

SEATTLE UNIVERSITY SCHOOL OF LAW
LOCKER & REFRIGERATOR REQUEST FORM

Students may request the use of a school locker and/or a community refrigerator key. A refundable deposit is required for each locker and refrigerator key.

Student Information:		
Date of Request:		
Student Name:		
Seattle U ID Number:		
SU Email Address:	@seattleu.edu	
Locker Requested:	☐ Yes	☐ No
Refrigerator Key Requested:	☐ Yes	☐ No

LOCKER & REFRIGERATOR POLICY ACKNOWLEDGMENT:
Use of a locker and/or community refrigerator constitutes acceptance of and agreement to comply with the policies stated below. • A \$10 refundable deposit is required for each locker. • A \$10 refundable deposit is required for each refrigerator key. Refrigerator keys may be picked up in the Law School Business Office, 209 Sullivan Hall. • Locker and refrigerator requests will be processed within five (5) business days. • Students must use the lock assigned for the locker. Removal of the lock or use of an unassigned lock may result in the loss of the locker assignment and forfeiture of the lock deposit. • Empty lockers may be reassigned. Locks placed on lockers that are not assigned by the Law School will be removed. • Graduates must vacate their lockers by July 31. Any items left after this date will be discarded. To receive a refund of the locker deposit, graduates must return their assigned lock to the Business Office. • Access to the community refrigerator is limited to Seattle University School of Law students. Questions regarding the operation of the community refrigerator should be directed to the Student Bar Association (SBA). • If submitting this form electronically, please email the completed form to <u>lawbusinessoff@seattleu.edu</u> for processing. By signing below, I acknowledge that I have read and agree to comply with the Law School Locker and Refrigerator Policy.

Student Signature:	Date:

BUSINESS OFFICE — INTERNAL USE ONLY:	
Locker Number:	
Lock Number:	
Deposit Received:	☐ Student Account ☐ Cash
Amount Collected:	\$
Refrigerator Key Issued:	☐ Yes ☐ No
Processed By:	
Date Processed:	
Comments:	