

SKIDMORE COLLEGE  
OFFICE OF RESIDENTIAL LIFE

December, 2014

TO: All Residence Hall Students

FROM: Ann Marie Przywara  
Interim Director of Residential Life

RE: Winter Vacation/Closing of Residence Halls

All residence halls will be officially closed and locked on **FRIDAY, DECEMBER 19<sup>th</sup> at 10 a.m.** All students must vacate their residence hall 24 hours after their last final exam. Students are requested to make the necessary arrangements to vacate their rooms by **10 a.m. on DECEMBER 19<sup>th</sup>**. The residence halls will be officially unlocked and opened on Sunday, January 18<sup>th</sup>, 2014. If you are not able to leave by 10 a.m. on the 19<sup>th</sup>, you will have to stay in Case Center until your ride arrives.

**NORTHWOODS, SUSSMAN VILLAGE APARTMENTS, JONSSON TOWER, KIMBALL HALL, McCLELLAN HALL, HOWE-ROUNDS HALL AND WIECKING HALL**

Students living in the apartments, Jonsson Tower, Kimball Hall, Wiecking Hall, Howe-Rounds Hall or McClellan Hall may remain on campus during the vacation, but must complete the online vacation housing form. We must have a list of students remaining on campus for the Campus Safety Office. If you do not live in one of these six areas and need to remain on campus you must make arrangements to stay in someone's room who lives in these areas and have them complete the online vacation housing form with his/her and your information.

**VACATION HOUSING INFORMATION**

If any hall resident must remain on campus during the vacation period, he/she must make arrangements to stay in Northwoods Village or Sussman Village, Jonsson Tower, Kimball Hall, Wiecking Hall, Howe-Rounds Hall or McClellan Hall. **All specific arrangements for housing must be made by the students involved.** This includes temporary card pick-up, encoding of ID cards, use of the facilities, entry and exit dates, etc. After you make arrangements to stay in an apartment/residence hall room, the Residential Life Office must be notified as to your specific location and dates that you will be on campus.

**DINING SERVICES BREAK HOURS**

***\*\* Please return all borrowed utensils to the dish room before you leave for break. No questions asked.\*\****

**THE DINING HALL:**

End of Semester

- Thursday, December 18, 2014 will close at 9:00 pm
- Friday, December 19, open from 7:00 am – 12:00 pm, last meal

During Break

- **Will be closed from December 20 - January 11**
- Reopen on Monday, January 12, 2015: (meal plans served)
  - Breakfast: 7:00 am – 9:30 am
  - Lunch: 11:00 am – 2:30 pm
  - Dinner 5:00 pm – 7:00 pm

Regular hours will resume on Saturday, January 17, 2015.

## **THE ATRIUM CAFÉ**

### End of Semester

- Thursday, December 18, 2014 will close at 9:00 pm
- Friday, December 19, open from 7:00 am – 12:30 pm

### During Break

- **Will be closed from December 20 – January 11**
- Reopen Monday, January 12, 2015, 7:00 am – 7:00 pm until regular operations resume on Saturday, January 17, 2015.

## **THE SPA**

### End of Semester

- Will close at 5:00 pm on Thursday, December 18

### During Break

- Re-open Monday, January 5, 2015, 9:30am-2:30pm
- **January 5 – 11 for meal plans hours of operation**
  - Breakfast: 7:00 am – 9:30 am
  - Lunch: 11:00 am – 2:30 pm
  - Dinner 5:00 pm – 7:00 pm
- January 12th-16<sup>th</sup>, open: 9:30 am -2:30 pm

The Spa will resume regular operations on Monday, January 20, 2015

## **THE BURGESS CAFÉ**

### End of Semester

- Closes at 9:00 pm on Thursday, December 18, 2014
- Closes at 1:30 pm on Friday, December 19, 2014

### During Break

- It will re-open Monday, January 5, 2015, 7:30 am – 4:00 pm
- *Closed Saturdays and Sundays*

Regular operations resume on Sunday, January 18, 2015 at 5:00 pm

**THE LIBRARY CAFÉ** will be closed at 12:00 pm on Wednesday, December 17

- It will resume operations on Tuesday, January 20, 2015 at 10:30 am

## **HEALTH SERVICES**

Health Services will close on Thursday, Dec. 18<sup>th</sup> at 3 p.m.

The office will reopen Monday, Jan. 5<sup>th</sup>, 2015 at 9 a.m. Winter Break office hours are 9 a.m. to 3 p.m. daily. No weekend hours.

Normal Office hours will resume, Monday, Jan. 19<sup>th</sup>, 2014 (9 a.m. to 5 p.m.).

## **LIBRARY HOURS**

Library Hours during the vacation will be as follows:

End of Semester

Friday, Dec. 19<sup>th</sup>

OPEN 8:00 a.m. -- 4:30 p.m.

**Saturday, Dec. 20<sup>th</sup>, 2014 – Sunday, Jan. 4<sup>th</sup>, 2015**

**CLOSED**

Break Hours

Monday, Jan. 5<sup>th</sup> – Friday, Jan. 16<sup>th</sup>

OPEN 8:00 a.m. – 4:30 p.m.

**Weekends during Winter Break**

**CLOSED**

**Monday, January 19<sup>th</sup> - *Martin Luther King Day***

**CLOSED**

**LINEN/LAUNDRY**

Last laundry pickup will be Wednesday, Dec. 17<sup>th</sup>, with delivery on Friday, Dec. 19<sup>th</sup>, 2014. The regular pick-up schedule will resume Wednesday, Jan. 21<sup>st</sup>, 2015. Regular delivery will resume on Friday, Jan. 23<sup>rd</sup>, 2015.

**VACATION PARKING**

**ALL VEHICLES LEFT ON CAMPUS DURING THE VACATION MUST BE PARKED IN the Falstaff Parking Lot.**

**You must sign the attached waiver and release form and return to Campus Safety**

As might be expected, there are a number of details to check before leaving for vacation:

**A. TO PREVENT THEFT**

1. All doors should be locked.
2. All windows should be closed and shades should be left in the “up” position.
3. As the College cannot assume responsibility for any personal belongings, it is strongly suggested that you take any personal valuables home for the vacation.

**B. TO PREVENT FIRES the following items should be checked:**

1. Empty wastepaper baskets.
2. Turn off all lights.
3. Disconnect all wall plugs.
4. **Unplug and empty out refrigerators.**
5. Unplug all lights, etc.

Residence hall staff members will be inspecting each room to insure that the above requests have been followed. **They will unplug everything.**

Wiecking Hall, Howe-Rounds, Wait, Sussman and Northwoods residents, please turn your **thermostat to 68 degrees** (heat setting) when you leave.

**HAVE A SAFE AND RELAXING HOLIDAY!!**