

Summer Storage Guidelines

Williston 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:	4
Box size limit:	26"x20"x20"
Box weight limit:	70 lbs.
Bike storage?	YES
Garment bag storage?	YES
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 trunks or 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.

Other Storage guidelines:

- * Refrigerators must be fully cleaned, defrosted, and must match the dimensions above—this will be counted as one of the four total allowable boxes.
- * 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 and garment bags will not be shipped to you should you not return to school. You will need to make other arrangements to get those items.

QUANTITY:

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

- *Four (4) boxes, trunks, or combinations of these not to exceed four (4)

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:

- o **Bikes must be labeled with your name and parked in the designated spot in storage.**

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