

# End of Year Closing Information

All residence halls close for the summer at 8:00 PM on Tuesday, May 15. **All students are expected to vacate their room within 24 hours of their last exam or by 8:00 PM on Tuesday, May 15, whichever comes first.** Any student who is not able to vacate by these times should contact Housing immediately. Please note that exceptions are rare and are only for extreme circumstances.

In an effort to make your check-out smoother and more efficient, we highly recommend you bring any non-essentials (winter clothes, last semester's books) home prior to the end of the year. This will help with traffic congestion in and around your residence hall as well as waiting in line to return your key.

## Keys

All students need to report to their assigned Area Office (locations listed below) to turn in all keys (room, bathroom). Any key not returned will result in a lock change fine of up to \$50. You must sign your key card upon checkout as proof of returning your keys.

Unless otherwise noted, all area offices will be open during their normal operating times (8:00am to Midnight) until the residence halls close at **8:00 PM on Tuesday, May 15.**

Travers/Wolfe

**T/W Area Office (Wolfe)**

ABE, Centennial, Nors, Eick, New Res, Decker, Cromwell

**SYE Area Office (Allen)\***

Townhouses South, East, West

**Townhouse Area Office (South)**

Phelps and Hausdoerffer

**Apartment Area Office (Hausdoerffer)**

***\* Residents can check out in SYE Area Office until 12:00 AM on Friday, May 11. After that time, residents must go to the Allen Drawing Room for check out.***

## Check Out Guidelines

- Rearrange the furniture as you originally found it in August which includes bunking or debunking the beds.
- To avoid cleaning fees, your room must be left in broom swept condition. All trash is to be removed and all drawers, closets, and sink cabinets are to be cleaned. All bathrooms in Cromwell, New Residence, Decker, Eickhoff, Townhouses and Apartments must be **thoroughly** cleaned. You may be held responsible even if you are not the last person to check-out.
- Apartment residents must discard all items from the refrigerator and clean it **thoroughly**.
- Remove all items from walls, doors, and windows (posters, tape, stickers, hooks, mirrors, etc.).
- Make sure you bring all personal belongings home. Anything left behind is not the responsibility of The College and will be discarded. Consequently, your room could be assessed as dirty and incur additional charges.
- Check your Area Office and mailbox for any mail items or packages you may not have picked up. Any items left behind will be returned to sender.
- Close and lock your windows, turn off the lights and lock your room door.

## **Important Reminders**

- 24 Hour Quiet Hours begin at 11 PM on Friday, May 4 and are in effect until Tuesday, May 15 at 8 PM.
- All meal plan points will expire at the end of the day on Tuesday, May 15. To make sure left-over points are not forfeited, take advantage of Sodexo's Case Sale! Specific information is attached in the closing email you received.
- Students who rented a microfridge or safe will receive a separate email with instructions directly from the rental company regarding pick-up.
- Large, 30-yard dumpsters will be delivered outside each residence hall/area by Monday, May 7. Please start to bring any and all trash to the dumpsters instead of the trash room.
- All personal furniture, carpet and other materials of this nature should be removed before your last day in residence. These items can only be thrown away in the dumpsters. Students can be fined for large trash items left in the hallways, stairways or the smaller dumpsters.
- Plastic bags will be delivered to all Area and Hall Offices for you to put debris in. Filled trash bags must be brought to the dumpsters.
- If any repairs are required in your rooms, please use the online work order system located at <http://fas.pages.tcnj.edu/workorder> or by using the link on [today.tcnj.edu](http://today.tcnj.edu) or [housing.tcnj.edu](http://housing.tcnj.edu).

## **Billing Information**

Please accept this as a preliminary notice that you will be billed for any common area damages that occurred in your residence hall. This includes shared spaces within a suite or apartment. The bill for these and other damages will be sent to you via TCNJ email around mid June. This is in accordance with the Annual Residence Hall and Dining Service Contract that outlines student expectations for residence hall room and common area damages.

## **Dining Schedule for Tuesday, May 15**

The Atrium at Eickhoff	7:00am - 4:00pm
Lions Den	7:00am - 8:00pm
1855	11:30am - 2:00pm
Traditions	11:00am - 3:00pm
Fresh Pride Café	Closed
STEM Cafe	7:30am - 2:30pm
Education Café	9:00am - 3:00pm
Library Café	7:30am - 7:00pm
C-store	10:00am - 5:00pm
T/W	Closed