TO: All Residents of University Village  
FROM: University Housing  
SUBJECT: WINTER BREAK AT UNIVERSITY VILLAGE

### Hall Closing Information

*University Village 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 University Village During the Break

If you are staying in University Village for any portion or 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](http://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 to approve or deny 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 (*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 suite or double studio and have a roommate moving out, all suite-mates/roommates are responsible for cleaning the kitchen prior to leaving for break. Your new suite-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 suites/studios 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).
- Arrangements need to be made for fish bowls and computers should you choose to leave them.
- 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.
(continued)

- 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 health 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.
- Let us know you’re back! You must check in at the UV front desk when you return from 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.**
- Students who purchased a UV Lot permit for fall 2018 will have priority to purchase a spring 2019 UV Lot permit beginning Tuesday, January 2, 2019 at 9 a.m. through Monday, January 7, 2019 at 9 a.m.
- Current UV 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.

### UV Front Desk and Mail Hours

- The University Village Front Desk, on the south side, will be open **Saturday, December 22, 2018 through Thursday, January 17, 2019 from 12 p.m. to 5 p.m.** The Front Desk will resume regular operations **on Friday, January 18 at 9 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 UV mail room will be open from 10:00 am to 3:00 pm on December 22, 24, 26-29 and 31, 2018. It will also be open 10:00 am to 3:00 pm January 2-5, 7-12 and 14-19, 2019.

---

The Emergency Telephone Number for the break is University Police @ (530) 898-5555

**HAVE A SAFE AND HAPPY BREAK!**