

Department Of Residence – Iowa State University

ACADEMIC YEAR STORAGE POLICY AND AGREEMENT

■ PURPOSE OF STORAGE POLICY

The purpose of this policy is to provide guidelines for storage of specific items for students who are moving into the residence halls at anytime during the academic year. 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 academic year to academic year and will be dependent upon building configuration, academic year utilization or 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 safety standards and operational needs of the department.

■ STORAGE FEES

There will be no fee charged for storage during the academic year.

■ ALLOWABLE STORAGE ITEMS

University owned Bed Frames, Bed Legs, and Desk Chairs, as well as student owned empty suitcases and empty trunks may be stored in the RCA, TRA, and UDA, pending available space. All other university and personal items must be stored in your own room.

Houses may approve, by an 80% affirmative vote of the house population, to accommodate additional storage items. Houses must wait until after the fourth week of classes each semester to do so, and any such accommodation must be approved by the Hall Director and satisfy University Safety Standards.

■ SPACE LIMITATIONS

In the event that the storage facilities are not large enough to accommodate all house members' storage needs, priorities for allocation of available space will be left to the judgement of the house. This may be done on an item priority, seniority, first come/first served, distance from home, or other basis, at the discretion of the house/Hall Director. There will be no space available for storage in Maple Hall during the academic year.

■ STORAGE PROCEDURE

Each item must be tagged with the following information:

- ❖ Name
- ❖ School address
- ❖ Permanent address

Tags can be obtained from your CA.

Students who wish to store items during the academic year should complete the Academic Year Storage Policy and Agreement and return it to the CA. 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 maintain the fire lanes in the storage area at all times. Violation of this rule may result in a fine charged to the House. The Hall Director and custodial staff will check storage closets periodically.

■ LIABILITY

Iowa State University, the Department of Residence and its agents assume **no liability** for items which students choose to place in storage during the academic year. 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 university or student property are lost, stolen, or damaged while in academic year storage. There will not be an appeal process with this matter.

■ CLAIMING STORAGE ITEMS DURING THANKSGIVING, WINTER AND SPRING BREAKS

The CA will determine the House Storage Schedule for removal of items and will post these hours one-week prior to Thanksgiving and Spring Break. Winter Break schedule will be posted the week before Dead Week. Due to limited access to storage during all of these breaks you will need to sign-up for a time with your CA. Prior to check out all items in storage need to be returned to your room.

■ CLAIMING STORAGE ITEMS IN SPRING SEMESTER

Students should claim their storage items by the third week of April. This is to ensure routine cleaning and up keep prior to summer storage. CA availability will be limited during this time. CA's will post a schedule for items to be removed from storage. Students will be notified in advance about removal of stored items. Students must reclaim their storage items by the third Monday in April. Failure to meet the above storage policy agreement may result in the following:

- ❖ Monetary charge of \$10.00 a day for any unclaimed items left in the hall/house public spaces.
- ❖ Students will be charged for university property lost during the academic year.
- ❖ Storage privileges may be revoked on an individual and/or house basis.

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		House	
Circle items stored	Bed Frame	Bed Legs	Suitcase	Trunk	Flattened boxes
Resident's Signature		Date	CA Signature		Date

White page—Community Advisor

Blue page--House/Hall Resident