Thanksgiving Closing Information: Residence Halls

Closing Dates And Times

Thanksgiving Break
- Residence halls will close for break at 12:00pm on Saturday, November 23, 2013.
- The residence halls will reopen at 1:00pm on Sunday, November 30, 2013.
- Students who leave later than Noon on Saturday, November 23, or who arrive earlier than 1:00pm on Sunday, December 1, 2013 without prior approval from their Resident Director will be charged a late departure/early arrival fee of $25.00.

Residents must be completely out of the building by the scheduled closing time, and will not be able to re-enter the building during the periods when the building is closed. Over break, telephone calls relating to the residence hall should be directed to the Housing Office (217-206-6190) or to the Campus Police (217-206-6690) for emergency assistance. Mail will not be distributed to Residence Hall mailboxes until after students return from break, so please make accommodations to temporarily forward your mail to your permanent home address.

Both Lincoln and Founders Residence Halls are officially closed. Those residents with an approved need to reside in their room for any portion of the Break Period must be authorized to do so by their Resident Director. For safety and security reasons we ask all residents that are staying for any length of time over break periods to please sign up through the below link. This includes all residents requesting an approval as an athlete, with a campus job, or another extenuating circumstance, you need to communicate this with your prospective Resident Director via the form: https://docs.google.com/a/uis.edu/spreadsheet/viewform?formkey=dDgxc29DSVFLbmNjRmFrWnZ3ZEFKNEE6MQ by Monday, November 18, 2013 at 5:00 PM for consideration.

Cleaning and Safety Checks
During the building closedown process, Residence Life staff will be checking rooms for to be sure each of the items listed below (in the “Before You Leave For Break”) section have been completed. Please be aware, just like with normal Cleaning and Safety inspections, prohibited items will be confiscated and policy violations will be addressed through the student conduct process. Please review the Community Handbook for a list of prohibited items. Residence Life Staff may enter rooms to make needed repairs during any break period.

Before You Leave For Break
Residents are not required to remove personal belongings from their assigned bedrooms during the break periods, unless they are relocating spaces or not returning to UIS. When leaving your room for the break the university asks students to please comply with the following:

1. Secure any valuable possessions, or take them home with you.
2. Close and lock windows. Close drapes and/or blinds. Turn off all lights.
3. Move all items away from the heater. Set the heater to low.
4. Remove all trash. Clean your room. The bathroom must be mopped and wiped down, clothes and other personal items put away; all food items should be sealed and stored. All dishes should be cleaned and stored. If the room is not clean, the student may be charged a minimum of $25 for professional cleaning.
5. Close and lock the bedroom and room doors on the way out.
6. All door closers and smoke detectors must be in working order. Students will be charged a minimum of $150 to repair tampered units.
7. For Thanksgiving and Spring Break, you do not need to unplug any appliances.

**Leaving Mid-Academic Year**

If you are graduating in December, studying abroad in the spring semester, an international student returning home, or transferring to another institution, you MUST submit a Contract Cancellation Request Form by November 30, 2013. Requests received after that date are subject to enhanced financial penalty.

This is required for all students not returning in the spring semester.

**Food Service**

*Thanksgiving holiday hours for Food Service.*

**Food Emporium:**
Closed the weekend of November 23 and 24. Open from 8:00am -4:00 pm Monday through Wednesday November 25-27. Closed November 28 through December 1. Will continue regular hours of operation on December 2.

**Capitol Perks:**
Open November 25-27 from 8:00am-3:00pm. Closed November 23 and 24. Will resume regular hours of operation on December 2.

**LRH Grab And Go:**
Closed from November 24 through November 30.
Will resume regular hours of operation on December 1.

FRH café:
Closed November 24 through November 30.
Will reopen at noon on December 1.

Residence Life Office Hours
Thanksgiving holiday hours for the Department of Residence Life:

Housing Commons & Department of Residence Life Thanksgiving Break Hours:
Saturday, November 23, 2013 – Noon – 4:00 PM
Sunday, November 24, 2013 – CLOSED
Monday, November 25, 2013 – 8:30 AM – 6:00 PM (Residence Life Office Hours 8:30 AM – 5:00 PM)
Tuesday, November 26, 2013 - 8:30 AM – 6:00 PM (Residence Life Office Hours 8:30 AM – 5:00 PM)
Wednesday, November 27, 2013 - 8:30 AM – 6:00 PM (Residence Life Office Hours 8:30 AM – 5:00 PM)
Thursday, November 28, 2013 – CLOSED
Friday, November 29, 2013 – CLOSED
Saturday, November 30th, 2013 – Noon – 4:00 PM
Sunday, December 1, 2013 – Normal hours resume

Founders’ and Lincoln Residence Hall Desks – Closed November 23, 2013 at Noon–December 1, 2013 at 1:00pm