



TO: ALL RESIDENCE HALL STUDENTS

FROM: David M. Campbell
Associate Director of Residence Life & Housing

RE: End of the Year Closing

**All residence halls will close for the semester at 7:00 p.m. on Friday, May 4, 2018
(unless you have a scheduled 7-10pm class)**

However, all students are expected to vacate their residence hall rooms within 24 hours after finishing their last final exam.

The only exceptions are May 2018 graduates, band members, ushers participating in commencement, and students who must take a make-up exam on Saturday, May 5. If you have a make-up exam on Saturday, May 5, you must inform David Campbell in Residence Life and Housing by Monday, April 30 at dcampbell@esu.edu.

Graduating seniors, band members, ushers and students who have make-up exams may remain in their rooms until 4:00 p.m. on Saturday, May 5, 2018.

➔ Please be certain the following items are completed prior to you leaving: ←

1. Close and lock windows.
2. Turn off lights.
3. Clean your room thoroughly (damp mop floor, empty trash cans).
4. Remove all belongings, and dispose of all garbage.
5. Return all furniture to its original move-in location.
6. Sign your Room Condition Report and check-out with your R.A.
7. Return your keys to your Resident Director.

Do not leave any garbage, furniture or other debris in the hallways!!

Notify your R.A. of your intended departure date/time and sign your Room Condition Report. You must then return your key according to the key return policy your Resident Director has established. Failure to return your key will result in a \$60 charge. If your room is left dirty, a minimum \$25.00 per hour cleaning charge will also be assessed.

HAVE A GREAT SUMMER!!