



Shelter Client Storage Agreement

Date:		DR#:		Cot #:	
Shelter name:		Storage room location:			
Client name:					
Name of one additional person who may access belongings (optional):					
Mobile phone number:		Alternate phone number:			

Accepted by: _____ (Red Cross Rep)

Number / Types of Items Stored:

	Boxes	Plastic Tubs	Bags	Other: (describe)
Number:				
Describe contents:				

Terms

1. The American Red Cross has arranged for storage space to meet the needs of shelter clients who do not have other storage options. The Red Cross cannot guarantee that stored items will be protected from theft, loss, or damage. By placing items in storage, you agree that the American Red Cross is not responsible for theft, loss, or damage to items in storage, regardless of the cause.
2. Storage is available for shelter clients only. If not staying at the shelter, you may not use storage space.
3. You agree not to store any of the following:
 - Wet items, weapons, drugs, alcohol, flammable items, illegal items, or items that may create a threat to health or safety of shelter workers or occupants;
 - Valuable items such as jewelry, money, heirlooms, electronic devices, or legal documents;
 - Perishable food; open food items
 - Pets or other animals.
4. You agree that the Red Cross may inspect your stored items to ensure compliance with these terms or to address issues regarding health, safety, or the law.
5. You agree to remove your belongings from storage when you check out of the shelter. If the shelter closes, you will need to remove your items
6. Items left in storage when checking out of the shelter / shelter closes are disposed of without recourse.

Client Signature

Sheltering: Please see the Caring for Client Belongings Tip Sheet for information on using this form when storing client belongings. Place this form in the Registration Book with the client's record.