

**NANYANG TECHNOLOGICAL UNIVERSITY (STUDENT AFFAIRS OFFICE)
RULES ON THE USE OF LOCKER COMPARTMENTS
(INCORPORATING TERMS AND CONDITIONS OF HIRE)**

1. Only registered hirers may use the locker compartments provided by Student Affairs Office at the Academic Complex North and the Academic Complex South. The hire of locker compartment is open to all matriculated full-time undergraduates of the University. It will be open subsequently to part-time undergraduates and postgraduate students, subject to availability. Each hirer is entitled to only one locker compartment, and this compartment is not transferable.
2. A hire fee of \$10.70 (inclusive of 7% GST) for the period of hire is payable. No request for the refund of the hire fee, in full or in part, shall be entertained.
3. Locker compartments are first allocated by computer ballot, and this allocation is irrevocable. If any hirer so allocated refuses to pay the hire fee, the University shall reserve the right to debar him or her from future applications, besides having recourse to the action stated in Clause 11 hereof.
4. Allocations for remaining compartments after the computer ballot stated in Clause 3 hereof are made on a first-come-first-served basis. Allocations once made are final, and the University reserves the right not to entertain any request for a change of compartment.
5. The hire period shall end on 31 May 2012. The University reserves the right to change this period. The hirer shall unlock the locker compartment and remove all items in the compartment before 1 June 2012 or upon notification by the Student Affairs Office (SAO), whichever is the earlier.
6. Any hirer who is returning a locker compartment must unlock the locker compartment and remove all items from the compartment. Any hirer who has done so before or on 31 May 2012 is required to e-mail Mr. Moses Lim at moses@ntu.edu.sg within 7 days of the removal of the items from the compartment or by 31 May 2012, whichever is the earlier, furnishing Mr. Lim with his or her name, Matriculation Number, locker compartment number, location of locker compartment, and the date of removal of the items. For proper identification, it is mandatory that he or she send this e-mail from the e-mail address issued by the University. If any hirer who has unlocked the locker compartment and removed all items from the compartment before or on 31 May 2012 fails to e-mail Mr. Lim accordingly within the period as stipulated, he or she shall continue to be bound by the rules hereof, irrespective of the removal of all items from the compartment by him or her. Any hirer who continues to use the locker compartment without the express consent of SAO after 31 May 2012 or after the end of the hire period, whichever is applicable, shall be deemed to be an unauthorised user, and Clause 11 hereof shall apply to him or her accordingly.
7. The hirer shall allow the University to conduct any repair or maintenance work on the locker compartment as and when the University deems it to be necessary. The hirer must within 3 days of notification unlock the compartment and remove all items from the compartment for the period stipulated in the notification.
8. The hirer shall inform the University immediately when the locker compartment is in need of repair. The hirer shall not attempt to repair the compartment himself or herself, or permit any person other than whomever the University has authorized to carry out the repair.
9. The hirer shall not place or affix any stickers, posters, notices or the like on any part of the locker compartment. He or she shall not in any way deface or vandalize the compartment. The hirer shall exercise due care in the use of the locker compartment. The cost of repair for any damage to the compartment due to mischief or negligence on the part of the hirer shall be borne fully by the hirer.
10. The hirer is urged not to keep any valuables, foodstuffs or ignitable substances in the locker compartment. The University shall not be held liable for any loss, damage or spoilage, of any nature, of or to any of the items in the compartment.
11. In the event of an unauthorized use of a locker compartment or any act or omission by any hirer violating any of the rules hereof, the University reserves the right to impose on and recover from the unauthorised user or the hirer any monetary compensation that in its view will commensurate with the severity of the said act or omission. The University also reserves the right to impose a fine of S\$10.00 on the unauthorized user or the hirer. The University also reserves the right to give due notice to the hirer to unlock the locker compartment and remove all items from the compartment, failing which the University shall proceed to repossess the compartment and remove all items in the compartment on the hirer's behalf and shall not be held liable for any loss, damage or spoilage, of any nature, of or to any of the items. The University shall have the sole discretion on the disposal of these items. In the case of the unauthorised use of a locker compartment, no due notice to the unauthorized user shall be given, and the University shall proceed with the repossession and disposal mentioned hereof without being held liable likewise.
12. Any notice given by the University to a hirer shall be deemed to be properly served if it is emailed to the hirer's NTU email address or if a hard copy of it is deposited in the locker compartment.