

Night Drop Policy

Purpose: The purpose of this policy is to outline the procedures for customers who need to drop off after regular business hours. It is designed to ensure the security of the items and maintain the operational integrity of the facility.

Business Hours:

- Our regular business hours are from **8:00 AM to 5:30 PM**, Monday through Friday.
- The **facility gates will be closed after 6:00 PM**, and access to the premises will not be permitted after this time.

Night Drop Procedures:

- After **5:30 PM**, the facility will be closed to the public, and the gates will be secured.
- For items needing to be dropped off after hours, a **night drop** system is available. This system is intended for **drop-off only** and is not for access to the facility or any services.
- The night drop box is located at the front office door, when the gates are closed please park on the south side of the street next to the 7-11 location near the gate entrance for after-hours drop-offs. Place your key and note your name and phone # at the time of the drop
- **All items must be securely packaged** to prevent damage during the drop-off process.
- **No access to the facility** will be allowed after 6:00 PM, and the gates will remain closed. Please ensure that all drop-offs are completed **before 6:00 PM** if you need access to facility services.

Important Guidelines:

- **No cash or sensitive documents** should be dropped in the night box. Use designated methods during business hours for those items.
- For any concerns or issues regarding after-hours drop-offs, please contact us during our regular operating hours (8:00 AM – 5:30 PM) for assistance.

By using the night drop, you agree to follow these procedures and understand that we are not responsible for any items dropped off after business hours beyond the safety protocols in place.