



### **UMass Amherst Housing Check-Out**

1. Gather all university linens, and make one pile in the room.
2. Please check each room to ensure all trash has been collected and the room is left in good condition. Fees for missing or damaged items will be assessed.
3. Coach/Chaperone must collect all room keys and cards from all members of their group. This Coordinator will turn in all keys and cards in one packet at check-out.
  - Southwest Residential Area (Cance and Pierpont) – Check-out located in the lobby of Cance Hall
  - Commonwealth Honors Residential Area (Birch, Linden, Maple) – Check-out located in the lobby of Maple Hall
4. Each missing key will result in a \$60 fee. Each missing meal card will result in a \$20 fee. UMass Amherst will bill FPS directly with a corresponding list, then FPS will collect money from attendees.

Thank you to all the University of Massachusetts staff for all you've done to make this an excellent experience!