

Residence Hall Check Out Procedures Winter Break

JAMES MADISON UNIVERSITY ♦ OFFICE OF RESIDENCE LIFE ♦ B101 HUFFMAN HALL ♦ (540)568-7576

ALL residence halls will close at 6:00 pm on Friday, December 16th, 2011

Check out information

BEFORE LEAVING, PLEASE DO THE FOLLOWING:

1. Sign up for a check out time with a Resident Adviser. Schedules will be posted near all RA doors or the hall office.
2. Lock windows; pull roller shades or blinds down.
3. Unplug electrical appliances, including aquariums, computers and refrigerators (clean refrigerator & leave door open to prevent mildew). Take your fish home!
4. Turn heat on to lowest setting.
5. Remove trash and recycling to the proper location. You may be fined for any trash left in your room, suites, hallways, baths, kitchens or other public areas.
6. Remove holiday decorations.
7. Remove personal items from community bathrooms to facilitate cleaning by the housekeeping staff. PLEASE NOTE: private bathrooms (those not accessible from hallway) will not be cleaned by housekeeping staff.
8. Move your bike into your room over the break period.
9. Meet with Resident Adviser at the scheduled time and inspect your room together.
10. Turn off room lights and lock room and suite doors.

YOU WILL NOT BE PERMITTED TO REMAIN IN OR ENTER YOUR RESIDENCE HALL FROM 6:00 PM ON FRIDAY, DECEMBER 16 UNTIL 9:00 AM ON SUNDAY, JANUARY 8.

DON'T FORGET.....

- Prescription medicines
- Plane or other travel tickets
- Passports/identification
- Gifts
- Glasses/contacts
- House keys, car keys, luggage keys
- Wallets, purses
- Skis, golf clubs, band uniform, etc.

**RESIDENCE HALLS WILL REOPEN ON
SUNDAY, JANUARY 8, 2012
AT 9:00 AM**

ENJOY YOUR HOLIDAY BREAK!

Important Housing Information

Students with a vacancy in their room before break should:

- Expect a new roommate upon your return in January.
- Prepare the vacancy in your room for a roommate. You should equally divide the room with enough clear space to accommodate a new roommate.
- Staff will enter rooms the week of December 19 to confirm the condition of the vacant space.
- Get excited to give a friendly welcome to your new roommate.

You may be fined and asked to return to campus if the room is not ready for someone to check in.

Students with an approved room change should:

- Sign your Room Change Form before December 9 at the Housing Office.
- All moves **must be completed** before winter break begins. This includes:
 - Removing all belongings from your current room.
 - Checking out of your current room with a staff member, which includes returning room key and completing Room Condition Form.
 - Checking into your new room.
- Any moves not completed by **6:00 pm, December 16** will be forfeited, and you will remain in your current assignment for Spring 2012.

Students not returning to the University after break should:

- Complete a Non-Returning Housing Survey (<https://rms.jmu.edu/>).
- Contact the Registrar's Office in 504 Warren Hall if you are withdrawing.
- Arrange a time to check out with your hall staff (schedules will be posted).
- Remove all belongings from your room & check out with a staff member.
- Sign your Room Condition Form & turn in your keys.

Failure to follow proper checkout procedures may result in a minimum fine of \$50.00.

Office of Residence Life Phone Numbers

Housing office..... (540) 568-4663
Business Operations office..... (540) 568-7576
Community Development office..... (540) 568-3501