



REGULATIONS FOR THE ASSIGNMENT AND USE OF THE LOCKER SERVICE

SEMESTER AUGUST - DECEMBER 2018

1 OF LOCKERS AND ASSIGNMENT

Article 1°. The locker assignment will be made from August 7, 2018, in the LOCATEC office located on the ground floor of the Classroom Building 1 (Physical Plant).

Article 2°. Lockers will only be assigned to enrolled students who present their current credential, the "Regulations for the Assignment and Use of the Locker Service" signed by the student and his/her parent or guardian. You must present the original and a copy of the valid credential, together with this printed regulation.

Article 3°. Only one locker will be assigned per student with its respective key.

Article 4°. The assignment of lockers will be made considering the number of lockers available and based on the criteria defined in conjunction with the PrepaTec Director's Office and Physical Plant.

Article 5°. It is not allowed to request a locker for another person or on behalf of another person.

Article 6°. This semester the locker service will have no cost for the student. Only in case of loss of the key or not delivering it at the end of the period will the fee established in these regulations be charged.

Article 7°. In the event that the student decides to cancel the use of the service, they must notify Internal Security for the corresponding review and delivery specified in these regulations.

Article 8°. If the student de-registers from the Institute, they must notify Internal Security for the corresponding review and delivery specified in these regulations.

2 OF LOCKERS USE

Article 9°. The lockers will be assigned each school period and may be used from the assignment until the last day of classes recorded in the current school calendar. The belongings that are not removed two days after the last day of classes will be removed and donated to charitable institutions, after this date the Institute is not responsible for any article forgotten without exception. Regardless of the foregoing, the fee established in these regulations will be charged for the replacement of the lock.

Article 10°. For reasons of control and security, the Tecnológico de Monterrey, through Internal Security, reserves the right to carry out inspections when it deems it convenient.

Article 11°. Internal Security has the right to request the user to vacate the locker in case it is misused, or any of the points contained in these regulations are missing.

Article 12°. In the event that the locker user becomes aware of any serious damage to their locker or another, they must report it as soon as possible to Internal Security.

3 OF LOCKERS CARE

Article 13°. Once the locker is assigned, the student becomes responsible for it during the period in which it will be used, so that any damage that occurs due to causes other than natural wear and tear, the student will pay for the repair of the damage.

Article 14°. It is not allowed to place any type of sign, sticker or signal in the lockers.

Article 15°. For no reason is it allowed for a student to enter or remove things from a locker other than their own.

Article 16°. Since it is a unique security key, the student is responsible for the care of their key. In the event that the student loses the key, he/she agrees that he/she must cover the amount of the new lock, which has a price of \$600.00 (Six hundred pesos 00/100 M.N.). Same that will be deposited in the bank. Likewise, they must report immediately to Internal Security.

Article 17°. In case of not returning the key no later than the last day of classes, the student will receive a school suspension, and will not be able to take midterm or final exams depending on the case.

4 SANCTIONS FOR MISUSE OF LOCKERS

Article 18°. The person who is surprised causing deliberate damage to the lockers will be sanctioned in accordance with the “Reglamento General de Alumnos”.

Article 19°. If a user deliberately damages a locker, in addition to the sanction applied according to the previous article, they will lose the right to the locker service from that moment on.

Article 20°. It is strictly forbidden to store chemical, flammable products, enervating or narcotic products, alcohol, firearms and/or sharp knives and, in general, any product that endangers the health and safety of users and members of the community from the Tecnológico de Monterrey, Esmeralda High School, inside the lockers. If detected, the sanction for committing this offense can be the indefinite suspension of the student from the Institute.

Article 21°. For hygiene reasons, it is recommended not to store perishable foods.

5 GENERAL

Article 22°. The lockers located in the different corridors of the buildings are property of the Institute.

Article 23°. Internal Security offers the assignment of lockers exclusively to students enrolled (active) at Esmeralda High School.

Article 24°. ITESM is not responsible for damage, or total or partial loss of articles stored by the student in their locker.

Article 25°. At the end of the period of use of the locker, the student has the obligation to return the key and the locker in good condition to Security.

Article 26°. Matters not provided for in these regulations will be resolved by Internal Security, based on the regulations established by the Tecnológico de Monterrey.

6 TRANSIENT

Article 27°. This regulation may have changes and modifications that will be notified in a timely manner.

Article 28°. Ignorance of this Regulation can never be invoked as an excuse to avoid the application of the corresponding sanctions.

Last Update:
AUGUST 4, 2018

Information:

PHYSICAL PLANT · INTERNAL SECURITY

CEM: pfisica.cem@itesm.mx · Tel: 5864-5734

Esmeralda High School: Tel: 5864-5555 Ext. 2912

SIGNATURE OF KNOWLEDGE AND ACCEPTANCE OF THE PRESENT
“REGULATIONS FOR THE ASSIGNMENT AND USE OF THE LOCKER

STUDENT'S NAME:

Student's

Registrati

Parent or guardian name:

Parent or guardian

FOR EXCLUSIVE USE OF INTERNAL SECURITY:

Assigned locker:

Module:

Number:

Date:

Validity Period: From August 7 to November 21