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A. IMPORTANT INFORMATION FOR ALL RESIDENTS

1. **YOU**, personally, are responsible for all check-out procedures. Do not assign **your** responsibilities to a friend, hall staff member, or Housekeeping personnel. Their failure to complete **your** task(s) will result in charges to **your** account.

2. **Non-seniors** are expected to vacate their rooms within 24 hours after their last exam, **but not later than 12:00 noon, Friday, May 8, 2015**.

3. **Seniors** are expected to vacate their rooms by **noon**, Monday, May 11. **NO EXCEPTIONS!**

4. **PLAN AHEAD** -- Be sure to know the procedures in your Hall/House. Check with your RA, FHD, or Moderator to be sure you know the check-out procedure for your residence.

5. Those students who have not previously been billed for community damage will find this charge has been added to their Room Condition Report.

6. Residents are completely responsible for removing all personal possessions from their rooms, returning all original furnishings; debunking beds, disassembling lofts, and leaving their rooms clean before being checked-out. Anything left in a room will be considered abandoned and will be disposed of at the discretion of the University. The cost of any special cleaning will be billed to the residents of the room. Cleaning of your rooms does not mean moving garbage into the hallway. If this occurs, additional charges will be assessed. **Each student must have a staff member inspect his/her room before leaving** Failure to comply with check-out requirements will result in a series of fines totaling $185.00 or more. **RLCs INSPECT ALL ROOMS AFTER CLOSING; ADDITIONAL CHARGES MAY BE MADE TO YOUR ROOM AT THIS TIME.**
B. **CHECK-OUT PROCEDURES FOR ALL RESIDENTS**

1. Failure to check out with a staff member will result in a $25 fine. Students must check out after removing all personal belongings.

2. **Room keys are to be returned to the staff member with whom you are signing out. Residents who do not turn in a key will be assessed the fee for re-keying the room ($134).**

3. All rooms will be checked out at the time of each student's departure.
   a. Personal belongings are to be removed for transporting or storage.
   b. Drawers and closets are to be cleaned out.
   c. All other items are to be discarded into the dumpsters. Trash rooms in each building will be locked off starting May 4th.
   d. **All items of furniture upon check-in must be in place. All bunk beds and lofts must be taken down.** Because disassembling lofts creates a lot of noise, students should consider removing lofts before 24-Hour Quiet Hours begins on Thursday, April 30, 2015 at 11:00 pm. The room and adjacent hallway is to be free of debris, etc. Your room should look exactly the way it did when the school year began. If the room or hall is not left in an acceptable condition, a fee of $50 per resident or the actual replacement cost, whichever is greater, will be assessed to each resident via their account, or may be withheld from their deposit.

4. All room damage must be assigned to the responsible resident or residents. Failure to accept or assign responsibility for damage will result in all residents equally splitting the cost of the repairs. Please see your RLC, FHD, RA, or Moderator for a damage responsibility form.

C. **DUMPSTERS/REMOVAL OF LARGE PERSONAL ITEMS**

On April 25th, Buildings & Grounds will be providing large dumpsters (located at Smith/Hayes, Welch/Thomson, Stuyvesant, Bashford, Rowland Ave. near the SLUs, and the Fraternities) to deposit unwanted personal furniture, loft materials, carpets, and other large items. Please do not put any large items in city trash dumpsters.

Items that you do not wish to keep, but are still in good condition can be donated at the PODS located near each large dumpster in the above mentioned parking lots. Student waste diversion assistants will be on site during final exams week.

Due to the hazardous components contained in refrigerators, we ask that you do NOT dispose of refrigerators in any dumpster. Working refrigerators can be donated at the PODS mentioned above. Refrigerators that no longer work should be taken to Sims Recycling, located at 65 London Road (near Walgreens), phone 740-363-9192. There is a charge for Sims to take a refrigerator.

When removing lofts, please be mindful of 24-Hour Quiet Hours. Students are advised to remove lofts or big furniture before 24-Hour Quiet Hours begin on April 30.

D. **ELEVATOR USAGE (Bashford and Thomson Halls)**

Because a "certified elevator operator" is required to run the Bashford and Thomson elevators, elevator usage in these buildings will be permitted during restricted hours ONLY. Students should locate the "elevator operator" during the posted hours of availability to use the elevator. "Elevator operators" are full-time staff members from the offices of Buildings & Grounds/Housekeeping, Residential Life, and Public Safety. The schedule for elevator usage in these buildings is listed below.

