

# **IMPORTANT!!! BEFORE YOU MOVE OUT OF THE HALL PLEASE MAKE SURE YOU KNOW/DO ALL OF THE FOLLOWING:**

1. Your Housing Contract ends 24 hours after your last final exam in May.
2. Residents who have legitimate reasons for staying in the Hall past their last exam should send an e-mail request to their RD with your name, room number, student ID number, and specific reason for needing to stay longer. You will be notified if approved or if not approved.
3. Preplanning is essential. You will need to check out of your room with an RA. Depending on your hall, this will mean either signing up on a schedule near your RA's room, or going to the front desk and asking for assistance.
4. Your room must be CLEAN (floor swept, furniture wiped off, etc.) and all trash removed or you will be assessed a cleaning charge.
5. **Got 3M Command Strips?** If you used the command strips to hang items, **DO NOT REMOVE THEM**, let us do that for you. If you remove them and cause damage, you may be charged \$25 per spot/area of damage.
6. **Got Fish?** If you do not want to take your fish home, please do not flush them or take them to the river—either step will result in a negative impact on the river eco-system and could result in the native river species being destroyed. Instead, you can take your fish to the San Marcos Discovery Center (located at 430 Riverside Drive).
7. **Trash and Dirt Policy.** If there is trash or dirt piled up in the hallway or elsewhere in the building, we may stop check outs. Everyone is responsible for taking all their trash and unwanted items to the dumpster outside. We have extra trash bags at the desk if you need one.
8. Un-bunk/loft your beds and return ALL furniture to its original position, the beds should be in the lower position, not raised. If you have the black lofts you must make sure all of the wooden bed pieces are present or you will be charged for the missing furniture. With your roommate, decide on a time when you both will be able to help each other un-bunk/loft your beds. It is easier with two people. Return bunk pins to your RA.
9. Leave the blinds drawn down with the slats closed.
10. Update your forwarding address at the front desk. Contact friends, family, and creditors to change your address with them so that mail will reach you in a timely manner. Mail is forwarded for 30 days only.

## **IMPORTANT REMINDERS:**

- If you fail to check out with an RA, the improper check out fee is \$150.00
- All trash must be taken to the dumpster. It must not be left in the hallways or study rooms, kitchen, etc.