OFFICIAL NOTICE
Office of Housing and Residential Education

TO: The Residential Community
FROM: Jim Kramka, Senior Director of Housing Operations & Randy Tarkington, Senior Director of Residential Education
DATE: April 10, 2017

SUBJECT: Closing of Residence Halls

1. All Ingram Commons residence halls will close at 9:00 a.m., Saturday, May 6. All students must vacate their rooms no later than 9:00 a.m., Saturday, May 6. First-year students who have official business on campus after May 6 should contact Ashley Ladyman, Assistant Director of Housing Assignments, at ashley.m.ladyman@vanderbilt.edu for approval to remain on campus during Commencement Week (May 6-13).

2. All upper-class residence halls will close at 9 a.m., Saturday, May 6. Graduating seniors and other upper-class students needing to stay in their residence halls between May 6 and 13 must register for Commencement Week housing by 12 p.m., Friday, May 5. Upper-class students may register online in the Student Housing Portal beginning April 15.

Non-grading students currently residing in Carmichael Towers 2 who wish to remain on-campus during Commencement Week (May 6 -13) will need to vacate their current assignment on May 6 and will be reassigned to a temporary space on the Ingram Commons. Students should register for Commencement Week housing between April 15 and May 5 at 12 a.m., and will be contacted with moving instructions on May 5. Students will move to the Commons on May 6.

"Occupied" signs will be available at the Kissam Center, Branscomb, Blakemore, Towers East and West and Hank Ingram House front desks. Please post an "Occupied" sign on your door when you are in your room during Commencement Week.

3. Students who register to stay for Commencement Week must vacate their rooms no later than 1:00 p.m. on Saturday, May 13. Students who need to wait on campus for rides or late flights may wait in the Formal Lounge at Carmichael Towers East and the Lewis Study Room.

4. Each student must check out before departing campus.
   a. Prior to your departure, make arrangements to meet your RA at your room to review your Room Condition Report (RCR). It is your obligation to verify the accuracy of any charges that have been assigned to you on RCR forms for residence hall damage. When you are ready to depart, meet with your RA, sign your RCR, and turn in your key. As you check out, your Resident Adviser will recheck your room to determine whether or not subsequent damage has occurred. Failure to check out before you leave will result in charges assessed. The Office of Housing and Residential Education staff will inspect all residence hall rooms.
   b. Please return all keys to the Resident Adviser staff. Failure to return your key for any reason will obligate you to pay any costs associated with changing the lock(s) and issuing new keys. The cost of a lock change with replacement keys is approximately $50.00.
   c. Be sure to remove your belongings, lower and open your blinds, turn off all lights, and lock your windows and doors before departing for the summer. If a room is left unlocked, this year’s resident(s) will be responsible for any missing furniture or damage to the room after departure. The University will not be responsible for personal items left in rooms.
   d. All residents are responsible for cleaning their rooms thoroughly prior to departure. A dirty room, suite, or apartment may obligate you to a minimum cleaning charge of $25.00 or more. Please remove all trash to the dumpster, take recyclables to the recycling stations, and clean your room completely.
   e. Please remove all personal furniture such as sofas and bookshelves. Discarded carpets should be rolled, tied, and deposited beside, not in, the dumpster. Students will be charged for removal of such items if left in the room.
   f. See your RA about schedules for pickups by charitable organizations for personal items.
   g. Please clean all apartment stoves and ovens. Please clean and defrost apartment refrigerators. If personal refrigerators are left in room, a disposal fee of $75 will be billed to your account.
   h. Furniture and window screens must be in good repair and in their proper places.
   i. Make sure to complete a change of address card where you receive mail, either Rand Hall Post Office or the Peabody Mail Room, before you leave.

5. Nothing may be stored in a student’s room, suite, or apartment, or in storage closets on residential floors. Any personal property remaining in the assigned room at the expiration of the current housing contract may be disposed of at the discretion of the Senior Director of Residential Education.

