Storage Policy

In order to take advantage of the storage service, I must live at least 300 miles away from campus as stated in the current Student Handbook. Space is available on a first-come, first-served basis. I understand that I assume full responsibility for items placed in any storage area. “Although Messiah will make every reasonable effort to protect student property, it is not in any way liable for the loss, theft, or damage of any property belonging to residents. Messiah is also not responsible for damage or injury that may be caused by breakage, leakage, or obstruction of pipes, electrical systems, loss of computer programs because of electrical surges, or by other latent building system defects not known to Messiah.”

I understand that I cannot store empty boxes during the summer. I understand that I am not allowed to store furniture of any kind; carpet, lumber or lofts, tires, flammable liquids, room furnishings. Other upholstered furniture is not permitted in storage rooms! Due to limited space available, a student should not expect to store more than two to three medium-sized boxes.

I will ensure that all items are properly secured—and that none of the items in boxes, crates, trunks, etc., can shift and/or fall out of their containers. Items must be packaged as if to be shipped or mailed. Belongings may get moved around somewhat due to changes in the storage areas. I further understand that failure to comply with any of the above stipulations may result in disposal and/or removal of items placed in any storage area.

Retrieving Your Items
You may retrieve your items at the beginning of each semester at posted times. Access will not be given during the summer.

NOTE: Items that remain in storage for more than 30 days after permanently leaving on-campus housing or student status (i.e. transfer, graduation, etc.) will be disposed of after an attempt has been made to contact him/her.

Storage Request Form

Name ____________________________________________

Current Hall/Apt. Room #: ____________________________

Extension __________________________________________

Fall 2008 Housing Assignment (Room #) __________________________

Cell phone: _______________________________________

Home Address: _________________________________________

____________________________________________________________________

(State)                                                            (Zip)

Home Phone: (_____) ____________________

E-mail: ____________________________________________@messiah.edu

When you need storage: [ ] Summer [ ] Fall Semester (study abroad only)
[ ] Spring Semester (study abroad only)

List items you intend to store:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Messiah College cannot accept responsibility for anything placed in storage, so please choose very carefully what you store.

I have read and agree with the terms regarding storing my belongings.

Your Signature: __________________________________________

Date: ___________________________________________________

RD Signature: ___________________________________________

Date: ___________________________________________________

Process/Procedure

1. Complete and submit a Storage Request Form to the RD of building you will in next year. You will store items in that building. With the following exceptions:
   All apartments – return forms to the Office of Residence Life. Store in Mellinger
   Fall Study Abroad – return forms to the Office of Residence Life. Store in Witmer
   Satellite houses – return forms to the Office of Residence Life. Store in Naugle
   Those without a fall housing assignment – return forms to the Office of Residence
   Life. Store in Witmer

2. Wait for approval and set of Residence Life storage labels from RD

3. Pack your belongings and bring to the storage area May 6 – 13 from 7 – 9 p.m.

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