**Checklist For Vacating Your Room**

**Move Out DEADLINE is Tuesday, June 6 @ 12 Noon**

**Deadline for Graduates is Monday, June 12 @ 12 Noon**

There will be NO EXCEPTIONS. Please make appropriate plans and follow the instructions below. Anyone found in a residence hall or who has items left in their room or hall after the deadline will be subject to a $100.00 fine and further disciplinary action. Items left in a room or hall will be recycled or discarded.

**HELPFUL HINT**: Begin packing well in advance of your expected departure date.

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| ***Be aware that Office of Residential Life staff will be entering every room on June 6th for non-seniors (unless all residents have interim housing in their spring term room) and June 12th for graduating seniors, for the purpose of making sure that the residents have left for the spring term and to ensure that the residents have followed the closing procedures.*** | |
|  | **Write down when you are leaving on the ‘Closing Departure Dates’ sheet posted on your floor/in your house.** |
|  | **Place items in controlled storage early. Locations fill up quickly.** We offer limited controlled storage on a first-come, first-served basis. See the reverse side for detailed information. You must have everything out of your room and halls, even if you are waiting for storage. |
|  | **Remove all items from the trunk room. Any items left in the trunk room will be discarded.** |
|  | **Remove all personal furniture from your room.** |
|  | **Remove all items from common areas.** Anything that is left will be removed by the College and you will be charged for storage and the labor to move the items. The College is not responsible for anything that is left in the common areas. |
|  | **Return any rented bed boards or bike racks to the Residential Operations Office** in the basement of North Mass. and your deposit will be returned. |
|  | **Take recycling & trash from your room to the hallway garbage cans and recycling areas.** |
|  | **Double check your drawers & closets & other hiding places for items left behind.** The college is not responsible for anything left behind in your room. |
|  | **Clean your room.** If it is left in such a condition that requires more than a routine cleaning, a minimum charge of $50.00 will be assessed. |
|  | **Return your kitchen storage key to the key drop box**, if you have one. |
|  |  |
|  | ***RETURN YOUR ROOM KEY…to a key drop box using a room key envelope.*** Failure to return your key by 3pm on June 6th (or by June 12th for graduating seniors) will result in a lock change and a charge to your Da$h account for $55.00; there is a $15.00 charge for not using a key envelope. |

**Controlled Storage Schedule**

‘17 Spring & ‘17 Summer

**End of Spring Term, 2017**

*Wednesday May 31 10:00- 1:00 & 1:30- 4:30*

*Thursday June 1 10:00- 1:00 & 1:30- 4:30*

*Friday June 2 10:00- 1:00 & 1:30- 4:30*

*Saturday June 3 10:00- 1:00 & 1:30- 4:30*

*Sunday June 4 10:00- 1:00 & 1:30- 5:00*

*Monday June 5 10:00- 1:00 & 1:30- 5:00*

*Tuesday June 6 9:00- 1:00 & 1:30- 3:00*

**With the exception of South Mass, all locations will be open every day except Goldstein and Maxwell which will not open until Sunday, June 4th. \*\***South Mass is available only to students who live in College-owned residential facilities or privately-owned GLOS housing for both summer and spring terms. These students will receive an email letting them know South Mass is available to them. If you do not receive an email, you may not use South Mass.

**IMPORTANT THINGS YOU NEED TO KNOW WHEN STORING ITEMS:**

* **Controlled Storage is first come/first served and the spaces DO FILL UP. Plan ahead and do not wait until the last minute to put items into storage. You are responsible for having your items out of your room by noon on June 10th, whether storage is available or not.**
* **Storage tickets do not guarantee space. Tickets are non-refundable but can be used in the future.**
* **Controlled Storage is only available for students who are NOT ENROLLED for classes in Hanover and are away from campus for the term for which the items are stored. Students that are enrolled for classes MUST REMOVE their personal belongings within 3 weeks from the start of the term.**
* **Please monitor the ORL website for updates. We will update the website as locations fill up.**



**Opening of Summer Term, 2017**

*Tuesday June 20 10:00- 1:00 & 1:30- 6:00*

*Wednesday June 21 10:00- 1:00 & 1:30- 4:30*

*Thursday June 22 10:00- 1:00 & 1:30- 4:30*

**Andres, Channing Cox, McLane, N. Fayer, New Hamp, Russell Sage and S. Mass will have attendants. All other locations will be accessible. Storage areas without attendants will have signs posted on the doors directing you to the nearest attendant.**

**After June 22nd all locations will be accessible by appointment only. All appointments must be made 1 business day in advance; to schedule call ext. 6-1203.**



**Controlled Storage Locations.**

**Please note: Not all storage locations are open every term. Please pay special attention to know which locations are open each opening and closing.**

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| **Location** | ***Special Storage*** | |  | **Location** | ***Special Storage*** | |  | **Location** | ***Special Storage*** | |
| **Furniture & Carpets** | **Bicycles** | **Furniture & Carpets** | **Bicycles** | **Furniture & Carpets** | **Bicycles** |
| Andres | ✓ |  | Little |  |  | North Fayer |  |  |
| Bildner | ✓ |  | Maxwell | ✓ | ✓ | Russell Sage | ✓ | ✓ |
| Bissell |  | ✓ | McCulloch | ✓ | ✓ | South Mass \*\* |  |  |
| Channing Cox | ✓ | ✓ | McLane | ✓ |  | Wheeler |  |  |
| Goldstein |  |  | Mid Mass |  |  |  |  |  |
| Judge |  |  | New Hamp | ✓ | ✓ |  |  |  |