May 2018 Closing Information: URBANA SOUTH - FAR & PAR

IMPORTANT DATES:

• May 2
  o 24-hour quiet hours begin at 11 p.m. and continue through closing

• May 3
  o Reading Day
  o Extended Stay Request Forms due to resident director by 5 p.m.

• May 8
  o Return rented Micro Fridge between 1–5 p.m.
  o Information about alternative campus return locations can be found on www.bedloft.com

• May 11
  o Lunch is the last meal served in the Dining Halls (57 North and Chomps will close at midnight)
  o Residence Hall Libraries close at 5 p.m.

• May 12
  o Laundry rooms close at noon
  o Computer labs close at noon
  o All University Residence Halls close at 3 p.m. for residents who are not affiliated with Commencement and have an approved Extended Stay Request Form

• May 13
  o Residents approved for Extended Stay check out at time approved by RD, and no later than 7 p.m.

QUIET HOURS:
Please be mindful of the need for quietness during the examination period. Be considerate of students in the Hall community and respect the 24-hour quiet hours which begin at 11 p.m. on May 2.

CHECKING OUT:
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.

LATE CHECKOUTS:
Checkouts after 3 p.m. on May 12 are subject to a $25 per hour improper checkout fee beginning promptly at 3 p.m. and continuing in hourly increments thereafter.

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.

This fee can also be assessed if you simply leave without officially checking out. Slow elevators, traffic, and cart shortages are not valid reasons to waive this charge.

EXTENDED STAY REQUESTS:
Anyone needing to stay past 3 p.m. on May 12 must receive prior written permission from your RD. Extended Stay Request Forms are available at the Area Front Desks.

The deadline to apply is May 3 at 5 p.m. Your RD will email you if your request is approved or denied.

PRE-CHECK OUT LIST:
Please review the below checklist as it serves to assist you with preparing for a proper check out procedure.

- Return Internet Hub supplies to front desk
- Remove ALL belongings from room
- Close and lock windows
- Leave TV Cable cord in room
- Sweep floor and remove all trash & recycle
- Remove all tape/putty/marks from walls & doors
- Clean all furniture and remove all items from drawers
- Ensure smoke detector is in working order
- Turn off Room lights

May 2018
ROOM INSPECTION AND DAMAGES:
When you are ready to check out, your room should be in the condition it was at check-in. Please be sure everything is in good shape before you return keys to the front desk.

A team of building service, maintenance, and residential life staff will inspect your room very thoroughly during the week after closing. You will be billed for any discrepancies of the 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, but this will not be for billing assessment.

POTENTIAL DAMAGE BILLING:
Listed below are some of the things residents are commonly billed for because they did not take the time to clean things up before leaving for vacation:

- Improper check-out
  - Remove all belongings from your room.
  - Remember, you must check out with an RA before the closing deadline to avoid a $25 per hour improper checkout fee.
- Keys
  - You MUST turn your keys in at the desk before leaving. Failure to do so will result in a $25 charge per key.
- Decals and/or stickers left on windows, doors, furniture
- Trash/recycling left in the room or in the hallway
- Carpets, boxes, etc. left in the room
- 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 for charges.)
- Rooms that are extremely dirty (floor not swept, desk top dirty, spills on the floors, walls, etc.)
- Staples, nails, etc. left in the bulletin boards, ceilings, and doors
- Room ceiling tile(s) broken or missing
- Broken or missing room floor tile(s)
- Burn marks or stained tiles
- Writing on walls, doors, windows, bookcases, or ceilings
- Tape/putty marks from posters, memo boards, carpet, etc., left on walls, ceilings, floors, bookcases, and doors
- Smoke detector is not connected or functioning
  - If this is the case, please submit a Maintenance Request Form

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.

CHECKING 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 May 7: residents should sign-up for a check-out time with their RA between 8 a.m.–May 2018
10 p.m.

- **To check-out from May 7 through May 11:** residents should visit the front desk where there will be RAs on-call for check-out between 8 a.m.–10 p.m.

- **To check-out on May 12:** residents should visit the front desk where there will be RAs on-call for check-out between 8 a.m.–3 p.m.

- **Residents who check-out between at night between 10 p.m.–8 a.m.**, and do not schedule a meeting with an RA ahead of time will be charged an improper check-out fee.

Your check-out will be considered complete once you have checked out with an RA and returned your keys to the front desk.

**CARTS:**
Please note that there are a limited number of carts available during check-out to assist you in your move. **Carts must be returned within 60 minutes of use.**

Please plan ahead so you can adhere to the 3 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. Hall staff or the front desks 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.

**ACCESS:**
In respecting privacy, property, and the security of all residents, we do not provide anyone access to your room except those who reside in your space — even after you check out.

Front desks and hall staff will not provide keys, any type of access, or information so that items can be picked up by anyone unless you are present and you provide access to your space. This includes family, friends, acquaintances, or companies. Property left behind after you check out will be deemed abandoned property and will be disposed of.

**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. 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.

**SUMMER HOUSING:**
May 2018
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.

THANK YOU FOR YOUR COOPERATION AND HAVE A GREAT SUMMER!