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 (apartment): $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

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

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.

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 knights@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. Graduating seniors can’t be checked out because the end of the academic year is the end of the student’s responsibilities to the University. The CA check-out is for students who have completed all of their responsibilities to the University and are ready to check out.

Closing Information for College Housing

Closing for Graduating Seniors: College residences close at Noon on Saturday, May 10th for all non-seniors.

Office of Housing & Residential Life

Spring 2014
740-427-5142
reslife@kenyon.edu
kenyon.edu/closing

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 check-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.
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.

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

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, windows 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/U-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/are 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 off all lights.
- Close and lock windows and doors before leaving.

Two check-out options:

#1: CA check-out method

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.

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 usable/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.

You’ve Got Mail!
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.

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 knighth@kenyon.edu with the details (even if they have already updated it with the Registrar).

shipping & summer storage

summer residence 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.