Please share this information with the students so they can plan accordingly when contracting for storage units to be brought on campus.

Guidelines for Storage Units Delivered to the Trinity University Campus

These guidelines were created to help minimize the impact of storage units on campus. Space designated for the placement of storage units is provided as a courtesy to students. Trinity University assumes no responsibility and/or liability for the use of these storage units on campus.

- Storage units should not arrive prior to delivery date indicated in the key dates given below and must be removed no later than removal dates indicated in the key dates given below. Storage units should only be placed in pre-approved locations. All exceptions must be coordinated in writing with both the Residential Life Office and Facilities Services.

- Storage units may only be placed in designated areas. Storage units shall not block ramps along the campus accessible routes. Storage units are not permitted in parking spaces or in other areas on campus without prior written approval.

- Storage units on the island in front of Mabee Hall shall open into the parking lot and not into the traffic lane. Please verify that the storage unit is not deeper than the curb-to-curb depth of the designated area (this area will accommodate a storage unit up to 8 feet deep). Storage units adjacent to Parking Lot Y should open into the parking lot. Storage units deeper than the sidewalk are permitted to overlap into the grass area (but remain mostly on the sidewalk) and should be removed promptly to minimize damage to the turf.

- Care should be exercised by the delivery company to not damage trees and other campus hardscape/landscape. Expenses incurred by Trinity University to repair damage (beyond normal wear and tear) to campus hardscape/landscape will be the responsibility of the renter and/or the rental company.

- Questions should be directed to the Facilities Services Service Center. Rental companies may request a tour of the locations by contacting the Service Center at 210-999-8413 or Sharon Curry at 210-999-8463.

Key Dates

- Please make arrangements for storage units to be placed within the following time window:
  - Spring Semester Move-Out – First Day for Delivery ....................................................... April 25th
  - Spring Semester Move-Out – Last Day for Removal ....................................................... June 1st
  - Fall Semester Move-In – First Day for Delivery ............................................................. August 1st
  - Fall Semester Move-In – Last Day for Removal ............................................................. September 1st

- For summer session students:
  - Summer Session Move-Out – First Day for Delivery ....................................................... July 1st
  - Summer Session Move-Out – Last Day for Removal ....................................................... July 15th

- For moves occurring mid-academic year (study abroad/fall graduates):
  - Fall Semester Move-Out – First Day for Delivery ....................................................... December 1st
  - Fall Semester Move-Out – Last Day for Removal ....................................................... December 22nd
  - Spring Semester Move-In – First Day for Delivery ....................................................... January 1st
  - Spring Semester Move-In – Last Day for Removal ....................................................... February 1st

A graphic highlighting the approved locations is also included on the following page for reference.
NOTE: For Parking Lot Y Area: Please allow 12 feet minimum between the designated area and the perpendicular curb at the east end of the designated area for placement of a roll-off dumpster. Also note there is an accessible route ramp at the west end of this area.