Winter Closing 2019

How to properly check-out and avoid hassle, documentation, or fees
24-Hour Quiet Hours

Begin Thursday December 5th at 10:00PM and will continue until the building closes on Friday December 13th at 5:00PM
Move Out Options

1. Move home with ALL of your belongings and return as early as January 6th. You must vacate your space within 24 hours of your last exam.
2. Move to your Spring space beginning at 8 AM on December 17th. You must complete your move by 4 PM on December 17th.

Fill out the form to let HRL know which option you are doing. If you do not fill out the form we will assume you are moving home. Completion of the form will enter you in a drawing for a Spartan Spirit Pack.
Option 1: Moving out completely?

- You must schedule a checkout appointment with your RA no later than **December 10th**. At the time of the appointment, you must be completely moved out and ready to turn your key in to your RA upon the completion of your inspection.

- Prior to the check-out appointment, all personal belongings should be packed and trash discarded. You should be ready to go at the selected check out appointment time.

- During the checkout appointment, the RA will come to your room, thoroughly inspect it, and document any damages.

- After the RA has concluded the check-out appointment, your RA will take your key and you will sign off on your key envelope upon departure.

- If returning to UNCG, you will be able to move back in as early as January 6th at no additional cost. You will pick up your key from Jefferson Suites.
Option 2: Moving directly to new space

- On December 17th you can pick up your new key between 8 AM and 4 PM from HRL. You will need to complete your move by 4 PM on this day – no exceptions.
  - You can go home in-between your last exam and the 17th if you choose. You just have to be present on the 17th to move.

- You should submit work orders for anything that is wrong with your room. Issues should not be left unaddressed before you leave.

- Facilities staff often enter rooms for routine maintenance over break. No personal belongings will be tampered with, but it is essential that you tidy up your room and provide clear access to the room for facilities staff.

- You will be able to return on January 9th at 8:00 AM.
PLEASE COMPLETE THE FOLLOWING TASKS BEFORE LEAVING

• Any items left in public spaces (kitchen, lobby) needs to be removed. Any items not removed will be discarded.
• Remove all items from current space.
• Remove all trash and recycling from the room and dispose of it in the appropriate areas (recycling in recycling bins, trash in the dumpsters).
• Close and lock windows.
• Take all valuables home (including fish and plants).
• Take all personal items you will need during break (medications, passports, etc.).
• Turn off all lights.
• Lock your door.
Ragsdale/Mendenhall will be close Friday, December 13\textsuperscript{th} at 5:00PM. Student who have indicated to HRL a preference for Option 2 will have an extension until the 17th.

**Requests to Stay Late**

All requests for extended stay (i.e. more than 24 hours after your final exam) must be submitted by **December 10\textsuperscript{th} at noon**. The Request to Stay Late form can be found in Artemis.

Your CRL will consider your request and notify you via e-mail if it is approved or denied.

**Break Housing**

If you require break housing, information is available at hrl.uncg.edu. All requests to stay over break must be submitted via Artemis between November 15\textsuperscript{th} – December 9\textsuperscript{th} at noon. Staying over break will cost $500 and require you to temporarily relocate to another building.
Failure to move...

- If you do not move out by the 17\textsuperscript{th} you could be facing a minimum charge of $250 for removal of items.
Assignments
For more information about your assignment please reach out to Emily at setother@uncg.edu or come to one of the next Town Hall Meetings.
Submit Your Move Choice to HRL