OFF-CAMPUS STORAGE
The list provided at the end of this document 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.

ON CAMPUS STORAGE POLICIES, PROCEDURES AND INFORMATION
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 THE opportunity to store items as well. The Storage Program is reviewed on a yearly basis and is subject to change.

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 make sure to shut and securely lock the doors to the storage room(s) and/or to the 3rd floor of Yarnall when leaving.

GENERAL STORAGE AREAS WILL BE CLEANED OUT ANNUALLY. General Storage areas will be cleaned out annually and according to the schedule on Page 3. Students will need to remove all of their belongings prior to the cleaning and may return their belongings after the cleanings are completed. Details below.

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 Campus Safety 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 are permitted to 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 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 STORAGE for the ENTIRE SUMMER BREAK -- ALL AREAS**

**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 below 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 ’15 Housing [Dorm, suite # & room #; HCA building # & apt. #]
    - Students on the Waiting List put “Waiting List”

**STUDENTS WHO STORE ITEMS IN ANY CAMPUS STORAGE AGREE TO THE CONDITIONS AND UNDERSTAND THAT**
- They are not permitted to store hazardous, illegal, or damaged items or food items of any kind.
- Belongings left outside of the approved storage areas or in any other area not approved for storage will be removed and discarded.
- If they choose to store items in campus storage, they 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 (see chart).

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) it must be properly labeled

Refrigerators left in dorm rooms will be removed and discarded by Facilities Management and the student, or all students 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 or in any other area not approved for storage. Belongings found outside of approved storage areas will be removed and discarded. Nothing may be placed in storage that the student does not want to keep or that is in 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.

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.

**Please note:** Each storage area has its own policies and procedures so please make sure to read all instructions thoroughly.
**STORAGE LOCATIONS and WHERE TO STORE:**

**GENERAL STORAGE AREAS and ANNUAL CLEAN OUT SCHEDULE**

<table>
<thead>
<tr>
<th>WHERE YOU WILL BE LIVING IN THE FALL</th>
<th>APPROVED STORAGE AREA FOR THIS HOUSING</th>
<th>WHEN THE ANNUAL CLEAN OUT THIS APPROVED STORAGE AREA WILL TAKE PLACE</th>
<th>DATE BY WHICH STUDENTS MUST HAVE ALL BELONGINGS MOVED OUT OF THIS STORAGE AREA FOR THE CLEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort, Jones, Lunt, La Casa, Lloyd</td>
<td>Comfort Basement &amp; Jones Basement</td>
<td>Fall Break</td>
<td>The Tuesday preceding the start of the Fall Break at 9:00am</td>
</tr>
<tr>
<td>Yarnall</td>
<td>Yarnall Attic</td>
<td>Winter Break</td>
<td>The Tuesday preceding the start of the Winter Break at 9:00am</td>
</tr>
<tr>
<td>Barclay</td>
<td>Barclay Basement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim, Tritton</td>
<td>Gummere Basement - STUDENT STORAGE ROOM marked “For Residents Only”</td>
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<td></td>
</tr>
<tr>
<td>Leeds</td>
<td>Leeds Attics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadbury, Drinker, Gummere, 710, Reid</td>
<td>Gummere Basement - STUDENT STORAGE ROOM marked “For Residents Only”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA # 11</td>
<td>HCA # 11 storage room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA # 10, 14</td>
<td>HCA # 14 storage room -no shelving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA # 15, 19</td>
<td>HCA # 19 storage room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA # 23</td>
<td>HCA # 23 storage room</td>
<td></td>
<td></td>
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<tr>
<td>HCA # 18, 22, 26</td>
<td>HCA # 26 storage room</td>
<td></td>
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<tr>
<td>HCA # 30, 34</td>
<td>HCA # 30 storage room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA # 31, 50</td>
<td>HCA # 31 storage room -no shelving</td>
<td></td>
<td></td>
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<tr>
<td>HCA # 35</td>
<td>HCA # 35 storage room</td>
<td></td>
<td></td>
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<tr>
<td>HCA # 38, 42, 46</td>
<td>HCA # 38 storage room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waiting List students</td>
<td>Students on the Waiting List may store items up campus or at HCA. Students on the Waiting List may store items up campus or at HCA.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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, ARE PERMITTED TO STORE THEIR BELONGINGS **ONLY** IN THE SPECIALLY DESIGNATED STORAGE ROOMS LOCATED IN YARNALL HOUSE, 3RD FLOOR. The storage is limited, on a first-come, first-served basis, and fills up early and
quickly. These rooms in Yarnall are labeled for Year and Semester I Study Abroad Storage and Semester II Study Abroad Storage.

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 with your name, year, program, date of departure and expected date of return, box # of # boxes being stored

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

Students will not be permitted to put things into the Study Abroad storage rooms after these storage rooms close at the end of Semester II. Students returning from Semester II Study Abroad to live at HCA for the summer may request to have access to Yarnall storage to retrieve their belongings. If you have any questions, don’t guess – please ask the Office of Residential Life.

Students may store their bikes in a designated garage at HCA.

- REMINDER THAT GENERAL STORAGE POLICIES ALSO APPLY.
- STUDENTS WHO STORE ITEMS in ANY CAMPUS STORAGE AGREE TO THE CONDITIONS and UNDERSTAND THAT
  - They are not permitted to store hazardous, illegal, or damaged items or food items of any kind.
  - Belongings left outside of the approved storage areas or in any other area not approved for storage will be removed and discarded.
  - If they choose to store items in campus storage, they acknowledge that it is their responsibility to read, understand and follow all policies and procedures.

