

Locker Policy and Agreement

Use of the HMS lockers is a privilege. It is the policy of HMS to provide lockers only to employees that do not have an office or cubicle in the Longwood Medical Area. Employees wishing to use a locker should contact the Room Scheduling Office by calling 432-2020 or emailing: room_scheduling@hms.harvard.edu to be assigned one. Harvard Medical School cannot be held responsible for lost, stolen or damaged personal property. By signing the Locker Use Agreement (below), employees agree to abide by the terms and conditions set forth by the Room Scheduling Office outlined below:

1. All lockers are the property of HMS.
2. Use of a locker by a person other than to whom it is assigned is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. The Room Scheduling Office reserves the right to open a locker without the consent of the employee to whom the locker is registered in instances where locker procedures are being abused or in the case of an emergency situation.
4. Flammable materials, dangerous chemicals explosives or weapons of any kind are strictly prohibited inside the lockers.
5. Perishable items, illegal or controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
6. Employees are not permitted to affix anything to the interior or exterior of their lockers.
7. Upon assignment and during use, employees are responsible for reporting any damage or needed repairs to Room Scheduling. Employees will assume the cost of any unreported damages.
8. All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
9. The locker agreement is revisited every September 1st. Every employee must renew their agreement at this time. Lockers not renewed will be cleaned out and all contents turned over to Security.

PRINTED NAME

HARVARD ID

EMPLOYEE SIGNATURE

DATE