

THANKSGIVING BREAK CLOSING NOTICE **Circle and Garden Apartments**

All Ithaca College student housing, except the Circle Apartments, Garden Apartments and Terrace 3, will close on Saturday, November 21, 2009, at noon. Residents of the Circle and the Garden Apartments intending to stay in their apartments **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 break, all students must insure these procedures are followed:

1. Refrigerators in apartments should be left plugged in with the doors closed.
2. Please turn off and unplug *all* electrical appliances, **except college provided refrigerators, which must remain plugged in. Fish tanks must also be unplugged.**
3. Please remove all garbage to the outside trash areas.
4. Please remove recyclables to proper areas. *All redeemable recyclables need to be redeemed/ removed prior to break*
5. Please open curtains.
6. Please close and lock windows.
7. Residents who will be leaving their apartments vacant during the Thanksgiving Recess must **leave the heat on.** Please set your apartment thermostat(s) at 65° Fahrenheit to prevent freezing of pipes and damage to the apartments.
8. Remove or secure all valuables. *Ithaca College does not assume any responsibility for damage to or loss of personal property.*
9. Please turn off all lights.
10. Please lock your apartment doors.

Residential life staff will check each 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.**

CLEANLINESS INSPECTIONS:

Residential life staff will inspect apartments Monday, November 23rd – Wednesday, November 25th to ensure that apartments are meeting the Cleanliness Expectations set out in the apartment guide or the instructions for the on-line Apartment Condition Report.

DINING SERVICES:

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

PARKING:

All students, except Circle Apartments residents, leaving vehicles on campus during break must park in **S Lot** closest to the lower tennis courts. Circle Apartment residents leaving vehicles on campus during break must park in **L Lot** extension. Failure to move your car to the designated lot can result in the car being towed at the owner's expense.