WINTER BREAK CLOSING NOTICE

All housing, except for College Park Apartments, will close on Friday, December 13, 2013 at 6 p.m. All students must vacate their rooms and residence halls by that time. If you are unable to leave by Friday, December 13, 2013 please notify your Residence Director by Friday, November 29th.

CLOSING PROCEDURES: Before leaving for break, all students must make sure that the following procedures are followed. Failure to comply with these procedures may result in charges and/or judicial action.

1. Turn off and unplug all appliances and/or items.
2. Prop your refrigerator door open to prevent mold. Remove and dispose of items in the refrigerator.
3. Empty all trash.
4. Close and lock windows.
5. Remove and secure all valuables. The Residence Life Department will not assume any responsibility for damage to or loss of personal property.
6. Turn off all lights.
7. Lock your door.
8. Tape this form to your door when the last person leaves.

The Residence Life and Physical Plant Staffs will check each room after closing for maintenance, cleanliness, safety and security. Staff will disconnect electrical plugs in all rooms if not done by students. Staff will also document any unauthorized furniture, illegal appliances, or other violations of residence life and/or college regulations. Failure to remove trash may result in charges and judicial action.

The custodial staff may enter the Bryant Place common areas to clean toilets, showers, etc. If you live in Bryant Place, you MUST remove all personal items (furniture, TVs, personal toiletries such as soap and shampoo, towels, rugs, etc.) from the common areas. There will be no charge for this service. Please cooperate, so that you may have a clean suite when you return from break. If these items are not removed, the custodial staff will be unable to clean.
All residence halls will reopen at 1 p.m. on Friday, January 10, 2014. Students found in the building before that time will be subject to immediate removal from the building and/or judicial sanctions.

BREAK HOUSING:

If you want housing during the break, you must sign a BREAK HOUSING AGREEMENT with your Residence Director or the Residence Life Office (248 HB) no later than 4 p.m. on November 29, 2013.

Per day costs to reside in a residence hall over break are: $21.75 for a Bryant Place single and $18.35 for a double; for Morrow, Pence, and Prichard Halls the cost will be $16.10 per day.

To inquire about break meals, please contact the Residence Life Staff or the Residence Life Office.

PARKING:

All students leaving vehicles on campus must notify Campus Police at 304-367-4157. Otherwise, the vehicle might be considered abandoned and towed at your expense.

Have a safe break and we'll see you in January!