TO: All Residents of Konkow House 6  
FROM: Abeer Mustafa  
Executive Director – University Housing  
SUBJECT: WINTER BREAK AT KONKOW HOUSE 6

| House Closing Information | **Konkow House 6 will remain open** to its residents during Winter Break (December 16, 2016 – January 21, 2017). We want to provide you with some important information to maximize your personal security and safety during the break.  
  - Please note: 24-7 quiet hours will be in effect starting at midnight Sunday, December 11, 2016, through Friday, December 16, 2016 at 6:00 p.m. Residents who violate the quiet hour noise policy during finals week will be required to meet with their Residence Community Coordinator (RCC) prior to Friday, December 16, 2016 at noon.  
  - The last fall semester meal will be available in Sutter Dining until 3:00 p.m. on Friday, December 16, 2016. Remember all current meal plans expire at semesters’ end, so please use as many meal swipes as you can before that time.  

| Residents Remaining in House 6 | If you are staying in Konkow House 6 for any portion or the entire break period (December 16, 2016 – January 21, 2017), you **MUST** submit an extended stay request by **5 pm on Friday, December 9, 2016**. This information will identify students on the premises in case of an emergency.  
  - Submit a Winter Break extended stay request:  
    1. Log into [Resident Center](https://www.csuchico.edu/housing) on University Housing Website.  
    2. Click on the “Winter 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 Winter 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 and windows. Unplug all electrical appliances in your room (as a fire safety precaution). **REMEMBER: HELP US HELP YOU - LOCK IT UP!**  
  - Take out your trash.  
  - **University Housing does not take responsibility for valuables left in rooms 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 house refrigerator and pantry and decide what should be eaten now, given away, or taken home. **Be sure to remove all perishable foods.**  
  - Set your heater thermostat to 55 degrees. This will help avoid broken pipes just in case we have a freeze.  
  - All approved room changes must be completed before leaving for winter break. See your ARCC for procedures. You must clean your part of the room you are vacating and you will be responsible for any damages or extra cleaning. |
(continued)

- If you will not be returning for spring semester, contact your ARCC no later than December 16, 2016 to arrange for an official check-out of the hall.
- **University Housing staff will be entering all rooms** to perform routine maintenance and safety inspections. Air filters will be changed in all rooms. The purpose of these inspections is to ensure that no potential fire or safety hazards exist during the break, 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.
- Let us know you’re back! Please check in with your Wildcat card at the front desk when you return from the winter break.

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<th>Campus Parking &amp; Campus Parking Permits</th>
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<td>- 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 and are not valid in main campus parking lots.</td>
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<td>- <strong>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.</strong></td>
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<td>- Students who purchased a B Lot permit for fall 2016 will have priority to purchase a spring 2017 B Lot permit beginning Tuesday, January 3, 2017 at 9:00 a.m. through Monday, January 9, 2017 at 9:00 a.m.</td>
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<td>- B Lot permit holders will receive an email from University Housing with instructions on how to access the Parking Services e-market. Be advised this priority link will be pulled down on January 9, 2017 at 9:00 a.m. and a public link will be available beginning Tuesday, January 10, 2017 at 9:00 a.m. for any remaining permits. Current B Lot holders will forfeit priority purchasing privileges AFTER January 9, 2017 at 9:00 am.</td>
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<th>University Housing Staff On Call</th>
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<td>- A Resident Advisor will be on call during the break (530) 514-3868.</td>
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The Emergency Telephone Number for the Break is (530) 898-5555

HAVE A SAFE AND HAPPY BREAK!