- **Wednesday, May 6, 2015:** 1:00-5:00 p.m.
- **Thursday, May 7, 2015:** 1:00-5:00 p.m.
- **Friday, May 8, 2015:** 9:00 a.m.-12:00 noon
E. **CHECK-OUT SCHEDULE**

**Residence Halls:** Once you have removed all of your personal possessions from your room, returned all original furnishings to the room, and cleaned the room, you should proceed to the RA Office/Front Desk area of their residence hall during the times listed below so that an RA can check you out of your room. The RA will not check you out of your room until you have removed all of your belongings and are ready to give up your key and lock the door. If you need to check-out at a time outside of the check-out schedule, you will need to make an individual appointment with an RA. RAs assigned to evening duty can check you out between 7:00 p.m. and 11:00 p.m. There will be no check-outs between 11:00 p.m. and 9:00 a.m. so please plan accordingly.

- Monday, May 4, 2015: 12:00 p.m. – 7:00 p.m.
- Tuesday, May 5, 2015: 12:00 p.m. – 7:00 p.m.
- Wednesday, May 6, 2015: 10:00 a.m. – 9:00 p.m.
- Thursday, May 7, 2015: 10:00 a.m. – 9:00 p.m.
- Friday, May 8, 2015: 9:00 a.m. – 12:00 noon

For registered late stays and students participating in Commencement:
- Saturday, May 9, 2015: 9:00 a.m. – 7:00 p.m.
- Sunday, May 10, 2015: 9:00 a.m. – 7:00 p.m.
- Monday, May 11, 2015: 9:00 a.m. – 12:00 noon

**Check-out locations:**
- Bashford/Thomson Halls: Staff Office (located in lobby of Thomson near kitchenette)
- Hayes Hall: Staff Office (Room 120)
- Smith Hall: Front Desk (across from Public Safety)
- Stuyvesant Hall: Stuyvesant RA Office (in the McCluggage Lounge)
- Welch Hall: Welch Hall Front Desk (in 1st floor lobby)

**Honors House, HBC, and Williams Drive:** Residents should schedule an individual appointment with their RA to check-out of their room. This time should be scheduled in advance to ensure that the RA is available at the time of your check-out. There will be no check-outs between 11:00 p.m. and 9:00 a.m.

**SLUs:** SLU residents should schedule an individual appointment with their Moderator to check-out of their room. This time should be scheduled in advance to ensure that the Moderator is available at the time of your check-out. There will be no check-outs between 11:00 p.m. and 9:00 a.m.

**Fraternities:** Fraternity residents should schedule an individual appointment with their FHD or RA to check-out of their room. This time should be scheduled in advance to ensure that the staff member is available at the time of your check-out. There will be no check-outs between 11:00 p.m. and 9:00 a.m.

F. **SENIORS** - Graduating seniors will be permitted to remain in their rooms through commencement, but must check out by noon on **Monday, May 11**. All check-out policies apply. **NO EXCEPTIONS.**

G. **SUMMER HOUSING** - Students who request to reside on campus for the summer must make arrangements with the Residential Life Office by April 29, 2015. Only students attending summer school, working for a department on campus, working with a grant project or international students will be housed, necessary documentation needs to be presented at the time of registration. Graduates and students approved to live off campus (either this year or for next year) are not permitted to live on campus for the summer. Additional housing fees as applicable will be assessed. Students attending summer school must vacate campus by the closing date and return for the summer session on the designated date.
H. **ATHLETES STAYING PAST CLOSING** - Any athlete (living in residence hall, SLU, or fraternity) whose team is still playing past May 11, will be relocated to Welch Hall. All athletes will be assigned a room and will need to move by Tuesday, May 12. Please check with the Residential Life Office for details on how to pick up the key and check in your assigned room. **NO EXCEPTIONS.** Coaches will provide Res. Life with names and dates staying. Upon completion of the season (last game/meet) athletes will have 24 hours to vacate room and return key to Res. Life. (Look for hall signs indicating staff who are still on campus)

