

Comfort Inn Moveout & Checkout Information

The Comfort Inn will close at 10 am on Saturday, May 11, 2024 for current residents.

If you are NOT checked out by 10 am on Saturday, May 11, you will be charged \$100 per day

JCG Rec Room: The JGC Rec Room will be open Saturday, May 11, 2024, from 7 am to 8 pm for residents waiting for pickup.

CHECKING OUT IS AS EASY AS 1-2-3:

1. Collect all your items in the room and bathroom.
2. When you have completely moved out of your room, please shut your door, check out at the Comfort Inn Front Desk, and return your room key. In addition, use the Express Checkout in your [myHousing portal](#) to let us know you have moved out. Failure to checkout will result in at least a **\$35 charge**.
3. Collect any mail or packages from the Comfort Inn Mail Room and update your mailing address in your [myHumboldt account](#) so any mail you receive can be forwarded.

IMPORTANT DATES:

- **Friday, May 3rd:** 24-Hour Quiet Hours begin at 5 pm.
- **Monday, May 6th:** Deadline to submit a Late Stay Request for graduating seniors. *See below.*
- **Thursday, May 9th:** Common Area Damage documentation due. *See below.*
- **Friday, May 10th:** The J will close at 9 pm for the semester. Next day “to go” breakfast is available for pickup. Refer to their [operational hours](#) for other Dining locations.
- **Saturday, May 11th:** The Residence Halls close. All residents, except graduating seniors with prior approval, must check out by 10 am. *See below.*
- **Sunday, May 12th:** Approved Late Stay requests must checkout by 10 am. *See below.*

GRADUATING SENIORS:

With prior approval, graduating seniors or those working Commencement can remain in the halls until 10 am on Sunday, May 12th. To request a late stay, please submit the Late Stay Request Form found under the Forms tab in your [myHousing portal](#). You must make your request by 5 pm on Monday, May 6th. You will be notified if your request has been approved, along with checkout instructions. Requests made after that date and time will be denied unless it is an extreme circumstance.

24-HOUR QUIET HOURS:

Given the nature of finals week, please be respectful of all community guidelines, which remain in effect through the end of the semester. During finals week, 24-hour quiet hours begin Friday, May 3rd, at 5 pm and continue through closing on Saturday, May 11th. Students involved in incidents could be rapidly removed, and those not returning to the halls will be referred to the Office of Student Rights and Responsibilities.

OFF-CAMPUS STORAGE:

The Collegeboxes website provides an easier way to store and ship your room belongings. Please arrange your pick up by May 10th. Storing items over the summer is **not permitted**. Follow this [link](#) for more information.

J-WARE & OZZI CONTAINERS:

Please return any J-Ware or OZZI Containers accumulated in your room to any Dining locations on campus.

CHECK OUT DURING FINALS WEEK:

When you are completely moved out of your room, use the Express Checkout in your [myHousing portal](#) to let us know you have moved out. Failure to checkout will result in at least a **\$35 charge**.

MAIL FORWARDING:

To ensure your mail is forwarded, please update your address in your [myHumboldt Account](#). Mail is only forwarded for one year after the date you vacate. Please notify correspondents of your new mailing address to ensure mail delivery.

DAMAGE CHARGE PROCESS & COMMON AREA DAMAGES DOCUMENTATION

Housing staff will inspect your room and common areas after the halls close. Any missing or damaged items will be added to your room inspection during this inspection. Please be aware that you are responsible for getting written documentation from your roommate(s) for any damages they caused. Email housing@humboldt.edu with this documentation by Thursday, May 9th. All damage responsibility not identified in writing before May 9th will result in all roommates being charged equally for any damage costs.

If you have damage charges, they will be posted to your [myHumboldt](#) account. You will receive an email notification when the charge is posted. Below are some average costs to repair/replace damaged or missing items. Please note that these are average charges; the exact cost for any given item may vary depending on the severity/extent of the damage.

Mattress replacement: \$230	Painting: \$75 per wall	Carpet Cleaning: \$90/hour
Light Diffuser (ceiling): \$35	Extra cleaning of room: \$50/hour	Carpet Repair: \$20 per sq foot
Window Screen: \$45 & up	Refinish Door: \$100 per side	Excess Nail Holes: up to \$30
Repaint Room: \$250	Desktops: \$150	Replace Door Frame: \$250
Trash Can: \$20	Recycling Container: \$20	Bag & Store items left: \$56/bag

If you're assessed a damage charge that you wish to contest, you will need to submit a Damage Appeal in your myHousing portal, found under Forms. You must submit your Damage Appeal no later than August 1, 2024. Damage Appeals will be reviewed, and you will be notified if your appeal has been approved or denied. If you have any questions, please contact the Housing Office at housing@humboldt.edu or 707-826-3451.