RESIDENCE HALL CLOSING INFORMATION

IF YOU ARE MOVING OUT OF CAMPUS HOUSING OR SWITCHING ROOMS ON CAMPUS...

PREPARING YOUR ROOM FOR CHECK OUT

Make sure that the floor is "broom clean," that all surfaces are wiped down, that all original furniture is in the room, and that you have removed all of your belongings. The light should be turned out, air set to low and curtains open (except for the terrace level). Trash should be brought to the trash location designated on you floor. Any items left in the room will be considered abandoned and may be discarded. Complete the Housing License Agreement and Meal Plan Release Petition available at the HDP main office and online.

CHECK OUT PROCEDURES

You have two options available for check out:

1. Express Check Out – The easiest way to check out. Simply return your keys to the desk and sign your Room Inventory Form. By electing this option, **you waive your right to appeal any damage charges that may be assessed to your room**.
2. Standard Check Out – By electing standard check out, you will have an RA physically go to your room with you and walk you through the check out process. Consult with your RA to set up an appointment prior to your departure or go to the desk and request this at check out.

DAMAGE CHARGES

In addition to being responsible for Common Area Damages (see below), you are also responsible for Room Damage Charges. These are damages to your room as determined by a staff member upon your check out. Damages not previously noted on your Room Inventory Form will be billed to your account in late December and a copy of the damages will be sent to your AU email address. *If you choose Express Check Out, you cannot appeal these charges*. If you Check Out by Appointment, you may appeal the charges at the time of your check out and upon receiving your University bill. You may find details of these charges here: http://www.american.edu/ocl/housing/vandalism.cfm

Unreturned keys (both mail and room) will result in charges ranging up to $115.
We do NOT accept keys mailed to the University after check out. Sending them via the mail will NOT absolve you of any charges.

IF YOU ARE SWITCHING ROOMS ON CAMPUS...

Students that are switching rooms for the spring semester must move out of their current room assignment prior to leaving for break to ensure that the room is ready for the new resident to move-in. You should communicate with the current residents of your new assignment as to when you can move your belongings. You are encouraged to do this as soon as possible to accommodate finals schedules. We do not have alternate storage rooms available for your use. You must move into your new room or find an alternate location to store your belongings until spring opening.

When you return to campus in the spring, you can officially check in to your new space, receive your new key, and sign your new RIF and Registration Card. Remember that the current resident must completely check out of his or her room, and you may not swap keys.

IF YOU ARE RETURNING TO YOUR SAME ROOM...

Remember to secure or take home valuables, and take items such as medications, plane/train tickets, and passports if you need them over the break. You will not be able to access these items once the halls close. (Nebraska Hall will remain open during the break.)

THE LAST PERSON OUT SHOULD MAKE SURE:

1. All appliances are UNPLUGGED.
2. Refrigerators are unplugged and defrosted. (Place towels beneath and in the refrigerator to catch any melting water.)
3. All trash and debris are removed from the room, surfaces are clean, sweep and vacuum the floors.
4. Windows are closed and LOCKED.
5. Curtains are left OPEN (except terrace level: please close your curtains).
6. Heat is left ON and turned to LOW.
7. All lights (even vanity) are turned OFF.
8. Doors are locked and dead bolted.

Residents who will be living in the same room for the Spring semester should keep their room key and mail key for next semester. Do not return them to the front desk.

MAIL AND PACKAGES

Mail service will end on Tuesday, December 18.

- **If you are staying in your same room**, your mail will be held until you return.
- **If you are switching rooms**, your mail will be redirected to your new address. You should still inform senders of your new address to ensure delivery.
- **If you are leaving on campus housing**, to ensure proper delivery of mail make sure that your address is updated with AU Central. You may also check this on the myAU portal. Remember to have your mailing addresses changed with individual magazines and companies.

TRUNK ROOM HOURS

Individual RAs will post their trunk room hours and procedures for accessing the trunk room. We cannot guarantee access outside of these hours.

COMMON AREA DAMAGE CHARGES

These are damages to common areas of the hall and floor that are posted (http://www.american.edu/ocl/housing/vandalism.cfm). These charges will be reviewed at your floor meetings and posted on your floor. If no one accepts responsibility, these will be evenly distributed to all residents and charged to your account. You cannot appeal these charges.

WINTER BREAK HOUSING

Nebraska Hall will be open for current residents through Winter Break. AU will provide limited housing during the winter break on the Tenley campus. The deadline for applying for this housing through the Housing and Dining Programs website was November 26. If you are moving into winter break housing, please remember to follow the normal procedure for preparing your room for closing. You must move out of your current room by Noon on Wednesday, December 19th and you may pick up your new keys from the Federal Hall front desk between 9am and 5pm on that date. This is when the residence halls will be closing and your temporary room will not be ready prior to this time.

STUDENTS ARE REQUIRED TO LEAVE 24 HOURS AFTER THEIR LAST FINAL

HALLS CLOSE ON WEDNESDAY, DEC. 19th at NOON

SUN. DEC. 9

10 PM MANDATORY FLOOR MEETINGS*

*QUIET HOURS BEGIN AT 11 PM