

**Ithaca College
Office of Residential Life**

**THANKSGIVING BREAK CLOSING NOTICE
Terrace Three (H.O.M.E)**

All Ithaca College student housing, except the Circle and Garden Apartments and Terrace 3, will close on Saturday, November 21, 2009, at noon. **Terrace 3 residents intending to stay in their rooms must complete the on-line Break Occupancy Form by 5:00 p.m., Wednesday, November 18, 2009, so that their ID card can be activated for the break period.** The form can be found on the Residential Life website at http://www.ithaca.edu/reslife/rl_guide/recesshousing.htm.

All residence halls re-open at noon on Sunday, November 29, 2009. ***Students found in the building without prior approval after 12:00 noon on Saturday, November 21, 2009, or prior to noon on Sunday, November 29, 2009, are subject to immediate removal from the building, judicial action, and a \$100 unauthorized presence fine.***

CLOSING PROCEDURES: Before leaving for Thanksgiving break, all students, must insure that the following procedures are followed. Failure to comply with these procedures can result in charges and/or judicial action.

1. Please turn off and unplug **all** electrical appliances and/or items **except for fish tanks**.
2. Please remove all garbage to the outside trash areas.
3. Please remove recyclables to the outside recycling areas. *All redeemable recyclables need to be redeemed/ removed prior to break.*
4. Please unplug, defrost, and prop your refrigerator door open to prevent mold. Remove and dispose of all items in the refrigerator.
5. Please open curtains.
6. Please close and lock windows.
7. Remove or secure all valuables. *Ithaca College does not assume any responsibility for damage to or loss of personal property.*
8. Please turn off all lights.
9. Please lock your room door.
10. Please leave a note on your door when the last person in the room leaves.

Residential life staff will check each room/apartment after closing to ensure compliance with the above-required procedures. Staff will disconnect electrical plugs in all rooms if not done by students. Staff will also document any unauthorized furniture, illegal appliances, or other violations of residential life regulations found in any room. **Failure to remove trash and/or recyclables can result in charges and judicial action.**

*All residence halls will re-open at **noon on Sunday, November 29, 2009**. No one will be permitted to enter any residence hall during the recess period or before noon on Sunday, November 29, 2009.*

DINING SERVICES:

See notice posted at your dining hall for opening and closing information.

PARKING:

All students leaving vehicles on campus must park in **S Lot** closest to the lower tennis courts.