



ON CAMPUS STORAGE



04.20.12

On campus storage is limited and offered on a first come, first served basis to currently enrolled Haverford students. **Students who have graduated, gone on leave, or have transferred, are *NOT permitted to store anything at the College*.** While, at this time, there are no specified limits on the number of items an individual student may store, students are asked in fairness to their fellow students, to limit what is stored to what is absolutely necessary in order to allow their fellow students opportunity to store items, as well. **The Storage Program is reviewed on a yearly basis and is subject to change. The College reserves the right to clean out the storage areas. Students will be notified when clean outs are scheduled.**

STORAGE LIABILITY -The College accepts no responsibility whatsoever for any damage to or loss of student property, wherever it is located—including the student storage areas. Students store items entirely upon their own initiative, risk and responsibility. The College will not honor claims made against it for damage or loss.

All students using on campus storage acknowledge their responsibility to read, understand, and abide by all policies and procedures in the Storage Policy Guidelines and the Honor Code. For the storage program to work the full cooperation of all students using storage areas is necessary. Students are responsible for storing their belongings in a neat and orderly manner and are asked to store in the most compact ways in order to leave room for others to store their items. Items no longer wanted should be donated, taken home or thrown away. Students agree to respect the belongings of others and the storage areas, themselves, when placing items in storage areas and will for safety and security reasons shut the door to storage room when leaving.



- Storage in HCA # 804 will no longer be available for student storage.
- Students who will be living in Tritton and Kim Halls may store their belongings in Comfort or Gummere student storage areas.
- Off campus storage service by UPS – please see section on off campus storage

KINDS OF ON CAMPUS STORAGE & THEIR LOCATIONS:

- **GENERAL STORAGE**
 - Up Campus located in: Barclay, Comfort, Gummere, Jones, Leeds, Yarnall (room marked "For Residents")
 - At HCA located in buildings: #11, #14, #19, #23, #26, #30, #31, #35, #38.
- **HIGH SECURITY STORAGE**
 - Located in the Safety & Security Office (GIAC). It has limited space and is only available during the breaks.
- **SPECIAL STORAGE FOR STUDENTS GOING ON INTERNATIONAL STUDY ABROAD, DOMESTIC STUDY AWAY & EXCHANGE PROGRAMS**
 - Located in specially designated and marked Study Abroad rooms on the 3rd floor in Yarnall. This is the **only** location students on these programs may store their belongings
- **TEMPORARY TRANSITIONAL STORAGE @HCA for those students living at HCA during the summer**

Transitional storage is offered during the following two interim time periods:

 - from the end of SEM II to the beginning of the SUMMER RENTAL PERIOD @ HCA (in May)
 - from the end of SUMMER RENTAL PERIOD @ HCA to the beginning of SEMESTER I (in August)

Please see section pertaining to Transitional Storage below for complete information.

Removal of items from storage

- By Tuesday, May 1, students are asked to remove items that WILL NOT BE IN THAT PARTICULAR STORAGE AREA for the summer in order to make room for students wishing to store belongings for the summer.

STORAGE POLICIES & PROCEDURES FOR ALL STORAGE AREAS for the ENTIRE SUMMER BREAK

ALL STUDENT BELONGINGS STORED IN ALL CAMPUS STORAGE AREAS MUST BE

- STORED in ENCLOSED CONTAINERS -e.g., cardboard box, plastic bin. Exceptions: Oddly shaped or larger items -e.g., lamps, tables.
- STORED NEATLY ON THE SHELVING OR MUST FIT WITHIN the APPROVED NON-SHELVED OPEN BIN STORAGE AREA (these are clearly marked areas on the floor).
- LABELED or TAGGED according to the instructions. You may use your own label (minimum size 2"x4") or you may get labels and/or tags from the Office of Residential Life, Chase Hall 2nd floor, from 9am-5pm.
 - **All items must be labeled. Please put the following information on each label or tag:**
 - Your Full Name and Class Year
 - # box of # boxes being stored (#1 of 4 boxes)
 - Your Fall '12 Housing [Dorm, suite # & room #; HCA building # & apt. #]
 - Students on the Waiting List put "Waiting List"
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STUDENTS WHO STORE ITEMS in ANY CAMPUS STORAGE AGREE TO THE CONDITIONS and UNDERSTAND THAT

- Belongings left outside of the approved storage areas or in any other area not approved for storage will be removed and discarded.
- Students are not permitted to store hazardous, illegal, or damaged items or food items of any kind.
- Students who choose to store items in campus storage acknowledge that it is their responsibility to read, understand and follow all policies and procedures.

