

Please allow 5 business days for processing.

**Rental Periods**

Lockers are available for four (4), eight (8), or twelve (12)-month terms, based on the academic schedule. All rentals expire at midnight on the last day of the term. To renew, notify Parking Services and make your payment at least two weeks before your term ends. Failure to do so may result in the locker being rented to someone else.

**Terms and Conditions**

**Key Deposit and Responsibilities:**

A \$120.00 key deposit is required before receiving your locker key. If you lose your key, you must pay an additional \$120 deposit for a replacement. Lockout situations can only be addressed during Parking Services' business hours (9:00am-5:00pm).

**End of Rental:**

You are expected to clean out your locker and return all keys to Parking Services within seven days of your rental's expiration to receive a full deposit refund via credit or debit card. If keys are not returned on time, items left in the locker may be sent to Lost and Found.

**Pricing**

- 4 months - \$40.00\*
- 8 months - \$80.00\*
- 12 months - \$100.00\*

\*Plus \$120.00 key deposit

Refunds will be calculated at a rate of \$10.00 for each full four-week interval remaining on the contract, and will be subject to a \$20.00 administrative fee.

**Applicant Information:**

By completing this form, you hereby agree to the terms and conditions outlined above.

\_\_\_\_\_  
Name Signature

\_\_\_\_\_  
Student/Employee # Email Address Phone # and Ext.

\_\_\_\_\_  
Apt # Street # and Name City Prov. Postal Code

<b>For Internal Use Only</b>
Deposit Received: <input type="checkbox"/> <span style="margin-left: 100px;">Key #: _____</span>

When complete, submit this form to [parking@mcmaster.ca](mailto:parking@mcmaster.ca)