

# Summer Storage Guidelines

## Fischer Hall

**Wheaton College is not responsible for theft, loss, or damage of any items stored in campus housing storage areas. Also, all items must be removed from storage within the first two weeks of the fall semester. Unclaimed belongings will be sold, donated, or discarded.**

### Basic Information

Allowable number of boxes:	3
Box size limit:	26"x20"x20"
Box weight limit:	70 lbs.
Bike storage?	YES
Garment bag storage?	NO
Personal furniture storage?	NO
Storage hours:	Mon.-Fri. of finals week during specific advertised times

### Specific Information

#### **HOW:**

All belongings must be packed and labeled so that they could be shipped "as-is" to your home if you do not return to school. Therefore, all belongings must be:

- \* Packed in boxes sturdy enough for shipping. (No plastic bins!)
- \* Properly sealed with shipping tape. **(No duct tape)**
- \* Clearly labeled with your name and permanent mailing address.
- \* Placed on a shelf so that your name is visible without having to move the box

Other Storage guidelines:

- \* Refrigerators will be counted as one of the three boxes. Any refrigerator not boxed and labeled will not be shipped to the student if he/she does not return for any reason.
- \* Furniture is not allowed to be stored.
- \* **Students may not store items for others**
- \* Do not pack liquids since they may explode and spill.
- \* Bikes will not be shipped to you should you not return to school—you will need to be make other arrangements.

#### **QUANTITY:**

Due to our limited space, each student is allowed the following number of items:

- \*Three (3) boxes.

#### **WHEN :**

Storage rooms will be open and supervised during specific hours during finals week, and only during these hours, so please PLAN AHEAD. These times will be publicized throughout the building by the end of April.

#### **BIKE STORAGE:**

- **If your bike is already in the bike storage room:**  
You may leave your bike there, but you must come down to the storage area during one of the scheduled storage hours to fill out a summer bike storage registration form.
- **If your bike is NOT in the bike storage room (i.e. it's outside):**  
Bring your bike down to the storage area during one of the scheduled storage hours to fill out a summer bike storage registration form and store your bike.
- **If you are taking your bike home for the summer:**  
You can leave it outside on a rack or in bike storage until you leave school - just don't forget it.

*Bikes in the storage room that are not registered for summer storage by the last storage hour slot will be confiscated. Bikes left on the racks outside after everyone leaves will also be confiscated*