

# Residential Life

## Storage Room Guidelines

### Rules and Regulations:

- Each hall's RA staff will be responsible for maintaining the resident and RA storage
- Storage space is on a first come first serve basis
- Students in possession of a fall housing assignment at the end of the academic year, must store their items in the hall they will be assigned for the fall term
- All items will be logged in and out with name, date, and item description
- Any item with a label older than one year and/or any unmarked items will be disposed of either through surplus or environmental services. The RA staff will label any items to be disposed of and submit the correct work order to the proper University department
- Storage Logs must be kept in the storage room at all times
- Storage rooms containing shelving **MUST** have all items stored on the shelves. Refrigerators may be stored on the floor.
- Storage rooms will be cleaned out twice a year by the RA staff. This will take place at the end of the first semester and again at the end of the academic year and supervised by the Resident Director

### Access:

- To request access to a storage room during the academic year, the student must contact a RA to schedule an appointment. The RA should receive a 24 hour notice
- No access will be granted to storage during the summer term

### Unacceptable Items:

**Carpet**—there is no longer carpet storage available.

**Furniture** (lamps, desks, beds, etc.)

**Electronic equipment**

### Acceptable Items:

- Items **MUST** be contained in a box, not to exceed 24X18X24
- Boxes must be sealed with packing tape and labeled properly with RL supplied label.
- 4 boxes/items per student is the maximum allowed
- Luggage will be permitted if it is labeled properly
- Refrigerators will be permitted if labeled properly

### Resident Assistant Storage Rooms:

- RA storage is subject to the same guidelines as resident storage and must be cleaned twice yearly. The only exception for the RA staff is that University provided furniture may be stored in the RA storage room for those who do not want a double set of furniture in their room

*The University will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat and/or other natural disasters.*

*When storing goods in University space, students assume the risk of loss or damage. Students should consider the purchase of insurance to cover the loss of, or damage to, personal property. Students may also be eligible under an extension of parent or legal guardian insurance; verification is solely the resident's responsibility.*