



THE WOODS

WINTER BREAK REMINDERS

2009



1. Continuing residents may leave personal belongings in the rooms during the break. Residents who are not going home for the break must sign up to stay in the residence halls. The hallway door locks will be changed at 2:00 p.m. on Saturday, November 21, 2009. Residents staying on campus for the break need to complete the break agreement online at http://www.wright.edu/housing/tools_resources/forms/break/wbreak.html and get a break hallway door key at the Residence Services Office located under the water tower. The cost to stay for the break is \$225.00. Break keys will be available until Friday, November 20, 5pm. Residents without a break housing agreement will not be allowed back into the building until Saturday, January 2, 2010 at Noon. Early check-ins for Winter Quarter are not allowed. Unescorted non-break residents who are found in the halls over break may face documentation, disciplinary action, and automatic break housing costs billed to them.
2. During finals week 24 Hour Quiet Hours will begin November 14th at 11:59 p.m. On Saturday morning, November 21st 9:00 a.m. 24 Hour Quiet Hours will end. Violation of Finals Week Quiet Hours will result in automatic incident reports.
3. All residents should adhere to the following security and safety considerations before leaving for the break:
 - a. Rooms should be clean with all trash removed to the dumpsters.
 - b. Refrigerators should be emptied of all perishable items and defrosted (do not use a sharp object to remove the ice from the freezer). Please leave them plugged in, doors shut and turned "on".
 - c. All small appliances should be cleaned, and unplugged. Windows and blinds should be closed. All lights and faucets turned off. Please lower heat to 55 degrees.
 - d. Any valuable belongings and items that will be affected by the lowered heat should be taken home. To insure survival, all fish and plants should be taken home. To help deter any break-ins please consider taking all TVs, stereos, computers and CDs home.
 - e. Remember to pay your Winter Quarter bills over the break. Check your bill statement for the due dates. Outstanding bills may cause a hold to be placed on your records or your classes dropped. Questions call Bursar Office 775-5650.
 - f. Be sure to lock the windows, bathroom and front door upon departure.

4. Any person not returning for Winter Quarter must schedule a check-out appointment by calling x3372 and pickup a checkout packet by Friday, November 20th from the Residence Services Office in the Community Bld under the water tower. The resident must check out no later than 2:00 p.m. on Saturday, November 21, 2009. They should remove all their belongings before leaving for the break so that the room may be prepared for new incoming residents. Failure to turn in a completed checkout packet with the Residence Services Office will result in: \$25.00 improper check-out charge, \$80.00 core replacement and cleaning and damage bills. Residents who are not returning to campus must turn in the Checkout Packet completed to the Residence Services Office at the Community Building Under the Water Tower. All items remaining in the living unit after checking out will become the property of the university and will be removed/disposed of. The removal cost will be passed on the resident. Any resident who is not planning to return to their living unit next quarter must receive written notification of agreement release from the Residence Services Office in advance of their departure for Winter break. Failure to receive written notification indicating agreement release will result in the resident being held responsible for all agreement obligations, including full payment of room fees.
5. Housing and maintenance staff will be entering all rooms during the break period for the purpose of conducting preventative maintenance work.

Please remove all posters or signs that are in front of the electrical breaker box door. Maintenance will need to access these doors in order to turn off the air conditioners for the winter.
6. If you have an empty bed in your room please clear off the desk, bed, wardrobe, and dresser. Maintenance will be in to make sure all empty beds are ready for new Winter Quarter residents. If we have to clean the empty set of furniture the current residents will be billed. If former roommates have left items behind please call maintenance to have them removed.
7. The University will be closed November 11th, 26th, 27th, December 24th, 25th and January 1st.
8. Before you leave empty your postal mailbox of all mail. Mail will not be forwarded to your permanent address over the break.
9. The Woods will reopen for Winter Term on Saturday, January 2, 2010 at Noon.