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**Policy Number and Title: SL.3.01 Student Storage**

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<b>Division</b>	Student Life
<b>Policy Section:</b>	SL.3 (Residence Life and Student Housing)
<b>Applicable to:</b>	Students
<b>Effective:</b>	Student Life Management Team (November 13, 2005)
<b>Most Recent Revision:</b>	President's Cabinet (October 7, 2021)
<b>Contact:</b>	Director of Housing and Residence Life

**Statement of Policy**

This policy regulates the usage of storage space in the Residence Halls.

**Rationale**

Since storage space in the residence halls is limited, there should be clear guidelines for storage usage; including who is eligible for storage, the procedures for check in/check out of items, the number of storage items allowed per student as well as liability.

**Details****1. Location and monitoring**

- 1.1. Storage rooms exist in residence halls to provide students with reasonable space for the temporary storage of personal belongings during the summer (May–August) or Christmas Break (End of December/January).
- 1.2. The residence hall storage rooms are located on Enns 6th floor storage, Neumann 5th floor Art room for summer storage and NW 607 for long-term storage.
- 1.3. The university will take reasonable precautions to safeguard the items stored; however, students must understand that items placed in these areas are stored at their own risk. The university will make no reimbursement for items lost, damaged or stolen. Items stored during the break must be picked up no later than 2 weeks after the start of the classes.
- 1.4. Residence Hall Front Desk Manager oversees the usage of the Storage rooms and compliance with the policy.

**2. Procedures**

- 2.1. Residence Life staff determines the storage schedule with regard to when storage items will begin being received, when storage items will no longer be accepted, and when the staff will be available to unlock the storage area.
- 2.2. Arrangements for the use of the storage area can be made with the Resident Director or RA. At no time may an open storage room be left unattended.
- 2.3. A log will be kept in each storage area recording what items are placed there.

**3. Storage allowance and space**

- 3.1. Only residential students who are enrolled at LCC may keep their items in storage.
  - a. Students from Lithuania, Latvia, or Kaliningrad may leave up to 2 boxes no larger than 80x80x80.
  - b. Students from all other countries may leave up to 4 boxes of the same dimensions.
  - c. Students returning in the upcoming semester should store their items in the storage room in the residence hall in which they will be living.
  - d. Students who will be away on Erasmus/Exchange or academic leave should store their items in the appropriate long-term storage room.
- 3.2. Students who unexpectedly take academic leave or are accepted to Erasmus after putting items in storage are responsible for informing [asstRD@lcc.lt](mailto:asstRD@lcc.lt) of their leave and inability to receive items.

**4. Packing requirements**

- 4.1. All items must be packed and sealed in a sturdy box or suitcase. Students are responsible for purchasing packaging tape to securely close their boxes. Items should be packed as tightly as possible on the shelves to utilize available space.

- 4.2. Each item must have a completed Storage Room Registration slip firmly attached to the front of it. Students must record their full name and number of items stored on the Storage Inventory List located in the storage room.
- 4.3. Each item placed in storage must be tagged with the following information:
- Complete Name
  - Student ID number
  - Permanent Home Address and Phone Number
  - Email address
  - Fall Residence Hall Address
- 4.4. Items that may not be stored: Students should not keep the following items in the university storage rooms: food items, gasoline, paint and other flammable liquids and containers, personal furniture items, paper and plastic bags, loose carpets, rugs, curtains, bicycles etc.
- 4.5. A 15 EUR fine will be assigned for storage items left in any non-designated place (e.g., student's room, corridor, or the stairs)
- 4.6. Items left in storage longer than 2 weeks after the start of the semester will be discarded. Exceptions are only granted for students on academic leave and exchange semester, or force majeure.
- 4.7. Storage rooms may not be used as additional storage space during the academic year.