

2009 Thanksgiving and Winter Break Information: Traditional, Suite and Apt. Style Living Centers

Thanksgiving Holiday Break Schedule

- *To stay on campus over the Thanksgiving Break, you must notify your Living Center Director and register with your Community Desk by noon on Friday, Nov. 20th, 2009.
- *The **North C Desk** will be open limited hours during break. All other Living Center desks will be closed. There will be no mail service during break. Regular desks hours will begin on Sunday, Nov. 29th, 2009.

Winter Break Schedule

- *The Living Centers will close at 10PM on Friday, Dec. 18th, 2009 and will re-open at 8AM on Saturday, Jan. 9th, 2010. Classes will begin Monday, Jan. 11th, 2010.
- *To stay on campus during Winter Break, you must register with your Community desk and notify your Living Center Director no later than Friday, Dec. 4th, 2009 by noon. **There will be no mail service during break.** If you need something sent to you of **great importance** (medications, etc.) you should have it delivered UPS or FedEx.
- *Students not registered with their Residence Hall must vacate their building no later than 10PM on Friday, Dec 18th, 2009.

Contract Release Requests

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

Before You Leave For Break

- * Clean refrigerator
- * Vacuum room
- * Empty waste baskets/garbage cans/recycling
- * Turn in work requests
- * Unplug unnecessary appliances
- * Take valuables home
- * Close and lock all windows
- * Turn thermostat down to 65 degrees



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

- * Complete the contract release process and turn in your key/access card and laundry card
- * Return your room to the original move-in condition
- * Complete a room inventory with the RA and turn in the key
- * Your room will be checked for damages and you will be billed accordingly after departure



Break Contact Numbers

Maintenance (non emergency): 331-3000 ***Emergency**: 911

***Ottawa County Police** (non emergency) 1-616-842-1056 ***GVSU Public Safety**: (24 hrs) 331-3255
For more information during break: **Dec 23rd—Jan 10th** call **889-0254** or **889-0280**