

DATE: November 18, 2011
TO: All Students
FROM: Bill Fox, Associate Dean of Students/Director of Residential Education and Housing
RE: **SEMESTER BREAK HOUSING INFORMATION (December 20, 2011-January 14, 2012)**

Greetings from the Office of Residential Education and Housing. The following is important break housing information. Please note current information related to the fact that the university is scheduled to be closed between December 24 and January 1.

Each student staying on campus for the break must fill out an application online and they must know the email address of their sponsor (coach, employer, dept head, etc). Once the student fills in the email of the sponsor, the form is automatically emailed to that sponsor for approval, once approved by the sponsor; the email comes to our office. All information is required for completion of the application. The sponsor may approve or deny the application. The student must also list the room host (current occupant) who is exchanging room keys. It is important that all residents of the room are made aware of the break stay. Residential Education has final approval authority.

Curtis East, Curtis West, Crawford, Shepardson, Smith, and Sunset B are the only residence halls that are designated break buildings. During the week the university is closed when we anticipate limited numbers of approved students on campus, we will be operating fewer halls. Only **Curtis East, Curtis West, Crawford and Smith** will be open from December 24-January 1 as break housing options. More information is included in the on-line application.

If you are not currently living in any of these halls, you will need to locate a friend who lives in one of the halls and obtain permission to use his/her room. It is your responsibility to make arrangements to get his/her room key **prior** to that friend's departure from campus. Residential Education does not provide keys to students. If you are unable to locate a room in one of these halls, bunk beds will be available in the designated lounge areas for you. Students requesting to live in another student's room **MUST** have the approval of all residents within the room/suite/apartment and must identify which bedroom they will be occupying.

Housing will be limited to approved international students, athletes required to remain on campus due to their sports schedule, and those few students who require "special" permission to remain on campus over break for academic or campus employment purposes. **All students intending to remain on campus must complete an application at: <https://wiki.denison.edu/breakhousing/>.** The deadline for break housing applications is **Friday, December 9, 2011**. Applications will not be accessible after that so we advise students to complete their request asap, in advance of this deadline!

Temporary break housing access cards will be available to approved students after 1:00 p.m. on Monday, December 19th in the Curtis West Service Center (for Curtis East, Curtis West, Smith, and Sunset B) or the Huffman Service Center (for Crawford and Shepardson).

If a student is using another student's room during this break housing period, it will be his/her responsibility to keep the room clean and return the room to its pre-break condition upon his/her departure. Students need to vacate the break housing room by 9:00 a.m. on Saturday, January 14th when halls re-open.

As a student remaining on campus for break housing, you may secure a room of the opposite sex as long as that student is not staying for the break. Students requesting to room with a student of the opposite sex will not be approved and will need to secure acceptable housing before approval will be granted. Students staying in apartments over break must be of the same gender.

Please note that Satellite housing students are not permitted to give out their space for the break and will receive a separate email.

Students residing in rooms where new occupants will arrive in January may be required to relocate.

******SPRING BREAK REMINDER******

Make travel plans accordingly: Residence halls close at 9:00 a.m. on Saturday, March 10, 2012; and re-open at 9:00 a.m. on Sunday, March 18, 2012.