

Hall Closing Guidebook

Important details about hall closing are included in this booklet. Be sure to read carefully and clarify any questions with your Resident Assistant.

Closing Timeline

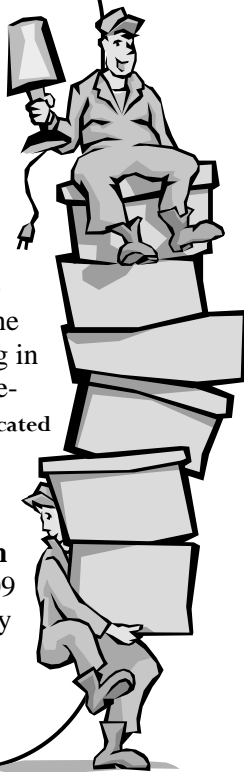
WEDNESDAY, MAY 13 AT 1:00 P.M.

Residence halls and apartment communities close to students who are not receiving May degrees.

- * Resident students who are not graduating are required to move out **24-hours after their last exam** or Wednesday, May 13 at 1:00 p.m. (whichever comes first).
- * **Any non-graduating students must file a Late stay request to remain in their residential assignment past May 13.** Approval may be granted for the following reasons: working on campus, participating in commencement exercises, or canceled travel arrangements. May 8, 2009 is deadline! Late stay forms are located online-<http://uhaweb.hartford.edu/reslife/>

SUNDAY, MAY 17 AT 5:00 P.M.

All residential areas will close promptly at 5:00 p.m. on Sunday, May 17. Students receiving a degree in May 2009 are permitted to remain in their residential assignment only through this date and time.



Resident Departure Reminders:

Non-graduating residents must vacate their assignment no later than 24 hours after their last final exam or by Wednesday, May 13 at 1:00 p.m. - whichever comes first.



Residents wishing to stay past 1:00 p.m. on Wednesday, May 13 must file a **LATE STAY REQUEST** prior to Wednesday, May 8 at **4:30p.m.** Forms associated with this request are available online at <http://uhaweb.hartford.edu/reslife/>. If approved, there is no fee associated with requests submitted on or prior to May 8 at 4:30p.m.

- Graduates **do not need to** submit requests to stay beyond closing.
- Requests to stay beyond hall closing submitted to our office after Wednesday, May 6 at 4:30p.m. will carry **nightly room charges** (\$35-\$45 per night, depending on the location) and may not be fully considered. To avoid fees associated with requests to stay beyond hall closing, plan ahead and submit your request on or prior to May 8. There will be no exceptions to this policy!



24-Hour Quiet Hours

Begin on Monday, May 4 at 10:00 p.m. and continue through 5:00 p.m. on Sunday, May 17.

Quiet hours are intended to provide an atmosphere conducive for all community members to study and sleep during the final exams period. Students who violate quiet hours are subject to immediate removal from the residential area.



Avoid the \$50 Improper Check Out Fee

Check out of your room assignment within 24 hours of completing your last final (unless graduating or approved to stay beyond hall closing).

Clean your Rooms and return your keys directly to an ORL staff member prior to your timely departure from campus. (Save the yellow key receipt for your records!)



HAWK PRIDE!



Year-End Check Out Begins on May 6:

You may check out of your room assignment by stopping at your **designated check out location**, noted below. Staff will be available to assist you daily

Residents Living in:

Hawk Hall and The Complex Area

Check-out with your RA-call duty cell phone when you are ready

Regents Park, Park River Area:

Check-out with your RA-call duty cell phone when you are ready

Village Residents:

Check out at Village Apartment Office 7105

RA Duty Cell phone numbers:

Regents Park-860.550.2928
Park River-860.550.3109
Village Apartments-860.550.3139
Hawk Hall- 860-331-6841
A Complex-860-550-3492
B Complex-860-550-4128
C Complex-860-550-4264
D Complex-860-508-9885
E Complex-860-508-9919
F Complex-860-508-9984

To Check Out Quickly and Correctly:

_____ **Discuss damage / cleaning responsibilities with your roommates in advance of your departure from campus.**

Submit written agreements to cover potential billing costs directly to your resident director.

_____ **Remove all personal belongings from your room.** Remember to empty drawers, closets, and (if applicable) cupboards, refrigerator, freezer, etc. Don't forget to take your trash out all the way to the dumpster! *If you leave it for us, the minimum removal fee is \$25 per bag of trash or \$50 for large items such as furniture.*

_____ **Clean your room / suite / apartment thoroughly.**

_____ **Ensure that you have all keys to your assigned room.**

Lock your door on your way out of your room.

