Christmas Break

HALL CLOSING GUIDE

ALL RESIDENCE HALLS WILL OFFICIALLY CLOSE FOR THE CHRISTMAS BREAK WEDNESDAY DECEMBER 13TH @ 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 SUNDAY, JANUARY 14TH @ 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, 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, 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

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<thead>
<tr>
<th>DAMAGE/SERVICE</th>
<th>FEE</th>
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<tbody>
<tr>
<td>DAMAGE TO FURNITURE</td>
<td>COST OF REPAIR/REPLACEMENT</td>
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<tr>
<td>DAMAGE TO TILE</td>
<td>COST OF REPAIR/REPLACEMENT</td>
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<tr>
<td>DAMAGE TO CARPET</td>
<td>COST OF REPAIR/REPLACEMENT</td>
</tr>
<tr>
<td>CLEAN AND/OR DEFROST FRIDGE</td>
<td>$50</td>
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<tr>
<td>REPLACE KEY</td>
<td>$100 PER KEY</td>
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<tr>
<td>REPLACE OR REPAIRE FURNITURE</td>
<td>$100 - $500</td>
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<tr>
<td>DAMAGE TO LIGHT FIXTURES</td>
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<tr>
<td>DAMAGE TO WALLS</td>
<td>COST OF REPAIR/REPLACEMENT</td>
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<tr>
<td>REPLACE OUTLET COVERS</td>
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<tr>
<td>REMOVE TRASH FROM ROOM</td>
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<tr>
<td>CLEAN BATHROOM OR BEDROOM</td>
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<td>CLEAN FLOORS OR COMMON SPACE</td>
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<tr>
<td>CLEAN BALCONY</td>
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<tr>
<td>ASSEMBLE FURNITURE</td>
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<tr>
<td>STORAGE OF ITEMS LEFT BY RESIDENT</td>
<td>$100 PER DAY</td>
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*PLEASE NOTE THIS LIST IS NOT ALL INCLUSIVE AND ALL CHARGES ARE SUBJECT TO CHANGE*

EMAIL RESIDENCELIFE@STTHOM.EDU IF YOU HAVE ANY QUESTIONS