

# Campus Life Storage Room Guidelines

## Rules and Regulations:

- Residence Hall's RA staff(s) are responsible for maintaining Resident and RA storage procedures during move in and move out.
- All items must be checked-in and checked out by a Campus Life staff member (RA, Community Director, or other Campus Life Staff) via the virtual submission form.
- Storage rooms containing shelving **MUST** have all items stored on the shelves. Refrigerators may be stored on the floor.
- All items must be clearly labeled with the students name and contact information. Each item must have a fully completed storage label.
- Items may not have more than one storage label on them while in storage.
- Campus Life Staff will complete a Storage Room inventory of all halls after Fall and Spring openings. Any item(s) with a storage room sticker older than one academic year and/or any unmarked items will be disposed of either through surplus or environmental services.
- No access will be granted to resident or RA storage during the summer, no exceptions.

## Checking Items Into Storage Policies:

- All items must meet acceptable storage condition guidelines listed below.
- Storage space is on a first come, first serve basis.
- Students in possession of a future housing assignment at the time of storage, should store their items in the hall they are assigned to for the next academic period.
- Students **may not** move other student's belongings in order to make room for their own.
- Items must be picked up within one year of going into storage.
- Items may **not** be university issued furniture.
- Items may only be stored if the student is **departing campus** and **may not** store items while actively living in residential housing.

## Picking Items Up Policies

- All items must be picked up when checking items out of storage.
- Students may not re-store containers or boxes in storage rooms after unloading items.
- If the person picking up storage items is **not** the student who put items into storage, Campus Life must have written permission from the item owner for a proxy to pick up items on their behalf.

## Unacceptable Items:

- Carpets or Rugs, even if properly sealed.
- Electronic equipment, including but not limited to: televisions, gaming systems, speakers, etc.
- Furniture, including but not limited to: lamps, desks, chairs, mattress pads, etc.

## Acceptable Items:

- Items **MUST** be contained in a box, not to exceed 24x18x24.
- Boxes must be sealed with packing tape and labeled properly with Campus Life supplied labels.
- A maximum of 4 items/boxes is allowed per student.
- Luggage is permitted if sealed and labeled properly.
- Mini refrigerators are permitted if cleaned and labeled properly.

*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 student's responsibility.*