IMPORTANT DATES:

May 3
- 24-hour quiet hours begin at 11:00 p.m. and continue through closing.

May 4
- READING DAY!
- Late-Departure/Extended Stay Request Forms due to RD by 5:00 p.m.

May 8–9
- Return your rented microfridge. Information about alternative campus return locations can be found on [http://www.bedloft.com](http://www.bedloft.com)
  - May 8 – 2:00–6:00 p.m in Allen Circle Drive
  - May 9 – 2:00–5:00 p.m in ISR Main Lobby

May 12
- Lunch is the last meal served in the Dining Halls (57 North in the SDRP will close at midnight.)
- Residence Hall Libraries Close at 5:00 p.m.

May 13
- Laundry rooms close at noon.
- All undergraduate University Residence Halls close at 3 p.m. for residents who are not affiliated with Commencement.
- Computer Labs Close at noon.

May 14
- Residents approved for Extended Room Occupancy check out at time approved by RD (no later than 7:00 p.m.)

SPECIAL REMINDER: Please be mindful of the need for quiet during the examination period. Be considerate of students in the Hall community and respect the 24-hour quiet hours which begin at 11:00 p.m. on May 3, 2017.

CLOSING: Remember, your University Residence Hall Contract ends 24 hours after your last final examination. Please make plans to move out no later than 24 hours after your last final exam unless you are participating in Commencement.

Please note that checkouts after 3:00 p.m. on May 13 are subject to a $25 per hour improper checkout fee, beginning promptly at 3 p.m. and continuing in hourly increments thereafter. As an example, a resident checking out at 3:01 p.m. would receive a $25 improper checkout fee, and a resident checking out at 4:01 p.m. would receive a $50 fee. *Slow elevators, traffic, and cart shortages are not valid reasons to waive this charge.*

Anyone needing to stay past 3:00 p.m. on Saturday, May 13 must receive prior written permission from your RD. Extended Room Occupancy Request Forms are available at the Area Office. The deadline to apply is Thursday, May 4 at 5:00 p.m.

The below checklist is meant to assist you in making sure all closing items are taken care of—please review it carefully.

___ Internet Hub supplies returned to area office
___ Remove ALL belongings from room
___ Close and lock windows
___ TV cable cord left in room
___ Sweep floor and remove all trash and recycle
___ Remove all tape/putty/marks from walls & doors
___ Furniture cleaned, items removed from drawers
___ Smoke detector in working order
___ Room lights turned off
___ Lock room door
___ Check out with an RA
___ Return keys to Hall Office

ROOM INSPECTION AND DAMAGES: By the time of your checkout, your room should be in the condition it was at check-in, and you should be ready to return your room keys to the Hall Office. A team of building service, maintenance, and Residential Life staff will inspect your room very thoroughly the week of May 15–19. You will be billed for any discrepancies in condition of your room at the time of inspection as compared to its initial condition. An RA will view your room with you when you check out; please note this viewing will not be for billing assessment.

CHECK OUT: To check-out of your room, you must have an RA view your room before turning in your keys. **You cannot turn in your keys at the front desk without a check-out form from an RA.**

- To check-out before Monday, May 8, residents should sign-up for a check-out time with their RA between the hours of 7:00 a.m.–11:00 p.m.
To check-out from Monday, May 8 through Friday, May 12, residents should visit the Front Desk where there will be RAs on-call for check-out between the hours of 7:00 a.m.–11:00 p.m.

To check-out on Saturday, May 13, residents should visit the Front Desk where there will be RAs on-call for check-out between the hours of 7:00 a.m.–3:00 p.m.

Residents who visit the desk to check out between the hours of 11:00 p.m.–7:00 a.m. will be charged an improper check-out fine. If you need to depart overnight, have your room pre-inspected during the available times, then drop your keys at the desk upon leaving.

Your checkout will be considered complete once you have checked out with an RA and returned your keys. Please note that there are a limited number of carts available during checkout to assist you in your move. **Carts must be returned within 60 minutes.** Please plan ahead, though, so you can adhere to the 3:00 p.m. checkout time on May 13. **A shortage of carts or slow/inoperable elevators will not be an excuse for late check out.**

**BORROWED EQUIPMENT:** Return any borrowed equipment to the appropriate location during regular business hours. The Hall or Area Office will not accept computer or library equipment. Any items left in your room will be considered abandoned property (including rented refrigerators), so be sure that your room is left the way you found it when you moved in this year.

