**Closing Information for All Students**

**May 2016**

***\*\*Pomona College Residence Halls will close on Monday, May 16th, 2016, at 12:00 p.m.\*\****

*Information in this notice explains CHECK OUT PROCEDURES, KEYS,*

*ROOM CHARGES, STORAGE and CARS. Please read it thoroughly and plan accordingly.*

**CHECK-OUT DEADLINE:**

* All students must vacate their rooms (including suites & cottages) no later than **12:00 p.m. on Monday, May 16 2016.**
* All students need to follow the Check-Out procedures. Students who live in a double or a triple much check-out individually.
* Students must turn in all Residence Hall keys during the check-out process.
* A student cannot access their room after checking-out.
* A $50 fine will be assessed for all students who do not follow proper check-out procedures, and thereby forfeit all rights to appeal or contest any fines assessed.
* You will be charged $75 for each missing key.
* Late Check-Outs must be approved by 5:00pm on Friday, May 13, 2016. Unauthorized room occupancy will result in a fine of **$25 per hour until departure**.
* There are two ways to check-out (select one, you do not need to do both):
	+ **Use a Check-Out Form and a key envelope** - Available at the Office of Housing and Residence Life during business hours or at the Wig RA Desk and the Walker RA desk at any time.
		- When you finish moving out, lock your room/suite door/s. Insert your room key into the small envelope. Write your name and room number on the envelope, and attach the envelope to the form.
		- Fill out, sign and date the form, and drop off both the key and the form at Office of Housing and Residence Life during business hours, or one of the RA desks (Wig or Walker) at any time.
	+ **In-person Check-Out** (by appointment only, based on staff availability)
* Appointments must be made by 5:00pm on Friday, May 6, 2016.
* Available appointments will be posted at the RA desks (Wig or Walker) starting April 28, 2016.
* For residents of Oldenborg, Mudd-Blaisdell and Gibson, the appointment sign-up sheet will be posted at the Wig RA desk.
* For residents of Smiley, and all residence halls north of 6th St, the appointment sign-up sheet will be posted at the Walker RA desk.
* RHS will use the Room Condition Report that you filled out on CollegiateLink to record any changes in the condition of your room and furniture. If you did not submit a Room Condition Report, you cannot contest any charge assessed to you.
* Submit repair requests as soon as possible to <http://workorder.pomona.edu>. Please do not wait until the last minute.

**CLEANING YOUR ROOM AND COMMON AREAS**:

* All student rooms and common areas (i.e. Pomona/Sontag, Lawry, Walker, and Harwood suites, Clark-V and Clark-III short hallways) must be cleaned and cleared of ALL personal items and trash prior to check-out.
* Do not leave trash or unwanted items in your room or in the hallways.
* Remove tape, nails, hooks etc. from all surfaces.
* Do not damage the painted surfaces or spackle the walls.
* Students will be charged a minimum of $50 for excessive trash left behind in the rooms and common areas.
* All charges (cleaning, furniture, repairs, wall damage, etc.) for common areas will be split evenly amongst all of the residents.
* Nothing may be stored in any student room over the summer.
* Any personal belongings left behind in rooms, custodial closets and common areas will be picked up by Clean Sweep, or discarded, in which case, residents may be charged a fee for removal.
* **NOTE**: Failure to accomplish any of the steps above may result in fines being levied.

**MAIL BOX KEYS:**

* All Graduates must turn in their mailbox keys at the Student Mailroom.
* Failure to return mailbox keys will result in a fine of $25, per missing mailbox key.
* All returning students may keep their mailbox keys.

