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 University Village**

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

SUBJECT: **WINTER BREAK AT UNIVERSITY VILLAGE**

Hall Closing Information	***University Village will remain open*** to its residents during the Winter Break (December 21 – January 25). We want to provide you with some important information to maximize your personal security and safety during the break. • 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. Residents who violate the quiet hour noise policy during finals week, will be required to meet with Sarah Lasnik, Residence Community Coordinator (RCC), prior to Friday, December 21 by noon. • 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.
Residents Remaining in University Village During the Break	If you are staying in University Village for any portion and/or the entire break period (December 21 – January 25) you ***MUST*** notify the University Village Staff through University Village Service Desk. This information will identify students on the premises in case of an emergency. ***Winter break vacation registration must be completed at the UV Service Desk by Friday, December 14.*** ***Please Note:*** if you remain on the premises during Winter Break all rules, policies, and procedures remain in effect and are enforced.
Things to do BEFORE You Leave Your Room	• Make sure you lock all doors (***kitchen, bathroom, patio, or balcony***) and windows (***kitchen and bedroom***). Unplug all electrical appliances in your apartment (as a fire safety precaution). ***REMEMBER: HELP US HELP YOU - LOCK IT UP!*** • Please clean your kitchen and bathroom and take out your trash. If you live in a cluster or double studio, and have a roommate moving out, all cluster-mates/roommates are responsible for cleaning the kitchen prior to leaving for vacation. Your new cluster-mate/roommate should expect to find a clean kitchen to start the new semester. Any room - including kitchens and bathrooms - not left clean prior to resident departure may result in a cleaning charge assessment. • ***UHFS does not take responsibility for valuables left in UV apartments or vehicles***. 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 16. Insurance). • If you have a bike, take it home or store it in your room. 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. • Look inside your refrigerator and pantry and decide what should be eaten now, given away, or taken home. ***Be sure to remove all perishable foods***. • Turn off your apartment heater/thermostat. Set your heater thermostat to 55 degrees. This will help avoid broken pipes just in case we have a freeze. • All approved room changes must be completed before leaving for winter break. See Caylan Clifford, University Village Assistant Residence Community Coordinator for procedures. You must clean your part of the room you are vacating and you will be responsible for any damages or extra cleaning. • If you will not be returning for spring semester contact your Assistant Residence Community Coordinator, Caylan Clifford, to arrange an official checkout appointment for no later than December 21 at 5:00 p.m. • ***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. Please be aware that for security reasons from December 21, 2012 through January 25, 2013, all vehicular entrances and exits will be locked/chained except the UV main gate.

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	• 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.*** • Let us know you're back! Please check in with your Wildcat card at the front desk when you return from the winter break.
UV Service Desk Hours	• The University Village Service Desk, on the south side, will be ***open Saturday, December 22 through January 23 from 10:00 am to 2 pm*** with the exception of December 24 and 25th due to the holiday. The Service Desk will resume regular operations ***on Thursday, January 24 at 2:00 p.m.*** There will also be a Resident Advisor on call during the break (530) 514-3867. The Residential Life staff Winter break duty schedule will be posted at the University Village Service Desk. • The mail room, on the north side, will be open Saturday, December 22 through January 23 from 2pm to 5 pm with the exception of December 24 and 25th.

If you have any questions please call Sarah Lasnik, Residence Community Coordinator at x4474.

The Emergency Telephone Number for the Break is 530-898-5555

HAVE A SAFE AND HAPPY BREAK!