

Office of Housing and Residential Life

To: All Resident Students
From: Office of Housing and Residential Life
Date: April 30, 2018
Re: Spring Checkout Procedures

CHECK-OUT DEADLINE IS FRIDAY, JUNE 1, 2018 BY 8PM

GUIDELINES

- 1) Each student must check out of his/her assigned room by the stated deadline. Residents can choose from the following check-out methods:

a) EXPRESS CHECK-OUT

Stop by the Oaks Housing Office (Brandt, Stu-Han & Oaks Residents) or Vista Front Desk (Vista Residents) between the hours of 9am – 8pm, Tues. May 29th – Thurs. May 31st to do an **EXPRESS CHECK-OUT**. Friday June 1st from 8am-8pm, express checkouts will occur in your respective hall. Express checkouts are meant to be quick and convenient. They allow residents to check-out on the spot and have a “room inspection” completed afterwards. Students should do an express check-out if: 1) they trust their roommates will clean (or keep clean) the room and/or shared suite areas (living, hallway, bathrooms), 2) have a tight or uncertain time schedule during finals week, 3) are not able to make any of the RA check-out times.

NOTE – Residents will be asked to indicate a general time frame they will be doing an express check-out by to their R.A.

b) SCHEDULED RA CHECK-OUT APPOINTMENT

An **RA CHECK-OUT** appointment may be scheduled starting May 14, 2018. Please talk with your RA about setting up a specific check-out appointment time. Please note that RA check-out times are limited as RAs are also trying to balance finals. Appointments last approximately 15 minutes, require that residents have all their belongings out, and their respective share of the room/suite clean before the appointment. It is critical that residents keep their appointments. **One late person can throw off an entire day's schedule. No appointments will be done after 10pm.**

- 2) **Policy violations** – Any Policy violations during finals week may result in a 24-hour housing removal, an improper checkout charge of \$100, referral to the campus judicial office, and/or cancellation of following year housing contract (if appropriate).

3) **Mail Services:**

- a) Check your mailbox before returning your mailbox key.
b) It is critical that upon check out you fill out a yellow **mail forwarding card**. Even if you are planning to live on campus next year a card must be filled out. Remember that your mail will not be delivered over the summer and if you are living on campus you likely will have a different mail box. In addition, you are encouraged to change your address with all your providers, contacts, friends, and anyone else who has your current address. The last day for mail delivery is Friday, June 1, 2018.

4) **Improper Checkout - A \$100.00 fine will be imposed to anyone who does not checkout appropriately. This includes, but is not limited to:**

- a) Not checking-out by Friday, June 1, 2018, by 8 pm.
b) Violating policy during Finals Week
c) Missing your check-out appointment if doing RA check-out
d) Room not being ready at time of checkout appointment and/or room inspection. A proper check out includes, but is not limited to:
- The room/suite has been cleaned thoroughly.
 - All belongings are packed and out of the room/suite.
 - Trash has been thrown in to dumpsters outside the building.
 - Donations have been placed in designated location bin areas around or within building.
 - All keys have been returned.

- Windows and doors are locked.
 - All university owned furniture is in its original place and in “set up” condition.
 - All paperwork is completed and signed.
- e) At the time of checkout, you must be completely moved out of the building and your areas of responsibility must be cleaned.

5) **Cleaning of Common Area in Suites and/or Rooms**

All roommates must divide cleaning responsibilities and ensure your living space is properly cleaned by move out. If there is damage to the room/suite that you are not responsible for, you must notify your RA of the damage as well as who is responsible for the damage, before your checkout time. If there is question as to who is responsible for the damages, the charges will be divided equally between all roommates/suite mates. If a roommate or suitemate has left belongings behind, please assist us by placing them in a large trash bag and tagging them with the respective roommate's name.

Unfortunately, we **DO NOT** provide cleaning supplies or vacuums/brooms

6) **Damage or Cleaning Charges**

Charges will be assessed by the Office of Housing and Residential Life to all students who fail to clean, or who have damaged their room/apartment, or its contents beyond normal wear and tear. Items left behind will be thrown away at an additional charge (Please see attached copy of estimated damage/cleaning charges).

7) **Storage**

Students are responsible for making arrangements for the storage of their belongings. We do not provide a storage facility.
Any items left behind will be thrown away or donated.

8) **Donations**

Donation bins will be set up within or around the respective residence halls. You are encouraged to donate and take any items in good condition to the donation bins. Bins will be available as early as May 21, 2018.

Please see your RA if you have questions regarding check out and/or watch for posted information.

WHAT IF I NEED TO STAY PAST JUNE 1st (Non-Summer Residents)?

Residents needing to stay past the end of their contract date must petition **AND BE APPROVED** for an extension. Please note that extensions are subject to availability as the staff is aggressively planning for summer and guest housing. To request an authorized extension, please go to <https://sites.laverne.edu/housing/5166-2/>.

This form must be submitted by **5pm, May 18, 2018**. Residents requesting an extension must have their account paid in full and be in good judicial standing. Depending on the reason for the extension, a \$50 charge per day may be imposed on approved extensions.

Please note:

- * Not all extension requests are granted.
- ** Individuals graduating or assisting with Graduation must also submit this form.
- *** No extensions will be granted past June 3, 2018.

APPROVED SUMMER RESIDENTS

Residents wanting to live in housing for the summer can apply through MyLaVerne beginning **May 1, 2018**. Summer Housing space is limited. For more information on applying to live in housing for the summer, please go to <https://sites.laverne.edu/housing/application-process/>. Residents with approved Summer Housing contracts will be able to remain in current room until summer transition day on Friday June 8th. All other general “move out” protocols apply.