TO:    All Residents of Whitney, Lassen, Shasta, Sutter, Esken, and Mechoopda
FROM:  University Housing
SUBJECT:  WINTER BREAK – RESIDENCE HALL CLOSING

All University residence halls will officially close for winter break at 6 p.m. on Friday, December 21, 2018. Classes begin on Tuesday, January 22, 2019. The University residence halls will re-open at 9 a.m. on Friday, January 18, 2019. No one will be permitted to move into the halls prior to this time. If you plan to arrive early, you will need to make your own arrangements off campus.

### Hall Closing Information
- Residence halls will close at 6 p.m. on Friday, December 21, 2018. You are expected to be out of your hall prior to 6 p.m.
  - Please note: 24/7 quiet hours will be in effect starting at midnight, Sunday, December 16, through Friday, December 21 at 6 p.m.
  - Plan to vacate the halls within 24-hours after your last exam. All residents must vacate the halls by 6 p.m. on Friday, December 21, 2018.
  - The last fall semester meal will be available in Sutter Dining until 3 p.m. on Friday, December 21. Remember, all current meal plans expire at semester's end, so please use as many meal swipes as you can before leaving. Flex Cash will roll over to spring 2019.
  - HUB will be open until 8 p.m. on Friday, December 21, 2018, for students waiting for rides or shuttles.

### Late Stay Requests
If you are unable to leave your residence hall by 6 p.m. on Friday December 21, 2018 due to an academic reason, you may submit a late stay request. You MUST submit the request no later than 5 p.m. on Friday, December 14, 2018.

Students who are approved for extended stay will need to leave by noon on Saturday, December 22.

Submit a Winter Break extended stay request:
1. Go to the University Housing Website (www.csuchico.edu/housing).
2. Under “Current Residents” click on “Agreements, Guides & Forms”.
3. Click on “Late Stay Request for Winter Break”.
4. Complete your request.
5. You will be sent an email approving or denying your request. Make sure you are checking your Wildcat Mail.

### Things to do BEFORE Leaving 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 Sutter or Whitney Hall, turn HVAC units to low. DO NOT turn off the HVAC unit.
  - If you live in Esken or Mechoopda, set your thermostat to 55 degrees. This will help avoid broken pipes in case we have a freeze.
- University Housing 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/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 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 Marshal regulation. For removal and impounding, the responsible resident will be charged $100.
- If you have been approved to end your lease at the end of the fall semester, you will receive an email from your RLC with check-out instructions.
- All electricity in the buildings will be turned off, so refrigerators need to be unplugged, 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, close blinds, turn off all lights, take out your trash, and LOCK your door.
University Housing staff will be entering all rooms to perform routine health and safety inspections. The purpose of these inspections is to ensure that no potential fire or safety hazards exist while the halls are closed, and to confirm that the above steps have been completed. However, you can expect that any community standards violations (alcohol, appliances, lounge furniture, etc.) will be reported to your RCC and documented for follow-up after the break period. Please make sure your personal items are removed from in front of your air unit as air filters will be changed in all rooms.

- Let us know you’re back! You must check in at your residence hall front desk when you return from Winter Break.
- Mail operations will resume on Thursday, January 18, 2019 at 10:00 a.m.

### 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 valid ONLY at University Village and 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.
- Students who purchased a B Lot permit for fall 2018 will have priority to purchase a spring 2019 B Lot permit beginning Wednesday, January 2, 2019 at 9 a.m. through Monday, January 7, 2019 at 9 a.m.
- Current 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 7, 2019 at 9 a.m. and a public link will be available beginning Tuesday, January 8, 2019 at 9 a.m. for any remaining permits.
- Current B Lot holders will forfeit priority purchasing privileges AFTER January 7, 2019 at 9 a.m.

Good Luck with Finals and Have a Safe, Happy Break!