

Check-Out Procedures & Deadlines

MOVING OUT AT THE END OF THE SPRING 2016 SEMESTER?

There are some important things you need to know.

All Florida Tech residence halls close at **12pm on Sunday, May 8, 2016**.

- Students who are not graduating are expected to **move out within 24 hours of their final scheduled exam** (or before 5pm on May 7, *whichever is earlier*).
- Graduating seniors will be required to move out no later than 12pm on Sunday, May 8, 2016.
- If you are not able to depart by the assigned deadline, please contact the Campus Services office.

After students have removed their belongings and cleaned their room, they must complete a **Check-Out Envelope** at the residence hall community drop box or RA office. Students will also put their room key(s) in the check-out envelope and turn it in to the residence hall community drop box.

Please note that students who do not return their keys and/or complete a check-out envelope will be charged for an improper check-out (**\$100**). Missing keys will result in an additional **\$75** per key charge.

As part of the process a student may choose to fill out their Check-In Check-Out form (available from your RA). This form ensures that all damages have been recorded before leaving campus.

Students are required to return their room to the same condition as when they moved in (including cleaning their room and/or moving furniture back to original positions). Residential Life & Housing staff will inspect rooms after move-out to ensure that students have done so, using the Check-In Check-Out Condition form filled out during check in. Please note that any damages and/or needed cleaning will be charged to students' accounts.

Please take all bagged garbage to the designated areas. Recyclables should be taken to the normal locations for these items. Any garbage or items left in your room/suite/hallway will result in a cleaning fine.

Any student who fails to complete their check-out by their deadline will be fined a minimum of **\$100** up-front fee, as well as, **\$50** per day. There will be charged a minimum of **\$150** for their

belongings to be removed from campus and the improper checkout, and may be **subject to disciplinary action**.

Requests for Extensions

Under extenuating circumstances, students may **request an extension** to move out later than their check out deadline. Extensions are **not** automatically approved. Students are discouraged from making travel plans for after their check-out deadline prior to being approved for an extension (extensions are **not** guaranteed).

Please note that students will need to be prepared to **relocate with all of their belongings to a temporary interim room** in the Quad when required by the Housing Office. Because the date / time that students must move by cannot be predicted far in advance, students will need to be ready to move when notified. Approved extensions are to provide *housing* for students -- not to provide storage for belongings so that students can leave campus.

To request an extension, please fill out the extension form no later than 5pm on **Friday, April 15, 2016**:

[Housing Extension](#)

If you need to **attach supporting documentation**, example flight information, please contact us by emailing housing@fit.edu.

Extensions will typically not be granted for more than one week after spring 2016 commencement. The final date for a housing extension is **Sunday, May 15, 2016**. Any student requesting to stay beyond May 15 would need to apply for Summer Housing (before the application deadline May 5th).

Upon reviewing your extension request, Residential Life & Housing will contact you via email to let you know if your request was approved or denied on **April 22, 2016**.

Planning for Move-Out

- Know how you will get home and where you will stay for the summer.
- Plan with your roommates/suitemates who will clean what and when! Any cleaning and/or damage fines that are not easily attributable to one student will be split between all members of a room and/or suite.

- Start packing in advance! Don't forget to check all your drawers, closets, etc.
- Clean your room! Any trash or items left behind will result in fines.
- Take all garbage & recycling to their usual locations. Do not leave your belongings sitting around in trash bags; otherwise Facilities might think they're garbage and dispose of them!
- Don't wait until the last minute to check out!
- Complete a Check-Out Envelope at your Residence Hall community drop box (turning in your room keys).
- Failure to submit a Check-Out Envelope by the deadline will result in a \$100 Improper Check-Out Fee. Missing keys will also result in a \$75 per key fee.

Cleaning / Damage Charges

Students are responsible for returning their room to the same condition as when they moved in (including cleaning their room and/or moving furniture back to original positions). Residence Life & Housing staff will inspect rooms after check-out.

Students will be assessed charges for any cleaning and/or repair of damages required. Any cleaning or damage charges that cannot be attributable to one roommate and/or suitemate will be shared among all roommates and/or suitemates.

Students who are assessed cleaning and/or damage charges will be contacted via their FIT email during the summer to provide them with the amount & description. Students will have a deadline, communicated in the email, by which they may submit an appeals. Students are responsible for checking their FIT email and/or forwarding their mail to an account that they will check over the summer.

Summer Storage



Residence Life & Housing recommends Sorensen Moving and Storage for summer storage.

Sorensen Moving and Storage

Address: 950 W Eau Gallie Blvd,
Melbourne, FL 32935
Phone: (321) 254-2770

\$375.00 weekday pickup/delivery rate.

\$435.00 Saturday pickup/delivery rate.

If you elect to use a storage company other than Sorensen, you must be present when they come to pick up your items. Vendors must be escorted at all time.

Please note that there is no storage available on campus for belongings.

Hi Fi Plus Inc

(U-Haul Neighborhood Dealer)

Address: 1220 W New Haven Ave #120
West Melbourne, FL 32904
(321) 473-6804

Mail Forwarding (or, Keeping Your Mailbox Open over the summer)

For information about forwarding the mail from your FIT box over the summer, visit [Mailroom Services](#). There will be a green form to fill out, you will include your current box and the forwarding address.

