

2016 Fall Semester Closing & Winter Session **Housing Information Memo**

Friday, December 16, 2016 – Monday, January 16, 2017

Residence areas will close for the Fall 2016 semester on Friday, December 16 at 5:00 PM. Please make arrangements to vacate your room immediately after your last final exam. The Dining Hall will close at 12:30 PM on Friday, December 16.

24 Hour Quiet hours begins at 10:00 PM on Sunday, December 4. Guests will not be permitted beginning Sunday, December 4 through the remainder of the Fall semester.

INSTRUCTIONS FOR END OF SEMESTER MOVE-OUT

Before you leave for the break you must:

- ◆ Make an appointment and check out with your RA.
- ◆ Close and lock your windows.
- ◆ Close all curtains.
- ◆ Broom clean your room.
- ◆ Empty your trash.
- ◆ Remove all holiday decorations, inside and outside of room/apartment.
- ◆ Unplug all electrical appliances, multi-plugs, and chargers.
- ◆ Empty, defrost, and unplug all **personal** refrigerators. All kitchen refrigerators in college owned apartments and townhouses can remain plugged in, however all perishable food must be removed.
- ◆ Lock your door. Be sure to take all valuables home with you. The college **IS NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE** to personal property.
- ◆ Remove all belongings from the floor.
- ◆ Any resident students graduating or withdrawing from college housing must return their room key to their RA and their mailbox key to the college Post Office before they leave.

Additional instructions for residents living in apartment and townhouse areas:

- ◆ Residents in all townhouse and apartment areas should leave heat on low (or 65 degrees) in all common areas and kitchens.
- ◆ All bathroom doors should be left open.
- ◆ All cabinet doors under sinks should be left open.

By following this protocol, potential freezing of pipes can be avoided during excessive cold weather conditions. Rooms are expected to be left in a broom cleaned condition. Housing and Residential Life staff will conduct health and safety inspections of each resident area on Friday, December 16. Rooms/apartments that have not been cleaned and/or found to have college policy violations will be documented and will lose Priority Points. Please contact your Resident Assistant or Resident Director with any questions.

INSTRUCTIONS FOR REQUESTING TO STAY PAST CLOSING AND/OR RETURNING FOR THE WINTER SESSION

Any resident needing to stay on campus past the official closing date of Friday, December 16, must request permission from the Office of Housing and Residential Life, by email from your Marist Foxmail account, by 5:00 PM on Friday, December 9. Students can request to stay in housing until Saturday, December 17 at 10:00 AM. Students requesting to stay in housing from December 17, 2016 through January 3, 2017 need written approval from the Office of Housing and Residential Life.

***All residence areas will open at 10:00 AM, Monday, January 16, 2017 for the Spring 2017 semester. Classes begin on Tuesday, January 17. ***

Please plan your travel arrangements accordingly.

REQUESTS TO STAY (January 3 - January 16 Winter Session 2017)

Those students, who are involved in CAMPUS or OFF CAMPUS EMPLOYMENT, an ATHLETIC COMMITMENT, or a COLLEGE APPROVED INTERNSHIP may request permission to remain on campus for the Winter Session. Everyone requesting to return to college housing for the Winter Session must email the Office of Housing and Residential Life no later than 5:00 PM. on Friday, December 9. Again, all requests must fall under the ABOVE CRITERIA in order to be considered.

Students requiring housing between January 3 and January 16 must pick up an application for winter housing in the Housing and Residential Life Office (Rotunda 387) by 5:00 pm on Friday, December 16. The cost is \$50.00 per week for students taking a winter session class, full time on-campus employment or Marist internship and \$100.00 per week for all other students.

ONLY those students, who have permission to reside in College Housing between January 3 and January 16, will be permitted entry to the appropriate residence area. No guests are allowed during the winter session. Any student(s) found in violation will be removed from campus immediately.

***The Office of Housing and Residential Life wishes you an
enjoyable, safe, and relaxing Winter Break.***