Closing Procedures:

**Building Security:** Buildings will be locked and alarmed at 9:00 AM on December 21st. It is important to note that any student who has not fully vacated their house and is not authorized to be in the house beyond the 9:00 AM closing time may be fined a minimum of $25 for delaying the closing of the building.

**Student Property:** Safekeeping of personal property is your responsibility. Students are reminded to be security conscious. It is recommended that students take valuables home with them for the break. If this is not possible, secure them out of sight in a closet, etc. Lehigh University is not responsible for the theft or damage of student personal property at any time including periods when residence hall facilities are closed for academic breaks.

**Closing Procedures:** Rooms will be checked by Residential Services and OFSA staff to verify that closing procedures have been followed. A fine of $25 per resident may be issued if these procedures have not been completed. Additionally, all lease violations which are visible during closing will be addressed.

1. Remove holiday decorations
2. Unplug all electrical outlets
3. Unplug refrigerator/microfridge in personal bedrooms, remove perishable food, leave refrigerator door open
4. Remove or secure valuable items
5. Empty trash containers
6. Close and lock all valuable items
7. Turn lights off
8. Lock the door

**Parking:** All vehicles must be removed from campus lots. Please contact the Parking Services Office at 610-758-3893 for specific parking location instructions. Any vehicles parked in campus lots during break will be ticketed and towed at the owner’s expense. The University will not be responsible for any damage, theft, etc. to vehicles in any university parking lots.

**Room Key:** If you are moving out of the chapter house and not returning for the spring semester, your key must be returned to the Residential Services Office (8:15am – 4:45pm, Monday-Friday). After hours, return your key in an envelope with your name and building/room information at the IDEAL Office drop box. The key must be returned to the office to avoid a lock change charge of $35. Do not pass along your key to house officers or to the spring semester room occupant.

**Master Key:**
If you have a master key and will no longer hold this position (e.g., House Manager, President) this key must be returned to the Residential Service Office (8:15 AM – 4:45 PM, Monday-Friday) by 12/21 at 9 AM. Do not pass the key along to the spring semester officer.

The Offices of Residential Services and Fraternity and Sorority Affairs hours during break are 8:15 AM - 4:45 PM, Monday - Friday except for the following days when the offices are closed to observe university holidays: Monday, December 25th, Tuesday, December 26th, and Monday, January 1st.

If you have any questions concerning this information, please call 610-758-3500 or email imrd@lehigh.edu