

FAQs for Check-out

We are excited about seeing you soon! We are working hard to provide as smooth a move-out process as possible. Please read these FAQs as they will address most questions about the check-out process.

PLANNING YOUR CHECK-OUT

- What are the dates for check-out?
 - The dates for check-out are Monday, June 8 – Sunday, June 21, 2020.
- How do I choose a date to sign up?
 - Students were sent an email on Friday afternoon, May 22, 2020 with instructions and a link to sign up for a date and time. There is limited availability for each time slot in order to keep gatherings at a minimum. Time slots are reserved on a first come, first served basis.
- How far in advance do I need to sign up for a check-out time?
 - Please sign up at least 2 business days prior to your selected check-out timeslot.
- Can we check-out on weekends?
 - Yes, we have time slots available on weekends.
- How much time will I have to check-out?
 - Students in traditional rooms will have four hours to pack, move out and clean; students in apartments will have eight hours.
- How many people am I allowed to bring with me to help me move?
 - You are only allowed to bring two other people with you on campus.
- Can I check out at the same time as my roommate/suite-mate?
 - To maintain social distancing, please do not select the same time-slot as your roommate/suite-mate, unless you are related.
- What should I bring with me?
 - Please bring your own cleaning supplies (including a vacuum cleaner), packing and moving supplies.
 - Keys (room and mailroom). Graduating seniors should also bring their laundry card.
 - Masks for each person helping you move.
 - Anything that belongs to UVF (including library books, DMC equipment).
- What do I do if I've been exposed to Covid-19?
 - We ask that you do not come to campus if you have been exposed in the 14 days prior to your check-out date.
- What happens if I can't come and get my stuff?
 - We ask that you make arrangements with a trusted friend or roommate to move out and clean on your behalf.
 - Some students may wish to work with a moving company; see the FAQ below for more information.
- What if I already moved out of my room?
 - If you thoroughly cleaned your room before you left, you simply need to mail your room and mailroom key back to Student Life. You will also need to mail any library books that you borrowed.
 - If your room is not cleaned, please select a time slot to come back and finish the cleaning or ask a trusted friend to do so on your behalf.

- I'm in the same room this fall. Can I just go ahead and leave my stuff in my room?
 - Yes, you can. To do so, you will need to fill out a waiver on the Check-out Signup Survey. This waiver will come up automatically when you fill out the survey and indicate that you are assigned to the same room in the fall.
 - Please note that your room will not be cleaned by University staff over the summer.
- I'm in the same building or floor this fall. Can I move my stuff to my new room?
 - No. You may only leave your items on campus in your room if you are assigned to the same room in the fall.
- What if I need to change my time?
 - Simply fill out the survey again. Just check the box indicating that you are filling out the survey again and that some information has changed.

DAY OF CHECK-OUT

- Where do I go when I arrive?
 - Please go straight to your residence hall and begin packing and cleaning your room. Once done, please check-out at the Student Life Office and hand in your keys.
- Where can I park and load?
 - You can park anywhere that is convenient for you, except for on grass or sidewalks.
- What are the cleaning expectations?
 - A Checklist for Check-out will be under your door when you arrive with all the expectations. It will also be emailed to students.
- Will I be fined?
 - We ask that you make every effort to clean your room according to the expectations on the Checklist for Check-out. If the room is left in poor condition or if there are damages, you may be held responsible.
- Can I throw away larger items like furniture, refrigerators or A/C units?
 - Yes. Proper disposal of these items is critical to avoid fines from the Township. Please note: Only one dumpster can accommodate these special items—the one behind the Dining Commons, near the sheds. Refrigerators and A/C units can only be placed **BESIDE** the dumpster (**NOT IN** the dumpster). Furniture must be placed **INSIDE** the dumpster (yes—even large items like couches must be placed inside!). A map will be provided on the back of the Checklist for Check-out.
- What other buildings can I access when I come?
 - The only buildings that will be accessible is your own residence hall/apartment and the Student Life Office.
- What if I come early or am not done by the end of my time-slot?
 - In order to ensure the health and safety of the UVF community, please stay within your check-out times. The times have been arranged in such a way as to keep the number of those gathered in each space to a minimum.
- What if I forget my key?
 - You will need to mail your key back to the mailroom by July 1 in order to avoid any charges.
 - You can contact Security to unlock the door for you at 484-614-2965.

LONG DISTANCE/TRAVEL QUESTIONS

- Can I stay overnight on campus? What if I know someone who is currently living on campus?
 - We're sorry we cannot allow you to stay overnight on campus. This is important to maintain the safety of our community. The residence halls will be closed and locked at 5pm each day.
- Are there any hotels nearby where I can stay?
 - Yes. The [Desmond in Malvern](#) (add Special Rate Codes and enter the group code VFG) and the [Homewood Suites in Audubon](#). These hotels have offered discounted rates to students and families of UVF when you request the discount. *Please note that UVF does not endorse any hotel.*
- Can I store my stuff on campus?
 - Storage is not available on campus but there are storage companies in the area that provide it such as [Stirling Storage](#). *Please note that UVF does not endorse any storage company.*
- Can I hire a moving company to pack and move my items?
 - Yes. The moving company will move out all students who have signed up on the same day which will be decided by the company in conjunction with the University. A couple of moving companies are: [TSI Shipping](#) and [Right Size Relocation](#) . There are others in the area. *Please note that UVF does not endorse any of these companies.*
 - You will need to mail your keys back to Student Life by July 1st to avoid any charges.
- What if I need more time than one time-slot?
 - We ask that you make every effort to stay within the time slots that have been provided. If you still feel you need more time, please contact the Student Life Office at studentlife@valleyforge.edu explaining your situation.
- What if my state/county is still closed or I can't come during the remaining check-out times?
 - We ask that you either make arrangements with a trusted friend or a roommate to move out and clean on your behalf.
- What if I was planning to live in summer housing?
 - At this time, summer housing is not available to those not already living on campus.
- What if I still have questions?
 - Please email the Student Life Office at studentlife@valleyforge.edu and include your cell number. Thank you!