



## **Housing & Residence Life Winter Break Information**

**All residential facilities close for Winter Break at 5:00 p.m. on Friday, December 15, 2023, and re-open at 1:00 p.m. on Sunday, January 7, 2024.**

All campus housing is closed during academic breaks. Students are required to vacate their suites/apartments unless permission is granted by the Director or Assistant Director of Housing & Residence Life. Anyone found within the residential facilities, including apartments, without permission during the break period will be subject to a fine and/or required to vacate. All students residing on campus (including apartments) must apply and be approved for Winter Break Housing to stay in their housing assignment during Winter Break. **This includes all athletes that need to be here during the break period.**

### **Winter Break Housing Request**

The Application must be received by 11:59 p.m. on Wednesday, December 6, 2023 for priority approval and processing. All students who submit a request by the deadline will receive information from the Housing & Residence Life Professional Staff no later than 5:00 PM on Friday, December 8, 2023.

Students who submit a request after the deadline should expect that Housing & Residence Life Staff will need 48 business hours to process the request. **Note: No requests will be processed while the University is closed for business (5:00 PM on December 22, 2023 through 8:00 AM on January 2, 2023).**

**Submit a Winter Housing Request:** [The Winter Housing Request Form](#)

#### **Eligibility of Winter Break Housing**

1. Eligibility to Live on Campus between December 15 through January 6th include:
  - a.) Being registered for Fall 2023 housing and Winter 2024 housing.
  - b.) Being in good standing with the Financial Services Office;
  - c.) Continuous compliance with the Housing Handbook, the Davenport Student Code of Conduct, and instructions of University personnel.

2. Students in Fall Housing 2023 but not in Winter Housing 2024 are **NOT** eligible for Winter Break Housing. Students not living in housing for the Winter 2024 semester must move out no later than 5:00 PM on Friday, December 15, 2023.

**Note: ID Card Access will be deactivated for any students who have not been granted permission to remain on campus during the break. If an emergency arises and you must return to campus before the residential facilities re-open at 1:00 p.m. on Sunday, January 7, 2024, you must contact Housing & Residence Life at 616-554-5095 or [housing@davenport.edu](mailto:housing@davenport.edu) during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.). If it is outside of normal business hours, you must call the on duty phone number.**

## **Winter Break Closing Procedures**

Inspections will be completed to ensure that break closing procedures have been followed and there are no safety/security concerns in student rooms. All rooms will be inspected by Housing & Residence Life Staff on Friday, December 15, 2023. While the purpose of these inspections is not to search for policy violations, we are obligated to report any and all violations we observe during the course of our inspections. **Note that we will not look in drawers or closets, but will make note of anything we see in “plain view.”** If we observe a policy violation or safety concern, we will provide notification and a Housing & Residence Life Staff Member will make contact with the residents.

**Before departing campus, residents must complete the following closing procedures for Winter Break:**

### **Living Area/Bedrooms:**

- Clean up your area, vacuum, and sweep.
- Wipe down room surfaces.
- Unplug everything
- Close and lock windows.
- Don't leave anything valuable on the floor of your room (e.g. electronic devices, etc.).
- We recommend that you take valuables home with you.
- Take fish home with you.
- Take out your trash, recycling etc.
- Turn off your lights.

### **Bathrooms:**

- Clean the shower, sink, toilet, counters, and floor.
- Sweep and mop.
- Unplug everything.
- Close and lock the windows.
- Take out your trash.
- Turn off your lights.

### **Common Spaces (Living Room, Kitchen/Kitchenette, etc.):**

- Clean up your area (vacuum, sweep, wipe down surfaces, etc.). Work with your Roommates to clean your space!
- Wipe down the kitchen countertop, table, oven-range top, and microwave.
- DO NOT unplug Refrigerators
- Remove perishable food items (e.g. mayonnaise, eggs, milk, etc.).
- Clean any spills in refrigerators.
- Unplug everything, except fridges.
- Clean all dirty dishes.
- Close and lock windows.
- Don't leave anything valuable on the floor (e.g. electronic devices, etc.).
- Take out your trash, recycling, etc.
- Turn off your lights.
- Lock your door

**Before departing for break, you must sign the “Winter Break Closing Checklist” on the outside of your room door.**

## **Students Not Returning to Campus Housing for the Winter Semester**

If you are not returning to Davenport in the Winter semester please complete the [Housing Contract Cancellation Request Form](#).

