

**Barry University**  
**Department Housing & Residence Life**  
**FALL 2009 RESIDENCE HALL CLOSING INFORMATION**

**Check-out Deadlines**

Students need to vacate their rooms **No Later** than 24 hours after their last final exam.

Student *who are graduating* need to vacate their rooms **No Later** than Sunday, Dec. 20, 2009; 12 Noon

**Check-out Procedures:**

- You must **schedule a check-out time with your RA**. This must be done at least 24 hours in advance. Sign-up sheets will be located on your RA's door.
- The Office of Housing & Residence Life will not be collecting room keys for the break. However students who fail to return from the break with their room keys originally issued to them will be charged for the re-key of the appropriate door(s). All students are subjected to the following checkout procedures:
  - If you are **returning to the residence halls for spring 2010**, you are not required to remove your belongings from your room. However you must complete the checkout procedures listed below.
  - Your room must be left neat and clean.
  - Trash must be bagged and carried to the dumpster located nearest to your hall and recycling bins emptied.
  - All lights must be turned off and electronics unplugged.
  - Windows must be closed.
  - Bathrooms and kitchens must be left clean (All residents must clean out their refrigerators)
  - If you are **graduating, or for any other reason not returning to the residence halls**, you must complete a Housing Release Form in the Department of Housing & Residence Life located in Landon Hall suite 305 prior to your departure. Please be sure to forward your mail and turn in your mailbox key. Mail boxes will be reassigned to new students.
    1. All of your belongings must be removed from your room upon check-out and all room and mailbox keys turned in.
- **Failure to follow the above procedures will result in the following fine(s):**
  - Key Charges (per un-returned key)      \$50.00
  - Trash left in room      \$100.00 (minimum)
  - Room not cleaned      \$100.00 (if excessive hskp required)
  - Improper check-out      \$100.00
  - Check-out past deadline (per day)      \$150.00
  - Please be aware that charges for damage to common areas and equipment shared by all residents in a room, suite and/or hall, will be divided equally among all residents of that area unless responsibility is claimed by an individual or individuals. Common area damage includes areas and equipment, including but not limited to, hallways, lounges, lobbies, bathrooms, kitchens and fire equipment being left unclean and/or damaged.
  - Please remember that in order to reside on campus *in the spring* you must be a **full time registered student**. Early registration starts Nov 4<sup>th</sup> thru Jan 12<sup>th</sup>.

**SPRING 2010 CHECK-IN**

**Sunday, January 10, 2010; 9:00am – 5:00pm**

**Weber Game-Room for** - Brown, Sage, Weber, D&D, MD, and Flood Residents

**Kolasa Desk for** - Kolasa, Benincasa, Houses and Apartment Residents

**Holly House Apartments for** – Holly House Residents