

# **SPRING CHECK-OUT PROCEDURES**

*Questions?*

**See your RA or visit  
the front office of  
your hall**



# 24- HOUR QUIET HOURS

*Quiet Hours Begin*

**Sunday, April 27th @ 10pm**

***Please respect  
your studying  
neighbors!***



# HOW TO PROPERLY *Check Out*



**Sign up with your Resident Assistant by April 29 at 5PM.**



**Meet your RA at your room at your assigned move-out time.**



**All residents must be moved out of the Halls by Thursday, May 8<sup>th</sup> at 12PM unless approved otherwise.**



**Use the Cleaning Agreement to avoid any cleaning fees.**



**Make sure your room is empty and clean at the time of your move out.**

# **HALL CLOSING** *All Residence Halls*

**Residence Halls  
close at 12PM on  
Thursday, May 8th.**







# **ATTENTION GRADUATING SENIORS**

## ***Congratulations!***

**If you need to remain in the building  
past noon on Thursday, May 8th,  
complete the late extension request  
by 5PM on Sunday, April 27.**

**A limited number of extensions  
will be approved for documented,  
extenuating circumstances.**



# HAVE A GREAT SUMMER!

## *Remember to...*



**Pack and remove all of your belongings from your room**



**Complete your Spring Check-Out Checklist and your cleaning agreement.**



**Meet your RA at your room at your move-out time.**



**All residents must be out of the Halls before noon on May 8.**

# SPRING CLOSING MOVE-OUT *Procedures*



- Sign up for a move-out time outside your RA's door. Times are available on **April 30** through **May 8 at noon**. Your move-out date should be no later than 24 hours after your last final is over.
- Arlington Hall will be open for summer session. All halls close on **May 8 at noon** and you will no longer have access to the building. If you do not have a Summer Renewal contract, you are required to move out of the building by this time. Late extension requests need to be submitted by **Sunday, April 27<sup>th</sup> at 5PM**. Approved requests are able to stay until **Friday, May 9<sup>th</sup> until 3PM**.
- Remove **ALL** your belongings and thoroughly clean your room, suite, and bathroom areas.
- Remove any personal bicycles stored on the bicycle racks. All bicycles left behind will be removed after closing.
- Vacuum your room and suite areas and remove all trash to the dumpsters.
- Lower your bed (if necessary). Defrost and unplug your refrigerator at least 24 hours prior to your move-out time. Lock all windows, close the blinds, and turn off all lights. Set your thermostat to **70 degrees** and to the **Auto/Cool** settings.
- Complete move-out with your RA at your scheduled move-out time.
- Failure to return your suite/room keys will result in a **\$80** lost key charge.

# 2025 SPRING CLOSING

## *Important Dates*



4/21

**Move-Out Sign Ups Open.**

4/21

**Floor Meetings begin. See your RA's floor information board for details and be sure to attend so you have all necessary move-out information.**

4/27

**24-Hour Quiet Hours Begin at 10PM.**

4/29

**Deadline to request late move-out at noon.**

4/29

**Deadline to sign up for a move-out time outside your RA's door (Must be signed up by 5:00PM).**

5/7

**The Connection Café will close after dinner.**

5/8

**Residence Halls close at noon unless you have received a written extension or you have signed a Summer Intersession Contract.**

5/9

**Spring to Summer moves between 8AM and 3PM. If you are completing a Room/Hall change and have signed a Summer Housing Contract to move to Arlington Hall, you must do so between 8AM and 3PM.**



University Housing