

May Closing 2025

Hello Wittenberg Students,

This memo is designed to explain the closing procedures for the 2024-2025 academic year. Please read it carefully and entirely to ensure that you do not accrue fines. **You are responsible for knowing this information.**

Overview

- 24 HOUR QUIET HOURS: Begin at 9pm on May 5th through May 14th at Noon.
- Non-graduating students must move-out by: Wednesday, May 14th at 5:00pm
- Graduating students must move out by: Sunday, May 18th at 4:00pm
- **If you are not graduating or participating as an official volunteer, confirmed and approved by a university official- or Registrar's Office you must move out by Wednesday, May 14th failure to do so will result in a daily \$150 fine until you are fully moved out.**
- Summer residents will remain in their Spring Placement until Summer Move-in on Friday, May 23rd
- Last meal in the CDR is lunch, Wednesday, May 13 at 8:30 PM
- Keys will not be accepted after May 23rd (unless summer resident) and will result in a \$300 Failure to Return Key Charge.

RESIDENCE HALL CHECKOUT PROCEDURES

There are two check-out options for Residence Hall students (please note that you MUST check out within 24 hours of your last exam):

- Option 1: Check Out with an RA
 - You will come to Student Development or the RA Office in your building between 10am-7pm.
 - An RA will escort you to your room to check to make sure:
 - All your belongings have been removed
 - Check for major damages
 - Ask for responsibility for any damages
 - Please note, more damages may be found after you leave. Please check your Wittenberg email for all formal damage charges.
 - You will need to fill out a key envelope and turn the key into Student Development during business hours or Wittenberg Police Division Key Drop Box (please make sure you put it in the slot at the top of the box). Be sure to label your key with all the information asked.

- Express Check Out
 - If no RAs are available or you wish to leave without checking out with an RA, you will need to complete the **Express Checkout Form** AFTER you have removed ALL your belongings.
 - You will need to fill out a key envelope and turn the key into Student Development during business hours or Wittenberg Police Division Key Drop Box (please make sure you put it in the slot at the top of the box). Be sure to label your key with all the information asked.
 - On the Express Checkout form sign with date & time of checkout. Your signature verifies that you understand that Residence Life will make a final assessment of damages after closing which may result in a charge or additional charges to your account and validates that you have been properly checked out. It does not indicate you agree with the assessment or that you admit responsibility.

Properly prep for Checkout:

- If you rented a Microfridge from BedLoft: Clean, defrost & wipe out micro-fridge. Failure to do so will result in fines from BedLoft. If you rented a loft, you do not need to do anything other than remove your personal belongings. Residence Life has not authority regarding BedLoft fines.
- Un-bunk beds and turn in bunking pins to your staff office.
- Make sure all furniture (desks, chairs, beds, etc.) that was in your room at check-in is in the room for checkout.
 - You will be charged for any missing furniture
- Clean room:
 - Remove all tape, picture hangers, stickers, command hooks, lights, etc. from walls and doors
 - Empty and wipe out drawers and shelves
 - Wipe off tops of desks, dressers, and window sills
 - Dispose of all trash:
- Trash bags will be available in the hall offices beginning early May
- Tiger Move-Out begins on Thursday, May 2:
 - Goodwill Reusable Collection sites are available for lightly used items you do not want
 - Dumpsters will be located throughout campus
 - No hazardous items
 - No broken items

- Sweep/vacuum the floor
 - There should be no dust bunnies, dirt, or residue on the floor
- Return room to Move in Condition
 - Make sure beds are assembled and no excessive cleaning is necessary
- Failure to clean room properly will result in fines. Check the Damage Schedule for all fine related info.
- Remove **all** personal belongings from room and public spaces/hallways:
 - Do not leave any belongings in the hallway or your room. Any item left behind by students will be fined at \$100 per item.
 - Double check laundry room, bathroom, lounges, etc.
 - DO NOT leave items in public spaces use Tiger Move Out option-- items left behind will be charged back to the community.
- Turn off lights. Set thermostat to 70 degrees (if applicable). Shut & lock windows.

Failure to check out properly will result in a \$50 improper checkout charge.

You must leave the building after checkout as you no longer have key/app access and are now considered a guest.

WITTEN'BURBS CHECKOUT PROCEDURES:

Properly prep for Checkout:

- Make sure all University furniture (desks, chairs, beds, etc.) that was in your property at check-in is present
- Clean room and common spaces:
 - Remove all tape, picture hangers, command hooks, stickers, etc. from walls, doors, & windows
 - Empty and wipe out shelves, cabinets, & drawers.
 - Wipe off countertops, bathrooms & kitchen surfaces, windows, and window sills.
 - Make sure all areas of your Housing Assignment including but limited to rooms, closets, porches, and common spaces are clear of personal belongings & trash.
 - Clean and sweep/vacuum/mop the floors.
 - Pick up any trash or debris from entry way, porches, balconies, and yards.
 - Dispose of all trash:
 - Trash should be taken to the curb, fully bagged/contained and not blocking the sidewalk.

