

## QUESTIONS? SEE YOUR RESIDENCE ASSISTANT OR VISIT THE FRONT OFFICE









# 24-HOUR S QUET HOURS

Begin on Sunday December 5th at 10pm

No warnings will be given

Please respect your studying neighbors











### 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.



## CLOSING!

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







## 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.



## SEE YOU III THE 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.



## INGING 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.



## WATER BRE!

### 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 untiled 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 vour room and suite areas**
- Remove the trash to the dumpsters
- **Lower vour 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.



## 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.



## 24 HOURS 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. <u>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.</u> 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. <u>Failure to abide by this Agreement and failure to properly clean will result in a cleaning fee split by all residents of your room.</u>

Sink Area: general cleaning (including mirrors)		rost Refrigerator:  ral cleaning (including mirrors)
Shower Area:	Tak	e Out Shared Trash:
cleaning (including floors) & removal of belongings	clean	ning (including floors) & removal of belongings
Toilet Area:	Swe	eep and Vacuum All Floors:
	ledge that I will be charged a \$50 i	ral cleaning (including floors) improper check out fee for each item I do not complete satisfactorily. If person leaves lean up prior to checking out. All residents must sign below.
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### ARLINGTON HALL ROOM/SUITE CLEANING AGREEMENT

SUITE/ROOM:
RA DATE RECEIVE:

By signing this form, each member of the suite is agreeing to clean the areas they sign up for. <u>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.</u> 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. <u>Failure to abide by this Agreement and failure to properly clean will result in a cleaning fee split by all residents of your room.</u>

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:	Defro	ost Refrigerator:
general cleaning (including mirrors)	general	cleaning (including mirrors)
Shower Area:	Take	Out Shared Trash:
cleaning (including floors) & removal of belongings	cleanin	g (including floors) & removal of belongings
Toilet Area:	Swed	ep and Vacuum All Floors:
general cleaning (including floors)	genera	cleaning (including floors)
l agree to clean up the area I have signed for. I acknowled after cleaning item and gets dirty again, it is the responsibi		proper check out fee for each item I do not complete satisfactorily. If person leaves an up prior to checking out. All residents must sign below.
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### KC HALL ROOM/SUITE CLEANING AGREEMENT

SUITE/ROOM:
RA DATE RECEIVE:

By signing this form, each member of the suite is agreeing to clean the areas they sign up for. <u>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.</u> 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. <u>Failure to abide by this Agreement and failure to properly clean will result in a cleaning fee split by all residents of your room.</u>

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:	Defro	st Refrigerator:
general cleaning (including mirrors)	general	cleaning (including mirrors)
Shower Area:	Take	Out Shared Trash:
cleaning (including floors) & removal of belongings	cleaning	(including floors) & removal of belongings
Toilet Area:	Swee	p and Vacuum All Floors:
general cleaning (including floors)	general	cleaning (including floors)
I agree to clean up the area I have signed for. I acknowled after cleaning item and gets dirty again, it is the responsib		roper check out fee for each item I do not complete satisfactorily. If person leaves a up prior to checking out. All residents must sign below.
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Sink Area:	Defro	st Refrigerator:
general cleaning (including mirrors)		cleaning (including mirrors)
Shower Area:	Take	Out Shared Trash:
cleaning (including floors) & removal of belongings		(including floors) & removal of belongings
Toilet Area:	Swee	p and Vacuum All Floors:
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### WEST 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. <u>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</u>. 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. <u>Failure to abide by this Agreement and failure to properly clean will result in a cleaning fee split by all residents of your room.</u>

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Shower Area:	Tak	ce Out Shared Trash:
cleaning (including floors) & removal of belongings	clean	ning (including floors) & removal of belongings
Toilet Area:	Swo	eep and Vacuum All Floors:
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