

Labriola Innovation Hub

Locker Use Policies and Guidelines

The Labriola Innovation Hub establishes rules, guidelines, and procedures to ensure responsible use and to control the contents of its lockers and cabinets. The student/student group acknowledges and agrees that use of lockers and cabinets is a privilege and subject to immediate termination of use without notice if rules, guidelines, and policies are violated.

A. General

1. Designated lockers and cabinets located in the Labriola InnoHub are available for the use of Colorado School of Mines students and student groups as they work on individual or group projects within the facility.
2. All lockers and cabinets are the property of Colorado School of Mines and are subject to applicable university policies.
3. The Labriola InnoHub is responsible for the administration and maintenance of these lockers and cabinets and reserves the right to alter the policies governing the use of lockers with appropriate notice.
4. No one shall occupy a locker or cabinet without completing the Locker Use Application and Agreement.
5. Applications will be processed first come, first served. Storage type preferences will be considered but not guaranteed.
6. A wait list is available if all lockers are being used. Priority of the wait list is based on a first-come first-served basis.
7. Students must provide their own lock that fits properly on the locker or cabinet. Electronics Shop cabinets have existing locks with keys; lost keys have a \$25 charge for replacement.
8. In the instance of an *accidental* lock cut off the Labriola InnoHub will replace the lock free of charge.
9. Twenty-two (22) storage units of varying types and sizes are available on the first floor and forty (40) are available on the second floor.

Storage Type	Dimensions
Large Lockers	18"W x 21"D x 72"H
Medium Lockers	18"W x 21"D x 36"H
Small Lockers	18"W x 21"D x 18"H
Cabinets (Electronics Shop)	34"W x 10"D x 26"H (shelves adjustable)
Cabinets (Metal and Wood Shops)	40"W x 11.5"D x 17"H

B. Use of Lockers & User Responsibilities

1. Access

- a. Use of lockers and cabinets are for the duration of each semester.
- b. Access to lockers and cabinets is only available during hours of operation.
- c. A request to change lockers or cabinets can be requested through Labriola InnoHub management staff; changes will be made at the staff's discretion and depending on availability.
- d. Provide current contact information and ensure that management staff is advised about subsequent changes throughout the rental period.
- e. Students must inform Labriola InnoHub management staff immediately if they wish to discontinue use of lockers or cabinets.

2. Maintenance

- a. Students are responsible for keeping lockers and cabinets clean, orderly, and odor-free.
- b. Students should not make any structural alterations to lockers or cabinets, such as removing or damaging the door, shelves, or hardware.
- c. Students should not place stickers or other items with adhesives on the interior or exterior of the locker.
- d. Locker or cabinet contents always remain the sole responsibility of the user(s). Students should refrain from storing valuable items in lockers. The Labriola InnoHub is not responsible for any loss of items or damage to locker contents.
- e. Students should report any maintenance problems with the locker or locker hardware damage to Labriola InnoHub management staff immediately.

3. Prohibited Items

- a. Lockers and cabinets may not be used to store any illegal substances, drug paraphernalia, firearms, weapons, paint, flammable materials, or dangerous chemicals as deemed by the Labriola InnoHub.
- b. Students should also avoid storing food, drinks, and other perishable items in the lockers or cabinets.
- c. These are for project materials and supplies, not books or other course materials.

4. End of Semester

- a. Promptly remove all locker or cabinet contents at the end of the use agreement period (last day of the semester). Articles not cleared at the end of the rental period will be discarded or recycled.
- b. Lockers and cabinets should be "returned" in the same condition it was provided at the beginning of use.
- c. If renewing for another semester, clean out and provide inventory to Labriola InnoHub management staff.

C. Locker Searches and Dispute Resolution

1. Every reasonable effort shall be made to settle disputes to the satisfaction of both parties.
2. The Labriola InnoHub reserves the right to open and inspect lockers at any time but specifically to ensure compliance with renter responsibilities listed. Labriola InnoHub management staff may give you a notice in the instance of the need to enter the locker.
3. Labriola InnoHub management staff, EHS (Environment Health and Safety) and/or Capus Safety will decide when it is appropriate to enter the locker.
4. For non-emergency purposes you may be notified.
5. If we deem it immediately necessary to cut your lock it is at the user's expense.
6. Multiple and severe policy violations will result in the loss of locker or cabinet use privilege.

D. Renewals

1. A student or student group may only renew a locker or cabinet for 2 straight semesters (e.g., Fall 2024 and Spring 2025)
2. The renewal period will begin 2 weeks before the last day of the semester.
3. Renewals for the following term must be submitted by the last day of the semester. Failure to renew may result in loss of privilege.

For hazardous materials incidents (leaks and spills) notify Labriola InnoHub management staff immediately or contact the EHS Department at 303-273-3316.

Questions regarding storage space and use may be directed to innohub@mines.edu or to Marie Belland email: marie.belland@mines.edu, telephone: 303-384-2788.