

SORORITY SUITE & CLOSET STORAGE

Due to occupancy, your sorority is being relocated. Your newly assigned floor will contain a similar lounge shared with one or more sororities and will contain basic University furniture in the space. Existing sorority furniture and belongings may be moved to your new suite or into storage. Items going into the new suite will require coordination with sharing sorority; excess University furniture will be removed. All remaining items must be packed and stored. Any items needed throughout the academic year should be removed and stored at another location.

SORORITY: _____ CURRENT SUITE: _____

FALL 2023 BUILDING & FLOOR ASSIGNMENT: _____

SHARING SORORITY(s): _____

PROPERTY DISPOSITION:

We will remove all property and furniture from campus. Boxes and tape will be provided.

→ We will complete the move by Sunday, June 4. Initial acknowledgment: _____

We request University Assistance with packing and/or storage as follows:

We will have ALL of our property and furniture packed and stored by the University. OR...

We will identify select property and/or furniture to be moved to new suite. Items moving to new suite will be packed, and all furniture items tagged by the sorority by Sunday, June 4. Boxes and tape will be provided. These items will be moved to new suite by the University. Items not moving to new suite will be packed and stored by the University.

→ We understand that items will only be stored for one year & we will not be able to access while in storage.
Initial acknowledgment: _____

→ We have agreed to, signed, and returned the PACKING CONSENT, WAIVER, AND RELEASE AGREEMENT.
Initial acknowledgment: _____

SCHEDULED ACCESS:

To complete any of the above steps, you may access your building suite, and storage closet between now and Sunday, June 4. Access will be granted 8:30am to 4:00pm. You must depart building by 4:00pm. Which date(s) and time(s) do you need access: _____

Upon arrival, sign-in at the Housing Office, 202 Redifer Commons. Sign-out at the Housing Office is required upon departure.

SORORITY CONTACT:

President Name: _____

PSU ID #: _____

PSU Email: _____

Phone #: _____

Advisor Name: _____

Email: _____

Phone #: _____

Return Form by Friday, May 26