GENERAL STORAGE GUIDELINES

Students who are graduating, going on leave, or transferring, are NOT permitted to store anything at the College.

Storage is limited and is on a first-come, first-served basis and according to the chart. Students agree to store belongings according to the instructions and agree to abide by all policies. Students store according to where they will be living in the fall. The chart below shows where students should store their belongings.

Students agree to retrieve and move their belongings from storage areas no later than by one (1) week after the start of classes in the fall.

Small refrigerators may be stored in the above mentioned storage section, only under the following conditions:

- 1) it must be cleaned inside before it is stored
- 2) the door must be propped open when it is stored to keep mildew from forming
- 3) labeled

Refrigerators left in your dorm rooms will be removed and discarded by Facilities Management and the student, or all in room/suite if the owner cannot be identified, will be charged a \$75.00 removal fee.

No belongings may be left in dorm rooms, outside of the approved storage areas or in any other area not approved for storage. Belongings found outside of approved storage areas will be removed and discarded. Nothing may be returned to storage that the student does not want to keep or that is damaged condition.

BICYCLES may be stored over the summer or while a student is on formal International Study Abroad, Domestic Study Away, or in Exchange programs. Students returning in the fall may leave registered and labeled/tagged bikes in bike sheds or in designated garages at HCA (further information and instructions to follow). Students on formal International Study Abroad, Domestic Study Away, or in Exchange programs may store registered and labeled/tagged bikes in designated garages at HCA. Unregistered bikes will be removed during the summer.

Please note: Each storage area has its own policies and procedures so please make sure to read all instructions thoroughly.

WHERE TO STORE:

GENERAL STORAGE AREAS

WHERE YOU WILL BE LIVING IN THE FALL	APPROVED STORAGE AREA FOR THIS HOUSING
Barclay	Barclay Basement
Comfort, Jones, Lunt, La Casa, Lloyd	Comfort Basement & Jones Basement
Kim, Tritton	Comfort Basement, Gummere Basement -STUDENT STORAGE ROOM marked "For Residents Only".
Leeds	Leeds Attics
Cadbury, Drinker, Gummere, 710, Reid	Gummere Basement -STUDENT STORAGE ROOM marked "For Residents Only".
Yarnall	Yarnall Attic storage rooms marked "For Residents Only"
HCA # 11	HCA # 11 storage room
HCA # 10, 14	HCA # 14 storage room -no shelving
HCA # 15, 19	HCA # 19 storage room
HCA # 23	HCA # 23 storage room
HCA # 18, 22, 26	HCA # 26 storage room
HCA # 30, 34	HCA #30 storage room
HCA # 31, 50	HCA # 31 storage room -no shelving
HCA # 35	HCA # 35 storage room
HCA # 38, 42, 46	HCA # 38 storage room
Waiting List students (students who do not, yet, have their fall housing assignment).	Students on the Waiting List may store items up campus or at HCA. <ul style="list-style-type: none">• up campus storage in Barclay, Comfort, Gummere• at HCA in # 11, # 23, # 30, # 35 storage rooms


HIGH SECURITY STORAGE AREA (Safety & Security Office - GIAC)

- Valuable articles, such as computers, stereos, televisions, and radios may be stored in the High Security Storage Area. Each article must be boxed and marked separately with your name and year, and all items must be listed on a form provided by the Safety and Security Office. **SPACE IS LIMITED**, so storage is on a first come, first served basis. High Security Storage fills up quickly for the summer break and is very often full and closed by the Thursday before Commencement. Once the room is full, the door is sealed. Please remember that the College does not assume liability for your belongings even when they are stored in the High Security area.

SPECIAL STORAGE for STUDENTS GOING ON INTERNATIONAL STUDY ABROAD, DOMESTIC STUDY AWAY & EXCHANGE PROGRAMS – ONLY IN SPECIALLY DESIGNATED ROOMS IN YARNALL.

