

# MAY CLOSING 2024

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## OVERVIEW

- < 24 HOUR QUIET HOURS: Begin at 9PM Monday, April 29 through Wednesday May 8th, at noon.
- < Residence Halls close: 5PM- Wednesday, May 8, 2024



- < Complete the [express check-out form](#) online and place your key in a sealed envelope, labeled with your name and room number and bedroom letter on it. You will turn in the sealed envelope to the key return box at Wittenberg Police Division night window behind Recitation Hall. Key envelopes will be available at drop box. Failure to complete express check-out correctly will result in a \$50 improper check-out fine.
  - o Only one envelope & form per resident. Please do not leave keys with roommates keys in the same envelope.
  - o Declare any known damages on the form indicate responsibility, if applicable. Any damages identified during closing inspections will be charged back to the entire house unless someone claims responsibility.
  - o Sign with date & time of checkout. Your signature verifies that you understand that Residence Life will make a final assessment of damages after closing which may result in a charge or additional charges to your account and validates that you have been properly checked out. It does not indicate you agree with the assessment or that you admit responsibility.
- < Leave the property and return the completed Express Checkout to the key return box at Wittenberg Police Division night window (Recitation Hall). Please do not return to the property after checkout as you no longer have key access and are now considered a guest.

## DAMAGE CHARGE ASSESSMENT

Room condition will be assessed once the entire unit is checked out. This is compared with check-in condition noted on the Room Condition Report (RCR).

All student housing will be assessed by Residence Life/Facilities Management staff after checkout and any damage found will be charged to your student account. Damage charges will be charged equally to the assigned roommates unless someone claims responsibility. Damage charges will be charged back to all residents of that house/community/floor unless the individual(s) claim responsibility. Costs for repairs and replacement of university property are made based on the Damage schedule of costs that takes into account the range of repair costs commonly seen for supplies and labor. Extreme situations can result in additional costs above and beyond this schedule.

- < Please do not attempt to make your own repairs this can result in more expensive charges.
- < The most common, preventable charges are: Failure to return room/house keys; Failure to follow closing procedures; Failure to clean your space; Failure to take out trash properly; Items left behind.
- < Any university-owned furniture not in the room at check-out will be considered missing and replacement costs assessed. Full replacement costs will be charged for missing University property or irreparable damage.

Continue checking your Wittenberg email. All damage charges will be sent to your Wittenberg email and you only have a

## SUMMER STORAGE

There is no storage in residence halls over the summer. Any items found in hall/room areas will be considered trash and will be disposed of and you will be charged a fine and disposal fee. This includes bikes, appliances, furniture, trash, etc.

- < No perishable or food items can remain in the residence for summer storage.
- < All items must be in the bedroom of the individual paying for summer storage. Students are prohibited from storing the items of other students and Residence Life will not grant access in the Fall to any student who stored their things in the bedroom of a housemate.
- < Student will not have a key to access their summer storage, if a situation occurs where a student would need access their belongings, they need to contact housing to coordinate being let into the space. We will not allow others to access a space.
- < No cleaning or repairs will be done in rooms contracted for summer storage.

