

# UNIVERSITY OF CAPE TOWN

## STUDENT HOUSING & RESIDENCE LIFE

### VACATION STORAGE CONTRACT

RESIDENCE: \_\_\_\_\_

#### CONDITIONS OF STORAGE:

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING

1. Only students who have been offered a place in this residence OR have applied to return to this residence are permitted to store items.
2. Neither the House Committee nor the University accepts any responsibility whatsoever for the loss or damage of any goods stored.
3. The University accepts NO responsibility with respect of insurance of items stored. This includes loss or damage through theft, fire, acts of God, etc. Students are advised to arrange their own insurance.
4. Students are not allowed to store fridges at residences and should make their own storage arrangements.
5. All boxes, bags, suitcases, etc, for storage must be sealed.
6. The name, student number and residence name must be clearly and legibly marked on each item.
7. Under NO circumstances whatsoever shall any person for any reason gain access to the store room prior to the official opening date of the store room. RFO's, Wardens, Sub-Wardens and other staff have been instructed not to allow access.
8. Note that due to limited storage space that each residence may set limits on the number of and type of items that can be stored.
9. Students are advised NOT to store linen & bedding. Text books or study notes which you may need for supplementary exams or early courses will not be accessible and should not be stored.
10. The store room will only be open on \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_
11. Items will be issued to 3rd parties only upon receipt of written authorisation from the student whose belongings are stored. The name and particulars of the 3rd party should be included.
12. **Items stored and NOT collected within 30 days after the official opening date will be handed to SHAWCO or auctioned or given to a charity.**  
**This policy may only be waived if acceptable alternative written arrangements are made with the RFO before the final date.**
13. The University reserves the right to move any stored items, should the need arise, at the students' expense.

14. Please list & describe the items stored below.

DESCRIPTION OF ITEM	DATE STORED	DATE COLLECTED

**I, the undersigned, have read and understood the conditions of storage as set out above, and agree that they are binding on me.**

DEPOSITED BY: \_\_\_\_\_ STUDENT NO: \_\_\_\_\_

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

Residence Facilities Officer / Sub Warden: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_ STUDENT NO: \_\_\_\_\_

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

Residence Facilities Officer / Sub Warden: \_\_\_\_\_