CheckOut Basics

1. **Clean your room to White Glove standards.**
   Refer to the “White Glove Jobs and Fees” table below for a full list of cleaning jobs that must be completed.

2. **Schedule & attend a checkout appointment with your RA.**
   Cleaning will be inspected and any damages should be reported at this time.
   *This is the best way to avoid unexpected charges.*

3. **Remove personal belongings & return room key to the RA.**
   Students must remove all items and vacate the residence halls by Wednesday, May 11th at noon.
   *Students requesting to stay past Wednesday, May 11th at noon must submit a Beyond Checkout Request (available April 4th through April 30th).*
   Return your key before leaving campus to avoid lost key charges.

### Detailed Instructions

**A. CHECKOUT:** The Residence Halls officially close on Wednesday, May 11, 2016 at noon.

All students must checkout with their RA’s before Tuesday, May 10, 2016 at 6:00pm. Each student must sign up for a checkout time on the ‘Checkout Appointment Schedule’ posted by the RA.

*Students must checkout and vacate their building within 24 hours of their last exam* and no later than Wednesday, May 11, 2016 at noon. Students must schedule their checkout appointment as close to their departure time as possible, but no more than 24 hours prior to departure. Failure to vacate buildings by the approved time may result in appropriate discipline and housing charges (see the On-Campus Living Guide). Students requesting to stay past Wednesday, May 11th at noon must submit a Beyond Checkout Request (available April 4th through April 30th).

**B. PROCEDURES:** ALL students must complete the following procedures:

1. **CLEAN YOUR ROOM TO “WHITE GLOVE” CONDITION.** The chart below provides jobs that EACH student is responsible for completing. Roommates may share jobs, but each student is responsible for ensuring all jobs meet the criteria. If the room is not in White Glove condition upon RD inspection, charges will be applied.

<table>
<thead>
<tr>
<th>WHITE GLOVE JOBS AND FEES</th>
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<tbody>
<tr>
<td><strong>1</strong> All trash removed. A bag will be provided for each room, and each student is responsible to dispose of their trash prior to checkout. Tied trash bags go to nearby dumpster.</td>
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<tr>
<td><strong>2</strong> Floor must be vacuumed/swept (under beds and desk).</td>
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<tr>
<td><strong>3</strong> The bed is empty.</td>
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<tr>
<td><strong>4</strong> All decorations, posters and pictures must be removed from the walls.</td>
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<tr>
<td><strong>5</strong> Closets, bookshelves, dressers, and desks must be cleaned and emptied.</td>
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<tr>
<td><strong>6</strong> Window and windowsill cleaned, blinds and baseboards dusted.</td>
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<td><strong>7</strong> All food must be removed from the room.</td>
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<tr>
<td><strong>8</strong> Main Campus: Sink, mirror and ledge is cleaned.</td>
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<tr>
<td><strong>9</strong> Campus East &amp; Quad-Living – Common area must be cleaned. (Based on the sign-up sheet for “Checkout: Common Area Jobs”)</td>
</tr>
<tr>
<td><strong>10</strong> Campus East, Commons &amp; Annex – Individual bathroom is cleaned. (Mirrors, counter-top, sinks, bath tub, toilet and floor)</td>
</tr>
</tbody>
</table>

Failure to meet the white glove conditions will result in a charge being applied to your bill.

2. **SCHEDULE AND ATTEND A CHECKOUT APPOINTMENT WITH YOUR RA:** Each student must sign up for a time on the “Checkout Appointment Schedule” to checkout with an RA. Checkout appointments should be scheduled to occur within 24 hours of your departure time. It is best to have an appointment as close to your departure time as possible.

   During your checkout appointment, your room will be inspected for White Glove standards. Every student is responsible to report all room damage to the RA. Failure to do so may result in an unclaimed damage charge on your billing account.

   A ‘Failure to Checkout’ charge of $25.00 will be charged for missing a checkout appointment.

