



Spring 2020

Move-Out Information

Halls Close
Friday, May 15, 2020
3 p.m.

Check-Out Instructions

- Attend your mandatory floor meeting!
- You must schedule a check-out appointment by Friday, May 10. See your RA for details.
- 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.
- Cleaning supplies, furniture placement diagrams, extra trash bags and a list of recommended cleaning supplies will be available at the front desk.
- Remove all trash to appropriate outside dumpster. Do not leave trash/personal items in the hallway or trash room.
- Your room key and access fob must be returned at the time of your check-out appointment. The charge for an unreturned key or access fob is \$30 each.
- In the American River Courtyard, all suitemates are responsible for the common space cleaning and/or charges.
- Complete all items listed on your check-out form prior to your appointment.
- 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.
- Room Layout Diagram: Desmond, Draper, Jenkins, Riverview, Sierra and Sutter Hall Rooms and American River Courtyard – Suites

Parking

Lot 2 - Residence Hall Area and Parking Structure V.

Students with a valid parking permit for Parking Structure V are allowed to load their vehicle in the Residence Hall parking Lot 2 on Monday, May 11 – Thursday, May 14 during the hours of 8a.m. –4p.m. with a Loading Zone permit ONLY. Loading zone permits can be obtained at Information Booth 1 off the J street entry to campus. The loading zone permit is for 2 hours only.

On Friday, May 15 residential students with a valid permit for Parking Structure V are allowed to load their vehicle in the Residence Hall parking Lot 2. No loading zone permit is required.

Parents/guardians assisting residence hall students with move out, can stop by the Information Booth 1 (off J Street) to pick up a courtesy permit to park in the Residence Hall Lot 2. This is in effect starting on Monday, May 11 – Friday, May 15.

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.

[View a map of the Residence Hall parking Lot 2](https://www.csus.edu/parking-transportation/spotlights/fall-2019-reshall-parking-info.html) <https://www.csus.edu/parking-transportation/spotlights/fall-2019-reshall-parking-info.html>

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.
- Your Residence Life Coordinator applies charges after you move out based on the Inventory Form.

Questions Regarding Damage Charges

All damage charges will be posted to your University account by June 1, 2020, 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, 2020 to request a copy of your Room/Suite Condition Report 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 June 12, 2020.

Late/Early Departure Request

Any resident who needs to stay late past 8p.m. on Friday, May 15 due to extenuating circumstances will need to submit a Late Departure request by **Noon on Friday, May 8 at [Hornet Housing](https://housingres.csus.edu/StarRezPortalX/13E3ADD8/1/1/Home-Welcome_to_HornetHou)** https://housingres.csus.edu/StarRezPortalX/13E3ADD8/1/1/Home-Welcome_to_HornetHou. Your request for late/early 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, summer 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 rental fee of \$36.00 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

- Traditional Hall residents are to take trash and recycle to the dumpsters behind 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 3, our extended quiet hours policy begins and extends through Saturday, May 9. 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 10 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, or Residence Life Coordinator.
