves the right to relocate lockers.

8. Any violation of the locker regulations by users may result in the termination of locker use and will be reported to the Student Discipline Committee.

9. In the event that the University incurs liability to any third party due to:

- the use of lockers by users;
- breach or non-observance of these regulations by users; or
- disposal of property found in lockers in accordance with these regulations;
- the University is entitled to full indemnification from the users against such liability.

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