**Locker Assignments**  **HHP PPS No. 09.01.04**

 **Effective Date: August 15, 2019**

 **Next Review Date: August 15, 2024**

 **Sr. Reviewer: Department Chair**

**01. STATEMENT OF PURPOSE**

* 1. The purpose of this PPS is to outline the procedures used in assigning lockers at Jowers Center to all faculty, staff, and students at Texas State University-San Marcos.

**02. PROCEDURES FOR LOCKER MANAGEMENT**

02.01 Lockers and Laundry Services

a. Lockers, depending on availability, laundry services, and Physical Fitness and Wellness (PFW) uniforms are available to Texas State faculty, staff, and students participating in a program sponsored by the Department of Health and Human Performance (HHP).

b. For a fee, individuals will receive a full-size locker, a lock, a box locker for uniform and towel exchange, a PFW uniform (e.g., t-shirts, shorts, socks, towels, jocks, and karate and judo), fresh towels as needed, and laundry services.

02.02 Locker and Laundry Fees

a. Faculty, staff, and students (not enrolled in ESS and PFW courses) may obtain a locker and receive laundry services by paying a fee of $50.00 for a twelvemonth period or $20.00 each long semester and $20.00 for the summer.

b. Students enrolled in ESS/PFW courses that require students to wear a uniform do not have to pay the abovementioned fee.

c. HHP staff will issue receipts for payment of rental fees for uniforms and lockers.

d. Faculty or staff wishing to retain the same locker for another year must pay the required yearly fee of $50. Yearly assignments are effective from September 1 through August 31 of each year.

e. Faculty or staff paying for a locker on a semester or yearly basis are charged the full amount for that semester or year regardless of when they are assigned a locker. Lockers and laundry services are available to the HHP Department faculty and staff members at no cost.

f. HHP laundry personnel will collect replacement costs for lost articles of clothing and locks prior to issuing replacements.

g. HHP laundry personnel will handle refunds in excess of $5 that involve lost clothing articles and locks that are found at a later date. HHP laundry personnel will not issue refunds on any item valued at less than $5.

h. No refunds will be made if the faculty/staff member leaves the University or drops out of a program offered by the Department of HHP and/or Total Wellness

i. Any Texas State student that was issued a locker must clean the locker and return any locks, uniforms, or towels, prior to the university designated “Reading Day” (i.e., generally the day following the official last class day of each semester)

j. On the university designated “Reading Day” the HHP Laundry Staff will empty all lockers (i.e., large and small) and collect all item (i.e., personnel or issued) remaining in the locker and personal locks will be removed. All items that were removed from the locker will be stored in laundry for one semester. Items that are not claimed by the end of the one semester will be donated or discarded.

k. Student’s failure to return issued locks, uniforms, or towels on or before “Reading Day” will result in a hold placed on the student’s account. The hold will remain on the account until all items are returned or balances are paid in full.

02.02 HHP Laundry Personnel

a. The Chair of the HHP Department will seek university funding to employ HHP laundry personnel.

b. HHP laundry personnel will issue all locks.

c. HHP laundry personnel will process all laundry.

d. HHP laundry personnel will assign lockers in the faculty or staff and dressing area and collect the appropriate fees for all faculty or staff

e. HHP laundry personnel will assign lockers to students and collect the appropriate fees from students who are not in ESS or PFW classes and wish to obtain lockers.

02.03 Depositing Money

a. Any money collected is deposited in the Laundry, Lockers, and Fees account.

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the

HHP Department policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Approve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 Chair of the HHP Department