



HAMILTON LIVING LEARNING CENTER WINTER BREAK REMINDERS 2009



1. Continuing residents may leave personal belongings in the rooms during the break. The lobby front door locks will be changed at 2:00 p.m. on Saturday, November 21, 2009. Residents staying for the break need to complete the break agreement online at http://www.wright.edu/housing/tools_resources/forms/break/wbreak.html The cost to stay for the break is \$225.00. Residents without a break housing agreement will not be allowed back into the building until Saturday, January 2, 2010 at Noon. 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 11:59p.m. 24 Hour Quiet Hours will end on Saturday Morning November 21st 9:00 a.m. 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.
 - b. Refrigerators should be emptied of all perishable items and defrosted (do not use sharp object to remove ice). Do not unplug refrigerators/microwaves.
 - c. All appliances (except refrigerators/microwaves) should be unplugged, windows and draperies closed, lights off, and fan turned to low speed setting.
 - d. Any valuable belongings and items that will be affected by the lowered heat should be taken home. Fish and plants should also be taken 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, and front door upon departure.
4. Housing and maintenance staff will be entering all rooms during the break period for the purpose of completing preventative maintenance.
5. Please remove all items off the top of the window heater and clear out any items within 4 feet in front of the heater. Residents who do not clear off all personal items from the window heater will be fined \$40.00. Maintenance will be changing the heater air filters and needs the area clear to work.

- 6. 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 and remove all their belongings before leaving for the break so that the room may be prepared for new incoming residents. Failure to check-out properly will result in: \$25.00 improper check-out charge, \$50.00 core replacement. Any damages or cleaning charges will also be billed. 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 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.**
- 6. If you have an empty bed in your room please make sure the desk and bed is cleared off, wardrobe empty, and dresser is cleaned out. Maintenance will be in to make sure all empty beds are ready for new Winter Quarter residents. Moving of personal belongings or excessive cleaning of the empty set of furniture will be billed to the current residents. If former roommate(s) have left items behind please call maintenance to have them picked up.**
- 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.**
- 9. Hamilton Hall will reopen for Winter Quarter on Saturday, January 2, 2010 at Noon. Early arrivals are not permitted.**