

University of Hawai'i-Mānoa
Registered Independent Organization (RIO)
Co-curricular Activities, Programs & Services (CAPS)

LOCKER AGREEMENT

By checking "Yes" on item #16 (page 2) of the RIO Application for Registration, the RIO's officers or designated representatives have read and agree to abide by the following guidelines regarding the assignment and use of a locker located at Hemenway Hall, room 211:

Eligibility

- To obtain a locker an RIO must be registered for the current academic year. The RIO is registered ONLY when it receives a confirmation email, usually one week after the submission and successful processing of its RIO application.
- The RIO MUST renew its RIO locker registration at the same time it renews its RIO registration, by September 30th of every year.

Responsibility:

- The RIO takes full responsibility of its assigned locker. The CAPS office and the University of Hawai'i will NOT be liable for any loss, stolen or damage items in the locker.
- The RIO will report any damage to the CAPS office immediately and pay for any repair of the locker, if the damage is caused by a member of the RIO.
- The RIO must place a lock on its assigned locker.
- At the completion of the term of this assignment, the lock and all the contents of the RIO's assigned locker must be removed. If the removal of the lock and contents is not done, then the University is authorized to remove and discard the lock and all contents therein.
- All locker assignments are NOT transferable.

Duration

- Locker agreements will be treated on a first-come, first-served basis, and completed agreement forms should be returned to the CAPS office located in Campus Center, room 208.
- Lockers will be allocated only to RIOs who have registered for the current academic year.
- Lockers that are unregistered or not renewed by September 30th of every year will be considered abandoned. The lock will be cut and contents removed and disposed of.
- The lockers may be accessed only during building hours. Building hours may vary during winter and spring breaks, summer terms and holidays. Therefore, please contact the CAPS Meetings and Events office, located at Campus Center, room 209 or at (808) 956-2525 to confirm Hemenway Hall building hours.

Storage

- No food or perishable goods, chemicals, flammables, equipment, dangerous or illegal nature or otherwise inappropriate materials and goods may be stored inside lockers.

- The RIO should keep its locker, both inside and outside, clean and tidy.
- No stickers or pictures shall be adhered to the locker surface.
- The RIO is advised against storing money or valuables in the lockers. The CAPS office and the University of Hawai'i will NOT be liable for any loss, stolen or damage items in the locker.

Unauthorized Use

- Unauthorized use of unoccupied or other's lockers is strictly forbidden. The CAPS office shall retain the authority to open such lockers and dispose of all property found therein.

Assigned Locker

- It is important that the RIO remember the locker number assigned, and must use the assigned locker only.

Violation of locker regulations may lead to loss of locker privileges.

I, _____, have read, understand and agree to comply with all terms and conditions of this locker agreement.

Name of Registered Independent Organization

Signature of RIO Officer/ Designated Representative

Print Name of RIO Officer/Designated Representative

Telephone Number

RIO Officer/Designated Representative's Address

Date

UH Email Address @hawaii.edu

FOR CAPS USE ONLY

Locker Number Assigned: _____

Date Assigned: _____

CAPS Approval by: _____

Date Approved: _____

Revised: 08/05