Spring 2021
Move-Out Information

Halls Close on Friday, May 21, 2021 at 3 p.m.

Moving out early?

We recognize that students might want to move-out earlier than May. You are able to check out of your room and residence hall at any point starting on Friday, April 16, 2021. You will still be responsible for all housing charges for the entire semester, even if you move out early.

Check-Out Instructions

- Attend your mandatory floor meeting. If you move-out prior to your mandatory floor meeting, please consult with your RA or your Front Desk staff about your move-out.
- You are required to participate in the Express Check-Out process. Please properly prepare your room/suite for move-out and comply with the requirements of the Express Check-Out Process.
- Before completing your check-out, please do the following:
  - Arrange furniture in the proper order and return bed to the 5th notch.
  - All personal items must be removed from your room/suite. Check all drawers and closets.
  - Clean and vacuum thoroughly. Vacuum under couch cushions.
  - In the American River Courtyard, all suitemates are responsible for the common space cleaning and/or charges.
  - Remove all trash to appropriate outside dumpster. Do not leave trash/personal items in the hallway or trash room.
  - Cleaning supplies, furniture placement diagrams, extra trash bags and a list of recommended cleaning supplies will be available at the front desk.
  - Update your current address with the University. This can be done online through your My Sac State account.
  - Pay any outstanding Housing debts at the Bursar's Office in Lassen Hall.
- **Express Check-Out: Visit your Front Desk to be checked out.**
  - Your room key and access key must be returned to the front desk at the time of your check-out. The charge for an unreturned key or access key is $30 each.
  - Resident Advisors (RAs) will conduct a preliminary inspection of your room/suite after your departure and you are waiving your right to be present during a check-out inspection.
Parking

Lot 2 - Residence Hall Area

Families and friends assisting residence hall students with move-out can purchase a Daily Parking Permit by following instructions for App or Phone purchases found on the Sac State Parking Visitor Information page https://www.csus.edu/parking-transportation/visitor-information/

All vehicle drivers are reminded to park and load only in designated parking spaces or loading zones only. Vehicles will be ticketed/or towed if parking in the red fire line.

Damage Charges

Your RA will complete the initial room assessment.

The RA does not apply charges, nor do they make any decisions about charges. The RA only notes the condition of your room/suite. Residence Life Coordinators (RLCs) will assess final damage and cleanliness charges based upon their examination of condition of the room/suite at the time of the final inspection. Charges may be assessed to your student account for problems with the condition of the room/suite determined by the RLC during their inspection of the room. For AMC: All suitemates will share the responsibility for any concerns with the condition of the suite and damages will be assessed equally amongst all suitemates, unless someone states in writing that they are solely responsible.

Questions Regarding Damage Charges

All damage charges will be posted to your University account by June 1, 2021, and must be paid promptly. Please remember that any past due charges will result in a University hold on your records. This hold will affect the release of your grades and your summer and/or fall registration, etc.

- If necessary, you may email the University Housing Services beginning June 1, 2021 to request a copy of your Inventory Form showing damage charges.
- Questions or appeals regarding room charges must be made via email only to housing@csus.edu.
- Deadline: Appeals for charges must be emailed by 8am on Monday, June 14, 2021.

Late Departure Request

Any resident who needs to stay late past 3pm on Friday, May 21, 2021 due to extenuating circumstances will need to submit a Late Departure request by Noon on Friday, May 14 at HornetHousing https://csus.starrezhousing.com/StarRezPortalX/InitiateLogin/StarNet.Core.AuthProviders.Shibboleth
Your request for late stay will be reviewed by the Residence Life Coordinator, and when approved or denied, additional information will be emailed to you.

This includes graduating seniors, summer school students, housing staff, athletes with late competitions, residents that are helping with commencement ceremonies, etc.

All approved late departures are subject to the following:

- An additional rent fee of $37.00 per night will be charged for the additional night(s) of stay. This charge will be assessed to your University account.
  - Graduating seniors participating in graduation ceremony Friday, Saturday, or Sunday are exempt from the charges.
- Meal service in The Servery at the Dining Commons will not be available during the late departure period.
- Residents are responsible for abiding by all terms and conditions of the license agreement as well as the regulations outlined in the residence hall handbook.
- No overnight guest(s) are allowed.

**E-Waste**

Items such as old computers and televisions should be disposed of properly in e-waste receptacles located in each building.

**Trash & Recycle**

- Riverview residents are to take trash and recycle to the dumpsters outside of their buildings.
- American River Courtyard residents, please take trash bags and flattened boxes to the dumpsters located in the Interior Courtyard.
- Please DO NOT LEAVE any trash outside American River Courtyard or Riverview Hall trash chute doors.
- Identified trash left in the hallways may be assessed and charged to the resident involved.

**Quiet Hours**

**Extended Quiet Hours**

- At 7p.m. on Sunday, May 9, our extended quiet hours policy begins and extends through Saturday, May 15. Quiet hours will be from 7pm until 9am each day within that week.
- These extended quiet hours are for the residence halls and all surrounding outside locations within the housing complex (including the pool, basketball court, tennis court, quads, etc.).
24 Hour Quiet Hours

- All halls observe 24-hour quiet hours during Finals Week. This is in effect from Sunday, May 16 through closing.
- During the 24-hour quiet hours period, the purpose of the courtesy hours is to encourage community members to still be respectful of the needs of others if you need to take a break from your studies. It is important for community members to appropriately confront noise during this time.
- 24-hour quiet hours are for the residence halls and all surrounding outside locations within the housing complex (including the pool, basketball court, tennis court, quads, etc.).

If you have questions, see your Resident Advisor, your Front Desk staff, or your Residence Life Coordinator.