

CAMPUS STORAGE



Easy • Affordable • Reliable
MIDDLEBURY

CONTACTS:

Andrew Neary: andrew@campusstorageonline.com

Visit our Website for additional information

www.campusstorageonline.com

We run this business to benefit not only ourselves, but the Middlebury College Community as well. Since we store groups of belongings together, we are able to charge much less than the cost of renting an individual unit for the summer.

Campus Storage Instructions for 2017
Make sure to follow instructions closely!!

1. After printing out and filling in the entire packet, place it along with **payment via check** in the inter-campus **mailbox of Andrew Neary, Box #3935**. Please keep this sheet and the filled out Customer Unit sheet for your records.
2. Packets and payment must be **received by May 14th**, or a **\$50 late charge** will be assessed. If signing up by this date is not possible, be sure to make prior arrangements with Andrew. Space fills quickly; so the sooner we receive your information the better.
3. Campus Storage will confirm that we have received your completed packet and payment by email.
4. The **last day** for actual storage pick-ups is **May 23rd**. We require a signature when we pick-up your belongings, therefore, you **must** be in your room for your scheduled pick up.
5. We operate on a first-come, first-serve basis. The sooner the packet and payment are returned to us, the more likely it is that there will be available space.

Unit Plan/Labeling:

1. As you will see on the “Unit Sheet”, the amount you pay will be based on how many units of space your belongings take up.
2. A unit of space is an 18” x 18” x 18” cube, so different sized objects are assigned different unit sizes. For example, a bike is worth 4 units, a TV is worth 3 units, a 2-Seater Couch is 5 units, etc. Refer to the “Unit Sheet” to determine how many units your belongings will occupy.
3. If you use 7 units or fewer, the fee is a flat rate of \$85. If you use more than 7 units of space, the fee is an additional \$15 for each extra unit beyond 7.
4. Please make every effort to reasonably estimate the amount you will be storing. If you end up storing more units, you can pay for the additional cost via cash or check during pickup.

Packaging and Preparation:

1. All items must be packed either in cardboard boxes or plastic containers; **NO LOOSE ITEMS WILL BE TAKEN**. Larger items such as futons and couches are fine as is. **DO NOT STORE ANY LIQUIDS**.
2. **CLEARLY LABEL YOUR NAME AND FUTURE ROOM ON EACH ITEM** you store. Belongings that are not labeled will not be returned on time and are not Campus Storage’s responsibility.
3. **BE SURE TO USE LABELS THAT WILL NOT FALL OFF, RIP, OR SMUDGE**. This helps us get your belongings back to you in a timely fashion, and saves you money.
4. Campus Storage will not store computer monitors, towers, or laptops.

IMPORTANT

Campus Storage deals with nearly 100 refrigerators every spring. If you unplug your fridge the same day we pick up your items, it will begin to defrost and not only will your fridge be very moldy next fall, but it will get water all over the rest of your items in the storage facility.

*****PLEASE UNPLUG AND DRY OUT YOUR FRIDGE MULTIPLE DAYS IN ADVANCE OF YOUR SCHEDULED PICK UP! WET REFRIDGERTORS WILL NOT BE PICKED UP AND YOU WILL NOT BE REFUNDED!*****

Return:

1. Items will all be delivered by the end of the day on the Sunday before school starts. This is the end of the official student move in period, which begins on Saturday September 9th at 9:00am.
2. School does not allow us to operate before September 7th, so that is the earliest day we can start returning items.

Study Abroad:

1. Campus Storage has the ability to store the belongings of students who go abroad.
2. The cost depends upon how many semesters the student is away.
3. To calculate the cost:
 - a. Away for one semester, multiply summer storage by two. For an entire year, multiply the cost for summer storage by three (summer, fall, spring, with second summer free of charge).
 - b. For Example: \$85 for summer = \$170 total cost if abroad for one semester, and \$255 total cost for the entire year.

Payment:

1. Cash or personal checks are accepted; make checks payable to: Campus Storage Online. You can make the payment on the day of pick up.
2. **IMPORTANT-DO NOT SEND CASH IN INTER-CAMPUS MAIL.** If you wish to pay cash, you can pay on the day your items are picked up. *Campus Storage is not responsible for payments that are lost in the mail.*
3. There is a \$50 surcharge for checks returned "insufficient funds".

*For additional questions please refer to our website www.campusstorageonline.com
If you cannot get your questions answered here please feel free to contact Andrew via email at andrew@campusstorageonline.com or via phone at (617)-997-9990.

Campus Storage Information 2017

UNIT SHEET

Fill this out and **RETURN THIS COPY**

Name: _____ Current Room: _____

Note: 1 unit = 18" x 18" x 18"

Storage Item	Quantity	# of Units	Total Units
Standard Box 18"x18"x18" only		1	
Larger Box		3	
Small Refrigerator		2	
Mid-Large Refrigerator		4	
3' x 5' Carpet (Must Be Rolled)		2	
7' x 9' Carpet (Must Be Rolled)		3	
Larger Carpet (Must Be Rolled)		4	
Big Chair		3	
2-Seater/Cushion Couch		5	
3-Seater/Cushion Couch		6	
Pull Out Couch		9	
Desk Chair		4	
Futon Mattress		5	
Futon Frame		5	
Bed Frame/Loft		5	
Bed Lamp (Bulbs Removed)		1	
Standup Lamp (Bulbs Removed)		2	
Bookcase/Collapsible Shelves		3	
Trunk		4	
Plastic Storage Container		2	
Skis		2	
Ski Poles/Boots		1	
Small Table		3	
Large Table		4	
Suitcase or Duffle Bag		2	
Stereo (Must be Boxed)		2	
Stereo Speakers (Must be Boxed)		2 each	
Microwave/Toaster oven (Must be Boxed)		2	
Television/VCR (Must be Boxed)		3	
Bicycle		4	
Other _____		TBD	

OF TOTAL UNITS:

7 OR LESS ► \$85

OF UNITS BEYOND 7: _____ (add \$15 per extra unit) ► \$ _____

TOTAL STORAGE COST: \$ _____ (multiply by 2 or 3 if studying abroad)

By signing below I certify that I have stored the above belongings with Campus Storage.

(DO NOT SIGN WITHOUT CAMPUS STORAGE REPRESENTATIVE PRESENT.)

X. _____ Date: _____

Campus Storage
Storage Space Rental Agreement

This Space Rental Agreement between **Campus Storage (“CS”)** and _____ (Owner) for a storage fee of \$_____, receipt of all or part of which is hereby acknowledged by **CS**, is made on the following terms and conditions:

1. Storage Term: From May 2017 to: (**circle one**)
 - September 2017 (summer)
 - January 2018 (abroad fall semester) (price is doubled)
 - September 2018 (abroad full year) (price is tripled)

2. Owner hereby agrees to indemnify, defend and hold forever harmless **CS**, Middlebury College, its agents, affiliates, subsidiaries, officers, employees, trustees and assignees from and against any and all claims, demands, actions, judgments, settlements, damages, costs and any expenses (including attorney’s fees and disbursements), responsibility or liability for any damage to or loss of property as a result of fire, theft, vandalism, windstorms, water or any other cause of damage or loss occurring during transportation to and/or storage with **CS**.

3. Owner accepts responsibility to obtain and maintain any and all insurance against damage to or loss of property occurring during transportation to and/or storage with **CS**, or any subcontractor of **CS**.

I hereby agree to the above conditions.

Date: _____

Owner: _____
(Print name)

Signature: _____
