



Long-Term Storage Locker Rental Application Form

Name _____
 Address _____
 Email _____ Student ID _____
 Phone _____ IC No _____

Please tick:

Duration	Rental (Non-Refundable)	Deposit (Refundable)
Half year	RM15	RM10 (Key Deposit)
One year	RM30	RM10 (Key Deposit)
Period of rental: From _____		to _____

Rules and regulations for usage of lockers

1. Users are prohibited from storing the following in the lockers:-
 - a) Obscene articles, magazines, photos, etc.
 - b) Drugs or poison
 - c) Stolen articles
 - d) Any other items prohibited by law.
2. Any damage to the lockers should be reported to the Library immediately. Charges involved will be borne by the user.
3. The Library reserves the right to make spot checks on the lockers.
4. Users are advised not to store valuable items in their lockers. The Library will not be responsible for any loss or damage to articles stored in the lockers under any circumstance whatsoever. However, Library will take all reasonable precautions to prevent loss of items.
5. Users are to ensure that their lockers are kept clean and tidy at all times.
6. Users are responsible for the safekeeping of their own locker keys. In the case of lost, a fine of **RM10** will be imposed for key replacement. Students who forget to bring their locker keys and request for Library assistance to open their lockers will have to show proof of identity as well as pay a charge of **RM2 each time** the locker is opened for them.
7. The Library reserves the right to impose and amend conditions including charges for rental of lockers.
8. A fine of **RM1** per day will be charged for failure to return the locker keys after the rental expiry date. After which if the key is still not returned, the contents of the locker will be emptied and the lock changed.

My signature on this form ensures that I have read and agreed with these rules and regulations.

Signature:	Date:
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For library use only:
 Locker assigned:
 By:

Key taken on: