

Storage 2013 Preparation Guidelines

(Leigh, McCullough, Franklin, Welling, Swan, Stokes, Woolley, Booth, Kilpatrick, Bingham, Canfield, Dewey, Shingle, Longmeadow):

Dear Colonial house resident,

Congratulations - you are able to leave your belongings in your room over FWT. The change to year round housing, along with the consolidation of housing needs for the MFA in Writing program, has allowed us to make this change starting this year.

In order to ensure that your room is in good condition when you return, we have provided a checklist for you to complete which should assist you with this process. Once you have completed the checklist and are locking up to leave for term, you should hang the attached list on your door as an indication that you have left and have attended to all of the things necessary. As it is customary to replace batteries in smoke detectors twice a year (FWT and summer) in student rooms, this task will be completed while you are away. Those rooms without a checklist attached to the door will be checked for fire and other safety hazards shortly after you depart from campus, by either staff in Student Life and/or Campus Safety.

Please note that if any violations of College policy are noted while checking your room, the Office of Student Life will follow up accordingly. If there is damage to your room caused by improper check out procedures, you will be responsible for those damages when you return to campus in the spring. As usual, your room will be checked upon your departure against your room condition report from your check in.

If you are returning to the same housing assignment, you will not turn in your key when you leave campus. Please note that access to your house or room is not available over FWT.

As this is a new process, we will solicit your feedback at the start of the spring term to help shape the process for future years. If you have any questions about any of the outlined processes, please speak with your House Chairs or staff in Student Life.

Best of luck wrapping up the term!

Sincerely,
The Office of Student Life
Bennington College