

December, 2017

TO: ALL RESIDENCE HALL STUDENTS

FROM: David Campbell,
Associate Director of Residence Life & Housing

RE: Winter Break Closing

All residence halls will close for winter break at 7:00 p.m. on Friday, December 15, 2017. The dining hall will be open for dinner that evening from 4:30-6:00 pm.



Please be certain the following items are completed prior to your leaving:

1. Close and lock windows.
2. Turn off lights.
3. Leave your room clean and empty wastebaskets.
4. Remove all perishable food from refrigerator, defrost and unplug unit.
5. Unplug all appliances (except main refrigerator in University Apts).
6. Set heat at 65 (Suites and University Apartments).
7. Close and lock room door.
8. Take home any personal items of value. The University will not assume any responsibility for personal items left in rooms over winter break.
9. Make arrangements to have important mail and packages sent home.
10. **Double check that you have everything you need, as no one will be allowed in the residence halls over break.**

A CURSORY INSPECTION OF YOUR ROOM WILL BE MADE BY YOUR R.A. TO ENSURE THESE PROCEDURES ARE COMPLETED.

Notify your R.A. of your intended departure date and time and sign your room condition report if you are leaving the residence halls. If your room is left dirty, a minimum \$25.00 cleaning charge will be assessed.

Room changes cannot be made without approval from the Housing Office. A completed Room Change Form must be submitted.

All students approved for a spring room change, must remove all belongings before departing for break.

All residence halls will re-open on Sunday, January 14, 2018 at 12:00 noon. The first meal served will be dinner on Sunday from 4:30-6:00 pm.

