



Doctoral Hub locker rental terms and conditions

1. Available lockers will be rented out on a first come, first served basis.
2. Lockers can only be rented on a termly basis i.e. for 2018/19:

	Rental dates	Requests for lockers accepted from
Term 1	1 August 2018 – 14 December 2018	August 2018 onwards
Term 2	2 January 2019 – 26 April 2019	Mid November 2018 onwards
Term 3	29 April 2019 – 6 August 2019	Mid March 2019 onwards

3. The cost of the rental is £10 (in cash) – which is fully refundable as long as the key is returned to Research Degrees before the end of the rental period.
4. Please be aware that if you do not return the key to Research Degrees by the deadline:
 - You will lose your £10 deposit
 - Your locker will be cleared and you will be given 2 weeks to collect the contents from Research Degrees before they are disposed of
5. To request a locker, please contact researchdegrees@royalholloway.ac.uk. If a locker is available for you to rent out, an appointment will be made for a member of the Research Degrees team to meet you at the Student Services Centre to hand over the key and to take the £10 deposit. Please bring your College ID to this appointment.

