

Lab and Pedestal Contract

Name _____

Address _____

Phone Number _____

Email Address _____

Lab Room Number _____

Pedestal Lock Number _____

Quarter _____

Please read the contract terms carefully:

- Lab and pedestal keys must be returned to the CM office by the **last day of finals week**. There will be a \$5.00 fee and a registration hold placed on your account if the pedestal keys are not returned by this date.
- **Do not return keys to the Key Shop.** The CM office needs to check them in first and will take care of getting them back to the key shop.
- All of your personal items in the labs and in your pedestal must be removed by the last day of finals week. Any items remaining after that day will be thrown away or sent to campus lost and found.
- Pedestals will be inspected at the end of the quarter. If any damage has occurred to the pedestal during the quarter, you will be fined. You will not be held responsible for damage done to your pedestal prior to your possession of it.
- If you are responsible for any damage to the lab or your pedestal, please report it to the CM office immediately. Reporting damage will result in either reduced fines or no fines at all.
- When you receive this contract, please inspect your pedestal for any damage. List any damage you find on the back of this contract after which you will receive your key.
- For cold labs only: Any damage to the labs will result in fines. If we cannot determine who is responsible for the damage the entire class will be fined. Please make sure you look after the labs, keep the door locked when no one is in them, and make sure windows are closed when you leave.
- Lost, stolen or damaged key fines are as follows: \$20.00 will be charged to replace a pedestal key and \$200.00 will be charged for lost or stolen lab keys. This fee includes changing the locks of each lab door and replacing the class set of keys.
- Failure to return a lab/pedestal key or pay the replacement fine will result in a hold being placed on your account.

Disclaimer: Your pedestal will provide you with a low-security space to put your belongings. The Construction Management Department is not responsible for any stolen or damaged items.

I understand the terms of the contract as stated above. By signing this agreement I agree to the contract terms:

Student Signature

Date