**SUMMER STORAGE POLICY AND AGREEMENT FORM FOR SPARKS HALL**

The purpose of this policy is to provide guidelines for storage of specific items for students who are moving out of the residence halls at the end of the spring semester and plan to return to the residence halls the following fall semester. Summer storage on campus is not guaranteed and will be evaluated on an annual basis. Summer storage will depend on availability as determined by Housing. To apply for summer storage a student must meet the following criteria:

* **Be enrolled in the upcoming Fall semester.**
* **Have a completed application/contract for the upcoming Fall semester.**
* **Be in good financial standing with The University.**

Summer storage form must be submitted by April 26, no later than 5:00PM. There will be a $30 fee for the 3-month period of summer break that will be charged to your student account upon approval of this request.

**ALLOWABLE STORAGE ITEMS**

* Items in boxes or plastic containers. Two containers are allowed.
* One cleaned and defrosted mini refrigerator.

**SPACE LIMITATIONS**

Storage facilities are limited and are unable to accommodate storage needs for all residents. If available, it will be on a first come, first serve basis.

**STORAGE PROCEDURE**

The Housing will determine the storage schedule with regard to when storage items will begin being received, when storage items will no longer be accepted, and when the Housing Personnel will be available to unlock the storage area. Summer storage access will not be available after the spring move out date.

All items **must** be enclosed in boxes or plastic containers. Each box or container placed in storage must be labeled with the following information **or it will not be accepted**:

* **Complete Name**
* **Permanent Home Address and Phone Number where you can be reached**
* **Summer Address and Phone Number (if different from home address)**
* **Month/Year student will return to campus**

Storage will not be available until the Monday before the spring move out date.

**LIABILITY**

The university is not responsible for articles lost, stolen, or damaged while in storage. Therefore, students should carry their own insurance on the items they store. Items of special value to students should not be stored.

**CLAIMING STORAGE ITEMS**

Students should claim their storage items after fall check-in by contacting the Housing Coordinator. Students must reclaim their storage items no later than 5:00 p.m. on the second Monday of classes. If you fail to claim all your stored items, a penalty will be charged.

Any items not claimed by 5:00 p.m. of the third Monday of classes will be declared abandoned. Abandoned property becomes the property of Housing and students will be charged a disposal fee.

**Late Storage Requests**

Storage requests must be made and approved before the day of check-out. Any storage requests made and approved after the deadline set forth by the Housing Coordinator will be assessed a $100.00 fee. This fee will be charged to your student account. The Housing Coordinator and Director of Housing are the only agents who can approve or reject late storage requests.

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Science & Arts, Student Services, Housing and its agents assume no liability for items which students choose to place in summer storage. The student acknowledges, by their signature below, that Science & Arts, Student Services, Housing and its agents will be held harmless in the event that student property is lost, stolen, or damaged while in summer storage. I understand that Housing and Science & Arts assume no liability for items placed in storage.

I have read the information above and agree to all of the terms and conditions of this storage request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

\_\_ Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Housing Coordinator) \_\_\_\_\_\_\_\_\_\_\_ (Date)

\_\_ Declined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Housing Coordinator) \_\_\_\_\_\_\_\_\_\_\_ (Date)

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STORAGE AGREEMENT

|  |  |  |
| --- | --- | --- |
| **Print Last Name First Name**  | **Student ID** | **Building** |
| **List Items Stored:**  |

Resident’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housing Coordinator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_