TO: All Residents of University Village and Konkow House 6

FROM: University Housing

SUBJECT: THANKSGIVING BREAK

Closing Information

University Village and Konkow House 6 will remain open to its residents during the Thanksgiving Break (November 18 – November 27, 2016). We want to provide you with some important information to maximize your personal security and safety during the break.

Extended Stay Requests

If you are staying in University Village or Konkow House 6 for any portion or the entire break period (November 18 - November 27, 2016), you MUST submit an extended stay request by 5 p.m. on Friday, November 11, 2016. This information will identify students on the premises in case of an emergency.

Submit a Thanksgiving break extended stay request:
1. Log into the Resident Center on the University Housing Website.
2. Click on the “Thanksgiving break extended stay request” button.
3. A decision will be sent to your Wildcat email account within three (3) business days.

Please Note: if you remain on the premises during Thanksgiving Break, all rules, policies, and procedures remain in effect and are enforced.

Things to do BEFORE You Leave For Break

- 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) and turn off lights. REMEMBER: HELP US HELP YOU - LOCK IT UP!
- University Housing does not take responsibility for valuables left in UV or Konkow apartments or vehicles. 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. 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.
- 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.
- Clean your kitchen, bathroom, and take out your trash.
- Turn off your apartment heater/thermostat.
- University Housing staff will be entering all rooms to perform 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, etc.) will be reported to your RCC. Air filters will be checked in all rooms.
- 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.

University Village Service Desk Hours

- The University Village Service Desk will be open Saturday, November 19 through November 27 from 10:00 a.m. to 2:00 p.m.
- The Service Desk will resume regular operations on Sunday, November 27 at 10:00 a.m.
- A Resident Advisor will be on call during the break. The Residential Life staff Thanksgiving break duty schedule will be posted at the University Village Service Desk.

The Emergency Telephone Number for the Break is
University Police Department – (530) 898-5555
University Village RA Duty Phone – (530) 514-3867
North Campus RA Duty Phone – (530) 898-3868

Have a safe and restful Thanksgiving break!