You will need to provide the following when requesting a locker.

1) **Name** – First, Middle Initial, Last

2) **Student ID Number** (NOT social security number)

3) **Major Instrument**
   (For tuba lockers contact Rick Blake 
   rblake@uoregon.edu).

4) **Case Size:** H____” x W____” x D____”

5) **Music Major____**
   **Music Minor____**
   **Non-Music Major____** *
   *If you are a non-music major bring a copy of your registration for class with your name printed on it indicating what class or studio lesson would make you eligible for a locker.

6) **Student Status:**
   ___GTF ___Graduate ___ Undergraduate

7) Indicate if it is a locker renewal.

8) **Requested Term(s)**
   - Fall
   - Winter
   - Spring – All Lockers are emptied at the end of Spring Term.
   - Summer (separate request) – All Lockers are emptied at the end of Summer Term.

9) **Location Preference** – We will do our best to accommodate your request.
# TO REQUEST A LOCKER

Locker requests are in-person ONLY:

Locker sign-up information will be posted by the Music Front Desk and throughout the Frohnmayer Music Building by the Week of Welcome (the week before classes start).

All lockers are located in the Frohnmayer Music Building.

*For **tuba** lockers, please contact Rick Blake at rblake@uoregon.edu

**Important Dates:**

Music Majors may start signing up for lockers on the Monday before Fall Term begins from 9-2 Monday through Friday in the Bailey Lounge. All other students may sign up for a locker during their scheduled times. Notices will be posted near the Music Front Desk and throughout the building.

* * * * *

Please make sure you really need a locker before requesting one. We will do our best to provide you a locker that will suit you best. We will notify you in advance if we need the locker to be emptied at times other than listed in this brochure.

By requesting a locker you agree to the terms and fees listed in this agreement.

Any falsified information in your locker request will result in the loss of your locker.

# LOCKER RULES AND TERMS

- Lockers are only issued to School of Music and Dance students.
- Lockers are assigned in the following order:
  1. Graduate & Senior Music Majors
  2. Undergraduate Music Majors
  3. Music Minors
  4. Non-Music Majors registered for a music ensemble or lessons.
- Your UO Student ID Number must be provided. (NOT Social Security Number).
- Non-Music Majors must be registered for a music ensemble or lessons and must provide a copy of their course schedule with their name printed on it.
- Lockers rental begins the Week of Welcome and goes through the first two weeks of classes for the academic year and at the beginning of each term. **Summer session is not included in the academic year.**
- At the end of the term of rental your locker must be emptied and cleaned out the following business day. Items remaining in the locker after your term of rental will be removed and sent to Lost and Found at the EMU.
- All lockers must be emptied at the end of Spring Term by the day after commencement. Summer locker rental will begin at the start of Summer Term.
- All lockers must be emptied at the end of Summer Term by the day after Summer Graduation. Upon rental and during use, report any damage or needed repairs to the Receptionist at the Front Desk.
- Lockers are intended to accommodate your Major instrument. If you have multiple instruments, you may need a second locker.

# LOCKER FEES

1. Lockers are University property, rented to students for $8.00 per locker, per term, $24.00 per academic year. These lockers are for your convenience. We will charge your student account for the rental and the cost of any damages accrued during the time the locker is assigned to you. No refunds will be given for partial term use.

2. A lock is issued with the locker. Leave the lock on at all times, even if you remove your items during break. All personal locks will be cut off and your student account will be charged a penalty fee of $20.00. Your account will be charged the replacement cost of any lost lock.

3. Do not keep perishable food items in your locker. If complaints of foul odors are reported, we will remove the items and a $20.00 penalty fee will be charged.

4. Summer term lockers are issued at the beginning of the first session for the entire summer ONLY for students taking Music classes. The fee is $8.00 per locker, and the rental procedure is the same as for the academic year. Summer rentals must be emptied the Monday following Summer graduation.

**PLEASE NOTE:**

Make sure valuables (particularly instruments and computers) are insured. Most homeowner and renter insurance cover personal items away from home, but double check with your insurance agent.