RIT INN GUIDE

The break between fall and spring semester is December 19, 2019 - January 12, 2020.

GOING SOMEWHERE AWESOME FOR SEMESTER BREAK - YOUR ACTION IS REQUIRED!
• Prepare the room for a new roommate(s) no later than December 19 if your roommate(s) is moving out or already moved out.
• Empty trash cans.
• Close and lock windows.
• Clean out refrigerator, if applicable.
• Lock your room door.
• Move all electronic equipment off the floor and unplug it.
• Set your heater to automatic and set room temperature to 65 degrees. Do not remove HVAC covers or turn off the valves to the HVAC unit.

PREPARING YOUR ROOM FOR A NEW ROOMMATE
If your roommate(s) is moving out or already moved out, you may be assigned a new roommate(s) for spring semester. You are responsible for preparing the room to accommodate your new roommate(s) and creating a welcoming environment and you must do so before December 19.

Remove all of your items from the vacated area of the room by Thursday, December 19. Even if you and your roommate for fall agreed that some of your things could be in their area, you need to move them to your area of the room and re-negotiate that with your new roommate(s). The vacated area of the room should look like it did when you moved in at the beginning of fall semester.

NOTHING should be in/on the desk, bed, chair, walls, and floor. Make room in the closet and dresser.
FAILING TO PREPARE YOUR ROOM FOR A NEW ROOMMATE

RIT Inn staff will enter the room to inspect for damages, assess your preparation for a new roommate(s), and to possibly perform maintenance. In addition, the vacated area will be cleaned. If you fail to prepare your room for a roommate(s):

- Your student account may be immediately charged a double-as-a-single room rate.
- You may be reassigned to another room.

NOT RETURNING TO RIT HOUSING FOR SPRING SEMESTER

No later than Thursday, December 19 at 10:00 a.m. you must:

- Remove all of your items from your room.
- Return your room key card to the front desk of the RIT Inn.
- Return your space to move-in condition.
- Resolve who is responsible for damage in the room prior to leaving and inform the RIT Inn front desk staff. If you don't settle the matter before you go, the damage will be split equally between you and your roommate(s).
- Fill out and submit an online forwarding address form. Be sure to use your middle name or initial on your forwarding address form.

REMINDER OF TERMINATION POLICY

If you remain a registered student and move to non-RIT housing (this includes your parent's home) for spring semester, you will be charged a termination fee for breaking your 2019-2020 academic year housing contract. If you terminate your housing between December 19 and January 12, you will be charged the termination fee and a $50 per day charge for every day your items are in the room and/or you have possession of the key beyond December 19th. If you terminate your housing contract January 12 or later, you will be held to the refund schedule (section 5.14 of the terms and conditions of housing) and be charged the termination fee.
GENERAL INFORMATION RELATED TO BREAK

Dining Services and dining plan: Your spring semester food debit will be activated on Thursday, December 19th; therefore if you are on campus during the break you can use your debit at any open RIT dining facility. Go to https://www.rit.edu/fa/diningservices/places-to-eat/hours to get the dining facility schedule for break.

Shuttle service: The free shuttle service will run on an altered schedule during the break, with the exception of the days RIT is closed for the holidays, December 24-January 1. Get the break schedule at https://www.rit.edu/fa/parking/transportation/bus.

The terms of RIT housing and the behavioral expectations remain the same during the break.

SPRING SEMESTER MOVE-IN

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Thursday, January 9</td>
<td>Incoming new freshmen, transfers, and graduate students</td>
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| Thursday, January 9 - Sunday, January 12 | Returning students assigned to residence halls or RIT Inn  
 Assigned to partially occupied Riverknoll, Perkins Green, or Greek housing |
| Friday, January 10 - Sunday, January 12 | Returning students assigned to vacant Perkins Green, or Riverknoll apartment, or Greek room  
 Assigned to a University Commons or Global Village suite |

SUMMER HOUSING

Your current 2019-2020 RIT housing contract ends on Saturday, May 9, 2020 at 10:00 a.m. If you need to arrange summer RIT housing, you must complete a summer housing contract. Summer housing contracts will be available on March 27, 2020 at mylife.rit.edu. Summer housing will be available in the residence halls, and a very limited number of apartments, and University Commons suites.