



WINTER BREAK CLOSING GUIDELINES FOR RESIDENT STUDENTS December 2022

Residence Life & Housing at MCLA

1. **All residents are expected to check out** of the residence areas within the twenty-four (24) hour period following their last exam. **Students who have exams anytime on Friday, December 16th are expected to depart campus no later than 5:00 pm on Friday, December 16th.** (NOTE: Health & Safety inspections will take place in all residence area rooms and common areas after closing.)

2. **No matter where you live, please return your key(s).** In Hoosac Hall, please return them to the drop box at the front desk. In the Townhouses, please return them to the drop box located inside the vestibule of the Residence Life & Housing office in Townhouse #89. Returning your key(s) will assure that you don't get billed for the cost of a lock change and improper check-out fee (\$50). A lock change costs a minimum of \$75 - \$100 per lock and is non-refundable.

3. **Campus-wide 24-hour quiet hours begin at 10:00 pm on Monday, December 12th.** Your cooperation in creating an atmosphere conducive to studying for finals would be appreciated by all. Offenders will be asked to leave the residence area immediately, regardless of their finals schedule. **A ban on overnight guests goes into effect on Sunday, December 11th.**

4. **Prior to leaving for the holidays, please:**

- Remove all holiday decorations from your room and common areas.
- Clean your room and remove trash. If there is an empty space in your room, make sure it is clean and ready for a new occupant.
- All MicroFridges and student-owned mini-refrigerators should be cleaned, unplugged and the doors left open.
- All other electrical appliances should be unplugged (e.g. clocks, computers, printers). This does not apply to Townhouse common area refrigerators. They should be cleaned, have any items that will spoil removed and left running.
- Close and lock all windows (leave your shades up).
- Turn off all lights and lock your door(s).
- Make sure all common areas are clean to avoid additional cleaning charges.

5. **For those students remaining in their current room for the spring semester:** If you have a vacancy in your room, please leave the room in a clean and orderly condition. Since a new student will be assigned to the vacant space, please occupy only your fair share of the room and make sure all the original furniture is in place. If you are interested in securing your current room as a premium single (a double room to yourself), you must make this request on the Spring Semester waitlist on Self-Service THD. The premium single fee is \$300-350 per semester depending on which residence area in which you reside. We will honor premium single requests whenever possible.

6. **For those students who are changing rooms for the spring semester:** Please coordinate your move with the current occupant(s) of your new room. Make sure to complete all the proper steps of checking out of your current room and into your new room, including having your room checked by an RA. To avoid cancellation, all room changes must be completed by closing (5:00 pm on Friday, December 16th) unless an exception has been granted by RLH.

7. **If you are not returning to your room next semester**, for whatever reason, please make arrangements with your RA to have your room checked before you go. (A full inspection of your room will be conducted after you depart.) Failure to do so will result in a \$50 improper check-out charge. The next few weeks will be busy for everyone, including RAs, so please make your arrangements a few days ahead of time. **If you have not yet let Residence Life & Housing (RLH) know you are not planning to return to MCLA next semester, please make sure to do so immediately.**

8. Although the residence areas will be locked and Public Safety officers will be on duty, **you should consider taking valuables home.** Residents cannot be compensated by the College for theft or loss beyond what is provided for by insurance which they or their families have contracted for on their own.

9. **The Centennial Room** will close at 5:00 pm on Friday, December 16th. (You are welcome to pack a bag dinner there before you go.) **Spring 2023 meal plan service will begin with dinner on Sunday, January 15th.**

10. **If you are having difficulty arranging your departure plans**, please contact the RPS office no later than Friday, December 9th to discuss your options.

11. **Once you check out** at the close of the fall semester, you will not have access to your assigned residence area or room until the day the residence areas open for the spring semester. This includes those athletes staying on-campus during Winter Break. Please make sure you have everything you will need during the break and the month of January before you leave. **Spring semester residence area check-in for returning students will be held between 10:00 am and 3:00 pm on Sunday, January 15th and 10:00 am - 8:00 pm on Monday, January 16th and Tuesday, January 17th. Please make your travel plans in accordance with this schedule.**

WE WISH YOU A HAPPY, RESTFUL and SAFE WINTER BREAK!