**ROOM DAMAGE CHARGES**:

Should it be determined that there has been damage to a room, the following charges will apply:

* Excessive trash: Charge determined by time/labor needed ($50 minimum)

## Excessive adhesive tape marks on walls: $40 per wall

* Excessive nail holes on walls/ceilings: $40 per wall/ceiling
* Exterior doors (graffiti, posters, etc): $50 per side
* Door decorations $20 minimum
* Closet doors $50 to reattach, minimum $100 if missing
* Wall irregularities: Charges based on assessed repair needed and/or loss of paint life

(chipped paint, epoxy, soiled spots, painted walls and drawing; $50 minimum)

* Floor/carpet (stains, burns, excessive soil): Charges based on severity of damage ($50 minimum)
* Broken windows/screens: Repair charges based on damage ($40 minimum)
* Missing window screens: Minimum $100/screen
* Re-paint entire room: $400
* Repaint per wall: $100
* Abandoned personal furniture: $25 minimum furniture removal fine
* Inoperable/broken window blinds $20 per blind, $100 to fix the mechanism
* Tampering with the Smoke Alarm $200

**RESIDENCE HALL FURNITURE:**

* Please account for all College furniture that was in your room at the beginning of the school year (or 2nd semester for returning students).
* Any damaged furniture will be charged according to the repair or replacement cost based on severity of the damage.
* Do not leave any furniture out in hallways, lounges or outside your building.
* Remove personal furniture, lofts and carpets. Additional fee/s will be charged based on labor/moving costs.

**CHARGES FOR FURNITURE REMOVED FROM STUDENT ROOMS**

Should it be determined that College issued furniture has been removed from a room, the following labor and moving charges will apply:

Bed Frame - $25 Head/footboard -$25 each Mattress - $25

Dresser (short) - $25 Dresser (tall) - $50 Desk Chair - $25

Desk - $50 Wastebasket - $15 Recycle bin - $15

Wardrobe - $50 Bookshelves - $25

**STORAGE:** There is very limited storage space on campus. First come, first serve, subject to space available!

* **Students will be allowed to store a maximum of 5 items in the storage rooms at a cost of $10 per item.** This includes refrigerators, microwave ovens, plastic storage drawers, boxes, suitcases, etc.
* Everything must be packed in boxes that have lids, and be stackable. No loose items, laundry tubs or trash bags will be permitted.
* All items must be clearly labeled with the Student’s Name and Date of Storage. Only labels purchased from the Office of Housing and Residence Life are acceptable. Items without these labels will not be allowed in storage.
* Students are encouraged to take valuables home rather than store them on campus.
* \*\*\* ALL ITEMS ARE STORED AT YOUR OWN RISK\*\*\*
* **THERE IS NO FURNITURE OR MATTRESS STORAGE ON CAMPUS!!**
* Please arrange for your own transportation to move your items. There are no dollies or hand trucks available to students to check out.

**STORAGE HOURS: May 5-6 and May 9-14, 2016:**

* Reading Day: Thursday 5/5/2016: 1 pm to 4 pm
* Reading Day Friday, 5/6/2016: 10 am to 12 pm, 1 pm to 4 pm
* Finals Week: Monday 5/9/2016: NO STORAGE
* Finals Week: Tuesday, 5/10/2016: 1 pm – 4 pm
* Finals Week: Wednesday, 5/11/2016: 10 am – 12 pm and 1 pm to 4 pm
* Finals Week: Thursday 5/12 and Friday 5/13/2016: 9:30 am – 12 pm, 1 pm – 4:30 pm
* Saturday, May 14th 2016: 10:00 am to 2 pm. This is the last day of storage.
* Please check the daily Chirps listing for updated storage hours and locations open each day.
* **NOTE:** There will be **no** appointments offered outside of these open hours, so please make every attempt to store your items during the times noted.
* **Location:** South Campus: Items in the Harwood Trunk Room, Bikes in the Oldenborg Basement.

North Campus: Items in the Walker Trunk Room, Bikes in the Clark I Bike Room.

**BICYCLES ON CAMPUS**

* All bikes need to be stored in the bicycle storage rooms for the summer, or returned to the Green Bikes Program.
* There is a $10 charge to store your bike for the summer. Bike labels must be purchased from the Office of Housing and Residence Life.
* Access to the Bike Storage Rooms will be during the times noted above.
* Do not leave your bikes locked to outdoor bike racks or other fixtures on campus. Your bike will be picked up, held with the Facilities department for one week, then given to the Green Bikes program. If you reclaim your bike, you will be charged $25.00.
* The College will not be responsible for bicycles left in bike racks. Facilities and Campus Services will remove all bikes from campus racks on Tuesday, May 17th. Please place a sign on your bike if you will be working on campus immediately after closing.
* Summer Residents will need to register their bikes with the Office of Housing and Residence Life prior to the start of Summer Housing. Students can register as part of the National Bike Registry for $5.00.

