



**APPLICATION TO HIRE A CYCLE / MOTORBIKE LOCKER
COLCHESTER CAMPUS**

1. I wish to hire a locker and agree to comply with the terms and conditions below.
2. I agree to pay a deposit of £25 (large locker) and £15 (small locker or half-length locker) for the use of a locker. I understand that the deposit will be returned to me less a £10 (large locker) / £5 (small locker or half-length locker) administration fee, when I relinquish the locker. If the locker has been damaged by me, requires an excessive clean or has been inappropriately used then I agree for the deposit to be retained by the University. Should the locker be damaged I understand it is my responsibility to report this immediately to the Security Manager.
3. I am aware the University does not accept any responsibility for any damage, theft or loss of contents of the locker.
4. I understand that I am responsible for the locker key and if lost will report this to the Security Manager and be liable to pay £10 for the replacement of the key. I agree to use the locker solely for the storage of clothing and cycle / walking / motorbike equipment.
5. I understand that the locker is for my personal use and that I am not permitted to sub-let the locker.
6. I agree to surrender the locker when I no longer require it. I understand that evidence of the locker not being used for a prolonged period of time (>3 months), without good cause, will result in the termination of the locker hire and that my deposit may be retained.
7. I understand that it may be necessary for my locker to be updated or changed in order to meet the demands on the changing room facility, for example to allow more lockers to be fitted into the available space. I agree to exchange my locker upon request (with a minimum of one month's notice) from the Travel team. I understand that my locker contract will continue unchanged.
8. I understand that I can withdraw from the locker hire scheme by giving one month's notice. I am aware that to withdraw I must complete a withdrawal form and submit it to the Transport Policy Coordinator.

By entering your details below and submitting this form you indicate your agreement to the above terms and conditions.

PLEASE WRITE IN BLOCK CAPITALS

Full Name:	Click or tap here to enter text.
Your role in the University:	Choose an item.
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female (locker will be allocated appropriately)
Job Title/Course Studied:	Click or tap here to enter text.
Department:	Click or tap here to enter text.
Telephone Number:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
Type of locker required:	Choose an item.

For Admin Use Only

Application Approved By:	Click or tap here to enter text.	Deposit Received: <input type="checkbox"/>
Locker Number Issued:	Click or tap here to enter text.	MIS checked: <input type="checkbox"/>
Date Key Issued:	Click or tap to enter a date.	Payment received by: Click or tap here to enter text.

Completed forms should be sent to travel@essex.ac.uk and payment should be made at the EMS Helpdesk in room 6.003 (Estates corridor), or over the phone on 01206 872959. Following payment you may collect your locker key from the Travel & Transport Officer in room 6.004 opposite the Helpdesk.

Office Use:

Account: 1130 Cost code: CT00100 Vat: SN