



Dear Resident:

Please read through this document in its entirety.

Hall Closure: Joe West, Washburn, CV2, and CVC will **close at 2:00 pm on Friday, December 15th** and all residents must leave the building. The last meal at The Commons is lunch on Friday, December 15th.

Returning to same space: Please note that if you are returning to the same room for the spring semester, you do not have to remove all your belongings from your room. Be sure to take everything you will need over the winter break with you, as there will be no access to the building over the break.

Mail: Your mail will not be forwarded to you over winter break. Your mail and packages will be held until you return for the spring semester.

Checking out of your space: If you are checking out of your current room assignment because you were approved by University Housing Services to cancel your housing contract, be sure to complete the official Room Check-out Process. **For this, you must schedule an appointment with your RA to check out by 2:00 pm on Friday, December 15th** (For more information, please see or email your Residential Life Coordinator or RA).

24-hour quiet hours begin at 10:00 pm on Wednesday, December 6th. These hours extend through the remainder of the semester. If you are having problems with noise in your community, we encourage you to speak with your neighbor(s) first. If you need further assistance, please contact a Resident Advisor On-Duty or a Residential Life Coordinator.

New Roommate: If you are currently in a double or triple room with an open space, you may have a new roommate assigned during the break; therefore, please be sure your room is prepared for their Spring semester arrival. This means their space should not have any of your belongings in it. *If your room is not prepared, you will be subject to fines, \$100 per day, per the UHS License Agreement.* The definition of a prepared room is: clean with all belongings occupying only your part of the room. **Also please note that custodial staff will be entering your room to clean the open space area, so please make sure your belongings are not in that space.**

Final Room Check: Resident Advisors will make a final check of your room after you depart. You are responsible for attending to the items on the Residence Hall Closing Checklist before you leave (which will be posted on your door). *If you do not, you will be charged a \$50.00 Improper Check-Out fee.* Improper Check-Out fees may also be assessed for failure to vacate by 2:00 pm on Friday, December 15th.

NO ACCESS to the halls during the break. Please don't forget your phone & charger, wallet, plane tickets, passport, plants, medications, keys, etc.; take one last look around your room before leaving!

Halls Re-open: The Residence Halls officially re-open at Noon on Sunday, January 21st for the Spring Semester. The first meal at The Commons for Spring Semester is lunch on that day.

Thank you and enjoy your break!
Happy Holidays, University Housing Services