SPRING 2016 CLOSING & FINAL CHECK-OUT PROCEDURES

With the end of the school year rapidly approaching we are writing to remind you of a few important things:

• You should plan to vacate your Residence Hall **WITHIN 24 HOURS** following your last exam.

• **Graduating Seniors and Graduate Students** will be allowed to remain in residence until **Sunday, May 22nd, at 12:00 PM (NOON).**

• Anyone who is not a Graduating Senior and wishes to stay until that time must get permission from his or her Residence Director/Area Coordinator. **SPECIAL EXCEPTIONS WILL BE MADE ON A CASE-BY-CASE BASIS. YOU MUST RECEIVE PERMISSION PRIOR TO MAY 9th.**

• If you are planning on living on campus for **summer session**, you must fill out and submit an application, which is available on our web site: [http://www.potsdam.edu/studentlife/ResHalls/summer-housing.cfm](http://www.potsdam.edu/studentlife/ResHalls/summer-housing.cfm) (those currently living on campus who are registered for summer session housing can remain in their current rooms until summer session check-in on the 25th).

**PLEASE COMPLETE THE FOLLOWING PROCEDURES WHEN MOVING OUT:**

1. **It is your responsibility to make an appointment to check-out with an RA before you leave. At that time, you must have your room/suite/townhouse inspected by a staff member and you must sign out on the room condition report you signed upon entering. ALL of your personal items must be removed before you check out, as we will be taking your key at this time. The room/suite must be returned to the same condition that it was at the time of check-in.**

   ➢ All checkouts should fall within the **8am – 12am (midnight) timeframe**, and if you need an exception, please see your Area Coordinator or Residence Hall Director.

2. **KEYS: YOUR CHECK-OUT FORM IS ALSO A RECEIPT FOR YOUR ROOM KEY. Return your key when you check out.** Lost keys are to be reported in the Office of Residence Life, Room 191 Draime Extension between the hours of 8:00 AM - 4:00 PM, Monday through Friday.

   ➢ **Failure to return keys when checking out of your room will result in an automatic lock change and a charge of $50. Leaving your keys in your room for an RA to locate or mailing keys back to campus is not an option and will still result in a lock change and a charge of $50.**

3. **Check all dresser drawers, under beds, and on closet shelves to be sure you have taken all your possessions. If you discover, when you reach home, that you have left some belongings at school, contact your Residence Hall Director or Area Coordinator within one (1) week, describing the article(s). All items will be donated to local causes or disposed of as of June 1st.**

4. **Central Mailroom** - To avoid delay in receiving your mail after you leave in May, please notify them of your Summer address. All pieces of mail that can be forwarded will be forwarded to your Home Address, unless notification is given to the Central Mailroom regarding your summer address.
other than your home address. Please contact magazine companies to have your address changed so your magazines will be sent directly home during the summer vacation period.

**ROOM DAMAGE**

(1) Rooms are to be left reasonably clean: floors swept; garbage removed and wastebaskets & recycling emptied; windows closed and locked; blinds down and open; and all lights out. There will be a charge for any missing furniture from the room and for any excessive cleaning needed (this includes removal of abandoned furniture, equipment, carpet, etc...). It is highly recommended to sign the check-out form(s).

- **Appeals for any charges will be accepted ONLY if a check-out form(s) is signed and on file.**
- **You can check out with ANY RA in your building or area.**

(2) All rooms will be inspected for damage. The preliminary inspection will be done by the Resident Assistant who will notify the student of a potential problem. The final determination for billing will be made by the Office of Residence Life in consultation with the Residence Director/Area Coordinator who will inspect each room within two weeks of closing of the Residence Halls. For a list of common damage charges, please see the separate attachment. If there is damage for which you think you are not responsible or question, please indicate this to the staff member who checks you out.

**YOU ARE REMINDED TO SIGN THE CHECK-OUT FORM! APPEALS FROM CHARGES WILL ONLY BE ACCEPTED IF A SIGNED CHECK-OUT FORM IS ON FILE!**

**STORAGE**

Storage space is available on a limited, first come basis in the Residence Halls only for students who will be returning to the Residence Halls next year.

- Items should be stored in the Residence Hall in which you will be living next year, NOT your current hall.
- Students will be allowed to store up to 4 boxes each and all at the same time. Boxes should not be larger than 3.5 cubic feet (the size of a personal refrigerator).
- All items placed in storage must be in a stackable unit – nothing may be stored in garbage bags or duffel bags.
- Everything must be labeled with the ID tags provided by Residence Life staff.
- Students are not allowed to store furniture, electronic items, bikes, etc.
- See the 2016 Storage Form or your building staff for location and open hours.