



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: LOCKERS

Code: FF0602

Policy Reference: N/A

Students may use any locker except those, which indicate that they are reserved for a particular class.

The student is responsible for the security of the contents of his/her locker, and should therefore provide an adequate lock. MATC is not responsible for items stolen from lockers.

All locks must be removed at the end of the spring and summer semesters. Locks that remain on lockers will be removed, and the contents of the lockers will be disposed of.

Students who lose the keys to their locks should report to the Public Safety Department, Room 276, where they may fill out a form requesting that the lock be removed. Public Safety will cut the lock only when proper identification is shown. At regional campuses, the Operations Department shall cut locks.

Office of Responsibility: Public Safety Department