

**SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE**

TO: All Residence Hall Students

FROM: Donald B. Hastings
Associate Dean of Student Affairs/
Director of Residential Life

RE: Vacation/Closing of Residence Halls

All residence halls will be officially closed and locked on the last day prior to the vacation period by **10:00 a.m.** All students are requested to make the necessary arrangements to vacate their rooms by the above time. The residence halls will be officially unlocked and opened on the first day following the vacation period at **2:00 p.m.** **If your travel plans have you leaving after 10:00 a.m., you must vacate your room and wait in Case Center.**

**SCRIBNER VILLAGE APARTMENTS, KIMBALL
AND McCLELLAN HALLS**

Students living in the apartments or Kimball, McClellan, and Moore Halls may remain on campus during the vacation; but must advise the Residential Life office through the Community Coordinator or respective Head Resident prior to the start vacation. A list of students remaining on campus will be distributed to the switchboard and Campus Safety.

FOOD SERVICE

The last meal served in the dining halls before vacation will be a **continental breakfast** on the last day prior to the vacation period (7:00 a.m. - 8:00 a.m.). The first meal served after vacation will be **dinner** on the first day following the vacation period, 5:00 - 8:00 p.m.

MOORE HALL – The last meal served will be a **continental breakfast** on the last day prior to the vacation period (7:00 a.m. - 8:00 a.m.). The first meal served after vacation will be **breakfast** on the following morning following the vacation period, regular hours.

Check the hours that the Spa (x5899) and the Burgess Café (x4279) will be closed prior to the vacation period and will be reopened following the vacation period.

LIBRARY HOURS

Library hours during the vacation will be altered. Check the Library Circulation Desk at x5502 for updated hours.

BUS SCHEDULE

The schedule for the Skidmore bus will be altered. Check with Facilities Services at x5860 for the vacation period schedule.

VACATION PARKING

Any student that leaves an automobile on campus over the break must sign a Waiver and Release Form and turn it into Campus Safety. Forms can be obtained at the Department of Campus Safety (lower level Jonsson Tower). Please remember that all vehicles must be parked in **West Lot B** over the break.

EMERGENCY HOUSING INFORMATION

If any hall resident must remain on campus during the vacation period, he/she must make arrangements to stay in Scribner Village, Kimball, McClellan, or Moore Halls. **All specific arrangements for housing must be made by the students involved.** This includes key pick-up, use of the facilities, entry and exit dates, etc. After you make arrangements to stay in an apartment/residence hall room, my office must be notified as to your specific location and dates that you will be on campus.

FOR ALL STUDENTS: If you are going to a place other than your home, please leave that address in an envelope on your desk in case an emergency arises. (International students are especially requested to follow this procedure.)

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.
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 terrarium lights, fish tanks, etc.**

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

Scribner Village and Skidmore Hall residents, please set your thermostat to **68 degrees** when you leave.

HAVE A SAFE AND RELAXING VACATION!!!