

Greetings Mars Hill Lions,

Thank you for your flexibility during this transitional period. In an effort to assist residents with moving out of their residence hall/apartment with ease, Housing and Residence Life has implemented an online Check Out Sign Up and Express Check Out Process. (You will **not** be checking out with an RA, Area Coordinator, or HRL Staff Member).

1. Residents will be permitted to return to campus **March 27th-31st (Friday-Tuesday)** to pack and check out of their residence hall or apartment.
2. Residents will have 3 hours to pack and properly check out.
3. There will be designated times, **9am-12pm, 1pm-4pm and 5pm-8pm**, for check out and residents will self-select check out time.
4. To select a check out time, please click on the specific link *below* for your residence hall to select a check out time.
5. Residents are only permitted to choose one check out date and time. 24 hours prior to your check out time you will receive an email to confirm your date and time.
6. In order to assist in the safety of residents and those helping to move out, there will be a limit to the number of people that can check out per time block.
7. *Each resident is only permitted to bring 2-3 additional people to assist with their move out process.*
8. It is important that you honor your selected check out time. The times and dates are set-up to help with the practice of social distancing as we continue to navigate these unprecedented times.

Check Out Sign Up Links

Gibson Hall: <https://doodle.com/poll/t6cg4zya5b5ufadw>

Laurel Hall: <https://doodle.com/poll/wnke5iuuebxhgstb>

Brown Hall: <https://doodle.com/poll/3wyvp335avur92ba>

Turner Hall: <https://doodle.com/poll/my3383233npd8mn8>

Myers Hall: <https://doodle.com/poll/9xqe7d44izyrsinu>

Dickson Palmer Apartments: <https://doodle.com/poll/vfhivq9dds8is26a>

Azalea Townhouses: <https://doodle.com/poll/xwd26yvagfqz3t>

Dogwood Hall: <https://doodle.com/poll/9nnp4v4e2r6v4m>

Fox Hall: <https://doodle.com/poll/mnvnaxn8p6x4kzgv>

Huffman Hall: <https://doodle.com/poll/fcegvarpt5fm5tgq>

Edna Moore Hall: <https://doodle.com/poll/n88pi8bi5fazepa>

Jarvis House: <https://doodle.com/poll/b5bkrd9r98qcdrhs>

Lunsford Hall: <https://doodle.com/poll/qbpmwswia2bgmih>

9. **All check outs** will be express check outs. In order to complete your express check out the following needs to happen:
 - You need to pick up an express check out key envelopes from your residential hall's lobby or your apartment common area for Azalea and Dickson-Palmer Apartments. *Key envelopes will be labeled with your last name and room number.*

- You need to remove all of your personal belongings from your residential space. *If you are in a double space, please communicate with your roommate before taking shared items.*
- You need to remove all food and trash from your residential space. This needs to be disposed of in the dumpster at your residential facility.
- You need to clean your residential space.
- *Residents will be charged for not returning keys, excessive uncleanliness and damages.*
- At the completion of removing personal belongings, removal of trash, and cleaning your residential space you need to place your room key in the check-out envelope.
- Drop off your express check out key envelope in the blue lock box located on the 1st floor of the Wren Student Union. *Please take this time to also check your mailbox for any mail you may have received.*
- If you are a graduating senior or non-returner please turn in your mail box key along with your room key. If you are not a graduating senior or non-returner please keep your mail box key because you will use it again in the fall.

When you come to check out please bring hand sanitizer, disinfectant, cleaning supplies, gloves and remember to keep calm. Have a small team: Dad, Mom, sibling or friend. If anyone is sick or at 'at risk' please leave them at home because we don't know where this virus may roam. As you move, wash your hands a lot and remember to remove every item you brought.

If you do not check out during the designated time, you will only be permitted to check out at the conclusion of the Spring semester, May 1-3, 2020. Please make every effort to sign up for a check out time during the designated period stated above.

Residents, this is not the end of the year that we planned; relationships missed, and programs cancelled. It is our hope that we can move you out with ease. But we're going to need something from you, please. Find all the compassion and patience you can tether. This is a situation that we can only get through together. Please know that we are here and ready for you to come back, but we want you to study and keep your academics on track.

If you have questions or concerns, please feel free to reach us at residence-life@mhu.edu.