The residence halls will close for December semester at 11 a.m. on Saturday, December 14.

If you are leaving the university and checking out of on-campus housing or making a room change for the spring semester, refer to the instructions sent to you via your B-mail address. If you are moving and have not received such instructions, please contact your community office immediately.

**SHH! 24-HOUR QUIET HOURS**

begin 11:59 p.m. Friday, December 6
and continue through 8 p.m. Friday, December 13.

Before you leave your room, please make sure to do the following.

Staff will be checking to make sure conditions have been met.

- Unplug all electrical devices including refrigerators; these must be left open with a towel in front to catch any moisture from thawing.
- Close and lock all windows and doors.
- Close and lower blinds three-quarters down.
- Remove all holiday decorations and take perishable trash to the dumpsters.
- If you are not staying on campus for this break, but decide to leave your vehicle on campus, it MUST be parked in Lot G1, M1 or ZZ North or South.
- If you are residing on campus during this break, you can also use Lot O2 or Y4.

If you are staying in your room/suite for all or part of the recess, please register online at [reslife.binghamton.edu/break](reslife.binghamton.edu/break) no later than Thursday, December 12. IT IS VERY IMPORTANT THAT YOU REGISTER IF YOU ARE STAYING IN YOUR ROOM/SUITE so we know who is here in case of an emergency.

Offices will be closed December 25 through January 2, however, there will be an RA in your building. Starting January 2, your community office will be open on weekdays from 8 a.m. – 4 p.m. until January 19. In addition, be mindful of the following numbers in case of emergency:

**Staff Member On-Duty** 607-759-4755
If you cannot reach the staff member on-duty by phone, call University Police who will contact them.

**Emergency Maintenance** 607-777-2341

**University Police** x 911 (emergency - from a campus phone) 607-777-2222 (emergency - from a cell phone) 607-777-2393 (non-emergency)

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 Code 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.
- Suite bathrooms will be cleaned over break. Please follow usual instructions.
- Take trash outside to the dumpster.

Have a happy and safe break!