

To: Residents of Shoreland Hall  
Date: March 2, 2009  
From: Katie Callow-Wright, Office of Undergraduate Student Housing  
Subject: **SPRING BREAK - Shoreland Policies and Procedures**

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As your residence hall will remain open during the Interim (Saturday, March 21st - Sunday, March 29th), there is some important information I would like to bring to your attention. Please note that if your housing assignment terminates at the end of the Winter Quarter, you may not remain in the Shoreland during the interim period and must move out and check out by noon on Saturday, March 21st.

#### **RESIDENT ACCESS AND GUEST POLICIES**

Policies related to guests and access to the building during the Winter Interim period is different than during the quarter. Please read them carefully. These procedures are necessary to enhance the personal safety of the relatively few students who stay for the Interim, and to protect the personal property left by other students as well as the property of the University:

- 1. If you intend to be in the Shoreland for any portion of the Interim, you will be required to stop at the Lobby Attendant Desk and sign in and out when entering and exiting the building.** Building Staff will ask to see your Shoreland ID card when you are signing in, and you should expect your ID to be checked against the sign-in log.
- 2. During the Interim, all guests must sign in and out at the Lobby Attendant Desk each time they enter or leave the building. Additionally, hosts must come to the lobby to receive each guest.**
- 3. Parties cannot be held in the Shoreland during the Interim. No more than seven non-resident guests will be permitted in any room at any one time during the break.** Students who remain for Interim are, of course, welcome to have small gatherings of friends in their rooms.
- 4. The Resident Heads and Assistants are not on duty during the Interim.** If you need assistance during this time, you should contact Shoreland security at 2-4550. Security will contact a Housing Director, or the Dean on Call, if necessary.
- 5. The entrance doors to the building will be locked from 12:00AM midnight to 6:00AM each day.**
- 6. All other University and Housing policies remain in effect during the interim.**
- 7. If you intend to be away from your hall for any part of the Interim, you may not permit any other person to enter or stay in your room or apartment without advance written permission from the Office of Undergraduate Student Housing - forms for this purpose are available on-line as a PDF at <http://housing.uchicago.edu>. Guests must request permission to stay by submitting a completed form by 4:30PM on Wednesday, March 18th.**

#### **SECURITY PRECAUTIONS**

During the interim, when relatively few students are staying in your hall, it is especially important for you to take extra security precautions.

- 1. Be certain to lock your room when you are away or when you are sleeping in your room.**
- 2. Do not admit strangers to the building. You should admit only your personal guests. You are responsible for the conduct of your guests.**
- 3. If you see anything or anyone that looks suspicious, report it immediately by calling the front desk at 2-4550.**

#### **SECURITY OF PERSONAL PROPERTY**

The University cannot assume responsibility for loss or damage to personal property in student rooms. 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. Please be aware that it is not uncommon for instances of theft by residents to occur during this period. Please be careful as

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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 appropriately secured both upon your departure and after your return.

#### **MOVING TO A NEW ROOM – WHETHER IN THE SHORELAND OR ELSEWHERE?**

**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 noon on Saturday, March 21st, even if the change is within the Shoreland.** 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**

If you are leaving during the interim period, please perform the following procedures:

- Electrical Appliances** Before you leave, unplug electrical appliances such as TVs, computers, and stereos. We recommend that refrigerators be left running but emptied of food because of the potential for 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.
- 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.
- Sign Out** Sign out at the front desk before you leave. Please remember to sign in at the front desk upon your return.

**Please note:** 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.

**CAMPUS DINING SERVICES** The last meal to be served in the dining halls will be dinner on Friday, March 20<sup>th</sup>. The first meal of the Spring Quarter will be dinner on Sunday, March 29<sup>th</sup>.

**HOUSEKEEPING AND BUILDING MAINTENANCE** The Facilities Manager or Resident staff may conduct an inventory of the furniture and general condition of each room during the interim. **If you will be away during any part of the interim, please close all of your windows and leave your radiator on.** Because of the potential for cold weather, certain maintenance problems such as frozen pipes or leaks may result if there is no heat. If you notice anything out of the ordinary such as water leaks or puddles, cracked plaster, excessive heat, etc., please notify the Shoreland front desk right away. If maintenance emergencies (frozen pipes, leaking windows) occur that require the maintenance staff to move furniture or personal belongings in your room, a "maintenance notification" door hanger will be left on the inside knob of your room.

#### **PHYSICAL PLANT EMERGENCIES**

In the event of a physical plant emergency residents should call the front desk immediately (2-4550).

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<p>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 <u>will be charged</u> a late check-out fee <u>plus</u> 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. Shoreland residents must remove all their belongings, turn in their keys and Shoreland ID card, and check-out at the Shoreland front desk. You will be charged for any keys or Shoreland ID card not returned or if you leave your room in an unsatisfactory condition.</p>
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<p>In order to receive forwarded mail after your departure, you have to complete a forwarding address card at the time of your check-out. <u>Only first class, domestic, mail can be forwarded by the University.</u> 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".</p>
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**\*\* We hope your break is restful and enjoyable. We look forward to seeing you next quarter! \*\***