

# Dorm Check-in and Check-out

## ES\_SS\_DO\_30

Responsible Officer  
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Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
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Departmental Impact  
Student Services

### Policy Statement

At the beginning of each semester, students that have registered for the dorm must check in with Student Services before moving into the dorm. A student will not be permitted to check out of the residence hall until the resident assistant has checked his or her room.

### Policy Procedures

Student Services will publish a check-in date. Dorms will not be available to students before the check-in date unless there are extenuating circumstances that are deemed appropriate by Student Services.

All rooms must be thoroughly cleaned and all furniture must be in place at the time of check-out. Students are expected to remove all personal items from the room. There is limited storage available during the summer months for students' personal items. The following fines are in place to insure that proper procedure is followed:

- Failure to check out properly - \$75
- Key lost or not turned in - \$50
- Dirty room - \$20 to \$50
- Beds not properly assembled - \$25
- Furniture broken or missing - \$50 + replacement cost
- Light cover - \$25+ replacement cost
- Mattress missing or damaged - \$25-\$30
- Damage to walls, doors, carpet, etc. (depends on damage) \$25 plus cost of repair
- Screens missing or damaged - \$50
- Excessive un-cleanliness that requires service - \$50
- Failure to remove personal belongings/furniture - \$50-\$200