

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 excluding refrigerators
- If you are not staying on campus for this break, but leave your car on campus, it **MUST** be parked in Lot S2, H, M1, or ZZ North/South.
- (If you are residing on campus during this break, in addition to the lots named above, you can use Lot O2 or Y4.)

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

Please note the Area Office will be closed during the break, however there will be an RA in your building. Be mindful of the following number 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 who will contact him.
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Please be aware that staff coverage during the break is limited. **If you are locked out of your room, 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. In addition, you must obey the directives below. 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.

- You may not have any guests in the building at any time.
- You may not allow anyone to “tailgate” (not using their card access) into the building.
- You should keep your room and suite door locked at all times.
- There will be no regular maintenance service. Please clean up after yourself in the bathrooms and common areas. Take trash outside to the dumpster.