



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • www.macrecdistrict.com

Locker Rental Policy and Fee Schedule

Section 1. Purpose

The purpose of this policy is to establish the MAC's approach to locker rentals.

Section 2. Definitions

Terms used in this policy include:

1. In-district patrons are those that reside and/or own property within the boundaries of the district and pay property taxes to the district.
2. Out-of-district patrons are those that reside outside of the boundaries of the district and, as a result, do not pay property taxes to the district.

Section 3. Procedures

1. Patrons may bring their own lock to use with MAC lockers for the duration of their swim session. No personal overnight locks allowed.
 - a. A certain section of lockers in each locker room will be designated for 'personal lock use'. The remaining lockers will have MAC locks secured on them at all times.
 - b. Should a patron choose to rent a locker on a monthly basis, they are required to use a MAC lock (see section 4.2.b.).
2. All locks and contents must be removed from lockers daily after patrons are done using them, unless the patron has entered into a monthly or annual rental agreement with the MAC.
 - a. At the end of each day, any designated day-use lockers with personal locks left on them will be cut and contents bagged and kept for up to 10 business days, at such time the contents will be discarded.
 - i. Staff will make every effort to identify the patron and contact them to retrieve their belongings.
3. Patrons will be permitted to rent a locker on a monthly basis, allowing them to leave the contents of their locker overnight.
 - a. Should the staff have a reasonable suspicion, based on sight, smell or sound, that something must be removed from a locker, they will cut the lock to inspect the locker's contents. Items will be bagged and kept at the front desk for up to 10 business days for the patron to pick up, after which time the contents will be discarded.



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Section 4. Rental Procedures

1. Designated lockers will have locks on them at all times, and each locker will be numbered and have a lock with a corresponding number.
2. The front desk will have cubbies with a key for each individual rental lock.
 - a. Daily rentals
 - i. Patron will leave collateral at the front desk, which could include a driver's license, car keys, or if they prefer, \$5 cash.
 - ii. Patron will return the lock and key at the end of their swim session(s) and receive their collateral back.
 1. In the event the lock and/or key are misplaced or damaged, the patron will be required to pay a damage fee of \$5 to receive their collateral back.
 - iii. In the event a key is lost, the patron should report it to the front desk immediately.
 1. The MAC maintains one copy of each rental lock key and will be able to open the locker for the patron if they misplace the key so they can remove the locker contents.
 2. Staff will note that the key has been lost and immediately notify the facility manager, who will replace the lock for that particular locker.
 - a. Until the lock is replaced, that particular locker should not be rented out.
 - b. Monthly/Annual rentals
 - i. Lockers can be rented on a monthly and/or annual basis. All longer-term rentals require a MAC lock (no personal locks allowed).
 - ii. Patron will sign up for the rental with a customer service specialist and sign a rental agreement, with permitted usage, etc.
 - iii. All longer-term rentals require a signed rental agreement with payment prior to the rental commencing.
 - iv. Longer-term rentals can be renewed. When the term of the rental is up, patrons will be required to clear the locker of the contents. If the locker is not cleared, the lock will be removed and the locker contents will be



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bagged and kept for 10 business days, and such time the contents will be discarded.

Section 5. Fee Schedule

Rental Duration	In-District	Out-of-District	Purchase a personal combination lock for daily use from the MAC for \$10.
Daily <i>(Brass lock with key)</i>	\$2.00		
Monthly*	\$40.00	\$48.00	
Annually*	\$420.00	\$504.00	

*Monthly rental rate includes a \$5/month processing fee. Annual rentals waive the \$5 fee, equating to \$60 in savings over 12 months.

*Payment for longer-term rentals is due at the time of signing the rental agreement. Payment plans are not available for locker rentals.