



DE LA SALLE UNIVERSITY- DASMARIÑAS
Junior High School
Administrative Services Office

LOCKER RENTAL APPLICATION FORM
SY 2016-2017

Applicant's Name: _____ Student No. : _____
 Grade/Section: _____ Contact No. : _____
 Name of Parents/ Guardian: _____
 _____ Contact No. _____
 _____ Contact No. : _____
 Building: _____ Floor: _____ Locker No: _____
 Rental Period: _____ From: _____ To: _____

INSTRUCTIONS FOR RENTAL:

1. Complete the locker rental application form which is available at the Office of the Coordinator for Administrative Services.
2. Submit the form to the Class Adviser. The Class Adviser submits the form to the Office of the Coordinator for Administrative Services for locker assignment.
3. The payment of Php 500.00 will be added to your assessment payable within the school year.

POLICIES AND GUIDELINES FOR THE USE OF LOCKERS

1. Lockers are available for rent on a first-come, first-served basis at the start of the school year.
2. Sharing of locker is not allowed.
3. Users must have their own lock and key for protection of their locker. Students are responsible for the safekeeping of their own locker keys.
4. In case of lost key, the user must present a letter of request signed by his/her parent/guardian to open the lock of his/her locker.
5. Users must ensure that their lockers are kept clean and tidy at all times.
6. Users are advised not to store valuable items in the locker.
7. Users are prohibited from storing the following items in the locker:
 - a. Food and drinks
 - b. Drugs or poison
 - c. Breakable Containers
 - d. Stolen articles/items
 - e. Pornographic materials in all form
 - f. Any other item prohibited by law
8. Any damage to the locker should be reported immediately to the Office of the Coordinator for Administrative Services. If it is assessed that the damage is caused by the user, he/she should pay the necessary charges.
9. The school will not be responsible for any loss or damage of items stored in the lockers.
10. Users are expected to vacate the locker at the end of the rental period so that it can be cleaned, repaired and reassigned to the next user.
11. If the user fails to vacate the locker at the end of the rental period, the student will be charged of Php 50.00 every month.
12. There will be no refunds on rental fees.

I have read and understood the conditions governing the use of locker. I hereby agree to abide by the rules and regulations stipulated for the use of the lockers allocated to me in a responsible manner.

Applicant's signature

Parent's Signature

Approved by:

MARILOU E. MEDINA, MAE
Coordinator for Administrative Services

Date: _____

