24 HOUR QUIET HOURS: Begin at 8:00 PM, Friday, May 5th and remain in effect until Friday, May 12th at 7:00 PM

All residence halls will officially close on **FRIDAY, MAY 12th, 2017, AT 7:00 PM**.

All students are expected to move out of the residence halls by this time or within 24 hours after their last final exam, whichever comes first (except for students who have received permission from their RHD to stay later). Students who are graduating should make arrangements with their RHD by 5:00 PM, **TUESDAY, APRIL 25th** to stay beyond the closing time. **Students granted permission to stay beyond the regular closing time must check out of the hall no later than Noon, on Saturday, May 13, 2017.** After this date you need to make arrangements to move into Intersession/Summer Housing.

Area Desks Operation:
- All Area Desks will close at Midnight on Friday, May 12, 2017
- All Area Desks will be open 8:00 AM to 9:00 PM on Saturday, May 13, 2017
- All Area Desks will be open 8:00 AM to 1:00 PM on Sunday, May 14, 2017

*Specific check in instructions for intersession and summer school students will be included in the summer housing assignment letter.* [http://www.kent.edu/housing/summer-school-housing](http://www.kent.edu/housing/summer-school-housing)

**PREPARING FOR YEAR END CHECK-OUT**

**OFFICIALLY CHECKING OUT:**
1. Sign up for checkout time with residence hall staff member.
2. After **ALL** of your personal belongings are removed, complete the Room Condition Report (RCR)
3. Complete the Official Check-Out Form
4. Return your key card(s) and Check Out Form to your Area Desk

**SCHEDULE APPOINTMENT** - You will need to schedule an appointment with an RA to officially checkout. Please be on time for your check out appointment since RAs will have finals and other residents to check out. If your RA is not available, please contact your Residence Hall Director or Area Desk for information on how to contact an RA who can assist you. Appointment sign-up sheets will be posted on all RA doors prior to Finals Week.

**AVOID EXTRA CHARGES** - We want to complete the Room Condition Report (RCR) in your presence to avoid any misunderstanding about damages and charges and to have you sign/date the RCR. Failure to comply with any of the checkout instructions may result in a charge of $25.00 or more being assessed to your Bursar account.

**PLEASE NOTE: QUESTIONS OR CONCERNS ABOUT CHARGES RELATING TO ROOM DAMAGE MUST BE PUT IN WRITING TO THE DEPARTMENT OF RESIDENCE SERVICES NO LATER THAN June 30, 2017.**

**ROOM CLEANING:** Before your check out time with your RA, please remove all personal items and clean your room. This includes:
- Removal of any “Stars/tape”, etc. from ceiling, windows and walls to avoid charges
- Empty closets and drawers. Check upper sections of the closet and behind bottom drawers of dresser for items.
- Room automation items (window sensor, power strip, and others) should be left in the room.
- Remove any carpet & carpet tape you may have brought in carefully to avoid damage to floor tile.
- Sweep the floor (not into the hallway) and place debris in the trash.
- Clean, defrost, and unplug your MICROFRIDGE. Check for ice trays and microfridge turntable. Leave door OPEN.
- Close and lock windows and close draperies/blinds/shades.
- Empty trash cans/recycle bins and dispose of all trash in appropriate containers (recycle).
Then leave beds...

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**BUNKED:** Return your beds to the BUNKED configuration using the steel pins. Extra pins may be obtained from the area desks.

**UNBUNKED:** Place both beds on the floor (UNBUNKED). These halls will be used for our summer programs and cannot be left in a bunk or lofted configuration. PLACE ALL STEEL PINS IN THE TOP DESK DRAWER so they will be available to residents next fall.

**TRIPLE:** Return beds to either 1 bed lofted/2 beds bunked or all three lofted.

Failure to comply with these requests may result in charges.

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**BED LOFTS:** All personally built lofts must be disassembled by **8:00 PM, Friday, May 5, 2017** so as not to cause a disruption during the 24-hour quiet hours of finals week.

**RENTAL MICRO-FRIDGE:** The Bedloft micro fridge rental vendor will pick-up your rented micro fridge on May 15, 2017. Please empty, clean, defrost, and unplug your microfridge before the last resident leaves your room. Leave micro-fridge door open.

**PERSONAL ITEMS:** Failure to remove all personal furniture (chairs, couches, desk, bricks, lumber, carpet, unwanted personal items) can result in a $50.00 minimum fine per item left in and around the residence halls. Discarded personal furniture not appropriate for “Throw and Go” must be placed **beside** the open top dumpster outside of your building to avoid being billed.

**UNIVERSITY PROPERTY:** All university property other than the equipment and furniture assigned to each room is to be returned to its original location. In addition, all furniture assigned to each room must be accounted for in that room.

**DINING HALL DISHES AND UTENSILS:** If you have dining hall dishes, silverware, salt and peppershakers, trays, etc., please return them to the nearest campus dining location.

**THROW -N- GO:** If you have items that qualify for the “Throw -N- Go” program, donation bins can be found in the first floor lobby of your hall. Please consider donating them to the needy families of Portage County.

**DISPOSAL OF TRASH AND UNWANTED BELONGINGS:** Please properly dispose of all items you do not wish to pack and take home.

- **GARBAGE BAGS:** Garbage bags are available at the Area Desks and trash rooms to assist with removal of trash.
- **RECYCLE:** Outside of each hall, dumpsters are used for general mixed recycling only. The large green dumpsters are for cardboard only.
- **LARGE ITEMS:** Extra large open top dumpsters will be made available around the residence halls for items not appropriate for “Throw -N- Go” donation.

**KEYS:** Keycards must be returned to the Area Desk when you officially check out of your room. The cost of keycard replacement is $25.00 per keycard.

**FIRST CLASS MAIL** (no newspapers or magazines) will be forwarded to the student’s home address beginning **Friday, May 12, 2017**. To avoid any delay due to forwarding mail, please update your shipping address on Flashline during check out. Packages will either be forwarded to student’s address on file or returned to the sender if unable to be forwarded.