

Wichita State University
School of Music
Locker Rental Agreement
Practice Room Key Agreement
2024-2025 School Year

Locker Rental Policy

The School of Music will rent a locker, in Duerksen Fine Arts Center, to WSU students involved in a music course. The rental lockers and locks are owned by Wichita State University and students are expected to follow the locker rules listed below or their locker privileges will be revoked, without a refund. The use of any locker that is not approved by WSU staff is in violation of this agreement and will be subject to removal of personal items and the loss of the locker.

- The lockers will be issued on a first come, first served basis for enrolled WSU School of Music students.
- The rental cost of a locker, for both semesters, will be \$15.00 and will be charged to the student account.
- The School of Music is not responsible for damage or loss of items stored in lockers
- Once a locker(s) is rented, the locker rental fee(s) is non-refundable.
- Do not store food in lockers.
- Do not store flammable materials (i.e. solvents), dangerous chemicals, explosives in lockers. No illegal or controlled substances such as drugs or alcohol may be stored in rental lockers.
- As per the Weapons Policy 11.19. Everyone who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law, Board policy, and University policy. "Approved storage device" should (a) be of a sufficient size to fully enclose the handgun while secured in an approved holster, (b) constructed of sturdy materials that are nonflammable, (c) have a combination, digital or other secure locking device that can only be unlocked by the individual using the storage device but devices secured exclusively with a key lock are prohibited, and (d) constructed specifically for the storage of a handgun and/or ammunition.
- If a locker needs to be opened, or a request for the combination is needed, the staff member will require the following information to open a locker or to provide a combination: a picture ID (Shocker ID or driver's license), a description of items contained in the locker, student's name, and contact information.
- Locks not returned will be charged \$15.00.
- Any damage to the locker by a student could result in a damage assessment to replace the locker, lock, or for other repairs. An administrative fee of \$50.00 will be added to the student's account in addition to the replacement costs.
- Failure to clear out personal items from the locker by the May 16, 2025, will result in removal of those belongings. If possessions are not claimed within one week, the items will be discarded.
- Students will supply a current address, permanent address, and phone number. This information will be used to contact the student in case of an emergency pertaining to his/her locker.

Opening Lockers – WSU and the School of Music reserve the right to open a locker in an emergency or instances where locker procedures are being abused. An attempt to contact the student before opening the locker will be made, time permitting.

Practice Room Policy

- Practice rooms, in Duerksen Fine Arts Center, are available to any enrolled Wichita State University student and are available during building hours on a first come, first served basis.
- No smoking, eating, or drinking (water bottle with lid permitted) in the practice rooms.
- The School of Music provides cleanser to wipe the piano keyboard. We encourage each student to do so before and after using the piano. Please put trash in the trash cans.
- Report any problems with a room or piano to the School of Music office, room C127.
- Rooms are to be used solely for practicing music; no teaching or any objectionable/illegal activity is allowed. The use of a practice room key that is in violation of this agreement will be revoked, without a refund.

- I understand that the key(s) issued to me is the property of Wichita State University and is for my sole use, not to be lent to anyone nor reproduced. All keys must be returned to the Music office as requested.
- I understand my responsibility for the security of the key and rooms I have been assigned.
- I understand the School of Music is not responsible for damage or loss of unattended personal items left in a practice room.
- Insurance for my personal items, including musical instruments, is my responsibility.
- In the event the key is lost or stolen, a \$50 fee will be issued to the student. Once a key is issued, the practice room fee is non-refundable.
- I understand my student account will be charged a \$50 fee for the key. If the key is not returned *on or before May 16, 2025* to the Music office Administrative Specialist, an additional charge of \$250 will be charged to the student account and the student will be responsible for returning the key by August 11, 2025 to avoid further charges.
- A student may keep the key for use during the 2025 summer and must inform the office Administrative Specialist to avoid a \$250 charge. A charge of \$25 will be placed on the student's account for use of the practice rooms. The key should be returned no later than August 11, 2025.