**WINTER BREAK INFORMATION**

**Break Closing Information**
- Residence halls close on Tuesday, December 22nd at 9:00 AM.
- Residence halls will re-open on Sunday, January 3rd, 2016 at 12:00 Noon.
- Each student is required to depart for the break within 24 hours of the completion of their last final or by 9:00 AM Tuesday, December 22nd, whichever is sooner.
- All students wishing to remain on campus for any portion of the break MUST fill out an application for housing.
- Your CF will be holding a floor meeting to discuss the closing. Please be sure to attend.
- Residence hall staff will be going through all rooms and apartment spaces to ensure that lights are turned off, windows are closed, smoke detectors are functioning, heat is at appropriate levels, etc. The staff will also be documenting policy violations of which they become aware. Please watch for a door flyer with the information for your room and follow those instructions.
- Once the halls have closed, there is no access to locked buildings until they re-open on January 3rd. Be sure to take all needed items with you.

**Winter Break Room Inspections for Students Residing in Residence Halls, Apartments and Houses:**
- Close and lock all windows.
- Leave heat ON to #2 or 65 degrees (This is done to avoid pipes breaking).
- Move items (beds, couches, etc) away from vents! Leave 12-18” of clearance at all times so heater can function properly.
- Close window coverings on ground level. All other floors’ window coverings should be open.
- Straighten and clean room/apartment/house.
- Empty wastebaskets and recycling bins ($50 charge if not done).
- **Residence Halls:** Unplug all electrical appliances INCLUDING COMPUTERS. Defrost and clean your refrigerator before leaving for break. Please leave refrigerator door open when completed.
- **Apartments/Houses:** Unplug electrical appliances except the college’s refrigerator and stove. You do NOT need to defrost the college's refrigerator.
- LOCK YOUR DOOR when you leave and bring your key & ID card with you!

**Break Housing Information**

All residence halls will be closed during the break. Students will be housed in the Southwest Hall hostel space. The Southwest hostel space will be the only space open during the break.

You must fill out an application for break housing.

The Southwest Hall Hostel space consists of 6- or 8- person rooms within 3-bedroom suites. You will have the ability to request roommates and suitemates on the application.

**ELIGIBLE STUDENTS:**
- International Students who are unable to travel home.
- Students who live a great distance from campus (>350 miles) who are unable to travel home will be considered on an individual basis. Permission granted by Director of Residential Life on a case-by-case basis.
- Athletes/Musicians required to remain on campus for practice/games/rehearsals/concerts.
- Students required to work for a College department
  - You must have completed the application and have your supervisor’s signature.

**APPLICATION PROCESS:**
- All students wishing to remain on campus for any portion of the break MUST fill out an application for housing.
- Students requesting to remain on campus can either complete the emailed application (email completed application to reslife@gustavus.edu) or come into the office and fill out an application before 4:30 PM on Wednesday, December 9th, 2015.
- Student Athletes/Musicians: Your coach/director should make arrangements for all team/group members. Therefore, you do not need to request to remain on campus during the break.

**SPECIAL NOTES:**
- Students working in the St. Peter/Mankato area during the break must make off-campus housing arrangements.
- If you fail to apply before the deadline, an on-campus space will not be reserved for your use.

**Post-Winter Break Housing Information**
- Students leaving the halls following fall term MUST contact your CF to schedule a time to check out. All of your belongings must be removed from your room before checking out, and keys MUST be returned to the Residential Life Office before you leave for break.
- Students changing rooms must do so before leaving for Winter Break.
- Students continuing to reside in a room without a roommate after Winter Break, please make certain there is a clearly defined space for a new student to move into: move your belongings to one side of the room; clear off one desk; remove clothing from one closet; etc. If you have been assigned a new roommate, information will be sent to you.

**Break Parking**

All vehicles remaining on campus over Winter Break must be parked in the parking lot next to the Music Building (Bjorling Lot). You may not leave your car in any other parking lot. Any vehicle not moved to the Bjorling Lot will be subject to towing at the owner’s expense. If you have any questions about parking, please contact Campus Safety.

**Questions? Please contact the Residential Life Office x7529.**

**GOOD LUCK WITH FINALS!**