Students who are not returning to campus housing in the Winter semester **must move out of their room/apartment by 5:00 p.m. on Friday, December 15, 2023.**

In addition to the checklist on your door, please also complete the following:

- A. Remove all of your belongings from your room/suite
- B. Thoroughly clean your bedroom (and bathroom if you have your own)

### **Check Out Instructions:**

Please email your Resident Life Coordinator/Area Coordinator to schedule an in person check out. You must schedule a check-out time at least 24 hours in advance of your departure. Housing and Residence Life will follow up with you should there be any additional charges for damages identified.

**Note: Leaving without properly checking out could result in cleaning fees, and improper checkout fees.**

## **Students with Vacancies in Rooms & Apartments**

Students who have vacancies in their suite/apartment at the end of the semester, must leave the space in an appropriate condition to welcome a possible new roommate in the Winter Semester. This includes cleaning the room, bathroom, and any shared space, as well as ensuring that furniture is clear for a new resident. Contact Housing & Residence Life with any specific questions about room vacancies. Failure to comply with these expectations may result in a fine.

## **Additional Notes**

### **Dining Services**

Dining services are closed during Winter Break. The last meal served before break will be lunch on Friday, December 15, 2023. The Dining Hall will close at 2pm. The first meal served after break will be dinner on Sunday, January 7, 2024 at 5pm. Additionally, please return any dining materials to the Dining Hall or Panther Den (silverware, glasses, etc.)

Note: If you want to add/change your meal plan for the winter semester you may do so by completing the [Add/Change Meal Plan Form](#). This can also be found on the dining website. All changes must be submitted by January 20th, 2024.

### **Help us to Conserve Energy**

By adhering to closing procedures and unplugging items in the residential buildings, you are helping us to conserve energy during the break period. When electronic and electrical appliances are plugged in, they continue to draw power even if they are switched off or in standby mode. By unplugging items during the break, you are helping the University to conserve energy and reduce the risk of fire.

## **Help us to keep a Clean and Healthy Environment**

As we progress through the cold and flu season, it is especially important to keep clean rooms, bathrooms, kitchens, etc. in our community environments. Please keep in mind that cleanliness is vital in order to limit exposure or transfer of germs and bacteria in our residential buildings. Students must clean their spaces when they leave for break, so students can return to clean rooms in January. Those who do not follow closing procedures may face charges for failure to comply.

## **Car Care and Shuttle Service**

Reminder from Public Safety: During the Winter months, it is important that you start and drive your car at least every few days. This helps to keep the battery charged and functioning correctly. If you are leaving your car on campus during the break, please be aware that you may be asked to move your vehicle to accommodate winter parking lot plowing.

We offer limited Shuttle Services during the Winter Break. Please check the [shuttle service website](#) for details and changes on the shuttle service schedule.

**Still have questions? Feel free to check the Housing and Residence Life website or contact any of us using the information below:**

### **Contact Housing & Residence Life Staff with Questions:**

Sarah Kullen, Residence Life Coordinator, [skullen@davenport.edu](mailto:skullen@davenport.edu), 616-554-5822

Alan Harris, Residence Life Coordinator, [aharris88@davenport.edu](mailto:aharris88@davenport.edu), 616-554-5027

Aniesha Loupe, Area Coordinator, [aloupe@davenport.edu](mailto:aloupe@davenport.edu), 616-554-5658

Andrea Prins, Director, [aprins7@davenport.edu](mailto:aprins7@davenport.edu), 616-554-5309

Shelbi Rushing, Assistant Director, [srushing1@davenport.edu](mailto:srushing1@davenport.edu), 616-554-5073

Housing & Residence Life Office, [housing@davenport.edu](mailto:housing@davenport.edu), 616-554-5095

