

MEMORIAL UNIVERSITY RECREATION COMPLEX INC.  
OPERATIONAL POLICY

## **OP. 12 Lockers – Rentals and Per Visit**

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### **PURPOSE**

This policy establishes guidelines for the administration of the locker rentals for lockers in the Physical Education change rooms and for per visit use lockers at the Aquarena and Field House.

### **SCOPE**

This policy applies to all customers of The Works; however priority for “locker rentals” is given to students attending Memorial University and employees of MUN who purchase a membership at The Works. Per Visit lockers are available for use by Customers of The Works while using the facility.

### **POLICY STATEMENT**

- I. Physical Education Building
  - i. A number of lockers in the male and female change rooms in the Physical Education Building may be allocated for rental. Sections of the change room are reserved for Varsity Athlete Locker Rentals at no charge. Lockers rentals are processed at the Field House Customer Service Desk. At the end of the rental period, notices will be placed on those lockers soon to expire to notify customers that their rental must be renewed. If the rental is not renewed & the customer has not removed his/her belongings from the locker by the deadline, a procedure will be in place to have the locker “locked-out” with appropriate follow up to the customer.
  - ii. All other lockers in the Physical Education Building are on a per visit use. Customers are required to bring their own locks. Customers must remove their belongings when leaving the facility
- II. Aquarena Main Change Rooms
  - i. Lockers in the Aquarena Main Change room are coin-operated per visit use. Customers must remove their belongings when leaving the facility.
- III. Aquarena Lower Level Fitness Centre Change Rooms
  - i. Lockers in the Aquarena Lower level Fitness Centre Change rooms are on a per visit basis. Customers are required to bring their own locks. Customers must remove their belongings when leaving the facility.
- IV. Field House Change Rooms
  - i. Coin operated lockers are available on a per visit basis.
  - ii. Per visit lockers are also located in the Change Rooms that customers can use their own lock on. Customers must remove their belongings when leaving the facility.
- V. Locks left on the lockers in per visit lockers at closing time or for an extended period when the customer is not using the facility may be tagged and locked-out by the Supervisor on duty. A notice of explanation will be left on the locker for the customer. The Works will have a procedure in place to manage lockers that have been “locked out”.

## **AUTHORITY**

The Manager of Fitness and Student Services is responsible to the Director/General Manager for the management of this policy. This includes but is not limited to establishing guidelines for the sale and administration of locker rentals and all other procedures as referenced above.

## **RESPONSIBILITY**

Customer Service Staff at the Field House Customer Service Desk are responsible for communicating locker rental policies to customers along with handling the sale of locker rentals.

Supervisors are responsible for ensuring the appropriate procedures are followed.