**UMF Cleanroom Locker/ Plastic Box Lending Form**

I (full name, student/staff ID) borrow a locker (locker no.: ) and/ or plastic box (box no.: ) from UMF Cleanroom and agree the following terms:

1. A padlock will be given to the user.\*
2. User cannot change the padlock password.\*
3. Users should clear the lockers/ plastic box and return the padlock/ plastic box to UMF when returning.
4. Borrowing period is 1 years or expiry date of student/ staff ID, whichever is the earlier. The borrowed items can be renewed.
5. UMF has a right to clear the lockers/ plastic box after the borrowing period.

*\* For borrowing locker*

Borrow Period: to (dd/mm/yyyy)

|  |  |
| --- | --- |
| Contact Tel: | PolyU Email: |
| Department: | Supervisor Name: |

|  |  |
| --- | --- |
| Borrow Date: | Return Date: |
|  |  |
| User Signature: | User Signature: |
|  |  |