



Locker No.

Year of Issue

2014

Receipt No.

Student Locker Application Form

Conditions for Use of Lockers

1. Lockers are to be kept tidy at all times.
2. Perishables are not to be left in lockers in excess of three days.
3. Swapping or passing lockers on to friends or siblings is not allowed. Students who do this will lose possession of their lockers.
4. Any damage to a locker must be reported **immediately** to the General Assistant.
5. Lockers may be hired for a period of 12 months.
6. The annual fee for locker hire is \$20.00.
7. All lockers must be opened and cleared at the conclusion of each school year.
8. Lockers may be relinquished at any time – no refund will be given.
9. Lockers must be relinquished when the student leaves Killara High School.
10. Lockers will be issued on the basis of first-come-first-served.
11. A waiting list is established if the demand for lockers exceeds the currently available supply.

NOTE:

1. All students supply their own lock and key/combination for the allocated locker.
2. The school reserves the right to inspect and open lockers upon reasonable evidence that the locker:
 - may contain inappropriate material
 - is no longer being used
 - has been relinquished
 - requires maintenance
 - student fails to open locker when requested

Procedure for the Allocation of Lockers

1. The student/parent/guardian completes the declaration below.
2. The student pays a locker hire fee through the school's Accounts Office.
3. The Accounts Office will, in the first instance:
 - receipt the fee
 - allocate a locker
 - complete the details in the box at the top right of this form
 - annotate the back of the receipt with the locker number
 - the receipt to be returned to the student upon presentation of their own lock and key
 - the General Assistant will then provide access to the locker

Lost Keys

1. The student notifies the Accounts Office of the locker number and that the locker key has been lost.
2. The locker will be opened by the General Assistant upon request and the supply of a new lock is the responsibility of the student.

Procedure to Relinquish a Locker

1. When a locker is relinquished the Accounts Office must be advised. An inspection of the locker must take place to enable completion of the sign out procedures.
2. Lockers must be cleaned out and signed off as part of the signing out procedures prior to the student leaving Killara High School.

To be completed by Student/Parent/Caregiver prior to the issue of a locker key

Name of Student _____ **Year** _____

I acknowledge that I have read the above conditions and procedures and wish to apply for the allocation of a locker

Parent/Caregiver Signature : _____ **Student Signature:** _____ **Date:** _____