To: All Residents of Whitney, Lassen, Shasta, Esken, Mechoopda, and Sutter Halls  

From: University Housing  

Subject: SPRING BREAK RESIDENCE HALL CLOSING  

| Closing Information | Residence halls will close at 6:00 p.m. on Friday, March 15, 2019. You are expected to be out of your hall prior to 6:00 p.m. The HUB will be open until 8 p.m. if you need to wait for a ride.  
  
  Residence halls will re-open at 9:00 a.m. on Sunday, March 24, 2019.  

| Extended Stay Requests | If you are unable to leave your residence hall by 6 p.m. on Friday, March 16, 2018 due to an academic reason, you may submit an extended stay request. You MUST submit the request no later than 5 p.m. on Wednesday, March 6, 2019. Students who are approved for extended stay will need to check out by noon on Saturday, March 16, 2019.  
Submit a Spring Break extended stay request:  
  
1. Go to the University Housing website (www.csuchico.edu/housing).  
2. Under “Current Residents” click on “Agreements, Guides and Forms” and click on the Late Stay Request form.  
3. Complete your request for a late stay.  
4. You will be sent an email approving or denying your request. Make sure you are checking your Wildcat Mail.  

| Things to do BEFORE You Leave |  
• Before leaving your room, please check your heating and cooling units [HVAC].  
  
- **Lassen or Shasta Halls:** Please turn the room thermostat to 60° and the fan to low. DO NOT turn off the HVAC unit.  
- **Mechoopda/Eskcn Halls:** Please COMPLETELY turn off your HVAC unit.  
- **Whitney Hall:** Turn HVAC units to low. DO NOT turn off the HVAC unit.  

• **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. University Police may remove all bikes left in bike racks. 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.  
• Take home items to make moving out in May easier.  
• Arrangements need to be made for aquariums and computers should you choose to leave them. All refrigerator contents that might expire should be thrown away or taken with you.  
• Remember to close and lock your windows, turn off all lights, take out your trash, and LOCK your door.  

• **University Housing staff will be entering all rooms** to perform routine maintenance and security 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 policy violations (alcohol, appliances, lounge furniture, etc.) will be reported to your RCC and documented for follow-up after the break period.  
• Any vehicles left over break in the B lot must display a valid campus parking permit.  
• **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.  

Have a safe and restful Spring Break!