

1. ATTEND ALL THE CLOSING MEETING FOR YOUR BUILDING.

- a. Resident assistants will be hosting a closing meeting for their residents on various days and times. If you are unable to attend the meeting your specific RA is hosting, you are strongly encouraged to attend a meeting being hosted by another RA in your building. Each meeting may last between 30 minutes to an hour.

2. ALL CHECK OUTS WILL BE SUSPENDED ON:

- a. Saturday, May 12 at 10:00 - 1:00pm for Pitzer's Commencement ceremony.

- 3. All trash bins will be removed from the residence halls and trash rooms will be locked on Monday, May 7.

- 4. **ALL TRASH SHOULD BE TAKEN TO THE DUMPSTERS.** Dumpster locations will be posted on the bulletin boards of each residence hall when locations are confirmed.

- 5. **THE BOLLARDS ON THE PITZER SERVICE ROAD** (the poles that block the road) will be opened/closed at the following times during move out:

- a. Friday, May 4 – Friday, May 11:

- i. 9:00am – 9:00pm

- b. Saturday, May 12

- i. 2pm-9pm.

- *Pitzer Road is completely closed on Saturday morning due to Commencement Events

- c. Sunday, May 13

- i. 9am-1pm

6. CARTS WILL BE AVAILABLE AT THE LOCATIONS BELOW.

- a. Friday, May 4th- Wednesday, May 9th - in the Residence Life Office

- i. 9AM to Midnight

- b. Thursday, May 10th - in the Residence Life Office

- i. 9AM to 9PM

- c. Friday, May 11th - in the Residence Life Office

- i. 9AM to 3PM

- ii. 6PM to midnight

- d. Saturday, May 12th – in the Residence Life Office

- i. 8am-10am

- ii. 1pm-10pm

- e. Sunday, May 13th

- i. 8am-12pm

- f. PAS Residents – Residence Life Office

- g. WE Residents – WE Hall Living Room

- h. Mead Residents – Mead Hall Lobby

*Carts can only be checked out for an hour at a time. Plan accordingly!

7. ALL BIKES MUST BE REMOVED FROM BIKE RACKS BY TUESDAY, MAY 15 AT 3 PM

a. Due to scheduled maintenance, all bikes must be removed from all bike racks by 3 pm on May 15 and may return at 8:00 am on Monday, May 21.

b. Please store your bike in your on-campus room (summer residents), office (staff/faculty) or take it home during through that time period.

c. All bikes on racks will be cut and impounded if not removed by deadline. Bikes that are cut will be donated to the Green Bike Program. Facilities will not be responsible for releasing bikes back to owners. You must contact the Green Bike Program when the fall semester begins.

8. **DONATE TO REROOM!** Contact sustainability@pitzer.edu or visit ReRoom on Facebook at <https://www.facebook.com/reroomatpitzercollege>.

- a. ReRoom will be accepting donations of common residence hall room items (lamps, microwaves, books, school supplies...) as part of our annual Spring Collection! These items will be stored until next fall, when they will be available for sale to incoming and returning students, with all proceeds going to support student sustainability projects. ReRoom welcomes donations of commonly used items that are in good working order and acceptable for resale or donation.
- b. Small electronics that are no longer working can be taken to the e-waste recycling center in the mail room
- c. Larger electronic items should be brought directly to the storage containers when employees are present.
- d. Donation boxes will be available on Pitzer Road outside of Mead starting on Monday, May 7. Please do not leave donations in the residence halls, as they will NOT be taken to the ReRoom collection area!

□ **WHERE:**

- ✧ Mead Hall Lobby
- ✧ Pitzer Hall Living Room
- ✧ West Hall Living Room.
- ✧ East Mesa Parking lot - LARGE/HEAVY ITEMS to storage container in the area closest to Claremont Boulevard when employees are present.

□ **WHEN: May 7th – 13th**

- ✧ May 7 – 11: Employees present from 4 pm – 6 pm
- ✧ May 12 – 13: Employees present from 12 pm – 6 pm

*NOTE: For times when ReRoom employees are not present, please place items in the donation boxes. Hours are subject to change. After the Fall Sales, all unsold items will be donated to local community-based organizations.

Please do not pile up donations in your residence hall lobby or hallways.

CHECK-OUT FINES WILL BE APPLIED TO YOUR JUNE 1ST BILLING STATEMENT

- If you feel you have been unfairly charged for damages to your room or suite you may appeal the charges online at https://parking.formstack.com/forms/housing_charges_appeal no later than June 27th, 2018 at 5:00pm PST.
- Any appeal received AFTER the June 27th deadline will not be considered.
- **Students who did not check out with a RA before leaving or opted to do the Self Check-Out will not be allowed to appeal room damages or fines.**

RETURNING IN THE FALL – PLEASE PLAN ACCORDINGLY

- The residence halls will open for all returning students on Sunday, September 2, 2018 at 10 am.
- **The residence halls will not be open prior to the dates listed above. Please plan your return to campus accordingly, as we will not provide accommodations prior to the opening dates.**