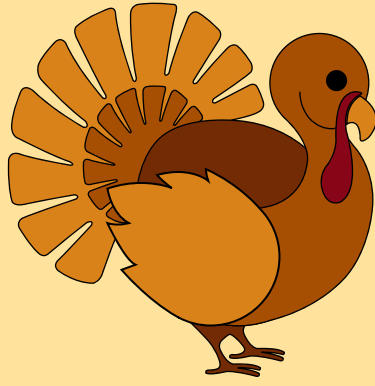


RIT Housing Operations

2009 Apartment/Suite Fall Break Guide



Fall Quarter Break
November 22 - November 29, 2009

Have a Safe and Happy Holiday Season!





To Do Before Leaving For Break

- Prepare the room/apartment/suite for a new roommate if your roommate(s) is moving out or already moved out by November 22nd.
- Empty trash cans.
- Close and lock windows.
- Clean out refrigerator.
- Close shades (students living on first floor only).
- Lock your apartment/suite door.
- Move all electronic equipment off the floor and unplug it.
- Set your heater to automatic and set room temperature to at least 65 degrees. Do not remove HVAC covers or turn off the valves to the HVAC unit.

For a full list of your cleaning responsibilities, please visit <http://finweb.rit.edu/housing/forms/cleaninginstructions.pdf>

Failing to Prepare Your Apartment/Suite for a New Roommate

- Your student account will be charged the cost of an outside cleaning company.
- Your privilege to participate in Housing Selection Renewal Process may be revoked.

Housing Operations will enter the apartment/suite to inspect it for damages, to assess your preparation for a new roommate, and to possibly perform maintenance.

Staying in the Apartment/Suite for Fall Quarter Break

If your roommate(s) moved out, you must prepare the apartment/suite for your new roommate(s) by November 22nd. See details of what you are responsible for at: <http://finweb.rit.edu/housing/forms/cleaninginstructions.pdf>

Not Returning for Winter Quarter

Students not returning for winter quarter must return their apartment/suite and mailbox keys and have all of their belongings removed by Sunday, November 22nd at 10:00 am.

Complete a key return envelope and place your apartment/suite and mailbox keys in the envelope. Keys can be returned 24/7 to Housing Operations in Grace Watson Hall by using the drop box next to the office door.

Students needing a later checkout time or date must contact Becky Hicks, Housing Operations at (585) 475-7268 or raaapt@rit.edu by Friday, November 13th. Students who remain in the apartment/suite beyond Sunday, November 22nd without permission from Becky Hicks will be charged \$100 per day every day beyond November 22nd, 2009.

Apartment/Suite Check-Out

- Resolve who is responsible for damage in the apartment/suite prior to leaving and send an e-mail to Lorilyn Simmons at lcsapt@rit.edu stating what all roommates have agreed to. Don't forget to include your roommates on the e-mail. If you don't settle the matter before you go, the damage will be split equally between you and your roommate(s).
- Remove all of your items from your apartment/suite and make the space ready for a new resident.
- Complete a key return envelope available at Housing Operations located in Grace Watson Hall. Place your apartment/suite and mailbox keys in the envelope when it is completed and submit the envelope to the Housing Operations office. Keys can be returned 24/7 via the drop box at the Housing Office in Grace Watson Hall.

Reminder of Termination Policy

If you remain a registered student and move to non-RIT housing (this includes your parent/guardian's home), you will be charged a termination fee for breaking your 2009–2010 academic year housing contract. The termination fee is one-half of your quarterly rent.

Safety Guidelines for Holiday Decorating in the Apartments/Suites

- No candles (open flame) or incense permitted.
- Decorations shall be made of fire-resistant or non-combustible materials.
- All rope lighting and traditional holiday lighting is prohibited. LED twinkle lights are permitted.
- Use power strips instead of extension cords and make sure they are positioned so they do not cause a safety hazard. Never place them under a rug or throw mat.
- Real trees are only permitted in your apartment/suite with approval.*
- Decorations shall not be placed on or around any fire detection device (heat sensor, smoke detectors, sprinklers) or on the fire extinguisher cabinets or fire alarm pull boxes.

**Approval to purchase a tree can be given by Associate Director of Apartment Housing Facilities, Kurt Ingerick. Please contact Kurt prior to the purchase of a tree at (585) 475-4640 or via e-mail: kxiapt@rit.edu.*

Once a Tree Has Been Approved, the Following Safety Guidelines Must be Met:

- Tree must not be over 6 feet tall and should be fresh, watered frequently, and kept away from heat.
- Trees must be taken to Apartment Housing Facilities to be sprayed with a fire-retardant material. Sprayed trees will have a colored ring placed around the base of the trunk, identifying proper preparation.
- All holiday decorations, including trees, must be removed prior to the apartment/suite being vacated for holiday break. For apartments/suites that will be occupied over the holiday break, trees may remain up until January 4, 2010.

Housing Selection 2010

Housing Selection 2010 is the process in which you will participate to obtain housing for the 2010–2011 academic year. Housing Selection information will be mailed to you early winter quarter!

Storage

There is no storage provided in any RIT housing. You are responsible for removing all of your items from RIT housing when you vacate the space and your responsibility for paying the housing charge ends. You may not leave any of your items behind for the current or new roommate to use or watch over.

Start making plans for summer storage now. There are several storage companies in the area that work with RIT students. For more information, please contact Housing Operations at (585) 475-2572 or housing@rit.edu.

Summer Housing

Please remember that your current housing contract ends May 22nd, 2010 at 10:00 a.m.

If you are interested in summer housing, you will need to apply for it online early spring quarter. Summer housing is available in the residence halls and some of our apartments/suites. Summer housing is not available at the RIT Inn.

Have a Happy and Safe Fall Break!