



Residence Hall Closing and Check-Out Procedures May, 2017

ALL RESIDENCE HALL CLOSINGS:

Wednesday, May 24, 2017 by 3:00pm for non- graduating students

Sunday, May 28, 2017 by 3:00pm for GRADUATES & Commencement Workers

Students are expected to vacate their room/suite 24-hours after their last exam and are not permitted to remain on campus after the above dates. Non graduating students approved to stay beyond closing will need to move to a designated residence on Wednesday, May 24 if their residence hall is being prepared to house alumni guests for commencement events.

Failure to vacate your residence hall room/suite by designated dates and times will result in a \$200.⁰⁰ fine.

Likewise, students who do not receive prior approval by the Office of Residence Life & Housing to stay on-campus for commencement are not to be in residence halls as a guest. **Students in violation of this will be fined \$200.⁰⁰ per day.**

Check-Out Procedures: Every resident must check out using one (1) of the following methods:

EXPRESS CHECK OUT:

- Pick up a **Key Envelope** from your mailbox in the Campus Center Mailroom. Fill out the section marked *Express Check-Out*.
- This method allows you to vacate your residence hall room/suite **without** checking-out with a staff member. You may vacate your residence hall room/suite at any time by using the *Express Check-Out Form*.
- By doing an express check out, **you waive your right to appeal any room damage charges assessed to your space.**

STAFF CHECK OUT:

- Pick up a **Key Envelope** from your mailbox in the Campus Center Mailroom. Fill out the section marked *Staff Check-Out*.
- This allows you the opportunity to have a preliminary room/suite inspection conducted by a Peer Counselor (PC) while you are present. During this inspection you will be able to discuss any discrepancies that exist between the room inspection from move-in and the condition of the room at move-out. **Although PCs may not determine, excuse, or dismiss potential student damage**, any information you provide (e.g., how damage occurred, who caused damage) will be considered during the final billing evaluation made by the Office of Residence Life & Housing and Buildings & Grounds (B&G). Schedule an appointment **in advance** on the sign-up sheet posted on your PC's door. If your PC is not available at your preferred time, find another PC in your area or speak with your Area Coordinator (AC). Tewksbury residents should contact the Office of Residence Life & Housing if a PC is not available. **After 2:00pm on Wednesday, May 24, 2017, please follow Express Check-Out procedures only** (see next section for instructions).
- Sign and date your *Room Condition Report*.

KEY RETURN:

- Place **all** keys issued to you in the key envelope provided with your name, building, and room number.
- Seal and return the key envelope to **B&G OR a Red Key Drop box located in many locations including foyers/entries of Robbins Addition, Tremblay, Hirsch, Manor Annex, Cruger, Honey, South Hoffman, Resnick Commons H**. Please include keys for non-residential buildings, labs, and the like in this envelope.
- Return keys Monday – Friday during business hours, 9:00 am – 5:00 pm, in order to receive a receipt for your keys. After hours, keys should be placed in one of the various key drop boxes located at B&G and others listed above. On Sunday, May 28, 2017, B&G will be open between 9:00am – 5:00pm for graduating seniors and commencement workers.
- Do **not** leave keys in your room/suite. Keys that are not returned to B&G directly or in a designated drop box will be billed to your student account as “missing”.

Key Billing: All keys returned will be checked against B&G's records to verify the keys if you gave back the same keys issued to you at your time of move-in. You should include any non-residential keys for buildings, labs, or the like in the provided envelope. Keys that are not returned and require a lock change (e.g., room door, exterior entrance) will result in a \$60.⁰⁰ fine per key.

Student Billing

Damage Billing: Following closing, a final inspection of your residence hall room/suite will be conducted by the Office of Residence Life & Housing and B&G staff. At this time an assessment of room damages will be made and any costs associated with damages not resulting from normal wear and tear will be applied to your student account. Any unresolved common area building wide damages will also be assessed to your account at this time. You will receive and email notification of these charges within 1 – 2 weeks of your departure.

Closing Checklist

In order to avoid charges after moving out, particularly “excessive cleaning” charges, please use this checklist to ensure you have completed all necessary move-out responsibilities. “Excessive cleaning” refers to the removal of any items not provided by the college at move-in. A minimum charge of \$50.⁰⁰ per person will be billed for “excessive cleaning”; examples include but are not limited to the removal of: personal property, trash, carpets, clothes, cinder blocks, or lofts. General uncleanliness will result in an “additional cleaning “ fee of \$ 25.00.

Before moving out, please take the following steps to secure your room:

- Decide which type of check-out process you will follow (**Staff Check-Out** or **Express Check-Out**).
- Remove posters, tacks, nails, hooks, and adhesives from all surfaces including doors, walls, ceilings, windows, and furniture.
- Remove personal property from your desk, dresser drawers, closet or wardrobe, common area refrigerators and dispose of properly. Bard College does not assume responsibility for any items remaining in the room/suite. **Discard all trash outside of the building in proper receptacles.** Items left in your room will result in a \$50.⁰⁰ fine per item or per bag of trash. Small appliances and clothes can be placed in “Barry Bins” and blue plastic bags for Free Use.
- Remove all personal property from your room/suite and common areas. All bulk items (e.g., wood, carpets, furniture) should be taken out of the building and to the curb. There is a \$100.⁰⁰ fine for each item left in rooms, hallways, lounges, bathrooms, or other common spaces. **DO NOT PILE UP GARBAGE AND ITEMS IN THE HALLWAYS, LOUNGES, OR STAIRWELLS.** This trash will be billed as common area damage.
- Return and reassemble all room furnishings to their original placement. Missing college furniture will result in a fine and associated replacement costs.
- Ensure drapes, shades, or installed blinds are functioning.
- Sweep, vacuum, or mop your floor to ensure it is clean.
- Close and lock all windows and door(s) when you vacate your space to protect against vandalism or damages that may occur after you leave.
- Suites and rooms with private bathrooms and fixtures should be left clean. Suite kitchen appliances should be fully cleaned. Clean but do not unplug the refrigerator.
- Return your key(s) to B&G OR a RED KEY DROP BOX located at South Hoffman, Cruger, Resnick H, Honey, South Hall, Tewksbury, Tremblay & Hirsch, Robbins Addition and Manor Annex. Put keys in envelope supplied by our office. It was sent to your campus mailbox.

BARD RECYCLING PROTOCOLS ARE STILL IN EFFECT

Place recyclables next to, **not** inside of dumpsters!

You may bring FreeUse items directly to FreeUse which closes for the summer on 5/24 at 3:00pm

DUMPSTER (Landfill Items Only) LOCATIONS

Monday, May 22 – Thursday, May 25:

McCausland/Brown: Southside of Brown

Cruger: Front Parking Lot

Hirsch/Tremblay: Drive **Honey House:** Circle

Manor: Front & Back

Stone Row: leave garbage curbside

Tewksbury: Driveway

Tree Houses: Front Area parking

Resnick Commons: Parking Lot

Robbins Addition Front & back

Friday, May 26 – Tuesday, May 30:

Robbins Addition: Back of Building, lower level **Tree Houses:** Parking Area

Resnick: Parking Lot **Manor:** back of residence

Thank you for your cooperation. Please have a safe and enjoyable summer!

For information on Summer Housing , please visit:	http://www.bard.edu/reslife/intersession/
For information on personal storage , please visit:	http://www.bard.edu/reslife/
For information on UPS shipping , please visit:	https://kingston-ny-4541.theupsstorelocal.com
For information on sustainability efforts , please visit:	http://www.bard.edu/bos/