

May 2019 Closing Meeting Agenda

Please note that students should continue to read all closing related e-mails from the Residence Life Office, as well as read all closing related information on our web site:

<https://www.presby.edu/campus-life/residence-life/residence-life-forms-links/>

Closing Overview

- ❖ Our halls/houses close on **Saturday, May 4, 2019 at 12:00pm noon** for **ALL non-graduating residents**. Residents are expected to vacate within 24 hours of their last final exam. **SENIORS/Graduating Students** are expected to vacate by **Saturday, May 11, 2019 at 6:00 PM. NO EXCEPTIONS.**
- ❖ **24-7 Quiet Hours begin on Sunday, April 28, 2019 at 11:59pm and go through Saturday, May 4, 2019 at 12:00pm.** NO warnings will be given for resident's displaying noises loud enough to be heard by their next door neighbor(s). Instead, instant documentation will be given and those responsible will be forwarded onto Student Conduct for further review. Please be advised that a resident's right to study and sleep will take immediate priority over any noise emanating from those that fail to comply with this rule.
- ❖ **Any athletes** whose teams are still playing/competing after May 11th will receive communication from the Residence Life Office on what they will need to complete for closing further.
- ❖ If any resident has an extenuating circumstance for which they need to stay past any closing deadline, they need to go online to submit a **Request to Remain on Campus Form** (<http://www.presby.edu/campus-life/residence-life/current-students/>). These requests are only granted for special circumstances and are due by **Friday, April 26th 2019**. This includes all residents who are staying past closing to participate in College sponsored activities (e.g. athletics, commencement/baccalaureate volunteers, etc.). After completing the online form, residents must make an appointment with a Residence Life staff member to understand what they need to complete for closing further.
- ❖ **YOU** are personally responsible for all check out procedures. Do not assign your responsibilities to a friend, roommate or anyone else. Their failure to complete your task(s) can result in charges to your account.

Removing Your Personal Belongings & Throwing Away Your Trash

- ❖ **YOU MUST** remove all of your personal belongings and trash from your room when you leave. Failure to do so will result in a \$25 charge per grocery sized bag of trash/personal belongings that are collected in your room. Make sure you are checking behind wardrobes, dressers, up on high shelves, etc. Anything left in your room will be considered abandoned property and will be disposed of at the discretion of the College. Please also note that you are NOT to place any trash/personal belongings/etc. in the hallway. If this occurs, community damage charges will be assessed to the whole floor, maybe even to the whole building. Remember that community damage charges CANNOT be appealed.
- ❖ Dumpsters will be located in one of the following areas: Georgia Hall parking lot, grass area between Clinton and Belk Halls, MSY parking lot, Fraternity Court, and Townhouse parking lot.
- ❖ Should you wish to donate any and/or all of your personal belongings, you are encouraged to donate used belongings to Goodwill, Hospice, and/or other local services that can re-use them. Goodwill collection containers in particular will be clearly marked and placed near our residential facilities for residents to use as they are moving out.

- ❖ **In addition to these items stated above**, all residents must: return all original college furnishings to their room, and un-bunk beds (if applicable). Failure to debunk your bed will result in a minimum \$25 charge to your student account.
- ❖ For Townhouses/Spradley in particular: ALL original college owned beds must be re-assembled and placed back in your room. Failure to do so will also result in a minimum \$25 charge to your student account as well.

Throwing Away Large Furniture??

- ❖ Please contact Campus Services at (864) 833-8304 to collect information on what you need to do with any unwanted large pieces of furniture. Please note that additional information from the Residence Life Office may be supplied to you at a further date and time, if not already.

Overall Cleaning Information

- ❖ **YOU MUST** clean your floors, your suite bathrooms, your kitchens, and any other common space(s) inside of your room/suite/apartment. Should floors have sticky stains, toilets have built up discolorations, sinks have toothpaste stains, kitchens have mildewed refrigerators, etc. please be advised that you will be assessed a cleaning fee to have these items addressed by our housekeeping team.
- ❖ Please do not wait until the last day to clean your room/suite/apartment. If you know your room/suite/apartment will take some additional work, do a general cleaning before finals start.
- ❖ Roommates can choose to complete a **Roommate Checkout Cleaning Agreement** with each other (optional). This form is intended to assist roommates in determining cleaning responsibilities prior to checking out. If roommates do not complete this form, then all roommates will be charged for cleaning or excessive trash if the room is left in disarray. Please note that this form is due by 12:00 noon on Friday, April 26, 2019.

Damage Responsibility Information

- ❖ **IF YOU HAVE CONCERNS ABOUT DAMAGE**, please complete the Damage Responsibility Form on the Residence Life website.

Residence Hall Check-Out Process

- ❖ Each resident must follow ALL check out procedures to properly check-out. Please note that residents may opt to do an express check-out or a formal check-out with their RA/RD, or come to the Residence Life Office during normal business hours to check out of their room as well.
- ❖ Before you can be **officially** checked out of your room, you need to make sure you have ALL of your belongings out of your room, and ready to turn in your room key.
- ❖ **EXPRESS CHECK OUT**: Express check out is an option for residents wanting to check out of their room without scheduling a time to formally meet with their RD/RA. Residents who opt to do an express check out will need to remove all of their items from the room, sign their **CHECK OUT NOTICE** on their door (indicating that they have followed check out procedures and understand their rights to express check out), lock their room door, insert their room key in a key envelope issued by their RD/RA, and turn this back into their RD/RA before departing from campus. Failure to sign the **CHECK OUT NOTICE** flyer on your door, or failure to return your room key will result in additional closing charges issued by the Residence Life Office. *Please also note that those who complete an express check-out will waive their right to file an appeal for damages.*

- ❖ FACE to FACE CHECK OUT: Face to Face check out is an option for residents wanting to review their room with an RD/RA before departing from campus. Residents will need to schedule a check out time with their RD/RA at least 24 hours in advance, or by the preference communicated by their RD/RA at such time. The RD/RA will then meet you to inspect your room, have you sign your RCR after the inspection is complete, and then you will give the RD/RA your room key before departing from campus. Please be advised that no Face to Face check-outs will be allowed between 10:00 p.m. and 9:00 a.m. so please plan accordingly.

Returning Your Room Key(s)

- ❖ **If you have lost your room key, please tell Residence Life immediately!** Lost keys will be billed at \$130.00.
- ❖ Otherwise, please make sure you turn your key in by express checkout, by face to face checkout, or in person at the Residence Life Office unless otherwise directed by official communication from a Residence Life staff member.