

# Housing & Residence Life

## Winter Break Information

December 15, 2018 – January 21, 2019

### Operation Hours

#### Housing Office

Monday, Dec. 17 – Friday, Dec. 21  
8am – 5pm  
Saturday, Dec. 22 – Tuesday, Jan. 1  
Closed  
Wednesday, Jan. 2  
Regular hours resume

#### Housing Cashier

Open the same days as Housing Office  
9am – 1pm & 2pm – 4pm

#### Information Desk/Rec Room

Saturday, Dec. 15  
8am – 12pm  
Sunday, Dec. 16 – Monday, Jan 14  
Closed  
Tuesday, Jan. 15  
Regular hours resume

#### JGC Mailroom

Saturday, Dec. 15 - Sunday, Dec. 16  
Closed  
Monday, Dec. 17 – Friday, Dec. 21  
10am – 3pm  
Saturday, Dec. 22 - Tuesday, Jan. 1  
Closed  
Wednesday, Jan. 2 – Friday, Jan. 4  
10am – 3pm  
Saturday, Jan. 5 – Sunday, Jan. 6  
Closed  
Monday, Jan. 7 - Friday, Jan 11  
10am – 3pm  
Saturday, Jan 12- Sunday, Jan 13  
11am-2pm  
Monday, Jan 14 – Wednesday, Jan 16  
10am-3pm  
Thursday, Jan 17  
Regular Hours Resume

**When the mail rooms are closed, mail will not be delivered; packages will not be available. Please contact the RLC if you have questions during that time.**

#### College Creek Mailroom

Saturday, Dec. 15– Thursday, Jan. 17  
Closed\*  
Friday, Jan. 18  
Regular hours resume

\*Mail will be distributed as usual, and any packages for College Creek residents will be available for pick-up at the JGC Mailroom during the hours above.

PLEASE NOTE: Residence Life staff will conduct safety inspections of all residence hall rooms Saturday, December 15, 2018. This is to ensure that all necessary items have been unplugged and to check for potential fire dangers. Policy violations in plain view will be documented. If you have questions or concerns, please contact your RLC. For increased security over break and emergency purposes, all residents are required to complete the [OrgSync form](#) informing us of your break plans by **Wednesday, December 5<sup>th</sup>**.

### Leaving for Break?

- ❖ Turn off all lights. Turn heater down (except Canyon) to 55 degrees.
- ❖ **Make sure all windows and doors are closed and locked.**
- ❖ Close drapes and/or blinds.
- ❖ Unplug items that do not need to be plugged-in: lamps, radios, alarm clocks, etc...
- ❖ Clean out the refrigerator and throw away any food that will go bad during the break.
- ❖ Take all waste outside to the dumpster and recycling areas.
- ❖ Make sure all your belongings are on your side of the room and the room is presentable.
- ❖ Prevent mold growth. Please see the end of this memo.
- ❖ Return any J ware that is in your room/suite/apartment

If you are vacating the residence halls, you are required to submit a Request to Vacate form to the Housing Office and check-out of your room by 10am on Saturday, December 15<sup>th</sup>. When you are completely out of your room, check-out at the Housing Office (during business hours) or Information Desk (after hours). You will need to bring your hard keyset and ID card when you check-out. Please be certain to change your mailing address through your myHumboldt account so your mail can be forwarded to you.

### New Spring Roommates/Suitemates

With the start of a new semester, new residents will be checking into rooms, apartments and suites. It is expected that both your bedroom and your common areas are clean and presentable for new residents. Failure to do so can result in damage charges.

If you are staying over the break, **be extra aware of your community**; make sure building entries are locked, who is staying on your floor, and don't allow strangers into your living areas.

**If you need staff assistance**, when the offices are closed, the Residence Life staff on duty can be reached via cell phone:

(707) 845-6029 - College Creek, Campus Apartments, & The Hill  
(707) 845-6028 - Creekview, Cypress, & Canyon