**CARS ON CAMPUS:**

* Your car must be registered with Campus Safety before we can issue a Summer Parking Form.
* **NOTE: If you wish to leave your car on-campus during the summer months and will not be residing in Summer Housing, please stop by Facilities and Campus Services in Kenyon House to fill out appropriate summer parking paperwork.** Upon completion of the paperwork, vehicles can be stored on the P-3 Level of the Cowart ITB parking structure. Due to summer conferences and other events, there will be extremely limited long-term parking.
* **Students going abroad for the Fall 2016 semester may NOT leave their cars on campus.**

**STORAGE PODS:**

* POD style storage containers may be placed in select locations on campus . Residents can have storage containers placed in the following locations ONLY:
	+ Kenyon House Parking Lot – South of Mudd-Blaisdell Hall
	+ Parking lot behind Oldenborg
	+ Along the plaza in between Sontag and Pomona Halls
	+ In between Clark-I Hall and Athearn Field.
* Storage PODs found in other locations will be moved at your expense.
* All storage PODs must be removed by May 20th, 2016.
* POD storage is limited. If spaces run out in either or both designated areas above, no more storage pods can be accommodated.

**SECURITY**:

Remember, students are more vulnerable to theft of personal property during the semester closing period. Please take the following precautions while packing and preparing to move:

* Please keep your room and common areas locked and secured at all times.
* Facilities staff cannot be held responsible for items left unattended.
* Do not set your personal items (boxes, luggage, etc.) out in your hallway or courtyard; take them directly to your car or storage container.
* Do not leave your room and building doors propped open. In addition, be sure to close and lock your room windows and screens when you are not present.
* While packing, do not leave your bicycle in the hallway; take it directly to your car or store it in one of the on-campus bicycle storage rooms.
* Do not leave your car unlocked (or the trunk open) without someone being present to watch your belongings.
* As you leave, please double-check your room to ensure you have taken your glasses, passports, plane tickets, contact lenses, wallets, cell phone chargers, etc.

**CLEAN SWEEP 2016 :**

Do you have reusable stuff you don’t want to take with you? Don’t throw it away; donate it to Clean Sweep instead! Clean Sweep accepts all kinds of furniture, clothing, shoes, fridges, microwaves, TVs, lamps, fans, books, school supplies, and other still useable knick knacks. Please don’t give us your trash! You can drop off your stuff in the collection boxes that will be set up in or near all dorms beginning the week of reading days. There will also be a collection sites at various locations on campus. Avoid fines for leaving stuff in your room and help Pomona be more sustainable. Donate to Clean Sweep!

**DINING AMNESTY PROGRAM:** If you have any dishes, silverware or cups from dining services in your room, please drop them off in the drop off boxes at your nearest RA desk. Also, please return your green takeout container and reusable cups to the dining halls before you leave in order to get credit. Seniors who do not return their containers and cups will be billed for the cost of these items in their final bill.

**VILLAGE POSTMARK (Packing/Shipping)**:

Village Postmark will be on site at Walker Lounge Friday and Saturday, May 13th and 14th 2016, from 10:00am to 5:00pm. They will be selling boxes for packing and storage (rates vary depending on size). In addition, students can bring packed items ready for shipment (shipping rates depend on size and weight, plus shipping destination and method).

If students wish, they can bring unpacked items, and Village Postmark will pack them for you (for a fee). These items will then be shipped to any desired destination. Cash, check or Credit Card will be accepted on site. Students may also borrow a hand-truck (free of charge) to move belongings from residence halls to Walker Lounge.

**RETURNING TO CAMPUS IN THE FALL:**

* The Residence Halls will open for returning students at 8:00 am on Saturday, August 27, 2016.
* Classes will begin on Tuesday, August 30th, 2016.

*We ask for your assistance in leaving your room and dorm as clean as possible.*

*The Building Attendants will be very busy preparing for summer housing, conferences and general maintenance.*

*Your help by doing your part is greatly appreciated.*

*Enjoy your summer!!*

 *Congratulations Seniors!*