

LaGrange College End of Year Move-out/Check-Out Procedures for: GRADUATING STUDENTS

You are expected to vacate your room before 5:00 P.M. on SUNDAY, May 20, 2018; you must vacate before this time or you may be fined a \$50 late fee.

To properly check-out of your residence hall room, complete the Standard Check-Out Process:

Standard Check-Out Process

The Standard Check-Out process involves the presence of the resident(s) checking-out when an inspection of the room occurs with a RA and/or housing staff member. **Additional room inspections by Maintenance Staff will occur at a later time and may result in additional fees for cleanliness, repairs, or replacement of room furnishings.**

To properly check-out using Standard Check-Out:

- You need go to the designated check-out location (during the designated times) to complete the check-out process with an RA/housing staff member before the above deadline. Failure to check-out with an RA/housing staff member will result in an improper check-out fine of \$75.00 and any additional fines, etc. associated with noncompliance for the Standard Check-Out Process.
- **Prior to your scheduled appointment, you must:**
 - Remove all personal items and trash from your room.
 - Thoroughly clean the room and bathroom.
 - Return furniture to its original location and set up (furniture out of closets, furniture removed from under beds, etc.); fines may be added for students that do not return rooms back to its original set-up.
 - Remove ALL sticky tacks, tape, and all other materials used to hang or secure items on walls, doors, ceilings, and floors. Although all hanging items that pierce doors or walls are prohibited, any nails should be left in the walls.
- **Meet the RA and/or housing staff member at the designated check-out location (during the designated times) to complete the check-out process to review the condition of your room, return your key, and sign the room inventory form.**
- **You are required to check-out of your residence hall room before 5:00 P.M. on May 20, 2018; you must vacate before this time or you may be fined \$50 late fee.**

*****Failure to complete** all of the above steps will **result in a \$75.00 improper check-out fee and any additional fines,** etc. associated with non-compliance for the Standard Check-Out Process. A \$50.00 late check-out fee may be charged for any students that do not check-out before **5:00 PM on May 20, 2018.**

Additional policies to review in regards to the check-out process:

Trash

You are expected to provide your own trash bags and remove all trash within your room before you move out of your room – this includes all materials in your bathroom and common spaces. If you have a bathroom or share a suite-style bathroom, you are responsible for emptying all trash and thoroughly CLEANING the bathroom and shower area.

All unwanted personal items and furniture must be removed from the building. All trash must be deposited in an outside dumpster. Extra dumpsters will be placed in surrounding locations. RAs will patrol the area to ensure that trash is not left on the hall. You CANNOT “throw” any trash or furniture out of your window – you must walk these materials to the dumpster! **YOU CANNOT LEAVE TRASH AND/OR PERSONAL BELONGINGS IN THE HALL WAYS –TAKE THE TRASH TO THE OUTSIDE DUMPSTER.**

Know that you are responsible for the front space of your door, residential hall room, area surrounding of your room/apartment/house and any trash near it will be your responsibility. Fines will be imposed on rooms, apartments, houses, or halls for trash left during this process; the fine(s) will be applied to your student account with no contest.

Storage

The College does not provide storage for any personal items. You will have to find alternative storage locations off-campus.

Parking

Standard parking rules apply during the move out process. Vehicles should not be parked on the grass, block entrances or other vehicles, or impede the flow of traffic.

NOT PERMITTED to stay after Check-Out Deadline

All graduating seniors and students that are approved to assist with graduation **WILL NOT** be able to stay past the check-out deadline of **5:00 PM on May 20, 2018** because maintenance will have a very limited time to clean and prepare for summer school housing move-in.

FAILURE to comply with ANY of these procedures will result in fines.

Please direct any questions or concerns about Check-Out procedures to your RA or the Office of Residential Education and Housing located in Smith Hall 215 or by telephone 706-880-8975.