**IMPORTANT DATES**

» **Tuesday, Dec. 10 – Thursday, Dec. 12**
  Mass Transfer – students finalize room changes for spring 2019, see hall staff 9 a.m.-4 p.m. for information.

» **Wednesday, Dec. 4 – Wednesday, Dec. 11**
  RAs will have informational floor meetings. Look for signs on your floor regarding date, time, and location.

» **Wednesday, Dec. 18**
  Deadline to apply for winter break housing.

» **Friday, Dec. 20**
  Market Places close at 2 p.m.

» **Saturday, Dec. 21 – Saturday, Jan. 18**
  Winter Break - $300 charge to stay in the hall for all or any part of break.
  Weekend stay - $70 charge to stay until 12 p.m. on Monday, Dec. 23.

» **Saturday, Dec. 21**
  Residence halls close at 12 p.m.

» **Saturday, Jan. 18**
  Residence halls reopen at 8 a.m. All returning residents must check-in at the front desk.
  Burge and Hillcrest Market Places reopen for brunch.

**LEAVING CAMPUS DURING BREAK**

University of Iowa residence halls will close for winter break beginning at 12 p.m. on Saturday, Dec. 21, 2019. No occupancy or entrance to your room is permitted after that time. The halls will reopen at 8 a.m. on Saturday, Jan. 18, 2020. If you do not plan to stay in the halls over break, you should leave as soon as your final exams are over. For information on staying in the halls during break, see the next page or visit housing.uiowa.edu/winterbreak.

**Room Entry**

Residence education staff will enter every room on Saturday, Dec. 21, 2019 at 12 p.m. to check that break preparations are complete. If any items which are prohibited by University of Iowa policy are found, they may be confiscated and residents will face judicial action upon their return. Maintenance and custodial staff will also be entering all student rooms during the break period to conduct routine room checks and service.

**Dining Amnesty**

Please bring any borrowed tableware back to your market place or front desk and place in the amnesty box — no questions asked.

**Motorized Vehicles**

Motorbikes, motorcycles, or any device requiring the use of combustible fuels create fire hazards and are not allowed to be stored in buildings at any time. If such items are found in the halls, they will be removed and stored at the owner’s expense.

**BEFORE YOU LEAVE CHECKLIST**

**Items to Turn Off or Unplug**

- Lights
- Faucets
- Stoves
- Microwaves
- TVs
- Game consoles
- Computers
- Power strips
- Phone/devices and chargers
- Digital clocks
- Other small appliances (coffee maker, hairdryer, etc.)

* Refrigerators should be left plugged in, unless they have been emptied.
* Appliances that are plugged in still use energy even when powered off.

**Additional Steps to Take**

- Leave your heat on low
- Remove all furnishings on or around the radiator (for better heat circulation)
- Make necessary arrangements for care of plants and fish (University Housing and Dining staff will not provide care)
- Do not place any potting soil or other solid materials down drains; it causes severe clogs and overflow
- Empty your trash
- Throw away or take perishable items with you so they won’t spoil
- Close and lock your windows and doors
- Report all maintenance problems such as leaky faucets, windows that won’t close, or extreme room temperatures to your Hall Front Desk
- Take your room key and entrance key/ID card with you
EMERGENCY HOUSING
Students with unexpected circumstances preventing them from leaving by 12 p.m. on Saturday, Dec. 21 may request a one night extension by contacting their hall coordinator prior to the check-out deadline. A $70 charge for the one night check-out extension will be billed to your university account.

STAYING ON CAMPUS DURING BREAK
Break Registration Procedure
Housing is available during winter break. A $300 required charge per resident is assessed for staying all or part of break. Apply for winter break housing by 12 p.m., Wednesday, Dec. 18, at housing.uiowa.edu/winterbreak, or My UI and click on the “Housing Application” button. No refund will be issued if you cancel winter break housing after 12 p.m., Dec. 18, 2019.

Note: Only students who have residence hall housing contracts are allowed to stay in their building/room over winter break and no guests are allowed to stay overnight. You are not allowed to loan your keys out to other students or guests.

Safety
Due to the decreased number of residents and staff in the halls, please use extra caution and report any suspicious person(s) or noises to the front desk. If there is a life safety emergency, call 911 first. If the fire alarm sounds, take your keys and evacuate the building immediately.

Housing Staff
Resident assistants will remain on duty during break. The residence education office (260 Stanley) and the University Housing and Dining Administrative office (4141 Burge) will be closed Tuesday, Dec. 24 through Friday, Dec. 25, and Wednesday, Jan. 1, 2020.

Dining
All Market Places will close at 2 p.m. on Friday, Dec. 20. Burge and Hillcrest Market Places will reopen for brunch on Saturday, Jan. 18. Some retail dining locations will be open for limited hours during this time. Visit dining.uiowa.edu/locations for more information. Flex meals will be unavailable during break, but students may use Hawkeye Dollars, UI Charge, or credit cards at open retail locations.

CHECKING EMAIL
Please continue to check your University of Iowa email daily throughout winter break. Your academic advisor, financial aid, University Housing and Dining staff, and/or other staff may need to let you know some important information over break.

