

THURSDAY CHECKOUT PROCEDURES

Checkout time is 11:00 am.

Checkout and key drop off can be done at:

- Spoul Hall Front Desk
- Sunset Village/Sproul Luggage Storage Areas – outside Covell Commons
- De Neve Front Desk
- De Neve Luggage Storage Area – De Neve

Luggage storage is available at Sunset Village outside of Covell Commons and De Neve Street entrance- loading zone. Bring your luggage to the luggage storage area by 9:00 am

- Tell attendant where you are parked or where you will be leaving from:
 - Sunset Village Parking Lot
 - De Neve/Dykstra Parking Lot
 - Parking Lot 7
 - Super Shuttle – Lot 7, Level 1 for the Sunset Village campus or De Neve street entrance- loading zone for the De Neve campus
- You will receive a luggage tag for each bag you are storing. *Check the luggage tags to make sure they are properly marked with your parking area.*
- THE LUGGAGE FOR LOT 7 WILL BE BROUGHT TO LOT 7 DURING THE GENERAL SESSION (11:30 AM). ALL OTHER LUGGAGE WILL REMAIN IN THE LUGGAGE STORAGE AREA.
- RETURN TO THE SAME LUGGAGE STORAGE AREA TO PICK UP YOUR LUGGAGE FOR SUNSET VILLAGE OR DE NEVE/DYKSTRA PARKING LOTS.
- An attendant will be in Lot 7 to assist you in retrieving your luggage.
- If you have arranged to be picked up by Super Shuttle your luggage will be Sunset Village luggage storage or the De Neve luggage storage for pick-up.

Thank you for attending the 2019 CTA Summer Institute.