

SUMMER STORAGE POLICY AND AGREEMENT

Effective 11/11/08

■ PURPOSE OF STORAGE POLICY

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. Storage may be located within a resident's house or elsewhere in the building or complex as determined annually by the Department of Residence, and it will be based on space availability. The location of storage will vary from house to house and from summer to summer and will be dependent upon building configuration, summer utilization, planned maintenance and/or renovation activities. The Department of Residence will attempt to offer all residents storage options that are as convenient as possible yet still meet the operational needs of the department.

■ ALLOWABLE STORAGE ITEMS

Lofts may be stored in RCA, TRA, and UDA.

As space allows these additional items may be stored in the RCA, TRA, and UDA:

- Couch
- Chair
- Lamp
- Carpet
- Boxed Items
- Small Appliances
- Electronics

■ SPACE LIMITATIONS

If storage facilities are not large enough to accommodate all house members' storage needs, allocation of available space will be left to the discretion of the house and/or Hall Director. This may be done on an item priority, seniority, first come/first served, distance from home, or other basis.

■ STORAGE PROCEDURE

It is up to the house to 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 CA (Community Advisor) will be available to unlock the storage area.

Each item placed in storage must be tagged with the following information:

- Complete Name
- Current Residence Hall Address
- Permanent Home Address and Phone Number
- Summer Address and Phone Number (if different from home address)
- Fall Residence Hall Address

Students who wish to store items over the summer should complete a Summer Storage Policy and Agreement and return it to the CA. The CA will unlock the storage room and remain in the storage room until the items are placed inside and the room can be locked. When the resident has placed their items in the storage area, the CA will sign the storage agreement and give a copy to the resident.

It is the responsibility of the house to keep all fire lanes cleared of stored items. Violation of this rule may result in a fine charged to the house and/or revocation of storage privileges.

■ LIABILITY

Iowa State University, the Department of Residence and its agents assume no liability for items which students choose to place in summer storage. The student acknowledges, by their signature below, that Iowa State University, the Department of Residence, and its agents will be held harmless in the event that the Department of Residence or student property is lost, stolen, or damaged while in summer storage.

■ CLAIMING STORAGE ITEMS

Students should claim their storage items after fall check-in by contacting the CA. Students must reclaim their storage items no later than 9:00 p.m. on the second Monday of classes. Property not claimed by 5:00 p.m. of the third Monday in September will be declared abandoned. Abandoned property becomes the property of the house to sell. Abandoned property, which the house cannot sell by October 1st, will be disposed of by the House Cabinet.

I have read the information above and agree to all of the terms and conditions of this storage agreement.
I understand that the Department of Residence and ISU assume no liability for items placed in storage.

Print Last Name, First Name MI		ISU ID Number		Building	
Circle the items stored (Only one item of each)	Couch	Chair	Lamp	Carpet	Loft
	Boxed Items		Small Appliances		Electronics
Resident's Signature		Date	CA Signature		Date

White page--Community Advisor

Pink page--Hall/House Resident