

Locker Rental Application Form

Application S/N: 2021/22-|

1. Steps to Rent a Locker

- 1) Complete this application form- Parts 2&4U and sign at the end.
- 2) Submit the softcopy or scanned application form to su-ope@e.ntu.edu.sg for approval.
- 3) Based on first come first serve basis, NTUSU will inform the successful applicant via email for payment purposes.
- 4) With the hardcopy of the approved email and application form, please make cash payment at SAC U-ROC counter.

2. Choice of Desired Locker's Plan (Please tick "✓" ONCE at desired type)

<u>Type of Plan</u>	<u>Rental Fee(SGD)</u>	<u>Rental Duration</u>
<input type="checkbox"/> 1 Month Plan	5	date*) of approval from _____ to _____
<input type="checkbox"/> 4 Month Plan	15	date*) of approval from _____ to _____
<input type="checkbox"/> Yearly Plan	28	date of approval to 31 st July 2022

3. Important Note to Users

- 1) This locker application is applicable for both students and SAO-registered students' organizations, except Students' Union, Big 3 non-academic constituent clubs and 16 academic constituent clubs.
- 2) Allocation priority is given for students' organizations. Individual students' requests will be considered afterwards. Allocations of lockers for students are based on first-come first-served basis.
- 3) Users are advised to use their own discretion in storing valuables in the lockers. While NTUSU endeavors to ensure the security of the locker, NTUSU is not liable for any loss or damage to belongings kept in the lockers.
- 4) *)**Date of approval for Monthly Plans** is the date of scheduled key collection (e.g. application is made for 13th October collection, therefore 1 month rental duration is from 13th October to 13st November)
- 5) Locker users are advised to keep a copy of this application form as well as the payment receipt till the expiry of the rental period.
- 6) For further enquiry, please email to su-ope@e.ntu.edu.sg.

For Registered Students' Organization

4a. Applicant's Contact Details

Name of Organization: _____	Name of Applicant: _____
Position of Applicant: _____	Email Address: _____
Matric No: _____	Hand Phone: _____
Preferred Locker Number (from 1 to 60): _____	

For Individual Student

4b. Applicant's Contact Details

Name as in Matriculation Card: _____	NTU Email Address: _____
Matriculation No: _____	Contact No.: _____
Preferred Locker Number (from 1 to 60): _____	

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Terms & Conditions

- Valuable items *should NOT* be kept in the lockers. Users are responsible for the safety of their belongings. **NO food and beverages, liquid and flammable items are to be kept in the lockers.**
- Lockers must be locked at all times in order to prevent unauthorized use.
- Students' Union reserves the right to inspect the lockers and remove all forms of offensive and illegal items without informing the user. If necessary, the relevant authority will be notified.
- Anyone found tampering or vandalizing the lockers will be reported to the relevant authority.
- Users must NOT modify nor affix any additional structure or parts to the locker. All damages must be reported immediately to the Students' Union for necessary action. No posters, papers, stickers or other adhesive materials are to be pasted on the doors of the lockers or their interior.

- Users must notify Students' Union of any change of contact number or other particulars during the rental period. Failure to do so may result in undue misunderstandings that would lead to rental being treated as null and void.
- The locker must be cleared on or before the expiry date (one day after the last date of rental duration). Otherwise your belongings will be disposed of, and no claims whatsoever will be entertained thereafter.
- Lockers are non-transferable and non-exchangeable, except under special circumstances. All changes must be approved by the Students' Union.
- Locker rental fee is non-refundable.
- Any student organization caught flouting the above-mentioned rules will be blacklisted and will not be able to rent lockers for the following year.

I, particulars as given above, declare that I am fully aware of the Terms and Conditions governing the rental and use of lockers. I understand that all belongings must be removed on or before the expiry date, otherwise such belongings will be disposed of without any notice whatsoever.

Date: _____ Signature of Applicant: _____

For Official Use Only

Index No. Of Locker Assigned:

Date of Approval:

Name of Approving Authority:

Signature of Approving Authority: