



**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 £50 for the use of a locker. I understand that the deposit will be returned to me less a £10 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 exchanging 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:	
Your role in the University:	Staff / UG / PG / Other* * Please circle
Gender:	Male / Female (locker will be allocated appropriately)
Job Title/Course Studied:	
Department:	
Location:	
Telephone Number:	
Email Address:	
Cheque Number:	
Type of locker required:	Cycle locker in changing room / Motorbike locker near Post Room

For Admin Use Only

Application Approved By:		Deposit Received: Y / N
Locker Number Issued:		MIS checked: Y / N
Date Key Issued:		Processed by:

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.