

Date: March 2, 2009

To: Residents of Blackstone, Breckinridge, Broadview, Burton-Judson, Maclean, Max Palevsky, Pierce, Snell/Hitchcock and 5700 Stony Island

From: Katie Callow-Wright, Director of Undergraduate Student Housing

Subject: SPRING BREAK - What You Need to Know . . .

The above halls will close for Spring break and all residents **must check out by NOON on Saturday, March 21st, 2009**. The halls will reopen at **8:00AM on Sunday, March 29th, 2009**. Housing staff will not be on duty during the break and students will not be allowed to enter the residence halls prior to Sunday, March 29th. Please **take the items you need for the interim (e.g. passport, medication) as you will be unable to enter your room during the interim**, and make your travel arrangements accordingly.

INTERIM HOUSING

During Spring interim, students will not be allowed to remain in the residence halls listed above. Students might try making arrangements at area hotels or with friends. Students living in the Shoreland may allow residents of other buildings to stay in their rooms over the interim; but these guests *must* register properly **in advance** with the Office of Undergraduate Student Housing. Registration forms are available as a PDF on-line at <http://housing.uchicago.edu>. Residents of the Shoreland are given the details of the procedure for allowing students from other halls to stay in their rooms over the break. *The deadline for submitting this form to the Office of Undergraduate Student Housing is 4:30PM on Wednesday, March 18.*

MOVING TO A NEW ROOM?

Please note that all room change paperwork (ie; yellow card, pull-in form) must be submitted to the Office of Undergraduate Student Housing by 4:30PM on Friday, March 13th. All room changes (including turning in keys & checking out/in at the front desk) must be completed by Saturday, March 21st at noon, even if the change is within your residence hall. Failure to complete your move will likely result in your move being forfeited so that resuming students can be assigned to vacancies over the interim.

CLOSING PROCEDURES: DESIGNED FOR YOUR PERSONAL AND PROPERTY SAFETY

- Electrical Appliances** Before you leave, unplug appliances such as TVs, computers, and stereos. We recommend that refrigerators be left running but emptied of food due to potential unscheduled power failures. The University will not assume responsibility for food losses. Refrigerators and aquaria should be left on.
- Clock Radios and Alarm Clocks** Please be sure that you have unplugged your clock radio and/or left the alarm button on your clock radio and alarm clocks in the OFF position. If alarms go off over the interim, staff will enter the room to turn them off.
- Trash** Please remove all trash, particularly food, from your room.
- Heat** The heat in your room could vary considerably during the interim. In order to prevent frozen water pipes, please leave your radiators on (if it has a setting thermostat, set it at the minimum), and do not place items on the radiators.
- Secure your Room** Windows (including storm windows) must be closed and locked, lights off, blinds or drapes closed, and the door to your room locked. These conditions will be checked by a staff member after you leave.
- Sign Out** Sign out at the front desk before you leave (Stony Island residents sign out with their RHs). Residents who sign out and leave after the noon closing time will be charged \$25 an hour for leaving late. Please remember to sign in at the front desk upon your return to campus at the start of next quarter.

BUILDING SERVICES

Trunk Rooms: Trunk rooms will close at 3:00PM on Thursday, March 19th and Friday, March 20th. Trunk room hours are posted in each building. Stony Island residents should confer with their RHs.

Mail: Mail will not be forwarded during the interim. If you are expecting an important piece of mail, we suggest you contact the sender and inform them of your interim address.

Laundry Rooms: Laundry rooms will be closed and locked at 7:00AM, Saturday, March 21st.

CAMPUS DINING SERVICES

The last meal served in the residential dining halls will be dinner on Friday, March 20th. The first meal of the Spring Quarter will be dinner on Sunday, March 29th.

HOUSEKEEPING AND BUILDING MAINTENANCE

Please note that the Facilities Manager or Resident staff may enter your room during the interim for the purpose of conducting an inventory of furniture and the general condition of the room. Occasionally maintenance emergencies (frozen pipes, leaking windows) occur that require the maintenance staff to move furniture or personal belongings. If such an instance occurs, a "maintenance notification" door hanger will be left on the inside knob of your room and a note will be left in your mailbox.

SECURITY OF PERSONAL PROPERTY

The University cannot assume responsibility for loss or damage to personal property. The risk of theft in residence halls increases prior to and just after breaks because of the high degree of traffic and exposure of belongings. It is not uncommon for instances of theft by residents to occur during this period. Please be careful as you pack to leave and when you return. We recommend that valuables such as cameras, expensive jewelry, etc., be appropriately put away within the room if left over the break. Close and lock your windows, close the drapes, shades or blinds, and lock your door. Communicate with your roommate(s) about departure and return times so that the room can be left secured in a timely manner both upon your departure and after your return.

Note: Any student found to be in a closed residence hall during the interim period will be considered to be in a restricted area and will be subject to corresponding disciplinary action.

If your housing assignment terminates at the end of the Winter Quarter...

You must clear your room and remove from storage all personal belongings by noon on Saturday, March 21st. Residents who fail to move out by noon on March 21st will be charged a late check-out fee plus the daily room rate for the length of time that the room contains personal belongings. If University staff is required to move student personal belongings because of failure to move out, there will be additional moving charges. Please remove all your belongings from your room and storage, turn in your keys/have your ID de-activated and return your Shoreland/Broadview/Max Palevsky ID card (if applicable) and check-out at the front desk. You will be charged for any keys not returned/not having your ID de-activated, for failure to check out properly, or if you leave your room in an unsatisfactory condition.

In order to receive forwarded mail after your departure, you have to complete a forwarding address card at the time of your check-out. Only first class, domestic, mail can be forwarded by the University. You are advised to notify magazines, newspapers and other correspondents well in advance of your change to another address. Failure to complete the forwarding address information on-line will result in your mail being "returned to sender".

Residents of 5700 Stony Island, must fill out a US Postal Service forwarding address card and mail it directly to the local post office. The University does not handle any of the Stony Island U.S. mail.

**** We hope your break is restful and enjoyable. We look forward to seeing you next quarter! ****