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TO: **All Residents of Whitney, Lassen, Shasta, Esken, Mechoopda & Sutter Halls**

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

SUBJECT: **THANKSGIVING RESIDENCE HALL CLOSING**

All University residence halls 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	**THE HALLS WILL CLOSE AT 6:00 p.m. ON FRIDAY, NOVEMBER 16.** You are expected to be out of your hall prior to 6:00 p.m.
Extended Stay Requests	If - **for academic reasons** - you are unable to leave your residence hall by the vacate deadline - you must notify your Residence Community Coordinator (RCC) by ***Friday, November 9*** to request authorization to remain in the hall beyond the designated closing time. This is a ***formal process*** that you **MUST COMPLETE as soon as possible.** There can be no exceptions due to safety and security concerns for all residents.
Things to do BEFORE You Leave Your Residence Hall	• Please unplug all electrical appliances. • 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/Esken Halls,** please COMPLETELY turn off your HVAC unit. • If you live in **Whitney Hall**, turn HVAC units to **low** and **cool.** DO NOT turn off the HVAC unit. • **UHFS 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/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 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 Marshall regulation**. For removal and impounding, the responsible resident will be charged $100. • All electricity in the buildings will be turned off, **so refrigerators need to be defrosted, cleaned, and left open**. 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 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 and documented for follow-up after the break period. • Any vehicles left over break must display a valid campus parking permit. Please note that "University Village" parking permits are valid ONLY at University Village 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!