

# CAMPUS STORAGE



**CAMPUS**  
**STORAGE**

CONTACTS:

Bryan Curran: [bryan@campusstorageonline.com](mailto:bryan@campusstorageonline.com)

Visit our Website for additional information

**[www.campusstorageonline.com](http://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.

[www.campusstorageonline.com](http://www.campusstorageonline.com)

*Campus Storage Instructions 20010*  
*Make sure to follow instructions closely!!*

1. After printing out and filling in the entire packet, place it along with **PAYMENT in the inter-campus MAILBOX of Bryan Curran, Box #2583**. Please keep this and the noted Customer Unit sheet for your records.
2. Packets and payment must be **RECEIVED** by **May 10th**, or a \$30 charge will be assessed. If this is simply not possible be sure to make prior arrangements with Bryan. 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 **DEADLINE** for storage pick-ups is **May 18th**. 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 the better.

**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 4 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 \$75. If you use more than 7 units of space, the fee is an additional \$10 for each extra unit beyond 7.
4. Please make every effort to reasonably estimate the amount you will be storing. We secure our storage facility prior to taking possession of your belongings and it is difficult to make changes.

**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 on each item you store. Belongings that are not labeled will not be returned on time and are not Campus Storages 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.
5. Unfortunately, we cannot provide boxes this year. UPS sells them in town and the recycling center also has many that can be used.

**Return:**

1. Those returning on the official College move- in days (Sept 4<sup>th</sup> or 5<sup>th</sup>) will have your belongings waiting in your new room upon arrival.
2. If you plan to return to school before the official move-in date you must let Campus Storage know when you sign up.
3. School does not allow us to operate before September 2<sup>nd</sup>, so that is the earliest day we can start returning items.

**Study Abroad:**

1. Campus Storage has the means to store belongings of students who go abroad.
2. The cost depends upon how many semesters the student is away.
3. To calculate the cost: 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).
  - a. For Example: \$75 for summer = \$150 total cost if abroad for one semester.
4. Students must make these arrangements with Campus Storage at sign-up.

**Payment:**

1. Cash or personal checks are accepted; make checks payable to: Campus Storage.
2. **IMPORTANT-DO NOT SEND CASH IN INTER-CAMPUS MAIL.** If you wish to pay cash, contact Bryan to make arrangements. *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](http://www.campusstorageonline.com)  
If you cannot get your questions answered here please feel free to contact Bryan via email.

**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	
Smaller Box		1	
Larger Box		3	
Small Refrigerator		2	
Mid-Large Refrigerator		3	
3' x 5' Carpet (Must Be Rolled)		1	
7' x 9' Carpet (Must Be Rolled)		3	
Larger Carpet (Must Be Rolled)		4	
Big Chair		3	
2-Seater/Cushion Couch		4	
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		2	
Large Table		3	
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 ► \$75

# OF UNITS BEYOND 7: \_\_\_\_\_ (add \$10 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 2010 to: (circle **one**)
  - September 2010 (summer)
  - January 2011 (abroad fall semester) (price is doubled)
  - September 2011 (abroad full year) (price is tripled)
  
2. Owner hereby agrees to indemnify, defend and hold forever harmless CS, 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: \_\_\_\_\_

**CUSTOMER UNIT SHEET**  
**FILL THIS OUT AND KEEP THIS COPY FOR YOUR RECORDS**

**Name:**

**Current Room:**

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

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