

BENNINGTON COLLEGE

END OF TERM CHECKLIST PARAN CREEK, WELLING TOWNHOUSE, WELLNESS AND LONGMEADOW

Below is a checklist to ensure you have a smooth departure from campus. Remember: you need to vacate your College residence by **4:00 pm on Sunday, December 15**. Remaining on campus past this deadline will result in a conduct violation. **If you plan to Study Away or to take a Leave of Absence take all of your belongings with you. There is no on campus storage available.**

- **Make sure all the original college furniture is in your room and returned to its original condition (assembled).** This includes a bookshelf, dresser, desk, wardrobe, bed frame, mattress, and mirror. A fee will be assessed for missing or damaged items.
- **Defrost your personal mini fridge at least 48 hours before you leave (DO NOT DEFROST THE HOUSE FRIDGE BUT DO REMOVE ALL PERISHABLE FOOD).** An improperly defrosted fridge can leak, cause water damage and will be gross in the spring. How to defrost your fridge: dispose of any perishable food items remaining in your fridge, unplug your fridge, prop the door open and lay a towel inside the bottom to soak up excess moisture, and leave your fridge to defrost overnight.
- **Remove all food from your room.** Non-perishables should be stored in a plastic storage container with a secure lid. You can donate non-perishable items to Little Extras Pantry.
- **Remove all trash, return dishware to the dining hall and tidy your room.** The cleaner it is when you leave the nicer it will be to return to in the Spring.
- **Remove all personal items from common areas including bathrooms, kitchens (especially the fridge), common rooms, hallways, and public closets/phone booths. Please note that free piles are prohibited.** Any items left in a common area will be discarded and the house will be charged for the removal of trash. This includes artwork, posters, etc.
 - **House Decorations** should be taken down, packed up and stored in someone's room.
- **Leave the window shades up to prevent condensation and moisture build-up on the windows.** Moisture build-up creates mold. Replace the window screens if you have removed them.
- **Plants can be brought to the UpCaf or the Library.** We will do our best to take care of them.
- **Set the knob on your radiator to 3.** Keeping all radiators at 3 will allow enough heat into the room to prevent frozen pipes. Does not apply to Paran Creek Residents.
- **Close and lock all windows and doors upon leaving.** Locking entrances to your room will ensure that others do not enter your room, cause damages, or remove furniture.
- **Store your bicycle.** Contact Campus Safety to properly store your bicycle in Welling Basement to keep it safe over the winter. Any bicycles left on campus over the winter will be discarded. Please label your bike with your name/House.
- **Store your vehicle.** If you are returning in the Spring, you may store your vehicle on campus by completing a Long-Term Vehicle Parking Permit available through Campus Safety (**due Thursday, December 5**).
- **Make sure you haven't left anything that you will need over the winter behind.** Check the drawers/cabinets in your room, check the boxes you are storing, and check your friends' rooms. You will not be given access to any spaces on campus to retrieve personal items.
- **Wait in the Commons if you can't leave by the deadline.** Students who are unable to depart campus by 4:00 pm on Sunday, December 15 may avoid disciplinary action by waiting in the Commons with their belongings.
- **Take your room key with you.** Does not apply to Paran Creek Residents.

College staff will conduct walk-throughs in all houses and rooms. Questions? Email [Housing](#) or [Student Life](#)