

ELMIRA COLLEGE

OFFICE OF RESIDENCE LIFE

December 10, 2024

Dear Students,

Please see below the guidelines before you leave for Winter Break.

Important Information:

- The Office of Residence Life will be conducting **Health & Safety inspections of all rooms** during the break period. As a reminder, prohibited items will be confiscated and a \$25/item charge will apply.

Prepping your room to leave:

- **All items in your room/apartment/suite must be unplugged including refrigerators and large gaming systems.**
 - **Remove all perishable food.**
 - **Leave fridges doors open during break.**
 - **All outlets in use will be unplugged during the closing inspection.**
 - **Cottages residents may leave their refrigerators plugged in & closed but they should remove all perishable food during this time.**
- Please take any pets you may have home with you for the break.
- Empty all trashcans and dispose of all garbage prior to leaving for the break (your room will smell terrible if you do not).
 - If you received a note during Thanksgiving Break regarding cleanliness concerns, you should take care of this promptly. A documentation will follow if the issue has not been resolved.
- **Close and lock your windows** and draw your curtains closed.
- Turn off all lights, shower and sink-faucets in the bathroom.
- Remove all personal items from all communal bathrooms so they can be cleaned over break.

Residence Hall Closing and Opening Information:

- There will be **NO exceptions**. Students not approved to stay during the break will be asked to leave by 10:00 a.m. on Saturday, December 14, 2024
- If you did not fill out the Request to Stay form by the deadline, please reach to us no later than Wednesday, December 12 by noon. Students who qualify for the waived charged and do not contact us by the deadline above will not be eligible for the waiver.
- The residence halls will reopen on Sunday, January 5, 2025 at 10:00 a.m. for Term II.
 - Early Move In requests will only be approved for College pre-approved activities. For extenuating circumstances, requests will be approved on a case-by-case basis. A non-refundable \$25/night charge will apply.
 - Those who violate the break early move in approval process (arriving earlier than approved, not receiving approval for early move in, allowing roommates to move-in without approval, etc.) are subject to a non-refundable \$50/night charge to their student account for all parties involved if this happens prior to the official move back in date.

Dining Hall and Regular Meal Plan Information:

- The last meal served will be dinner on Friday, December 13 - closing at 8:30 p.m.. The Dining Hall will reopen with brunch on Sunday, January 5 at 10:00 a.m.
- MacKenzie's last day will be Thursday, December 12 and reopen on Sunday, January 5.
- The 1855 Room's last day will be Friday, December 13 and reopen on Monday, January 6.

Have a great Holiday Break!

Thank you for your cooperation. If you have any questions, please do not hesitate to contact Residence Life at reslife@elmira.edu

Best,
Office of Residence Life
Campus Center
O: (607) 735-1821