

# DePauw University Residence Life & Housing Storage Unit Agreement Form

## Eligibility

- Renters must be a current and continuing student at DePauw.
- Renters must have lived or be living in University owned housing in at least one of the adjacent semesters.
- Renters must be away from campus (studying abroad, internship, at home) during the period of storage rental.
- Renters must live at least 500 miles from Greencastle. After the last day of classes, any remaining storage units will be available to all students on a first come-first serve basis.

## Restrictions

- All items being placed in storage must be documented in an inventory and given to Residence Life and Housing.
- All items must be boxed and labeled with the student's full name and student ID number.
- Items that violate University and/or Residence Life and Housing policies (candles, flammable items, etc.) are not permitted.
- No more than two units may be contracted by any one student in a single rental period.
- Items not contained in individual storage units will be removed and disposed of.

## Access & Security

- Renters must provide the lock for storage units. Storage rooms will remain locked at all times.
- Units will be accessible during the first and last two weeks of each semester at times specified by the Residence Life and Housing Office.
- Units must be emptied by the end of the first week following the start of the new rental period (fall, spring, summer).

## Fees

- Small units are \$35 per semester or per summer rental period. Medium units are \$45. Large units are \$60.
- Failure to return the storage room key will result in a \$50 lock change fee.
- Units not emptied by the deadline will be assessed the fee for another term of rental and \$20 fee for the removal and disposal of items.
- Locks which must be forcibly removed will incur a \$10 removal fee.

## Liability

- Renters are storing items at their own risk.
- DePauw University is not responsible for damage to my personal property, theft, loss of valuables or other personal effects.
- Renters are strongly encouraged to obtain either homeowner's or renter's insurance coverage for their items.

**By signing this agreement, I understand and agree to the terms and conditions of storage stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Desired Rental Term(s)

Summer 20\_\_       Fall 20\_\_       Spring 20\_\_

## Student Information

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

### For Office Use Only

**Storage Box Assignments** Large: \_\_\_\_\_ Medium: \_\_\_\_\_ Small: \_\_\_\_\_ Total Charge: \$ \_\_\_\_\_

**Method of Payment** (circle one) Check#: \_\_\_\_\_ Cash Charge student account

**Received By** Initials \_\_\_\_\_ Date \_\_\_\_\_