



# PREPARING FOR HALL CLOSING

FRIDAY, MAY 12TH 5:00 PM

## CHECKING OUT OF YOUR ROOM

- Sign up for a check out 24 hours in advance
- **OR COMPLETE AN EXPRESS CHECK OUT**
- Complete all items on the check list outside your room.

## EXPRESS CHECK OUT

- Can be done at any time before halls close.
- Waive rights to contest any charges.
- Must complete all items on check list outside room.

## IMPORTANT NOTES

### POSSIBLE CHARGES:

- Improper check out
- Lost Key
- Cleaning
- Damage to room
- Beds not assembled

### SUMMER STORAGE:

There is NO summer storage on campus.

### LATE STAY:

Sign up for late stay housing if you are staying anytime past 5:00pm Friday.

## IMPORTANT NOTES

- During all of finals week.
- Keep volume level low for those studying or completing finals.
- Relaxed quiet hours each day, 7-9pm.

TALK TO YOUR RD OR RA IF YOU HAVE ANY FURTHER QUESTIONS ABOUT HALL CLOSING!