



MAILBOX RENTAL CONTRACT-CAMPUS PRINTS MAILING CENTER
3 Month Rental Cost: \$40* - 6 Month Rental Cost: \$60* - 1 Year Rental Cost \$90*
***(additional \$20 Key Deposit required upon signup)**

This agreement made (date) _____ by and between _____, hereinafter referred to as "Applicant" and **Campus Prints**, shall be governed by these terms to which each party agrees:

1. **MAIL APPOINTMENT:** By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, Applicant appoints Campus Prints as agent for the receipt of mail and parcels for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail in a timely fashion or make other suitable arrangements in advance. Campus Prints will provide a box key to applicant who may obtain his mail during the business hours posted.
2. **HOURS:** Applicant accepts knowingly that mail is boxed **Monday through Friday only**. There is no weekend delivery. **Initial here _____**
3. **PLANNED CLOSURES:** Applicant accepts knowingly that the **SSU Campus is closed for a full week between Christmas Day and New Year's Day and all other campus closure days that are listed on the official SSU calendar** and therefore mail will not be made available until the first day of business after said closure. **Initial here _____**
4. **KEY DEPOSIT:** The mailbox key loaned to applicant shall require a refundable cash deposit of \$20, remains the property of Campus Prints, and shall not be duplicated. The key deposit shall be refunded upon return of the key. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
5. **CARRIER FAILURE:** Campus Prints cannot be responsible for failure of the USPS or any carrier to deliver mail or parcels in a timely fashion or undamaged condition. Once mail is placed in the box, it shall be deemed to have been delivered, and Campus Prints cannot be responsible for loss, theft, or damage.
6. **RULES COMPLIANCE:** Applicant agrees to use services in accordance with Campus Prints Rules and all USPS regulations, as well as all local, state and federal statutes and regulations. Failure to do so will result in cancellation of service without notice, refund, or mail forwarding.
7. **CONFIDENTIALITY:** Information provided by applicant will be kept confidential by Campus Prints, and will not knowingly be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes when a subpoena or warrant is presented, in which case Campus Prints intends to cooperate fully with the appropriate authorities. Law enforcement is further clarified to include all cities, county, state or federal agencies or their authorized representatives acting in an official capacity.
8. **ADDRESSEE:** Mail will be accepted for those persons who have successfully completed a USPS Form 1583 and provided photo and other required identification. Applicant instructs Campus Prints to accept traceable letters, packages, registered, certified and privately delivered articles on the applicant's behalf by signing box number 6 on the postal form 1583. In consideration for this service and the substantial responsibilities involved therein, Applicant expressly releases Campus Prints from all responsibility of loss, damage or the disposition of said accountable and regular mail after placement in Applicant's mailbox or articles held at the front counter. In accordance with this release the applicant therefore waives any and all rights of claim against Campus Prints with regards to accountable and regular mail. Applicant further



agrees that parcels will be retrieved within 5 business days after delivery, and that no hazardous, dangerous, or illegal material will be delivered to applicant.

- 9. **C.O.D. items will not be accepted at this location.** Per USPS regulations, as customer’s agent for receipt of mail, Campus Prints will sign for and accept all other mail, including insured, registered and certified documents. If customer refuses to accept any such mail, customer shall pay postage and other fees associated with refusal and return.
- 10. **DISCLAIMER:** Applicant agrees to protect, indemnify and hold harmless Campus Prints from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Campus Prints facilities or services, and any expense incurred in a defense of the same shall be reimbursed by applicant.
- 11. **NOTIFICATION OF END OF TERM:** One notice will be placed in applicant’s mailbox, as well as a reminder email the month before the term expires. No other notice will be required or provided. The applicant must renew in advance by the 10th of the last month of service in order for mail service to continue into the next term. Failure to renew in advance will result in mailbox forfeit. **Please note that Mail Service does not accept partial payments, prorated fees or provide refunds in the event of cancellation of service by either party.**
- 12. **FORWARDING:** Any mail arriving after term expires along with any mail left in the mailbox will be forwarded for two months providing we have received a forwarding address. If a forwarding address has not been provided mail will be returned to the sender. **It is up to the applicant to notify anyone that will be sending mail to this address of an address change promptly in either case. Only USPS First Class, Priority and Express Mail are forward able.** Standard mail without endorsements is considered junk mail and therefor disposed of. **Packages from all other carriers such as UPS, Fed EX, OnTrac, etc. will be refused or returned through the carrier that delivered them.** It is the applicant’s responsibility to make arrangements with these companies of any changes to their address.
- 13. **ADDRESSING MAIL:** Applicant shall use only the address designation “#” to designate their address box number. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of suite, apt, dept., PO Box or other designators. The USPS may refuse to deliver any piece of mail that does not include the “#” sign designation. Applicant is responsible for notifying correspondents of the address.

The address to be used by applicant is as follows:

Applicant’s Name
1913 E. Cotati Ave # _____
Rohnert Park, Ca. 94928

Signature of Applicant _____ Date _____

Print Name _____

Email _____ cell phone _____

MAILBOX # _____ TERM: 3 Month | 6 Month | 1 Year

*****Office Use Only*****

Date 1583 Form Sent to USPS Office _____

Initial of Campus Prints Representative _____ Date _____