



# REED COLLEGE

## RESIDENCE LIFE

### STORAGE GUIDELINES & CONTRACT

*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.*

Stored items must be packed in containers and clearly labeled with a storage sticker provided by Residence Life. Approved students may store items for up to 2 years. After this period, Residence Life will attempt to contact students before disposing of their belongings.

- Due to limited space and fire code requirements, residents may not store bicycles, motorcycles, or furniture in storage rooms. The storage unit door must be able to close fully and any items preventing this must be removed.
- Reed College does not assume any responsibility for residents' personal property, whether it is in the residents' living space, the storage area, or elsewhere on the premises. It is advised that residents refrain from storing computers and other valuables in storage rooms.

Reed College reserves the right to move stored items to other locations.

Reed College reserves the right to remove abandoned materials or unmarked materials without notice.

*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.*

*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 FULLY UNDERSTAND THE TERMS AND CONDITIONS OF REED COLLEGE STORAGE

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Reed ID

Please email a filled out PDF of this form to [res.life@reed.edu](mailto:res.life@reed.edu) before your storage appointment

- Office Use Only -

Student is:  
 Low SES       International

Storage:  
 Approved       Denied

If denied, why? \_\_\_\_\_

Date Approved/Denied: \_\_\_\_\_

Storage Location: \_\_\_\_\_

Employee Initials: \_\_\_\_\_