

Storage 2013 Preparation Guidelines

(Paris-Borden, Perkins, Merck)

Dear Woo house resident,

In preparation for FWT 2013, the following are guidelines which you should follow closely to assure a smooth departure from campus. Your house will be used by the MFA in Writing Program residents during FWT, therefore we have made provisions for you to store your room belongings (with some exceptions) in the Bingham basement, the designated storage area for Perkins, Merck and Paris-Borden residents.

The basement of Bingham has been converted for storage use complete with shelving space available for each person storing. Student staff will be providing coverage (as noted below) to ensure the safety of your belongings throughout the time that open storage is available. During the week of December 3, there will be open times available to take a look at the storage areas so that you can start to plan ahead with regards to space and packing material and strategy. You will receive an email with more specifics about dates and times for these open hours.

Storage Dates and Hours:

Wednesday, December 12	11:00 am - 7:00 pm
Thursday, December 13	11:00 am - 7:00 pm
Friday, December 14	9:00 am - 12:00 midnight
Saturday, December 15	9:00 am - 11:00 am

The College will provide a shuttle to assist you in moving your belongings to the Bingham storage. College trucks will be available for students to transport their items between Bingham and the Woo houses during the hours listed below. Since the primary access to the basement storage is along this back path, it is highly recommended that students take advantage of the shuttle, rather than using alternate vehicles. Students who do wish to drive over to Bingham for storage purposes must use 2nd street (road) and park in front of the house. Non-college vehicles are not permitted on the back path.

Storage Vehicle Hours of Operation:

Wednesday, December 12	3:30 pm - 7:00 pm
Thursday, December 13	3:30 pm - 7:00 pm
Friday, December 14	3:30 pm - 12:00 midnight
Saturday, December 15	9:00 am - 11:00 am

As your house will be used over FWT, you will need to turn in your key upon departure. You can do so at the following times and locations:

Key Room (by the laundry room in Commons):

Wednesday, December 12	- 9:00 am - 3:00 pm
Thursday, December 13	- 9:00 am - 3:00 pm
Friday, December 14	- 9:00 am - 3:00 pm
Saturday, December 15	- 8:00 am - 12:00 noon

Campus Safety:

All other times.

You will also receive a copy of the RCR that you (or your House Chairs) filled out at the start of the fall term. Before leaving campus, you should fill out the "departure" side of the form and leave it on the desk in your room.

Within the storage areas, each house will have their own shelving space to store their belongings (divided by floor). You will be provided a storage inventory sheet so that you can document everything you plan to put into your storage space - it is critical that you do this to ensure that your belongings are accounted for when they are retrieved at the start of the spring term. The deadline to store your belongings is 11:00 am on December 15; the deadline to leave campus is noon on December 15.

Please note that furniture of any kind (with the exception of mini-fridges and lamps) is not permitted in storage due to space constraints. You may want to check to see if anyone you know already has a storage unit that you might be able to use part of for the winter, or alternately, ask a friend in a Colonial house if they would be willing to store any items for you over the winter. If you have larger furniture to store, you can secure off campus storage in town at one of the following locations.

Off Campus Storage Options:

Bennington Self-Storage: 802-447-3238

Green Mountain Self-Storage: 802-447-1245

Shaftsbury Self-Storage: 802-375-9028

Bicycle storage is available in the space underneath Barn 100. That storage area can be accessed by calling Campus Safety.

After student houses close on December 15, rooms will be checked against the room condition report you submitted at the start of the term. Any items left in rooms will be donated at the College's discretion. Any damages in student rooms will be noted and added to the room damage bill you will receive at the end of the academic year. At the start of the spring term, you will complete a new room condition report to note the state of your room upon re-occupancy.

We are providing an opportunity for residents to make any in-house moves that they want to prior to the start of the spring term. This Sunday in coffee hour, your House Chairs will facilitate this process - rooms can be swapped single for single, or double for double (though people are welcome to switch places within those configurations). As a reminder, only juniors and seniors are permitted to reserve single rooms. During this process, residents can also wait-list for rooms - if housing should shift over FWT, we will consider the information provided on the wait-lists. Housing confirmations will be sent via email to all students in early February.

As you are aware, this is a new check out process for the fall term. 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 this process, please do not hesitate to be in touch with your House Chairs or the Office of Student Life.

Best of luck wrapping up the term!

Sincerely,
The Office of Student Life

Storage guidelines:

No furniture of any kind may be stored in these storage spaces.

All items stored must be labeled with resident name and room assignment.

All items stored must fit in the allotted space. Each room will need to have a clear access path for fire safety reasons.

Fully defrost your refrigerator before storing. Improper defrosting can cause damage to your and other's belongings.

No flammable or combustible items of any kind may be stored. This includes aerosol cans, paint thinner or any other flammable materials.