

2009 Thanksgiving and Winter Break Information: Laker Village, GVA , Ravines, Murray, VanSteeland, Calder, Niemeyer East and West, Secchia and Winter Halls

Thanksgiving Holiday Break Schedule

Desks will be open limited hours on Wednesday Nov. 25th, Friday, Nov. 27th and Saturday, Nov. 28th, 2009 and will be closed on Thanksgiving Day, Nov. 26th. Regular desk hours will begin on Sunday, Nov 29th, 2009.

Winter Break Schedule

The University closes at 5PM on Wednesday, December 23rd, 2009 and reopens on Monday, Jan. 4th, 2010. Classes will begin at 8:00AM on Monday, Jan. 11th, 2010. To stay on campus you must register with your Community Desk. Registration must be done by phone or in person prior to noon on Friday, Dec. 4th, 2009. Package and laundry services will be available during posted desk hours. Regular desk hours will resume on Saturday, Jan. 9th, 2010.

Contract Release Requests

Meet with your Apartment Director and complete a contract release request form by Tuesday, Dec. 1st 2009. The cancellation fee schedule is included on the contract release form, all fees apply. After Dec 1st, cancellation fees increase so be sure to complete the form early. Students who do not complete this form will be billed regardless of occupancy.

If You Are Not Returning, Do the Following Prior to Leaving:

- * Complete the contract release process, turn in your key/access card and your laundry card
- * Return your room to the original move in condition
- * Schedule a checkout time with an RA/ALA or complete an express checkout at the community desk and turn in your key/access card
- * Your room will be checked for damage and you will be billed accordingly

Before You Leave for Break

- * Clean refrigerator, vacuum room, empty wastebaskets/garbage cans/recycling
- * Turn in work requests
- * Unplug unnecessary appliances. Valuables should be taken home
- * Turn thermostat down to 65 degrees. Be sure to pack all essentials
- * Close and lock all windows
- * If you have a roommate who is not returning, your apartment should be clean, inviting and ready for a new resident to move in

Break Contact Numbers

- ***Maintenance** (non emergency): 331-3000 ***GVSU Public Safety** (24 hours) 331-3255
 - ***Ottawa County Police** (non emergency): 616-842-1056 ***Pew Campus Security**: 331-6677
 - ***Pew Campus Operations** (non emergency): 331-6700 ***Emergency**: 911
- For more information during break: Dec 23rd—Jan 8th call 889-0254 or 889-0280