

# Checklist For Vacating Your Room

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**MOVE OUT DEADLINE IS WEDNESDAY, JUNE 8 @ 12 NOON**

**DEADLINE FOR GRADUATES IS MONDAY, JUNE 13 @ 12 NOON**

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.

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**TIP:** 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 8<sup>th</sup> for non-seniors (unless all residents have interim housing in their spring term room) and June 13<sup>th</sup> for graduating seniors, for the purpose of making sure that the residents have left for the spring term and have followed the closing procedures.*

\_\_\_\_\_ **Please provide your departure information in the checkout form available on DartHub, Housing StarPortal.** This will help custodians with cleaning rooms and will be important to know if there is an emergency situation that necessitates knowing who may be in the building.

\_\_\_\_\_ **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 common areas and from the Trunk Room.** 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.

\_\_\_\_\_ **Take recycling & trash from your room to the hallway garbage cans and recycling areas.**

\_\_\_\_\_ **Please remove all personal furniture and items from your room.** Double check your drawers, closets, and 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 fee of \$50.00 will be assessed.

\_\_\_\_\_ ***RETURN YOUR ROOM KEY...to a key drop box using a room key envelope.*** Failure to return your key by 3pm on June 8<sup>th</sup> (or by June 13<sup>th</sup> 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.

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***Good luck on your Finals!***

# Controlled Storage Schedule

'22 Spring & '22 Summer

## End of Spring Term, 2022

- All appointments must be scheduled at least one business day in advance. Controlled Storage is first come/first serve 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 8th, whether storage is available or not.
- Call Residential Operations at 603-646-1203 to make an appointment. Appointments are not made over email or from voicemail messages.
- Locations available June 2 through June 8 are Bildner, Goldstein, North Fayer, McLane, Judge, Maxwell, McCulloch, New Hamp.

Thursday	June 2	10:00- 1:00 & 1:30- 5:30
Friday	June 3	10:00- 1:00 & 1:30- 5:30
Saturday	June 4	9:00- 1:00 & 1:30- 4:00
Sunday	June 5	CLOSED
Monday	June 6	9:00- 1:00 & 1:30- 5:30
Tuesday	June 7	9:00- 1:00 & 1:30- 5:30
Wednesday	June 8	9:00- 1:00 & 1:30- 3:30

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

- Controlled Storage does not accept large pieces of furniture including, but not limited to, mattresses, futons, sofas, or chairs. Mini-fridges, lamps, rugs, and TVs are accepted.
- Controlled Storage costs are \$15.00 an item per term. Your student account will automatically be charged if you are not registered for a term.
- Controlled Storage is only available for students who are not enrolled for classes in Hanover and are away from campus for the term. You may store your items in Controlled Storage for the interim if you are on the following term, but your items **MUST** be removed within 3 weeks from the beginning of the term.

## Opening of Summer Term, 2022

Tuesday	June 21	10:00- 1:00 & 1:30- 5:30
Wednesday	June 22	10:00- 1:00 & 1:30- 5:30
Thursday	June 23	10:00- 1:00 & 1:30- 5:30

- Call Residential Operations at 603-646-1203 to make an appointment. Appointments are not made over email or from voicemail messages.

## Controlled Storage Locations.

**Please note that not all locations are open every term.**

Checked locations are bicycle storage locations.

Andres		Little		North Fayer	
Bildner		Maxwell	✓	Russell Sage	✓
Bissell	✓	McCulloch		South Mass	
Channing Cox	✓	McLane		Wheeler	
Goldstein		Mid Mass			
Judge		New Hamp	✓		