

# Hall Check-Out & Closing Information

The end of the year is a very busy and exciting time for everyone on campus. There's a lot to accomplish, including academics and checking out of your Residence Hall for the year. Below is some very important information about closing and your responsibilities as a resident. If you have questions, see your RA or RHD.

**For those who are NOT graduating/participating in graduation, all Halls (other than Centennial and Converse) will be closing for the summer at 10:00 am on Saturday, May 6<sup>th</sup>, 2017.**

## QUIET HOURS

**24 hour Quiet Hours begin at 10:00 am on Monday, May 1<sup>st</sup>, and do not end until Saturday, May 6<sup>th</sup> at 10:00 am.** Please be respectful and courteous of your neighbors. If noise can be heard outside your room when the door is closed, it's too loud! Hall Staff members will be enforcing these quiet hours to ensure that everyone has a space conducive to studying!

## ROOM CONDITION

**You are to leave your room in "move-in condition."** This means:

- Remove everything from the room except College-provided items, including all trash and recyclables.
- All trash should be taken to the dumpsters located near the buildings.
- Clean the room and its furnishings. This includes sweeping, dusting, and mopping, if necessary.
- Remove all stickers, tape, sticky tack, and personal belongings from the walls and ceilings.
- Clean both the inside and outside of your door, including removing any writing and adhesive.
- If the room is not cleaned properly, you and your roommate will be charged. If there is damage to your room or furniture it may have to be assessed at a later date. If so, you will receive a bill via email.

## FURNITURE

The furniture listed on your *Room Inventory Record* (RI) is assigned specifically to that room.

This specific furniture is to be in the room at check-out. If a piece of furniture is missing, you will be charged for that item.

## CHECK-OUT

There are two options for checking out of the building: Standard Check-out and Express Check-out.

### **Standard Check-out** (available daily 8:00 am to 10:00 pm)

Go to the front desk to meet your RA and start the check-out process. You must have all of your belongings removed from your room and have cleaned before an RA can check you out. If you are not ready, the RA will come back later. You will need to return your room key during the check-out as well.

### **Express Check-out**

- Pick up an envelope at the front desk.
- Sign acknowledging your agreement to the terms of Express Check-out.
- Place keys in envelope and seal it.
- Place sealed envelope at the designated location at the Front Desk. **When using this method, you waive your right to appeal any damage in your room. If there is damage, a bill will be sent to you via email.\***

## CLOTHING/FOOD/ELECTRONICS DRIVE

There are boxes available in the lobby to donate any unwanted food and clothing for collection by various organizations at Valdosta State. Please make sure donated items are in working order, are clean, and food is still sealed. All other items should be taken to the dumpsters.

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## **DEPARTURE**

All students are to leave within 24 hours after their last exam or by 10:00 a.m. Saturday, May 6<sup>th</sup>, whichever comes first. You will not be able to re-enter the building after 10:00 a.m. on Saturday, May 6<sup>th</sup>. Residents who will be staying overnight Friday, May 5<sup>th</sup> need to inform the front desk of their intentions.

Residents who will be attending Commencement on Saturday must notify the front desk of their intentions and must vacate the building no later than **Sunday, May 7<sup>th</sup> at 7:00 pm**. We highly encourage all graduating students and those participating in commencement to check out prior to the ceremony so they may enjoy time with their family.

## **SUMMER STORAGE**

We do not have any spaces on campus available for students to store their belongings over the summer. Students can contact the various storage companies in town for rates and availability. Many storage units are large enough to accommodate the belongings of multiple students.

## **SUMMER HOUSING**

If you are in need of Summer Housing, please see the Housing and Residence Life Website and click on the link for information about Summer Housing. Housing is available for any student taking at least 1 summer class in-person (housing is not available for students taking only on-line classes). Housing for multiple sessions requires at least 1 class in each session.

No housing is available the 2 weeks between the end of Summer Term and the start of Fall Term.

**\*Good luck on finals and have a great Summer!\***

NAME  
Residence Hall Director