

SLBC Locker Allocation Procedure

Member Application

When a Member wants to apply for a Locker, they must fill out a Locker Application Form. This form can be obtained from the Bar Staff or printed out from the SLBC Website.

After completing the Form, the Member hands the form to the Bar Staff.

If there are no Lockers currently available, the Bar Staff will file the Form into the Locker Allocations File under the Locker Applications sleeve in the order of oldest Application first and newest Application last.

Locker Allocation

When a Locker is available, the Bar Staff will take the first application (oldest) from the Locker Applications sleeve and fill out the SLBC Official Use section, and file the form in the sleeve of the Locker Allocations File for the relevant Locker number.

The Member is then advised of the Locker number and given the key.

Annual Renewal

In September each year, the Member will be required to pay their Annual Locker Fee to the Bar Staff. The Bar Staff will access the Locker Allocations File and enter the date of payment into the next available Renewed Dates slot on the form in the sleeve for that Locker Number, and update the Locker Renewal sheet.

Locker No Longer Required

When a Member no longer requires the allocated Locker, they must hand the Locker Key back to the Bar Staff (never to another Member), and the process of **Locker Allocation** is invoked.