

Check-out Dates:

- All undergraduate students must be out by 2pm on Saturday, May 10, 2014.
- All graduating students must be out by 2pm on Sunday, May 18, 2014.
- If a student does not move out by the appropriate date and time, they will be assessed a \$100 fine.

Check-outs:

- **All students will do an express check-out. When all of your belongings are out of the room, please return your key(s) to your Front Desk**

Damage Assessments:

- The HD will assess charges after everyone moves out and will email the students their charges.
- Students will be billed for any damage beyond normal wear and tear, excessive trash/mess left, missing keys, late check-out (\$100), not putting room furniture in the appropriate place, etc.
- Students may file appeals of damages by submitting an email to reslife@saintmarys.edu. All appeals must be postmarked by June 14, 2014. Students will be notified of charges with their June student bill.

Beds/Lofts:

- All beds must be debunked.
- When the residents dismantle their lofts and debunk their beds, they must place the mattress frame on the 5th rung of the bed. This means 4 pins are showing.
- Students must put all the loft hardware in a plastic bag and tape it to the safety rail.
- All lofts must be disassembled and placed in the hallways for pick-up no later than Sunday, May 4, 2014 at 12pm (noon).
- Regina singles with space concerns must contact the Regina Hall Director by Friday, May 2, 2014 for accommodations.

Quiet Hours:

- Quiet hours will begin on Thursday, May 1, 2014 at 10:00pm and will end on Friday, May 9, 2014 at 12pm (noon).
- From 7-8pm daily there will be a break from quiet hours.

Mail:

- Please stop by the SMC Post Office (in the basement of Holy Cross) and provide them a forwarding address. They are open from 12:30-3:30pm Monday-Friday.
- Contact creditors, magazine companies, etc. to update your address as well.

Water Coolers:

- You must make arrangements with the company to have them pick-up your cooler and bottles before you leave campus.

Bikes:

- All bikes must be taken home over the summer. There is no storage space available.

Carts:

- Carts will be available at the front desk as a courtesy to our students.
- Carts can be checked out with a valid picture ID and your cell phone number for 60 minutes.
- They will be loaned on a first come, first serve basis.

Cleaning:

- All refrigerators must be defrosted in your room, not the hallways. Please lay a towel inside and around to collect the melting water.
- It is your responsibility to clean your room prior to your departure.
- Remove all your belongings from the room and hallways, including carpets.
- Double check all dressers, desk drawers, and closets.
- Clean, sweep, and mop your room.
- Brooms and vacuums are available at the front desks of the residence halls for you to use.
- It is your responsibility to take all personal trash out of your room and dispose of it accordingly.
- Take all large/bulky items for trash to the following sites:
 - Holy Cross: space marked in basement vendo area
 - LeMans: open area outside vendo in basement
 - McCandless: space marked in vendo area 1st floor
 - Regina: space marked in 1st floor North lounge
 - Opus: the opus dumpster
- Do not leave any trash or personal items in the hallways.
- Please break down all boxes.

Blue to New:

- Books/textbooks: must be taken to the Better World Books recycler (large green bin) by the library.
- Food: there will be a bin located near the front desk for any **unopened** food items.
- Laundry detergent: there will be boxes on the floors to put laundry detergent/fabric softener in.
- Hangers: there will be boxes on the floors to put hangers in.
- Saint Mary's in conjunction with St. Vincent DePaul will repurpose the following items:
 - Furniture (no rips, tears or stains), clothes/shoes in good condition (excluding undergarments) and shelves/bin/storage containers (clean and not broken)
 - If you have items you want to repurpose, please take them to the following locations:
 - Holy Cross: space marked in basement vendo area
 - LeMans: open area outside vendo in basement
 - McCandless: space marked in vendo area 1st floor
 - Regina: space marked in 1st floor North lounge
 - Opus: space marked in the 2nd floor lounge
- Everything else should be taken home or thrown away.

Summer Storage

- Le Mans and Regina International Storage rooms may be used by any student whose permanent home address is *outside* the continental United States. Boxes and personal items may be stored in International Storage.
 - If you need to use the international storage rooms, you must contact your RA or HD for the link to register for storage.
 - Storage is on a first come, first serve basis.
 - There is no charge for using international storage.
- Students who need summer storage can contact storethedorm.com.