Dear Bricksters,

The end of the fall academic semester is upon us. In order to best prepare for this time period, please read through the following items as they pertain to the closing of the Residence Halls for the semester.

1. **24-hour study hours began at 10:00pm on Wednesday, December 10, 2014.** These hours extend through the remainder of the semester. If you are having problems with noise in your community, please confront the situation yourself first. If this is not successful, see a Resident Advisor (RA) on Duty.
   - Recreational games (Pool, Ping Pong, etc.) are prohibited during 24-hour quiet hours as well as using the Lobby Televisions.

2. **Washburn, Royce and Hoover Halls will close at 2:00pm on Friday, December 19th.**
   - **YOU MUST** leave within 24 hours after your last final or by 2:00pm on December 19, whichever comes first.
   - The last meal in the DC is lunch on the 19th.
   - Your mail will not be forwarded to you over winter break. Your mail will be held until you return for the spring semester.
   - If you need to stay past 2:00pm on Friday, December 19, you **MUST** email Bob Just by 5pm on Monday, December 8.

3. Resident Advisors will make a final check of your room after you depart. **You are responsible for attending to the items on the Residence Hall Closing checklist before you leave. If you do not, you will be charged a $50.00 improper check out fee.** Improper check-out charges may also be assessed for failure to vacate 24 hours after your last final or by 2:00pm on December 18, whichever comes first. We perform these checks to ensure there are no fire hazards since there will be minimal staff presence during the 4 week break period.

4. Please note that if you are returning to the same room for the spring semester, you do not have to remove all your belongings from your room. Be sure to take everything you will need over the winter break with you, as there will be no access to the buildings over the break.

5. If you are checking out of your present room assignment because you were approved by University Housing Services to cancel your housing contract, be sure to complete the official room check out process. For this, you must schedule an appointment to checkout with your RA by noon on December 19th.

6. If you are currently in a double or triple room with an open space, you will have a new roommate assigned during the break; therefore, please be sure your room is prepared for their Spring semester arrival! This means their space should not have any of your belongings. If your room is not prepared, you will be subject to fines, $100 per day, per the UHS License Agreement. The definition of a prepared room is “clean with all belongings occupying only one side of the room.”

7. There will be NO ACCESS to the halls during the break. Please don’t forget wallets, plane tickets, passports, fish, medicine, keys, etc.; take one last look around your room before leaving!

8. The Bricks officially reopen at 12:00pm (noon) on Sunday, January 18th for the Spring Semester. The first meal in the DC for Spring Semester is dinner on January 18, 2015.

Thank You and HAPPY HOLIDAYS!
We look forward to seeing you in 2015!