

UPPER CLASS HALLS

Summer Storage Guidelines

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:	18"x18"x24"
Box weight limit:	70 lbs.
Bike storage?	YES
Garment bag storage?	NO
Personal furniture storage?	NO
Storage hours:	See Below

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.
(If you are storing in Mac/Evans, you are allowed to use plastic bins if you would like to protect your items from possible water damage due to flooding but they must still be within the box size limit.)
- * 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 must be fully cleaned, defrosted, and will be counted as one of the four total allowable boxes.
- * Furniture cannot be stored in McManis-Evans or Williston.
- * **Students may not store items for others**
- * Do not pack liquids since they may explode and spill.
- * Bikes and refrigerators 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:

- *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 beginning of May.

STORAGE ROOM SCHEDULE : **PLAN ACCORDINGLY** **WEEK OF FINALS**

Tuesday 8-10pm	Wednesday 8-10pm	Thursday 10am-NOON 7-10pm	Friday 10am-NOON 3-5 pm	Saturday 9am-NOON
--------------------------	----------------------------	--	--------------------------------------	-----------------------------

* **Absolutely NO storage after Saturday, May 7th at NOON.**

BIKE STORAGE:

- **Bikes must be labeled with your name and hung on a hook in bike storage.** Any bikes not on a hook in bike storage will be discarded. These can be stored during the storage hours above.
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