

Locker Allocation Criteria

We can only allocate you a locker if you meet the following criteria:

- **You must be a fully approved uea(su) society or club.** This means you need to have had your constitution passed by Union Council and have been through the set-up process with the Opportunities team.
- **You must be an active society.** This means that you need to have over 20 members and be holding regular events/meetings.
- **You need to let us know the type of equipment/resources you will be storing in the locker,** e.g. books, kitchen equipment, music stands, etc. We will send you an inventory spreadsheet to fill in and you must complete this to get a locker. This is so that we know what equipment is being kept in the rooms.
- **You will need to agree to our locker room policy and abide by the guidelines;** this involves throwing away your rubbish, keeping your locker clean and agreeing to leave your campus card with us as a deposit if you need to take a spare key.
- **You must agree to pay for any spare locker keys** that need to be cut if you lose a key.
- **Sports clubs can only use sports club lockers and storage rooms. Societies can only use the lockers in the society storage rooms.**
- If you do not abide by our guidelines we reserve the right to take away your locker.