**Winter Break Stays**

Most of our buildings close for Winter Break. Residents in Baumhart may register to stay over Winter Break by completing a Winter Break Stay form through our website. **Late requests are not accepted. (Due Dec 8)**

**Going Home**

Students who do not register for Winter Break Stay may not access Baumhart Hall. The building will close for Winter Break on **Sunday, December 17 at 12PM (noon).** Before departing, please do the following:

- Dispose of all waste/recycling
- Unplug small appliances/devices
- Take home fish if you have them
- Set thermostat to 65°F (18°C)
- Close windows/window coverings
- Take home any items you will need
- No access will be granted during break
- Ensure cable box is accessible
- Turn off lights/lock door (take your key)

**Moving Out**

Not returning for spring? Do the following:

- Request Release: LUC.edu/eRelease
- Pack/remove your belongings
- Clean your room/apartment
- Return furniture to original position
- Close windows/window coverings
- Set thermostat to 65°F (18°C)
- Turn out lights/lock the door
- Go to the Baumhart 4th Floor office to check-out and return your key
- Forward your mail

**Moving/Storage**

Residence Life does not offer additional storage on-campus. Students not returning in the spring must remove all personal items from their room/apartment.

**Moving Carts and Vacuums**

Courtesy vacuums and moving carts are available at the Baumhart Residence Life Office, room 405. Bring a photo ID to check-out these supplies. Be courteous of your neighbors and return these items as soon as you are done or within 30 minutes.

**Winter Break Maintenance**

Residence Life, Facilities, and Custodial Staff may enter any/all units during Winter Break to perform maintenance and ensure systems are operating. Please report all emergency maintenance concerns to Campus Safety.

**Room Changes**

Residents who are approved to change rooms between semesters may retrieve a key for their new room and complete their move on Sunday, December 17. **Earlier dates may be available depending on room readiness, contact Hall Staff for information.**

**Cleaning and Occupancy**

Residents are responsible for cleaning their room/apartment before moving out. If excessive cleaning by staff is necessary, a minimum fee of $50.00 will be assessed. Current occupants are responsible for maintaining these spaces in order to allow new roommates to move in without issue.

**Winter Break Breaks**

The building will close for Winter Break on Sunday, December 17 at 12PM (noon). Before departing, please do the following:

- Forward your mail
- Check-out and return your key
- December 16-17
- December 11-16
- December 8-17
- December 8

**Room Cleaning**

- Set thermostat to 65°F (18°C)
- Close windows/window coverings
- Return furniture to original position
- Pack/remove your belongings
- Request Release:
- Turn off lights/lock door (take your key)

**Cleaning and Occupancy**

Residents are responsible for cleaning their room/apartment before moving out. If excessive cleaning by staff is necessary, a minimum fee of $50.00 will be assessed. Current occupants are responsible for maintaining these spaces in order to allow new roommates to move in without issue.

**Damages and Charges**

Departing students may be charged for any damages which occurred during their occupancy. The cost of these damages will be outlined in a notice sent to the student’s LUC.edu email address when the eRCR is submitted by staff. Some typical charges are outlined below:

- Improper Check-Out: $100.00
- Lock Change*: $150.00
- Cleaning: $50 - $225

*Moving out? Keys not returned by Dec 17 are considered lost.

**Mail and Packages**

Mail/packages may be retrieved from the Mail Room during business hours. Students not returning in the spring must forward their mail. **Contact Mail Room for more info.**

**Meal Plans**

Dining Halls will close beginning Dec 16-17. Unused meals expire; unused Dining Dollars roll-over to the spring semester. Submit Meal Plan Change Requests to Campus Card. (LUC.edu/campuscard) Dec 1 – Feb 1

Thank You and Good Luck

Thank you for sharing this semester with us. Good luck on finals! Congrats graduates!

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**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 8</td>
<td>Winter Break Stay Requests due by 5:00PM</td>
<td>LUC.edu/reslife/currentstudents/winterbreak</td>
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<tr>
<td>December 8-17</td>
<td>24-hour Quiet Hours</td>
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<tr>
<td>December 11-16</td>
<td>Finals Week (Good luck!)</td>
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</tr>
<tr>
<td>December 16-17</td>
<td>Dining Halls close for Winter Break; unused meals expire, Dining Dollars roll-over to spring</td>
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<tr>
<td>Sunday, December 17</td>
<td>Hall Closing Day: Students not returning for spring or not approved for Winter Break Stay depart by 12PM</td>
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<tr>
<td>Wednesday, December 20</td>
<td>Non-returning residents will be notified by email of any Damage/Improper Check-Out Fees</td>
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<tr>
<td>Dec 25-Jan 1</td>
<td>Residence Life office closed (Staff available through Front Desks of open buildings)</td>
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<tr>
<td>Friday, January 5</td>
<td>Damage Billing Appeals Due</td>
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<tr>
<td>Sunday, January 14</td>
<td>Residence Halls open for spring semester at 12PM (noon)</td>
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<tr>
<td>Tuesday, January 16</td>
<td>First Day of Classes</td>
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<tr>
<td>Monday, January 22</td>
<td>2018-2019 RA Applications due by 9AM</td>
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<tr>
<td>Thursday, February 1</td>
<td>Meal Plan Change Requests due for spring term; form opens December 1 (LUC.edu/campuscard/mealplans)</td>
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Residence Life
Loyola University Chicago
6333 N. Winthrop Ave. | P: (312) 508-3300 | res-life@LUC.edu
Chicago, IL 60660 | F: (312) 508-3311 | LUC.edu/reslife

In partnership with our residents, the Department of Residence Life enhances the Loyola Experience by providing safe and supportive living communities where students can engage with others, explore their personal identity, and develop a deeper understanding of their impact on the world.