

# **WINTER CHECK-OUT**

**INFORMATION**



## **QUESTIONS?**

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



University Housing

*WINTER CHECK OUT 2024*

# **24-HOUR**

# **QUIET HOURS**

**Begin on Sunday  
December 1st at 10pm**

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**No warnings will be given**

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**Please respect your studying neighbors**

**WINTER CHECK OUT 2024**

# **HOW TO AVOID FEES!**



**Sign up for a checkout time  
by: Tuesday Dec. 3rd at 5pm**

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**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.**

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**Complete the winter break room/suite cleaning agreement.**

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

*WINTER CHECK OUT 2024*

# **WINTER HALL CLOSING!**



**All Residence Halls will  
close at **NOON** on **Thursday,**  
**December 12th, 2024****

**WINTER CHECK OUT 2024**

# **CHANGING ROOMS?**



**Fall to Spring room changes will occur on Friday, December 13th from 8am-3pm. Sign up for a check-out time with your RA by Tuesday, December 3rd by 5pm. \*\*If you're changing rooms and need to leave before December 13th, please reach out to your RD to discuss your options.**

**Room or Hall changes must be completed by 3 p.m. on Friday, Dec. 13th.**

**Your new RD will notify you when your new room 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 2024**

# **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. 10 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. 12.**

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

**WINTER CHECK OUT 2024**

# ***MOVING OUT FOR GOOD?***



**Sign a Contract Release Form as soon as possible!**

**Sign up for a checkout time with your RA by Tuesday, Dec. 3rd 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 2024**

# **WINTER BREAK**

## **CHECK-OUT PROCEDURES**



### **IMPORTANT INFORMATION**

- All residents **MUST** sign up for a checkout time through their RA by Dec. 3rd 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. 10th at 9 a.m.** Residents must be out of the hall before **Thursday, Dec. 12 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 2024**

# **WINTER BREAK**

## **IMPORTANT DATES**

### **NOVEMBER 2024**

- ASAP** Residents not returning to Halls for the Spring Semester (including Graduating Seniors) should complete an online Contract Release Form.
- 11/14** Residents can begin to signing up for a check out time or requesting a late stay/extension.

### **DECEMBER 2024**

- 12/1** Deadline to sign up for a check out time or apply for late stay/extension request by 5pm.
- 12/3** Deadline to sign up for a check out time
- 12/12** Residence halls close at noon except for residents who have: received an extension, Fall to Spring room change, or have a winter housing contract.
- 12/13** 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.
- 12/13** Winter Session Move-In

### **JANUARY 2025**

- 1/1** January rent payments are due. All tuition payments must be made
- 1/8** 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
- 1/10** Halls will reopen for the Spring Semester at 9 a.m.
- 1/13** All residents must check into their rooms and with their RA by 5 p.m.

*WINTER CHECK OUT 2024*

# **24 HOUR QUIET HOURS**



**Please respect your studying neighbors**

**24-Hour Quiet Hours begin on Sunday,  
Dec. 1st 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. \_\_\_\_\_

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Shower Area: \_\_\_\_\_

cleaning (including floors) & removal of belongings

Take Out Shared Trash: \_\_\_\_\_

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Toilet Area: \_\_\_\_\_

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# ARLINGTON HALL ROOM/SUITE CLEANING AGREEMENT

SUITE/ROOM: \_\_\_\_\_

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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: \_\_\_\_\_

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# KC HALL

## ROOM/SUITE CLEANING AGREEMENT

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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)

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# WEST HALL ROOM CLEANING AGREEMENT

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