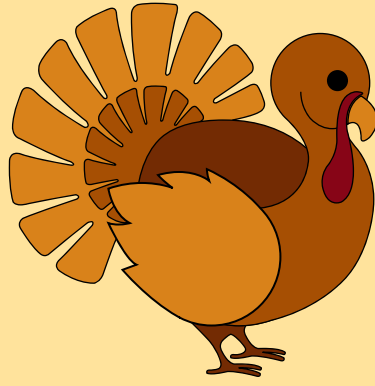


RIT Housing Operations

2009 RIT Inn 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 your room for a new roommate if your roommate is moving out or already moved out. See details of what you are responsible for in the "Preparing Your Room For a Roommate" section.

- Empty trash cans.
- Close and lock windows.
- Clean out refrigerator.
- Close shades (students living on first floor only).
- Lock your room 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.

Preparing Your Room for a Roommate

If your roommate is moving out or already moved out, you will be assigned a new roommate for winter quarter. You are responsible for preparing the room to accommodate a new roommate and creating a welcoming environment.

Remove all of your items from one half of the room by Sunday, November 22nd, even if you are remaining in the room during the fall break. Even if you and your roommate for fall agreed that some of your things could be on his/her side, you need to move them to your side of the room and re-negotiate that with your new roommate. The vacant side of the room should look like it did when you moved in at the beginning of fall quarter.

- Nothing in or on desk, on bed, on chair, on wall, or on floor.
- Leave one-half of the dresser and the closet empty.
- NOTHING on the other half of the room!

RIT Inn staff will be in the room inspecting it for damages and assessing your preparation for a new roommate. In addition, the vacant side will be cleaned.

Failing to Prepare Your Room for a Roommate

- Your student account will be charged immediately the rate for a double as a single.
- You may be moved from the assignment to another room.
- Your privilege to participate in Housing Selection may be revoked.

Not Returning for Winter Quarter

Students not returning for winter quarter must return their swipe cards and have all of their belongings removed by Sunday, November 22, 2009 at 10:00 a.m.

Complete a key return envelope and place your swipe card in the envelope. Swipe cards can be returned 24/7. RIT Inn students should submit the envelope to the front desk of the Inn.

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 RIT Inn even one day beyond Sunday, November 22nd without permission from Becky Hicks will be charged \$100 per day for every day beyond November 22, 2009.

RIT Inn Check-Out

- Resolve who is responsible for damage in the room prior to your leaving by seeing an RIT Inn staff member at the front desk. If you don't settle the matter before you go, the damage will be split equally between you and your roommate.
- Return your mail key. Mail keys can be returned 24/7 via the RIT Inn front desk or the key slot located in the mailroom. Submit a forwarding address online at <http://finweb.rit.edu/hub/postoffice>. Be sure to use your middle name or initial on your forwarding-address card.
- Remove all of your items from your room and make the space ready for a new resident.
- Complete a key return envelope available at the front desk of the Inn. Place your swipe card in the envelope and submit the envelope to the RIT Inn front desk.

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.

Housing Selection 2010

Housing Selection 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 in early winter quarter!

Have a Happy and Safe Fall Break!