California State University, Chico
Chico, California 95929-0707

University Housing and Food Service Office: 530-898-6325 or 800-730-4243 Fax: 530-898-6840
housing@csuchico.edu www.csuchico.edu/housing

TO: **All Residents of Konkow Houses**

FROM: David B. Stephen, Ed.D
Director – University Housing & Food Service

SUBJECT: **WINTER BREAK HALL CLOSING**

Konkow Houses (1, 2, 3, 4, & 5) will officially close for winter holiday break at ***6:00 p.m.*** on ***Friday, December 21, 2012***. The University residence halls will re-open at ***2:00 p.m.*** on ***Friday, January 25, 2013***. No one will be permitted to move into the halls prior to this time.

Hall Closing Information	**KONKOW HOUSES 1, 2, 3, 4, & 5 WILL CLOSE AT 6:00 p.m. ON FRIDAY, DECEMBER 21.** You are expected to be out of your house prior to 6:00 p.m. • Please note: 24-7 quiet hours will be in effect starting at midnight, Sunday, December 16 through Friday, December 21, at 6:00 p.m. Please plan to vacate the house within 24-hours after your last exam. All residents must vacate the halls by 6:00 p.m., Friday, December 21, 2012. • The last fall semester meal will be available for residents in Sutter Dining until 3:00 p.m. on Friday, December 21. Remember all current meal blocks expire at semesters' end, so please use as many meal swipes as you can before then.
Extended Stay Requests	**Due to academic reasons** - if you are a resident of House 1, 2, 3, 4 or 5 – and are unable to leave by the designated vacate time - you must notify your Residence Community Coordinator (RCC) by **Friday, December 14** to request authorization to remain in your House beyond the designated closing time. This is a **formal process** that you **MUST COMPLETE as soon as possible. For safety and liability reasons,** there can be no exceptions. Konkow House 6 (International House) will remain open for international residents.
Things to do BEFORE You Leave Your House	• Before leaving your room, please turn off your room thermostat, close and lock your windows, turn off all lights, take out your trash, and LOCK your door. All public areas of the house must be left clean. Unplug all bedroom electrical appliances. • **UHFS does not take responsibility for valuables left in the halls**. It is recommended that you take **all** valuables home with you (computers, stereos, TV/VCR/DVD). If you have any questions, contact your RCC. (Please refer to your Student Housing License Agreement section XVII, Insurance, paragraph b). • All approved room changes must be completed before leaving for winter break. See your Resident Advisor for procedures. You must also clean your part of the room you are vacating. Additionally, you are responsible for informing the Custodial Supervisor of any damages to your new room by submitting a work order prior to departing for break. • Contact Christopher Young, North Campus Assistant Residence Community Coordinator at X5483, to arrange for an official check-out of the house if you will not be returning to Konkow for spring semester. • If you have a bike, take it home or store it in your room. Do not leave your bike in the outdoor bike racks. However, you are not permitted to store a motorcycle, moped, electric scooters, or gasoline in your room. This is a **State Fire Marshall regulation**. For removal and impounding, the responsible resident will be charged $100.All electricity in the buildings will be turned off, so all refrigerators (including the house refrigerators/freezers) need to be defrosted, cleaned, and left open and all perishable items must be removed from the refrigerators/freezers. Arrangements need to be made for aquariums and plants so that fish and plants survive the break. • **University Housing and Facilities staff will be entering all rooms** to perform routine maintenance and safety inspections. Air filters will be checked in all rooms. The purpose of these inspections is to ensure that no potential fire or safety hazards exist while the halls are closed. However, you can expect that any policy violations (alcohol, appliances, lounge furniture, etc.) will be reported to your RCC. • Any vehicles left over break must display a valid campus parking permit. Please note that "University Village" parking permits are not valid in main campus parking lots. • **The University will assume no responsibility for your vehicle. If you have further parking questions please contact the University Police Department at (530) 898-5555.**

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	• Students who purchased a B-Lot permit for Fall 2012 will have priority to purchase a Spring 2013 B-Lot permit between Tuesday, January 8th beginning at 9:00 am through Monday, January 14th, 2013 at 9:00 am. B-Lot permit holders will receive an email from UHFS with instructions on how to access the Parking Services e-market. Be advised this priority link will be pulled down on January 14th at 9:00 a.m. and a public link will be available beginning Tuesday, January 15th, 2013 for any remaining permits. Current B-Lot holders will forfeit priority purchasing privileges AFTER January 14, 2013 at 9:00 am. • **Let us know you're back! Upon your return to campus next semester, please check in with your Wildcat card at your residence hall front desk**. • Mail operations will resume on Monday, January 28, 2013.

Good Luck with Finals & Have a Safe & Happy Break!