



Forest Lane Winter Break Reminders 2009



- 1. Forest Lane Apartments will remain open during Winter break for continuing residents only.**
- 2. All apartment residents should adhere to the following security and safety considerations before leaving for the break:**
 - a. Rooms should be cleaned 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 ice).**
 - c. All appliances (except refrigerators) should be unplugged, windows and blinds closed, lights and faucets off, heat lowered to 60 degrees (fan on auto).**
 - 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.**
 - e Be sure to lock the windows and front door upon departure.**
- 3. Any person not returning for Winter Quarter must call x3372 and schedule a check-out appointment 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 will result in a \$25.00 improper check-out charge, \$50.00 apt core replacement. Residents will also be billed for any damages or cleaning charges. Residents who are not returning to campus must turn in their keys with the completed checkout packet. 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 to 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.

4. Housing and maintenance staff will be entering all apartments during the break for the purpose of completing preventative maintenance.
5. If you have a spare bed in your apt. please make sure the desk and bed is cleared off, and the closet space is emptied out. Maintenance will be in to make sure all empty beds are ready for new Winter Quarter residents. If we have to move personal belongings or excessively clean the empty set of furniture the current residents will be billed. If former roommate(s) have left items behind please call maintenance to have them picked up.
6. There will be a 24-hour quiet hours in all buildings during finals week, beginning at 11:59 p.m. November 14th. The 24-hour quiet hours will end Saturday, November 21st at 9:00 a.m. Regular quiet hours will be observed during the break.
7. The University will be closed November 11th, 26th, 27th, December 24th, 25th, and January 1st.
8. Before you leave clear your postal mailbox of all mail. Mail will not be forwarded to your permanent address over the break.

ENJOY YOUR WINTER BREAK !!!!