

Storage Guidelines

Storage for residents is offered at no charge within the limits listed below. Use of any storage space is at the resident's own risk. **The College and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the residence hall. The college recommends that a student's property be insured under her own individual homeowner's/renter's policy.** The College does not guarantee the availability of storage and reserves the right to discontinue, change, or limit storage offerings at any time. Storage will be audited at the beginning and end of each semester. Any items left in storage for a semester beyond their expected date out of storage will be removed at owner's expense. Any violations of the storage policy will be charged back to the student.

Academic Year Storage

- Only storage of empty boxes, crates, luggage, tubs, etc - items you used to transport your stuff to campus - is permitted during the academic year.
- No personal belongings can be stored during the academic year; all personal belongings should fit in your room. If they do not fit in your room you need to either send them home or find a different space for them outside of College storage.
- All items must be labeled with a College Storage Label and logged into storage by your RA.
- Storage can only be accessed by an RA, the Director of Residence Life, or (if you are an international student using storage on the platform) the International Student Advisor. Storage appointments must be scheduled at least 48 hours in advance and are only available during designated times.
- You may only store items in the hall in which you currently live.

Summer Storage

- Current residents who have signed a room agreement for the coming fall term are permitted to store personal property during summer break.
- All items must have a College Storage Label (provided at the storage appointment) displayed prominently in a noticeable location on the item and be logged in by an RA.
- Each student is permitted to store a maximum of six (6) articles (articles include: pieces of furniture, fridges, boxes, rugs, etc.).
 - No small, loose items - they must be packaged in a sturdy, shippable box. (No garbage bags, space bags, etc. - they will not ship!). Boxes must be taped shut with packing tape; plastic tubs should be taped shut as well so the lid does not pop off.
 - All items must be in their most contained state (i.e. cords stowed/taped, doors/flaps/openings taped shut, rugs rolled & taped, etc.).
 - No food items can be stored. All food containers and fridges must be clean, defrosted & dry prior to storage.
 - No valuables!
 - Due to possible space restrictions, we reserve the right to limit or refuse storage for pieces or furniture, appliances, and/or items that are not packed for shipping.
- Each student is responsible for transporting their own items to and from storage. The student must be at storage with ALL of their belongings at the start of their storage appointment time. If you need the RA to meet you at the building entrance please make sure to specify that on the sign-up sheet.
- **We do not provide boxes or tape. You must secure your own packing supplies.**
- Storage will not re-open until August. Students should review the items they are placing in storage to make sure they will not need them over the summer.
- All belongings must be claimed from storage by the end of the first week of classes in the fall. Students can only claim their own items from storage.
- Storage can only be accessed by the RAs or the Director of Residence Life. International residents must go through the ISSS Advisor for access.

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SPS Seasonal Storage Expectations

- Only things needed throughout the semester permitted. If needed less than twice a year, use long term storage in Prentis loft (see Summer Storage regulations above).
- Everything must be clearly labeled with resident name.
- All items should be in closed containers - no plastic bags, grocery bags, etc.
- No furniture or empty boxes permitted. Those must go to long term storage. There is no storage of college-issued furniture at any time in any storage room.
- We ask that each resident keep no more than 6 items in this room at any time.
- All belongings must be removed from storage (& every other community spaces) at the time of your departure from the college.
- Seasonal storage is unlocked at all times so that any resident can access their belongings as needed - please do not store precious items in this space.
- All residents are expected to respect each other's belongings. Adding/removing items from storage should always be done by the resident, never by children.
- The room should be kept tidy and orderly at all times.