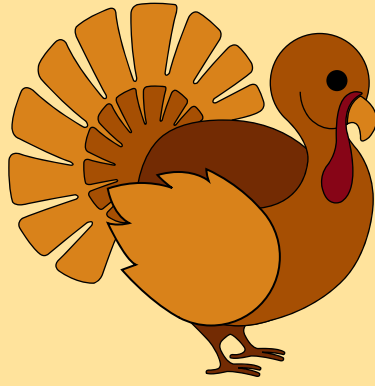


RIT Housing Operations

2009 Residence Hall 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(s) 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(s) is moving out or already moved out, you will be assigned your new roommate(s) for winter quarter. You are responsible for preparing the room to accommodate your new roommate(s) and creating a welcoming environment.

Remove all of your items from the vacated area 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(s) for fall agreed that some of your things could be in his/her area, you need to move them to your area of the room and re-negotiate that with your new roommate(s). The vacated area of the room should look like it did when you moved in at the beginning of fall quarter.

- Nothing in the vacated closet/wardrobe, in or on dresser, in or on filing cabinet, in or on desk, on bed, on chair, on wall, or on floor.
- NOTHING in the vacated area of the room!

Housing Operations and Facilities Management staff will be in the room inspecting it for damages and assessing your preparation for your new roommate(s). In addition, the vacated area 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 keys and have all of their belongings removed by Sunday, November 22, 2009 at 10:00 a.m.

Students needing a later checkout time or date must meet with their CEC by Friday, November 13th. Students who remain in the residence halls even one day beyond Sunday, November 22nd without permission from their CEC will be charged a \$100 per day for every day beyond Sunday, November 22, 2009.

Residence Hall Check-Out

- Bunk your bed and put your desk under the bed.
- Resolve who is responsible for damage in the room prior to your leaving by seeing your CEC. If you don't settle the matter before you go, the damage will be split equally between you and your roommate(s).
- Return your mail key. Keys can be returned 24/7. Residence hall students return your mail key to the Nathaniel Rochester Hall post office during business hours or in the key express slot outside of the office after hours. Submit a forwarding address online at http://finweb.rit.edu/hub/post_office. 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 and place your room key in the envelope. Keys can be returned 24/7. Residence hall students should submit their envelope to Housing Operations in Grace Watson Hall. After business hours, keys can be returned by using the drop box next to the door.

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.

Holiday Break

The residence halls will close during the December holiday break.

Students must vacate the residence halls by Saturday, December 19th at 8:00 p.m. Please schedule your travel plans accordingly. You do not have to take your belongings with you when you leave for break; however, Housing Operations and RIT are not liable if anything is missing upon your return. All student rooms will be checked by Residence Life staff during the break. In addition, all student card access to the residence hall exterior doors will shut off on December 19th. You will not be able to gain access to your building after that time until 2:00 p.m. on Saturday, January 2, 2010. The residence halls, as publicized in the Terms and Conditions of RIT Housing, re-open on Saturday, January 2nd at 2:00 p.m. If you have made travel arrangements to return to Rochester prior to January 2nd, you need to make arrangements for alternate housing.

If you cannot travel home for the holiday break or you need to return early, a room can be reserved at the RIT Inn and Conference Center for \$24 per night. The room will have reduced service: towels, trash, and vacuuming will happen every other day. Linen will not be changed during the duration of your stay. The charge for the room will be placed on your student account. If you use room service, pay movies, or make phone calls, you will be expected to pay for these services at check out to the staff at the Inn. You must contact Joanne Lindsey, Housing Operations, at jlapt@rit.edu or (585) 475-4652 to reserve space at the RIT Inn for the holiday break by Monday, December 14th, 2009.

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 early winter quarter.

Have a Happy and Safe Fall Break!