EXPRESS CHECK-OUT

Office of Community Living

Marietta College

Step One

Grab an envelope from the Express Check-Out Dropbox by the front door of your residence hall

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Step Two

Complete the
information on
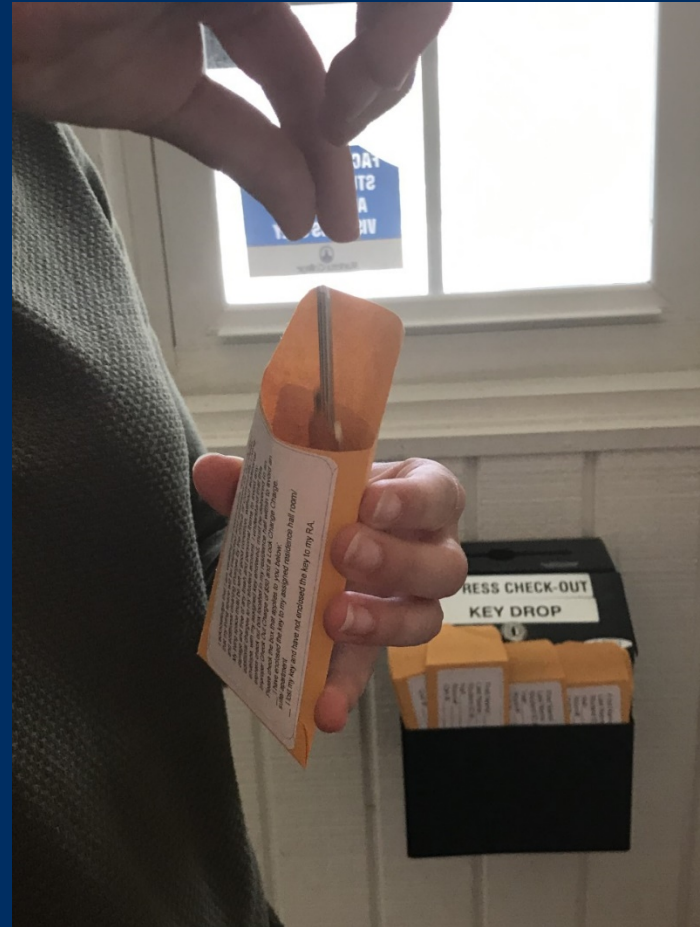the front of the
envelope:
First Name
Last Name
Student ID#

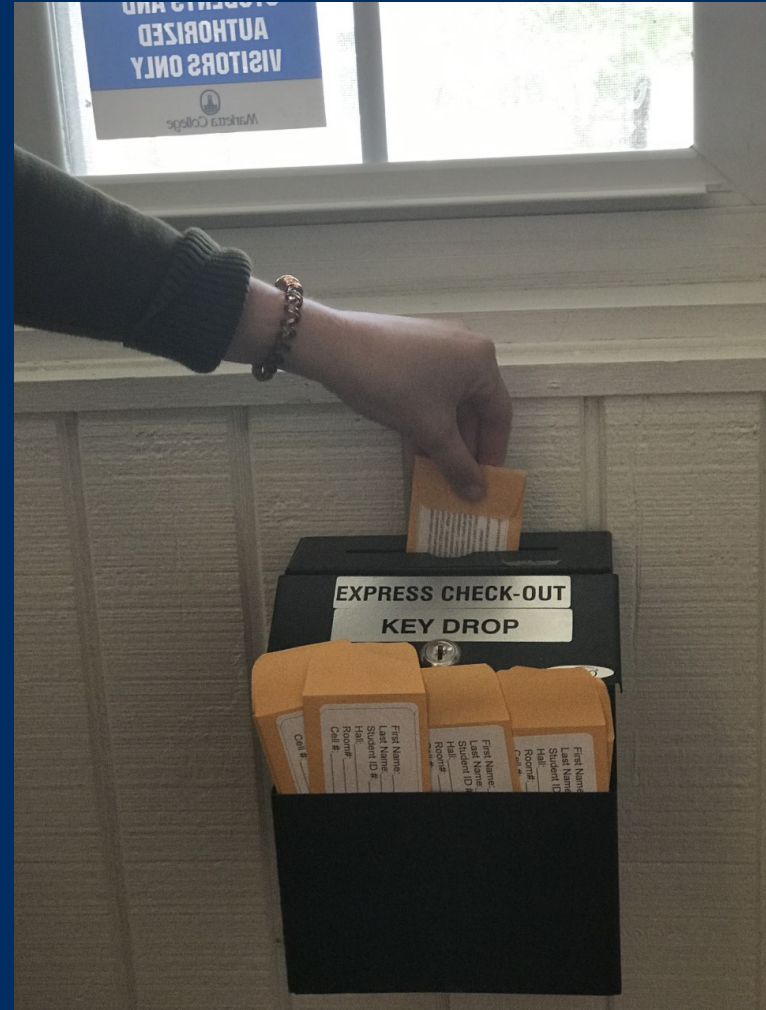

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Step Three

Place key in envelope and seal the envelope.

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Step Four (Final)

Put sealed envelope in dropbox and travel safely to your next destination!!!

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QUESTIONS?

Please reach out to the Office of Community Living:

- **by sending an e-mail to ocl@marietta.edu**
- **or by calling 740-376-4784.**

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