When to Check-Out

All students are required to check out within 24 hours of their last final exam or by 5pm Friday, May 11th, 2018, or WHICHEVER OCCURS FIRST!

If you are found in the halls beyond 24 hours after your last final exam, you will be directed to leave immediately and are subject to a late check-out fee, and charges for a lock change for failing to comply with the outlined check out procedures.

Exceptions

There are very few exceptions to staying past 5pm on Friday, May 11th, 2018. Students who request to stay must sign-up online using the Break Request electronic form on the Office of Residence Life website by 5pm on Friday, May 4th, 2017.

http://www.lewisu.edu/studentservices/housing/breakrequest.htm

The following reasons will be considered:

- Students who are confirmed for Summer 2018 housing.
- Students who are graduating in May 2018, who are also either international students or out of state students (Students with local addresses will not be permitted to stay.)

Avoiding Charges

You may avoid fees and/or fines by doing the following:

- Check-out of your room by the designated time (24 hours after your last final or by 5pm, Friday, May 11th, 2018, whichever occurs first).
- Cleaning your room and all furniture, including microfridge.
- Ensuring there is no damage found in your room.
- Turning in your key(s) to the Office of Residence Life according to the schedule.
- Un-bunk beds/un-stack furniture.

After you move out, a Residence Life staff member will inspect your room, and YOU WILL BE BILLED for any damages that were not noted on your Room Condition Report upon check-in. Additionally, you will be charged if the room and/or microfridge are not clean or if you leave garbage, carpeting, non-University furniture in the room, or University furniture unassembled.

If any damages are found, you will receive a letter to your primary mailing address detailing any damages and assessments following hall/room inspections. You will have the opportunity to appeal any charges in writing. Floor, section, and hall damages may also be assessed in addition to individual room damage charges. Appeals are due via email to reslife@lewisu.edu by Friday, June 1st, 2018 by 5pm.

A FINE OF $50.00 WILL BE APPLIED FOR FAILURE TO COMPLY IF YOU DO NOT ABIDE BY ANY CLOSING PROCEDURES.
Check-Out Check List

- Remove all personal belongings including items such as carpet, throw rugs and non-university furnishings from your room. A fine will be applied if personal belongings, including large items, are not removed.

- Clean freezer, refrigerator, and microwave thoroughly. A dirty microfridge will result in a $50 fine. Please note, if you are living in a double room, this fine will be shared to both roommates.

- Clean the entire room (sweep floors and wipe down all furniture surfaces). Any shared common section areas (foyers, living room, kitchen spaces, etc.) must also be cleaned.

- Dispose of all trash and recyclable items in designated areas. Garbage bags will be available in the garbage rooms in each residence hall.

- Large items must be placed in dumpsters located in one of four places on campus (outside of Fitzpatrick, Founders, Cody, and between Pope John Paul II and Mother Teresa Halls). Large items left in the hall will be charged to residents accordingly. Recycling containers will be located next to the four dumpsters.

- Reassemble and/or un-bunk beds (where applicable) and leave the metal bunking pegs in your top desk drawer.

- Lock your door once all your belongings are out.

- Turn in your mailbox key to the Mail Room in De La Salle Hall. Students that do not return their mailroom key will be assessed a replacement fee for the lock and key. Also, please fill out a forwarding address card if applicable.

- Turn in your room/section key(s) to the Office of Residence Life located in the North Hall. See times on right.

- You must turn in your own key(s) and sign-out of your room in person. **No one may turn in keys for you.**

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Staff will be available in the office of Residence Life, located in North Hall during the following times for check-out.

<table>
<thead>
<tr>
<th>Monday &amp; Tuesday, May 7th &amp; 8th</th>
<th>10:00am to 5:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 9th</td>
<td>10:00am to 7:00pm</td>
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<tr>
<td>Thursday, May 10th</td>
<td>10:00am to 8:00pm</td>
</tr>
<tr>
<td>Friday, May 11th</td>
<td>10:00am to 5:00pm</td>
</tr>
</tbody>
</table>

*YOU MAY ONLY CHECK OUT ON FRIDAY, MAY 11th IF YOUR LAST EXAM IS ON THURSDAY, MAY 10th OR FRIDAY, MAY 11th.*

Residents in the following Halls will check-out in their building on Thursday, May 10th from 10am to 5pm & Friday, May 11th during the designated check-out time:

- Dorothy Day Hall
- Fitzpatrick Hall
- Founders Hall
- Mother Teresa Hall
- North Hall
- Pope John Paul II Hall
- Sheil Hall

**STUDENTS NOT RETURNING TO THE HALLS FOR THE FALL 2018 SEMESTER, PLEASE NOTE THE FOLLOWING:**

- All students not returning to housing in the Fall 2018, must complete a cancellation form. This includes graduating seniors.