

NON-SENIORS: VACATING QUARTERS

- 1) All first-years, sophomores and juniors not previously authorized to remain on campus **must vacate their term-time rooms in the college and Old Campus by 12:00 noon on Thursday, May 9th.**

The University will allow only the following exceptions: 1) seniors, 2) any student granted a Temporary Incomplete by the dean, 3) students AUTHORIZED to work or participate in commencement, reunions or varsity athletic competition. **If you are in category 3 you must have been authorized to stay by the Secretary's Office, AYA, Facilities Services, Dining Services, Athletics, Summer Housing, Council of the Heads of College, or the Yale College Dean's Office.*

- a) Facilities is authorized to begin entering all undergraduate student rooms in the colleges **as of 12:00 Noon on Thursday, May 9th.**
 - b) If you are authorized to remain in the college past May 9th (*Aides and TIs*) you must complete a 'Request for Permission to Remain on Campus After End of Spring Term' form and post it on the door of the room you occupy by Noon on May 9th. Forms are available in the Head of College Office. If a completed form is not posted on the door, the contents of the room will be removed.
 - c) Non-seniormoose authorized to remain in their colleges past May 9th may be asked to vacate their term-time room and relocate to another room to accommodate the needs of Facilities.
 - d) Non-seniormoose authorized to remain in their colleges past May 9th **must vacate your post-term room by noon on Tuesday, May 21st.** There are no exceptions to this deadline to vacate.
 - e) Students staying on Old Campus can move into their post-term housing on Thursday, May 9th, any time after 2:00pm.
 - f) Keys for Old Campus Post Term housing will be available for pick up on Thursday, May 9th, from 2:00pm – 6:00pm in the Dwight Hall Common Room on the Old Campus. **Beginning May 10th, keys may be picked up in Welch Hall, Entry A, basement, during normal business hours (9:00am –3:30pm, Monday - Friday).**
- 2) Before you leave you must:
 - a) Empty and clean your room.
 - b) Complete (legibly) a Custodial Services Student Sign-Out Form. This form **MUST** accompany your key(s). KEEP the original and **turn in the yellow with your keys.**

c) Turn in your keys to the Stiles HoC Office (see more tips on keys below)

Facilities **will fine those of you who do not turn in the completed forms or keys and those whose rooms are not empty and clean.*

3) Yale furniture that you have removed from your room must be replaced before you leave **or you will be fined**. If Facilities stored items for you during the year, now is the time to ask that they be returned.

4) If you have old furniture that you do not want, it must be removed from your room. If you do not have someone/somewhere to donate/sell it to, you must move it to the back gate in the designated area for trash removal.

5) While moving out of your room, please, please, please do not leave your items unattended. If you do, they may be stolen.

6) **Never leave the back gate propped open** unless you also leave someone to stand guard.

MORE TIPS ON KEYS:

1. All room keys issued by the Head of College Office must be returned **no later than noon on Thursday, May 9th**. Per Undergraduate Regulations, you will be charged a \$25.00 fine for each key not returned.
2. Key return envelopes can be found in the Head of College Office. The office will be open:
 - 9am – 5pm during the week
 - 9am – 5pm the weekend of May 4 – 5
 - 9am – 9pm May 6 – 8
3. *First-years must return their keys using a **RED ENVELOPE** for Old Campus keys. Upperclassmoose must return their keys using a **BLACK ENVELOPE** for Ezra Stiles keys.*
4. **BE SURE** to fill out your key envelope **LEGIBLY**. Write your room #, name and the key code (the letters that are stamped on your room key) in the spaces allotted. Enclose your key and **seal the envelope**.
5. *If the office is closed, you may slide your key and custodial services form under the door.*
6. Keys you have signed out **must be returned under your name** or you will be charged as though you had not returned keys. *This is important to note if you loaned your key to, or traded keys with, someone else.*
7. *Any additional keys that have been signed out to you (Buttery, Student Kitchen, etc.) should be returned in the same envelope. Please write the key codes on the front of the envelope.*

Please contact an Office Aide at stilesaides@yale.edu or Kathy at kathryn.dunn@yale.edu with any questions.

Custodial Sign-Out forms and key envelopes are available in the Head of College Office.

FINAL NOTES:

- Monetary fines will result if the deadlines and rules are not adhered to.
- All students are reminded that they are required to abide by Undergraduate Regulations as long as they remain on campus.
- The college will reopen at 9:00am on Wednesday, August 21st. If you anticipate having difficulty with this date for any reason, now is the time to think these problems through and find solutions that are in keeping with the rules.