

## Locker Assignment Agreement

Music Department  
College of William and Mary  
Ewell Hall



This form is to be used by students who will be enrolled in an applied music course, ensemble and or other music course that requires the use of an instrument. Please deliver this completed form to the drop box on the door to Ewell 268 upon taking possession of a locker.

To claim a locker, find the smallest empty locker with enough space to accommodate your instrument, and place your lock on it. If you use one of the largest lockers, please be prepared to share it with another student. Lockers are available on a first-come, first-serve basis. Students may not keep a locker for more than one academic year without reassignment.

### STUDENT INFORMATION

Name:			
Campus Address:			
Phone Number:		Email:	
Course Number:		Term:	
Instructor:			
Instrument:		Locker Number:	
Locker Location:			

### LOCKER AGREEMENT

I agree to empty the contents of this locker no later than May 30<sup>th</sup> of the current academic year. I understand that beyond that date, my lock may be broken by campus police and the contents confiscated and held by the Department of Music. If for any reason I wish to retain this locker during the months of June-August, I will obtain written permission from the Department of Music.

I fully understand that the Commonwealth of Virginia Risk Management Policy only covers property of the Commonwealth. Personal property must be self-insured. Personal belongings are not in the custody or control of the Commonwealth. I have completed this form accurately and in compliance with the Honor Code of the College of William & Mary.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please address any questions relating to this form to Myra Borchardt, Scheduling Coordinator, at mcborchardt@wm.edu or (757) 221-2157.

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