TO: All Residents of University Village
FROM: Abeer Mustafa
Executive Director – University Housing
SUBJECT: WINTER BREAK AT UNIVERSITY VILLAGE

**Hall Closing Information**

*University Village 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 University Village During the Break**

If you are staying in University Village for any portion or the entire break period (December 16, 2016 – January 21, 2017) you **MUST** submit an extended stay request by 5 p.m. 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](http://www.csuchico.edu/housing) on the 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 *(kitchen, bathroom, patio, or balcony)* and windows *(kitchen and bedroom)*. **REMEMBER: HELP US HELP YOU - LOCK IT UP!**
- As a fire safety precaution, unplug electrical appliances in your apartment EXCEPT refrigerators.
- Please clean your kitchen and bathroom and **take out your trash**. If you live in a cluster or double studio and have a roommate moving out, all cluster-mates/roommates are responsible for cleaning the kitchen prior to leaving for break. Your new cluster-mate/roommate should expect to find a clean kitchen to start the new semester. Any room – including kitchens and bathrooms – not left clean prior to resident departure may result in a cleaning charge assessment.
- 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.**
- **University Housing 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/DVD). If you have any questions, contact your RCC. (Please refer to your Student Housing License Agreement section 16 - Insurance).
- Remove personal items from your balcony or patio.
- 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 scooter, or gasoline in your room. This is a **State Fire Marshal regulation**. For removal and impounding, the responsible resident will be charged $100.
- 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.
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- 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.
- Please be aware that for security reasons, all vehicular entrances and exits will be locked/ chained – except the UV main gate – from December 16, 2016 through January 21, 2017.
- Let us know you’re back! Please check in with your Wildcat card at the front desk when you return from the Winter Break.

### Campus Parking & Campus Parking Permits

- 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, on the south side, will be **open Saturday, December 17, 2016 through Friday, January 20, 2017 from 1:00 p.m. to 5:00 p.m.** The Service Desk will resume regular operations **on Saturday, January 21 at 7:00 a.m.**
- A Resident Advisor will be on call during the break (530) 514-3867. The Residence Life staff Winter Break duty schedule will be posted at the University Village Service Desk.
- The north side mail room will be open Saturday, December 17, 2016 through Friday, January 20, 2017 from 9:00 a.m. to 12:00 p.m. with the exception of December 24, 25, and January 1.

The Emergency Telephone Number for the Break is (530) 898-5555

HAVE A SAFE AND HAPPY BREAK!