



# End-of-Semester Closing Information

## Residence Life & Housing (RLH) at MCLA

### May 2022

- 1. All residents are expected to check out of the residence areas within twenty-four (24) hours after their last exam.** If your finals end on Monday, May 9th, you are expected to depart no later than 3:00 pm on that same day. Please make your travel arrangements in accordance with these guidelines. **If you cannot depart campus on the day (and time) you are expected to leave, please contact Residence Life & Housing (RLH) at ext. 5249 no later than Friday, April 29th to arrange for an alternate departure day and/or time.**
- 2. Please return your keys before your departure** to avoid being assessed the cost of a lock change and improper check-out fee. This charge is a minimum of \$75 - \$100 per lock and is non-refundable if you return your keys later. In order to avoid an additional fine of \$50 for improper check-out, be sure to follow the checklist outlined below (item #4) before you depart campus.
- 3. Residence area-wide 24-hour quiet hours** begin at 10:00 pm on Tuesday, May 3rd. Your cooperation in creating an atmosphere conducive to studying for finals would be greatly appreciated by all. Students who are not able to respect these quiet hours will be asked to leave the residence area immediately, regardless of their final exam schedule. As of Sunday, May 1st, an end-of-semester **ban on overnight guests in the residence areas** also goes into effect.
- 4. Prior to leaving for the summer, PLEASE.....**
  - Make sure all the furniture that was in your room and in the common areas near you when you checked in is assembled and back in place. **You will be billed for any furniture that is missing, stacked, in the wrong room or disassembled.**
  - **Remove all decorations, wall hangings, etc.** from your room and the common areas near you.
  - **Clean your room/apartment thoroughly. Remove all trash** using the plastic bags available at the front desk of each residence area. In BT, you should place your bagged trash next to the trash receptacle in your suite lounge. Townhouse residents should bring their trash directly to the dumpsters. **You should bring unopened, non-perishable food items, clothing, school supplies and household items that you no longer want to the Donation Stations in each residence area.**
  - Turn off all lights. Shut and lock all windows. **Lock room doors in the Towers. In the Townhouses, lock both your apartment and room doors.**
  - If you live in BT, please make sure that you clean your **MicroFridge** before you leave to avoid additional charges.
  - Make sure all **common areas are clean** to avoid additional cleaning charges.
  - **Don't forget to return your keys before you depart campus.** In Berkshire Towers, please return your keys at the Front Desk. In the Flagg Townhouse Apartment Complex, please return your keys at the drop-off box located in the vestibule of the RLH Office in Townhouse #89.
- 5. Don't leave anything behind!** Personal property left behind will be considered abandoned property and disposed of accordingly. **Charges will be assessed for the removal of trash and/or personal belongings including carpets, appliances, TVs, computers, printers and furniture. Please note that mini-refrigerators and electronic items like TVs and computers cannot be placed in the dumpsters.**

6. **Storage space is NOT available on-campus during the summer months.** Information about off-campus storage sites is located on the Campus Housing web page in the "Helpful Resources" section
7. **The Centennial Room** will close for the semester at 3:00 pm on Monday, May 9th.
8. **Protect yourself from paying for damages caused by others!** If you know who caused damage in your room or in the common areas you share responsibility for, report it to your R.A. or R.D. before the semester ends. Don't wait until you get a bill for damage when it's too late for you and the College to re-assign the responsibility.
9. **An OFFICIAL inspection of all rooms and common areas** will be conducted by RLH staff after the residence areas close. Residents are responsible for both damages and cleaning in their assigned room/apartment and the common areas in each residence community. This includes any equipment and/or furniture that may be damaged, in the wrong place or missing.
10. **Townhouse residents** should decide who will do the major cleaning and the final touch-up cleaning of the kitchen, appliances, bathrooms and stairwells. Your apartment must be cleaned thoroughly to avoid additional charges. If the members of your apartment are interested in completing a **cleaning contract** to determine individual responsibility for cleaning charges, please pick one up at the Residence Life & Housing office in Townhouse #89 (ext. 5249). **The forms are due back to RLH no later than Friday, April 29th.**
11. **If you made plans to live on campus next year** and your plans to return to MCLA in the fall change, please be sure to inform Residence Life & Housing (ext. 5249) and the Registrar's Office (ext. 5216).
12. **Graduating seniors who currently live on campus** may register to stay on campus in the Flagg Townhouse Apartment Complex at no additional cost between closing on Monday, May 9th and Commencement on Saturday, May 14th. Graduating seniors who do not register to stay between Monday, May 9th and Commencement on Saturday, May 14th are expected to depart campus as outlined in item #1.

**Good luck on your finals  
and have a happy and  
healthy summer vacation!**