



Locker Registration and Use Agreement

Use of a JMLS locker is a privilege provided to students. By signing this Locker Registration and Use Agreement (Agreement), students agree to abide by the terms and conditions outlined below:

Locker Fee: Although JMLS does not charge students to use a locker, a student will be assessed a \$10 lock replacement fee if the lock is lost or if the lock must be cut to access the locker.

Cleaning Fee: If you leave items in your assigned locker after you withdraw from JMLS, exceed an approved leave of absence, are suspended or expelled, or graduate, those items will be considered as abandoned property and will be removed by JMLS Security. JMLS will notify you that your items have been removed and can be retrieved from Security within 30 days. Otherwise, they will be discarded or donated. JMLS will assess a \$10 cleaning fee if you leave items in your locker as described above or leave the locker in a condition that requires cleaning before another student can use it.

Permissible Use: Once assigned a locker, you may use it while you are an enrolled student. You may also use the locker during summer sessions when you are not enrolled, if you are registered for the adjacent fall semester. If you withdraw or exceed an approved leave of absence, JMLS may reassign the locker.

Students are encouraged to use their lockers to store personal effects that otherwise cannot be brought into an examination room pursuant to the Policy on Items Prohibited in Examination Rooms (<https://www.jmls.edu/policy/pdf/student/final-exam-prohibited-items-policy.pdf>), including bags, backpacks, briefcases, laptop bags or sleeves, luggage, purses, or similar items.

Both the padlock and the assigned locker are property of JMLS and are subject to search by JMLS Security. In the event of such a search, JMLS Security will make a reasonable effort to provide prior notice to a student in most instances. However, JMLS Security reserves the right to search a locker, without notifying a student in advance, in situations arising from suspected unauthorized use, violation of this Agreement, or in the event of an emergency in which the safety and security of the JMLS community is in question.

You must use the assigned padlock at all times, even if your locker is empty. Personal padlocks are not permitted and will be removed at your expense.

If you are graduating, you may keep your locker until after you take the February or July bar exam. Your locker must be vacated and the lock returned to the Business Office (CBA 1500) by March 1 or August 1, respectively, depending on your graduation date.

For all other students, JMLS padlocks must be returned to the Business Office (CBA 1500) within 2 weeks after you leave JMLS for any reason.

You may use only the locker you were assigned. If you want to switch lockers, contact Kay Joy, Student Accounts, via email at kjoy@jmls.edu or stop by the Business Office (CBA 1500).

Locker Use by Student Organizations: Recognized JMLS student organizations may have a locker issued to them in the State Street building free of charge. The current president should contact Clarence Glenn, Associate Director of Student Activities & Leadership Development, via email at cglenn@jmls.edu to be assigned a locker. Each organization will be required to identify an individual who will be responsible for maintaining the locker in accordance with this Agreement.

Impermissible Use: Do not store perishable items in lockers. Also, illegal or controlled substances (e.g., drugs) are not allowed on campus or in lockers. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the locker.

Abandoned Property: Your locker contents are considered to be abandoned if you have not held active status at the law school for the last two academic terms, if you withdraw from JMLS, if you are suspended or expelled from JMLS, or if you exceed an approved leave of absence. As noted above, JMLS reserves the right to empty abandoned lockers and to dispose of all contents.

JMLS is not responsible for lost or missing items, either before or after clearing a locker. JMLS also will not guarantee the security of items removed from lockers.

Name: _____

JMLS Student ID#: _____

Phone #: _____

Student Signature: _____ Date: _____

Locker #: _____ Combination #: _____