



Facilities Management Division/ Environment

# Bike Base Locker Application

Take completed form with  
payment to **UOW UniShop**

Office Use Only		
Application #	Date:	Key #

## Personal Details

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_  
 Staff/ Student Number\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_  
 Building/ Room: \_\_\_\_\_ Faculty/School/Division\*: \_\_\_\_\_  
 UOW Email\*: \_\_\_\_\_

This form must be issued without alterations. \* Indicates mandatory fields.

Take completed form to the UniShop. If you already have a locker and wish to renew for the next year, please visit the UniShop. A new form is not required.

## Locker Application

Locker location	Tick one only
Bike Base under Arts - Building 19	
Bike Base under SMART - Building 6	
Bike Base under Early Start - Building 21	

I acknowledge that I have read the rules and conditions on the back of this application form and I agree to abide by these.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Payment record

	Fee or reimbursement			Office use only	
		Fee or (refund)	Notes (see over)	Date paid/refunded	Signed
On new allocation of locker	Annual fee + deposit	\$80	6		
On renewal of locker application	Annual fee	\$20	4		
On allocation of additional or replacement key, or to retrieve found key	Fee	\$20	7		
On return of primary key by applicant (when all keys are accounted for)	Refund of deposit	(\$60)	8		

Further transactions (i.e. repeat of one above)




Applicants must read these rules and conditions and sign the application form acknowledging agreement.

1. The lockers are available to current students and staff on a first come first served basis. Only one locker may be hired by any one person, and that person must already have access to the adjacent Bike Base.
2. The University UniShop will administer applications, payments and issue of keys.
3. Applications for lockers may be made at any time during the year. The lockers may be hired from the time of application for the remainder of the year until 18 December of that year.
4. Once a person has secured a locker, they may keep it indefinitely as long as they remain enrolled or employed at UOW and submit and pay the renewal fee for the following year between 18 October and 18 December each year.
5. If a new application is made between 18 October and 18 December, and the applicant intends to keep it for the following year, they do not need to pay the renewal fee normally due in December for the following year.
6. The fee for the use of a locker will comprise a deposit for the primary key (\$60) and a fee for usage for the year or remainder of the year (\$20).
7. A fee is applicable for the following situations:
  - If a lost key is returned to the UniShop, the UniShop then contacts the allocated locker user and lets them know they have the key. The allocated locker user will need to pay the UniShop \$20 to retrieve the key.
  - If the locker user loses a key and none is returned to the UniShop, then they may request an additional key be made. The charge for this is \$20. If the lost key is not found before the end of the year, then the \$60 deposit will be forfeited in order to pay for the locker to be re-keyed.
  - Locker users may request an additional key be made. The charge for this is \$20. All keys in circulation must be returned before the end of the year or the \$60 deposit cannot be refunded.
8. The deposit will be returned to the user only when all keys in circulation are returned before the 18 December each year. If any key is lost and has not been returned then all deposits will be forfeited. (This deposit amount then pays for the replacement of the lock and keys, and administration).
9. If applications are received when there are no more lockers available, the UniShop will keep the form and add it to a waiting list. When a locker becomes available, the UniShop will contact the person who has been waiting the longest and offer them first choice. If the person cannot be contacted by phone or email within three days, then the next person on the list (in the order applications were received) will be offered it, and so on. If persons on the list do not respond to an email within 30 days then they may be permanently removed from the list. It is the applicant's responsibility to ensure the UniShop has their current email address on this form.
10. Each key issued will be on a key ring with the locker number and the following words inscribed: "Return to UOW UniShop".
11. Lockers are intended to be used for storage of clothing and personal items such as toiletries. They are not intended for storage of items such as laptops, textbooks etc. Lockers must be kept in good order. No stickers or markings are to be added to the door or inside the lockers. Wet towels or clothing should not be left in the lockers, nor should perishable food items be left overnight.
12. The University takes no responsibility for items left in the bike bases or lockers. There are CCTV cameras located at the entrance to most bike bases. Each use of an access card to gain access is recorded. Any incident, damage or loss should be reported to UOW Security for assistance. Lost or stolen access cards should be immediately reported to UOW Security.
13. The UniShop will maintain a list of email addresses for all locker users. It is the locker user's responsibility to ensure their current address is up to date at the UniShop in order to receive any notices of change to these rules.

The University may change these rules, conditions and prices at any time, but will endeavour to inform interested parties of any change with adequate notice.