

**APARTMENT COMMUNITIES – SUSQUEHANNA AND HILLSIDE  
VERY IMPORTANT – YOU WILL BE HELD RESPONSIBLE FOR  
UNDERSTANDING AND FOLLOWING THESE INSTRUCTIONS.**

**CLOSING NOTICE AND BREAK HOUSING INSTRUCTIONS**

The recess for THANKSGIVING begins at 2 PM on Wednesday, November 25 and continues through Sunday, November 29.

**If you are leaving for the break**, please make sure to do the following:

- Close and lock all windows and doors
- Close and lower blinds 3/4 way down
- Remove all perishable items to the dumpster
- Unplug all electrical items except your appliances
- Cars remaining on campus must be parked in Lot X, M1, or ZZ North/South.

**If you are staying in your apartment for all or part of the break**, please register via the internet at <http://reslife.binghamton.edu/break> no later than Tuesday, November 24<sup>th</sup>. **It is very important that you register if you are staying in your apartment**, so your heat is not lowered, and we know who is here in case of an emergency.

Please note the Area Offices will be closed during the break. There will be no evening RA office hours. Be mindful of the following numbers in case of emergency:

- Staff Member On-Duty:  
November 25 (beginning at 2 PM) – November 26: Brian Falter 759-4756  
November 27 – November 29 (until 2 PM): Andrew Fuller 759-4753
- Emergency Maintenance Customer Service x 7-2341
- University Police x 911 (emergency)  
x 7-2393 (non-emergency)

If you cannot reach the staff member on-duty by phone,  
call University Police (x7-2393) who will contact him.

Please be aware that staff coverage during the break is limited. **If you are locked out of your room/apartment, the response time to key you in could be lengthy. Make every effort to keep your keys with you at all times!**

During this break housing period the *University Housing License* and the *Rules of Student Conduct* are still in effect. Break housing is a privilege and you are expected to conduct yourself in a manner appropriate to a community living environment. Any alleged violations will result in immediate removal from break housing pending any student conduct or administrative follow-up action.

NOTE: Many students bring decorations back to campus after the Thanksgiving recess to decorate their apartments for the holidays. If you plan to do so, please read the guidelines regarding holiday decorations included with this notice.