

M E M O R A N D U M

Closing the Residence Halls

TO: All Residential Students
FROM: Office of Residential Life
Housing Management Dining Services
DATE: Wednesday, April 29, 2009

All dormitory-style Mills residence halls close for all students who are not participating in commencement at NOON on Friday, May 15, 2009. (The residence halls include Warren Olney, Orchard Meadow, Ethel Moore, Mary Morse and Hettie Belle Ege Halls.) Card access to the front doors will be disabled or the front door locks will be changed at that time. No one will be allowed to remain in the buildings beyond the check-out deadline. **For those participating in Commencement, the residence halls will close at 12:00 noon on May 17, 2009.** Only students who have received prior approval will be allowed to remain in the halls. All graduating students must vacate the halls prior to 12:00 noon on May 17, regardless of whether they are participating in Commencement.

The independent living options (the Courtyard Townhouses, the Prospect Hill Apartments, Ross House, Larsen House, and the Underwood Apartments) **close at 12:00 noon on May 17, 2009, for all students** (regardless of whether they are participating in Commencement).

You should make your plans now, including rides and plane reservations, so that you will be able to meet this deadline. Anyone needing to stay past the 12:00 noon deadline on May 15 must contact Assistant Director of Residential Life, Monique Young at myoung@mills.edu by May 4th to request an extension. Requesting an extension is not a guarantee that you will be able to remain.

Please be aware that **you may NOT remain in your current residence hall beyond 12:00 noon on May 15, 2009.** Be sure to take all of your belongings with you when you leave as there is a \$50 fee for any re-entry into the halls after that time. The halls will open again on Monday, August 24, 2009, at 9:00 am, for continuing Mills students. Please make travel plans accordingly.

CHECK-OUT PROCEDURES

Below you will find information about how to prepare your space /room for check-out as well as the options you have to check-out of your space. **Not following these check-out instructions may result in an Improper Check-Out fine of \$100.00.** You may select between two options to check out of your residence hall room. These are the Regular Check-out and the *Express* Check-out.

All Students must:

1. Remove all posters, wall decorations, and window decorations. Remove tape, nails and tacks from walls.
2. Wipe out drawers, and clean closets.
3. Sweep the floors, including underneath the bed. Vacuum carpet, if applicable.
4. Clean sink, sink area and mirror.
5. Remove all personal belongings from room/apartment. (Check the bathroom, behind curtains, and laundry areas.)
6. Empty and clean waste basket(s); put trash into bins in trash room or in the dumpsters.
7. Put donation items in the area for your building that has been designated.
8. Return all dishes, silver and glassware belonging to Bon Appétit, including the Tea Shop, to Founders Commons.
9. Completely reassemble bed and bed frame (if applicable).
10. Have all room furnishings assembled and in the room.
11. CLOSE window shades, blinds and curtains and have all windows closed and locked.
12. Turn off lights. Turn your heat off.
13. Do **NOT** leave personal belongings or trash in the hallways, lounges or stairways. This is considered a common area and each member of the residential community will be charged if these areas are not kept debris- and damage-free.

Independent Living Residents also must:

1. Clean bathrooms (toilets, sink, tub/shower, vanities, medicine cabinets, floors, etc.).
2. Clean kitchen (sink, refrigerator, freezer, cupboards and drawers, stove and oven, microwaves, floors, etc.).
3. Clean and vacuum living room and other common areas. Don't forget closets.

Please note: Return all keys to Housing Management and Dining Services or into the overnight drop box at Sage Hall. Place your keys into a key envelope; write your name, ID number and a list of enclosed keys on the envelope; and place the sealed envelope into the night drop box (if returning keys after hours). You can pick a key envelope up from HMDS or your RA. The night drop box is located at the right hand front entry to Sage Hall, when facing the building.

