Closing Information for Students 2015

Check-out Dates:
- All undergraduate students must be out by 2pm on Saturday, May 09, 2015.
- All graduating students must be out by 2pm on Sunday, May 17, 2015.
- 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 Monday, June 15, 2015. 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 3, 2015 at 12pm (noon).
- Regina singles with space concerns must contact the Regina Hall Director by Friday, May 1, 2015 for accommodations.

Quiet Hours:
- Quiet hours will begin on Thursday April 30th, 2015 at 10:00pm and will end on Friday, May 8, 2015 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.