

Policy and Procedure

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| Department: Residential Life and Housing and Auxiliary Services | Section: Living at Creighton |
| Title: Checking out of the Residence Halls | Effective Date: |
| Authored by: | Approval Date: |
| Approved by: | Revision Date: |
| Type: Departmental Policy | |

Purpose: Explain the process and procedure for proper check out upon completion of a resident’s housing contract.

Scope: This policy applies to all residents at the conclusion of their housing agreement.

Policy: When permanently vacating an assigned space for any reason, at any time during or at the end of the academic year, students are responsible for completing all the checkout procedures established by Housing and Auxiliary Services.

Procedure: These procedures include, but are not limited to:

- Cleaning and full vacating the room, including the removal of all personal property
- Making sure that walls, furnishings, etc. are free of damage and defacement
- Removing all trash from designated trash receptacles
- Repositioning beds and other furnishings as they were found at check-in
- Turning off and unplugging all lights
- Closing all windows and closing blinds/curtains
- Turning heating/air conditioning units to “low”
- Scheduling a time with a hall staff member for an assessment of the condition of the room using the electronic Room Inventory form in the Housing Portal
- Returning all assigned keys and/or access cards where appropriate
- Updating the NEST address with the correct forwarding address card to ensure that the student will receive their first-class mail

Immediately prior to a student moving out, the hall staff member will compare the condition of the room/apartment with the Room Inventory that was completed at the time of check-in. Apart from reasonable wear and tear, the resident and their roommate will be expected to pay for any damages, deficiencies, and/or losses incurred while they were occupants of the room.

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Oftentimes, exact amounts of damages are not available at the time of the residents' departure. Common area damages are also assessed at this time. Housing and Auxiliary staff will assess all room damages and bill students accordingly.

The hall staff member or other designated University Official who is completing the check-out will note the official check-out date in the StarRez Housing system.

Accountability/Follow-up: Failure to complete any of the above procedures may make the student liable for damage assessments, fines, and/or other actions. The University reserves the right to remove and dispose of any property remaining in a room 24 hours after (a) a cancellation of the contract or lease by the University, (b) the separation or departure of a student from the University [note that any unexplained absence of ten days or more may be considered a departure from the University], or (c) the date by which a student must officially check out of the room. The University requires students to pay any costs incurred to remove any items.