- Students participating in formal International Study Abroad, Domestic Study Away, or in Exchange programs, MAY ONLY STORE THEIR BELONGINGS IN THE TWO SPECIAL STORAGE ROOMS LOCATED IN YARNALL HOUSE, 3RD FLOOR (REAR). **The storage is limited and on a first-come, first-served basis.** These rooms in Yarnall are labeled for Year and Semester I Study Away storage. ALL items must be labeled according to the instructions provided. SPECIAL COLOR CODED LABELS, available at the Office of Safety and Security 24/7 only, MUST BE AFFIXED to each

item stored by those going on International or Domestic Study Away or Exchange Programs. Please label each item with your name, year, program, date of departure and expected date of return, # of boxes mark each item #1 of 5 and affixed with a special color coded labels. Students may store their bikes in a designated garage at HCA. Students will not be permitted to put things into the Study Abroad storage rooms after these storage rooms close at noon, Monday, May 14, 2012. Students returning from Semester II Study Abroad to live at HCA for the summer may request to have access Yarnall storage to retrieve their belongings. If you have any questions, don't guess – please ask the Office of Residential Life.

Your Full Name ' Class Year Program: City, Country you are going to Date of Departure and Date of Expected Return # Boxes of # boxes being stored	
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THE PROCEDURES FOR SIGN OUT OF AND THE HOURS OF OPEN STORAGE AREAS

GENERAL STORAGE AREAS & HOURS at the end of Semester II			
LOCATION	DAY	HOURS	ACCESS
Central Campus	Mon., 5/7 – Sat., 5/12	9:00 am -midnight	Sign out key at Safety & Security Office
	Sun., 5/13	2:00 – 6:00 pm	<i>NO ACCESS – until 2:00pm (after Commencement festivities). At 2:00pm, may sign out key at Safety & Security Office</i>
	Mon., 5/14	8:00 – 10:00 am	Sign out key at Safety & Security Office
HCA	Mon., 5/7 – Fri., 5/11	9:00 am – 12:00am (midnight)	9:00 am – 12:00am (midnight) sign out key at Safety & Security Office
	Friday, 5/11	9:00 am – 12:00am (midnight)	9:00 am – 12:00am (midnight) sign out key at Safety & Security Office
	Saturday, 5/12	9:00 am – 12:00am (midnight)	9:00 am – 12:00am (midnight) sign out key at Safety & Security Office
	Sun., 5/13	2:00 – 6:00 pm	2:00 pm – 6:00pm sign out key at Safety & Security Office Safety & Security locks storage areas at 6:00pm
	Mon., 5/14	8:00 – 10:00 am	8:00am – 10:00am sign out key at Safety & Security Office Safety & Security locks storage areas at 10:00am.
High Security	Mon., 5/7 – Fri., 5/11 <i>No weekend access</i>	9 am -3 pm	Call Security to make arrangements <i>FIRST COME, FIRST SERVED – High Security Storage will be CLOSED WHEN FULL</i>
Yarnall	Mon. 5/7 -Sat. 5/12	9 am -midnight	Sign out key at Safety & Security Office
	Sun. 5/13	2 pm -6 pm	
	Mon. 5/14	8 am -10 am	

CLOSING OF STORAGE AREAS for the SUMMER BREAK

ALL STORAGE AREAS UP CAMPUS WILL BE CLOSED AND SECURED FOR THE SUMMER AT NOON, ON MONDAY, MAY 14 (the day after Commencement). AFTER THESE STORAGE AREAS HAVE BEEN SECURED THEY WILL NOT BE OPENED UNTIL 10:00am, SEPTEMBER 2, 2012. No exceptions.

ALL STORAGE AREAS at HCA WILL BE CLOSED AND SECURED FOR THE SUMMER AT NOON, ON MONDAY, MAY 14 (the day after Commencement). AFTER THESE STORAGE AREAS HAVE BEEN SECURED students will not be permitted access UNTIL 10:00am on SEPTEMBER 2, 2012.

NOTES:

- Students who will be living at HCA in the summer – please read the below section on **Temporary Transitional Storage**.
- Students with permission to arrive early will be given specific instructions about gaining access their belongings upon their return on the pre-approved date.

TEMPORARY TRANSITIONAL STORAGE @HCA for those students living at HCA during the summer

What is it and why do we have it

Transitional storage is offered during the following two interim time periods:

- from the end of SEM II to the beginning of the SUMMER RENTAL PERIOD @ HCA (in May)
- from the end of SUMMER RENTAL PERIOD @ HCA to the beginning of SEMESTER I (in August)

Important things to know:

- Students choosing to store belongings in any storage areas, including during the transitional times, acknowledge their responsibility to read, understand, and abide by all storage policies and procedures and the Honor Code.
- **STORAGE LIABILITY** - The College accepts no responsibility whatsoever for any damage to or loss of student property, wherever it is located—including the student storage areas. Students store items entirely upon their own initiative, risk and responsibility. The College will not honor claims made against it for damage or loss.
- Storage is limited and on a first-come first serve basis.
- The Storage Program, of which the Transitional Storage Program is a part, is reviewed on a yearly basis and is subject to change.

