

## CHECK IN/OUT & STORAGE POLICY



Due to space restrictions, storage facilities are very limited in the dorms. However, the Student Housing Office provides this facility based on the following guidelines:

- ✓ Only AUB student residents are entitled to store their belongings in the residence halls. Residents are required to complete all the necessary arrangements prior to the check-out in coordination with the building supervisor and during the working hours (Monday-Friday between 8:00 a.m. and 2:00 p.m.).
- ✓ Storage is not available after working hours and on weekend days.
- ✓ It is the responsibility of the resident concerned to make sure that his/her stuff are properly and neatly stored preferable in hard containers.
- ✓ To store your fridge, you must empty, clean & unplug it 24hrs before your departure. The janitors are not responsible of cleaning/ removing the fridge.
- ✓ The resident must secure tag cards from the receptionist or the building supervisor, must fill the two parts of the tag correctly and attach one part to the baggage and keep the other part with him/her for reference.
- ✓ No items may be stored unless there's a tag-card identifying the name of the resident, dorm, room, AUB I.D., and a description of the contents.
- ✓ The tag-cards given to the resident are evidence of property. As such, all residents are required to keep a copy thereof. No personal belongings may be claimed unless these cards are submitted to the building supervisor.
- ✓ Only five pieces items (including solid containers, boxes, microwaves, and fridges) per resident will be allowed in the storage area.
- ✓ **Do not leave your packed items in the room/ hallway/ down at the reception;** you need to transfer them to the storage (laborers will be only available to assist with HEAVY items) in the presence of our day staff/RA before 2:00pm only.
- ✓ If you already have old items in the store you need to re-tag them in order to make sure that you still in need of these items; otherwise, the items will be removed.
- ✓ Return all the keys to the reception and sign a **check-out card** (keep 1 part with you as a proof that you have returned your keys).
- ✓ Sign out on the check-out folder at the reception desk before you leave.
- ✓ Residents who are planning to move out of the dorm permanently (due to graduation or moving to a place outside) need to remove their belongings upon check out. If the personal belongings are not claimed, the Office of Student Affairs reserves the right to dispose of them in the manner it deems appropriate
- ✓ To take any electrical equipment/piece of furniture out of campus, you must get a form signed by building supervisor then have it countersigned by the Student Housing Office in West Hall. This must be done Monday-Friday between 8:00am- 1:00pm. & 2pm-4pm. This form must be submitted to the Security Officer at the gate from which you are leaving.

## IMPORTANT OBSERVATIONS

Residence halls are officially closed between fall and spring semesters and between summer and fall semesters. During these periods the storage policy applies as follows:

- For the extended holidays period (between fall and spring), residents are entitled to keep their belongings in the rooms properly and neatly packed for proper & deep room cleaning.
- During the summer break, the belongings may be kept in storage provided the residents have applied to the student housing facilities for the coming fall. All baggage must be claimed within the first week of the semester.
- Beyond these periods and the above stated guidelines, the Student Housing Office reserves the right to dispose of any unclaimed/unlabeled/remaining baggage in the building.
- The Student Housing Office is **not responsible** for items left in the room and does not hold any responsibility for damage incurred on the residents' properties while in storage/rooms.
- Extreme/major damage found upon check out involves financial penalties and may put you at risk of losing future accommodation at our residences.