Christmas Break Departure Instructions

In order to ensure a quiet and distraction-free study environment during exam week, all residents are asked to leave the residence halls for the Christmas Break **within 24 hours of their last exam**, or by **10:00 a.m. on Wednesday, December 21**, whichever comes first. The halls will completely close on the morning of the 21st, and staff will be departing as well, so it is important to plan accordingly. Fines will be assessed for non-compliance.

Residence Halls will reopen at **10:00 a.m., Tuesday, January 3**. You will not be allowed back into the building before this time.

**What to do before you leave:**
1. Clean your room. Remove all Christmas decorations from the hallway and empty your room trash.
2. Clean your shower. Remember with bathroom check-ups in January, you will want your shower to be well on its way to passing with flying colors.
3. Clean and unplug your room refrigerator. Leave the fridge door open.
4. Move plants you want to be watered to your main lobby. (Water them well first. There are no guarantees they will be alive when you return!)
5. Open curtains and close the windows.
6. Unplug all plugs from outlets (with the exception of fish tanks. Fish feeding forms are available at the hall desk, for a nominal charge)
7. Turn off all lights.
8. Lock your door!
9. Take your room keys and I.D. home with you so you can get back in after break.

**NOTE:** *The RA staff will do room checks after you leave, to ensure compliance with refrigerators, plugs, lights, and windows.*

**Leaving Permanently? If so...**
1. Set up a time with your RD, or your RA for a final check out.
2. Clean the shower thoroughly.
3. Restore your room to its original condition.
4. Return keys and I.D. card during final check out.

**Other Information...**
1. Bikes still on the outside racks must be taken home or stored in the bike storage room.
2. Students who must leave their vehicles on campus over the break should park them in the East Beltline parking lot by the Nature Preserve, NOT the Kalsbeek-Huizenga-vanReken lot. Vehicles should not be left in any other parking lot on campus during the break.
3. The last meal served will be supper on Tuesday, December 20, at Knollcrest. The first meal back will be supper on Tuesday, January 3rd at Commons.

*Have a blessed Christmas break and a time of rest and rejuvenation!*  
*The Residence Life Staff*