



## Delivery Release Form

Residents may arrange to have their deliveries made to the Guinan Hall Desk during the contract term. Deliveries should be forwarded as follows:

ATTN: Your Name  
Guinan Hall Desk  
1303 Sul Ross  
Houston, TX 77006

By attaching his/her signature to this form, the undersigned agrees to the following:

1. To collect all deliveries within twenty-four hours of receipt of notice from the desk.
2. To refrain from holding the University and/or the Office of Residence Life accountable/responsible for damage to or theft of property delivered in their name.
3. To refrain from holding the signee accountable/responsible for damage to or theft of property delivered in their name.

The Guinan Desk cannot and will not accept the following deliveries:

1. Packages weighing more than fifty (50) pounds
2. Pornographic items
3. Live animals
4. Items not available for sale in the United States
5. Weapons, fireworks, or flammable products
6. Alcoholic beverages
7. Packages/magazines displaying material that is sexist, racist, or bigoted
8. COD packages
9. Prepared food (i.e. pizza delivery)
10. Non-professional deliveries of questionable items or undisclosed contents

Residents Name \_\_\_\_\_  
First MI Last

Housing Assignment \_\_\_\_\_  
Facility Unit #

Signature \_\_\_\_\_ Date \_\_\_\_\_