LEAVING FOR BREAK

The University of Iowa residence halls will close for winter break beginning at 12:00pm noon on Saturday, December 16, 2017. No occupancy or entrance to your room is permitted after that time. The halls will reopen at 8:00am on Saturday, January 13, 2018. **If you do not plan to stay in the halls over break, you should leave as soon as your final exams are over.**

Students who are in need of housing over winter break are required to sign up by noon on December 13, 2017. A $300 charge will be assessed for staying all or any part of winter break. To apply, students should go to [www.liveon.uiowa.edu](http://www.liveon.uiowa.edu).

ROOM ENTRY

Residence Education staff will enter every room Saturday, December 16, 2017 at 12:00pm noon 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 & Custodial staff will also be entering all student rooms during the break period to conduct routine room checks and service.

DINING AMNESTY

Have you borrowed a cup or silverware from a market place? Please kindly bring any tableware back to your market place or hall lobby and place in the amnesty box. No questions asked, simply drop these items off at the market place check stand.

The result of these disappearances is thousands of dollars spent on replacement costs which are passed onto the residents by way of increasing board plan rates. Please help keep rates low by returning any borrowed items.

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.

CHECK YOUR EMAIL & GRADES!

Grades will be posted after December 20th – make sure to log onto MyUI to check your grades. Also, please continue to check your University of Iowa email daily throughout winter break. Your academic advisor, financial aid, UH&D staff, and/or other staff may need to let you know some important information over break, so it is important to continue checking email.
STAYING FOR BREAK?

BREAK REGISTRATION PROCEDURE
Housing is available during winter break and a $300 required charge to be assessed for staying all or part of break.

Apply for winter break housing by 12:00pm noon, Wednesday, December 13 to qualify. Apply at www.liveon.uiowa.edu, or My UI and click on the Housing Application button.

No refund will be issued if you cancel Winter Break housing after 12:00pm Noon, December 13, 2017.

Note: Only students who have residence hall housing contracts are allowed to stay in their building/room over Winter Break. 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 & Dining Admin office (4141 Burge) will be closed Monday, December 25 - Tuesday, December 26, and Monday January 1, 2018.

DINING
All Market Places will close at 2:00pm on Friday, December 15, and will remain closed until breakfast on Monday, January 15. 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.

DESK HOURS DURING BREAK

DESK OPEN 24 HOURS
Currier/Stanley (319) 335-2982

DESKS OPEN FOR LIMITED HOURS
Burge (319) 335-3091
Catlett (319) 335-1249
Daum & Clinton St. Apartments (319) 353-2950
Hillcrest (319) 335-9168
Mayflower (319) 335-2966
Parklawn (319) 353-2854
Petersen (319) 353-4382
Rienow (319) 335-9732
Slater (319) 335-9354

Regular desk hours resume Monday, January 8, 2018.

BEFORE YOU LEAVE CHECKLIST
- Be sure to turn off or unplug everything, including the following items:
  - Lights
  - TVs
  - Game consoles
  - Computers
  - Power strips
  - Faucets and stoves
  - Microwaves
  - Other small appliances (coffee maker, hairdryer, etc.)
  - Phone and device chargers
  - Digital clocks
* Refrigerators should be left plugged in, unless they have been emptied, defrosted, and cleaned.
* Appliances that are plugged in still use energy even when powered off.
- 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. UH&D staff will not provide care over semester break.
- Do not place any potting soil or other solid materials down drains; it causes severe clogs and overflow.
- Throw away or take perishable items with you so they won't spoil over the holiday break.
- Empty your trash.
- 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.
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 by Saturday, December 16 at 12:00 pm noon. 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 December 16. No matter what hall you live in, you must vacate your space by December 16 if you are transferring or canceling your contract.

CANCELING YOUR HOUSING CONTRACT

To cancel your contract, you should go to University Housing & Dining Contracts and Assignments (in 4141 Burge Hall) to cancel. This should be done if you are not planning on returning to the University of Iowa next semester.

EMERGENCY HOUSING

A student who has an unexpected circumstance preventing them from leaving by 12:00 pm on Saturday, December 16 may request a one night extension by contacting their Hall Coordinator, prior to the check-out deadline. A $50 charge for the one night check-out extension will be billed to your university account.

MOVE OUT PROCESS FOR STUDENTS NOT RETURNING TO CAMPUS

If you will not be returning for spring semester, you must move out of your room between Monday, December 11 - Saturday, December 16, 2017.

1. Once your room is entirely empty and cleaned, go to the front desk with your room key and student ID any time between 8:00am-10:00pm.
2. Check your mailbox one final time.
3. Turn in all checked out keys and information desk items (DVDs, vacuums, etc.).
4. An RA will escort you up to inspect the condition of your room and ensure all belongings have been removed. If there are charges, you will be notified of the cost by email.
5. The RA will lock the door behind you. You will no longer have access to the room.
6. Return carts to the front desk.

For students that are moving out and need to report damage caused in the room and claim responsibility, please see RA. Damages claims should be completed by Friday, December 8, 2017.

ALTERNATE MOVE OUT TIME

If you are unable to move out during the designated days and time, contact your Hall Coordinator immediately to request an alternate move out time. This must be done at least 24 hours in advance.

DAMAGE CHARGES & APPEAL PROCESS

Should charge amounts assessed to you not be available at the time of your departure, the charge will normally appear on your January university bill.

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.
- Appeal request should be addressed to Assistant Director-Residence Education and emailed to res-education@uiowa.edu

MLK DAY OF SERVICE

Join other UI students, faculty, and staff, and Iowa City community members for a Day of Service in Celebration of Dr. Martin Luther King Jr. on Monday, January 15, 2018! The day will begin with registration at 8:00 in the IMU and will wrap up by 1:30 p.m. with lunch and a keynote speaker.