



KELLOGG COLLEGE: LOCKER USE POLICY

1. Purpose

This policy outlines the guidelines and regulations for the use of lockers at Kellogg College. The lockers are provided to facilitate the temporary storage of small personal belongings for members while they attend College. This policy outlines the responsibilities of users.

2. Eligibility & Access

The lockers provided are exclusively for the use of Kellogg members with access is granted on a first-come, first-served basis.

Locker keys are obtained from the reception directly and will only be issued during reception opening hours.

3. Locker Rental Duration & Key Issuance

Lockers may be used for a maximum duration of 24 hours per rental period. To obtain a locker, members must complete a Locker Key Form at the reception, providing their contact details and signature. Keys must be collected in person from the reception and returned either directly to the reception or deposited in the designated key drop box if the reception is closed.

4. Key Return & Lost Key Policy

Members are required to return issued locker keys within 24 hours of issuance. Failure to do so will result in a lost key charge of £30. In the event of a lost key, members must notify the reception immediately.

5. Security Measures

If a key is lost, the member must inform Reception without delay. To retrieve items from a locker, members must describe the contents or provide proof of ownership. If the description does not match, the College reserves the right to withhold access until further verification. Forgotten items will not be mailed to members but will be stored at the reception for a period of three months. After this period, unclaimed items will be disposed of or donated to charity in accordance with the College's 'Left Belongings' procedure.



Please note: Locker keys are non-transferable and must not be shared between members

6. General Rules & Compliance

Lockers are for temporary storage only. The College does not provide long term storage options.

Prohibited items include: perishable goods, pets, illegal substances, weapons, hazardous materials.

Members are responsible for ensuring that their lockers remain secure and must report any issues to the reception immediately. The College accepts no liability for any loss or damage to items stored within lockers.

Should a member be found responsible for damage to the locker, they will be liable to pay for the cost of the repair or replacement. Any keys broken will be charged at the lost key rate of £30.00.

Non-compliance with these regulations may result in suspension or revocation of locker privileges.

Owner: A. Deputowska

Creation Date: April 2025

Reviewed on:
