

Safety

Students should remember to keep their room/suite/apartment door(s) locked at all times. When packing and moving out, they should not leave their room or belongings unattended.

There will be many people on campus during the last few weeks of the semester. Students' safety and that of their belongings deserves special attention. Many colleges, including Kenyon, see an increase in theft during this period of transition. Students should call Campus Safety at 740-427-5000 to report anything suspicious.

Common Charges To Avoid

Found on campus without permission....	\$100 per day plus judicial action
Improper (or late) check-out.....	\$150
Keys not returned at check-out.....	\$150 (minimum) per key to re-core each lock
Additional cleaning required (room).....	\$100 minimum
Additional cleaning required (apt.).....	\$250 minimum
Cement or cinder block removal.....	\$25 per item
Missing college desk chair.....	\$220 per chair
Missing college furniture.....	\$50 fine plus replacement cost*
Trash removal fee.....	\$50 per bag/item
Personal furniture removal.....	\$100 per item
Adhesive cleaning/removal from wall.....	\$50 minimum
Wall painting.....	\$80 per standard wall (minimum)
Apartment painting (common areas).....	\$500 minimum
Patch/paint holes.....	\$55 minimum

Students may appeal charges if they have completed a CA Check-out. Those choosing to complete an Express Check-out are not permitted to appeal any charges.

**The minimum replacement cost begins at \$150 for the less expensive items, going upwards to \$1200 for more expensive items.*

Information For Seniors Only

For graduating seniors, College residences will close following Commencement at 7:00pm on Saturday, May 17, 2014.

Mail

Only graduating students and others not returning to campus should return their US Post Office Box key to the **Gambier Post Office**; if they are closed, students can drop the key in an outgoing mail slot at the Gambier Post Office. It is not necessary to complete a mail forward order at the Post Office because beginning Monday, May 21; Kenyon College's Printing & Mail Services will initiate the forwarding of all graduates' mail (which will be in effect for 90 days after graduation). If your home address has changed in the last year, please e-mail knightm@kenyon.edu with the details (even if you have updated it with the Registrar). Seniors should settle all accounts with area businesses and banks or leave a forwarding address with each, and they should be proactive to avoid late charges, credit problems, or related issues.

Checking-Out

Since a senior's Community Advisor will not be on campus at the time of check-out following Commencement, if a senior would like to use the CA check-out method, he or she should e-mail reslife@kenyon.edu NO LATER THAN FRIDAY, MAY 16 at Noon to set up an appointment to be checked-out; information included in the message should be the location (residence and room number) and time of requested check-out. **The time of check-out should be the actual time that the student is checking-out, so students should be ready to lock the door at that time and provide their key to the CA.** Apartment-mates should attempt to check-out together (at the same time), when possible. Seniors wishing to use the Express check-out method should bring their residential key(s) to Gund Commons or the Kenyon Bookstore and complete an Express Check-out form found there when they are ready to leave campus (before 7:00pm).

Parking When Moving Out

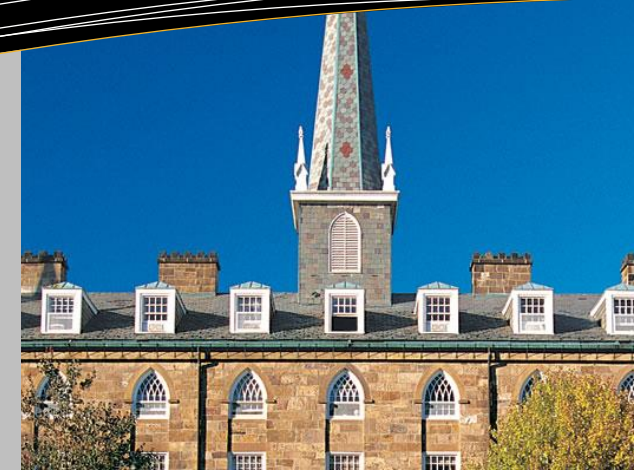
Students should inform family members that there will be thirty minute parking/loading zones following Commencement. Once a car is packed, the car should be moved, and then the student should go back to their room to clean and finally check-out.



Commencement Information: Visit www.kenyon.edu/commencement for information, schedules, & arrangements for Commencement Weekend.

Kenyon College

Closing Information for College Housing



Office of
Housing &
Residential
Life

Spring 2014

740-427-5142
reslife@kenyon.edu
kenyon.edu/closing

Important Dates

Saturday, May 3

Reading Day.

24 hour quiet hours begin at 2:00am and last until Friday, May 9 at 6:30pm.

Sunday, May 4

Reading Day.

24 Hour Quiet Hours in effect.

Monday, May 5

Exams. 24 Hour Quiet Hours in effect.

Tuesday, May 6

Exams. 24 Hour Quiet Hours in effect.

Wednesday, May 7

Reading Day.

24 Hour Quiet Hours in effect.

Thursday, May 8

Exams. 24 Hour Quiet Hours in effect.

Friday, May 9

Exams. 24 Hour Quiet Hours in effect until 6:30pm.

Saturday, May 10

College residences close for all junior, sophomore, & first-year students; all must be checked-out by **Noon**.

Things Students Can Do Now To Prepare

Work Order Requests: If students have needed facility maintenance work to be completed in their room, the hallway, bathroom, or any other common space, as always, they should communicate this information to their Community Advisor as soon as possible. In some situations, these things can be repaired before checking-out and students may *possibly* avoid charges; if applicable, damages or fines will be assessed.

Organize: Cleaning residential areas now and getting things in order will definitely make it easier for students when it is time to check-out. Taking thirty minutes a week to organize a different area of their living space will go a long way. Step by step, students can get organized and maintain a tidy area right up until checking-out.

Plan Ahead: It is wise for students to put together a timeline of how they will pack up, clean, and move-out. If they need boxes or other packing materials, cleaning items, or to make over-the-summer storage arrangements, students should begin this process now so they're not rushed right before moving out.

College residences close at Noon on Saturday, May 10th for all non-seniors

All junior, sophomore, and first-year students must be **moved/checked-out** of their College residence no later than Noon; after this time, an improper check-out charge of \$150 will be assessed for any students checking-out. After this date and time, a fine of \$100 per day (plus judicial action) will be assessed for anyone found on campus without express written permission from the Office of Housing and Residential Life.

Closing information for graduating seniors can be found on the back of this document.



Shipping & Summer Storage

Residential Area Closets

Student storage closets cannot be used to store personal items during the summer. All personal belongings must be removed from hall storage closets. Any items left in these storage areas will be considered abandoned and will be discarded or donated. **There are no on-campus summer storage options.** However, there are several local storage facilities and shipping businesses off-campus. For more details visit: www.kenyon.edu/reslife



Students should take their bicycles home over the summer. All bicycles must be removed from campus by 7am on Monday, May 19, 2014. All bicycles left on Kenyon property after this date will be considered abandoned and will be confiscated by the college. Confiscated bikes will be donated, sold, or discarded. Students residing on - campus after May 18 must store their bikes in their rooms between May 19-23.



Cleaning

Students will need to clean their room/apartment (including any shared common spaces) and remove their belongings before checking-out. Charges will be assessed for any excess cleaning needed. Some cleaning materials will be provided to each residential area for students to utilize in cleaning their space. Please contact your CA for cleaning supplies. Residences will be inspected thoroughly after each student has left. Any excessive cleaning charges or damages will be billed to a student's account; roommates share the financial responsibility of these charges unless someone agrees to take full responsibility. Students should talk it over with their roommates to avoid being charged for extra cleaning because a roommate said he or she would take care of something but forgot.

Give yourself ample time to pack-up and load your car! Plan for it taking longer than expected.



List

To avoid writing a check for cleaning charges, be sure to follow the checklist of steps below before moving out of your room.

- Return any dining hall dishes to Peirce Hall.
- Cleanly remove all tape, stickers, adhesive tape, etc. from walls, doors, ceilings, mirrors, and windows.
- Clean off writing on doors, walls, desks, dressers, or chairs. Wash all furniture surfaces - chairs, desks, dressers, window sills, etc. This means there should be no stains, black smudges, tape, or sticky spots left.
- Place all furniture in the room, in its original place and condition. **Un-bunk/Un-loft all beds.**
- Bring all of your trash to an outside dumpster. Do not sweep garbage into the hallway. **Each** resident will be billed for garbage or items left in the hallway, bathroom, or other common spaces if the responsible person(s) is unknown.
- Bring recycling items to hall recycling area.
- Clean out and wash garbage bins. Use a rag to wash it.
- Sweep entire room floor. No dust bunnies or dirt should be left behind or under furniture.
- Empty all drawers and wipe out all dirt.
- If you have a rented micro-fridge, unplug, defrost, and clean it thoroughly, leaving it in the room for the company to retrieve it.
- Remove all personal belongings.
- Turn out all lights.
- Close and lock windows and doors before leaving.

time-saver: Make a plan (**before finals**) for your storage, shipping, & cleaning needs so you have enough time to make preparations



money-saver:

Every residential key assigned to you must be turned in during the check-out process (right before leaving campus).

Two check-out options:

#1: CA check-out method *pick the right one for you*

Each Community Advisor (CA) will have their schedule for Finals Week posted outside their door for this method of checking-out; students must sign up **24 HOURS IN ADVANCE** of the requested check-out time, which is the **actual time of departure from campus of the resident (the door is locked and the key is taken following check-out)**. When the check-out time arrives, the CA will have the resident's Room Condition Report (RCR) to record the condition of the room and all college property. The purpose of this process is to ensure that the room is in the same/good condition at the time of check-out as it was when checking in; applicable damages will be noted. The CA Check-out also ensures that the residents are present to have a conversation about any possible issues with their room, but CAs are not the final decision-maker regarding charges. By using the CA Check-Out method, students may appeal any disputed charges assessed to their student account.

#2: Express check-out method

Residents who wish to expedite the check-out process may choose to use an Express Check-out packet. This packet includes an envelope for the resident's keys and a form for the resident to complete important information. **Students wishing to use the express check-out method waive their right to appeal any charges/damages found in their room.** The Express Check-out packets can be found in Gund Commons (either in the Office of Housing and Residential Life when open, or if closed, by the drop-box outside the office at the top of the stairs). The entire Express Check-out packet **MUST** be dropped off to the Housing Office or placed in the drop-box in Gund Commons* **right BEFORE** each resident leaves campus (as the key must be turned in at this time). Students should lock their door before checking-out and turning in their key. *Seniors (only) may also drop off their packet at the Bookstore on May 17.

You've Got Mail!

Students should hang on to their PO Box key if they're returning to campus!

If students are approved to be on campus for any part of the summer, or if their home address has changed in the last year, before May 6th, they should e-mail knightm@kenyon.edu with the details (*even if they have already updated it with the Registrar*).



Kenyon College's Printing & Mail Services (located behind the Bookstore) will forward First Class mail to student homes, unless they are notified that a student is staying on campus. Therefore, it is not necessary to complete a mail forward order at the Post Office. Students should communicate directly with important senders so they know how to contact them.

Donating Items

In the residential areas, there will be donation boxes for the Harcourt Parish collection. Items donated by students will be given to those in need or sold at a large rummage sale, with proceeds going to organizations that assist those in need. Students should donate only useable/clean items. No printers please! Students might not have room to transport everything with them, or may be ready to part with some belongings. It is important to reuse, reduce, and recycle items when possible, instead of adding to our landfills. As always, students are asked to recycle any applicable items in their nearby residential labeled recycling bins.



Disposing of Trash

Dumpsters will be located at central locations throughout campus for students to dispose of unwanted furniture and trash. All personal items, garbage, concrete blocks, furniture, etc., must be removed from the College residences or clean-up charges will be assessed. In addition, common spaces, hallways, lounges, etc., must be cleared of all personal (non-College) items, or clean-up charges will be assessed to ALL residents of the area.