



**Please write clearly in CAPITAL LETTERS**

Name	Current Room No.
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**Conditions of Storage**

<p><b>Storage Allowance</b></p> <ul style="list-style-type: none"> <li>Up to 2 items</li> <li>Max. 20kg per item at dimensions listed on right →</li> <li><u>Strictly boxes or suitcases only</u> (no loose items)</li> <li>If storing empty boxes/suitcases please put one into the other to preserve space</li> </ul> <p><b>Disallowed in storage</b></p> <ul style="list-style-type: none"> <li>No electrical items</li> <li>No food items</li> <li>No valuables</li> <li>No bikes</li> </ul> <p><b>The College has the right to refuse any items for storage</b></p>	<p><b>Maximum single item dimensions</b>  <b>60cm x 60cm x 90cm @ 20kg max</b></p> <p><b>Do not store items needed directly on arrival back at college (if store won't be open).</b></p> <p><b>Store is open only:</b>  <b>Mon-Fri 11:30am-12:00noon</b></p>
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- Storage is available only to residents of Wolfson College who are currently in College accommodation **for the duration of their residence in College accommodation**. Students staying in College accommodation for more than one year should **request an extension to their baggage storage once they receive confirmation of their new accommodation licence**.
- Items must be clearly labelled with your *name, room number and collection date*.
- You can nominate a friend to collect your items for you. If you would like to nominate someone to collect your items on your behalf, send an email to [maintenance@wolfson.cam.ac.uk](mailto:maintenance@wolfson.cam.ac.uk) with their name and CRSID prior to them coming to collect the items.
- Access to deposit or collect your items is available only from Monday to Friday, 11:30am to 12:00 noon, and in the company of the baggage store attendant ONLY.**
- Items are stored at your own risk. They will not be covered by the College's insurance, and the College will not be liable for any damage or theft. You are strongly advised to have your own insurance in place.
- If you need to request an extension to your storage period you must email the Deputy Clerk of Works on [maintenance@wolfson.cam.ac.uk](mailto:maintenance@wolfson.cam.ac.uk) **before** your collection date.
- If you do not collect your items on or by the collection date and have not requested an extension, then your items will be disposed of by the College 6 weeks after your collection date. Items will be donated to a registered charity, such as the British Heart Foundation. This rule will be applied strictly since storage space is limited and greatly valued by residents.**

**I have read the Conditions of Storage above and agree to them in full.**

Signature of resident		PRINT NAME	
Today's date (dd/mm/yyyy)	Email Address (@cam)	Email Address (non-@cam)	

<b>Description of Item 1</b>	<b>Description of Item 2</b>
Date for start of storage (dd/mm/yyyy)	Date you will collect your items (dd/mm/yyyy) (ie. collection date)

Maintenance Approval	
Maintenance Signature	Date (dd/mm/yyyy)
Item 1 store reference	Item 2 store reference

**To be completed on collection by the person named on the item(s)**  
**or nominee as per Conditions of Storage**

Name	Signature	Date (dd/mm/yyyy)
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