**STORAGE AGREEMENT TERMS**

- This agreement is for current residents who renew their contract and is not available to residents who have moved in with a new contract during the summer months.

- The storage charge per week will be $25.00 billed to your Bursar’s account. This charge will be assessed for any partial or full week property remains in the apartment, and will not be eligible for proration. Monday is the identified start of the week from which we will process.

- Storage is available FOR ONE BLOCK OF TIME ONLY between the last day of classes of the Spring semester and the first day of classes of the subsequent fall semester as indicated by the academic calendar AND MUST LAST A MINIMUM OF TWO WEEKS.

- **I AM AWARE THAT IF I HAVE A ROOMMATE, THIS STORAGE AGREEMENT WILL NOT BE VALID UNLESS MY ROOMMATE MOVES OUT OR ALSO COMPLETES A RENEWAL CONTRACT & STORAGE AGREEMENT.** Rent will continue as normal in the absence of one of these two events.

- **ALL** apartment keys issued to you must be returned to the University Apartments Office for this agreement to begin. Rent will continue to be assessed until all occupant keys are returned.

- Upon the return of one occupant to the apartment, the agreement ends and rent will be re-instated; for both residents in a roommate pair, when applicable. If a resident fails to return, rent charges will begin effective the start of the semester/first day of class.

- Rent will be billed to your Bursar account after your return, and you will be responsible for paying charges through the Bursar’s Office to avoid a late fee charge.

- **I AM AWARE THAT THE UA Office will not issue a key to anyone else without Verified Permission stating the name of the person who can pick up the key and the date they can pick up the key. The person stated in the letter will be required to show a picture ID in order to pick up THE key.**

- Residents are NOT permitted to sublease or live in another University Apartment while they are holding an apartment with a storage agreement. If a violation is identified, the result is cancellation of the storage agreement and the reinstatement of rent charges from the starting date of the storage agreement.

- **I AM AWARE THAT UA STAFF MAY CHECK MY APARTMENT FOLLOWING THE RETURN OF MY KEY(S) TO SEE THAT THE SAFETY, SECURITY, AND HOUSEKEEPING STEPS HAVE BEEN COMPLETED. THIS IS TO ENSURE THE APARTMENT IS BEING LEFT IN AN ACCEPTABLE CONDITION FOR THE TIME I AM GONE. STAFF MAY ADDITIONALLY ACCESS MY APARTMENT TO CONDUCT ROUTINE MAINTENANCE INSPECTIONS.**

- I understand my vacated apartment **WILL NOT** be cleaned while I am storing my personal belongings in it.

- Ball State University, its employees or agents and the representatives of any government authority, including police and fire officials, shall have the right to enter the premises, without notice, to take such action as may be necessary to preserve Ball State University’s property in the event of an emergency or to comply with any applicable law or to enforce any of Ball State University’s rights set forth in this agreement.

- **US MAIL:** Resident is responsible for changing address with United State Postal Services if they wish for mail to be sent to their summer address. The UA Office is NOT permitted to make this change.

- All property is stored at the resident’s sole risk. Insurance of all contents is resident’s sole responsibility. Resident agrees at their sole expense, to maintain insurance on all property stored in the premises with actual cash value coverage against all perils. Resident shall assume all risks of loss or damage that would have been covered by such insurance if resident had purchased the insurance.

- I release Ball State University, its employees and agents from any and all liability for personal injury or death to persons including myself or my family or invitees; property damage; for damage or loss from fire, water, the elements, Acts of God, theft, burglary, vandalism, malicious mischief, pests & rodents. I agree to indemnify, defend and hold Ball State University harmless from any and all loss, claims, demands, foregoing injuries, death or losses to person or property, however occurring, or arising out of or related to any breach of the agreement by myself.

- The premises may be used only for the storing of personal property owned by the resident. I agree to not use the premises for the operation of any commercial, industrial, manufacturing, or distribution business.

- Gasoline and other flammable liquids, unlawful goods of any kind, perishable foods, used tires, animals or any substance considered to be an environmental hazard may not be stored in the apartment. Please do not store items that have sentimental value or are irreplaceable. Electronic appliances should be left unplugged while apartment is unoccupied.

**REQUIRED SAFETY, SECURITY, AND HOUSEKEEPING STEPS BEFORE YOU LEAVE:**

1. Unplug all electronics and personal appliances, and turn off alarm clocks. **DO NOT unplug your refrigerator!**
2. Remove all trash and recycling, remove all food from refrigerator/freezer (in case of power outage), and remove any other perishable food from apartment.
3. Close and lock all doors and windows. It is recommended that you close any window coverings.
4. Take plants and fish with you.