DONLEY HALL
CLOSING INFORMATION 2023

YOU ARE RESPONSIBLE FOR KNOWING AND ADHERING TO ALL INFORMATION CONTAINED HEREIN.
MAKE SURE YOU READ ALL INFORMATION IN THIS GUIDE. PLEASE SHARE WITH YOUR ROOMMATE(S).

Housing Buildings officially close at 5pm Friday, May 5, 2023

Residents are required to check out of their room within **24 hours after their last exam,** but no later than May 5th at 5 p.m.

Residents who have summer housing may stay in their current room. You will be notified when your summer room assignment is ready for you to move into.

QUIET/COURTESY HOURS

Sunday, April 23rd through Remainder of Semester

Quiet hours are established to ensure residents have the opportunity to study in their rooms and sleep without noise disturbances.

- Your level of loudness should never be enough to be heard clearly through the walls or in the hallway.
- Quiet hours are in effect 24 hours a day. From 7pm-8pm daily quiet hours are lifted. During this time, courtesy hours still apply.

EXTENDED/LATE STAYS

Residents who need to stay beyond May 5th at 5pm, must fill out the Housing Extension Request form AND obtain prior approval from the Donley Residence Hall Coordinator.

Graduating seniors must get approval!

You must fill out and turn in the request form by 4pm on Friday, April 28th to get permission. Submit the form and email questions to donleyhall@ltu.edu.

DINING SERVICES HOURS

Please be aware that hours of the Blue Devil Café, Einstein Bros. Bagels and the POD may be different during finals weeks.

Please note, any unused meals and Blue Devil Dollars will expire at the end of the semester.

Tech Transit

Will maintain normal shifts scheduled.

Summer Housing Students

Students remaining in Housing for the Summer session, must be ready to move to into their summer housing assignment May 8th through May 19th. These dates may change to a later date but you should be ready to move at any time. You will only have 48 hours to move. You will receive further instructions from the Office of University Housing. **You stay in your current room until your summer room is ready.**

CHECKING OUT

Failure to check out will forfeit your right to contest charges billed to your student account. You will also be billed a $50.00 improper checkout fee.

Check Out Instructions

1. Make sure you have removed all belongings from your apartment. ***Any belongings left in the apartment will be thrown away and you will be billed for removal of property. University Housing does not offer any storage over the summer.***
2. Make sure you have cleaned all areas of your apartment, including the bedroom, bathroom, kitchen, living room, drawers, etc. ***Any areas not cleaned will be result in a charge, this includes vacuuming, cleaning bathrooms, wiping down counters, cleaning out drawers, etc.***
3. Go to the Information Desk to checkout. If the Information Desk is closed, please complete Express Checkout located near the Information Desk.
    i. At this time, you will turn in your keys and fill out your mail forwarding card.

DAMAGE ASSESSMENTS

Resident Assistants and the University Housing Professional Staff will assess all damage and cleaning charges on your ACI once all residents have moved out. Repair, cleaning or replacement charges for damaged, dirty or unreturned/missing University Housing property (including keys and furniture) will be billed to the Student Account of the resident over the summer. **ALL ROOMMATES WILL BE BILLED AN EQUAL SHARE OF DAMAGE AND CLEANING CHARGES UNLESS** the individual who did the damage admits responsibility in writing. Even if you check out prior to your roommates and when you leave the apartment is clean and there are no damages, all roommates will be billed equally for the damage. You must fill out the appeals form on our housing website to contest the charges as long as you checkout properly. The Resident Assistants and the Professional Staff will try their best to bill students accordingly. If you have a discrepancy, do not hesitate to contact the Office of University Housing if your student account has been charged. **ALL APPEALS MUST BE RECEIVED BY FRIDAY, JUNE 23, 2023 BY 4PM TO THE BUILDING RESIDENCE HALL COORDINATOR donleyhall@ltu.edu.**

RESIDENT CLOSING CHECK LIST

Residents are required to leave their rooms in a neat and orderly condition before checking out. Following is a checklist of some items/condition the Housing and Campus Facilities staff will be noting as they check your room:

____Furniture – make sure all furniture is put back, arranged properly, and wiped down
____Desk – clean, pull out each drawer, check underneath and behind drawers
____Chair – clean
____Dresser – clean, pull out each drawer, check underneath and behind drawers
____Bed – assembled
____Closets – clean
____Bathrooms – clean
____Kitchen – clean, refrigerator/cabinets empty and cleaned
____Stove – Cleaned
____Microwave cleaned
____Laundry room cleaned
____Walls – for dirt, holes, nails, tape, etc
____Floor swept and vacuumed and any tape or gummy residue removed
____Room door – free of all stickers, door tags, flyers, etc. and locked
____Window – closed & locked
____All trash removed and taken to the dumpster

GOOD LUCK WITH YOUR EXAMS! And
HAVE A SAFE AND ENJOYABLE SUMMER!