TO: All Residents of Konkow
FROM: University Housing
SUBJECT: WINTER BREAK AT KONKOW

House Closing Information

Konkow will remain open to its residents during Winter Break (December 22, 2018 – January 18, 2019). 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 16, 2018, through Friday, December 21, 2018 at 6 p.m.
- The last fall semester meal will be available in Sutter Dining until 3 p.m. on Friday, December 21, 2018. Remember, all current meal plans expire at semesters’ end, so please use as many meal swipes as you can before that time. Flex Cash will roll over to Spring 2019.

Residents Remaining in Konkow

If you are staying in Konkow for any portion of the entire break period (December 22, 2018 – January 18, 2019), you MUST submit a Winter Break stay notification by 5 p.m. on Friday, December 14, 2018. This information will identify students on the premises in case of an emergency.

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

Please Note: if you remain on the premises during Winter Break, all community standards, policies, and procedures remain in effect and are enforced. This is considered a no guest time period.

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.
- If you have been approved to end your lease at the end of the fall semester, you will receive an email from University Housing with check-out instructions.
- University Housing 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 during the break, 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. Please make sure your personal items are removed from in front of your air unit as air filters will be changed in all rooms.

(continued)
- Let us know you’re back! You must check in at the Mechoopda front desk when you return from Winter Break.
- Mail operations will resume on Friday, January 18, 2018 at 8:00 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 Tuesday, 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.

### University Housing Staff On Call
- A Resident Advisor will be on call during the break (530) 514-3868.

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

HAVE A SAFE AND HAPPY BREAK!