



**NOTRE DAME  
OF MARYLAND  
UNIVERSITY**

**Office Use Only:**

Unit # \_\_\_\_\_

Drop-Off Date & Time: \_\_\_\_\_

Pick-up Date & Time: \_\_\_\_\_

**OFFICE OF HOUSING AND RESIDENCE  
LIFE**

**Storage Agreement**

Limited storage is available on a first come, first serve basis only for current residential students. The only person allowed to store or remove belongings is the student that signed the storage agreement; unless written permission with a signature from the unit owner is provided to the Residence Life office.

Anyone storing or removing another student's belongings without written permission from the owner of the unit may be subject to a fine and disciplinary action.

The storage room is a secure space located in the Doyle Hall basement and must be opened by a Residence Life staff member. Students will be required to show a proper student ID when accessing the unit. Students will sign in and out when escorted into the storage room.

**Agreement Terms:**

- By signing this agreement, the student assumes the cost of storing belongings in NDMU Storage and the agreement.
- Notre Dame of Maryland University assumes no responsibility for loss, theft, or damage of property placed in storage. It is advised that students refer to their own insurance policies to determine whether their items are covered in community storage locations. It is strongly suggested that students do not store items of any significant value.
- In order to keep the storage area safe and to maximize storage availability, certain items are prohibited; including but not limited to furniture, large carpets, flammable items, chemicals, food, bicycles, or any item prohibited by the Housing and Board Agreement and the Residential Student Handbook. The Office of Housing and Residence Life reserves the right to refuse storage of items deemed unfit. In the event a prohibited item is placed in storage, the University will discard it.
- Items must be packed in boxes, tubs, suitcases, or other containers that may be safely stacked and clearly labeled with the student's name and phone number.
- Students have the option of selecting a Metal Shelf Unit and/or a Wooden Cubby Unit. Students may request more than one unit for storage and will be charged for each unit reserved. Students may only store items that can fit into the reserved unit. Overflow items will not be permitted.
- Payment for storage must be made prior to or at the time of drop-off via cash or check made out to Notre Dame of Maryland University.

**First & Last Name (printed)** \_\_\_\_\_

**Type of requested storage unit:** Indicate the number of requested units below (*based on availability*):

\_\_\_\_\_ Metal Shelf Unit - \$100.00/each  
33.5 X 48 X 24

\_\_\_\_\_ Wooden Cubby Unit - \$100.00/each  
32 X 32.5 X 48

**Inventory of Items being stored:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below confirms that I have read, understand, and agree to abide by the conditions as stated in this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date