

**APPLICATION FOR LOCKER RENTAL**

Limited lockers are available to students by yearly rental, on a first come first served basis.

<u>Type</u>	<u>Dimension</u>	<u>1 Academic Year (inclusive of GST)</u>	
<b>Small Locker</b>	30.5cmH x 30.5cmW x 45.5cmD	<b>S\$36.00</b>	<b>Renewal = S\$30.00</b>

The rental rate is inclusive of a padlock on loan to the student. This padlock is to be used at all times and to be returned to KAICHI upon termination of rental period, else a S\$9.00 fee will be payable to KAICHI.

Interested applicants are kindly requested to go online to **www.rent-a-locker.com**

1. Register for an account online
2. You will be notified via email to activate your account before proceed to book a locker
3. After you have confirmed your booking, proceed to make payment online

Upon successful payment, a locker will be allocated to you and you will be notified via email to login to your account to check for your locker details :-

- |   |  |
|---|--|
| a) locker number                            | b) combination padlock code                                    |
| c) How to Operate the Combination Padlock } | Can be found on the top left hand corner of the page My Locker |
| d) How to use the Butterfly Latch }         |  |
| e) Expiry Date of your rental locker        |  |

However, if there is still no posting after the 10 working days, kindly contact us. Otherwise it'll be taken as locker being issued and used by you.

**IMPORTANT:-**

- \* Please remember your login username and password for future access i.e. forgotten code number, expiry date, renew locker, update profile etc.
- \* For security reason, please keep the padlock code number **CONFIDENTIAL**.
- \* While every endeavour will be taken to ensure that the locker is secured, we are not liable for any losses or damages to belongings kept in the lockers. Users are advised to use their discretion in storing valuables.

Please refer to the Terms and Conditions on Rental and Usage of lockers stated overleaf.

For further enquiry, please contact Locker Rental Department at

**Tel: 6 282 0868 (Office Hrs)**

## Terms and Conditions on Rental and Use of Lockers

- \* Valuable items must NOT be kept in the lockers. Users are responsible for the safety of their belongings. The Institute and Kaichi Spacemaster Pte Ltd are not liable for any losses or damages to the belongings kept in the lockers. NO food and beverages, liquid and flammable items are to be kept in the lockers.
- \* Use ONLY the Master Inc Combination Padlock provided. Other locks / padlocks will be cut.
- \* Lockers must be locked at all times in order to prevent unauthorised use.  
IMPORTANT - Check that your locker door is securely closed / locked BEFORE putting on the padlock.
- \* The School and Kaichi Spacemaster Pte. Ltd. reserves the right to inspect the lockers and remove all forms of offensive and illegal items without informing the user. If necessary, the relevant authority will be notified.
- \* Anyone found tampering or vandalising the lockers will be reported to the relevant authority. Your co-operation is sought to report any such activities. This would ensure the safety of your belongings.
- \* Users must NOT modify nor affix any additional structure or parts to the locker. All damages must be reported immediately to our company for necessary action. No posters, papers, stickers or other adhesive materials are to be pasted on the doors of the lockers or their interior.
- \* Users must notify our company of any change of address, contact number or other particulars during the rental period. Failure to do so may result in undue misunderstandings that would lend to rental being treated as null and void.
- \* The locker must be cleared on or before the expiry date. Otherwise your belongings will be confiscated and discarded, and no claims whatsoever will be entertained thereafter.  
**Please do not remove the padlock, otherwise S\$9.00 will be imposed on the registered user for the missing padlock from the locker.**
- \* Lockers are non-transferable and non-exchangeable, except under special circumstances. All changes must be approved by Kaichi Spacemaster Pte Ltd. Kaichi Spacemaster Pte Ltd will only recognize and correspond with the registered users.
- \* Locker rental fee is non-refundable.