**Storage/ Shipping Agreement 2020**

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| Last Name | First Name | Middle Initial | Woodbury ID Number |
| Current Address (Hall/Room) | Phone number you can be reached at  |
| Email Address |
| Indicate one:  |
| Please pack and store all my belongings | I would like some items to be mailed to me  | I would like to speak with someone about my specific situation |
| If selecting mail, please provide the address where you would like items sent  |
| Address, City, State and Zip Code  |

1. **PAYMENT**: Due to the unforeseen nature of COVID-19 Woodbury University will store residents' belongings free of charge.
	1. If the Resident is requesting items to be mailed to them the Resident accepts responsibility for payment of all shipping charges associated with items being mailed to them. Charges will be placed on the student’s account.
		1. Initial to indicate agreement to this stipulation: \_\_\_\_\_\_\_\_
2. **TERMS**: The term of this Agreement shall be beginning Monday, April 6, 2020 and ending on Saturday, August 22, 2020.
3. **POLICIES**: The 2019-2020 Housing License Agreement, is hereby incorporated into and made part of this Agreement. This Agreement, together with the Residence Hall Community Living Standards, and the Woodbury Student Code of Conduct, constitutes the full and complete terms and conditions of this Agreement. Additionally, residents must abide by all Woodbury policies and procedures applicable to students, including policies promulgated by Student Affairs. Woodbury University reserves the right to change these policies and procedures, including the 2019-2020 Housing License Agreement, at any time.
	1. Residents will also be responsible for the following additional policies and procedures:
		1. Residents whose items have been stored must collect them before August 22nd. You must contact housing at least 3 business days in advance in order to arrange to pick up your items by emailing housing@woodbury.edu. Any items remaining after this time will be considered abandoned and discarded.
		2. Any items which are found during the process of packing that violate the terms of the Housing License Agreement, Student Code of Conduct, or Residence Hall Community Living Standards will be confiscated and may result in referral to Student Conduct.
4. **KEYS: Residents must return their key to housing no later than May 9th.** Students can mail their key back to housing or drop them off with the security guard at the front gate.
	1. If mailing your key please tape the key to a piece of paper and then place it in a padded envelope. Mail to: Woodbury University c/o Housing Office 7500 N. Glenoaks Blvd Burbank CA 91504
		1. Initial to indicate agreement to this stipulation: \_\_\_\_\_\_\_\_
5. **LEGAL AND BINDING**: As indicated in Section 1 above, this Agreement obligates a resident to pay the designated charges at the established rate. Submission also acknowledges that you have read, understand and agree to the terms and conditions of this Agreement.
6. **ELIGIBILITY**: Woodbury University students with a current housing assignment who do not have the ability to retrieve their belongings. Neither Woodbury University nor the resident has an obligation to renew this agreement.
7. **ACCESS**: By singing this agreement the resident agrees for university personnel to enter and remove any items negotiated with the student for the purposes of packing their room.
8. **HOLD HARMLESS**: The resident agrees to reimburse, indemnify and hold harmless Woodbury University and its agents, employees, faculty, trustees, officers and directors from all damages, liability, or loss to persons or property (including the resident) caused or sustained as a result of the resident’s conduct that is negligent, is illegal, is a breach of this agreement, violates Woodbury University policies, or that is a misuse of the premises. Additionally, the resident understands that Woodbury University does not provide protection against lost, damaged, or stolen personal property, and that Woodbury University advises residents to obtain appropriate insurance coverage in order to obtain such protection.
	1. The resident understands that while university personnel will attempt to mitigate any damage or loss of property associated with packing/ storing and/or shipping of personal items that this may still result.
		1. Initial to indicate understanding and agreement: \_\_\_\_\_\_\_\_

Signature below acknowledges understanding and consent with all the terms and conditions described within this agreement and in all accompanying materials as they relate to Woodbury University owned and/or operated housing facilities. Submit this signed agreement via email to housing@woodbury.edu.

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Signature of Resident

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Signature of Parent/Guardian Date

(if under 18 years of age)