**ACCESS:** In respecting privacy, property, and the security of all roommates, we do not provide anyone access to your room except those who reside in your room, even after you checkout. Front Desks and Hall Staff will not provide keys or any type of access so that items can be picked up by anyone unless you are present and you providing access to your space. This includes (but not limited to) family, friends, acquaintances, or companies. Property left behind after you check out will be deemed abandoned property via housing policy.

**MAIL FORWARDING:** The Residence Halls do NOT hold resident mail over the summer. **First class mail will be forwarded if you provide a summer mailing address. All packages will be returned to the sender.** Please update your mailing address online at [www.housing.illinois.edu/MyHousing](http://www.housing.illinois.edu/MyHousing) so staff can forward your first class mail. Additionally, to expedite delivery of your first class mail, notify your bank, magazine companies, movie/music clubs, friends, etc. of your new address.

**PARKING SPACES:** Parking lots are rented through the summer. Non-designated cars WILL BE TICKETED AND TOWED from these locations. During move-out, automobiles, trucks, vans or trailers may not be driven or parked on sidewalks, lawns, or rental parking spaces. Parking reserves the right to ticket and/or tow any car parked in fire lanes. Watch for signs indicating where you may park while moving out.

**BICYCLES/MOPEDS/MOTORCYCLES:** Please remove all bikes and their parts from the University Residence Halls. There will be no storage of these items in the University Residence Halls or in the bike racks outside the facility. University Police will clear abandoned/unregistered bikes and their parts during the summer. If you wish to leave your bike for donation to the Bike Project of Urbana-Champaign, place it in a specially-marked rack outside of Allen Hall.

**SUMMER HOUSING:** Air-conditioned summer session housing will be available at Daniels Hall for undergraduate and graduate students! Applications are available at [http://www.housing.illinois.edu/apply-now/summer](http://www.housing.illinois.edu/apply-now/summer).

**THANK YOU FOR YOUR COOPERATION! HAVE A GREAT SUMMER!**

Make sure you leave your room in the same condition it was when you moved in!!

Listed below are some of the things residents are commonly billed for because they didn’t take the time to clean things up before leaving for vacation:

1. Improper checkout – Remove all belongings from your room. Remember, you must check out with an RA before the closing deadline to avoid a **$25.00 per hour improper checkout fine.** This fee can also be assessed if you simply leave without officially checking out.
2. Keys – You MUST turn your keys in at the desk before leaving. Failure to do so will result in a **$25.00 charge per key.**
3. Decals and/or stickers left on windows, doors, furniture.
4. Trash/recycling left in the room or in the hallway.
5. Carpets, boxes, etc. left in the room.
6. Missing/damaged room furnishings (desks, chairs, beds, screens etc.). Fill out an online Maintenance Request Form as soon as possible, including information about how the item broke. (Note: If resident is responsible for damage, they will still be assessed a charge.)
7. Rooms that are extremely dirty (floor not swept, desk top dirty, spills on the floors, walls, etc.).
8. Staples, nails, etc. left in the bulletin boards, ceilings and doors.
9. Room ceiling tile(s) broken or missing.
10. Broken or missing room floor tile(s); burn marks or stained tiles.
11. Writing on walls, doors, windows, bookcases and/or ceilings.
12. Tape/putty marks from posters, memo boards, carpet, etc., left on walls, ceilings, floors, bookcases and doors.

13. Make sure your smoke detector is connected and functioning. If this is not the case, please submit a Maintenance Request.

These “little” things add up! By taking a little extra time to put your room back in its proper order, you can avoid having to pay to have someone do it for you!

If you are billed for a damage or extra residential service charge (like those listed above) for your room, the charge will automatically be billed to your student account. If billed, you will receive an e-mail stating the charges by the end of May. You must pay by the deadline stated on your billing statement or file an appeal as outlined in the letter. If you have any questions, please contact your Resident Advisor or Resident Director. If possible, we would like to avoid billing anyone.