

MEMORANDUM

Winter Closing of the Residence Halls

TO: All Residential Students
FROM: Office of Residential Life
Housing Management Dining Services
DATE: Wednesday, November 23, 2011

All Mills traditional residence halls close for ALL students at NOON on Wednesday, December 14, 2011. The independent living options (Underwood Apartments, Prospect Hill Apartments, Courtyard Townhouses, Ross House and Larsen House) do not close over the winter break, but students who are graduating, withdrawing from the College, taking leaves of absence, or going on study abroad for spring 2011 must vacate the houses and apartments by 12:00 noon on Saturday, December 17, 2011. Card access to the front doors will be disabled or the front door locks will be changed at these times. No one will be allowed to remain in the buildings beyond the check-out deadlines.

You should make your plans now, including rides and plane reservations, so that you will be able to meet this deadline. Anyone needing to stay in the traditional residence halls past the 12:00 noon deadline on December 14 must contact HMDS (housing@mills.edu) by Wednesday, December 7. No extensions will be granted past 12:00 noon on December 15. Students staying past 5:00 pm on December 14 will be charged a late departure fee of \$62/night, which will include meals; students leaving between 12:00 noon and 5:00 pm on December 14 will not be charged, if they are approved for late departure by December 7. Requesting an extension is not a guarantee that you will be able to remain.

Please be aware that **you may NOT remain in your residence hall beyond 12:00 noon on December 14, 2011.** Be sure to take all of your valuables/necessities with you when you leave as there is a \$50 fee for any re-entry into the halls after that time. The halls will open again on Tuesday, January 17, 2012, at 9:00 am, for continuing Mills students. Please make travel plans accordingly.

CHECK-OUT PROCEDURES

Below you will find information about how to prepare your room for check-out as well as the options you have to check-out of your room.

Traditional Residence Hall Students must:

1. Remove all holiday decorations.
2. Unplug all electronics/appliances *except* refrigerator.
3. Remove all items from common area/kitchen refrigerators (they will be emptied and cleaned).
4. Remove all valuables or anything you will need over break.
5. Empty and clean waste basket(s); put trash into bins in trash room or in the dumpsters.
6. Bring donation items to the Re-Use Depot in Reinhardt Hall C-Wing.
7. Return all dishes, silver and glassware belonging to Bon Appétit, including items from the Tea Shop, to Founders Commons.
8. Empty personal refrigerators of perishable items, to prevent receiving a fine of \$35 or more.
9. Do not leave pet fish.
10. CLOSE window shades, blinds and curtains, and have all windows closed and locked.
11. Turn off lights. Turn your heat off.
12. Lock your doors.
13. Do **NOT** leave personal belongings or trash in the hallways, lounges or stairways. This is considered a common area and each member of the residential community will be charged if these areas are not kept debris- and damage-free.
14. For students in **double rooms** (who are not paying the super single rate): clear all personal items from the half of the room that you are not using. You may be assigned a new roommate over the break.
15. Sign resident check-out card.
16. Not following these check-out instructions may result in an Improper Check-Out fine of **\$100.00**.

Independent Living Housing (recommended actions if not staying over break):

While independent living student may stay over break, many of you will be leaving for more extended periods of time. These are some helpful hints for before you leave.

1. Clean bathrooms (toilets, sink, tub/shower, vanities, medicine cabinets, floors, etc.).
2. Clean kitchen (sink, refrigerator, freezer, cupboards and drawers, stove and oven, microwaves, floors, etc.).
3. Clean and vacuum living room and other common areas. Don't forget closets.
4. Remove all valuables or anything you will need over break.
5. Remove all garbage.
6. Remove perishables from refrigerator.
7. Do not leave pet fish.
8. Turn off heat.
9. Close blinds and windows.

CHECK-OUT OPTIONS

1. Check-out with RA

You must first pre-schedule a check-out appointment with an RA by signing up on the schedule posted in your residence (either by the RA room or in a general location). After you have prepared your room by completing the check-out procedures listed in this memo, you are ready to have the RA check you out of your residence. This should be the last step before you leave Mills for the winter break. The RA will check your residence to see that you have followed all the procedures for winter closing. You must sign the yellow checklist before leaving. If have not completed these procedures, you will not be allowed to check out. Note: the RAs are only able to assist with check-out appointments until 12:00 noon on Wednesday, December 14, 2011. Independent Living residents planning to depart after this time should contact the Resident Director on duty at 510.812.0593, at least 48 hours in advance of their planned check-out times, to schedule an appointment.

