

Closing Floor Meeting Agenda

Have residents sign in via the QR Code. Anyone who does not attend your house meeting must be contacted face-to-face prior to finals week to make sure they understand this information.

Hall Closing Information

- The hall closes on Saturday, May 13 at 7:00pm
- To stay after the 7 p.m. Saturday, May 13 closing, residents must fill out a Request to Stay Late Form. They are due by Monday, April 24 at 4:30 pm.
- There is a \$25 per day fee that will be assessed to residents if approved to stay for reasons other than graduation or summer housing
- Most “stay late” requests will not be honored for reasons other than graduation, international students with late flights, or students moving to summer housing on campus.
- Students staying past Sunday morning may be required to complete a summer housing contract for a minimum of 1 week.
- Residents leaving before April 30 need to submit an Intent to Cancel Form in order for their billing to be accurate.

Checkout and Cleanliness

- Residents will receive a Checkout Envelope in their mailbox by April 24.
 - Reminder that this envelope must be turned in face-to-face to a staff member. Either when the desk is open or by calling the RA On Call.
- Staff will be carefully examining rooms when residents leave. *Rooms should be empty and clean!* What does “clean” mean?
 - Sweeping, dusting, wiping down surfaces, clearing out drawers & cabinets, taking things off the mirrors and windows and cleaning the glass, taking adhesives off the doors and walls.
 - May result in additional charges for the burden it places on staff.
- Important notes about the beds:
 - Take off mattress covers and leave them on the mattress
 - Do not need to re-loft
- Items left behind will be collected and stored in the hall office for 30 days. Residents will be notified via email. If the items are not claimed within 30 days they will be donated or discarded.
- Do not leave trash in the public areas. Take directly to the dumpsters. A large dumpster will be available during move out. There will be a supply of trash bags available in the Hall Office.
 - Do not sweep out into the hallways. If done, the residents will also need to vacuum that area.
- Have roommates talk about who is taking care of what so that all tasks are completed.

Damage Charges and Billing

- If you have damages, the Hall Director will assess charges after the building closes.
 - Charges will appear on the resident's last U-bill. They will also receive communication to their UNI email.
 - *RA staff don't assess charges:* RAs will simply report damages that they observe.
- If residents are concerned about a room damage and the cost that might be assessed they should talk to a Coordinator.

Quiet Hours and Documentations

- Quiet hours and courtesy hours will be enforced during finals week.
- *Please stress quiet hours.*
 - Violating quiet hours, you are documented through conduct. You may be asked to leave, regardless of whether or not your finals are completed.
- Any policy violations during finals week will most likely result in residents needing to move out within hours of the documentation in ADDITION to other sanctions. Exceptions rarely granted.

No storage in any hall on campus. None. No matter what.

If any residents have questions, encourage them to ask you as others probably have the same ones.