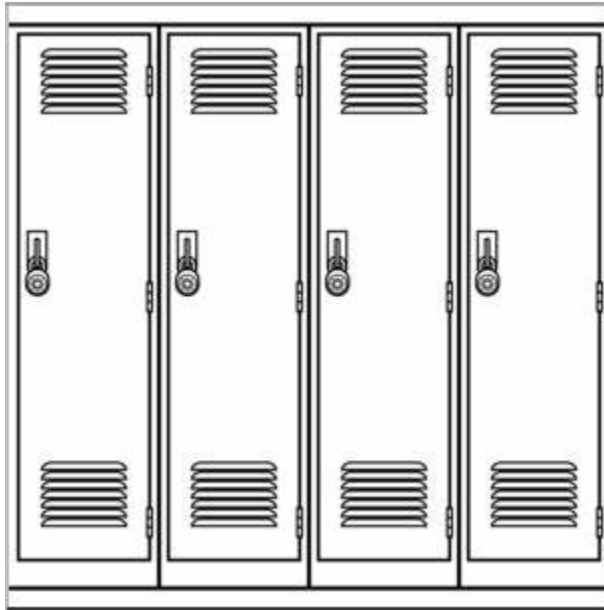


**JACOBS SCHOOL OF MUSIC  
LOCKER POLICY**



**OPERATIONS OFFICE  
SIMON MUSIC BUILDING  
C039**

**CONTACT INFORMATION**

**SOMFAC@INDIANA.EDU  
812-855-1517**

## **LOCKER POLICY**

Eligibility: Only students who are enrolled in at least one Jacobs School of Music class each semester.

Students with tuba and/or double bass Instruments must contact the Instrumental Office by emailing the office at [inrental@indiana.edu](mailto:inrental@indiana.edu) or call the office at 812-855-8720 for assistance.

### **LOCKER RENTAL FEE**

- Locker fee for Fall and Spring semester: \$41.62 each semester.
- Locker fee for Summer semester: \$40.80.

### **HOW DO I RENT A LOCKER OR RENEW MY CURRENT LOCKER?**

Use the locker request form using the web link below to submit your request. Do not send your request to the Facilities email address.

- [Locker Form: Facilities: Offices & Services: Departments, Offices & Services: Jacobs School of Music Intranet: Indiana University Bloomington \(iu.edu\)](#)
- When submitting a locker request form, include the following information:
  - Use your IU email address for official IU business.
  - Your 10-digit student number
  - Instrument case size using the Imperial system (inches). Do not use the metric system.
  - Locker building preference from 1 to 5.

Students who currently have a locker assigned to him/her, can submit a locker renewal anytime during the current semester to renew the locker for the next semester or for the academic year (fall / spring).

Students who don't have an assigned locker can submit a locker request during one of the following months:

- For fall semester only: 1<sup>st</sup> of August
- For both fall and spring semester: 1<sup>st</sup> of August
- For spring semester only: 1<sup>st</sup> of January
- For summer semester only: 1<sup>st</sup> of May

### **WHAT IF I NO LONGER NEED A LOCKER?**

- Cancellation requests received prior to your account has been billed, no extra fees will be added.
  - Locker rental fees will appear on your bursar account between 1 to 2 months after the semester has started.
- Cancellation requests received two weeks after your account has been billed, you will be credited the locker rental fee minus \$10.00 for a processing fee.
- Any cancellation request received 2 months once the semester has started, locker rental fee will not be reimbursed.

### **LOCKER RENTAL INFORMATION**

- Locker requests are assigned by first come – first serve.
- Lockers are assigned for one person to use only.
  - Lockers and locker combinations are not to be shared for security reasons.
- If you need an additional locker for an additional instrument(s), you can request 1 additional locker 1 month after the beginning of each semester. You will be charged \$41.62 for the additional locker.
- Report any padlock issues, damage or repair work to the Operations Office at [somfac@indiana.edu](mailto:somfac@indiana.edu).
- All lockers will come with a combination padlock for you to use during the semester.
  - If you remove the padlock for your personal padlock, it will be cut off and you will be charged \$30.00
- Do not keep any food items in your lockers because it will attract insects and unpleasant odors.
  - Should we have to clean out the locker because of food, you will be charged \$20.00.

### **WHAT HAPPENS IF YOU DON'T RENEW YOUR LOCKER?**

All lockers must be completely cleaned out by the last week of each semester if you are not renewing your locker for the next semester.

If your locker isn't cleaned out by the end of each semester:

- \$35.00 late fee for not completely cleaning out the locker(s)
- Any locker that is found with items inside of it will be bagged up and brought to my office for pick up and the lock combination changed.
- Items not picked up within 1 month, an additional \$35.00 fee will be added to your bursar account and items taken to one or more of these areas.
  - All non-music items will be delivered to the main IU Lost and Found location, Ballentine Hall – room 031
  - All music instruments will be delivered to the Instrument Rental office located at Music Addition room 401
  - All music related items will be placed in Clouse Lounge with a sign saying “Free” for anyone who may want it.

\*\*The Operations Office is not responsible for reminding students to make sure his/her locker has been emptied out.

**For questions and concerns about lockers, padlocks and locker policy, contact the Operations Office by sending an email to [somfac@indiana.edu](mailto:somfac@indiana.edu) or call 812-855-1517.**

**Operations Office  
Simon Music Building  
Room C039  
Ground floor**