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TO: **All Residents of Konkow Houses**

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

SUBJECT: **THANKSGIVING RESIDENCE HALL CLOSING**

Konkow Houses (1, 2, 3, 4, & 5) will officially close for holiday break at ***6:00 p.m.*** on ***Friday, November 16, 2012***. The University residence halls will re-open at ***2:00 p.m.*** on ***Sunday, November 25***. 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, NOVEMBER 16.** You are expected to be out of your house prior to 6:00 p.m.
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, November 9** 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.** 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). • 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 houses will be turned off, so arrangements need to be made for aquariums and computers should you choose to leave them. Kitchen refrigerators will remain on. • Remember to close and lock your windows, turn off all lights, take out your trash, and LOCK your door. • **University Housing and Facilities staff will be entering all rooms** to perform routine maintenance and safety inspections. 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. 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.**

Have a safe and restful Thanksgiving break!