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TO: **All Residents of University Village**

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

SUBJECT: **THANKSGIVING BREAK**

Hall Closing Information	***University Village will remain open*** to its residents during the Thanksgiving Break (November 16 – 25). We want to provide you with some important information to maximize your personal security and safety during the break.
Resident's Remaining in University Village During the Break	If you are staying in University Village for any portion and/or the entire break period (November 16-25) 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. ***Residents staying for all or part of the break must register at the UV Service Desk by Friday, November 9.*** ***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 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!*** • ***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 XVII, Insurance, paragraph b). • 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***. • Clean your kitchen, bathroom, and take out your trash. • Turn off your apartment heater/thermostat. • ***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.***
UV Service Desk Hours	• The University Village Service Desk will be ***open Saturday, November 17 through November 24 from 2:00 – 6:00 p.m.*** The Service Desk will resume regular operations ***on Sunday, November 25 at 2:00 p.m.*** There will also be a Resident Advisor 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 530-898-5555

Have a safe and restful Thanksgiving break!