



HOUSING CONFERENCE SERVICES

Check-Out Procedures

*We hope you are enjoying your stay here at Sac State Residence Halls.
We appreciate you staying with us!*

CHECK-OUT IS AT 11 A.M.

KEYS

- All keys must be returned when you check out. Keys must be in same manner and condition as when checked out.
- Lost key/fob must be reported. Replacement cost **\$30.00**. Key/fob not returned will be charged. If keys are found after the event, key/fob may be returned; however, credit **will not** be issued.

REFRIGERATORS

- If reserved, please remove all items in refrigerator and dispose of them in outside garbage.
- Please clean any spills.
- Community kitchen refrigerator if used, empty all items before leaving.
- Leave refrigerator plugged in.

LINENS

- If linen service was requested, please leave pillow and blanket on the bed. All other linens should be placed on the floor inside your room, next to the bed. Do not leave linen in restrooms or hallways.

ROOM CONDITION

- Please remove all decorations, flyers, posters, etc.
- All furniture **MUST** be returned to its original location/position.
- Throw away all trash in chutes or dumpsters.
- Double check all drawers and closets for personal items.
- Leave all dressers and drawers in the open position before checking out.
- Any damage, graffiti, or excess trash will be assessed and charged to guests.
- Close all windows, turn off lights, and lock door(s).

VACUUMS AND ALL OTHER CLEANING SUPPLIES ARE AVAILABLE
FOR CHECK-OUT AT THE HOUSING CONFERENCE SERVICES
FRONT DESK IF NEEDED.