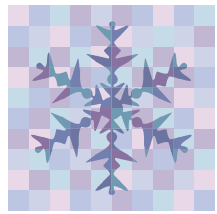


Office of Residential Services
Lehigh University



Residence Halls close at 9:00 AM on Thursday, December 19, 2019

Residence Halls open at 9:00 AM on Monday, January 13, 2020 for women with a Sorority Affiliation who reside in Residence Halls

Residence Halls open at 9:00 AM on Tuesday, January 45, 2020 for women signed up for Sorority Recruitment

Residence Halls open at 9:00 AM on Saturday, January 18, 2020 for all other students

Only those students who are eligible (NCAA in-season athletes and international students) are permitted to remain on campus 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.

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

Preparation for Leaving Campus:

Building Security: Card access on all exterior building doors will be turned off at 9:00 AM on December 19th. Trembley Park Apartment and street level Farrington Square Apartment locks will be changed at that time as well. It is important to note that any student who has not fully vacated their residence hall room/apartment and is not authorized to be in residence halls beyond the 9:00 AM closing time will 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 Residence Life Staff to verify that closing procedures have been followed. Students who do not follow closing procedures will be fined a minimum of \$25.

1. Remove holiday decorations
2. Unplug all electrical outlets
3. Unplug refrigerator/microfridge in personal bedrooms, remove perishable food, leave refrigerator door open
 - a. In Trembley Park, Sayre Park, Farrington Square and traditional residence hall rooms equipped with a kitchenette: remove perishable food, do not unplug kitchen refrigerator or leave door open.
4. Turn heat to low setting where possible. Set at 60 degrees.
5. Remove or secure valuable items
6. Empty trash containers
7. Close and lock all windows, pull shades/blinds half way down
8. Turn lights off
9. Lock the door

Additionally, all lease violations which are visible during closing will be addressed.

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 residence hall 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 to avoid a lock change charge of \$50.

The Offices of Housing Services and Residence Life 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: Tuesday, December 24th, Wednesday, December 25th, and Wednesday, January 1st.

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