Guidelines for Checking Out Items from the MSPA Storage

Where is the MSPA storage?
The MSPA storage is in the basement underneath the big clock on the US Campus. Near the elevator, there is a stairwell with a locked glass door that takes you down to the storage area.

How do I get into the MSPA cage?
You need to call Menlo Security at 650-799-4993 to let you into the basement and the MSPA cage. Please be conscientious about the timing and frequency of parent requests to access the cage.

What types of items are available to borrow from MSPA Storage?
In general, the items available for borrowing are tablecloths (round and banquet), party décor items (e.g., votives, jars for flowers), and party supplies (e.g., clip boards, scissors, pens, extensions cords). (refer to complete inventory list)

What is the process for borrowing/returning?
Email the MSPA VP Parent Resourcing about items you would like to check out and the dates that you need the items. She will confirm via email that what you need is available when you need it. Only items on the inventory list are available. Parent Education Conference, Latte Mornings, Holiday Decorations, Children’s Holiday Party and Every 15 Minutes items are NOT available for check out.

How soon before my event can I borrow the items I need? When do I need to return them?
You can take the items two days before your event and they must be returned cleaned three days after your event. Nothing needs to be professionally cleaned. There is no reimbursement for dry cleaning.

What do I do when I get to the cage?
There is a clipboard on the door to sign in and out so the MSPA can keep track of who has access to the cage. You also need to email the VP Parent Resources to let her know you have taken your items and again when you have returned your items. The bins are numbered and there is a map so you know where everything is.

Can I use the bin my items are stored in to transport them back and forth to my event?
There are “extra” bins and shopping bags by the cage gate. Please use those to transport your items instead of the numbered and labelled storage bins on the shelves. For organization purposes, MSPA doesn’t want the labelled and numbered storage bins to leave the cage.

What do I do if something I borrowed from the MSPA cage is accidentally lost or destroyed?
Notify the VP Resources ASAP if anything is lost/destroyed.

Can I reserve items but not take them out?
You can reserve items up to one month in advance.

Can any school organization borrow items from the cage?
MSPA sponsored events have priority in using these items. For auction parties or other school events, please contact VP Resources before checking out any items.

Thank You! If you have more questions, email VP Parent Resourcing.