

**Title:** Locker Rentals  
**Date of Current Version:** March 2019  
**Replaces Version:** April 2012

## **Background**

To provide a convenient and secure storage options for members.

## **Availability and Use**

1. Secure storage lockers shall be available for current Senior Center members to rent for on a monthly basis.
2. Locker rental space is available on a first come first served basis.
3. Pending availability and coordinator (or designee) approval, agencies that routinely provide programs and services at The Center may be assigned a locker for storage of program materials on a long-term basis at no cost.
4. Lockers located in the fitness area are available for storage while members are actively exercising. Locks are prohibited.
5. Lockers are to be used for storage of items used in Center activities or for storage of personal items while involved in Center activities.
6. Storage of combustible or perishable material in the locker is prohibited.
7. All lockers must be secured with locks provided by The Center. Locks not provided by The Center will be removed within 24 hours of discovery. The contents of the locker will be removed and placed in lost and found. Any prohibited materials found will be disposed of immediately.
8. Any material found in an unlocked locker in the fitness area outside of member hours will be gathered and placed in lost and found. All prohibited materials will be disposed of immediately.
9. Personal items shall be maintained in lost and found for a period not to exceed thirty (30) days.

## **Rental Periods**

1. All rental and renewal fees shall be paid in advance.
2. Monthly rentals run from the first day of the month through the last day of the month. The rental fee is not prorated. All subsequent rental fees are due on the first day of the month.
3. In the event the locker rental has expired, the operations assistant shall attempt to contact the renter. Failing prompt resolution of the situation, all personal items shall be removed from the locker and placed in lost and found. Any prohibited materials discovered will be disposed of immediately.

## **Financial Management**

1. All revenue collected from locker rentals is handled in accordance with City Policy and deposited as revenue in The Center's current operational budget.
2. The locker renter shall pay The Center a reasonable reimbursement fee for losing the lock and/or key issued to secure the rented locker.

## **Administration**

The locker rental program is managed by the operations assistant.

Approved by the Senior Center Commission on: 5/16/2019