

# YOUR GUIDE TO... MOVING OUT

Move out by **5:00 p.m.**  
**Saturday, March 21, 2020**

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Contact [housing@depaul.edu](mailto:housing@depaul.edu)  
with questions or concerns.

**Visit the COVID-19 FAQs:**  
**[go.depaul.edu/housing](https://go.depaul.edu/housing)**  
for more information.



Return room keys to check-out stations. **AND**  
Return mailbox keys to **Student Center, Suite 317.**

\*For those who have lost their key, follow the same key return process without key.

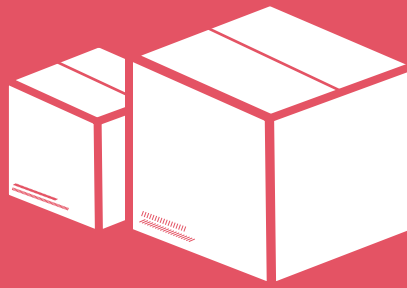
Belden-Racine, Clifton-Fullerton, Corcoran, ..... Hall Lobby  
McCabe, Munroe, Seton and University Halls

Centennial Hall, Courtside Apartments ..... Centennial Hall, Suite 301

Sanctuary Hall, Townhomes, Sheffield Square ..... Sanctuary Hall Lobby

**Flip over for more move-out info!**  
[housing@depaul.edu](mailto:housing@depaul.edu) | (773) 325-7196  
[offices.depaul.edu/housing](https://offices.depaul.edu/housing)

 **DEPAUL UNIVERSITY**  
DEPARTMENT OF HOUSING AND  
STUDENT CENTERS



# REMEMBER...

- o Clean room including bathrooms, in-unit kitchens and appliances.
- o Remove all perishable items from your refrigerator and discard in trash room.
- o Take all personal necessities with you (medication, glasses, chargers, etc.)
- o Close drapes/blinds.
- o Remove trash/garbage.
- o Turn off all lights.
- o Close and lock windows and doors.
- o Clean and dry rented microfridges.

Please refer to the COVID-19 FAQ at [go.depaul.edu/housing](http://go.depaul.edu/housing) for information regarding housing and meal plan refunds for Spring Quarter.

- o Professional moving assistance is not available. Effective March 17 at 9AM, approved visitors are limited to immediate family members and up to 3 move-out assistants. No social guests allowed. Front desk may issue up to 3 guest wristbands. All guests must show state- or government-issued ID.
- o One day of complimentary parking in university garages is available with guest wristband.
- o Improper move fees can occur if residents do not correctly follow move-out policies and procedures. Extraordinary damages will be charged to the occupants of the unit space.

## MOVING CARTS

Moving carts can be borrowed from the courtyard between Belden-Racine Hall and Munroe Hall with a DePaul ID Card only during the below dates and times.

Students are liable for unreturned or damaged carts.

Freight elevators will only be turned on and access doors staffed during the times listed here.

**Now - March 20, 9 a.m. until 8 p.m. // March 21, 9 a.m. - 5 p.m.**

**\*final move-out of March 22 is only granted to students with approved 1-day extension**

Contact your Area Office if you have questions.

*Confiscated items can be retrieved from Centennial Hall, Suite 301, during business hours with a DePaul ID Card and confiscation receipt.*

*Flammable and alcohol/drug violations cannot be retrieved.*

You cannot access moving carts, freight elevators or confiscated item pickup outside of the times listed on this guide.