



EARLY CHECK IN REQUEST/WAIVER FORM FOR GROUPS

Note: This form is not for individual requests, and must be submitted by the Program Coordinator of an official Albany State University organization and/or group. **Please attach the list of students for whom you are requesting early check-in. The list must include student first and last name, Ram ID, and campus address for current semester.**

(Please Print)

Requestor's Name: _____ Title: _____

Program Name: _____ Number of Students _____

Email Address: _____

Contact Telephone #: _____ Requested Arrival Date: _____

Reason for early check-in:

Provisions:

1. Groups applying for early check-in must be a sanctioned university group or organization with a defined need for early check-in. All approvals are subject to Housing and Residence Life approval and are not confirmed unless provided in writing.
2. Early check-in requests must be submitted by June 15 on the official Early Check-In Request Form.
3. Dates that are requested for early check-in dates ten days prior to the official check-in date will not be honored. Student-teaching programs will be approved per the county system schedules.
4. First Year students are not eligible for early arrival per the Group Early Check-In process.
5. Students are not allowed to drop off personal belongings before the early check-in date.
6. All assigned dates and times must be adhered to for early check-in. Staff will not be available outside of the established dates and times for a specific group.
7. Only students listed on the approved roster for early check-in will be allowed to check in during the established time for his/her group.
8. Waiver/notification forms must be signed by each student checking in early to ensure that proper communication has taken place and all expectations are fully understood.
9. Students approved for early check-in may be required to stay in a room different from their assigned Fall Term housing assignment, depending on availability.
10. Only students who have a reserved housing assignment for the upcoming Fall Term will be approved for early check-in.



The undersigned requestor has requested that Albany State University Housing and Residence Life allow a group of students to move into Albany State University residence halls before the established check-in dates. The undersigned acknowledges that the University has advised all parties involved that the University does not have its normal staff available during this period of occupancy. As a result, there may be times during which University personnel are not available to respond to needs of early arrival participants. Normal academic year services will be limited or not available at all during this time.

Therefore, in consideration of the student's request for early check-in, the undersigned requestor and all participating students hereby release Albany State University Housing and Residence Life, its agents or employees, from all liability, cost, damage, claim and expense which arises out of or relates to the undersigned/s presence at Albany State University during the early occupancy period. The undersigned hereby acknowledges that participating students assume full risk of injury, loss or damage that may result from early occupancy and hereby waives any claim against Albany State University, its' agents or employees, arising therefrom. This waiver and release is intended to include, without limitation, all claims resulting from accident, illness, injury, theft, or assault. It is also understood and agreed that the undersigned executes this release with the intent of binding him/herself and all heirs, successors or assigns.

I have read and understand the conditions of this agreement (Pages 1 and 2).

Print Name _____ Signature _____ Date _____

Ram ID _____

(Below Section is for Hall Managers and/or GARDs only)

I approve of the above request to check in early according to the dates listed on this form.

Early Check-In Date Approved _____

Print Name _____ Date _____

Signature _____ Date _____