



MEMORANDUM

TO: All Residents
FROM: The Office of Residence Life
RE: THANKSGIVING Checkout Information
DATE: November 9, 2017

As we draw near to the first real break of the semester, here are a few guidelines to follow as you leave campus for the THANKSGIVING holiday.

1. The residence halls will be closed during the entire Thanksgiving break period. The traditional **residence halls will close at 6 pm, Wednesday, November 22, 2017** and reopen **Sunday, November 26, 2017 at 3 pm**. Once vacated, residents will not be allowed back in the halls for any reason between the times mentioned above. **There will be no exceptions to this policy!** All front door systems will be turned off.
2. Before you leave, remove all trash and debris from your room and take it to the dumpster. All personal refrigerators must be cleaned and left unplugged. If you have any food in the buildings community refrigerator it will need to be removed as well. Any food left in the community refrigerator will be discarded. While you are not expected to take your belongings home, **You are expected to remove all items from the floors and place them either on your bed or in the closet. Unplug all appliances including: clocks, TVs, computers, etc. as there may be a power surge or inclement weather that could affect its use. Do not leave any perishable or open food in the room.**
3. Upon leaving your room, **close and pull the blinds completely down and LOCK YOUR DOOR!** The University will not be responsible for any damaged or stolen items.
4. **Make sure that your transportation arrangements have been finalized prior to November 22, 2017** to ensure you are out of your building by 6 pm.
5. Since we are not collecting keys or FOBs for this short break, you are responsible for their availability once you return. The minimum re-coring cost for Haley Hall is \$68.00; \$50.00 for all other halls. The cost for replacing a FOB is \$14.00.
6. REMINDER: Take everything you need. You will not be allowed in your hall during the closed period. Contact your Resident Director if you have any questions or concerns.
7. **BE SAFE AND ENJOY THE BREAK!**

