If you would like your own copy of these Checkout Instructions, please visit www.liberty.edu/studenthousing.

a. CHECKOUT: The Residence Halls officially close on Friday, May 14th at Noon.

All students must checkout with their RA’s before Thursday, May 13th at 11:00PM. Each student must sign up for an appointment time posted by the RA.

Students must checkout and vacate their building within 24 hours of their last exam or no later than Friday, May 14th at Noon. Students 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 & housing charges (see the On-Campus Living Guide).

Students are not allowed in the Residence Halls during Summer Break without written permission from the Office of Student Housing. Failure to comply may result in disciplinary action.

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.

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<tr>
<th>WHITE GLOVE JOBS AND CORRESPONDING FEES</th>
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<tr>
<td>1. A trash 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>2. Floor must be vacuumed/swept (under beds and desk).</td>
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<td>3. The bed is empty.</td>
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<td>4. All decorations, posters and pictures must be removed from the walls.</td>
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<td>5. All personal items must be removed from the room.</td>
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<td>6. Closets, bookshelves, dressers, and desks must be cleaned and emptied.</td>
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<td>7. Blinds, window and windowsill cleaned, and baseboards dusted.</td>
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<td>8. All food must be removed from the room.</td>
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<td>9. Hallway/breezeway in front of the room is vacuumed/swept and cleaned.</td>
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<td>10. Main Campus: Sink, mirror and ledge is cleaned.</td>
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<tr>
<td>11. Campus East &amp; Quad-Living – common area must be cleaned (Based on the sign-up sheet for “Checkout: Common Area Jobs”)</td>
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<tr>
<td>12. Campus East &amp; Annex – Individual bathroom is cleaned (Mirrors, counter-top, sinks, bath tub, toilet and floor)</td>
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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 close to your departure time as possible.

During the meeting, White Glove criteria will be inspected and all room damage should be reported to the RA. Every student is responsible to report room damage to the RA. Failure to do so may result in an unclaimed damage charge being placed on your bill.

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 Friday at Noon, all personal belongings must be removed from the building. The University assumes no responsibility for items left in the rooms or halls and may dispose of the items.
“Students...who do not reside on campus during the summer months must make arrangements for the storage of personal articles. The University does not assume responsibility for the shipping and handling of personal property and is not responsible for personal items left on campus. If personal property is left in the residence halls/rooms, daily fees will be assessed and the University reserves the right to dispose of the items. The University assumes no responsibility for these items.” (On-Campus Living Guide) 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 get 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 at the exterior door to the Office of Student Housing (Residence Hall 17, across from the Prayer Chapel). Seal your key in an envelope containing your name and room assignment and place the envelope in the box.

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

**Note:** For students staying for Commencement, the RA’s will be available for key returns on Saturday, May 15th, from 7:00 AM-8:00 AM and 3:30 PM - 4:30 PM

d. **STUDENTS STAYING ON CAMPUS AFTER MAY 14th:**
Only approved students are allowed to stay beyond Noon on Friday, May 14th. Approval can only be given through your Resident Director (i.e. students staying for Commencement, and summer residents).

Students approved to stay beyond May 14th will need to schedule and attend a checkout appointment with RA by Thursday, May 13th at 11:00PM. Those staying for Commencement must vacate by Saturday, May 15th at 6:00PM.

c. **RESIDENCE HALLS OPEN FOR RETURNING STUDENTS on Friday, August 20th.** No Early Arrivals are permitted without written approval by the Office of Student Housing (housing@liberty.edu)

e. **SUMMER HOUSING:**
1. Students staying for summer housing must submit a Summer Housing request, which can be found at http://www.liberty.edu/index.cfm?PID=1206. Agreement to terms and conditions of Summer Housing and approval of your request is required.
2. Forward the confirmation email to your RD to request approval to stay beyond Friday, May 14th at Noon.
3. **Summer Housing check-in is on Sunday, May 16th from 3:00PM-8PM in the Office of Student Housing (M17-1).**
4. All students must be moved out of the Residence Halls on Sunday, May 16th by 8:00PM.
5. Spring housing keys must be returned to the Office of Student Housing by Monday, May 17th at 10:00AM. **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 (M17-1). Seal your key in an envelope containing your name and room assignment and place the envelope in the box.
6. Failure to vacate your Spring assignment by Sunday, May 16th at 8:00PM will result in appropriate discipline, an additional housing fee ($30 per night), and possible disposal of personal belongings. Liberty University is not responsible any item.
7. All room 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 to the Office of Student Housing within 30 days of the posted date on the student’s bill. Appeals to Office of Student Housing must be made via e-mail (housing@liberty.edu). To appeal a key charge, the “Key Request and Return Form” must be provided with the written appeal.

**Institutional Liability**

_The University will not be responsible for damage to or loss of personal belongings, which are a result of 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. Students are encouraged to make sure personal belongings are covered by their parent’s homeowner’s policy or a renter’s insurance policy._

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