   *If you miss the appointment, it is your responsibility to reschedule another appointment at the RA’s convenience.*
3. **REMOVE ALL ITEMS AND RETURN YOUR KEY:** Prior to the close of the residence halls on Wednesday, May 6th at noon, all personal belongings must be removed from the building. The University assumes no responsibility for items left on the hall and may dispose of these items. For further details, see the On-Campus Living Guide [www.liberty.edu/studentaffairs](http://www.liberty.edu/studentaffairs).

   Keys should be returned to the RA at the Checkout appointment. Failure to return your key at Checkout will result in a minimum $25 Non-Returned Key Charge. When returning your key, make sure that you receive your copy of the Key Request and Return Form, which is your receipt.

   After business hours, keys may be returned at your own risk, by using the key drop box outside the exterior door to the Office of Student Housing (Green Hall Room 1886). Seal your key in an envelope with your name and room assignment before placing the envelope in the box.

   **Students should NEVER return a key by any method other than the two described above.**

   Note: The RA’s will be available to collect keys for graduating students, on Saturday, May 14th, 4:00pm to 5:00pm.

C. **STUDENTS STAYING ON CAMPUS AFTER May 11th (Beyond Checkout):**

   Students requesting to stay past noon on Wednesday, May 11th must submit a Beyond Checkout Request (available April 6th to April 30th).

   Only approved students are allowed to stay past noon on Wednesday, May 11th.

   Students staying past checkout in East Campus may be required to transition to assist the University with Commencement Housing. Consolidation will be on May 10th from 3:00 pm to 8:00 pm. Refer to [www.liberty.edu/studenthousing](http://www.liberty.edu/studenthousing) for further information.

   Students approved to stay past May 6th at noon will need to schedule and attend a checkout appointment with the RA before departure. Those staying for Commencement must vacate by Saturday, May 14th at 6:00pm.

D. **RESIDENCE HALLS OPEN FOR RETURNING STUDENTS on Friday, August 26, 2016:**

   Students can request to arrive **before August 26th** by submitting an Early Arrival Request, **available June 22nd** through Housing & Dining (ASIST).

E. **SUMMER HOUSING:**

   1. Summer Housing will be available in the **East Campus** residence halls. Students must submit a Summer Housing Request, which can be found by clicking the Summer Housing hyperlink on the Student Housing website.

   2. Students staying for Summer Housing will consolidate to their assigned Summer Housing locations.

   3. Students staying for Summer Housing must transition from their Spring 2016 to their Summer assignment by the dates below:

      - **Campus East** will transition on **Tuesday, May 10th by 8:00pm**
      - **Main Campus, Commons & Quads** will transition on **Sunday, May 15th at 3:00pm**

   4. Keys for Spring 2016 housing assignments must be returned to the Office of Student Housing by Monday, May 16th at 8:00am. **Failure to return the old key by this time will result in a minimum $25 Non-Returned Key Charge.** After business hours, keys may be returned at your own risk, by using the key drop box at the entrance of the Office of Student Housing (Green Hall 1886). Seal your key in an envelope with your name and room assignment and place the envelope in the box.

   5. Failure to vacate your Spring 2016 assignment by the dates listed will result in appropriate discipline, an additional housing fee ($15 per night), and potential disposal of personal belongings. Liberty University is not responsible for any items left behind.

   6. Fees for the summer must be paid to Student Accounts prior to checking in for Summer Housing.

F. **APPEALS OF ALL CHARGES:** All Checkout, White Glove and Hall Damage charges must be appealed via e-mail to the Office of Student Housing (housing@liberty.edu) within **30 days** of the posted date on the student’s bill. To appeal a key charge, the “Key Request and Return Form” must be provided with the written appeal.

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**Institutional Liability**

*The University will not be responsible for damage to or loss of personal belongings, which are a result of fire, wind, water, insects, rodents, vandalism, or theft. However, when damage or loss is reported, the University will take reasonable steps to attempt to resolve the problem. Student are encouraged to make sure personal belongings are covered by their parent’s homeowners policy or a renter’s insurance policy.*