



Name:		A#:		
Signature:		Date:		
Phone Number:		Islander email:		
Locker #:	Locker Combo:	School Owned:	Yes	No
School Instrument Type:				

Locker Checkout Form

Semester:

Year:

Please fill out this checkout form and return to CA 107, the Music Department Office. Read become familiar with the policies and procedures of locker checkout. Lockers are assigned on “first come, first serve” basis.

Policies & Procedures

- Maintain your locker. No food, drink or trash is allowed in your locker. If there is any damage to the locker a cleaning fee will be set and applied to your school account. If there are any questions, please contact:
Norma Hernandez 361-825-5523 norma.hernandez@tamucc.edu
 If there are any school owned instruments, make sure that the Music Dept. Office has a record of their checkout and that you are listed as their carrier.
- If you require another locker, you will need to fill out a separate form for each additional locker.
- Any students who do not need their locker after a certain semester will need to have them cleaned out for Fall and Spring Semester.

The Music Department has complete ownership of these lockers and checks them out to students as a service. If you are found to be negligent and unable to maintain a locker, we reserve the right to either remove your belongings or change any locks on lockers.

****At the end of both the Fall & Spring semesters, the Music Dept. will remove all locks and discard all contents of lockers that have not been renewed or are no longer occupied.**

I have read and understand the locker policies and procedures and by my signature below accept all responsibilities described therein.