APARTMENT COMMUNITIES – SUSQUEHANNA AND HILLOIDE

YOU WILL BE HELD RESPONSIBLE FOR UNDERSTANDING AND FOLLOWING THESE INSTRUCTIONS.

CLOSING NOTICE AND BREAK HOUSING INSTRUCTIONS

SPRING BREAK begins at 2PM Friday, March 25 and continues through 2PM Sunday, April 4.

Before you leave your apartment, 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 devices, except large kitchen refrigerators. Small refrigerators must be emptied, unplugged, and left open.
• Cars remaining on campus must be parked in Lot X, M1, or ZZ North/South.
• Take your keys with you; do not expect staff to key you in to your room when you return

If you are staying in your apartment for all or part of the recess, please register via the internet at [http://reslife.binghamton.edu/break](http://reslife.binghamton.edu/break) no later than Noon on Thursday, March 24. It is very important that you register if you are staying in your apartment, so that we know who is here in case of an emergency.

Please note the Area Office will be open 8:00 AM – 4 PM on weekdays during the break. There will also be an RA in your building. In addition, be mindful of the following numbers in case of emergency:

• Emergency Maintenance Customer Service x 7-2341
• University Police x 911 (emergency – use a campus phone only)
  x 777-2393 (non-emergency or cell phone use)

If you cannot reach the staff member on-duty by phone, call University Police who will contact him/her.

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.