

THIS INFORMATION MUST BE READ BEFORE YOU LEAVE

2024 CLOSING NOTICE OHIO WESLEYAN UNIVERSITY

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A. INTRODUCTION

The move out deadline is Wednesday, May 8 at noon for all non-graduating students. This document is meant to provide you with the information you need to move out and check out of your residential space. While there is a lot of information available on this document, please also review our [Move Out webpage](#). Please review this document thoroughly, and keep it for future reference.

B. CHECK-OUT PROCEDURES FOR ALL RESIDENTS

1. Students must check out after removing all personal belongings, and after cleaning the room. More details about cleaning are offered in Section C. Failure to check out with your Resident Advisor will result in a \$25 fine. Each individual student is responsible for their own check-out procedures. Do not assign your responsibilities to a friend, hall staff member, or Housekeeping personnel. If you don't turn in your key upon checkout, there is a \$200 charge for the cost of new keys and the re-coring of the lock on the door.

Checkout Process

- All students are required to checkout with a Residential Life staff member. We are not using the express checkout process during the end-of-year move out.
- You can check out of your room when all three of these things are complete:
 - All your personal belongings have been removed from your room.
 - All trash has been removed from your room and placed in a dumpster.
 - You have cleaned your room according to Section C.

Checkout dates and hours are as follows:

- Sunday, May 5 - 9:00am - 7:00pm
- Monday, May 6 - 9:00am - 7:00pm
- Tuesday, May 7 - 9:00am - 7:00pm
- Wednesday, May 8 - 9:00am - 2:00pm
- Thursday, May 9 - 9:00am - 7:00pm (approved late departures only)
- Friday, May 10 - 9:00am - 7:00pm (approved late departures only)
- Saturday, May 11 - 9:00am - 7:00pm (approved late departures only)
- Sunday, May 12 - 9:00am - 2:00pm (approved late departures only)

- When you are ready to check out, please call our checkout team at 740-368-3435 (during the scheduled hours). If nobody answers when you call, please try again in a few minutes. A Residential Life team member will come to you to check you out of your room.
- A Residential Life team member will visually confirm that personal belongings have been removed from the room, that the room is clean, and that no trash remains in the room. They will not check you out until these things are done.
- The Residential Life team member will collect your key and your signature confirming your checkout. When all students have moved out of the room/suite/apartment, Residential Life will inspect the condition of the space.

C. CLEANING AND REMOVING PERSONAL ITEMS

Please be aware that there is a \$40/hr charge for spaces that have not been properly cleaned. Please follow these instructions to ensure you are not charged for the cleaning of your space.

1. All personal belongings need to be removed from the room and the space should be clean prior to checking out. The last person to checkout of a room/suite/apartment is responsible for whatever remains in the space, but all residents will be held financially responsible for any amount of personal belongings/uncleaned spaces in the room/suite/apartment. Please share in the workload and do your part to leave your space clean and free of personal belongings.
2. Be sure to inspect all drawers, closets, and under desks and beds for belongings.
3. All unwanted personal items need to be discarded into the dumpsters near your residential community. Trash rooms in each building will be locked off starting Friday, May 3. After this day, all trash must be taken to dumpsters outside. More information on dumpsters and when they will be available is located in Section E.
4. All furniture that was in your room/suite upon check-in needs to be in your room/suite upon checkout.
5. All bunk beds and lofts should be left as is in your room. Please do not disassemble your loft or remove it from your room.
6. It is important to clean your room/suite prior to checking out. You will be charged for costs associated with housekeeping staff needing to remove your trash and unwanted personal belongings, or needing to clean your room for you.
 - a. Floors should be swept.
 - b. Clean out and wipe interiors of drawers, closets, and desks.
 - c. Clean mattress, bed, desk, desk chair and other university furniture in the room.
 - d. If vacating a room with a private or semi-private bathroom, residents are responsible for cleaning the bathroom including the sink/vanity, shower, toilet, and floor.
 - e. Remove adhesive, 3M strips/hooks, and other hanging devices from walls and doors.
7. All rooms will be checked by a Residential Life staff member at the time of each student's departure.
8. Community cleaning agreement - It's recommended that roommates and housemates complete a

community cleaning agreement. See section P for more information.

D. IMPROPER MOVE OUT AND DAMAGE CHARGES

A list of charges that may be assessed after a student moves out can be found on our [Student Damage Cost Sheet](#).

E. DUMPSTERS/REMOVAL OF LARGE PERSONAL ITEMS

Buildings & Grounds will place large dumpsters near our residential communities. These are for use in disposing of unwanted personal furniture, carpets, and other large items. Large dumpsters will be located in the parking lots of Bradford Milligan Hall, Stuyvesant Hall, Smith Hall, and Welch Hall. They will also be located near 10 Williams Dr and 23 Williams Dr (on the side of the road) and near the Hayes Hall circle.

Items that you do not wish to keep, but are still in good condition can be donated at the May Move Out PODS located near each large dumpster in the parking lots. Student waste diversion assistants will be on site during final exams week. PODS will be located in parking lots near Smith, Stuy, Welch, Bradford Milligan, and 19 Williams Drive.

Due to the hazardous components contained in refrigerators and televisions, we ask that you do NOT dispose of them in any dumpster. Working refrigerators can be set in the PODS. 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.

Please be mindful of 24-Hour Quiet Hours. Students are advised to remove big furniture before 24-Hour Quiet Hours begin on Wednesday, May 1 at 1:00am.

