**Locker Rental Application Form**

Application S/N: 2019/20-|

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| **1. Steps to Rent a Locker** |
| 1. Complete this application form- Parts 2&4U and sign at the end.
2. Submit the softcopy or scanned application form to su-ope@e.ntu.edu.sg for approval.
3. Based on first come first serve basis, NTUSU will inform the successful applicant via email for payment purpose.
4. With the hardcopy of the approved email and application form, please make cash payment at SAC U-ROC counter.

**Note:** Application period is from 20th July 2019 to 31st July 2020 |

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| **2. Choice of Desired Locker’s Plan (Please tick “√” ONCE at desired type)** |
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|  | **Type of Plan** | **Rental Fee(SGD)** | **Rental Duration** |
|  | Monthly Plan | 5 | date of approval\*) to end of ongoing month |
|  | Semester Plan | 15 | date of approval to 31st Dec 2019 |
|  | Yearly Plan | 28 | date of approval to 31st July 2020 |

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| **3. Important Note to Users** |
| 1. This locker application is applicable for both students and SAO-registered students’ organizations, except Students’ Union, 3 big non-academic constituent clubs and 13 academic constituent clubs.
2. Allocation priority is given for students’ organizations. Individual students’ requests will be considered afterwards. Allocations of lockers for students are based on first-come first-served basis.
3. Users are advised to use their own discretion in storing valuables in the lockers. While NTUSU endeavor to ensure the security of the locker, NTUSU is not liable for any loss or damage to belongings kept in the lockers.
4. \*)**date of approval** for **Monthly Plan** is the date of one day after application is made (e.g. application is made on 13th October, therefore rental duration is from 14th October to 31st October)
5. Locker users are advised to keep a copy of this application form as well as the payment receipt till the expiry of the rental period.
6. For further enquiry, please email to su-ope@e.ntu.edu.sg.
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**For Registered Students’ Organization**

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| **4a. Applicant’s Contact Details**  |
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| Name of Organization: |  |  | Name of Applicant:  |  |
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| Position of Applicant:  |  | Email Address:  |  |
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| Matric No: |  | Hand Phone:  |  |
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 Preferred Locker Number (from 1 to 60): \_\_\_\_\_\_\_\_\_\_\_ |

**For Individual Student**

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| **4b. Applicant’s Contact Details** |
| Name as in Matriculation Card: |  | NTU Email Address: |
| Matriculation No.:Preferred Locker Number (from 1 to 60):  |  | Contact No.: |
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**Terms & Conditions**

* Valuable items must NOT be kept in the lockers. Users are responsible for the safety of their belongings. NO food and beverages, liquid and flammable items are to be kept in the lockers.
* Lockers must be locked at all times in order to prevent unauthorized use. If the locker is not maintained properly, respective student organization would not be allowed to rent a locker next year.
* Students’ Union reserves the right to inspect the lockers and remove all forms of offensive and illegal items without informing the user. If necessary, the relevant authority will be notified.
* Anyone found tampering or vandalizing the lockers will be reported to the relevant authority.
* Users must NOT modify nor affix any additional structure or parts to the locker. All damages must be reported immediately to Students’ Union for necessary action. No posters, papers, stickers or other adhesive materials are to be pasted on the doors of the lockers or their interior.
* Users must notify Students’ Union of any change of contact number or other particulars during the rental period. Failure to do so may result in undue misunderstandings that would lend to rental being treated as null and void.
* The locker must be cleared on or before the expiry date (one day after the last date of rental duration). Otherwise your belongings will be disposed, and no claims whatsoever will be entertained thereafter.
* Lockers are non-transferable and non-exchangeable, except under special circumstances. All changes must be approved by Students’ Union.
* Locker rental fee is non-refundable.
* Any student organization caught flouting the above-mentioned rules will be blacklisted and will not be able to rent lockers for the following year.

**I, particulars as given above, declare that I am fully aware of the Terms and Conditions governing the rental and use of lockers. I understand that all our belongings must be removed on or before the expiry date, otherwise our belongings will be disposed without any notice whatsoever.**

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| Date: |  | Signature of Applicant: |  |

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| **For Official Use Only** |
| Index No. Of Locker Assigned: Date of Approval: Name of Approving Authority: Signature of Approving Authority:  |