



ASSINIBOINE COLLEGE
STUDENTS' ASSOCIATION

Title of Policy: Locker Policy

Policy Number: SAC – 07

Managed By: Executive Director

Effective Date: April 14, 2026

Policy Statement

Lockers are provided for the temporary storage of personal belongings to support students while on campus. Lockers remain the property of the College / ACSA and are offered as a convenience only.

Terminologies

For the purposes of this policy, the following terms shall have the meanings outlined below:

ACSA

The Assiniboine College Students' Association

College

Assiniboine College.

Student

An individual who is currently registered in a program at Assiniboine College.

Locker

A storage unit located on College property and made available to students by ACSA for temporary storage of personal belongings.

Lock

Any physical locking device used to secure a locker, whether owned by the student

Abandoned Locker

A locker that is unregistered, used without authorization, or not cleared by the assigned end date.

Prohibited Items

Any items not permitted to be stored in lockers under this policy, College policies, or applicable laws.

Executive Director

The senior staff member responsible for the administration and enforcement of this policy on behalf of ACSA.

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1.1 Eligibility

Lockers are available to students who are registered in classes at the Assiniboine Campuses at Victoria Ave East, M.I.C.A, & Len Evans.

Lockers are selected on a first-come, first-served basis, subject to availability.

Lockers are for individual use only and may not be shared with other students.

1.2 Locker Selection Process

Lockers are selected through the ACSA Students App on a mobile device.

Students will be asked for the following information:

- Name
- Student Number
- Program
- Program End Date
- Locker Number You Would Like
- College Email
- Personal Email

If a student does not have a mobile device, they are able to connect with the ACSA Office (acsa@assiniboine.net) to select their locker by providing the information above.

1.3 Locks & Security

Students can use whatever type of lock they choose.

Students assume all risk related to the type and quality of lock used.

Students are responsible for securing their locker and belongings.

The College / ACSA is not responsible for loss, theft, or damage to locker contents.

1.4 Cutting Locks & Access to Lockers

If a student needs the lock cut off their locker, they must complete a **Lock Removal Request Form**. This form can be found on the ACSA website, at the ACSA office, or the admin offices at the Len Evans and MICA buildings.

Locks may be cut without student approval or prior notice for the following situations:

- Safety, security, or emergency concerns
- Suspected policy violations
- Expired, abandoned, or unauthorized lockers

The College / ACSA is not responsible for damage to locks that are cut as part of policy enforcement.

1.5 Access, Inspection & Removal

Lockers remain the property of the College / ACSA.

The College / ACSA reserves the right to open, inspect, or remove contents from a locker without prior notice in situations including but not limited to:

- Safety or security concerns
- Suspected policy violations
- Emergency situations
- Abandoned or unauthorized lockers

If a locker is being occupied that has not been selected, notice will be left on the locker.

- The student will have 14 days to remove the contents of the locker.
- If the contents have not been removed, the ACSA/Security reserves the right to cut the lock
- The contents of the locker will be stored.....

Items removed may be stored for a limited period before disposal.

1.6 Locker Damage & Repairs

Students must report any damaged, broken, or unsafe locker to the ACSA as soon as possible. Damage may be reported through the ACSA Students App or other designated reporting method.

If a locker is determined to be damaged or unusable, the ACSA will guide the student to release their current locker selection and select a new locker, subject to availability.

The ACSA will coordinate with College Facilities regarding repair and reinstatement of the locker. The ACSA will remove the damaged locker from the available inventory until repairs are completed.

Where access to a damaged locker is required, the ACSA may coordinate with Campus Security to open the locker and remove contents.

1.7 Removal of Locker Contents

Locker contents removed due to damage, safety concerns, or maintenance will be stored for up to thirty (30) days.

The College / ACSA is not responsible for loss or damage to items removed from lockers.

Unclaimed items after this period may be disposed of or donated, where appropriate, in accordance with College procedures.

1.8 Prohibited Items

The following items must not be stored in lockers:

- Illegal substances or paraphernalia
- Weapons or replicas
- Flammable, hazardous, or corrosive materials
- Alcohol
- Perishable or unsanitary items
- Any item that poses health, safety, or security risk
- Items prohibited under college policies

1.9 Policy Violations

You should be aware of the following policies:

- A02- Student Conduct, Behaviour and Discipline
- M10- Respectful College
- M14- Sexual Violence Education & Prevention Policy

Failure to comply with this policy may result in:

- Loss of locker privileges
- Removal of contents
- Financial charges for damage or removal
- Disciplinary action under applicable College or Student Codes of Conduct

1.10 Administration & Authority

The ACSA administers day-to-day locker operations such as:

- Operations of the ACSA Students App
- Helping with locker selection if no mobile app is available to use
- Keeping the documentation of those students who have selected a locker

College departments (Security, Facilities, etc.) may support:

- Inspections
- Safety checks
- Emergency access
- Lock cutting when required

This policy is approved by Student Council. The Executive Director is responsible for the administration, interpretation, and enforcement of this policy, including the development and implementation of any related procedures, forms, and operational guidelines. Executive Director may delegate administrative responsibilities related to this policy to appropriate staff.