**If this is an emergency, please dial 911** to call University Police.

## **Dining Hours**

### **The “J”**

Friday, Dec. 14

Closes at 6:30pm

Saturday, Dec. 15 – Sunday, Jan. 13

Closed

Monday, Jan. 14

Regular hours resume

### **The “J” Grill**

Thursday, Dec. 13 – Sunday Jan. 20

Closed

### **The Cupboard**

Thursday, Dec. 13 – Friday, Dec. 14

6pm - 10pm

Saturday, Dec. 15 – Sunday, Dec. 16

12pm - 5pm

Monday, Dec. 17 - Tuesday, Jan. 15

Closed

Wednesday, Jan. 16

Regular hours resume

### **The Depot**

Wednesday, Dec. 12

Salsa City closes at 5pm

Thursday, Dec. 13

Los Bagels closes at 2pm

Friday, Dec. 14

Pizza, Grill, Deli, Smoothie & Grab-n-Go close at 1:30pm

Saturday, Dec. 15 - Wednesday, Jan. 16

Closed

Thursday, Jan. 17 – Friday, Jan. 18

7:30am to 3:30pm

### **Hilltop Market**

Wednesday, Dec. 12

Closes at 4pm

Thursday, Dec. 13 – Monday, Jan. 21

Closed

### **Windows Café**

Saturday, Dec. 15 – Tuesday, Jan. 15

Closed

Wednesday, Jan. 16

Regular Hours Resume

### **College Creek Marketplace**

Friday, Dec. 14

Closes at 5pm

Closed Weekends until regular hours resume

Monday, Dec. 17 - Thursday, Dec. 20

7:45am – 3:30pm

Friday, Dec. 21 - Sunday, Jan. 6

Closed

Monday, Jan. 7 – Friday, Jan. 18

7:45am – 3:30pm

EXCEPT: Saturday, Jan. 12 – Sunday, Jan. 13

Closed

Saturday Jan. 19 – Monday, Jan 21

12pm-12am

### **Library Café**

Saturday, Dec. 15 – Tuesday, Jan. 15

Closed

## **Staying for Break?**

Please note, there will be limited food service available during the break, and most University offices will be closed. Residence Life staff members will still be on duty and available to assist with any issues that may occur. University Police continues to operate 24 hours per day, 7 days per week during the break.

## **Feeling Sick Over the Break?**

The Health Center will be open from 1-4pm December 17-20<sup>th</sup>, from 9am-12pm on December 21<sup>st</sup>, and closed December 22 – January 11. The center will reopen from 1-4pm on January 14<sup>th</sup> and 15<sup>th</sup>. If you need medical assistance when the Health Center is closed, you may call FONEMED, the after-hours nursing service, at 1-877-256-3534. Calling this service is free to students. Please notify someone if you are sick (friend, family or staff member).

**Counseling & Psychological Services 24-hour crisis line is (707) 826-3236. In an emergency, call 911.**

## **Pet Care Over the Break**

If you are leaving over the break, please make arrangements for your pet to come home with you or be cared for in your absence. Housing staff are not able to watch pets over the break. **Please be certain to adhere to the pet and key use policy in the ResLife & You Handbook.**

## **24-Hour Quiet Hours**

Quiet hours are being enforced 24 hours a day starting Friday, December 7<sup>th</sup> at 5:00pm and ending Friday, December 14<sup>th</sup> at 5:00pm. If found violating quiet hours residents will be confronted and documented, which could result in removal from housing.

## **26th Annual Free Pancake Breakfast**

Join us at the J Cafeteria for the 26th Annual Free Pancake Dinner on Monday, December 10<sup>th</sup>, 8pm-10pm. This dinner is provided by Dining and prepared by University staff and faculty.

## **Winter Donation Drive**

Donate your reusable items (books, clothing, non-perishable food etc.) to help those in need. Bins will be in your living area beginning at the start of finals week.

## **Mold**

Coastal Humboldt County experiences more mold problems than drier climates.

**Residents should promptly report any maintenance conditions that may lead to mold to the Housing Office.** A maintenance request can be completed in your myHousing portal.

**This winter, please prevent mold growth in the following ways:**

- ❖ Keep air space between furniture, bedding, and other items with the walls and floors.
- ❖ Hang wet articles such as towels and clothing.
- ❖ Routinely wipe condensation off windows & other surfaces
- ❖ Avoid creating areas of standing water.
- ❖ Keep your living areas clean and uncluttered.
- ❖ Use moisture absorbing products such as Damp Rid.

### **Be Advised!**

Cars in our parking lots are not immune to burglary. Park your car under the lights and remove your valuables.

## **Apply to be on ResLife Student Staff in 2019-2020**

Interested in a position as an Activities SA, RSA or SA? Visit <https://housing.humboldt.edu/student-staff-selection-process> to apply by January 22nd.