

# Dartmouth

Campus Services | Residential Operations  
North Massachusetts Hall, Hanover, NH 03755

## Controlled Storage Application/Contract

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

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

Sticker Number	Storage Unit Description* (Describe both container and contents)	Dollar Value	Initial@ Pickup

\*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.*

<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>	<b>Initials</b>
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Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

- Student Account \$ \_\_\_\_\_
- Check \$ \_\_\_\_\_
- Tickets # \_\_\_\_\_

Initials \_\_\_\_\_

Date Stamp	Attendant Initials
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## **Controlled Storage Policy**

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 \$11 per box or storage unit per term. Payment can be made with cash, check or by billing the student account at the storage location. To pay with credit card or DASH, storage tickets must be purchased in the Residential Operations Office in North Massachusetts Hall prior to storing personal belongings. Storage fees for additional terms will be 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 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 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 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 Residential Operations at 646-1203 to make an appointment. All appointments must be made at least one business day in advance. There will be a \$10.00 charge for any late or missed appointment. Once a student misses one appointment, Residential Operations 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 <https://www.dartmouth.edu/res-ops/storage.options/controlledstorage.html>; this includes a link to schedules as they become available.