



Christmas Break

HALL CLOSING GUIDE



ALL RESIDENCE HALLS WILL OFFICIALLY
CLOSE FOR THE CHRISTMAS BREAK

WEDNESDAY DECEMBER 11TH @ NOON

STUDENTS WILL BE CHARGED \$1/MINUTE PAST THIS TIME

**ALL RESIDENTS ARE REQUIRED TO MOVE OUT 24
HOURS AFTER THEIR LAST FINAL EXAM.**



USE THIS GUIDE TO PREPARE FOR THE BREAK
& TO AVOID FEES.



**THE HALLS WILL REOPEN ON
SATURDAY, JANUARY 11TH @ NOON**



Returning in the Spring

IF YOU ARE RETURNING TO YOUR SAME ROOM IN THE SPRING:



You do not need to move all of your belongings! Take what you need for the break & make sure the follow things are clean:

1. CLEAN ROOM AND BATHROOM. REMOVE ALL TRASH .
2. TAKE HOME THINGS NEEDED DURING THE BREAK (CLOTHES, MEDICATIONS, LAPTOPS, CHARGERS)
3. SET THE A/C TO AUTO, COOL 75° .
4. LOCK PATIO/ BALCONY/ FRONT DOORS & TURN OFF LIGHTS.
5. **GUINAN RESIDENTS:** UNPLUG, CLEAN AND DEFROST YOUR MICRO FRIDGE AND MICROWAVE. ALLOW 24-48 HOURS TO FULLY DEFROST THE MICRO-FRIDGE.
6. **YOUNG, CLARE, TOWNHOME, ROSEDALE, MORNING STAR, ALABAMA, LIFE TOWER RESIDENTS:** CLEAN AND REMOVE ALL PERISHABLE FOODS FROM THE REFRIGERATOR, DO NOT UNPLUG. ALL FOOD MUST BE IN AN AIR-TIGHT CONTAINER OR THROWN AWAY.
7. **YOUNG, CLARE, TOWNHOME RESIDENTS:** RETURN ALL KEYS AND GARAGE REMOTES TO THE GUINAN FRONT DESK AT THE KEY DROP OFF BOX.
8. **LIFE TOWER, ROSEDALE, MORNING STAR, ALABAMA RESIDENTS:** RETURN KEYS TO YOUR RA.



Returning in the Spring

IF YOU WANT TO MOVE INTO A DIFFERENT ROOM FOR THE SPRING:



You need to move out entirely!

To have your room checked, you must do 1 of 2 options. Failure to do either option will result in a \$25 improper check-out fine.



OPTION 1: TRADITIONAL CHECKOUT

- SCHEDULE A CHECKOUT WITH THE OFFICE DURING BUSINESS HOURS.
- CLEAN & MOVE OUT OF THE ROOM BEFORE YOUR SCHEDULED CHECKOUT APPOINTMENT.
- THE RA WILL WALK THROUGH THE EMPTY ROOM WITH YOU AND COMPLETE THE ROOM CONDITION FORM.
- YOU WILL BE ABLE TO EXPLAIN/CONTEST DAMAGES FOUND IN THE ROOM.



OPTION 2: EXPRESS CHECKOUT

- CLEAN & MOVE OUT WITHOUT A SCHEDULED ROOM CHECK.
- THE RA WILL CHECK YOUR ROOM AFTER YOU HAVE MOVED OUT.
- YOU WILL NOT BE ABLE TO CONTEST ANY DAMAGES FOUND IN THE ROOM.



Moving Out of the Halls

IF YOU ARE NOT RETURNING AS A
RESIDENT IN THE SPRING:



***Fill out a Contract Cancellation Form on the UST Housing Portal*
under "Helpful Links" on the ride-side of the screen**



You need to move out entirely!
To have your room checked, you have 2 options:

OPTION 1: TRADITIONAL CHECKOUT

-SCHEDULE A CHECKOUT WITH THE OFFICE DURING
BUSINESS HOURS.



-CLEAN & MOVE OUT OF THE ROOM BEFORE YOUR
SCHEDULED CHECKOUT APPOINTMENT.



-THE RA WILL WALK THROUGH THE EMPTY ROOM WITH
YOU AND COMPLETE THE ROOM CONDITION FORM.

-YOU WILL BE ABLE TO EXPLAIN/CONTEST DAMAGES
FOUND IN THE ROOM.

OPTION 2: EXPRESS CHECKOUT

-CLEAN & MOVE OUT WITHOUT A SCHEDULED ROOM
CHECK.



-THE RA WILL CHECK YOUR ROOM AFTER YOU HAVE
MOVED OUT.

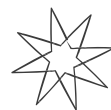
-YOU WILL NOT BE ABLE TO CONTEST ANY DAMAGES
FOUND IN THE ROOM.



Common Damage Charges



DAMAGE/SERVICE	FEE
DAMAGE TO FURNITURE	COST OF REPAIR/REPLACEMENT
DAMAGE TO TILE	COST OF REPAIR/REPLACEMENT
DAMAGE TO CARPET	COST OF REPAIR/REPLACEMENT
CLEAN AND/OR DEFROST FRIDGE	\$50
REPLACE KEY	\$100 PER KEY
REPLACE OR REPAIR FURNITURE	\$100 - €500
DAMAGE TO LIGHT FIXTURES	\$100 - €150
DAMAGE TO WALLS	COST OF REPAIR/REPLACEMENT
REPLACE OUTLET COVERS	\$10 EACH
REMOVE TRASH FROM ROOM	\$50 PER BAG
CLEAN BATHROOM OR BEDROOM	\$50 EACH
CLEAN FLOORS OR COMMON SPACE	\$50 EACH
CLEAN BALCONY	\$50
ASSEMBLE FURNITURE	\$150
STORAGE OF ITEMS LEFT BY RESIDENT	\$100 PER DAY



**PLEASE NOTE THIS LIST IS NOT ALL INCLUSIVE AND ALL CHARGES ARE SUBJECT TO CHANGE*



EMAIL RESIDENCELIFE@STTHOM.EDU IF YOU HAVE ANY QUESTIONS