Locker Reservation at KGI

Reservation policies

Leaving backpacks, drinks and food on the floor in the hallway outside research labs is strictly prohibited. To address this, KGI provides lockers for students to store their personal items, including food and drinks, while working in a research lab. Students can reserve lockers up to one month in advance. Locker reservations are free of charge and can be made for up to one semester. Locker reservations are processed on a first come, first served basis, subject to availability.

To reserve a locker, please complete the reservation form below and email it to Jasmine Yu ( [jyu@kgi.edu](mailto:jyu@kgi.edu) ) for approval. Once approved, you will receive a confirmation email with your locker assignment and further instructions.

The bottom row lockers are available for daily use without reservation. However, due to the high demand, it is highly recommended to make your reservations in advance.

**Note: Lockers are subject to availability and should not be shared with others. Failure to comply with the rules and regulations may result in the revocation of locker privileges. Additionally, food and drinks should not be left in lockers overnight, and users are responsible for keeping the locks clean.**

Keys and locks

Students are required to provide their own locks for their lockers. All locks must be removed by the end of reservation term.

Reservation Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: (MENG, BSUITE, etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research lab location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of Reservation (Start Date – End Date):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Locker Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_