All residents are expected to vacate their rooms 24 hours after their last exam. Based on the final exam schedule this means most

Students will need to vacate their rooms by Thursday, May 19, 2016.

If you have a final exam scheduled on Thursday, May 19, your deadline to vacate will be 11 AM on Friday, May 20, 2016.

Commencement Housing: If you are graduating, working for the University during the commencement weekend, are a sibling of a graduate, or have permission to walk in the ceremonies, you may request to remain in residence after 11 AM on Friday, May 20. Go to the Residential Life website at https://housing.binghamton.edu/latestay and submit a late stay registration form. You will then be notified if you have permission to remain in residence.

The check-out deadline for graduates and others with permission to stay during the weekend will be 11 am on Monday, May 23, 2016.

Quiet Hours 24/7 will be in effect from 11:59 p.m. Wed., May 11 through exam week. Please be considerate of your neighbors!

Check-out Instructions: Residents are strongly encouraged to set up an appointment to check out and to complete a walk through with an RA. Please come to the Community Office in advance to schedule a check out appointment. Appointments will allow your check out process to not be delayed.

When you check out with an RA, you will be provided with a Room Checkout Receipt that will include any damage billing costs. You should keep this for your records. You will also have an opportunity to complete an Additional Information Assessment Form. This form is designed to give you the opportunity to provide information to identify damage in your room that you are responsible for. Return your keys to the Community Office - do not leave them in your bedroom or with a friend/apartment mate.

Check-out Hours:

- **Friday, May 13**
  9 a.m. – 5 p.m. by appointment with an RA
  8 p.m. – midnight RA Office

- **Saturday, May 14 and Sunday, May 15**
  See hours posted at your RA Office

- **Monday, May 16 – Thursday, May 19**
  9 a.m. – midnight RA Office

- **Friday, May 20 with prior approval**
  8 a.m. – 11 a.m. RA Office

If you check out at a time that is not posted you are asked to complete a Residential Life Check Out Card/Envelope which is a receipt that you have returned your keys and have left the community. If no one is in your Community Office, please use the Key Drop Box that is accessible 24 hours a day.

Please be aware that the Resident Assistants are assessing damage in student rooms. The cost associated with the assessed damage has been predetermined in consultation with the Binghamton University Department of Physical Facilities. Charges for excessive cleaning, removal of personal property, and loss or damage caused by residents are billed directly to the resident responsible. Common Area charges will be billed equally amongst all apartment mates unless an individual claims responsibility for the entire charge.

Billing: You will want to check your account on BU Brain regularly throughout the summer (even if you are not returning to Binghamton) as damage assessment and other charges may be billed to your account.

Cleaning Tips:

- Wash ink, marker, stains, etc. off all surfaces. Remove all posters, contact paper, stickers, and other decorations from all surfaces including walls, ceilings, doors, windows, and furniture.
- Remove all tape, hooks, nails, etc. from all surfaces. Make sure all screens and windows are in place.
- Thoroughly clean your room/apartment - dust, sweep, vacuum, mop. Thoroughly clean your kitchen and bathrooms including refrigerator, oven, range top, cabinets, counter-tops, toilets, showers, and sinks. Remove all personal possessions and take all trash to the dumpster.

Returning in the Fall: The halls open at 8 a.m. on Monday, August 22, 2016 for returning residents. Returners will not be permitted into the hall prior to that day unless they are approved to return early through Residential Life.