



RESIDENCE HALL CLOSING INFORMATION

The Residence Halls will officially close on **Friday, May 9, 2008 at 10:00 a.m.**

QUIET HOURS

Remember: 24-hour quiet hours will begin on **Tuesday, April 29, 2008 at 8:00 p.m.**, and continue through **Friday, May 9, 2008**. Quiet Hours will be strictly enforced. Violations will result in disciplinary action which may include immediate removal from the halls. Please be considerate!

LATE CHECK-OUT

Extensions to the Friday, May 9, 2008, 10:00 a.m. closing may be granted, **but only with prior approval** from the Residence Hall Director. "Extension Request Forms" are available on our website, www.odu.edu/housing, under *Important Housing Forms*. **All requests must be submitted to you front desk prior to 4:00 p.m., Wednesday, May 7, 2008.**

THOSE ASSISTING WITH GRADUATION CEREMONIES

If you are assisting with graduation, you must fill out an "Extension Request Form". **All those assisting with graduation ceremonies must check-out no later than 10:00 a.m., Sunday, May 11, 2008.** Supporting documentation is required.

GRADUATING SENIORS

Graduating Seniors must fill out an "Extension Request Form". **All graduating seniors must check-out no later than 10:00 a.m., Sunday, May 11, 2008.**

SUMMER SCHOOL

If your classes begin on Monday, May 12th, you will be housed in the Virginia House beginning, Saturday, May 10, 2008 at 4:00 p.m. To locate the forms, please go to www.odu.edu/housing and select the *Summer Application Process* and follow all instructions. You will receive your summer school assignment as you check in.

MOVE-OUT CHECKLIST

**BE SURE TO COMPLETE THIS CHECKLIST PRIOR TO YOUR DEPARTURE.
FAILURE TO DO SO WILL RESULT IN ADDITIONAL CHARGES.**

➤ CLEAN YOUR ROOM

- Please leave your room clean and neat to avoid unnecessary charges.
- **Cleaning supplies and trash bags are available at the front desk.**
- If you have any questions, please contact your RA, HD or Maintenance Supervisor.
- Be sure to:
 - Empty all closets, cabinets, and desk/dresser drawers
 - Remove any decorations, tape, poster putty, stickers, etc. from all doors, walls, windows and ceiling
 - Clean bathroom area – this includes toilet, entire shower/tub, sink, vanity, mirror
 - Vacuum carpets
 - Just sweep and mop; **DO NOT** wax any floor surface
 - Take all unwanted items and trash to the dumpsters; additional dumpsters will be available beginning May 1, 2008.



➤ FURNITURE ARRANGEMENT

- Bedrooms – Beds, desks, chairs and dressers must be in each bedroom. Leave the mattress pads at the foot of the bed.

➤ BEFORE LEAVING:

- Make arrangements to check out (with an RA or Express Check Out forms)...keep a pen handy for completing paperwork!
- Make sure you have removed all of your belongings, including your bike! ODU is not responsible for any personal belongings left behind. **All belongings must be removed prior to check-out with your RA.**
- Turn off the faucets in the sinks and shower
- Close and lock the windows.
- Close all blinds.
- Turn off all lights
- Lock the room behind you.

FRONT DESK HOURS

Friday, May 9-Sunday, May 11
7:00 a.m.-Midnight

CHECK-OUT INSTRUCTIONS

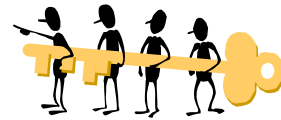
**PLEASE PAY CLOSE ATTENTION TO THESE INSTRUCTIONS
TO AVOID A \$25 IMPROPER CHECK-OUT CHARGE!**

OPTION 1 - REGULAR CHECK-OUT

1. Go to any RA's apartment door to sign up for an appointment to check-out. You **MUST** sign up for an appointment at least 24 hours in advance. Sign up sheets will be posted on April 27th. **Failure to sign up for an appointment will require you to use the express check-out option. This means you waive your right to appeal any charges for damages, missing items, or cleaning charges to your room.**
2. Your room or area must be empty prior to your appointment with the RA. The RA will check your room for damages and will complete the condition report. Be sure to complete the Move-out Checklist in this newsletter *before* meeting with your RA. Any additional cleaning required by the housekeeping staff will be billed to you and your roommate(s). **Damages, missing items or cleaning charges will be split between the residents of the suite or room.** The Hall Staff will make a final assessment for damages after you leave.
3. Your RA will escort you back to the front desk at which time you will...
 - Turn your key in at the front desk. **There is a \$25 charge for each missing or unauthorized key. RAs cannot accept your room key. You are responsible for returning your room key to the front desk and completing your paperwork.**
 - Complete a mail forwarding card. **Only 1st and 2nd class mail will be forwarded for 90 days.**

OPTION 2 – EXPRESS CHECK-OUT (available daily from 7:00 a.m. until the desk closes)

This means you opt not to be present when your room is inspected and therefore do not need to schedule an appointment to check-out with an RA. If you choose this option, you are responsible for all damages, missing items or cleaning charges found in your room. You cannot appeal charges resulting from your room inspection.



To Use the Express Check-out Option, complete the following steps.

1. Complete the Move-out Checklist in this newsletter on the first page.
2. Obtain an Express Check-out Packet from the front desk and then follow the steps outlined. Your Express Check-out Packet will consist of (1) a large envelope, (2) an Express Check-out Form, (3) a Mail Forwarding Address Card.
3. Complete the Express Check-out Form.
4. Complete the Mail Forwarding Address Card.
5. Place your key, Express Check-out form and Mail Forwarding Card in the larger envelope.
6. Seal the envelope tightly.
7. Place the sealed envelope in the **designated area at the front desk.**
8. A copy of your room condition report will be sent to you in the mail.