

---

## Parcels and Post Policy

Managed by: Graham Barton.

Approved by SMG: Yes

Department/school/committee:  
Estates and Facilities Department

Date approved by SMG: 04/2013

Type of document: Policy .

Review date: 08/2016

---

### Policy Statement

The University (Porters Lodge) will take delivery of parcels on your behalf during our opening hours on the following terms and conditions. It is important that you familiarise yourself with these terms and conditions before arranging delivery of any items to the University.

## Version Control

<b>Version number</b>	<b>Purpose/change</b>	<b>Name and job title</b>	<b>Date (DD/MM/YYYY)</b>
1	New Policy	Phil Wood, Facilities Manager	04/2013
2	Update into new format and small revision	Phil Wood, Facilities Manager	21/08/2015

# Parcels and Post Policy

---

The University will endeavour to look after parcels safely and securely, but we will not accept any liability for loss, damages or defective goods. In addition you must indemnify the University for any liability we may suffer or incur as a result of taking delivery of any parcel addressed to you.

Due to limited storage capacity, the Lodge can hold parcels and mail for up to one month.

Addressees of parcels not collected within one month will be informed by the Lodge, via University email address, of the overdue collection. If you cannot make collection in person within one month, you can have someone else pick it up for you but they will need to produce some photo ID.

If a collection is not then made within two weeks of the email notification, the University reserves the right to arrange for return of the parcel to the source and will hold you responsible for all costs arising.

Repeated failure to observe and comply with these rules and conditions may result in our refusing to take delivery of your postage parcels.

The University will not accept delivery of anything we consider to be offensive, dangerous, illegal or illicit material.

The University will not accept delivery of goods that are (in our opinion) too big or heavy for us to store. We will only accept individual parcels up to 15kg in weight and 30cm x 40cm x 50cm.

Larger deliveries will only be accepted with prior agreement with the Estates & Facilities Department.

In the Terms and Conditions above, when we say “we” and/or “us”, we mean The Royal Agricultural University and each subsidiary, associate, employee, agent and contractor of The Royal Agricultural University.

## Signed

Signed: \_\_\_\_\_ Date: MM/YYYY  
Principal

Signed: \_\_\_\_\_ Date: MM/YYYY  
Governor