

# Paca & Tubman Package Info

## Addressing Packages

Students having packages mailed to Paca/Tubman, should format their address label:

<u>Paca House</u>	<u>Tubman House</u>
<i>Resident Name</i>	<i>Resident Name</i>
<i>TU Paca House, Unit #XXX</i>	<i>TU Tubman House, Unit #XXX</i>
<i>415 Towson Way</i>	<i>425 Towson Way</i>
<i>Towson, MD 21252</i>	<i>Towson, MD 21252</i>

***Packages MUST have a clear resident name with building and unit number to ensure timely and correct delivery.***

## Package Arrival Notification

Students that live in Paca/Tubman will be contacted **via email and text message** when they receive a package in the management office. (If you do not receive package notification emails/text messages, please contact the management office to update your email preference.)

**NOTE:** Package tracking on your delivery that indicates 'arrived' does NOT mean that it is in the management office. Please wait for an email from the Management Office confirming that we have your package. University deliveries do not function the same as home deliveries and may take an additional 1-2 days to arrive to the residence hall once tracking says 'delivered.'

***\*\*The University Mail Room sends emails indicating that they have received a package on campus. This does not indicate arrival to Paca & Tubman. This email serves to simply notify you that the package has arrived on campus and is set to be delivered to the Paca & Tubman Management Office.\*\****

### Picking Up Packages

Packages can be picked up in the Capstone Management Office, located in Paca House on the 1<sup>st</sup> floor, 9:00am-5:00pm Monday-Friday. **University Policies mandate that package deliveries to the residence halls cannot be made over the weekend.**

Students picking up their packages **MUST** have a valid photo ID. (Onecard, driver's license, etc.)

If you are unable to pick up your package during business hours, you **MUST** send our office an email from your **OFFICIAL TOWSON EMAIL ADDRESS** indicating the person that you wish to pick up your package in your place. That person must have a valid ID that states their name and has their picture when retrieving your package.

***(\*\* Small letters, postcards, and etc. will be in the student's mailbox located by the front desk of the students assigned residents hall. Please note: students' room keys open student mailboxes. \*\*)***

### **Sending/Returning Packages:**

***All packages that need to be returned or sent out can be done at the University Union Postal Office on the 1<sup>st</sup> floor.***

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#### **Paca & Tubman Management Office Contact Info:**

**415 Towson Way, Suite 135**

**Towson, MD 21252**

**PHONE: 410-704-7484**

**EMAIL: [living@pacatubman.com](mailto:living@pacatubman.com)**