Everything You Need To Know About Spring Semester Closing
From St. John’s Residence Life and Housing
Spring 2021

When you are packing up and getting ready to move out, please keep the following year end policies in mind.

24 HOUR QUIET HOURS: Thursday, May 13 – Friday, May 14

To support academic achievement, the weekend prior to and throughout finals week, all St. John’s residential communities observe a 24-7 Quiet/Study Hour policy. There are also no parties or social gatherings allowed during this time.

DEPARTURE TIMES

All students are expected to vacate the residence halls by **8 p.m. on Friday, May 14, 2021** or within 24 hours of their last exam – whichever comes first. Graduating Seniors can stay until Monday, May 17 at noon.

Requests to stay late (beyond May 14)

Students who need to extend their stay beyond the closing of the residence halls must complete the extended occupancy request form on our website, [https://sharepoint.csbsju.edu/sjureslife/Pages/extended_stay.aspx](https://sharepoint.csbsju.edu/sjureslife/Pages/extended_stay.aspx), to request permission.

- **Seniors:** Graduating seniors are automatically approved to stay beyond Commencement until noon on Monday, May 17.
- **Summer students:** Students living on campus this summer do **not** need to fill out the Extended Stay Request Form. These students will remain in current housing until Wednesday, May 19 when you will move to approved summer housing, unless indicated otherwise by Residential Life and Housing.

According to the lease agreement, all University furniture is required to remain in student residences. However, if you violated this policy, all University furniture **must** be returned to your residence. Residents will be charged the cost of replacement for any University furnitur or appliances missing from their residence!

University Provided Lofts: If you lofted your furniture or bunked your bed using SJU provided furniture you will need to unloft/unbunk your beds. **All SJU provided lofts** (not bedloft.com) need to be unlofted/unbunked prior to the student’s departure.

Bedloft.com Lofts (Tommy, Mary, Pat, Boniface, and Bernard) and micro-fridge units: If you have bed loft or micro-fridge unit rented through Bedloft.com, please leave the bed as is. While you do not need to unloft your bed, you will need to make space for the crew to collect the bed loft on May 15. Bedloft.com will pick up and disassemble the lofts on May 15. If you prohibit Bedloft.com from collecting the bed loft they may charge you a late return fee. Please see your Bedloft.com rental agreement or contact the company at 866.651.5638.

During the move-out process, corridors must be kept free of obstructions that could impede escape from buildings in emergency situations. During move out, if items are left in the hallway and the fire department deems the situation a hazard **ALL RESIDENTS** of the floor will be charged $100 (yes, that is $100 per resident).
Do not leave heavy pieces of furniture, trash, or appliances in your room, corridors, anywhere inside or outside buildings, or on the lawns. Large dumpsters will be placed outside all residence areas by Monday, April 29, for dumping large items.

CHECK OUT PROCEDURE

Before you leave for the summer, you **MUST** check-out with your RA using one of the following options:

**RA Check-out:**

- Schedule an appointment with your RA by signing up at least 24 hours in advance. If you are leaving campus outside of the times your RA has posted, schedule a time with your RA in person.
- When your RA completes the room check out, you will be notified at that time of any damage charges that will be assigned to you.
- All charges will be billed to student accounts in May and reflected on the June statements. **If you do not make and keep a check-out appointment with your RA, you waive the right to appeal any damage charges!**
- Appeals of all damage billing will be accepted until June 11, 2021. Late appeals will not be reviewed.

**Express Check-out:**

Residents also have the option of completing an Express Checkout Agreement.

- The Express Checkout Agreement is on your key envelope. Sign it, and give your key(s) to your RA.
- By signing the Express Checkout Agreement, you do not need to make an appointment to check out with your RA.
- **When you elect to use the express check-out option, you forfeit the ability to appeal any damage charges**

**Room check-out checklist**

Rooms should be left in move-in condition:

- Empty your closets or desk drawers
- Wipe drawers and shelves out with a damp cloth
- Wash all marks off the walls
- Remove all tape/sticker residue and poster putty from walls and furniture
- Clean your sink and medicine cabinet
- Vacuum floors and stairs
- Assemble beds – All furniture and beds must be returned to the proper room
- Close and lock window(s)
- Remove all trash; take to appropriate receptacles
- Please remember to turn the heat down to at least 45 degrees (where applicable)
- Turn off lights
- Lock door
- Turn your key in an envelope with your name, building, and room number to one of the following:
  - Resident Assistant
  - The Campus Life Office in Sexton 210
  - Life Safety in Tommy Hall
DISPOSAL OF WOOD, CARPET, FURNITURE & OTHER LARGE/HEAVY ITEMS

Dumpsters for the disposal of wood, carpet, furniture and other large items will at the locations listed below in the gray box. These dumpsters will be checked daily by custodial staff and removed either daily or when needed. If you see a dumpster getting too full, please send us an email and we will make a call to custodial services to have the dumpster replaced.