2. Check-out without RA

If you do not want to complete a check-out with your RA you may simply go through the winter check-out list yourself. This process was developed to provide flexibility and to save **YOU** time during this busy period. Instead of signing up for a check-out time with a staff member you can simply place the signed checklist on your door when you leave. It is important that you understand that a RAs, in pairs, will inspect your room after you complete this check-out. They will be checking to see if everything on the check list was completed. In the event that these items were not completed, you will be subject to fine(s). If these requirements are not completed in a common area (i.e. porch), fees will be split among the porch mates or roommates. It is then the porch mates' or roommates' responsibility to determine who bears what portion of the cost. Once you have completed the winter checklist (the yellow card titled "*Residents Returning in January*"—one has been provided to you by your RA), sign the back of the yellow winter checklist card and tape it to your door before you leave. **IF YOU DO NOT SIGN THE BACK OF THE YELLOW WINTER CHECKLIST CARD, AND TAPE IT TO YOUR DOOR, YOU MAY BE CHARGED AN IMPROPER CHECK-OUT FEE OF \$100.**

GENERAL INFORMATION

Fees

Listed below are a few of the reasons you might be assessed an additional fee when checking out.

- If you leave any trash in **or around** your room: a minimum \$50 hauling fee.
- Remove all perishables from your room and refrigerator or you may be charged a \$35 cleaning fee.
- Improper Check-out (\$100), if you:
 - leave campus without having an RA check you out of your room or completing the yellow check list (signature required), or
 - stay in your room past the designated time on the day you were instructed to leave.

Parking

No one, including residential students, may park or store vehicles on campus during any semester break or during the summer break. Vehicles left on campus without authorization will be subject to citations and impoundment. If you need to leave your vehicle on campus over the winter break, you will need to fill out an Extended Parking Request Release and Waiver form. Please stop by the Public Safety Office and pick up a form. All forms must be submitted to the Public Safety Office, CPM 113, no later than December 9, 2011. You may also contact Krista at 510.430.3151 for more information.

Garbage

Please remove all your garbage and recycling from your room prior to check-out. Recycling is comingled, so all recyclables can be placed in the same blue container.

Donations

Every year, students generously leave useful items they no longer need behind for reuse by others. If you wish to leave items behind, please take them to the Re-Use Depot in Reinhardt Hall C-Wing. If the Depot is closed, donations can be left in the large chest outside of the C-Wing door. Microwaves, refrigerators, and non-working electronic equipment cannot be donated. Please put batteries, CDs, and small non-working electronic equipment into the yellow eWaste box outside of the HMDS Office in Sage Hall (by the vending machine). Larger non-working electronic equipment can be taken to Lucie Stern 21 between 9:00 am and 4:00 pm, Monday through Friday. Non-working appliances (e.g. microwaves and refrigerators) cannot be discarded anywhere on campus. If they are left behind, the entire residence hall will be charged. Contact JACO Environmental (800.741.0172, www.appliancerecycling.com) or ACCRC in Berkeley (510.528.4052, <http://www.accrc.org/>) re: recycling these items. Please be aware that any items left in vacated rooms or in common areas after 2:00 pm on December 14, 2011, will be donated or discarded.

ID Cards and Keys

Please bring back your Mills ID in January; there is a \$20.00 replacement fee. Please be sure to bring back your key as well; replacement fees are \$25 to \$100. You do NOT need to return your housing key before leaving for the winter break if you are returning in January.

Spring Opening

Traditional Residence Halls will be open to continuing students at 9:00 am on **TUESDAY, JANUARY 17, 2012**. Students needing to arrive early must email HMDS at housing@mills.edu before 8:30 am on Monday, January 9, 2012. Fees and conditions apply. Additional details can be found in the Early Arrival Policies document found under "Resources and Information" on http://www.mills.edu/campus_life/housing/living_at_mills.php.

If you have questions regarding any of the information in this memo please contact your Resident Assistant, who will be happy to help.