Thanksgiving Closing Information: Townhouse and Apartments

Closing Dates And Times

Thanksgiving Break
The Residence Halls will be closed from 12:00pm on Saturday, November 23, 2013 until at 1:00pm on Sunday, November 30, 2013. The Apartments and Townhouses remain open.

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
https://docs.google.com/a/uis.edu/spreadsheet/viewform?formkey=dDgxc29DSVLbmNZRXFrWnZ3ZEFKNEE6MQ

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
***Residence Life may enter your space to make repairs or address other maintenance concerns during the break period.

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.

**Residence Life Office Hours (Homer Butler Commons)**

*Thanksgiving holiday hours for HCOM.*

Saturday, November 23 open from 12-4pm.
Sunday, November 24 CLOSED.
Monday, November 25 through Wednesday, November 27 open from 8:30am-6:00pm.
Thursday, November 28 through Friday, November 29 CLOSED.
Saturday, November 30 open from 12-4pm.
**December 1 Resume regular business hours (open from 4-8pm).**

**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.