How to request a staff locker

- Fill out the locker request form at [http://www.pcc.edu/locker/staff/](http://www.pcc.edu/locker/staff/).
- Your online request will be sent to the Sylvania PE Issue Room, and within 24 hours you will be assigned a staff locker on a **first-come, first-assigned** basis. Every effort will be made to honor your request consistent with order of request and availability of lockers. If the locker you've requested is not available, an appropriate substitution will be made.
- After your locker has been assigned you will receive a confirmation with your locker number and lock combination by return email.
- You may also request a locker in person at the PE Issue Window.
- PE staff lockers are assigned for the year and must be surrendered at the end of Summer term.
- If you request a tall/large locker and none are available, you may place your name on a waiting list for the next available tall/large locker.
- If you find you aren't using your assigned locker, please notify the PE Issue Room (email voice: 4945 - [mailto:sylperes@pcc.edu](mailto:sylperes@pcc.edu)) so that your locker can be reassigned.

Opening your lock

1. Turn dial 3-4 times to the right
2. Turn dial to right, stop at first number
3. Turn dial to the left past your first number, and stop at the second number
4. Turn dial to the right to your last number
5. Pull down on the lock to open

Towel Procedure

- Pick up your towel at the PE Issue Window on your way INTO the locker room.
- Return your soiled towel to the PE Issue Window on your way OUT.
- Please do **NOT** store your towel in your locker.

Recreational use of the PE Facilities

To use PE facilities during designated recreation hours, you must obtain a Facility Use Ribbon at the PE Issue Window each term. Pin your ribbon to your clothing so the PE monitor can see it. If you're using PE facilities during recreation hours and are not wearing a ribbon, you will be asked to leave. Please request a facility ribbon when you pick up your towel for the first time.

- P.E. facilities available for use during posted recreational hours include the swimming pool, gymnasium, weight room (HT 02), handball/racquetball courts, and track. Please read and follow all rules posted in these facilities.
- The Fitness Works (room HT 118) is **not available** for recreational use.
- You may check out equipment (i.e. balls, boom boxes, swim goggles, etc.) from the PE Issue Window with a valid PCC ID card. If you lose the equipment or don't return it, you will be charged the cost to replace the lost equipment.
- Guests are not permitted.
- You must be dressed-down for workouts. Appropriate clothing is:
  - Bathing suit for swimmers
  - Loose fitting shorts or sweat pants, T-shirts with sleeves or sweatshirts – No tank-tops.
  - Athletic type shoes (white soled for gym, Dance Studio-101, &/or Exercise Room-08)

Questions?
Please contact the PE Issue Room at ext. 4945 voice or [mailto:sylperes@pcc.edu](mailto:sylperes@pcc.edu).