



**St Antony's College**  
62 Woodstock Road  
Oxford  
OX2 6JF

+44 (0)1865 284700

## Storage Policy

St Antony's College wishes to be able to provide facilities for students to be able to safeguard their possessions whilst they are away from College (but intend to return) and have to vacate their room. Examples may include field trips, returning home overseas. However, because space is limited, certain criteria need to be applied to ensure that the storage procedure is both fair and equitable and that the storage area does not breach capacity and become unsafe.

### Eligibility

College has agreed that storage will be provided for the following groups of students only:

- International Students returning home but scheduled to return to college.
- International Students on field trips as part of their course of study.

### Terms and Conditions

- No student will be permitted to store items for longer than 6 months. After that period, items may be disposed of.
- All items are left at student's own risk. College is not responsible for loss or damage to any items placed in storage. As this is shared storage your insurance may not cover the items stored. You should inform your insurers that you are leaving items in shared storage.
- No student may store items for another student.
- No more than 3 boxes or suitcases (maximum size 80 x 70 x 60cm) may be stored
- Only suitcases and sealed boxes (storage and/or cardboard) will be accepted.
- No black bin bags, loose items, liquids, foodstuffs or flammable materials may be stored.
- Students may not store prohibited items detailed on the vacation storage form.
- **All items need to be clearly labelled with students name before being stored.**
- The attached storage request form must be completed and sent to [housekeeper@sant.ox.ac.uk](mailto:housekeeper@sant.ox.ac.uk) before attempting to store any items.

### Private Storage

Those students who are not eligible to store possessions in College may wish to note that there are several storage companies in Oxford who are familiar with the storage needs of students. These are detailed on the application form. Any listing does not imply any warranty by college on the performance or costs of the company.

<https://lovespace.co.uk> – beware of hidden charge for returning your items

<http://www.selfstoragecentre.com/>

<http://www.bigyellow.co.uk/>

<https://www.storageking.co.uk>

<https://www.kitkeeper.co.uk/about-us/>

<https://www.royal-cars.com/> - large taxi can be hired for transport to storage facilities





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## Long Vacation Storage Form

**From** (circle chosen date): 23 June, 25 June, 30 June, 2 July, 7 July, 9 July

**To:** \_\_\_\_\_

Storage drop off **time** and **collection date and time** must be pre-arranged and confirmed by contacting [housekeeper@sant.ox.ac.uk](mailto:housekeeper@sant.ox.ac.uk)

***I certify that I have read and understand the terms and conditions for storing items in College as noted in the Storage Policy above.***

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Indicate how many items you will be storing by completing the table below:

	<b>Description of item</b> (eg a large green suitcase, cardboard box etc)	<i>Storage location – to be completed by St Antony staff member (shelf number)</i>
<b>1</b>		
<b>2</b>		
<b>3</b>		

