



Lockers, Assignment and Responsibility - Policy: G 09

Revised/Reviewed: August 1, 2026

I. Purpose

To define responsibility for and use of lockers.

II. Policy

Lockers are available for student use at certain Assiniboine College campuses throughout the academic year while the student is enrolled in an on-campus program at that location. Lockers are available on a first-come basis year-round.

The College and Students' Association reserve the right to charge students or staff a fee for locker rental.

The Students' Association may have additional policy and procedure related to the lockers that they oversee administration of at Brandon campuses. Where Students' Association and College policy on lockers may exist and overlap, College policy supersedes as it relates to student and staff conduct, and the health, wellbeing and safety of the college community and public.

III. Procedure

1. Lockers are for use by actively enrolled students at the campus where they study or are primarily enrolled in studies if at multiple campuses. If a student is enrolled at multiple campus locations, they may be limited to only one locker at a single location at the discretion of Assiniboine College and the Students' Association.
2. A student or staff member must follow the applicable campus process for locker selection/allocation.
3. Lockers at the Parkland and Winnipeg campus are administered by College Academic Schools.
4. Lockers at the Victoria Avenue East and North Hill campuses in Brandon are administered by the Students' Association. The College's Facilities and Security departments assist and coordinate with the Students' Association in the ongoing maintenance of lockers.
5. Students are to use only the lockers assigned individually to them. Use of a locker not assigned will have the lock removed by security and contents removed.

6. Students must provide their own locks for their assigned lockers. Locks placed on unassigned lockers will be removed by Security.
7. The College assumes no liability for any items stored in a locker at any campus.
8. Lockers may only be accessed during campus hours of operation. When a campus is closed, lockers are not accessible.
9. The College forbids the storage of unauthorized contents. This includes, but is not limited to, weapons, alcohol, drugs and drug paraphernalia, flammable materials, dangerous chemicals, and explosives.
10. The College reserves the right to cut off a lock, to open a locker and remove contents of a locker at its sole discretion, with or without the consent of the individual to whom the locker was assigned, under certain circumstances, including:
 - a. In an emergency;
 - b. In the case of a security risk, including the believe that the locker may contain items that put members of the College community or public in danger;
 - c. If there is reason to believe that there are stolen goods, or items used/intended to be used, to commit a crime;
 - d. If there is reason to believe that unauthorized contents are being stored in the locker;
 - e. If there is an environmental or health & safety risk, such as foul smell, evidence of pests, or noise;

Evidence of criminal activity or serious breach of College policies may be reported to police.

11. Acts of vandalism of lockers is subject to applicable disciplinary policy.
12. Within one week after the completion of a program, individuals must remove their lock and contents from their locker. Lockers not vacated after this period will have their locks cut off.
13. An individual who ceases to be actively enrolled (e.g., withdraws from studies) or is on a scheduled break between academic terms (e.g., on summer break) must remove their lock and contents from their locker.
14. The College is not responsible for contacting individuals to remind them to collect their belongings after the locker ceases to be assigned to them.
15. In the case where a lock is cut and/or contents are removed by Security:
 - a. The contents will be held by College Security for 30 days and then disposed of.
 - b. If contents are dangerous or pose a health risk, they may be immediately disposed of. In serious situations related to the safety of others or suspected acts of crime, police may be contacted and will determine if they need to take custody of an item.
 - c. The College is not responsible for lost or damaged goods during the 30-day holding period.
16. Lockers may be assigned to College staff with special authorization provided by the Students' Association in the case of Brandon campuses, or by an Academic School the case of the Parkland or Winnipeg campuses. Staff are only to use the lockers individually assigned to them.

17. The College reserves the right at any time to revoke/decommission a locker for the purposes of maintenance, construction, or other campus activities. In cases such as this, the College (and Students' Association, if required) will work with the student impacted to assign a new locker wherever possible.

V. Policy Authority

The Manager, Security is responsible for this policy. Questions regarding interpretation of this policy should be directed to:

Manager, Security

Assiniboine College

1430 Victoria Avenue East

Brandon, Manitoba, Canada R7A 2A9

SecurityManager@assiniboine.net

In the case of lockers at Brandon Campuses administered by the Students' Association, questions should be directed to the Students' Association.

VI. Policy History

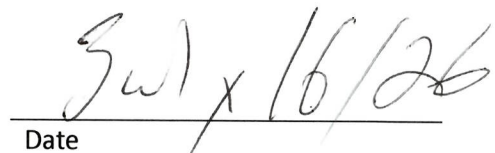
Policy Change Date	Details
August 1, 2026	Policy is updated to clarify the role of Students' Association with lockers at some campuses and to expand on appropriate use and storage of contents of all lockers
June 2007	Policy is updated from version prior.

VI. Related Policies

- A02 Student Conduct, Behaviour and Discipline
- G33 Damage to and Defacing of College Property
- G37 Alcohol and Illegal Drugs on College Premises
- G49 Acceptable Use of Computer Resources



President



Date