

# Facilities Management Operating Policies and Procedures Manual

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**Effective Date: 3-19-2009**

**Policy Number: 04-26-001**

**Section: Facilities and Services**

**Subject: Storage Rental Policy**

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## **Purpose:**

To provide staff with a clear understanding of storage rental use.

## **Policy:**

1. All storage provided by Facilities Management will be in accordance with this policy at the stated rental rate at this location.
2. Storage spaces will be rented based on availability.
3. Storage space will be allocated at the discretion of the Support Services Manager.
4. The storage rental rate will be \$85 per month per bay. Bays will **not** be rented on a daily or weekly basis. Each bay is approximately 200 square feet. Bays will **not** be rented out on a square footage basis.
5. The rent specified above shall be billed through Banner to the department at the beginning of each month for the coming month's rent. Department is to provide Support Services Manager the appropriate billing account in Banner upon rental.
6. Space is rented for university storage purposes only.
7. The department will provide a list of stored items to the Support Services Manager. The list will be signed by the Support Services Manager or designee and a Departmental Representative.

- 8.** No material will be stored which will be a hazard to the building. This prohibition will specifically prohibit the storage of combustible materials, explosives and other materials which would endanger the building and other property.
- 9.** Storage space is not to be heated or cooled.
- 10.** Facilities Management will not be liable for loss, damage or insurance of any property.
- 11.** Department access to storage spaces will be between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday and will require access via the Support Services Manager or designee.