Who can store where:

Students who will be living in HCA as commercial renters during the summer may temporarily store their belongings during transitional times in one of two places according to where the student will be living in the fall.

- **Students who will be living at HCA in the fall or who are on the Waiting List and using the HCA storage areas** may store their belongings according to the general storage policies and they will be given special access to retrieve the belongings they need for the summer on the day they are to move in to their summer housing and will be permitted to return their belongings to this storage area on the last day of their summer rental time.
- **Students who will be living up campus in the fall or who are storing their belongings in up campus storage areas** may store the belongings they will need for the summer in HCA #10 during these interim transitional times. They are to store these items in this transitional storage area before moving out of their campus housing at the end of the semester (to leave or move into Gummere) and will be given access to retrieve their belongings on the day they are to move in to their summer housing. All items are to be removed from HCA #10 by 9:00am, the day after classes start – TUESDAY, SEPTEMBER 4, 2012.
- No storage is available during the summer rental period to summer renters.

Access during transitional periods:

- On Sunday, May 20, the storage areas in the following buildings at HCA #11, #14, #19, #23, #26, #30, #31, #35, #38 will be unlocked by Safety & Security at 7:00am and will be locked back up at 12:00am (midnight).

- On Friday, August 3rd, the storage areas in the following buildings at HCA #11, #14, #19, #23, #26, #30, #31, #35, #38 will be unlocked by Safety & Security at 6:00pm and will be locked back up at 12:00pm (noon) on Saturday, August 4th.
- Students needing access to a storage area during the week of July 22, as they are leaving before the end of the rental period, are to sign out the key with Safety & Security and are responsible for locking up the room after they are done.
- Students needing one time access for move in or move out at times other than the above may sign out the key at Safety & Security.
- Please note: access to the storage areas during the rest of the summer rental period, other than during the above stated times, is not permitted.

How to store:

Students agree all belongings they wish to put in storage for this transitional time will be boxed, labeled, stacked neatly and in accordance with storage policies.

Transitional storage in HCA #10:

Transitional storage in HCA #10 is coordinated by The Office of Summer Programs, which handles the HCA Summer Rentals. Please contact The Office of Summer Programs (hcasummerhousing@haverford.edu) with questions. Follow up at the beginning of the academic year, will be by the Office of Residential Life.

A NOTE ABOUT EARLY ARRIVALS: Only students with special permission from the Office of Residential Life or Athletic Department (e.g. UCAs, CPs, HCOs, SRPs, PAFs, OMAs, Customs Program support, or members of athletic teams) will be allowed to move in before the official opening of the residence halls at 10:00am on SUNDAY, SEPTEMBER 2, 2012. Students with permission to arrive early, who have belongings in storage, will be provided with specific instructions about gaining access to the storage areas upon their return on the pre-approved date.

OFF-CAMPUS STORAGE

The list below reflects some of the off campus storage companies in the area. This list is for informational purposes only and does not imply an endorsement of these companies by Haverford College. **REMINDER: Students are not permitted to hire or use storage or moving companies that drop off & pick up PODS and the like.**

UPS Storage	http://www.mainlinecollegestorage.com/	610-525-8623
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“MainLineCollegeStorage.com is the website for the college storage service owned and operated by The UPS Store in Bryn Mawr, PA. For more than a decade, Bryn Mawr College students have relied on The UPS Store for help with college moveout and for shipping items home throughout the year. We are now pleased to offer storage service to other colleges and universities through [seven convenient The UPS Store locations](#). Our college storage service is a natural extension of our shipping, packaging, and college moveout services, backed by the dependability and commitment to customer service that you've come to expect from your neighborhood The UPS Store. ”

Schoolstorage	http://www.schoolstorage.com/protected.asp	610-239-0200
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Flexbox Mobile Storage	http://www.goflexbox.com/about.php	610-649-2192
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A Storage Inn	http://www.astorageinn.net	610-337-9337
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Locker Room Storage	http://www.lrssonline.com	610-279-8585
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United Storage	http://www.unitedstorage.net	610-941-4446
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Manayunk Self Storage	www.manayunkselfstorage.com	215-508-9800
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