

MEMORANDUM

Winter Closing of the Residence Halls

TO: All Residential Students
FROM: Office of Residential Life
Housing Management Dining Services
DATE: October 30, 2020

All Mills traditional residence halls close for ALL students at NOON on Wednesday, December 16, 2020. The independent living options (Underwood Apartments, Prospect Hill Apartments, and Courtyard Townhouses) 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 2021 must vacate their houses and apartments by 12:00 noon on Wednesday, December 16, 2020. Students in the Underwood Apartments who will not be residents in the spring are required to complete the check-out process by 12:00 noon on December 31. 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 16 must contact HMDS (housing@mills.edu) by November 30. No extensions will be granted past 12:00 noon on December 17. Students staying past 5:00 pm on December 16 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 16 will not be charged, if they are approved for late departure by November 30. Extensions in the fall are only granted in the case of a conflict over a cross-registered class or SASS need. **Students who have finals scheduled on December 16, 2020 will automatically be granted an extension to noon on December 17, 2020 at no additional cost.** 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 16, 2020.** 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 19, 2021, at 9:00 am, for continuing Mills students. Please make travel plans accordingly.

Winter break/ J Term Housing

We are offering Winter break and J term housing for students in traditional residence halls. You have till November 13th to fill out the housing application. To apply for winter break housing log into the Mills Resource Portal and select the Apply for Housing link, and select Winter 2021 on the term selection page.

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 qualifying donation items to the Re-Use Depot, or take them to off campus donation sites
7. Empty personal refrigerators of perishable items, to prevent receiving a fine of \$35 or more.
8. Do not leave pet fish.
9. CLOSE window shades, blinds and curtains, and have all windows closed and locked.
10. Turn off lights.
11. 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, or at any time during the spring semester.
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

Residents RETURNING in Spring 2021:

You are responsible for making sure all items on the End of Fall Term Checkout Card (*the card titled "Residents Returning in January"* https://inside.mills.edu/campus_life/housing/end-of-fall-term-check-out-card.pdf) are completed before you leave for winter break. It is important that you understand that RAs, will inspect your room after you complete this check-out. They will be checking to see if everything on the checklist 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 End of Fall Term Checkout Card (one will be provided to you by your RA), sign the winter checklist card and tape it to your door before you leave. **IF YOU DO NOT SIGN THE WINTER CHECKLIST CARD, AND TAPE IT TO YOUR DOOR, YOU MAY BE CHARGED AN IMPROPER CHECK-OUT FEE OF \$100.**

Residents NOT returning in Spring 2021:

Express Check-Out

To complete Express Check-Out you'll need to sign an Express Check-Out form (https://inside.mills.edu/campus_life/housing/express-check-out-form.pdf) and tape it to your door. After completing Express Check-Out you **should return your keys and campus access pass to the HMDS drop off box**. Place your keys into a key envelope; write your name on it, your ID number, and a list of enclosed keys. Place the sealed envelope into the night drop box. Envelopes will be available at the drop box. The drop box is located at the left-hand front entry to Sage Hall, when facing the building. All keys are due by 12:00 noon on your departure date (see page 1).

- Failure to return Keys will result in a \$100 fee per housing key.
- Failure to return campus access Pass will result in a \$25 fee.

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 fully completing one of the above Check-Out Options, or
 - stay in your room past the designated time on the day on which 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 through the Department of Public Safety. All forms must be submitted to Public Safety no later than December 7, 2020. You may also contact 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. Please do not dispose of electronics or other e-waste on campus. Electronics should be taken to an off campus e-waste disposal site as our on campus e-waste disposal is non-operational at this time.

Donations

The Re-Use Depot expects to be operating under limited capabilities at the end of the Fall 2020 semester. They will only be accepting donation of items in "like-new" condition and are brought in pre-sorted. For more details see the Re-Use Depot's Instagram

<https://www.instagram.com/millsreusedepot/?hl=en>

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 19, 2021**. Students needing to arrive early must email HMDS at housing@mills.edu before 5:00 pm on Friday, January 8, 2020, to request arrival as early as Thursday, January 14, 2020. 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.