

\$\$\$ Potential Room Charges \$\$\$

Each room will be inspected by student and professional staff members for damages and cleaning charges. If damages or cleaning issues are found, a fee will be assessed to your student account.

All damages will be split equally between roommates and/or suitemates, unless written admission from the responsible party/parties is provided to the Resident Director for your hall/area. Written notification must be provided to the Resident Director prior to your departure from the residence halls.

More information about damage billing can be found on your **Residence Hall and Food Service Agreement** which states,

"The student shall maintain the housing space in a clean and orderly condition and make no alterations to the premises, such as, but not limited to, installing locks, erecting partitions, painting any surface... or attaching anything to ceilings, walls, floors or exteriors without prior written consent of the Office of Residence Life. Students agree to pay for any damage and cleaning charges, as well as missing items to their rooms, suites... (less reasonable wear and tear)."

Residents will be held responsible for conditions, damages, or shortages which did not exist prior to the time s/he assumed occupancy if these items were not noted on the RCR at the time of check-in.

There is **NO** summer storage provided on campus.

Check with storage rental facilities in the area. Some off-campus sites are listed on the bulletin board in the Res. Life office, AL 114.

Your guide to

Hall Closing

All residents must **check out** within 24 hours of their last final exam, or **by 6:00pm on Friday, May 13, 2011**, whichever comes first.

Additional charges will be applied if any of the following conditions occur:

The room is not **properly clean** when you check out.

The **room key** is not returned.

The resident does not keep the **scheduled check-out time** with the RA.

Loft pieces are not returned



Halls close at
6:00pm Friday,
May 13, 2011.



1 Preparing Your Room for Check-Out

- ❑ Sign-up for a check-out time with your RA **at least 24 hours in advance**. **There is a \$50 charge** if you do not check out with a RA, if you are not ready at your scheduled check-out time, **or** if you do not sign up for a time (*does not apply to those who use Express Check-Out*).
- ❑ The room should be completely empty of your belongings.
- ❑ The only items in the room should be the University furniture. It is YOUR responsibility—not the RA's—to make sure all furniture is present.
- ❑ Close and lock windows. Close blinds/curtains.
- ❑ Clean your room/suite bathroom (sink, shower, counter, and toilet).
- ❑ Clean and dust dresser and desk drawers.
- ❑ Un-bunk/un-loft beds. Return loft pieces to designated location for your hall.
- ❑ Clean the microwave, refrigerator, and freezer of the Microfridge. Keep unit plugged in.
- ❑ Floors (bedroom, suite room, bathroom) should be vacuumed, swept, and mopped.
- ❑ Walls should be bare: no tape, poster putty, tacks, etc. (*you will be charged for all holes not originally accounted for on your Room Condition Report*).
- ❑ Turn in room key to RA at time of check-out. There is a \$50 charge for a lost/unreturned key.
- ❑ The hallway outside your room must be clear of trash and personal belongings.

2 Abandoned Property

Abandoned and Confiscated Items: Items [left behind] will be considered abandoned property, and the University will dispose of all items not claimed within **five business days** after the halls close for the semester. This includes any items left in a student's room or residence hall after the student leaves the hall. Students who abandon property and cause the University additional labor to deal with the property may incur charges for this work.

Refer to Article IV of the Student Conduct Code for the full text of the policy.



3 Lofting Pieces

<u>If you live in...</u>	<u>Return loft pieces to...</u>	<u>Return days & times...</u>
♦ Coburg ♦ Wartburg ♦ Katharine	Lower level of Coburg—CO 017	May 4, 5, & 10 — 7-9pm
♦ Regents	In Regents tunnel storage room	May 4, 5, & 10 — 7-9pm
♦ Heidelberg ♦ Wittenberg	HE laundry room	May 4, 5, & 10 — 7-9pm

Note: There is a \$50 charge for each set of loft pieces not returned and/or left out in a hallway/common area.

4 Express Check-Out

If you want to check out earlier or later than times available on the RAs' check-out sheets—OR—if you just want to leave whenever, you may choose the Express Check-Out option. Simply...

1. Remove all personal items from your room/suite.
2. Complete all items on the check-out list (*see left*).
3. Go to your designated Express Check-Out station.
4. Fill out a check-out envelope (*pictured at right*); do not leave any fields blank!
5. Place the keys inside the envelope and seal it.
6. Drop the completed key envelope in the drop box in your hall.



Failure to complete any step in this process will result in a fee

Students who opt for Express Check-Out forfeit the chance to appeal damage charges.

5 Express Check-Out Box Locations

If you live in...

Your drop box is located...

- ♦ Augsburg/Katharine: Outside RD office at KA 103
- ♦ Coburg: Coburg 1st floor main lobby
- ♦ Heidelberg: 1st floor lounge at HE 103
- ♦ Regents: 1st floor lobby near door to women's hallway
- ♦ Wartburg: Wartburg lounge—lower floor
- ♦ Wittenberg: Main lobby outside RD office



6 Continuous Quiet Hours

To promote an academic-focused environment, **continuous quiet hours** will be in effect during finals week. Quiet hours are 22 hours per day, starting at 10:00pm on **Sunday, May 8th through Friday, May 13th** at 10:00am. During continuous quiet hours, there should be no noise heard outside your room, no noise from the lounges, and no noise in the hallways. During continuous quiet hours, you should not be vacuuming, hammering, or making any other excessive noise associated with the moving process. Remember, you may be done, but others still have finals. The daily relaxed periods (as set by RHA) when the noise level may increase—although courtesy hours still apply—will be from 7:00-9:00pm.