

## RESIDENCE CHECKOUT INFORMATION SHEET

What did I agree to when I signed my residence contract?

- I am responsible for maintaining my own room in a clean and orderly state during the academic year.
- I must further ensure that my room is left in a clean and orderly state, free from all refuse when each term is over, or I will have extra clean-up charges assessed to my residence account with Huron University College.
- I agreed that I am responsible for any damages caused to my room or common living area. I assumed an equal collective financial responsibility for any damage caused to public areas on my floor, provided that such damage cannot be traced to those directly responsible.
- I agreed that I would not directly or indirectly cause or fail to take reasonable steps that may prevent damage, vandalism, or willful destruction to any room or common area in residence.
- My \$250.00 damage deposit will be refunded after a satisfactory checkout from my residence room: room key, mail key and key tag are returned, room is left clean and free of damage and outstanding fines and/or shared building damages have been paid.
- Houses: residents in the houses are collectively responsible to ensure that the living room, kitchen, washrooms, dining areas, study areas, laundry room, etc. are left clean and free of garbage. The residents are also responsible for cleaning the refrigerator, stove (including the oven and hood fan), dishwasher, and microwave.

### PROCEDURES FOR CHECK-OUT

- Sign up for a checkout time on the schedule that will be available at the Information Desk beginning March 19. (Checkouts begin April 12.) You are only allowed to sign up for one checkout appointment. Please ensure that the time you have selected will work for you.
- You must vacate your room within 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar, or by 11:00 a.m. on May 1, 2018, whichever comes first. **This is a**

**stressful time with exams and packing to move. Plan ahead and get your plans in place early.**

**PLEASE NOTE:** Room checkouts will take place on Monday through Friday between 8:30 a.m. and 3:00 p.m. and on Saturday and Sunday between 8:30 a.m. and 2:30 p.m. Please be aware that should you miss your scheduled time, it is your responsibility to arrange a new time. **Your room must be clean and empty by the time the staff arrives to check your room.** Following inspection, you will turn in your keys to the staff member and the room will be locked.

If you check out on a weekend, you must sign up for a time by noon on the Friday immediately preceding the weekend you wish to leave residence.

**Note:** If you do not sign up for a checkout time slot, and just leave residence, you will forfeit your \$250 deposit (whether or not your room was left in great shape and you could be assessed additional charges for cleaning.

Three members of the Maintenance staff have been designated to perform room checkouts. Residence Life Staff, Information Desk Staff and Housing Office staff will **NOT** be performing room checkouts – please do not ask them to do your checkout.

To facilitate your cleanup efforts, there will be two large dumpsters available for your use up until the end of exam period. One will be located in front of O'Neil/Ridley and one located behind Hellmuth and Southwest. The dumpsters will arrive during the week of April 16th. Vacuum cleaners are available in the residences for your use – please use them. **The hallways and stairwells are not your garbage bins.**

A refund cheque will be issued by the end of May and mailed to your home address. Ensure that we have your current address information on file in the Housing and Student Life Office. **Remember, the amount of your refund will depend entirely on the state of your room, any outstanding fines, and any shared building/floor damages.** Attached for your information is a sample of the charges that could be assessed. Please ensure that you retain the final copy of your Room Inventory Sheet for your records.