**EXTENDED & LONG TERM STAYS**

To extend your stay for a couple of days please contact Stephanie Lee: stephanie.lee@evoresidences.com

You may visit her in the administrative office Monday - Friday 9am-5pm to make arrangements.

- The nightly fee is $65 for a shared room and $85 for a single room.

**VACATING YOUR ROOM**

Please leave your room as you found it, clean and free of debris. Extra cleaning charges will apply to any room with garbage or items remaining in it.

Ensure that you:

- Clean your bathroom (applicable to NRH, CS and LC and some RVC rooms only), including the bathtub, toilet, sink, counter, tiles, mirrors, walls, floor, etc.
- Remove any tape, “fun tac”, hooks from walls, windows and doors, including any bottle caps stuck to the ceiling/walls.
- Empty all drawers, cupboards, shelves, bedside tables, closets, armoires, etc.
- Remove all garbage and recycling items from your room.
- Remove all graffiti, whiteboards, pictures etc. from your walls and room door (inside and out).
- Keep the hall corridors clear.
- Any resident (or their belongings) found in the residence halls after having returned their keys, will be treated as a resident extending their stay and will be charged the nightly fee until they and their belongings have vacated. The corridors or other public areas of the residences may NOT be used for storing your belongings.
- Close the windows and draw the curtains.
- Empty fridge.

**RETURN KEYS & CARDS**

Please return the room key (FOB) and mailbox key to the front desk upon leaving.

**ROOM INSPECTIONS**

A room inspection will be conducted after you move out. We will be verifying if the following items are not damaged and intact:

- 2 chairs
- 1 fold up table
- 2 armoires
- 1 Fridge
- 2 Head board
- Bed divider
- 2 storage units
- 2 Mattresses
- Walls

**MAIL**

Check with the front desk for any packages and empty your mailbox if applicable.

**CLOTHING & FOOD COLLECTION**

Collection boxes for non-profit organization Renaissance will be in the lobby. They accept gently used clothing and household accessories.

**WANT TO LIVE IN RESIDENCE NEXT YEAR?**

McGill has options for you! You may continue living in your current residence or if you are interested in a more independent lifestyle opt to live in the McGill apartments.

Call 514-398-6368 for more information or visit: www.mcgill.ca/students/housing/fees-applying