

Staff / Student Locker Room OLD B.27 Conditions of Use

1. Locker Room opening times 08:00 – 22:00 Monday to Sunday (excluding Bank Holidays and School closure periods).
2. This facility is for the use of LSE Staff/Students only.
3. Lockers are to be used for the storage of general items only. We would not recommend the storage of items with either sentimental or higher monetary value. One locker per person, please.
4. Laptops are to be stored in the Laptop storage room G.15, Ground floor Old Building.
5. Any property placed in the lockers is entirely at the owners risk - the school accepts no liability for loss or damage to items stored in the lockers.
6. Lockers are provided for use during the current Academic period to 31 August of the following year.
7. From 01 September each year, lockers will be cleared by Security staff in preparation for the coming academic year.
8. Any property found in the lockers after 01 September will be removed, bagged, logged and deposited in the Property Lost and Found office.
9. Any claim for the return of same property will be subject to a three working day notice period.
10. Any unclaimed property will be disposed of after 3 months.
11. All enquiries to Lost Property will be dealt with by email only at lost-property@lse.ac.uk

How to use the lockers

1. The door to the facility and the locker can be accessed using a valid LSE ID card.
2. Find an empty locker.
3. Place property in the locker and close the door.
4. To secure your locker you will require a padlock. The hasp of the padlock must be a minimum 6.3mm in diameter. The required padlock type is available from the LSE General Store.
5. Make a note of the locker number, not just the location!
6. Any property left in unsecured lockers will be removed and disposed of.
7. Any property left on floor, beside or on top of lockers will be removed and disposed of.
8. Any misuse of this facility will result in access privileges being withdrawn.
9. Any technical difficulties concerning these lockers should be directed to the Security Staff in Room Old 1.02 on the 1st floor of Old Building. Office hours for enquiries are: 10am – midday Monday to Friday.