F. LOFTS & BUNK BEDS

Lofts and bunk beds can be left in your room. There is no need to disassemble them. They will be taken down and removed from your room after you have completed your checkout process.

G. ELEVATOR USAGE (Thomson)

Because a “certified elevator operator” is required to run the Thomson elevators, elevator usage in these buildings will be permitted by appointment ONLY. “Elevator operators” are full-time staff members from the offices of Buildings & Grounds/Housekeeping, Residential Life, and Public Safety. Therefore, only items that need to be transported by elevator should be considered when scheduling elevator use. To schedule use of the elevator, please work with your Resident Assistant to connect with a full-time professional.

H. SENIORS

Graduating seniors will be permitted to remain in their rooms through commencement, but must check out by noon on Sunday, May 12. All check-out policies apply.

I. OWU DINING SERVICES

The dining plan will end on Tuesday, May 7 at 8:00pm. Food options on-campus beyond that date will be limited, and meal plans will no longer work. Details about on-campus dining for commencement weekend will be communicated to graduating seniors as soon as possible.

J. SUMMER HOUSING

Students who request to reside on campus for the summer must fill out the summer housing application by April 19, 2024. Students can complete the housing application via the [Res Life Portal](#) and learn more by visiting our [Summer Housing](#) webpage. Students attending summer school, working for a department on campus, working with a grant project or international students are given summer housing priority over the summer months. Graduates and students approved to live off campus (either this year or for next year) are not eligible to live on campus for the summer. The timeline for moving from your spring assignment to your summer assignment will be shared ahead of the required move timeline.

K. HOUSING OF APPROVED NON-SENIOR COMMENCEMENT WORKERS

Residents who are working during commencement must have the department they are working for contact Residential Life at reslife@owu.edu. Only students approved to work at commencement are eligible to remain in the residential communities beyond their move out date. All departments need to communicate the names of commencement workers by April 26, 2024 at 5pm.

L. SHIPPING ITEMS FROM DELAWARE

Students can ship personal belongings home from the local UPS store or the Post Office. The Post office is just one block off campus at 35 S Liberty St.

L. BICYCLE STORAGE

Any student wishing to store a bicycle should contact Public Safety located in Welch Hall 133. Bicycles cannot be stored in any residence 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. More information about storing bicycles can be found here: [Residential Storage Policy | Ohio Wesleyan University](#).

M. MAILBOX KEYS

All seniors and students not returning to OWU who fail to turn in their mailbox key to the mailroom will be assessed a **\$15.00 fee** by the mailroom. **If you are returning for fall 2024 classes, you keep your mailroom key.** Students use the same mailbox throughout their time at OWU.

N. COMMUNITY AND ROOM DAMAGE

The condition of your room was assessed prior to you moving in, and will be assessed after you move out. Any damage caused by you during your time in your residential space may result in charges on your student account. Additionally, any damage that occurs within a community space that cannot be contributed to a specific person may result in those repair costs to be shared by everyone who lived in that community. Charges will be applied to accounts as soon as possible after the check out process is complete.

O. DAMAGE RESPONSIBILITY FORM

The [Damage Responsibility Form](#) can be used by roommates and housemates to assign damage costs to the responsible resident or residents. This form can be turned into Residential Life, and associated costs for repair or replacement of damages to buildings and furniture will be assigned as described on the form. Failure to accept or assign responsibility for damage will result in all residents equally splitting the cost of the repairs. This is due to the Residential Life Coordinator by 5pm on the Friday before move out.

P. COMMUNITY CLEANING AGREEMENTS

Community Cleaning Agreements can be used to share in the work of cleaning a room, suite, house, or SLU. Members of a community will divide cleaning responsibilities so the people who move out first do the same amount of cleaning work as the person who moves out last. This form can be turned into Residential Life, and costs for cleaning will be applied to the person(s) who did not fulfill the agreement.

[Roommate Cleaning Agreement](#)
[House/SLU Cleaning Agreement](#)

Q. QUIET HOURS FOR HALLS, DURING AND BETWEEN EXAMS AND COMMENCEMENT

Twenty-four (24) hour quiet hours go into effect beginning Wednesday, May 1 at 1:00am and end Wednesday, May 8th at 2:00 p.m.

R. FALL HALL OPENING

Halls will open for fall 2024 on Sunday, August 18. All returning students should plan on arriving on this day. Students may not return before this date without prior approval from Residential Life. Additional information about move-in for returning students will be shared via email with all students over the summer months.

S. MAY MOVE OUT RECYCLING/DONATION

In our continued efforts to be green, we encourage students to donate “gently used” items so that they can be reused by others. Clothing, furniture and household items can be donated to the PODS located near dumpsters. The PODS will be available April 15 - May 15.

T. CONTACT INFORMATION OF RESIDENTIAL LIFE STAFF

Mack Wade
RLC: SLUs, Hayes Hall, Bradford Milligan Hall
mmwade@owu.edu

Molly Grace Lovette
RLC: Smith Hall and Welch Hall
mglovette@owu.edu

Jon Maldonado
RLC: Stuyvesant Hall, Fraternities, HBC, Honors House, Panhel community, Bigelow Reed
jmaldonado@owu.edu

RA/Moderator Duty Cell Phone #s

Hayes/Stuy	740-815-5932
Smith	740-815-5179
Williams Dr/SLUs/Houses	740-513-7789
Welch/Bradford Milligan	740-513-7856

Have a safe and happy summer vacation!