Hello Cougar Community!

As we are nearing the end of the academic year, I wanted to reach out with some information regarding closing and move-out. You will also note that there are bulletin boards throughout the hall(s) with this information as well. Your RA/Sponsor will also be holding a closing floor meeting before Dead Week to cover any additional questions and information about how and when to check out of the hall.

MOVING OUT:
- **The halls close on Saturday, May 5th at 5pm!** Unless you are graduating, moving to summer housing, or have already connected with your RED for an approved extension, you must be checked out of your room by this date and time.
- If you fall into these 3 categories of needing to stay past 5pm on Saturday, May 5th, please email your hall’s RED. You will be given an extension until Sunday, May 6th at 10am, or until your summer hall room is ready (if applicable).
- If you are returning to the halls next year, you may store some items over the summer in your Fall 2018 hall assignment. There is limited storage in most of our halls, so be mindful of space and limitations. You can call the RA on Duty between 7-9pm during both Dead and Finals Week to access student storage. To be cognizant of our staff’s academic responsibilities, we are limiting storage runs (in and out) to these times - so please plan ahead.

AVOIDING CHARGES:
- There will be checklists on your room doors with instructions of what you need to accomplish before moving out of the hall.
- Some common items to remember...
  - Turn in your room key (if applicable) at the front desk when you’re ready to check out.
  - Remember to check your mailbox and for packages at the front desk. Once the halls close, all mail is returned to sender.
  - Take ALL of your trash to the dumpster - if it’s found in the common areas you will be charged.
  - Clean, defrost, and return your rented microfridges to the custodial staff - they will have signs posted for when and where collection times will be.
  - Unloft/Unbunk your beds and return the furniture to the original setup.
  - Clean. Your. Room. The most common charges are for excessive cleaning. We will have some cleaning supplies available to check out at the front desk - plan ahead.

MOVE OUT & PITCH IN!
- Beginning Saturday, April 28, there will be donation bins at the front desk where you can donate reusable items to local community partners and shelters.
- As you’re going through your stuff, consider what you can donate instead of throwing it in the dumpster.

SUMMER HOUSING:
- If you are interested in summer housing, Rogers, Orton, and McEachem Halls are all open. You can complete a summer application, with a minimum of 14 days in length.
- The application for summer housing is live here: [https://www.housing.wsu.edu/housing-essentials/apply-for-housing/](https://www.housing.wsu.edu/housing-essentials/apply-for-housing/) - be sure to select “Summer Residence Hall” to complete.