

WINTER CHECK-OUT

INFORMATION



QUESTIONS?

**SEE YOUR RESIDENCE ASSISTANT
OR VISIT THE FRONT OFFICE**



University Housing

WINTER CHECK OUT 2021

24-HOUR

QUIET HOURS

**Begin on Sunday
December 5th at 10pm**

No warnings will be given

Please respect your studying neighbors

WINTER CHECK OUT 2021

HOW TO AVOID FEES!



**Sign up for a checkout time
by: Tuesday Dec. 7 at 5pm**

Check-out of your room by your scheduled check-out day and time.

Your checkout time is the last step in your process. Be sure you complete all of your Inspection Checklist prior to your checkout time.

Complete the winter break room/suite cleaning agreement.

Check your campus email for a complete list on how to avoid fees.

WINTER CHECK OUT 2021

WINTER HALL CLOSING!

**All Residence Halls will
close at **NOON** on **Thursday,**
December 16th, 2020**

WINTER CHECK OUT 2021

CHANGING ROOMS?



Fall to Spring room changes will occur on Friday, December 17th from 8am-3pm. Sign up for a check-out time on the Housing Portal by Thursday, December 7th by 5pm. **If you're changing rooms and need to leave before December 17th, please reach out to your RD to discuss your options.

Room or Hall changes must be completed by 3 p.m. on Friday, Dec. 17.

Check with your new community to make sure your space is available. Once all your space is cleared, check out of your old room with and RA at the front desk of your hall.

****Failure to complete any of these tasks will result in a fee no less than \$50***

WINTER CHECK OUT 2021

SEE YOU IN THE SPRING

*HELLO
Spring*

Pack everything you need for the break. Residents will be unable to re-enter the hall until Friday, Jan. 14 at 9am.

Complete the Cleaning Agreement. The last resident to leave for the break MUST turn in the agreement to the hall front desk. Complete the Winter Break inspection checklist and turn it into the hall front desk before leaving for break.

All residents must be out of the hall no later than noon on Thursday, Dec. 16.

****Failure to complete any of these tasks will result in a fee no less than \$50***

WINTER CHECK OUT 2021

MOVING OUT FOR GOOD?



Sign a Contract Release Form as soon as possible!

Sign up for a checkout time by Tuesday, Dec. 7 at 5pm

- Please see below of what needs to be completed prior to your checkout time.

Complete the following before you check out:

- Clean and defrost refrigerator**
- Sweep floor**
- Take out all trash to dumpsters**
- Clean everything thoroughly**
- Remove all door/holiday decorations**
- Remove all of your belongings**

See the front desk at your scheduled checkout time with your completed Inspection Checklist to complete your checkout.

****Failure to complete any of these tasks will result in a fee no less than \$50***

WINTER CHECK OUT 2021

WINTER BREAK

CHECK-OUT PROCEDURES



IMPORTANT INFORMATION

- All residents **MUST** sign up for a checkout time through their portal by Dec. 7 at 5 p.m.?
- All halls will be closed for winter break and no residents will be allowed back in the hall until **Friday, Jan. 14th at 9 a.m.** Residents must be out of the hall before **Thursday, Dec. 16 at noon.** Please remember to take all valuables, medications, or other belongings that you might need during break with you. You can leave all other non-necessities in your room.
- Residents returning for the Spring Semester must complete the Winter Break inspection checklist and turn it in to the front desk at your checkout time to complete the checkout process.
- Current students planning to return in the Spring **DO NOT** need to reapply for the Spring Semester. Your contract goes through the end of the next semester.
- Remember that failure to follow the procedures may result in improper check-out fees.

RESIDENTS NOT RETURNING FOR THE SPRING SEMESTER

- Remove all of your belongings and thoroughly clean your room, suite, and bathroom areas
- Vacuum your room and suite areas
- Remove the trash to the dumpsters
- Lower your bed
- Set thermostat to 70 degrees
- Defrost and unplug your refrigerator if you are the last person in your suite using it
- Unplug everything from the wall outlets
- Lock all windows, close the blinds, and turn off the lights
- Complete the checkout process. See hall front desk with your completed Inspection Checklist to complete your checkout. Be Prepared to turn in your keys and relinquish access to the building.

****Failure to complete any of these tasks will result in a fee no less than \$50***

WINTER CHECK OUT 2021

WINTER BREAK

IMPORTANT DATES

NOVEMBER 2021

- ASAP** Residents not returning to Halls for the Spring Semester (including Graduating Seniors) should complete an online Contract Release Form.
- 11/18** Residents can begin to signing up for a check out time or requesting a late stay/extension.

DECEMBER 2021

- 12/7** Deadline to sign up for a check out time or apply for late stay/extension at 5pm.
- 12/16** Residence halls close at noon except for residents who have: received an extension, Fall to Spring room change, or have a winter housing contract.
- 12/17** Those who are completing a room/hall change must do so by 3 p.m. and then follow the Winter Break Check-Out Procedures before leaving the Halls for the break.
- 12/17** Winter Session Move-In

JANUARY 2021

- 1/1** January rent payments are due. All tuition payments must be made
- 1/12** Winter session housing ends. Those who are in winter session housing must checkout of assignments by 10 a.m. and relocate back to permanent space
- 1/14** Halls will reopen for the Spring Semester at 9 a.m.
- 1/17** All residents must check into their rooms and with their RA by 5 p.m.

WINTER CHECK OUT 2021

24 HOUR QUIET HOURS



Please respect your studying neighbors

**24-Hour Quiet Hours begin on Sunday,
Dec. 5 at 10 p.m.**

NO WARNINGS WILL BE GIVEN



VANDERGRIFF HALL

ROOM CLEANING AGREEMENT

ROOM: _____

RA DATE RECEIVE: _____

By signing this form, each member of the suite is agreeing to clean the areas they sign up for. All residents of the room must agree and sign at the bottom of this form for the Agreement to be accepted by the hall staff. This Agreement is only for the suite areas. Keep this form on the door until the RA removes it. All of these areas must be cleaned off even if your suite is not fully occupied. Please see your RA for any additional questions. Failure to abide by this Agreement and failure to properly clean will result in a cleaning fee split by all residents of your room.

Please print names in the blanks for the items you are responsible. If we cannot read the names we will have to charge all residents for any fees.

Sink Area: _____

general cleaning (including mirrors)

Defrost Refrigerator: _____

general cleaning (including mirrors)

Shower Area: _____

cleaning (including floors) & removal of belongings

Take Out Shared Trash: _____

cleaning (including floors) & removal of belongings

Toilet Area: _____

general cleaning (including floors)

Sweep and Vacuum All Floors: _____

general cleaning (including floors)

I agree to clean up the area I have signed for. I acknowledge that I will be charged a \$50 improper check out fee for each item I do not complete satisfactorily. If person leaves after cleaning item and gets dirty again, it is the responsibility of remaining residents to clean up prior to checking out. All residents must sign below.

1. _____

2. _____

3. _____

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ARLINGTON HALL ROOM/SUITE CLEANING AGREEMENT

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KC HALL

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Sweep and Vacuum All Floors: _____

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general cleaning (including floors)

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