_____ **Meet with Residential Life staff at your designated check out location-Complete the escorted check-out, turn in your keys and get your check out receipt.** You are responsible for returning your keys directly to a member of the Office of Residential Life Staff at the time of check out.

- *Keys left in your room will be considered lost.* lock-change fees still apply*
- *Keys mailed to Residential Life after you have checked out will not be accepted, unless sent overnight to our office via DHL or UPS and received no later than Tuesday, May 19 at 4:30pm *improper check-out fees still apply*

Cleaning Checklist:

Roommates should determine how their living space will be cleaned to meet the check out standards listed below. All residents share the responsibility of preparing their room, suite or apartment for check out. If your room / suite / apartment is not sufficiently clean, cleaning charges will be assessed.



- Put **all University furniture** back in place as it was found on check in day in August. Triple rooms must have furniture arranged with ALL parts included in the original configuration. Please consult your RA if you are unsure about the original configuration.
- Remove any decals, stickers, tape, tacks, and nails, from windows, doors, closets, woodwork, walls and ceilings. (For difficult-to-remove stains, please start with water, then try rubbing alcohol and/or a rubber pencil eraser.)
- Place your bagged **garbage directly into the open dumpsters** provided outside your hall.
- Vacuum / sweep the entire room. This includes vacuuming / sweeping behind furniture and under the bed. Floors must be cleaned if spills, carpet tape residue, etc., are visible.
- Look behind your desk, inside and behind drawers to retrieve fallen objects.
- With a rag and cleaner, dust: bookshelves, closet shelves and floor, window sills, upper storage cupboards, drawers (inside and out), all wall areas, desk (inside drawers, top and sides), dresser (inside drawers, top and sides).
- Remove your belongings and trash from public areas and return any University property to its original location.
- Clean the bathroom.
- All common areas must be cleaned. For Park River, The Village and Regents Park residents this includes the kitchen, bathroom, hallway, living room and closets. (**Do not** unplug the University refrigerator.)

Please note: If your living area is found in an unacceptable condition at closing, your on-campus housing status will be reviewed and you may lose your housing assignment for the 2009-2010 academic year.

How Will Charges Be Assessed?

The Office of Residential Life staff will provide an opportunity for an escorted check-out. You will be able to review the space prior to your departure to insure the condition of the room at your departure is noted. Please make sure to review spaces with posters on the walls to insure potential room conditions are not missed. Your room will then be thoroughly inspected for damage and cleanliness by staff members of the University Facilities Department after the suite/apartment is completely vacant.

Any damages and cleaning costs, as determined by the Facilities Department staff in coordination with your hall staff, will be charged in accordance with the information on your room condition report. Unless one or more roommate or suitemate agrees (in writing) to take responsibility for particular cleaning or damages, any charges will be billed in equal portions to all roommates.

Don't wait to see if you get billed before you decide who should have been responsible for what. Discuss it NOW with your roommates and put it in writing. If you get a bill over the summer that you feel is your roommate's responsibility, then you should appeal to your roommate first before contacting the University. (use the Damage Responsibility form on the ORL Website)

The best way to avoid being billed is to ensure that your room is left in as-good or better condition than you found it. Keep in mind that you may not repair damages in your space; any attempt at repairs will still result in charges for the initial damage. **Additional damage billing information will be sent to your Hartford email account.**

Typical End-of-Year Fees

Lost Village or Regents Keys:	\$150.00
All Other Lost Keys:	\$120.00
Removing Bulk Items:	\$ 50.00 (each item)
Removing Trash:	\$ 25.00 (per bag)
Improper Check Out:	\$ 50.00
Miscellaneous Repairs:	\$ 25.00/hr + Material Costs

*minimum amounts

How Will I Know I've Been Charged?

You will receive a message from the Office of Residential Life to your Hartford email account by Wednesday, June 5, 2009 that will outline any charges that have been applied to your student account. This email will also include information for appealing charges. Please clean to reduce damage charges!

Answers to Frequently Asked Questions:

Can my roommate or family member check me out of my room?

No. We must physically see *you* to officially check you out of your room. If you choose not to check yourself out, you will be assessed an improper check out fee of \$50 that cannot be appealed. If you cannot find a member of the ORL staff in your area. Please come to the office of residential life to return your keys.

Where can I store my belongings? The University of Hartford does not offer any on-campus storage over the summer months.



However, E&R The Campus Storage company can provide you shipping and storage options. Representatives from the E&R will come on campus to retrieve your items. You can call 800-234-7789 to reserve space and schedule pickups. www.thecampusstorage.com

I need to leave after 9 pm (or before 9 am) and you're not open for check out. What should I do?

