

Carnegie Mellon University  
School of Music

**LOCKER REGISTRATION FORM**

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

*New form*

*Revised form*

Name \_\_\_\_\_

Class \_\_\_\_\_

Major \_\_\_\_\_

Name \_\_\_\_\_

Class \_\_\_\_\_

Major \_\_\_\_\_

Name \_\_\_\_\_

Class \_\_\_\_\_

Major \_\_\_\_\_

*If new form (check one):*

- one regular locker (# \_\_\_\_\_)** *red painted numbers*
- two regular lockers (# \_\_\_\_\_, # \_\_\_\_\_)** *red painted numbers*
- one oversize locker (# \_\_\_\_\_)** *red painted numbers*
- one locker-cabinet (# \_\_\_\_\_)** *red painted numbers*

*If revised form (check two):*

New

- one regular locker (# \_\_\_\_\_)** *red painted numbers*
- two regular lockers (# \_\_\_\_\_, # \_\_\_\_\_)** *red painted numbers*
- one oversize locker (# \_\_\_\_\_)** *red painted numbers*
- one locker-cabinet (# \_\_\_\_\_)** *red painted numbers*

Old

- one regular locker (# \_\_\_\_\_)** *red painted numbers*
- two regular lockers (# \_\_\_\_\_, # \_\_\_\_\_)** *red painted numbers*
- one oversize locker (# \_\_\_\_\_)** *red painted numbers*
- one locker-cabinet (# \_\_\_\_\_)** *red painted numbers*

**If applicable, why do you need multiple lockers or an oversize locker or a locker-cabinet?**  
*(Please describe your storage needs in detail. Note that in the case of an oversize locker, sharing is recommended; in the case of a locker-cabinet, unless the circumstances are exceptional, sharing is required.)*

FOR OFFICE USE ONLY:

APPROVED

DISAPPROVED

Locker Number(s): \_\_\_\_\_ Date unlocked: \_\_\_\_\_ Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

Notes: \_\_\_\_\_

# Locker Policy

## LOCKER REGISTRATION:

Regular sized-lockers: nos. 16 – 49, 62 – 93, 95 – 138, 143 – 199

To register a locker, choose a locker and lock it with your own lock. Fill out a **Locker Registration Form**, available on the Inside Music website and in CFA 108, indicating your name and locker #. Return the form to the Student Services office (CFA 108). Registration is not confirmed until the form is returned with all information completed.

Multiple/Oversized lockers: use of two regular sized lockers/1 oversized locker/1 locker-cabinet

To use two lockers, an oversized locker, or a locker-cabinet you must request permission. Fill out a **Locker Registration Form**, available on the Inside Music website and in CFA 108, indicating your name or multiple student names, the number or size and locker # of the locker or lockers for which you wish to petition, and your reasons for your request. Return the form to CFA 108. Registration is not confirmed until the form is returned with all information completed and it is approved.

Use of two regular sized lockers -- Preference is given to music students who have demonstrated need; examples include (but are not limited to) students with medium-sized instruments (i.e: violin, viola) or multiple instruments. Until you know the results of your petition, you may register and use one regular sized locker. However, you are not permitted to 'save' a second locker prior to approval.

Request for an oversized locker: nos. 1 – 15, 50 – 52, 55 – 56, 58 – 61 -- Preference is given to music students with large instruments, multiple instruments, or equipment pertinent to their field of study. Examples of large instruments include (but are not limited to) french horns, trombones, and saxophones. Your chances for approval increase if you petition to share an oversized locker with another music student with a similar sized instrument or musical equipment. All student names must appear on the **Locker Registration Form**; we do not assign locker partners.

Request for a locker-cabinet: nos. 53 – 54, 57, 94, 139 – 142, 200 – 202 -- These lockers are specifically for music students with large instruments, multiple instruments, or equipment pertinent to their field of study. These locker-cabinets must be shared. All student names must appear on the **Locker Registration Form**; we do not assign locker partners. Only in exceptional cases will an individual student be allowed to use a locker-cabinet.

## MISCELLANEOUS:

1. Only current School of Music students may apply for a CFA basement locker.
2. Notifying the Student Services office of your locker number or receiving approval to use multiple/oversized lockers qualifies your locker as being registered. If a music student decides to use a School of Music locker without prior registration with the Student Services office, the locker is considered unregistered. Locks found on unregistered lockers are subject to removal.
3. The School of Music assumes no responsibility for damage or theft to personal belongings in lockers. If you own an instrument or musical equipment, make sure it is insured.
4. Oversized lockers and locker-cabinets are kept locked by the School of Music until assignment to a student or students.