

Regulations Governing the Use of Student Locker

1. The right of use of the locker is not transferable. The usage of the assigned locker is solely for the student who has paid the corresponding rental fee and should not be shared among students.
2. The lockers are property of the University. Users are not allowed to deface the lockers or affix any stickers, publicity materials or paper to the interior or exterior surfaces of the lockers.
3. No valuables or money should be stored in the lockers. Illegal or controlled substances, flammable materials, dangerous chemicals, explosives or weapons of any kind, animals or perishable goods are strictly prohibited inside the lockers.
4. Students must keep their lockers locked at all times to avoid unauthorized use. Students must take full responsibility for the items stored in the lockers. The University shall not be liable in any circumstances for any loss or damage of property stored in any locker.
5. Any damage to the lockers must be reported to the Office of Student Affairs as soon as possible, lest the user may be held responsible for it.
6. For security reasons, no students are permitted to cut any padlocks (including their own). Any user who wants to cut his/her padlock **MUST** provide good reasons and make request to the Office of Student Affairs and a fee of \$20 is to be charged by the University. It should be noted that the University will not guarantee that the padlock can be cut immediately.
7. In case of illegal occupation of lockers, a penalty of \$100 will be levied against the illegal occupant and properties found inside such lockers will be disposed of by the Office of Student Affairs. Moreover, the identified offender will be subject to disciplinary actions of the University.
8. The lockers must be cleared on or before the expiry date, that is, **30 June** of the same academic year, lest the University will cut all padlocks after the date. All left-behinds found inside the lockers will be disposed of without any prior notice and a penalty of \$100 will be levied on the students concerned. The University is in no case to be held responsible for any loss of properties thus incurred.
9. The University reserves the right to relocate the lockers after prior notice has been given.
10. The right of use of the locker shall be forfeited in case of a breach of any of the aforementioned regulations.

The University reserves the right to amend the above rules and regulations without prior notice.

儲物櫃使用守則

1. 儲物櫃的使用權不能轉讓他人，儲物櫃的使用權只屬於已繳交租借費用的同學，故同學不應多人共用儲物櫃。
2. 儲物櫃屬於大學物品，租用者不得任意塗污，以及張貼貼紙、宣傳物品、紙張等於儲物櫃內外。
3. 同學應避免存放貴重物件於儲物櫃內。儲物櫃內嚴禁放置違禁品、易燃物品、危險化學品、爆炸性物品、任何攻擊性武器、動物和易腐壞物品。
4. 為免儲物櫃被非法佔用，儲物櫃應時刻鎖上。同學對儲物櫃內放置的物品須自行承擔一切責任，在任何情況下，儲物櫃內任何物品如有失竊或損毀，大學概不負責。
5. 如發現儲物櫃有任何損壞，租用者務必立即通知學生事務處。否則，租用者可能需要負上全部責任。
6. 基於安全理由，任何學生都不應在未得本處許可的情況下擅自剪鎖（包括租用者自備之門鎖）。若租用者需要剪鎖，請向學生事務處提出申請。大學將收取剪鎖費用\$20，再由保安組同事安排剪鎖。
7. 非法佔用儲物櫃者，會被罰款\$100 及受到紀律處分，而櫃內的所有物品亦將會被沒收，並不獲發還。
8. 儲物櫃租用者必須於租用期限前，即**該年度 6 月 30 日**前清理儲物櫃內所有物品。否則，大學將會進行剪鎖，並將櫃內所有物品全部沒收而不作另行通知，而有關的學生亦會被罰款\$100。同學若因未能如期清理儲物櫃而帶來財物損失，大學概不負責。
9. 如有需要，大學有權調動儲物櫃的位置。
10. 租用者若違反上述任何一項儲物櫃使用守則，將有機會被收回其儲物櫃的使用權。

大學有權隨時因應情況對上述規則及事項作出修訂。