Plan ahead to turn in your keys and complete your check out requirements with your RA and either complete an express check out or complete the escorted check-out the evening prior to your departure (before 9 p.m.). Be sure to ask your roommate to lock the door after you leave, or if you're the last one out, contact your RA to lock your door after you've departed.

Oops! I left something important in my room and I've already checked out.

Personal property left in a room after you have checked out will be considered abandoned and will be discarded without compensation to the owner. Personal property remaining in unauthorized spaces past published hall closing dates (even if an individual has not officially checked out) will also be considered abandoned and properly disposed. The University of Hartford does not assume liability or responsibility for belongings left in your room.

I won't be ready to leave when I am expected to and I am not eligible to stay beyond my designated hall closing. Can I check out later in the day or at another time?

Non-graduating residents are required to vacate and check out of their housing assignment on Wednesday, May 13 at 1 p.m. or 24-hours after their last final (whichever comes first). Graduating residents are required to check out of their housing assignment on Sunday, May 17 by 5 p.m. To avoid last minute difficulties and move-out stress, you are encouraged to start moving things home early. Failure to check out on time may result in improper check out charges of \$50, compounding hourly.

I have more questions about closing that aren't addressed in this booklet. How can I get more information? See your hall staff or contact Residential Life via email at reslife@hartford.edu or telephone at 860-768-7792.

Stash It, Don't Trash It!

When moving out this spring, donate your unwanted items to charity instead of just throwing them away! Organizers of the 'Stash It, Don't Trash It' program will be accepting canned food, decent re-useable furniture, clothing, and appliances at a large moving van that is set up in **Parking Lot N**, behind the Sports Center. **Volunteers will be present to accept donations:**

Sunday, May 10	1-5 p.m.
Wednesday, May 13	1-5 p.m.
Sunday, May 17	1-5 p.m.

For specific donation rules, new information, and additional drop off hours: Please see <http://uhaweb.hartford.edu/UHdonates/>

'Stash it, Don't Trash It' is being organized for the fourth year by Alpha Phi Omega. We applaud their efforts and encourage your participation in this program!

Looking Into the Future: Fall 2009

Residential areas open to upper-class students on the morning of Sunday, August 30, 2009. Students with special situations, such as on-campus work obligations, who need access to housing prior to Aug 30 2009, must request early arrival status (nightly housing fees apply). More information about this process will be available through our office starting in early August.

Any student who wishes to withdraw from housing for the 2009-2010 academic year must notify the Office of Residential Life via his/her Hartford email account. Messages to withdraw from housing should be sent to us at reslife@hartford.edu.

To receive a refund on your housing deposit, we must hear from you no later than July 31, 2009. Unfortunately, we cannot process housing withdrawal messages received over the phone or if sent from a non hartford.edu email address.



Midnight Fiesta

Monday, May 4

Starting at 10:00 p.m.

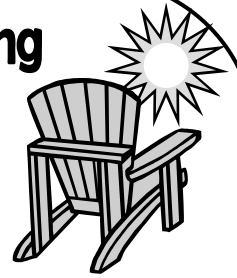
In GSU

*Late night snack

Be Safety Conscious!

Do not leave your door unlocked or belongings unattended to reduce the

Summer On-Campus Housing



Summer housing is available to students enrolled in summer courses or to those students who are temporary full-time summer employees of the University. Summer housing will be located in F Complex. To apply, please fill out the housing application in the back of the Summerterm bulletin [available at Student Administrative Services Center (SASC)] or go online at <http://uhaweb.hartford.edu/reslife/> You'll need to pay a **non-refundable** \$100 room reservation deposit when applying.

→ Summer housing students also need to submit a **request to stay beyond hall closing application** prior to Friday, May 8 to stay past May 17

Summer housing students who are approved to stay beyond hall closing are encouraged to check out of their spring assignments until transitioning to their summer assignment as outlined below:

→ Any on campus summer housing residents who remain after late stay information has been submitted will begin moving into summer housing on May 19, 2009 after 4:30pm in the office of Residential Life. Keys to the fall assignment must be returned by 9 a.m May 20, 2009.

→ **Summer Housing officially opens to all residents to move into their summer assignment on Wednesday, May 20.** Keys to the summer assignment will be available for pick up at 9 a.m. Keys to spring assignments must be returned by 9 p.m. on the same day. Approved summer housing residents should prepare for this transition now!

From all of us at the
Office of Residential Life,
good luck on your finals and
best wishes for a wonderful summer!