TO: All Residents of Whitney, Lassen, Shasta, Esken, Mechoopda, Konkow, and Sutter Halls

FROM: University Housing

SUBJECT: THANKSGIVING RESIDENCE HALL CLOSING

All University residence halls will officially close for holiday break at **6:00 p.m. on Friday, November 18, 2016**. The University residence halls will re-open at **2:00 p.m. on Sunday, November 27, 2016**. No one will be permitted to move into the halls prior to this time.

<table>
<thead>
<tr>
<th>Closing Information</th>
<th>Residence halls will close at 6:00 p.m. on Friday, November 18, 2016. You are expected to be out of your hall prior to 6:00 p.m. The UHUB will be open until 8 p.m. if you need to wait for a ride.</th>
</tr>
</thead>
</table>
| Extended Stay Requests | If you are unable to leave your residence hall by 6:00 p.m. on Friday, November 18, 2016 due to an academic reason, you may submit an extended stay request. You **MUST** submit the request no later than 5:00 p.m. on Friday, November 11, 2016. Students who are approved for extended stay will need to check out by noon on Saturday, November 19, 2016. Submit a Thanksgiving break extended stay request:<br>1. Log into [Resident Center](https://www.csuchico.edu/housing) on the University Housing Website.  
2. Click on "Thanksgiving break extended stay request".  
3. Complete your request.  
4. A decision will be sent to your Wildcat email account within three (3) business days. |
| Things to do BEFORE You Leave For Break | • Before leaving your room, please check your heating and cooling units [HVAC].  
• If you live in **Lassen or Shasta Halls**, please turn the room thermostat to 60° and the fan to low. DO NOT turn off the HVAC unit.  
• If you live in **Mechoopda/Eskend Halls**, please COMPLETELY turn off your HVAC unit.  
• If you live in **Whitney Hall**, turn HVAC units to low. DO NOT turn off the HVAC unit.  
• **University Housing does not take responsibility for student property left in the halls.** It is recommended that you take all valuables home with you (computers, stereos, TV/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 during the break period. However, you are **not permitted** to store a motorcycle, moped, electric scooters, or gasoline in your room. This is a **State Fire Marshal regulation**. For removal and impounding, the responsible resident will be charged $100.  
• Arrangements need to be made for aquariums and computers should you choose to leave them. All refrigerator contents should be thrown away or taken with you.  
• Remember to close and lock your windows, turn off all lights, take out your trash, and LOCK your door.  
• **University Housing staff will be entering all rooms** to perform routine maintenance and security inspections. The purpose of these inspections is to ensure that no potential fire or safety hazards exist while the halls are closed, and to confirm that the above steps have been completed. However, you can expect that any policy violations (alcohol, appliances, lounge furniture, etc.) will be reported to your RCC and documented for follow-up after the break period.  
• Any vehicles left over break must display a valid campus parking permit.  
• **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. |

Have a safe and restful Thanksgiving Break!