HIGH SECURITY STORAGE AREA (Campus Safety 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 Campus Safety 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.
The procedures for sign out of and the hours of open storage areas

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DAY</th>
<th>HOURS</th>
<th>ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up Campus (except Yarnall) and HCA</td>
<td>Thursday, May 7 – Saturday, May 16</td>
<td>9:00 am - midnight</td>
<td>Sign out key at Campus Safety Office</td>
</tr>
<tr>
<td></td>
<td>Sunday, May 17</td>
<td>2:00 – 6:00 pm</td>
<td>NO ACCESS – until 2:00pm (after Commencement festivities). At 2:00pm, may sign out key at Campus Safety Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REMINDER: AFTER USE, STUDENTS ARE RESPONSIBLE FOR LOCKING THE STORAGE AREA DOORS.</td>
</tr>
<tr>
<td>Yarnall</td>
<td>Thursday, May 7 – Saturday, May 16</td>
<td>9 am -6pm</td>
<td>Sign out key at Campus Safety Office</td>
</tr>
<tr>
<td></td>
<td>Sunday, May 17</td>
<td>2 pm -6 pm</td>
<td>Sign out key at Campus Safety Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REMINDER: AFTER USE, STUDENTS ARE RESPONSIBLE FOR LOCKING THE STORAGE AREA DOORS (both, the individual storage room door and the door leading to the 3rd floor).</td>
</tr>
<tr>
<td>High Security</td>
<td>Monday – Friday ONLY</td>
<td>9 am -3 pm</td>
<td>Call Campus Safety to make arrangements</td>
</tr>
<tr>
<td></td>
<td>May 4 – May 15</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>No weekend access</td>
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<td></td>
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<td></td>
<td>FIRST COME, FIRST SERVED – High Security Storage will be CLOSED WHEN FULL</td>
</tr>
</tbody>
</table>

Closing of storage areas for the summer break

All storage areas up campus and at HCA will be closed and secured for the summer at 10:00am, Monday, May 18 (the day after Commencement). After these storage areas have been secured they will not be opened until 10:00am, Saturday, August 29, 2015.

Exceptions:
- Temporary transitional storage: Students who will be living at HCA in the summer – please read the below section on temporary transitional storage.
- Early arrivals: Students with permission to arrive early will be given specific instructions about gaining access to their belongings upon their return on the pre-approved date. 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, PAEs, 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 Saturday, August 29, 2015. 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.

Temporary transitional storage

Temporary storage during the transition times for students living at HCA over the summer

What is it and why do we have it:
Students who will be living at HCA over the summer often need, at both ends of the HCA summer rental period, a place to store the belongings they will need during the summer.
TEMPORARY TRANSITIONAL STORAGE  continued

Storage options during the transitional times - before and after the summer HCA rental period.

- from the end of SEMESTER 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 September)

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 and #18 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. At the end of the summer, they will be given access to store their belongings until they return for Semester I. All items are to be removed from HCA #10 by 9:00am, the day after classes start.

- **No storage is available during the summer rental period to summer renters.**

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 is EXTREMELY limited and on a first-come first serve basis.**

- **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.

- The Storage Program, of which the Transitional Storage Program is a part, is reviewed on a yearly basis and is subject to change.

Access to the storage areas at HCA during transitional periods:

- **On Saturday, May 23 and Sunday, May 24**
  - the storage areas in the following buildings at HCA #11, #14, #19, #23, #26, #30, #31, #35, #38 will be unlocked by Campus Safety at 7:00am and will be locked back up at 12:00am (midnight).
  - the temporary transitional storage in HCA #10 and #18 will be unlocked by Campus Safety at 7:00am and will be locked back up at 12:00am (midnight).

- **On Friday, July 31**
  - the storage areas in the following buildings at HCA #11, #14, #19, #23, #26, #30, #31, #35, #38 will be unlocked by Campus Safety at 6:00pm and will be locked back up at 12:00pm (noon) on Saturday, August 2.
  - the temporary transitional storage in HCA #10 and #18 will be unlocked by Campus Safety at 7:00am and will be locked back up at 12:00am (midnight).

- **Students needing access to a storage area during the week of July 27**, as they are leaving before the end of the rental period, may access...
• HCA #11, #31, and #35 by contacting The Office of Summer Programs (hcasummerhousing@haverford.edu) who will arrange to have an escort let you in. This is needed because these buildings house CTY counselors.

• HCA #14, #19, #23, #26, #30, and #38 by signing out the key from Campus Safety and are responsible for locking up the room after they are done.

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

Since space is limited and many students need to use this storage area too please take care when storing your belongings and placing them in the rooms starting from the back to then moving to the front.

Transitional storage in HCA #10 & #18:

Transitional storage in HCA #10 & #18 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.

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

“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

Flexbox Mobile Storage  
http://www.goflexbox.com/about.php  
610-649-2192

A Storage Inn  
http://www.astorageinn.net  
610-337-9337

Locker Room Storage  
http://www.lrssonline.com  
610-279-8585

United Storage  
http://www.unitedstorage.net  
610-941-4446

Manayunk Self Storage  
www.manayunkselfstorage.com  
215-508-9800