



**Dartmouth College**  
Office of Residential Operations  
6Vox Ln, McKenzie Hall

HANOVER • NEW HAMPSHIRE • 03755

Phone: (603) 646-1203

## Controlled Storage Application/Contract

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Class: \_\_\_\_\_ Location: \_\_\_\_\_

HB # \_\_\_\_\_

Item	Storage Unit Description* (Describe both container and contents)	Dollar Value	Initial@ Pickup
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**\*Please include the term you plan to pick up bikes and/or skis.**

*I understand the policies regarding items stored in Dartmouth College Controlled Storage areas. I have read and am aware of my obligation to abide by the regulations governing the storage and retrieval of my personal belongings as stated on the reverse of this document. By signing this statement, I hereby transfer ownership of abandoned property to Dartmouth College for recycling or disposal.*

<p><b><i>By initialing the box on the right, I understand that I may not leave my items in Controlled Storage for a term in which I am enrolled in classes in Hanover. Failure to remove my items will result in a \$5.00/week charge per item.</i></b></p>	<p><b>Initials</b></p>
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Signature \_\_\_\_\_

Date \_\_\_\_\_

*I have retrieved all items listed above from Dartmouth College Controlled Storage.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Account per Term \_\_\_\_\_

Initials \_\_\_\_\_

Date Stamp	Attendant Initials
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## **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 as space permits.

Controlled Storage will accept items that are boxed or placed in another appropriate container. We also accept bikes, skis, and rugs. Loose articles, belongings in plastic bags and multiple containers taped together will not be accepted into storage. Items may be refused for any reason; however, this occurs mostly because a container or unit is damaged or exceptionally fragile. Controlled Storage does not accept large pieces of furniture including, but not limited to, mattresses, futons, sofas, or chairs. Mini-fridges, lamps, rugs, and TVs are accepted.

The cost of storage is \$15 per box or storage unit per term. This will be charged to the student's Student Account. We do not accept cash, checks, or credit cards.

All boxes and other storage units must be retrieved within three weeks after a student return 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. Residential Operations 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 after graduating. After that time, all articles will be considered abandoned property and may be recycled or discarded.

Controlled Storage can only be accessed Monday-Friday (unless otherwise noted), by calling Residential Life 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 Residential Operations website at <http://www.dartmouth.edu/~orl/res-ops/storage.html>; this includes a link to schedules as they become available.