



**Office of Communiversity  
Commuter Locker**

Please fill out the following information:

Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Box # \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Locker #: \_\_\_\_\_

Assigned by InCom Staff/ Communiversity Staff: \_\_\_\_\_

Commuter lockers are available for all commuter students to utilize throughout the week. Locker assignments will be done every semester and it will be assigned by first come first serve basis.

Please be aware of the following:

- Do not store any perishable items (food, drinks, etc.)
- The Office of Communiversity and the university is not responsible for any theft and damages of items left in the lockers. So, please do not store any valuable items in these lockers.
- Keep your lockers clean at all times.
- Please be aware that we will clean out all lockers at the end of every semester.

The Office of Communiversity reserves the right to search these lockers to ensure community safety and assess violations of the Student Standards of Conduct. All locker units are the property of Azusa Pacific University under the control of the Board of Trustees. Responsibility for immediate supervision lies with the university administration. It is the policy of the university to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational functions and to conduct it's day to day operations. The search polity is intended to protect both the integrity of student and the university.

The responsibilities of the university require a right to search student's lockers for the following reasons:

- to address an emergency or a health risk
- to investigate, when reasonable cause exists, possible violations of university regulations

All locker searches by InCom personnel must be approved by the VP/dean of students, associate vice president, the director of Communiversity or their designee, except in the case of an immediate and clear emergency involving safety and health.

If a Student Life staff member should search a locker and notice, in plain sight, evidence of a violation of university policy, federal, state, or local law, he/she may take that evidence and refer the incident to the university or the civil authorities.

When it is necessary for authorized university personnel or their agents to search a locker without the occupants present, two staff members must be present.

I have read the information above and understand my responsibilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_