

**SECTION:** Business Affairs/Physical Plant  
**SUBJECT:** Storage Buildings on Asbury College Rental Property

**ISSUED BY:** Office of Business Affairs  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** November 30, 1987

Married students have occasionally requested permission to erect or place storage buildings adjacent to their apartments on College property.

The following are the guidelines under which they may be done:

1. Any storage building erected on, or moved on to, College property must have a base no larger than 100 sq. ft. (example: 10' x 10'). Building must be metal and of commercial manufacture. No more than one such building will be allowed per family unit.
2. Permission must be requested in writing, and the approval must be secured from the Director of the Physical Plant as shown by his signature on the copy of the request when it is returned to the person(s) submitting it.
3. Request must include the dimensions, date of store purchase, where purchased, and, if new, be accompanied by a catalogue picture and description, or a brochure. If not new, show previous owners name and where previously installed.
4. A deposit of \$25 is to accompany such request, to be held for future removal or upkeep of said building.
5. The storage building must be maintained by its owner so that its appearance meets the approval of the Director of the Physical Plant. If the owner is notified by the Director of the Physical Plant that its appearance is not satisfactory, the owner will be given 30 days to secure approval. If approval is not secured within 30 days, the Director may have said building removed.
6. Upon leaving, if the storage building remains, both the building and the deposit become the property of the College. The deposit is refundable only if the College has had no expense relative to the building, and if the building is removed when the family vacates their apartment.