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WINTER BREAK 2023 – RESIDENCE HALL CLOSING INFORMATION

Dear FAMU Residential Student,

The fall 2023 semester is quickly approaching its end. Very soon, the holiday season will be upon us, and we will be preparing for a well-deserved winter break of rest and relaxation. As such, we wanted to take this time to remind you of some very important dates as it relates to the opening and closing of your hall.

Please review this document in its entirety as FAMU Housing has some specific guidelines that affect all residential students.

**Please be advised that ALL the traditional residential facilities will close at
12 p.m. on Saturday, December 16, 2023.**

All students should make the necessary arrangements to vacate prior to the designated closing time, except for individuals who have been given written approval by Housing Director, Dr. Jennifer Wilder or residents who live in the Palmettos or Rattler Pointe.

If you are returning to the University and are returning to the same room in the spring of 2024, it will **NOT** be necessary for you to remove all your belongings from your room; however, you are advised to be sure to take all belongings that you anticipate needing over the winter break. The facilities will be closed and secured until we open for the spring semester and you will **NOT** be allowed reentry. Students should also be aware that the University assumes no liability for loss, damage or theft of any personal property that is left in the room during the winter break. Therefore, residents may want to take extra precautions to secure belongings that are deemed most valuable such as jewelry, video game systems, audio equipment, money, etc. or even take them with you. We also continue to encourage residents to secure renter's insurance.

Prior to leaving at the conclusion of the fall 2023 semester, be sure to do the following as there will be a final room inspection after the building has closed:

- Discard all trash and perishable food from the room.
- Clean all surfaces including, but not limited to floors, sinks, toilets, and showers.
- Make sure your belongings are stored on your side of the room (Polkinghorne Village: in your own bedroom (not in foyer or bathroom).
- Turn off lights and unplug all personal electronics (Except refrigerators).
- Empty and clean the refrigerator; and
- Sign-out at the front desk before leaving.

IF YOU KNOW THAT YOU WILL NOT BE RETURNING to Florida A&M University for the spring 2024 semester, please contact the University Housing Office at famuhousing@famu.edu or 850-599-3651 immediately and complete a Housing Cancellation Form. If you are not returning in the spring, you will need to remove all of your belongings from your room prior to leaving for the winter break; be properly checked out of your room by a housing staff member; and you must return your room key and access card prior to leaving. Failure to turn in your room key and/or properly check out will result in additional fees for improper-check out (minimum of \$300) being posted to your student account. **PLEASE BE ADVISED: If your cancellation request is approved then you enroll in classes for spring 2024, the housing fee will be reapplied to your student account.**

Residential facilities will reopen for the spring 2024 semester on Friday, January 5, 2024, at 9 A.M.

EXCEPTIONS:

NOTE: Current residents of Palmetto South, Phase 3 or Rattler Pointe will not have to vacate premises on Saturday, December 16, 2023, at 12 P.M. You must however, complete the extended stay document provided by your Resident Director/Property Manager.

If there is a vacant bed space in your apartment or suite, more than likely a student will be assigned to the space to begin the spring semester. Occupying another resident's living space may cost a minimum of \$300. Please ensure your personal items do not infringe upon their right to their space. Please clean your living spaces prior to leaving for break so that all new residents may have a smooth transition into their new home.

Have a successful remainder of your semester, good luck on finals, we hope you have enjoyed your on-campus experience so far. Have an amazing winter break and we look forward to seeing you in the spring. Please do not hesitate to call your RD with any questions or concerns. You may also contact University Housing at 850-599-3651.

Best wishes and happy holidays from the University Housing Staff.

Winter Break Closing Checklist

TRADITIONAL HALL RESIDENTS MUST BE SIGNED OUT 12 p.m. on Saturday, December 16, 2023.

**MINIMUM FINE OF \$300, IF NOT SIGNED OUT BY THIS TIME.
ACCESS TO THE BUILDING WILL BE TURNED OFF AT THIS TIME.
NO RE-ENTRANCE UNTIL FRIDAY, JANUARY 5, 2024, AT 9 A.M.
ALTHOUGH PALMETTO APARTMENTS AND RATTLER POINTE DO NOT CLOSE, RESIDENTS
MUST ADHERE TO CLEANING AND SIGNOUT GUIDELINES**

Checklist:

- CLEAN YOUR SUITE. (Failed room inspections will result in charges being assessed)**
 - Remove all food (including inside of refrigerator)
 - Clean floors, shower, toilet, sink, microwave, and refrigerator.
- All trash has been removed and taken to the dumpster! **(Should trash not be removed and housing personnel must do so, your student account will be accessed \$75 per trash bag disposed of.)**
- Turn faucets off completely.
- Please turn your clock alarms off.
- Close blinds.
- Take any needed medicine or medical equipment with you.
- Secure all your belongings.
- Take all valuables with you.
- Turn off all lights.
- Close and lock door before leaving your room/apartment.
- Take room key and access card.
- GO TO OFFICE AND SIGN OUT BEFORE YOU LEAVE.**