



REED COLLEGE RESIDENCE LIFE STORAGE GUIDELINES & CONTRACT

Due to high demand, Residence Life cannot guarantee access to storage space and assigns it on a first-come, first serve basis for approved student demographics. On-campus storage is limited and is only for currently enrolled Reed College students who call another country home or who Financial Aid qualifies as low SES.

STORAGE GUIDELINES

- Stored items must be packed in containers and clearly labeled with a storage sticker provided by Residence Life.
- Students approved for storage are permitted to keep their items stored until the subsequent semester. Students taking a Medical Leave of Absence, Leave of Absence, or studying abroad may request additional time.
- Due to fire code requirements, residents may not store bicycles, motorcycles, or furniture in storage units or place items on top of the storage unit. The storage unit door must be able to close fully and any items preventing this must be removed.
- If a student with items in storage withdraws, graduates, or otherwise ceases to be a regularly enrolled student at Reed College, the student's storage contract is terminated. Ceasing to be regularly enrolled includes, but is not limited to, denial of registration and dismissal by Reed College faculty. Residence Life will make an attempt to contact the student to coordinate retrieval of items. Items can be shipped at the student's expense.
- Reed College reserves the right to move stored items to other locations and/or to remove abandoned materials or unmarked materials without notice.

STORAGE APPOINTMENTS

- Appointment requests must be made at least seven (7) days in advance of when you wish to retrieve your items.
- Appointments will be scheduled between 9:00 AM - 4:00 PM, Monday - Friday, on days that the College is open.
- Reed College does not provide assistance with moving items into or out of storage.

Reed College does not assume responsibility for and is not liable for any loss or damage to personal property in students' rooms, public areas, storage, shared or common areas, or elsewhere. It is advised that students refrain from storing computers and other valuables in storage rooms.

By submitting this document, I am permitting Reed College Financial Aid to provide Reed College Residence Life with information as it relates to my financial aid status. I, the undersigned, understand the terms and conditions of Reed College storage.

Name (Print) _____

Date _____

Signature _____

Reed ID _____