# Landmark College: Aiken Hall Storage Information

## What is Aiken Hall Storage?

Landmark College Office of Residential Life has limited summer storage available in Aiken Hall for students who are going to be enrolled in the fall semester, international students, summer employees, and students who live a considerable distance from the college.

These students can secure their belongings in on-campus storage in one of 55 individual storage lockers (32'' wide x 36'' deep x 36'' high).

## What are the Aiken Hall Storage Options?

Storage Options: $50/session (You may choose more than one)

Option 1: End of Spring Semester to Start of Summer 1 or 2
Option 2: End of Spring Semester to Start of Fall
Option 3: End of Summer 1 or 2 to Start of Fall Semester
Option 4: End of Fall Semester to start of JTerm/Spring Semester

## How do I sign-up for an Aiken Storage Space?

Step 1: Complete the Aiken Storage Request Form (online): (Click Here)

Priority will be given to submissions submitted before 5:00 p.m. on (Friday) 12/7/2018.
Priority will also be given to students that are participating in JTerm, Study Abroad, Summer 1 or 2 or live internationally.
Students will be e-mailed about whether or not they will receive an Aiken Hall Storage Space on (Monday) 12/10/2018.

## I was approved for an Aiken Hall Storage Space: Now what?

Step 1: Submit the Landmark College Storage Unit Rental Agreement

Students who are approved for an Aiken Hall Storage Space must fill out the **Landmark College Storage Unit Rental Agreement** and submit it to a member of the Aiken Hall Staff before 10:00 p.m. on (Wednesday) 12/13/2018.

Forms can be picked up and signed in Aiken Hall during RA on-duty hours. Monday-Friday: 7:00 p.m.-11:00 p.m. Also, you can make an appointment with RD Nicole Pacenka to pick up an agreement.

# I signed my Landmark College Storage Unit Rental Agreement before 12/13/2018, so when can I move my stuff to Aiken Hall?

Step 1: Resident Dean Nicole Pacenka will contact you after you have submitted your **Landmark College Storage Rental Agreement** and work with you to set up a time in advance for you to move your belongings into Aiken Hall Storage.

Step 2: You will be able to choose a moving day from the following days and times:

| | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|---|---|
| | 7-Dec | 8-Dec | 9-Dec | 10-Dec | 11-Dec | 12-Dec | 13-Dec | 14-Dec |
| **1:00 p.m.** | | | | | | | | |
| **2:00 p.m.** | | | | | | | | |
| **3:00 p.m.** | | | | | | | | |
| **4:00 p.m.** | | | | | | | | |
| | | | | | | | | |
| **7:00 p.m.** | Aiken Hall RA On-Duty | | | | | | | |
| **8:00 p.m.** | | | | | | | | |
| **9:00 p.m.** | | | | | | | | |
| **10:00 p.m.** | | | | | | | | |

Step 3: Once you have a moving date, you should do the following:

- Pack up all of your items in advance
- Meet the RA or RD at your designated time in the Aiken RA Office
- Move your belongings to Aiken Hall storage at your specific date and time

**If you have any questions regarding Aiken Storage, promptly contact housing@landmark.edu.**