

MEMORANDUM

Winter Closing of the Residence Halls

TO: University of California Berkeley Residential Students
FROM: Office of Residential Life
Housing Management Dining Services
DATE: November 13, 2019

Hettie Belle Ege Hall closes for students at 10 am on Saturday, December 21, 2019. Card access to the front doors will be disabled at that time. 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. If you plan on not returning to housing in January, please remove all your belongings upon your December move out. Please be aware that **you may NOT remain in your residence hall beyond 10:00 on December 21, 2018.** 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 Friday, January 17, 2019, at 9:00 am, for continuing Berkeley students. Please make travel plans accordingly.

Winter Break Housing

We are offering Winter break housing for UCB students. You have till November 30th to fill out the housing application. Please print out and return the application to Sage hall room 138. Please look at the housing application for details.

<https://inside.mills.edu/student-life/housing/docs/UCB-Residence-Agreement-Winter-Break.pdf>

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 donation items to the Re-Use Depot.
7. Return all dishes, silver and glassware belonging to Bon Appétit, including items from the Tea Shop, to Founders Commons.
8. Empty personal refrigerators of perishable items, to prevent receiving a fine of \$35 or more.
9. Do not leave pet fish.
10. CLOSE window shades, blinds and curtains, and have all windows closed and locked.
11. Turn off lights. 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**.

CHECK-OUT OPTIONS

Residents RETURNING in Spring 2020:

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, in pairs, 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 amongst roommates. It is then the roommates' responsibility to determine who bears what portion of the cost. Once you have completed 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 2020:

Check-Out Option #1: Appointment with RA

You must first pre-schedule a check-out appointment with an RA by signing up on the schedule posted in your residence (either by the RA room or in a general location). After you have prepared your room by completing the check-out procedures listed in this memo, you are ready to have the RA check you out of your residence. This should be the last step before you leave Mills. The RA will check your residence to see that you have followed all the procedures for winter closing. You must sign the checklist before leaving. If you have not completed these procedures, you will not be allowed to check out.

Check-Out Option #2: 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 to the HMDS Office in Sage Hall 138. If you are departing while the HMDS Office is closed your keys can be returned in the night 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 (if returning keys after hours). A limited number of envelopes will be available at the night drop box, or you can pick one up from the HMDS Office in advance. The night drop box is located at the left-hand front entry to Sage Hall, when facing the building. All keys are due by 10:00 am on your departure date (see page 1).

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. Please stop by the Public Safety Office and pick up a form. All forms must be submitted to the Public Safety Office, CPM 113, no later than December 9, 2019. 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.

Donations

Every year, students generously leave useful items they no longer need behind for reuse by others. If you wish to leave items behind, please take them to the Re-Use Depot in the bottom level of Mary Morse Hall. **Refrigerators and non-working electronic equipment cannot be donated. Please put batteries, CDs, and small non-working electronic equipment into the pink eWaste box outside of the HMDS Office in Sage Hall (by the vending machine). Larger non-working electronic equipment can be taken to Lucie Stern 21 between 9:00 am and 4:00 pm, Monday through Friday. Non-working appliances (e.g. microwaves) cannot be discarded anywhere on campus. If they are left behind, the entire residence hall will be charged. Working mini-fridges should be given to other students who can use them; try posting on Student Forum to find yours a new home. Non-working mini-fridges can be labeled with a “broken” sign and left by the recycling containers outside of your building.** Please be aware that any items left in vacated rooms or in common areas after 10:00 am on December 21, 2019, will be donated or discarded.

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

UC Berkeley student housing at Mills College will be open to continuing students at 9:00 am on **FRIDAY, JANUARY 17, 2020.**

If you have questions regarding any of the information in this memo please contact your Resident Assistant, who will be happy to help.