Dear 2015s, 2016s, and 2017s,

Your active participation in the move-out process is required to minimize frustrations, delays, fines, and fees.

First, a quick note about why move-out logistics are so important

-the College houses parents and family members of graduating seniors in Willets dorm, as an inexpensive alternative to area hotels. In order to get these spaces cleaned and prepped for families, your on-time move-out is required

-College support services begin to end after non-senior move-out; CAPS and Worth Health Center cannot see non-seniors past May 18th. Dean on-call and dean support services are also limited during this time.

-The College is celebrating our 150th anniversary, and we expect to have every single dorm filled with alums. In order to prepare the buildings in time, we need to students to move-out no later than the posted deadlines so that EVS may begin their work.

-Dana and Hallowell begin construction efforts this summer; all Willets bathrooms and lounges are being renovated; there are plans to update the Mary Lyons 3rd floor bathrooms. In order to get this all accomplished before you return in August, on-time move-out is required.

Second, please read through this important message (the entire message!!!), and feel free to forward to parents or others who may be helping you in the move-out process.

The important information below will help ensure that you have a stress-free move-out (and help ensure that you avoid fines and end of year frustrations). Read, digest, and ask questions sooner rather than later. Since you only move-out once a year, a little reminder about the rules and procedures never hurts.

It is time to begin to think about moving out of your residence hall:

**MOVE-OUT DEADLINE:**

Non-senior move-out deadline is **MONDAY, MAY 19 @ 8am.** This means that you should plan on moving out NO LATER THAN 8am on 5/19/2014 (so, ideally, by the end of day on the 18th). **Student receiving academic extensions are not able to receive housing extensions.** If you have worked out an academic extension with your professor, please make arrangements to move-out no later than the morning of the 19th, and take the time to account for travel in your extension request. All non-graduating students must vacate the dorms by this time. It is too late to request a move-out extension (see the reasons above); please understand that we plan for EVS and Facilities staff to be in the buildings as soon as the deadline hits in order to prepare the dorms for SESQUECENTENINAL Alumni Weekend. We cannot, at this time, approve any additional late move-out requests. I'm sorry--all of our housing efforts are dedicated to helping house alums.

**Seniors:** you're move out is Monday, June 2nd @ 8am, after Commencement (!!!)
WHAT DO I DO WITH ALL OF MY STUFF?

There are 5 storage options available to students:

Option 1: PACK-UP: Take all of your stuff home (in advance of next year when you won’t be able to access dorm storage!)

Option 2: TRASH2TREASURES: Take your stuff and donate it ALL to Trash2Treasure (only good condition items and only items you do NOT want back).

Option 3: PRIVATE STORAGE: Store items in an off-campus location, not College-sponsored. You may wish to utilize a private service that drops off and/or picks up your items, or you may wish to utilize your own private storage unit.

Option 4: DORM STORAGE: Some dorms have limited availability for students to store items over the summer. The only open dorm storage locations this year include: Alice Paul, Mary Lyons, Mertz, Parrish, Wharton, Woolman. There are several closed locations; do not place items in these locations: Dana, Hallowell, Lodges, Strath Haven, Willets (very, very limited availability, Worth---do not store items in any of the closed locations.

Option 5: SECURE STORAGE: Each student may choose to utilize College Secure Storage. Students may store up to three boxes in Old Tarble Secure Storage during the summer terms. Secure Storage is only open during limited days/times. Please do not store anything valuable (you should take any item with significant value home with you). Please do not store anything that you will absolutely need your first week in the Fall (such as bedding or pillows) as Secure Storage will only be open on a limited basis in the Fall (and may not be open the day or first few days you return). If you are an early return, please plan wisely. Secure Storage is available on a first-come, first-serve basis. Students may store up to 3 regular size boxes, but may not store: furniture, musical instruments, area rugs, bicycles, fridges, etc. in this location. Each box must be secured and labeled with your name and class year. Secure Storage and Regular Dorm Storage are only student storage options as long as the Storage rooms have remaining space. Students should store their items as early as possible, and not wait until the last minute.

ALUMNI WEEKEND:

If you have been hired to work for Alumni Weekend, please note that housing must be arranged through that office. You may not stay in your original dorm room if you have been hired for this weekend. It is LIKELY that you will be consolidated into rooms in WORTH or the LODGES, and may have a roommate that you do not know in advance. If you have are hired by Alumni Weekend, specific housing information will come directly from that office. Alumni Weekend worker housing assignments have not yet been made by that office...so you've not missed anything yet.

SUMMER HOUSING:

If you have secured Summer Housing, please note that the move-in for that location will be after 12pm on Monday, May 19th--you may stay in your spring dorm room until the afternoon of the 19th. The Summer Programs office will be in touch with you about your housing assignment; this is run through Facilities and Services, not the Dean's Office.

SUMMER SUBLETS:

Please remember that if you are subletting an apartment in Swarthmore Borough, we are not able to provide interim housing. Move-out for all non-graduating students is no later than 9am on Monday, May 19th--make contact with your landlord now to makes sure that date works.
RETURNING COLLEGE PROPERTY:

If you have anything in your possession that belongs to the College, please take a moment to return to the appropriate College office. If you have anything from Sharples in your room (plates, cups, cutlery) please return to Sharples before you leave. Do not place items in your dorm kitchen and do not place in the T2T donation bins...to help keep costs down these need to be returned directly to Sharples before you leave. If you have borrowed anything that belongs to Student Activities (board games, art supplies, recreational equipment), please return to the Deans Office (Parrish 116 or 118) or place outside the RA supply room in the basement of Parrish. If you notice anything in your dorm lounge that looks like it belongs to Student Activities, be a pal and return it on behalf of your floor. Library books and equipment belonging to the Media Center or your academic department also needs to be returned.

MOVE-OUT CHECKLIST AND ROOM CONDITION:

What do you need to do in order to officially "move-out"? You need to:

- a) COMPLETELY clean out your room
- b) remove any trash and place in the appropriate location
- c) take all T2T donations to the appropriate location
- d) sweep out or vacuum your floor
- e) double-check your closet to make sure nothing is forgotten (it happens!)
- f) sign-up for a Room Check-Out (more details coming soon on how to sign up)
- g) check our mail one last time, turn in your mail key to the College Post Office
- h) turn in your dorm room key to Key Central.

Your room should be returned to its original condition. This means that all original furniture should be in the room and accounted for. Remove all trash and trash-bags before you leave. LOCK YOUR DOOR...do not leave your room unlocked when you leave.

***BOOKCASES:*** Random...but if you moved your bookcase and placed it on top of your dresser or desk (I'm talking about the regular bookcases, not the desk hutches) please place these items back on the floor. EVS staff should not be expected to move furniture after move-out, so please help us with this small item.***

KEYS:

Turn in your key directly to KEY CENTRAL in the Facilities and Services Building. Failure to return dorm key will result in a minimum charge of $50.00 per key. There is a 24-hour key drop-box, or if you would like a receipt please turn your key in during regular business hours.

and, **MARK YOUR CALENDARS:** dorms open for the Fall 2014 term on Friday, August 29th! Please plan on arriving on or after that date.

11 more days to go….good luck with exams!

thanks,
Rachel