DESK HOURS DURING BREAK
Information desks will operate on limited schedules during break. If you require assistance during the break, please call your building desk. All desks, with the exception of Currier, are closed on Wednesday, Dec. 25.

If there is an emergency call 911 first. The University of Iowa Police routine service number is 319-335-5022. If the fire alarm sounds, take your keys and evacuate the building immediately.

Sunday, Dec. 22 – Tuesday, Dec. 24
24 Hours
Currier ................................................................. 319-335-2982
8 a.m.-8 p.m.
Mayflower (closing at 5 p.m. on 12/24) ................................ 319-335-2966
Petersen (closing at 5 p.m. on 12/24) ................................. 319-335-4382
8 a.m.-5 p.m.
Burge ................................................................. 319-335-3091
Catlett ................................................................. 319-335-1249
Daum ................................................................. 319-335-2950
Hillcrest ............................................................. 319-335-9170
Rienow .............................................................. 319-335-9732
Slater ................................................................. 319-335-9355

Thursday, Dec. 26 – Friday, Jan. 10
24 Hours
Currier ................................................................. 319-335-2982
8 a.m.-8 p.m.
Mayflower ............................................................ 319-335-2966
8 a.m.-5 p.m.
Burge ................................................................. 319-335-3091
Catlett ................................................................. 319-335-1249
Daum ................................................................. 319-335-2950
Hillcrest ............................................................. 319-335-9170
Petersen .............................................................. 319-335-4382
Rienow .............................................................. 319-335-9732
Slater ................................................................. 319-335-9355

Saturday, Jan. 11 – Friday, Jan. 17
24 Hours
Currier ................................................................. 319-335-2982
8 a.m.-8 p.m.
Burge ................................................................. 319-335-3091
Catlett ................................................................. 319-335-1249
Daum ................................................................. 319-335-2950
Hillcrest ............................................................. 319-335-9170
Mayflower ............................................................ 319-335-2966
Petersen .............................................................. 319-335-4382
Rienow .............................................................. 319-335-9732
Slater ................................................................. 319-335-9355
CANCELING YOUR HOUSING CONTRACT
To cancel your contract, you should go in person to University Housing and Dining contracts and assignments office (in 4141 Burge Hall) to cancel. This should be done if you are not planning on returning to the University of Iowa next semester.

TRANSFERRING ROOMS
If you will be transferring to a different room, it is necessary for you to be moved out of your present room and return the key to your building’s front desk. You need to remove your belongings, clean your portion of the room, and check out at your front desk all before or on Saturday, Dec. 21 at 12 p.m. If your key is not returned before you leave, you will be charged for a lock change. If your new room is not available, you may take your items home with you or make arrangements with the occupants of the room to which you are transferring to.

It is the responsibility of you and your roommate(s) to prepare your room for a new student by Dec. 21. No matter what hall you live in, you must vacate your space by Dec. 21 if you are transferring or canceling your contract.

DAMAGE CHARGES AND APPEAL PROCESS
If amounts to be charged to you are not available at the time of your departure, the charge will normally appear on your Jan. university bill.

If you checked-out with an RA, you may appeal. To appeal any damage charge(s) follow these guidelines:

☐ Appeals will only be accepted from the student.
☐ The appeal request should state the student’s name, ID, residence hall, and room number.
☐ The appeal request must state the specific charge(s), being appealed and grounds on which they are appealing.
☐ The appeal request must be received within thirty (30) days of the date on the receipt of the email.
☐ Requests should be emailed to res-education@uiowa.edu and addressed to assistant director of residence education.

MOVE OUT PROCESS FOR STUDENTS NOT RETURNING TO CAMPUS
If you will not be returning for the Spring 2020 semester, you must move out of your room by 12 p.m. on Saturday, Dec. 21, 2019. You will also need to complete a check-out from your room at the front desk. You may choose to complete an express check-out or check out with an RA. For students that are moving out and need to report damage caused in the room and claim responsibility, please see your RA. Damages should be reported by Friday, Dec. 13, 2019.

Express Check-Out Steps
☐ An express check-out can be completed anytime the front desk is open in your hall.
☐ Once your room is entirely empty and cleaned, please go to the desk to check out.
☐ The desk clerk will help you take care of all of your check-out steps, which includes updating your mail forwarding address and returning your key.
☐ Once you return your key, you will no longer have access to your room.
☐ An RA will check your room at a later time, if there are damage charges, you will receive an email notification.
☐ Please note: choosing an express checkout means that you waive your right to appeal any damage charges you may receive.

Check-Out with an RA
☐ RA staff are available from 8 a.m.-10 p.m. Monday, Dec. 16 – Friday, Dec. 20 and from 8 a.m.-12 p.m. on Saturday, Dec. 21.
☐ Once your room is entirely empty and cleaned, please go to the front desk and ask to complete a check out with an RA.
☐ An RA will escort you to inspect the condition of your room and complete the check-out process. The RA will inform you of any charges you may receive for damages in the room.
☐ The RA will lock the door when you all leave and you will no longer have access to your room.

Alternate Move-Out Time
If you are unable to move out during the designated days and time, and would like an RA check-out, contact your hall coordinator immediately to request an alternate move out time. This must be done at least 24 hours in advance.