- If you have more trash than fits in your trashcan you should take overflow items to the dumpster. DO NOT leave it in the yard or spilling on the sidewalk, this will result in hefty fines.
 - If you have large/bulky items to trash, take the items to one of the dumpsters located around campus
 - Tiger Move-Out begins on Tuesday, May 6th and runs through Friday, May 16th
 - Goodwill Reusable Collection sites for gently used items for donation. (No broken items)
 - Dumpsters will be located throughout campus for large items and extra garbage
 - No hazardous items
 - Do not leave trash in or around your house/apartment or fail to pull your trash to the curb for pick up! If you leave prior to Thursday, please do not place at the curb; instead take your trash to a dumpster.
 - Make sure all trash cans and recycle bins are present and in good/clean condition.
- Notify cable/internet of end date and return all modems and cables to the proper companies.
- Turn off all lights. Make sure the thermostat is turned off or set to 70 degrees. Shut and lock all windows and doors.
- Complete the express check-out form online and place your key in a sealed envelope, labeled with your name and room number and bedroom letter on it. You will turn in the sealed envelope to the key return box at Wittenberg Police Division night window behind Recitation Hall or the Student Development office if it is during normal business hours (8:30am-4pm Mon-Fri). Key envelopes will be available at drop box. **Failure to complete express check-out correctly will result in a \$50 improper check-out fine.**
 - Only one envelope & form per resident. Please do not leave keys with roommates or place multiple roommate's keys in the same envelope.
 - Declare any known damages on the form – indicate responsibility, if applicable. *Any damages identified during closing inspections will be charged back to the entire house unless someone claims responsibility.*
 - Sign with date & time of checkout. Your signature verifies that you understand that Residence Life will make a final assessment of damages after closing which may result in a charge or additional charges to your account and validates that you have been properly checked out. It does not indicate you agree with the assessment or that you admit responsibility.

- Leave the property and return the completed Express Checkout to the key return box at Wittenberg Police Division night window (Recitation Hall). Please do not return to the property after checkout as you no longer have key access and are now considered a guest.

DAMAGE CHARGE ASSESSMENT

Room condition will be assessed once the entire unit is checked out. This is compared with check-in condition noted on the Room Condition Report (RCR). Please note that RAs are not the final damage charges deciders; final checks by Residence Life professional staff will be emailed to your Wittenberg email.

All student housing will be assessed by Residence Life/Facilities Management staff after checkout and any damage found will be charged to your student account. Damage charges will be charged equally to the assigned roommates unless someone claims responsibility. Any issues found in residence hall or Witten'Burbs common spaces will be charged back to all residents of that house/community/floor unless the individual(s) claim responsibility. Costs for repairs and replacement of university property are made based on the Damage schedule of costs that takes into account the range of repair costs commonly seen for supplies and labor. Extreme situations can result in additional costs above and beyond this schedule.

- Please do not attempt to make your own repairs – this can result in more expensive charges.
- The most common, preventable charges are: Failure to return room/house keys; Failure to follow closing procedures; Failure to clean your space; Failure to take out trash properly; Items lefts behind.
- Any university-owned furniture not in the room at check-out will be considered missing and replacement costs assessed. Full replacement costs will be charged for missing University property or irreparable damage.

Continue checking your Wittenberg email. All damage charges will be sent to your Wittenberg email and you only have a *limited time from the date of the email to appeal charges.*

SUMMER STORAGE

There is no storage in residence halls over the summer. Any items found in hall/room areas will be considered trash and will be disposed of and you will be charged a fine and disposal fee. This includes bikes, appliances, furniture, trash, etc.

Students who have renewed the same space in a property from spring for next fall are able to sign up for summer storage. Summer storage carries a charge of \$450 for the

summer. Items must be removed from the common area and stored in the bedroom of the individual contracted for storage.

- No perishable or food items can remain in the residence for summer storage.
- All items must be in the bedroom of the individual paying for summer storage. Students are prohibited from storing the items of other students and Residence Life will not grant access in the Fall to any student who stored their things in the bedroom of a housemate.
- Student's will not have a key to access their summer storage, if a situation occurs where a student would need access their belongings, they need to contact housing to coordinate being let into the space. We will not allow others to access a space.
- No cleaning or repairs will be done in rooms contracted for summer storage.

COMMENCEMENT HOUSING

- Graduating seniors and students currently living in residence halls who are approved Commencement Helpers (ushers, band members, etc.) may stay in their spring room until commencement concludes;
- Move out and check out must be completed by **Sunday, May 18 at 5pm for graduates** (as indicated by Registrar records) to complete their move out.
- You must still check out properly by express checkout form on time. **If you need to stay in your spring housing between May 8-May 12, you must complete a request so that we have an accurate roster no later than May 1. Request form available.**
- Spring Meal Plans, including Bonus dollars and WittGold, end Wednesday, May 13 at 8:30pm. Limited dining is available for point of sale purchase May 14-17 at Post 95.

SUMMER HOUSING

- Any housing needs past hall closing (or approved commencement closing) are considered part of Summer Housing.
- Summer housing can be requested if you are engaged in university related activity (taking classes, completing research, working on campus or at an internship site, etc.)
- Only students renewing their current assignment for the Fall are able to request summer housing in their property.
- Please note that all requests are subject to review and housing is not guaranteed. Summer housing carries additional charges for all summer residents regardless of reason for staying. Charges are per student.

- Summer housing is offered in New Hall, Sprecher or Keller apartments with roommates.
 - Only Witten'Burbs students who currently live in what will be their Fall 2025 assignment are eligible to remain in their Witten'Burbs assignment over the summer. Eligibility does not guarantee availability, some properties may be offline in the summer due to maintenance.
 - Students who are in New Hall are required to have a meal plan, students in Witten'Burbs are able to have a meal plan but are not required
 - Summer residents will remain in their current assignment until Summer housing check-in Friday May 23RD
 - Moves to fall assignments will not occur until the end of summer sessions (August 1). Requests to move belongings to fall assignments before then will be denied.
 - If you need summer housing you must fill out the online request form, log into your Housing Portal to complete an application.
- Summer meal plans and dining locations and hours will be emailed and posted by Parkhurst.

OTHER QUESTIONS?

- Look at our website for additional information: <http://www.wittenberg.edu/reslife>
- Housing Portal: <http://housing.wittenberg.edu/>
- Contact the Residence Life office: 937-327-7800 or housing@wittenberg.edu