2016 Residence Hall Closing Information

We hope this information is helpful to you in understanding your check-out procedures at the end of the year. You will receive detailed information about the entire check-out process via Wittenberg e-mail, posted flyers in the halls and individual floor meetings.

- **CLOSING INFORMATION**
  All residence halls close at noon on Thursday, May 12. Your meal plan "swipes" and bonus dollars will conclude at 1 p.m. Wednesday, May 11. All students must sign up for a check-out time by Friday, May 6 that is no more than 24 hours after their last exam. Graduating seniors and students who are authorized by the Event Office to stay for commencement (ushers, band members, etc.) may stay in the halls until commencement concludes on Saturday, May 14. However, you must be completely moved out of your room and check out with an RA no later than 5 p.m., Saturday, May 14 (we highly encourage you to pack your belongings ahead of time). No students, other than the aforementioned, may stay past noon Thursday, May 12.

- **MOVE-OUT CHECK LIST**
  - Remove all personal items including your furniture
  - Remove all tape, picture hangers, stickers, etc. from walls and doors
  - Empty and wipe out desk and dresser drawers
  - Wipe off tops of desks, dressers and window sills
  - Properly dispose of all trash
  - Clean room **and** sweep/vacuum the floor
  - Clean and wipe out recycling bin
  - Un-bunk beds and turn in bunking pins
  - Be sure all university furniture (desks, chairs, beds, etc.) is in room at checkout
  - Check out with RA ($50 charge for improper checkout), return room key ($50 charge for missing key) and sign the RCR

- **ROOM INSPECTION/CHECK-OUT INFO**
  - The condition of the room will be compared with check-in condition noted on the Room Inventory and Condition Record (RCR) by the RA
  - **The RA does not assess damage charges.** The Area Coordinator will make room damage assessments after check-out and will charge student accounts accordingly if any damage is found or university items are missing.
  - **Statements made at checkout by the RA should not be misunderstood as a guarantee that the room is free from damage. The Area Coordinator will make the final determination.**
  - The room key must be returned to RA

- **STORAGE**
  There is no storage in residence halls over the summer. Any items found in hall or room areas will be considered trash and will be disposed of and the student will be charged a disposal fee. A few local storage companies are: Key & Lock Storage: 937-399-7403; Springfield Self-Storage: 937-390-7500; Springfield Storage Depot: 937-325-8638; Northridge Mini-Storage: 937-399-2702; Store-All Self Storage: 937-325-0402

- **SUMMER SCHOOL STUDENTS**
  Summer Term 1, 2 or 5 students who have signed the residence hall summer housing contract may remain in their current residence hall rooms until Sunday, May 15. Be sure to obtain an Express Checkout form from the Student Development office to properly check out of your current room. You will need to check in to your assigned summer room in New Hall with a summer RA between 1 and 5 p.m.

- **ROOM FURNITURE**
  Any University-owned furniture not in the room at the end of the year will be considered missing. Room damages and/or missing furniture will be charged equally to the roommates unless one claims responsibility.