



## **Controlled Storage Policies**

Students who are not enrolled for classes in Hanover or who will be away from campus may store personal property in Controlled Storage Areas as space permits.

The cost of storage is \$10 per box or storage unit per term. Students need to pay for the first term of storage at the time the items are stored. Payment can be made with cash or check at the storage location. To pay with credit card or DASH, storage tickets must be purchased in the Residential Life Business and Operations Office in North Massachusetts Hall prior to storing personal belongings. The storage fees of \$10.00 per item for additional terms are posted to an individual's Student Account Statement.

All boxes and other storage units must be retrieved within three weeks after a student returns to campus enrolled for classes. There will be a \$5 per unit, per week charge assessed for belongings left beyond the three-week period; skis and bicycles are the only exceptions and may be stored while a student is on campus until the end of the term specified on his or her Controlled Storage Contract. Furthermore, the College will not be liable for loss or damage to any unit stored longer than the three-week pickup period for normal belongings or the specified pickup term for bikes and skis.

A student who stores items for a friend must present the Controlled Storage attendant with a printed e-mail message from the friend's account that gives the student permission to store the items in the friend's name. This will ensure that charges for subsequent terms or for late pickup will be assessed to the friend whose belongings are stored, not to the student putting the items in storage. If no e-mailed permission can be produced, items will be recorded under the name of the student putting the items in storage. ORL will not transfer the personal belongings into another student's account once the contract has been filled out.

Items will be released only to the student whose name is recorded on the items, unless permission is granted otherwise. Students wishing to pick up items that have been stored in a friend's name must present the Controlled Storage attendant with a printed e-mail message from the friend's account that gives the student permission to pick up the items.

Students who are separated from the College must remove their belongings immediately. After that time, all articles will be considered abandoned property and may be recycled or discarded.

Graduating students may not store items in Controlled Storage areas after graduating. After that time, all articles will be considered abandoned property and may be recycled or discarded.

Controlled Storage rooms are secured and insured against loss due to theft, fire or damage from moisture. Such a loss will result in reimbursement on the item's depreciated value as determined by Dartmouth College. The College will not be liable for an amount greater than \$1,000 for any loss; furthermore, failure to accurately complete the Controlled Storage Application/Contract may void the College's liability. Damage to items improperly packaged or handled forfeits eligibility for reimbursement. Loose articles, belongings in plastic bags and multiple containers taped together will not be accepted into storage. The College reserves the right to refuse to store any box or item.

Controlled Storage is open for drop-off and pick-up for at least three days at the start and end of each term. For all other times during a term, Controlled Storage can only be accessed Monday-Friday (unless otherwise noted), by calling the ORL Business and Operations Office at 646-1203 to make an appointment. All appointments must be made at least one business day in advance. The student is expected to be at the location and ready at the time of the appointment. There will be a \$10.00 charge for any late or missed appointment. Once a student misses one appointment, ORL reserves the right to require the student to meet with the Controlled Storage Supervisor prior to releasing the items from storage. Storage information is posted on the ORL website at <http://www.dartmouth.edu/~orl/res-ops/storage.html>; this includes a link to schedules as they become available.