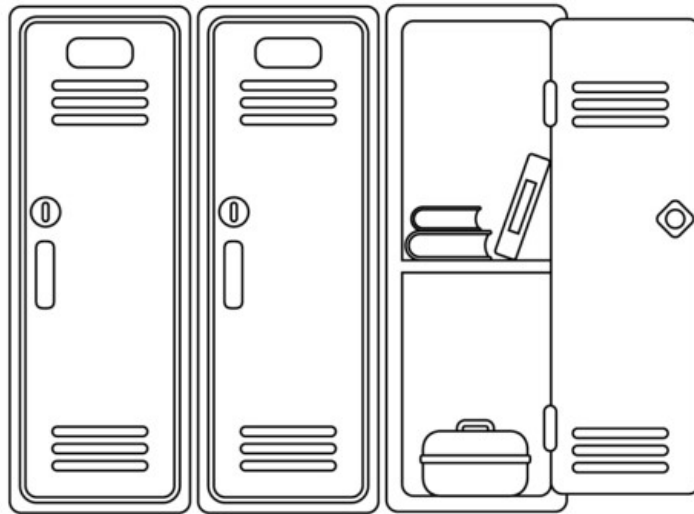


Jacobs School of Music

Locker Policy



Office Location

Simon Music Building

Operations Office

Room C-039

Hours: Monday through Friday 9:30 am – 5:00 pm

Closed for lunch 12:00 pm – 1:00 pm

Phone: 812-855-1517

Email: jsomkey@iu.edu

Eligibility: Only students who are enrolled in at least one Jacobs School of Music class each semester can rent a locker.

Locker Rental Fee

- Fall and Spring semester: \$41.62 each semester.
- Summer semester: \$40.80

***** All tube and/or double bass instrument locker requests must contact the Instrumental Office by email: inrental@iu.edu or call at 812-855-8720 for assistance. *****

HOW DO I REQUEST TO HAVE A LOCKER ASSIGNED TO ME?

- Complete and submit the online locker request form.
- Lockers are assigned on a first come – first serve basis.
 - o Locker form:
<https://intranet.music.indiana.edu/departments/offices/facilities/locker-form.html>
 - o Must include the following information.
 - Indiana University email address.
 - Indiana University student 10-digit identification number
 - If you are playing an instrument, you must include the case measurements using this format.
 - Height (tall – standing upright) x Width (wide) x Depth (deep)
 - Measurements used must be in “inches”. DO NOT USE THE METRIC SYSTEM.
 - Locker building preference from 1 to 5.
- After you have submitted your locker request form, it will be reviewed to verify that the form has been filled out correctly.
 - o Locker form will be rejected if the following should happen:
 - Submitted form using a non-Indiana University email address.
 - Forgetting to include the instrument case measurements.
 - Submitted form using the incorrect measurement format.
- Once the form has been approved, you will receive an email letting you know that a locker has been assigned to you giving you the locker information, instructions in how to open the pad lock and a copy of our locker policy for you to review.
- Should your locker request form become rejected, you will receive an email explaining why it got rejected and asking you to submit a new locker request form.

I CURRENTLY DON'T HAVE A LOCKER, WHEN CAN I SUBMIT A LOCKER REQUEST FORM?

New locker requests can be submitted during these months:

- Fall semester only: 1st day of August.
- Entire academic year both fall and spring: 1st day of August.
- Spring semester only: 1st of January.
- Summer semester only: 1st of May

HOW DO I RENEW MY CURRENT LOCKER?

Students who currently have a locker assigned to them must submit a new online locker request before the end of each semester.

HOW DO I CANCEL A LOCKER THAT HAS BEEN ASSIGNED TO ME?

- Cancellation requests received prior to your bursar account has been billed, no extra fees will be added.
 - o Locker rental fees will appear on your bursar account 1 – 2 months after the semester has started.
- Cancellation requests received two weeks after your bursar account has been billed, you will be credited the locker rental fee minus the \$10.00 for a processing fee.
- Locker rental fees will not be credited after 2 months once the semester has started.

WHAT HAPPENS IF I DON'T RENEW MY LOCKER BY THE END OF THE SEMESTER?

- All students are responsible for knowing when their locker will either need to be renewed or cleaned out.
 - o The Operations Office is not responsible for sending out reminder emails to students.
- If you can't remember when your locker needs to be renewed or cleaned out, send an email to jsomkey@iu.edu or call 812-855-1517.
- To renew your locker, submit a new online locker request form.
- Any locker found with personal items and/or musical instruments will be removed and brought to the Operations Office for storage.
 - o An email will be sent to you notifying you that items were found in your locker and bursar account will be charged a cleanout fee of \$35.00. You will be instructed where to pick up your personal items and/or musical instrument.
- A storage fee of \$35.00 will be added to any student's bursar account if personal items and/or musical instrument have not been picked up in 30 days after receiving your notification email of items being removed.
 - o Personal items will be placed in lost and found.
 - o Musical instruments and accessories will be delivered to the Jacobs School of Music Instrument Rental office.

ADDITIONAL LOCKER INFORMATION

- Report all locker and padlock problems to the Operations Office either in person or send email to jsomkey@iu.edu for assistance.
- For security reasons, lockers are not to be shared with anyone. Only the person who requested the locker can use the locker.
- Do not share your locker combination with anyone.
- If you need an additional locker, do the following:
 - o Submit a new online locker request form.
 - o An additional locker fee will be added to your bursar account.
 - Fall and Spring semester: \$41.62 each semester.
 - Summer semester: \$40.80
- All lockers come with a combination lock. Any locker found with a personal padlock will be cut off and student's bursar account charged \$28.00.
- Do not keep open food and drink containers in the locker. This will invite ants, mice, etc.

If you have any questions about the lockers and/or locker policy, please contact the Operations Office.

Simon Music Building

Room C-039

Phone: 812-855-1517

Email: jsomkey@iu.edu