TO:  All Residents of University Village (UV) and Konkow  
FROM:  University Housing  
SUBJECT:  SPRING BREAK INFORMATION

<table>
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<th>Information</th>
<th>University Village and Konkow will remain open to its residents during Spring Break (March 15 - March 24, 2019). We want to provide you with some important information to maximize your personal security and safety during the break.</th>
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<td>During the Break</td>
<td>If you are staying in University Village or Konkow for any portion or the entire break period (March 15 – March 24, 2019), you MUST submit a Spring Break Notification form by 5 p.m. on Wednesday, March 6, 2019. This information will identify students on the premises in case of an emergency. RA’s will be hosting programs during the break. Keep an eye on your email for details. To submit a Spring Break extended stay request: 1. Go to the University Housing website (<a href="http://www.csuchico.edu/housing">www.csuchico.edu/housing</a>). 2. Under “Current Residents” click on Agreements, Guides and forms and select UV/Konkow Spring Break Notification link. 3. Complete the Spring Break Notification form. Please Note: If you remain on the premises during Spring Break, all rules, policies, and procedures remain in effect and are enforced.</td>
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| Things to do BEFORE You Leave | • Make sure you lock all doors (kitchen, bathroom, patio, or balcony) and windows (kitchen and bedroom). Unplug all electrical appliances in your apartment (as a fire safety precaution) and turn off lights. REMEMBER: HELP US HELP YOU - LOCK IT UP!  
• University Housing does not take responsibility for valuables left in UV or Konkow apartments or in 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.  
• Take home items to make it easier to move out in May.  
• 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.  
• Clean your kitchen, bathroom, living room, patio/balcony and take out your trash.  
• Arrangements need to be made for aquariums and computers should you choose to leave them.  
• Turn off your apartment heater/thermostat.  
• University Housing staff will be entering all rooms to perform 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, etc.) will be reported to your RCC. Air filters will be checked in all rooms.  
• 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. |
| University Village Service Desk Hours | • The University Village Service Desk will be open Saturday, March 16 through March 24, 2019 from noon to 5:00 p.m.  
• The Service Desk will resume regular operations on Sunday, March 24 at 9:00 a.m.  
• A Resident Advisor will be on call during the break. The Residential Life staff Spring Break duty schedule will be posted at the University Village Service Desk. |

Emergency Telephone Numbers for the Break:  
University Police Department – (530) 898-5555  * University Village RA Duty Phone – (530) 514-3867  
North Campus RA Duty Phone – (530) 898-3868