

UWP Music Department Instrument Locker Use Policy

Instrument lockers are available only to UW Parkside music students participating in applied lessons or instrumental ensembles. By accepting locker assignment, students agree to comply with the following:

- 1- Lockers and locks are assigned to each student by the Fine Arts office. Non major/minor students participating in approved ensembles may be granted locker use at the discretion of Fine Arts Staff, if space is available. There is no fee for locker use.
- 2- Lockers are intended to help store and protect primary instruments, and are assigned based on instrument size and proportion. Piano and voice students are assigned convenience lockers (appropriate for sheet music book storage).
- 3- Instruments that do not fit in assigned lockers will be measured for reassignment as determined by Fine Arts staff. Students may be assigned shared lockers or be reassigned to accommodate oversized instruments when space is limited
- 4- Students may be assigned additional lockers for secondary instruments and ensemble instruments when space is available. Special needs lockers may be granted after the second week of each semester, and a waiting list is maintained by Fine Arts Staff.
- 5- Lockers are assigned for the semester term, or for the academic year if the student is enrolled in both fall and spring semesters. Lockers must be emptied by the last day of the academic term. Any contents found in unassigned lockers or after term completion will be delivered to UWP Lost & Found.
- 6- Lockers remain the property of the school and may be opened at any time, and for any reason, by Fine Arts staff or by law enforcement officials. For safety reasons, lockers will be kept locked at all times, using only university assigned locks. Personal locks will be removed.
- 7- The university is not responsible for loss, theft, or damage to locker contents. Even safe locker policies do not guarantee their safe keeping. Students are advised to maintain private instrumental insurance.
- 8- Lockers are appropriately labeled by Fine Arts Staff and will not be decorated by students. Use of adhesives, gels, etchings, or other markings will be considered vandalism. Students will be charged for cleaning and repair of any damage caused.
- 9- Students understand that violation of these conditions may result in loss of locker privileges, in addition to any appropriate legal action.