
RESIDENCE HALL STORAGE POLICY

Effective Date: April 2023

Responsibility: Administrative Residence Hall Dean

Policy dated: March 2023

Policy Number: RH 102

Scope: Students

The Residence Halls provide a limited amount of storage for returning students over the summer months. The following are the parameters for storage in the Residence Halls.

1) Items that can be stored are:

- a) Empty and cleaned Mini-Fridges (one per student)
- b) Cleaned Microwaves (one per student)
- c) Plastic bins with non-perishable items only (max. 5 per student)
- d) Other items are at the discretion of the Administrative Dean and storage space available

2) Students are responsible for:

- a) Obtaining plastic bins - Students will need to purchase or ask a Dean for plastic bins.
 - i) We will only accept plastic bins with dimensions close to 24 x 17 x 15. No cardboard boxes, garbage bags, suitcases, tote bags, etc.
 - ii) The Residence Halls may have bins for sale at \$10/bin. Please speak to a Dean if you would like to purchase some.
- b) Preparing their belongs for storage:
 - i) Fridges and microwaves are to have no food in them and are to be completely cleaned with cleaner. No residue remains.
 - ii) The lids on the bins need to close properly and be flat, not bulging.
 - iii) There is to be **NO** food of any kind (dry/canned/etc.) in the bins
 - iv) Bins get stacked on top of each other so student must ensure breakable items are wrapped or placed in a way that they won't get damaged if another bin is placed on top of it.
 - v) The Residence Halls and its staff are not responsible for items that are **NOT** completely secured and packed appropriately consequently resulting in damage or loss.
 - vi) All items are properly labelled on sides and top of item (labels are obtained from the Deans only)

- c) Transporting their belongs to the appropriate storage area
 - i) A Dean will let the student know where the items will be stored and the student will have to transport the items to the location(s) 48 hours prior to moving out of the dorm. The Fridge and microwave will most likely be stored in a different place than the bins.
 - ii) Items transported in any way by staff will be charged a \$50 moving fee per item.
 - iii) Items must be moved before any move out paperwork can be completed.**

- d) Discarding any items no longer wanted or needed
 - i) Fridges and Microwaves, in good working order and clean, can be donated to the residence halls. It is still the resident's responsibility to transport item to designated area.
 - ii) Please contact a Dean to get the location for fridges and microwaves **NOT** in good working order.
 - iii) Hangers, dry/canned food, furniture, shelving, and winter clothing can also be donated to the Residence Halls if approved by the Administrative Dean.
 - iv) All other items must be thrown away in the appropriate garbage bins outside.

- e) Paying for Storage
 - i) See information under section 4) *Fees* below.

- f) Collecting their items before or on the expiry date
 - i) It is the resident's responsibility to have all items removed from campus by the expiry date or have other arrangements made or all items will be discarded or donated.

3) Residence Hall Staff are responsible for:

- a) Refusing any item that doesn't meet the above stated parameters.
- b) Handling your items with care if and when they have to be move
- c) Keeping your items safe, secure, and in a clean spot for the time they are being stored.
- d) Storing your items up to 4 months only. If items need to be stored longer than it is the responsibility of the resident to contact the Deans and make the appropriate arrangements.

4) Fees

- a) Storage fees are \$40 for the first 3 items and \$30 each for the next items to a max. of 7 items per student for the 4-month period. Additional time in storage will result in additional charges.
- b) Improper item packing, labelling, transportation, and/or retrieval will result in a \$50 fee per infraction or the discarding/donation of storage items.
- c) Improper discards of any item will result in \$100 fee
- d) All fees will be applied to the student's account.