CHECK-OUT OPTIONS:

1. Regular Check-out

You must first pre-schedule a check-out appointment with an RA by signing up on the schedule posted near the Resident Assistant's door. After you have prepared your room by completing the above checklist, you are ready to have the Resident Assistant check you out of your room/apartment. This should be the last step before you leave Mills for the summer break.

The RA will check your room/apartment using the Room Condition Form you filled out upon moving into your room/apartment. If there are any damages or cleaning/hauling charges you will be billed, or the amount will be deducted from your security/reservation deposit if it is being returned. The RA will complete your Room Condition Form with you, and your signature is required for completion of this form. You must then complete a Check-out Card by checking the "Regular Check-out" option, signing and dating the card, having your RA sign the card, and taping it to the front of your door. **IF YOU DO NOT SIGN THE CHECK-OUT CARD, AND TAPE IT TO YOUR DOOR, YOU MAY BE CHARGED AN IMPROPER CHECK-OUT FEE OF \$100.** You should have received a check-out card from your RA; if not please get one from your RA.

You **MUST SCHEDULE** your check-out appointment **AT LEAST 36 hours** in advance. Please be aware that if you are **not** ready to check out at your prearranged appointment, you may have to wait until a staff member is available or you may use the Express Check-out option. Pre-scheduled appointment times are set to help eliminate long waiting times. Due to the large number of residents needing to be checked out during a short period of time, it is very important to be ready at the time you scheduled. The RA will meet you at your room for your appointment. You will be assessed a \$100 improper check-out charge if you miss your original check-out time and do not reschedule or cancel it **in advance**.

Please note: Return all keys to HMDS or into the overnight drop box at Sage Hall. Place your keys into a key envelope; write your name, ID number and a list of enclosed keys on the envelope; and place the sealed envelope into the night drop box (if returning keys after hours). You can pick a key envelope up from HMDS or your RA. The night drop box is located at the right hand front entry to Sage Hall, when facing the building.

2. *Express* Check-out

Complete a Check-out Card by checking the "Express Check-out" option, signing and dating the card, and taping it to the front of your door. **IF YOU DO NOT SIGN THE CHECK-OUT CARD, AND TAPE IT TO YOUR DOOR, YOU MAY BE CHARGED AN IMPROPER CHECK-OUT FEE OF \$100.** You should have received a check-out card from your RA; if you've not, please get one from your RA.

It is important that you understand that an RA will inspect your room after you complete *Express* Check-out and that you are responsible for all assessed damage charges in your room and living spaces. In the event that there is damage to a common area (e.g. porch), fees will be split among the porch mates or roommates. It is then the porch mates' or roommates' responsibility to determine who bears what portion of the cost.

Please note: Return all keys to HMDS or into the overnight drop box at Sage Hall. Place your keys into a key envelope; write your name, ID number and a list of enclosed keys on the envelope; and place the sealed envelope into the night drop box (if returning keys after hours). You can pick a key envelope up from HMDS or your RA. The night drop box is located at the right hand front entry to Sage Hall, when facing the building.

GENERAL INFORMATION

Deposits & Fees:

Listed below are a few of the reasons you might be assessed an additional fee when checking out and specific information around the return of deposits.

- Rooms not thoroughly cleaned: \$35 – \$100 per hour cleaning fee
- If you leave any trash in **or around** your room: a minimum \$50 hauling fee
- Improper Check-out (\$100) , if you
 - leave campus without having an RA check you out of your room or completing *EXPRESS CHECK-OUT* procedures
 - stay in your room past the designated time on the day you were instructed to leave
 - miss your original check-out time and do not reschedule or cancel it **in advance**
 - fail to return your keys before your move-out deadline
- Room Damage is assessed by ORL staff and deducted from your deposit or charged to your student account by HMDS. Please see the Mills College Residential Agreement for a list of room repair charges. Please see the Mills College Residential Agreement for a list of room repair charges.
- Deposits will be refunded to those students who are graduating, who are withdrawing or going on a Leave of Absence, or who have filed a Moving Off Campus Form (and been granted a release from contract) if they do not have room damage and have followed the check-out procedures accurately. Deposits are sent to the permanent address listed in Banner, and take between six and eight weeks to process. Please note that if you have a balance on your student account the deposit will be applied to the balance and you will not receive a refund.