If you are going to be living on campus (or in the city) for the summer and wish to keep your mailbox open over the summer, you must fill out a "Keep Mailbox Open" form at the Mail Services Window in the SUB. (Need more information)

Shipping and Receiving

You may use shipping and receiving to send items home. This could be a great option if you are flying home and cannot accommodate the extra luggage.

Hours:

Monday - Friday
7:30am - 4:30pm

Questions/Comments for the Property Administration department?

You can contact us by calling (321) 674-7225 or by emailing property@fit.edu

Sustainable Move-out Location & Donation Info

Florida Tech is looking to continue to improve our Sustainability move out, this is an opportunity for students donate unwanted items (clothing, food, household goods, electronics, etc) to local charities. There will be donation centers located in each residence hall starting April 24 through the week of final exams and graduation. Last year we were able to make large donations to the CITA. CITA works with the homeless to be **self-sufficient**. It is not their intent to aid them in being homeless, but rather to aid them in getting back on their feet. Please join the Sustainability Groups and Residence Life with this great cause by donating items.

Note for seniors and/or students with extensions: donations can NOT be accepted after 12pm on Sunday, May 8. If you have any items you wish to donate, you must do so before that date/time.

Locations

Item donation locations for residents will be labeled and categorized to better organize items. Please help us in keeping these areas organized.

- Harris - Building Lounges
- MSOS – Reflection Room
- Panther Bay - Chapter rooms (and possibly Club House)
- Southgate – Southgate RA Office in SGD.
 - Please work with your RAs to donate, during duty hours RAs can be available to assist in donating.
- Quad - Building Lounges
- Columbia Village - Laundry room
- Roberts - Floor common rooms

Suggested items for donations include usable but unwanted items. Food donations (unopened) can be directed to the campus food drive, bins found in Panther Dinning.

- clothes/linens (new or gently used)
- shoes
- linens, pillows, throw blankets
- books (chapter, note, texts)
- small appliances
- lamps
- furniture
- school/office supplies
- kitchenware (utensils, plates, cups, pots, and pans)

- electronics

To donate nonperishable food items -



FOOD DRIVE

Help the Florida Tech Student Athlete Advisory Committee provide meals for the Daily Bread! Donate your nonperishable food items or *Panther Cash*, *cash donations* and *leftover Flex Credit* at any Dining Services location.

Help support



DAILY BREAD

Suggested Items:

- Breads, cereals
- Boxes of Crackers
- Boxed Spaghetti or pasta
- Boxes of Rice
- Breakfast Cereal Bars
- Canned Fruits and Vegetables
- Fruit Cups
- Canned Soups
- Canned Spaghetti Tomato Sauce



Please drop off any food donations in the Red Containers found around campus.

April 7th - May 7th



April 7th - May 7th

- Plastic, paper, or aluminum packaging is preferred over glass bottles and jars.
- Purchase nonperishable food only. Check expiration dates!
- *Pull-top cans* are much appreciated by those who may not have a can opener.
- Items purchased in *smaller sizes* help tremendously with ease of storage and distribution.

Sponsored by Florida Tech Business and Retail Operations

Donation locations around campus -

- 1.) Clemente Lobby
- 2.) Rathskeller

- 3.) 1st floor lobby of Denius Student Center (near the sub café entrance)
- 4.) Evans Library lobby
- 5.) Crawford Building 1st floor lobby
- 6.) Olin Engineering Complex 1st floor lobby
- 7.) Skurla Hall 1st floor lobby
- 8.) Harris Center for Science and Engineering 1st floor lobby
- 9.) River's Edge lobby
- 10.) Panther Dining Hall Lobby

Remember that these things are going to people who need them. **THIS IS NOT TRASH!**

Nearby Hotels for Parents & Families

Some Local Hotels to check out! Let them know you are with **Florida Tech**, many of the hotels may offer discounts.

Hilton Melbourne Beach Front

321 777-5000
3003 N A1A Melbourne Beach

Holiday Inn Express

321-724-2050
4510 W New Haven Ave, Melbourne

Suburban Extended Stay of Melbourne

321-676-5871
1125 Airport Blvd, Melbourne

Crowne Plaza Melbourne-Ocean Front

877-227-6963
2605 N. A1A Melbourne

Double Tree Melbourne Beach Ocean Front

321 723-4222
1665 N. A1A Melbourne

Taxi and Shuttle Services

Super Shuttle

(321) 231-2150
<http://www.supershuttle.com>
Busy Traveler Transportation
(321) 453-5278 or 1-800-496-7433
info@abusytraveler.com

Sunny's Transportation

(321) 946-2644
sunnytransinc@aol.com
Sammy's Services, Inc.
(321) 332-4201

Cocoa Beach Shuttle
(321) 631-4144
rmel@cbs Shuttle.com

Executive Shuttle Service
(321) 752-0004
maryc@ess-enet.com

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Summer Housing Applications

If you wish to apply for Summer Housing, please visit [Summer Housing](#) for more information. Please note that last-minute requests for Summer Housing may not be accepted and would not result in permission for check-out extensions.