

Don't let this happen to you!

May is coming... Plan ahead!

*****University Storage Guidelines*****



CEDARVILLE UNIVERSITY DOES NOT GUARANTEE ON-CAMPUS STORAGE TO ANY RESIDENT

There are limited predefined storage slots in select residence halls that may be available each summer to students who meet specific qualifications and who have completed the Summer Storage Application.

There is no on-campus summer storage available for personal, upholstered furniture or bicycles.

APPLICATION PROCESS:

- WHO:**
- Resident (on-campus) students whose home and summer residence are more than 1000 miles from Cedarville and who will be returning for the following fall semester may apply for summer storage.
- WHEN:**
- Applications are due by 5:00 pm March 31, 2023. Please bring to the Residence Life Office, SSC 162.
 - Students whose applications are accepted will be notified no later than 5:00 pm April 6, 2023.
 - Each student accepted will be assigned one storage slot, approximately 3 ft x 3 ft (9 sq. ft.)
 - You will be responsible to contact the RD of the dorm where your items will be stored and will get access to your storage area the week of exams, per scheduling with the RD of that dorm.
- WHAT:**
- Personal, upholstered furniture or bicycles may not be stored in University storage areas.
 - Suitcases, tubs, filled boxes, and limited furnishings like book shelves and lamps are acceptable.
 - Flammable or combustible materials and perishable food items will not be accepted.
 - All items stored must be approved and listed on the student's application form.
- HOW:**
- All items must be stored in a neat and organized fashion within the assigned area.
 - All items must be clearly labeled with the following information:
 1. First and last name
 2. Permanent mailing address
 3. Current year - i.e. Summer 2023

CLAIMING STORAGE ITEMS:

- Items in summer storage will not be accessible until Getting Started Weekend.
- All items must be claimed by the end of the first day of classes fall semester.
- Items left in unauthorized places or items left without prior approval may be disposed of by the University. Any charges associated with disposal will be assumed by the owner.



APPLICATION FOR SUMMER STORAGE 2023

Please complete the application and return it to the Residence Life Office (SSC 162) by 5:00 pm March 31, 2023.

Personal Information:

CU email: _____

Name: _____ Student ID# _____

Fall 2023 Classification SR JR SO FR Fall 2023 Residence hall hoping for _____

Home Address: _____ City _____ State _____ Zip _____ Country _____

Summer Address: _____ City _____ State _____ Zip _____ Country _____

Summer residence distance from CU: International 1500 + miles 1000 - 1499 miles

Property Information:

Please list the items that you wish to store. List containers but do not itemize contents (i.e. 2 suitcases, 1 green plastic tub, etc.)

Liability Information:

Cedarville University is not responsible for the loss or damage of students' personal property, including that property located in University storage areas. Items in University storage may be subject to movement or relocation due to maintenance needs, fire code compliance, or other unforeseeable events. Cedarville University is not responsible for losses or damages incurred as a result of flooding, fire, man-made or natural disaster, or necessary relocation of items.

Signature and Release:

By signing below, the student affirms the truthfulness of all information contained in this application, recognizes the limits of the University's liability concerning student property in storage and agrees to abide by all regulations and guidelines outlined on this application should the student be approved for University storage.

Printed name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY:	STORAGE ASSIGNMENT	
	RES HALL	LOT NUM

Date received: _____ Initials: _____