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Undergraduate Residence Hall Check-Out

All residence halls will close at 10AM on Monday, May 15, the Monday immediately following Commencement. You must check out of your residence hall space no later than 48 hours after your final exam. Exceptions will be made for graduating residents or for non-graduating students who are participating in Commencement as an usher, choir member, etc. or in some other official commencement activity, an intercollegiate athletic team obligation, or an academic requirement. If you are involved in any of the above activities, you must be listed on rosters submitted to Residence Life by the administrator or faculty member coordinating your activity. These rosters must be received in Residence Life by the last day of classes (4/28), and it is your responsibility to confirm that you are on the group's list.

If you are a non-graduating resident NOT participating in an APPROVED activity, you are expected to check out no later than 48 hours after completing your last regularly scheduled exam. If extenuating circumstances prevent you from meeting this deadline, you must submit a written request to your Area Director for approval to remain in your room. These written requests must be received by the Area Director the 4/28. If approved, you will be charged (in advance) **\$30.00** for each day that you stay in your room after the 48 hour period. Your Area Director will approve or deny the request as quickly as possible. Any approval to stay late will be billed to your student account.

To insure a smooth check out, please be sure to follow instructions listed here. Also be on the lookout for additional details. There is a key envelope and drop box available at the area/building duty office. Once your keys have been returned, a Residence Life staff member will inspect your room and apartment to determine if there are any damages or cleaning issues in the room to be billed. The Area Director will not inspect the room until it is completely empty.

Checking out 5000 students in a short time is a major task and requires our working together to make it as smooth and fair as possible. Please remember that RAs are students and they, too, are working on papers and preparing for exams.

Parking

Remember that driving and parking on grass, dirt, sidewalks, and any unpaved area is prohibited and may result in your vehicle receiving a parking ticket. If someone is driving a vehicle to campus to move you out, please be sure that the driver understands exactly where parking is permitted. In coordination with Parking Services, W&M Police, and Facilities Management, special loading zones will be set up throughout campus during the move-out period. Watch for further details on the Residence Life website or ask the Residence Life staff in your building about these times and locations.



Charges

Regardless of how and when you check out, you can avoid charges by following these guidelines:

- ✓ Discuss with your roommate(s) the Closing Agreement provided on the web and decide who will take responsibility for which areas/tasks in the room. <http://www.wm.edu/offices/residencelife/documents/undergradclosing.pdf>. You may email your Area Director from your WM email account the information.
- ✓ Assure that all University furniture is present in the room and assembled, including recycling bin.
- ✓ Make sure you pay any common area damage charges to your Hall/Apartment Council representative. This will avoid a \$15.00 administrative charge if you have to be billed by the University.
- ✓ Remove all non-University furniture such as lofts, carpets, chairs, bookshelves, refrigerators, cinder blocks, etc. Do not leave these items in the stairways, hallways, or lobby areas. Remove trash and sweep floors.
- ✓ Remove all posters, tape, stickers and nails from furniture, walls, ceilings, closets and doors. Remove all items from your room door bulletin board.
- ✓ Re-hang/reattach drapes, shades, screens, etc.
- ✓ Close and lock your windows.
- ✓ Return your room and/or apartment keys(s) in the key envelope and drop box available at the area/building duty office.
- ✓ Make sure the door is closed and locked when the checkout is complete.

Sample Charges

Please note: These are estimates of charges. The actual charges may vary (higher or lower) depending on the extent of damages.

\$15.00	Extra cleaning: bath
\$25.00	Extra cleaning: kitchen
\$25.00	Extra cleaning: room
\$40.00	Extra cleaning: apartment
\$60.00	Repaint room
\$65.00	Repaint trim
\$180.00	Repaint walls
\$20.00	Remove non-University furnishings (each piece)

\$10.00	Remove nails, tacks, tape, poster putty
\$25.00	Replace missing recycling bin
\$15.00	Administrative charge for failure to pay Hall/Apartment Council Common Area Damages or Hall/Apt Representative
\$10.00	Reattach window shade
\$90.00	Replace window screen
\$5.00	Remove stickers
\$25.00	Replace overhead light cover
\$15.00	Replace ceiling tile (one)
\$5.00	Each additional tile
\$16.50	Replace window shade-small

\$24.00	Replace window shade-large
\$45.00	Replace 2' x 3' bulletin board
\$35.00	Replace 2' x 1.5' bulletin board
\$35.00	Replace smoke detector
\$20.00	Re-attach smoke detector
\$25.00	Reassemble bed
\$30.00	Disassemble and remove personal loft
\$40.00	(per key) Failure to return key by 10am the Monday after Commencement