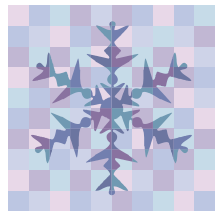


Office of Housing Services
Lehigh University



Houses close at 9:00 AM on Thursday, December 20, 2018
Sorority Houses open at 9:00 AM on Monday, January 14, 2019
Fraternity Houses open at 9:00 AM on Saturday, January 19, 2019

Only those students who are eligible (NCAA in-season athletes and international students) and receive approval from the alumni to remain on campus for all or part of the break are permitted to remain in their house for all or part of the break. NCAA in-season athletes are automatically signed up to be on campus based on the dates provided by the coaches. Eligible International students received an e-mail and were required to sign up with Housing Services by the deadline. Eligibility to remain on campus does not mean that houses will remain open. Only houses with the required minimum number of residents would be eligible to remain open. Each approved person will receive more specific information in regards to their housing for the break.

Unauthorized entrance into or occupancy of the residence buildings during this period is a violation of the General Provisions for Student Occupancy.

Closing Procedures:

Building Security: Buildings will be locked and alarmed at 9:00 AM on December 20th. 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 Housing Services/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 windows, pull shades/blinds half way down
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 Housing 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 prior to leaving for break to avoid a lock change charge of \$65. 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 Housing Service Office (8:15 AM – 4:45 PM, Monday-Friday) by 12/20 at 9 AM. Do not pass the key along to the spring semester officer.

The Offices of Housing Services and Fraternity/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 24th, Tuesday, December 25th, Monday, December 31st and Tuesday, January 1st.

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