6. UPS representatives will be on campus April 26 – May 13 between 11a.m. – 5p.m., and will ship or store belongings off campus for a fee. On-campus sites are: Kissam Center lobby, Towers East lobby, Towers West curbside, Branscomb lobby, Branscomb curbside, Highland Quad lawn, Stambaugh House lobby, Gillette Circle curbside and the parking lot behind East House. Commons locations will close on May 6. See the UPS representatives for packing requirements and cost information or call UPS at 615-327-0407 or contact UPS for appointments for special pick-up.

7. Non-student movers (family, friends and hired moving crews) are subject to Vanderbilt’s guest policy: guests must be accompanied at all times while in the residence halls.

8. On-campus storage in your fall residence hall. Solely for the convenience and benefit of students, no more than two items per person may be stored. Storage is available on a first-come, first-served basis in University storage rooms designated for this purpose and for a specified period of time. The University accepts no responsibility for loss or damage for any reason whatsoever. Property remaining in these storage rooms past the designated times for removal may be disposed of at the discretion of the Senior Director of Residential Education. Do not leave items outside the storage room for the staff to place inside. Items stored until fall must be removed from storage by 12:00 noon on Monday, August 28.
   a. STORAGE OUT: All storage areas will open from 8:00 – 8:30 p.m. the evenings of April 23 – April 25 for residents to collect all items currently in storage. All items need to be removed at this time.
   b. STORAGE IN: All fall storage areas will open from 8:00 p.m. – 8:30 p.m. the evenings of April 26- May 6 or until the storage areas are full, whichever is earlier. Please report directly to the storage room for your building. Cole/Tolman/McGill storage should report to the Tolman lobby. If you are going to store more than one item, begin moving before 7:30 p.m. in order that all of your storage items can be checked in during the 30-minute period. All storage will be limited to two (2) pieces per person. Only footlockers, rubber containers, luggage, or metal garbage cans can be stored. All containers should be properly secured. Metro fire codes prohibit cardboard boxes, furniture, or carpets. If properly depropped and cleaned, refrigerators may be stored as one of the two items. We strongly recommend that items such as typewriters, computers, stereos, televisions, and bicycles not be stored. All items must be stored in clearly marked bags from RAs. The tag must be completed and include the owner's name, date stored, residence hall and room of fall occupancy, and permanent address and phone number.
   c. Storage space is available on a first-come, first-served basis. Storage space is not guaranteed.
   d. Storage for fall 2017 residents of upper class residence halls are listed below:
      i. Blakemore: 107 Blakemore (Meet at Blakemore Desk)
      ii. Branscomb Quad: 300 Branscomb Quad (Meet at Branscomb Desk)
      iii. Carmichael Towers East: 108E in Carmichael Towers East (Meet at CTE Desk)
      iv. Carmichael Towers West: 117W in Carmichael Towers West (Meet at CTW Desk)
      v. Morgan/Lewis/Mayfield/Chaffin: 025E Morgan House (Call 615-566-7034 or 615-566-1029)
      vi. Cole/Tolman/McGill: Tolman Attic (Meet in Tolman Lobby)
      vii. McTyeire: McTyeire 246 (Meet in McTyeire Lobby)
      viii. Warren & Moore: A-014 (Meet at Kissam Center Desk)
   e. Students on the housing waitlist may store items at the same times in Branscomb Quadrangle. Meet at the Branscomb Desk.
   f. Students 2017 off-campus residents, study abroad students, interns, and students on leaves of absence may not store items in University residence halls. Nothing may be stored in the hall closets of any building.

10. Maymester and Summer Session housing will be in Carmichael Towers East. Towers East will open for May Session at 2:00 p.m. on Saturday, May 6. Students moving directly from their closing residence halls should move in as soon as space is available at 2:00 p.m. on Saturday, May 6. May Session housing will close at 9:00 a.m. on Saturday, June 3, except for students continuing for Summer Session I. For students enrolling in Maymester or Summer Session courses, please submit a housing application beginning April 15. Apply online in the Student Housing Portal.

11. Upper class residence halls will close for the fall semester at 9:00 a.m. on Sunday, August 20.

Please contact your Area Coordinator if you have any questions. Have a wonderful summer!