

General Post Office Policies

1. Your address for U.S. Mail should look like this:

Your Name
Messiah College
Your box number
One College Ave
Grantham, PA 17027

2. Campus Mail should **always** use a name and box number

Recipients Name
Box #####

Any Mail without a box number, may be delayed up to 3 days!

3. Each mailbox will be shared by at least two people—this means that if you find two or three of the same thing in your box with no names, there is one for each person sharing the box—if you have not gotten yours, take one.
4. There is a **\$25.00 fine** for a lost key.
5. Bring your key with you to check your mail—there is a **\$1.00 charge** for opening your mailbox if you don't have your key.
6. Minimum size for all mail is 3½ " x 5"
7. Mailings of 10 or more pieces of campus mail should be in box number order and banded together.
8. Packages too large to fit through the campus mail slot **must** be put into one of the lockers along the hallway by using one quarter and following the directions inside the locker door. Use a locker with an orange or grey tag attached to the key. **Cross out the last name on the tag, put the new name and box number on**, and drop the tag and key into campus mail.

If you have any questions, you may call Bill Althoff at ext. 3904.