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OFFICE OF UNDERGRADUATE STUDENT HOUSING

May 26, 2009

TO: Residents of the University House System- not Shoreland residents (see Shoreland closing memo)  
FROM: Katie Callow-Wright, Director of Undergraduate Student Housing  
RE: **Closing Procedures for Spring 2009**

Congratulations on completing the academic year. Although you may feel less than finished at this time, I write to encourage you to begin planning for your departure from the residence halls for the summer. **The residence halls will close at 3:00 p.m. on Saturday, June 13, 2009. All residents, except those who are graduating on June 13, must be checked out and moved out by that time.** The last meal served in the residential dining commons will be dinner on Friday, June 12. All laundry rooms and computer rooms will close at 7 a.m. on Saturday, June 13.

This notice describes the procedures for leaving the residence halls. Each resident is responsible for following the proper checkout procedures. If you have any questions, consult your Facility Manager, Resident Head, or the Office of Undergraduate Student Housing.

#### ***A PROPER CHECK-OUT***

**Before leaving you must check-out with the desk clerk of your building, sign out at the front desk of your building, return your keys/have your ID de-activated and verify/complete forwarding address information.** All front desks are open 24 hours a day. Anyone in any residence hall who does not check out will be charged the fees outlined below. **No keys should be returned to Resident Heads.**

5700 Stony Island residents who leave before June 13 should return their keys and check out at New Graduate Residence Hall, 1307 East 60th Street. On Saturday, June 13, an REO representative will be in the Stony Island lounge between 9AM and 3PM to collect keys.

***All residents who are not graduating on Saturday, June 13 must be checked out of the residence hall by 3 p.m. on June 13. There is a \$25 per hour late fee for students who do not check out on time. There is a \$25 charge for any keys that are not returned.***

When leaving your room for the last time, please close and lock your window and door.

***CLEAN-UP: Your room should be returned to the condition in which you found it when you moved in. You may be charged for not completing any of the following:***

- All personal belongings and **trash must be removed** and rooms must be left "broom-clean."
- Students who have entered into a room painting contract are expected to fulfill the end-of-year terms of the agreement. Please see your Facility Manager if you have any questions.
- Student room kitchens must be cleaned thoroughly. University owned appliances, including ovens, must be cleaned, refrigerators and freezers emptied and left running.
- All posters, paper, pictures, putty, and tape must be removed carefully from the walls, ceilings, windows, doors, etc. Any damages that result from their removal will likely result in a charge.
- All furniture that was in your room at the start of the year must be there at the end of the year, and in satisfactory repair. Beds must be assembled, and bunk beds should not be bunked. All "borrowed" furniture must be returned to its proper place. Room furniture should be placed back in its original position as it was in the beginning of the year. Students will be charged for missing or broken furniture or fixtures, or if furniture has to be moved back to its original location.
- Private bathrooms, including sinks, tubs, and bowls must be clean.
- Appliances in community kitchens and House lounges must be clean, refrigerators and freezers emptied and left running. Any dining or cooking utensils left behind will be removed and given to local charities.

***If additional cleaning is required in any student room after the student's departure, a minimum charge of \$25 will be assessed. Students will be charged for damages to the room or furnishings. Examples of common damages are: writing, painting, extensive nail holes in walls, stained or burned carpets/desks/bookshelves, candle wax on furniture/shelves/floors. Residents of shared occupancy rooms will be held jointly responsible for any cleaning or damage charges incurred and will each have a \$25 minimum charge.***

## ***STORAGE***

### Students Leaving The House System/Moving Off-Campus

Residents who will not be returning to University housing next year must take all of their belongings with them when they leave. This includes all items now stored in the storage rooms and bicycles. Anything left behind will be considered abandoned and will be discarded.

### Students Returning To The House System

Residents who have room reservations for 2009-2010 may store up to 5 boxes of their personal belongings in the storage area of the residence hall where they will be living next year. Items may not be stored in student rooms or closets. Students who are participating in a University of Chicago study abroad program for the Autumn 2009 quarter may store their belongings in their current dorm as long as they have a housing contract on file with the Office of Undergraduate Student Housing for Winter Quarter 2010. Students moving to South Campus Residence Hall will receive summer storage information with their confirmation statements reflecting next year's housing and dining assignment.

**Students are discouraged from storing valuable items such as computers, printers, stereos. These items are particularly targeted for theft. The University does not bear responsibility for damage to or theft of property left in residence hall storage areas. It is expected that students or their families will carry property insurance which would cover such losses should they occur.**

We can accept for storage only boxes, luggage and trunks which are properly packaged, tied, and tagged as if for shipment with your name and home address. Items not in condition for shipment will not be accepted. Storage tags will be available at each residence hall desk.

Special trunk room hours will begin on Thursday, June 11. Signs will be posted a week in advance specifying trunk room hours in each building. Trunk rooms are not accessible during the summer. Please check the schedule posted in your building or the building you are moving to for exact hours.

Please check with your front desk to see if your building has indoor summer bicycle storage space. Bicycles left inside for the summer must be tagged with a luggage ID tag (available at the front desk). Bicycles left in storage areas without proper tagging and all bikes left chained outside of residence halls will be considered abandoned and will be removed.

## ***MAIL***

The University will forward all first class domestic mail (except for 5700 Stony Island). **In order to receive forwarded mail students must complete a mail forwarding address card at the building front desk to update your summer mailing address. ONLY FIRST CLASS, DOMESTIC, MAIL CAN BE FORWARDED BY THE UNIVERSITY.** You are advised to notify magazines, newspapers and other second/third class correspondents in advance of your change to your summer address. **Failure to complete a forwarding address card will result in your mail being "Returned to Sender".**

Residents of 5700 Stony Island, where mail is handled by the US Postal Service, must fill out a US Postal Service forwarding address card and mail it directly to the local post office. The University does not handle any of the Stony Island U.S. mail. Conversely, you may also complete an on-line forwarding address update on the <http://usps.com> website. It costs \$1.00 to do so, and you may use a credit card. Failure to submit forwarding address information to the post office will result in mail being returned to sender.

## ***TELEPHONES***

Telephones should be visible in student rooms and plugged into a live jack. There will be a \$50 charge for missing or broken University phones.

## ***UNWANTED CLOTHING AND FURNITURE***

Bring your unwanted clothing to collection boxes located in the House lounges/Building lobbies. It will be given to charity. Students who have unwanted personal furniture and other items are responsible for disposing of them properly.

## ***SHIPPING LUGGAGE***

Residents must make their own arrangements for shipping personal belongings. This year, PostLink and The UPS Store will establish eleven on-campus pick-up points, and students are encouraged to take advantage of the available service. Packages will be accepted at Broadview, Burton-Judson, Max Palevsky (each building), Pierce, and Snell/Hitchcock from Monday, June 8 through Friday, June 12 from 9 a.m. to 6 p.m. and on Saturday, June 13 from 9 a.m. to 12 p.m. Packages will be accepted at Blackstone, Breckinridge and Maclean from Wednesday, June 10 through Friday, June 12 from 9 a.m. to 6 p.m. and on Saturday, June 13 from 9 a.m. to 12 p.m., More information will be posted in the residence halls. The University will not permit trunks, boxes, etc., to be left in rooms, corridors, or offices; please be sure to ship your belongings before closing day.

**Please contact your RH/RA if you have any questions about the closing procedures in this memo. Have a great summer!**