

POLICIES CONTRACT

I HAVE READ THE STOCKROOM POLICIES AND AGREE TO ABIDE BY THE FOLLOWING:

- I am responsible for any broken or missing items and they will be replaced AT MY EXPENSE. I understand that failure to pay any and all replacement fines OR failure to return any copies of the *Item Replacement Statement* **before the end of finals** will result in a mandatory fine and a hold being placed on my account until the matter is settled.
- I am responsible for all contents in my lab drawer. Anything broken or missing at check-out time will be charged to me. I understand that the Stockroom IS NOT and WILL NOT be held responsible for items left on the lab bench.
- I am responsible for checking-out of my lab drawer EVEN IF I DROP THE COURSE. Furthermore, I understand that **NO check-outs will be conducted once finals begin.**
- I am responsible for locking my drawer at the end of lab. I understand that the Stockroom is not responsible for any items left in an unlocked drawer
- I am responsible for the payment of all Stockroom Fines I might incur during the semester. I will not be allowed to check-out of my lab drawer until the fines are paid. Failure to pay Stockroom Fines before the beginning of finals will be considered failure to check-out and the policy regarding such will apply.
- I am responsible for supplying proper lab goggles.

Student's Signature

Date

Student's Name (please print)

Instructor's Name

Course

Laboratory Day & Time