
RESIDENCE LIFE STORAGE POLICIES & PROCEDURES

Storage Policies:

- Storage is subject to availability of space, and is available to those living on-campus *next* year.
- Students qualify for storage if they live further than 300 miles from campus.
- A maximum of **5 boxes**, each measuring a maximum of **2 feet by 2 feet by 2 feet**. Boxes made of plastic material, or suitcases, are recommended, although cardboard material will be accepted.
- All stored belongings must fit within one of a student's boxes or suitcases. The Area Coordinator must approve any items that cannot be boxed or put in suitcases.
- Bikes, mini-fridges, floor coverings, cinder blocks, and furniture are **not permitted** in storage rooms.
- Storage items will be removed and donated one semester following a student's graduation or withdrawal from George Fox, or if they are left in storage for more than one academic year.
- Students store their belongings at their own risk. George Fox University is not responsible for any items that are damaged, lost, or stolen.

Storage Procedures:

- Bring your boxes to the designated lobby (see table below); please note storage locations are based on where you will be living *next* year.
- Before unloading your items, please check with a Residence Life staff member in the lobby to ensure there is space in that location. If there is not space available, use an alternative location.
- A Residence Life staff member will give you campus storage labels to fill out and affix to each of your boxes with your name, home address, and date of graduation.
- You will place your items in storage. You can pick them up when you return in the fall.
- Eligible students may store items Monday - Friday of finals week, from 8-10pm each night.

NEXT YEAR I'm living in:	Storage Location:
Brandt, Chapman, Hester, Hodgins, Hoskins, McGrew, Weesner	Brandt Basement
Anderson, Edwards, Fell, Gulley, Hancock, Millage, Parker, Riley, Villa	Gulley Basement
Hobson, Macy, Pennington	Hobson Basement
Le Shana, Lewis, Weesner Village, Winters, Woolman	Le Shana Basement
Campbell, Fulton, Newlin, Roy, Schomburg	Newlin Basement
Beebe, Carey, Sutton, Wilder, Willcuts	Sutton (floors 2 & 3)

Students who have not been placed for next school year can store items in *Gulley Hall*.

Students who are living off-campus must find storage *off-campus*.