



## RESIDENCE HALL CLOSING AND CHECKOUT PROCEDURES

Thank you for another great semester at Mansfield University! It was our pleasure having you as a resident on campus. We hope you have a wonderful summer break and hope to have you back on campus again for fall semester. Please use the following information to ensure a smooth check-out process.

**CLOSING DATE:** All residents not participating in commencement are expected to vacate their room within 24-hours of their last exam or by Saturday, May 14, 2022, at NOON, whichever comes first. Students who are participating in graduation and/or are unable to depart by this time should contact [housing@mansfield.edu](mailto:housing@mansfield.edu) to discuss their options. **Seniors participating in graduation are automatically approved to stay beyond graduation. Residence halls close for graduating seniors on Sunday, May 15, 2022 at 10:00am.**

**PRIOR TO CHECKOUT:** Please follow the directions in this notice to avoid substantial charges that can result from checking out improperly. Before you checkout you must complete the following (NOTE: each occupant is responsible for the entire room):

- **Remove all personal belongings from your room.** Nothing can be left in your room over the summer. Any belongings left will be boxed and held for ten (10) days (see Abandoned Property below).
- **Rearrange the furniture as you originally found it when you first moved in.** All furnishings that were in your room when you checked in must be in your room (i.e. mattresses, desks, chairs, garbage cans, shower curtains, etc.) when you checkout. You may be charged for missing items.
- **Clean.** Remove all trash from your room; clean out drawers, closets, sink cabinets, etc. to avoid room cleaning charges. The room/suite must be thoroughly cleaned, this goes for the refrigerator/microfridge units as well.
- **Remove all items from walls, doors, and windows (posters, mirrors, etc.).** NOTE: carefully remove your artwork/pictures from the wall, **BUT, DO NOT REMOVE THE COMMAND STRIPS (if used)** – the maintenance staff will do this upon closing. Heeding this process will save you significant room repair/painting charges.
- **Make sure all faucets and showers are in the off position.** Dry any standing water to prevent leaking.
- **Close and lock your windows, set temperature to 72° (on the cool setting), turn off the lights, and lock your room door.** All blinds should be down and closed completely.

**CHECKOUT PROCEDURES:** Students are required to follow proper checkout procedures when moving out of a residence hall. Failure to checkout by the deadline waives your ability to contest any fees and incurs a \$25 improper checkout fee. Damages to the room will also result in charges. Please read the following procedures in order to checkout successfully:

- Once you have completed the above items and are ready to checkout, go to the front desk of your building where you will place your keys into a preprinted envelope. Hall staff will take your keys and sign you out officially. Key replacement charges if not returned are as follows: B \$75.00, C/F \$150.00, D \$175.00, E \$250.00, and Mailbox \$25.00. **We will not wait for keys to be returned via mail, so make sure you turn them in!**
- Once the room/suite is completely empty, hall staff will assess each room/suite for damages/cleaning. **NOTE: The Residence Director and Maintenance Staff will conduct the final assessment once the building is empty, (the desk staff cannot tell you one-way or another if you will be charged for damages).**

- You do **NOT** waive your right to contest damage charges as long as you vacate before the checkout deadline. If damages are assessed, you will receive a letter with details on what the charge was, as well as the appeal procedure. Please ensure you follow the appropriate procedures in order to appeal any damages.

**MEALS:** As per the Housing Agreement, any remaining balance of Flex at the end of the spring semester will be forfeited. Plan accordingly to use it now! Please review the following information for closing dates and times for the various dining locations:

- Mountie Munchies – Friday, May 6, 2022 at 2:00pm (closed finals week)
- Upper Manser – Thursday, May 12, 2022 at 7:00pm
- Mountie Coffee – Friday, May 13, 2022 at 2:00pm
- Lower Manser – Friday, May 13, 2022 at 7:00pm
- Mountie Market – Friday, May 13, 2022 at 10:00pm

**MOVING CARTS:** Check with the front desk to sign out a moving cart. Please do not take a cart until you are fully packed, so others may use them when ready. **Moving carts will be signed out for a 30-minute time slots.** Once done, please return the cart to your main lobby. Do not leave carts in hallways or outside.

**TRASH REMOVAL:** Due to the tremendous amount of trash at the end of the semester, it is difficult to remove all of it quickly. It would be extremely helpful if you took your trash directly to the dumpsters located outside of each building. Do not leave trash or items that you are taking home in the hallway.

**STORAGE:** Unfortunately, there is **NO** storage space available. You **MUST** remove all possessions from the residence halls at the end of spring semester. The residence halls are used for summer camps and conferences.

**ABANDONED PROPERTY:** Any personal property of a student not claimed within ten (10) days of checkout shall be deemed abandoned by student. At which time, the University will assess a minimum of \$100 charge to remove and dispose of the property. The University will be not responsible for any discarded property. This charge is in addition to the improper checkout fee.

**DAMAGE BILLING:** Residents are advised to contact their Residence Director ([Dave Slampak](#) – Spruce, [Austin Boroach](#) – Sycamore, and [Taylor Donahue](#) – Oak) if any significant damage exists in the room/suite. If damages are assessed and charges added to a student's account, the student will have 10 (ten) days from the receipt of the formal notification to appeal any charges (in writing) to [housing@mansfield.edu](mailto:housing@mansfield.edu).

**SUMMER HOUSING & DINING:** Summer housing is available from Saturday, May 14, 2022 through Wednesday, August 17, 2022. All students will be housed in Hickory Hall. Every attempt will be made to honor roommate preferences. To discuss your options, send an email to [housing@mansfield.edu](mailto:housing@mansfield.edu). When permission is granted to stay on campus, a charge may be applied to the student's account – depending on the circumstances. **If you are looking for summer employment, Student Living still has positions available!** There is no meal plan available during the summer, as the dining options are extremely limited.

**QUESTIONS:** If you have questions regarding closing, please contact any member of Student Living staff or email [housing@mansfield.edu](mailto:housing@mansfield.edu). We are here to assist you in any way we can to make this process simple and easy as possible.

**THANK YOU FOR YOUR COOPERATION!  
WE WISH YOU THE BEST AS YOU COMPLETE THE SEMESTER!**