Keys

All keys (with the exception of tennis court keys) should be returned to HMDS in Sage Hall. If you are returning keys after hours you will need to obtain a key envelope with a label on it from HMDS or your RA. On the label you will list all of the keys placed in the envelope by the key # located on the key. Also, please fill in your name and Mills ID #. Make sure that your envelope is sealed. Once the envelope is properly filled out, you can place it in the night drop box located outside the right side, front entry to Sage Hall. Until HMDS has verified that all your keys have been returned, your key record has not been cleared. Return your keys after you have completely checked out of your room.

Late Stay Requests

Any student who is **not participating in commencement**, who is requesting to stay in the Residence Halls past May 15, 2009, at 12:00 noon must contact the Assistant Director of Residential Life, Monique Young, at myoung@mills.edu by May 4. **Extension requests for students not working at Commencement are only approved for extenuating circumstances.** Your student account will be assessed a \$50 per night extension fee if your request is accepted. **There are no extensions granted beyond 12:00 noon on May 17.** Students who are **working** during that period should discuss with their employer the issue of housing compensation for May 16–May 17, 2009.

Garbage

All garbage must be placed in dumpsters in the following locations:

Ethel Moore, Prospect Hill, and Courtyard Townhouse Residents: Parking Lot between Ethel Moore and Mary Morse, by the courtyard gate

Orchard Meadow and Warren Olney Residents: Orchard Meadow Parking Lot

Ege, Larsen House and Ross House: Near the current trash site for Reinhardt Hall

Residents will be charged for trash and other items left in the residence halls. Please note that electronic equipment, including computers, is considered hazardous waste. Any hazardous waste left in hall dumpsters trash areas will be billed

to individual or building residents.

Donations

Every year, students generously leave useful items they no longer need behind to be donated to charity. If you wish to leave items behind for charity, please drop them in the designated area for your building. Please see your RA to determine your building's designated area. Mills staff is happy to provide this service for our students, but please be selective with the items you leave. **Electronic equipment cannot be donated.** Please be aware that any items left in rooms or common areas after 12:00 noon on May 17, 2009, will be donated.

Mail Forwarding

In order to receive mail over the summer you must complete a forwarding address card at the Mills College Post Office. If you have questions regarding the P.O. Box contract please contact Housing Management and Dining Services at 510.430.2127. It is your responsibility to change your permanent address and summer address with the M Center or through the Mills College website at www.mills.edu (see the email sent by the M Center for details). All P.O. Boxes will be closed over the summer. If you would like to keep your P.O. Box number please request it during fall check-in at HMDS. Otherwise, a new P.O. Box will be randomly assigned to you.

ID Cards

Please bring back your Mills ID in the fall; there is a \$10.00 replacement fee.

Storage

There is no storage on campus. Please contact off campus storage options. Storage containers may only be delivered during business hours (9:00 am to 5:00 pm, Monday through Friday), and all off campus companies that bring containers to campus must stop for directions at the front gate. A Public Safety Officer will direct the company to the designated storage drop off space. **Containers placed in unauthorized spaces will be towed at the owner's expense.** All storage containers must be removed from campus after 24 hours. **No pick-ups or delivery trucks will be allowed on campus on Saturday, May 16.**

Fall Opening

Residence Halls will be open to continuing students at 9:00 am on **MONDAY, AUGUST 24, 2009**. All students must have their financial (student) accounts with the College CLEARED prior to being issued keys to their room in August. Please check with the M Center to ensure your account is in order.

If you have questions, please contact your Resident Assistant, who will be happy to help.
You may also contact the Office of Residential Life at x2130 or Housing Management and Dining Services at x2127.