

**RULES FOR THE USE OF SELF-SERVICE CLOAKROOM AND LOCKERS IN THE CEUE BUILDING OF THE  
POZNAN UNIVERSITY OF ECONOMICS (UEP)**

**§ 1**

1. Use of the cloakroom is free of charge.
2. The cloakroom is equipped with numbered lockers with a programmable combination lock, the use of which is specified in the instructions on each locker.
3. The user may use a locker that is available. Its availability is indicated by the marking on the lock (the green colour of the lock marking is at the top). A locker may also be accessible despite the absence of the green marking at the top of the head when its door is ajar.
4. When the user has finished using the locker, he/she is obliged to leave it in the open position (door ajar and green lock marking in the top position).
5. The cloakroom is open on UEP opening days and hours.
6. Items left in the cloakroom are the responsibility of their owner. They are not subject to insurance by UEP.
7. It is forbidden to store valuable items in lockers that may soil or damage them and pose a threat to the safety of the facility's occupants, especially flammable items, chemical substances, biological substances, substances emitting unpleasant odours, corrosive substances, alcohol, psychoactive substances and items the possession of which may be considered illegal.
8. It is forbidden to leave items in lockers after 10 pm.
9. By placing your belongings in a locker, you accept these rules and agree to abide by their provisions. and you are obliged to comply with the provisions contained herein.

**§ 2**

1. In the event of problems with a locker, report to the CEUE building porter, who is required to:
  - arrange for a security officer (or an employee of the Facilities Management Department (DZI - Dział Zarządzania Infrastrukturą) to be present to receive a request to open the locker by commission;
  - draw up a report on the opening of the locker in accordance with Annex 1 to these rules;
  - to hand over the item to the owner following a positive verification of the locker's contents;
  - completing and signing the record of delivery of the goods (Annex 1).
2. The user receiving the belongings is obliged to describe the contents of the locker in great detail and to present an identity document for the purpose of drawing up a record.
3. In exceptional cases, the actions of paragraph 1, points 1-4 above may be carried out by the employees of the DZI in a minimum of two persons.
4. The persons constituting the committee may refuse to hand over the items in the locker if they have doubts as to their credibility and belongingness.

**§ 3**

1. Each day a security officer will verify the state of the lockers and open ajar the locked but not code-secured lockers.
2. Once a week, lockers locked for more than one day will be opened under the supervision of DZI officers, and the items inside destroyed/disposed of.

**§ 4**

1. If damage is caused to the locker or lock, the user will be charged for the cost of the damage following an assessment.

**§ 5**

1. Any breakdowns, damage or destruction of cloakroom equipment must be reported immediately to the staff at the gatehouse.
2. UEP reserves the right to temporarily disable the use of the cloakroom.
3. All requests and comments concerning the functioning of the cloakroom should be sent to the following e-mail address: [dzi@ue.poznan.pl](mailto:dzi@ue.poznan.pl).

This policy is effective from ..... 2023 r.