Spring Closing Newsletter

Important Closing Reminders

Please read the following carefully to ensure your proper check out times:

1. **ALL RESIDENTS MUST VACATE THE HALLS 24 hours after their last final. For students with finals until Friday, they must vacate the hall BY Friday May 14th at 6pm.**

2. Rooms, suites and bathrooms must be left clean. Trash is to be removed from the building. There are trash dumpsters located in several places for you to deposit your trash. DO NOT LEAVE IT IN THE SUITE/ROOM. Bags will be provided. Furniture must be returned to the original location and/or set-up. Personal furniture must be removed or you will be fined.

3. If you had a cooking device/candle confiscated during the semester, you must pick it up when you leave or it will be disposed of. Check with an RA, please.

4. **ALL** of your belongings must be taken with you. If items are left when rooms/suites are cleaned, they will be disposed of. Do not leave personal items even if you are returning to the same room next year.

5. To avoid an improper check out fine, your room must be inspected by Hall Staff, the Room Condition Report must be filled out, signed and given to hall staff with your keys. *

*PLEASE NOTE* – this is a preliminary inspection, the Hall Director will make final inspections of all areas after the halls are closed.

* Staff will use the room condition report to determine responsibility for damages when making a final inspection of the suite/room. Common area damage will be assessed per the description in the resident student handbook.

24 Hour Quiet Hours

1. **24-hr. Quiet Hours** in the Residence Halls begin **Saturday, May 8th at 11:59pm and continue until closing on May 14th at 6pm.**

2. Anyone found in violations of policy will be sanctioned with fines doubled and possible immediate removal from housing. Please be respectful.

3. Your cooperation is requested during this week so that residents may prepare for exams. Disruptions due to any noise, unauthorized parties, gatherings, loud stereos, etc. will result in an automatic **$25.00 FINE AND JUDICIAL ACTION.** Prior judicial sanctioning may result in higher fines.

Graduating Seniors

With special permission, graduating seniors may be able to remain in the halls until **May 23rd 2010 at 3pm.**

You must turn in your request to stay to the Housing Office by **May 7th, 2010, at 4:30pm**

Summer Housing

For all students interested in Summer Housing, applications are available in the Housing Office until May 13th 2010. The cost for each summer session is $600 and all students must be registered for summer session classes in order to stay.

Staff Availability

Staff will be available for check outs at the following times:

- **Monday** May 10th: 10am-6pm
- **Tuesday** May 11th: 10am–6pm
- **Wednesday** May 12th: 10am-6pm
- **Thursday** May 13th 10am–6pm
- **Friday** May 14th 10am-6pm

Staff is also available for check outs 7pm-10pm during finals week.
The Top Ten Things You Need To Do In Order To Check-Out Of Your Room....

10. Take ALL of your belongings home.

9. Decide who gets to keep the really cool collection of posters you’ve accumulated over the year.

8. Return all furniture to its original location...for example, did you borrow someone’s chair?

7. Remove all the garbage from your room/suite and leave things clean. Especially desk drawers. **TAKE ALL TRASH TO THE DUMPSTERS.**

6. Remain calm and exercise patience during this busy check out time.

5. Be sure you know when the staff is available for check outs.

4. Make sure EVERYTHING that belongs to you is out of the room before you check out.

3. Sign your Room Condition Report with your RA.

2. Turn in keys when you check out with your RA.

1. Have a safe and healthy summer!

---

**The Office of Residential Life and Housing wishes everyone good luck on exams, and a safe, healthy, and fun summer break!**