

**KAPŪOLANI COMMUNITY COLLEGE CULINARY LOCKER
REGISTRATION FORM**

Submit Completed form to Ohelo 101

NAME: _____

KCC Email address _____ @ hawaii.edu Phone # (_____) _____

SECTION: _____ LOCKER NUMBER: _____

STUDENT LOCKER INFORMATION

1. Lockers are for the exclusive use of declared Culinary/Pastry Arts majors or those students who have enrolled in a course being conducted by the department that requires a uniform.
2. Lockers are not assigned. A student may obtain a locker by choosing a locker without a lock, putting a lock on it, and then registering that locker by turning in this form to the Culinary Office located in Ohelo 101. This must be done within the first week of classes
3. Once a locker has been registered it does not need to be registered again for the academic year unless a change of lockers is made or if the student withdraws from the program completely.
4. The Culinary Arts Department is not, under any circumstances, responsible for either the lock or the contents of the lockers.
5. It is recommended that the student secure the locker with a keyed lock and not a combination lock.
6. It is the responsibility of the student to not secure any food, valuables or contraband within the lockers. Contraband includes, but is not limited to: stolen property, pornography, weapons, drugs or alcohol.
7. Lockers will be inventoried on the second week of each semester. All lockers that are unregistered will have notices placed on them allowing the student **1 week** to register the locker. After that time, the lock will be cut and the contents will be removed and disposed of.
8. Students who withdraw from the college or are suspended from the program are required to remove the lock from their locker. They may select and register a new locker upon their return to the program.
9. At the conclusion of the academic year, students will have **2 weeks** after that year's graduation date to remove their locks and clear all the contents from the locker. After that time, the department will have the right to cut the locks and dispose of all contents.
10. The lockers are property of the college and are subject to inspection as determined necessary or appropriate.

I, the undersigned, do acknowledge that I have read and understand the locker information and by my signature below accept all of the responsibilities described therein.

Signature

DATE: _____