<table>
<thead>
<tr>
<th>Large dumpsters will be available on the following dates and at the following locations:</th>
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<tbody>
<tr>
<td>Benet Hall &amp; Greg House (Northwest of Greg House)</td>
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<tr>
<td>Bernard Hall (North Service Area)</td>
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<tr>
<td>Mary Hall (North Service Entry)</td>
</tr>
<tr>
<td>Thomas Hall &amp; Joe Hall (West end of Thomas Hall)</td>
</tr>
<tr>
<td>Patrick Hall (North Drive Area)</td>
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<tr>
<td>Seton, Metten, Flynnstown Apts &amp; Vincent</td>
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<tr>
<td>(2 in Flynnstown Parking Lot and 1 on the West side of Metten Court)</td>
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<tr>
<td>Maur, Placid &amp; Virgil Michel (Southeast of Placid)</td>
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**Absolutely NO appliances or electronic waste should be placed in the above listed containers**

E-WASTE (ELECTRONIC WASTE)

Two containers will be available for the disposal of such as computers, phones and other small appliances with circuit boards/panels.

| Mary Hall Receiving Room (Bsmt. level near the elevator)  | April 30 to May 19 |
| Thomas Hall Receiving Room (Bsmt. level, elevator area)  | April 30 to May 19 |

OTHERS THINGS TO THINK ABOUT

Books: Remember to return borrowed books to the CSB/SJU Libraries.

Bedloft.com Loft Collection  May 15th

Bedloft.com has scheduled loft collection after finals week. Bedloft.com is only collecting rented loft units and microfridges. They are not collecting the school supplied bed frame and mattress. Disassembly of the bed loft is not required as Bedloft.com will take care of the work.

Damage and Cleaning Charges

- Traditional Residence Hall Rooms and Suites
  - Cleaning and damage charges are assessed evenly to all residents of the room unless we can clearly identify who caused the damage.
- Apartments
  - Cleaning and damage charges within the common areas are assessed evenly to all the residents.
  - Cleaning and damage charges for individual bedrooms and bathrooms are assessed only to the specific resident.
- Damage and Cleaning Charges will be applied to students’ accounts sometime in the latter half of May.
• Students will have until June 11, 2021 to appeal any charges. Appeals submitted after the June 11, 2021 deadline should not expect to be heard. Students are responsible for communicating this to their parents in timely manner.
• Students may appeal damage charges by contacting Ben Corbett at bcorbett001@csbsju.edu or by phone at 320-363-3512.

Summer Storage

- St. John’s Residential Life and Housing, in partnership with the Intercultural and International Student Services office, offer storage to SJU International and Out of State Students, over the summer, free of charge (as long as space allows). Storage will be located in the basement of Bernard Hall.
- **Up to four (4) boxes (18"X18"X24" maximum)** are allowed to be stored per student. You **cannot** store:
  - Computers
  - Printers
  - Appliances (i.e. fridges)
  - Electrical items
  - Furniture
  - Other large items
- Absolutely no computers, printers, electrical items, furniture, appliances and other large items are allowed to be stored in the summer storage room.
- If you have computers, etc., please make arrangements with friends to store your items or rent a space from a local storage company. There are storage areas in St. Joseph that rent space.
- **ALL items must be stored in a box that is taped and labeled properly.** You can purchase tape and boxes from the Service Counter in the CSB/SJU Bookstores. You may also be able to obtain free boxes from Dining Services or other on-campus/local businesses.
- Items stored are expected to be picked up from storage by **Tuesday September 5, 2021.** If you are unable to pick up your belongings by Tuesday, September 5, you must schedule an appointment with the Campus Life office to access your belongings.
- **Every** student that stores items **must** complete and sign a storage agreement form at the storage site.

**St. John’s University is not responsible for loss or damage to stored items**

Storage Days and Times

- **Wednesday, May 12:** 3:00 p.m. – 9:00 p.m. (International Student Priority Day – Bernard Hall and New Flynnstown Apartments)
- **Thursday, May 13:** 3:00 p.m. – 9:00 p.m. (New Flynnstown Apartments Only)
- **Friday, May 14:** 3:00 p.m. – 9:00 p.m. (Bernard Hall only)
- **Saturday, May 15:** 10:00 a.m. – 3:00 p.m. (Bernard Hall only)
- **Sunday, May 16:** 10:00 a.m. – 3:00 p.m. (Bernard Hall only)

**DURING FINALS WEEK NO ACCESS WILL BE GRANTED OUTSIDE OF THESE HOURS**

Please note times for Fall return: Move-in for returning students is scheduled for Saturday, August 28 starting at 9 a.m.

Thanks for your assistance!

**Have a great summer!**