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|  | **I:\SJC\Admin\ECA\Logo\black.jpg**St. Joseph's College  Form L  Extra-curricular Activities Department  Application for using lockers in ECA room |



**Part I: Club Details**

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| Club/ Society: |  | | | |
| Student-in-charge: | Name: | | Class: | No.: |
| Contact Number: |  | | | |
| Locker Number:  *(to be filled by ECA team)* |  | Period: | | |

**Part II: Terms and Conditions of using lockers for clubs within the ECA room**

1. **Legal notice**

The school authority cannot be held responsible for any lost, stolen, or damaged personal property. All lockers within the college are the property of St. Joseph’s College. The school authority reserves the right to alter the polices governing the use of lockers with appropriate notice. Flammable, Toxic or other illegal / dangerous substances must not be stored within the lockers. You agree to follow such guidelines by applying for a locker for your club / society.

1. **Usage guidelines**
2. A mechanical or electronic lock must be used.
3. ECA team committee members must be notified when you

(a) would like to apply for a space in the locker

(b) access the ECA room or the lockers without the accompany of a ECA team committee member.

1. Only certain members of the ECA team have keys to the ECA room. Hence, access to the ECA room, which is where the locker lies, is not guaranteed and immediate upon request. Special arrangements would be made during the days leading to the recruitment week or open day.
2. Regarding the items stored in the lockers, they should

(a) be related to the club’s activities.

(b) not be used by the club frequently[[1]](#footnote-1) .

1. Should the keys to the locker be lost, the ECA team should be notified immediately. The locker would then be fortified appropriately by additional locks or other methods. Confirmation from more than half of the club’s executive members must be present before any further action could be taken.

Agreed and Signed by,

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Student Name][Class][No.]  Student-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge |
| Approved by,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr Eugene Wai  ECA coordinator |

1. It is recommended to store items such as but not limited to inventory for unsold Open Day souvenirs or posters / tie pins that will be re-used next year within the lockers [↑](#footnote-ref-1)