May 2018 Closing Information: IKENBERRY

**IMPORTANT DATES:**

- **May 2**
  - 24-hour quiet hours begin at 11 p.m. and continue through closing
- **May 3**
  - Reading Day
  - Extended Stay Request Forms due to resident director by 5 p.m.
- **May 8**
  - Return rented Micro Fridge between 1–5 p.m. in the service drive between Scott and Snyder
  - Information about alternative campus return locations can be found on [www.bedloft.com](http://www.bedloft.com)
- **May 11**
  - Lunch is the last meal served in the Dining Halls (57 North will close at midnight)
  - Residence Hall Libraries close at 5 p.m.
- **May 12**
  - Laundry rooms close at noon
  - Computer labs close at noon
  - 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**
  - 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
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.

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.

There are two different ways to have an RA check your room:
- Schedule a 1-1 appointment between May 4–10
- Utilize the RAs on call in the main lounge/RD office area between May 10–12

Your check-out 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 check-out to assist you in your move. Carts must be returned within 60 minutes. Please plan ahead, though, so you can adhere to the 3 p.m. checkout time on May 12. 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.

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 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.

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.

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 check-out – 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. Wood, cement blocks, 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.

Thank you for your cooperation!
Have a fun and safe summer vacation!