

HALL CLOSING

Students need to vacate their rooms within 24 hours after their last exam. Residence halls officially close at 5:00 p.m. on Saturday, May 6, 2017.

Best of luck on your final exams!

DINING SERVICES HOURS



Summit

(M-F 7:00 a.m.-7:00 p.m.; Sat. 9:00 a.m. - 2:00 p.m.)

Boreman

(M-F 11:00 a.m.-7:00 p.m.; Sat. 9:00 a.m. - 2:00 p.m.)

Hatfields

(M-F 7:15 a.m.-10:30 a.m.; Sat. closed)

Stalnaker

(M-Thurs 11:00 a.m.-8:00 p.m.;
Fri. 11:00 a.m.-2:00 p.m.)

Arnold

(M-F 9:00 a.m.-7:00 p.m.; Sat. closed)

Café Evansdale

(M-Th 7:00 a.m.-8:00 p.m.; F 7:00 a.m.-6:30 p.m.; Sat. 9:00 a.m.-2:00 p.m.)

Brew and Gold, Summit Grab & Go

(M-Th 7:00 a.m.-9:00 p.m.; Fri 7:00 a.m.-3:30 p.m.)

Park Place,

(M-F 7:00 a.m.-9:00 p.m.; Sat 9:00 a.m.-2:00 p.m.)

STUDY SNACKS

(Visit your main desk or ask your RA for locations.)

Boreman, ERC, and Summit:

Sun to Wed – 8:00 p.m.–midnight

Arnold, Honors, International House, Lincoln, and Oakland:

Mon to Wed – 8:00 p.m.–midnight

Stalnaker:

Mon to Wed – 8:30 p.m.–midnight

WHAT YOU SHOULD DO BEFORE CHECK OUT

- 1) **WALLS-** Remove ALL **tape, stickers, and posters** from walls and ceilings. Removal of adhesive material is time consuming. You could be billed a cleaning charge if not removed appropriately.
- 2) **TRASH & RECYCLING-** Remove ALL **trash** from your room before you leave. The Main Desk will have a supply of garbage bags. You will be billed for any excessive garbage removal. The trash chutes at the ERC will be closed from 9pm – 6am. Dumpsters are on the Downtown campus and other Evansdale locations. Do not throw large bulky items such as carpet and furniture in the trash chutes or outside dumpsters. Place large items next to the outside dumpsters. Recycling bins will also be available in trash disposal areas.
- 3) **FURNITURE-** Do not get billed for any missing furniture. All **furniture** that was in the room when you moved in should be in the room when you leave. All furniture should be in the same condition, location, and set-up as it was when you moved in. (Stacked furniture must be un-stacked; bunk beds should be un-bunked, if you raised your bed, place it back down to #5 Peg). Inverted head and footboards will result in a \$50 charge. Also, make sure that your **curtains, blinds, and desk lamps** are in your room.
- 4) **CLEANLINESS-** Leave your room in the same condition it was when you moved in. It should be cleaned, with all trash removed. **(Bills for cleaning typically range between \$50-\$75.)** Cleaning items (ex. trash bags, vacuum cleaners, etc.) may be obtained at the Main Desk.
- 5) **MICROFRIDGES-** should be cleaned, defrosted, wiped clean, food removed and

left in your room. Make sure all racks, ice cube trays, etc. are intact so you are not billed for replacement. Unplug the unit before leaving. Minimum cleaning charges are \$25. If you moved rooms without notifying The Melvin Group, please call them at 1-800-525-7307.

- 6) Please return any “borrowed,” **bowls, plates, etc.** to the dining hall or collection boxes in the lobby...no questions asked.

ROOM CHECK-OUT



Room “check-out” will occur between 8:00 a.m. and 12:00 a.m. (midnight).

- 1) Move all of your personal belongings out of your room.
- 2) Close and lock all windows and door as you leave. Please make sure that your screens are appropriately placed in the window. Turn off lights.
- 3) Go to the Main Desk.
- 4) Verify your mail forwarding address by checking what we have on file at the front desk. Turn in **all** your keys and check out at your Main Desk. If you do not turn in your keys there will be a lock change charge of \$50 for your room key and \$25 for mail box key.
- 5) A final room check will be completed after all of the residence halls close. Preliminary room inspections will occur during the last week of classes.

Keys not returned by 5:00 p.m. on Saturday, May 6, 2017 will result in lock change charges.

**DO NOT RETURN KEYS
TO YOUR RA!**

HELPING OUT – CLOTHING, CARPETS, AND CANNED GOODS

If you have clothing, carpeting, furniture, or other items you'd like to donate for the United Way Blue and Gold Mine Sale, look for drop off locations posted on signs around the halls or ask for the locations at your main desk. Residence Hall collections drop off points will be open during finals. If you would like to donate canned or boxed food, laundry soap, paper towels or related items for local food banks, bring those items to the bin located in the main lobby.

ID CARDS

Your Mountaineer Card is used while you are enrolled at WVU. Remember to bring your ID card back with you when you return in the fall to avoid a replacement cost.

Mountie Bounty balances carry forward next semester and from year to year. **Dining Dollars expire at the end of the semester!** If you have balances that need used, please do so before May 6, 2017.

MAIL



First class mail will be forwarded for two weeks to the address you provide at check out. Please arrange to have your address changed on your mail. Magazines and newspapers cannot be forwarded. You must notify the publisher of your address change.

If you know your fall semester address, consider updating it now in STAR. Any fall semester financial aid refund checks will be sent to your local mailing address in August.

DAMAGE BILLING



- 1) The Facilities Staff will complete final room inspections after the residence halls close on May 6, 2017. Final charges, if any, will be billed to your University Account. Unpaid charges may prevent you from registering for classes in the future and/or ordering transcripts.
- 2) After your room is inspected, damage assessment will be determined. A charge will be assessed for any additional **cleaning** and missing or damaged items. **Don't forget to clean the outside of your room door.** The preliminary room check may determine who is responsible for damages or missing items and individuals will be billed accordingly. **If the responsible resident is not identified, any damage assessment will be divided equally among the residents of the room.**
- 3) **Room damage bill questions?** Please email the following email account based on your respective campus (include your name, room number, and any pertinent documentation related to the damage/cleaning charge:
downtownresidencehalls@mail.wvu.edu
ClosingDamage2017Evansdale@mail.wvu.edu



If you have questions about an internet jack bill, e-mail resnet@mail.wvu.edu.

REMINDER

The residence halls close at 5:00 p.m., Saturday, May 6, 2017.
Thank you for a great year.
Good Luck on your Finals!