I. **HOUSING OF APPROVED NON-SENIOR COMMENCEMENT WORKERS** - Residents who are working during commencement must have the department they are working for contact Residential Life. Students will also need to complete the Late Stay Registration Form (found online at [http://reslife.owu.edu/departures.php](http://reslife.owu.edu/departures.php))

J. **SHIPPING ITEMS FROM DELAWARE** - These need to be taken directly to the UPS store or the Post Office.

K. **STORAGE OF BELONGINGS WITH THE UNIVERSITY** - **DO NOT LEAVE STORAGE ITEMS IN YOUR ROOM OR UNATTENDED IN THE HALLS.** Information about students needing to store personal belongings can be found here: [http://reslife.owu.edu/ResidentialStoragePolicy.php](http://reslife.owu.edu/ResidentialStoragePolicy.php)

L. **BICYCLE STORAGE** - Any student wishing to store a bicycle should contact Public Safety located in Smith Hall, Room 120. These units must not be stored in any resident hall, small living unit, or fraternity. All bikes must be removed from the bike racks no later than the end of the summer school session or they will be removed by Public Safety and not returned. More information about storing bicycles can be found here: [http://reslife.owu.edu/ResidentialStoragePolicy.php](http://reslife.owu.edu/ResidentialStoragePolicy.php)

M. **MAILBOX KEY CHARGE** - All seniors and students not returning to OWU who fail to turn in their mailbox key will be assessed a $15.00 fee.

N. **QUIET HOURS FOR HALLS, DURING AND BETWEEN EXAMS AND COMMENCEMENT**
Twenty-four (24) hour quiet hours go into effect beginning Thursday, April 30th at 11:00 pm and end Thursday, May 7th at 5:00 pm

O. **FALL HALL OPENING** - Halls will open at 9:00 a.m. on Saturday, August 23. All upperclass students should plan on arriving on this day. Students may not return before this date without prior approval from Residential Life. A fee is charged for early arrival and anyone returning without permission will be assessed a fine in addition to a per night charge.

P. **REMINDERS**
1. Students wishing to remain later than contract allows must meet with your RLC to fill out a request to remain on campus by 5:00 pm on Wednesday, April 29, 2015. Any unapproved student remaining on campus after the halls close will be trespassing and will be asked to leave campus. If approved to stay late, you must make arrangements to check-out with an RA in advance and be checked out by the date given to you by the RLC, but no later than 12:00 pm on Monday, May 11, 2015.
2. Failure to check out properly (sign room condition report, etc) will result in non-refundable charges being placed on your student account.

Q. **May Move Out Recycling/Donations** - In our continued efforts to be green, we encourage students to donate “gently used” items so that they can be reused by others. For more information about donating these items, please see the Residential Life move out website: [http://reslife.owu.edu/departures.php](http://reslife.owu.edu/departures.php)
CONTACT INFORMATION OF RESIDENTIAL LIFE STAFF

Meredith Dixon  
Assistant Director of Residential Life  
Meredith will handling Fraternity Closings this year  
740-368-3178  
mmdixon@owu.edu

Melinda Benson  
RLC, Hayes and Stuyvesant Hall  
740-368-3181  
mgbenson@owu.edu

Ally Himes  
RLC, Smith Hall and Austin Manor  
740-368-3180  
ajhimes@owu.edu

Levi Harrel  
RLC, Welch Hall, the Theme Houses, Williams Drive houses, the Small Living Units  
Levi will be handling Bashford and Thomson Hall Closings this year  
740-368-3183  
ljharrel@owu.edu

RA/Moderator Duty Cell Phone #s

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<th>Hall</th>
<th>Phone Number</th>
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<tr>
<td>Bashford</td>
<td>740-815-0231</td>
<td>Thomson</td>
<td>740-816-9059</td>
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<td>Hayes</td>
<td>740-513-7856</td>
<td>Welch</td>
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<td>Smith</td>
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<td>Williams Dr./SLUs</td>
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<tr>
<td>Stuyvesant</td>
<td>740-815-5932</td>
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</tr>
</tbody>
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(RAs can be contacted via cell phone between 7:00 p.m. and 7:00 a.m.)

OWU Dining Services

The last food purchases on the board program will be on Thursday, May 7, 2015. Fraternities who self-operate their dining facilities will close by individual arrangement. A Schedule will be loaded later or look for schedules posted at dining areas.

Have a safe and happy summer vacation!