

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
2018-05
Last Revision
2018-05
Re-evaluation Date
2020
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