



NAISMITH HALL

2017 FALL SEMESTER CLOSURE POLICIES & PROCEDURES

FINAL EXAMINATION POLICIES

It is our goal to create a supportive study environment for all of our residents during final examinations; as such Naismith Hall has the following policies in place:

- **24-hour Quiet Hours** begin *Thursday, December 7, 2017* and continue through the end of the semester
- **No overnight guests** are allowed starting the evening of *Wednesday, December 6, 2017*

HALL CLOSURE POLICIES & PROCEDURES

Meal Service

Fall Semester Meal service ends after Lunch at 2:00pm on **Friday, December 15, 2017**. Spring Semester Meal Service resumes with Breakfast on at 7:00am on **Tuesday, January 16, 2018**.

Hall Closure Policies & Dates

Naismith Hall officially closes for Winter Break at 8:00 pm on Friday, December 15, 2017. Naismith will re-open for the Spring Semester at 12:00pm on Sunday, January 14, 2018.

Please note however that, in accordance with our policies, we request that residents **leave the building within 24 hours of completing their last final examination** to ensure we maintain a quiet environment for finals preparation for those students remaining in the building.

Semester Room Checkout

To keep the building and your belongs safe over Winter Break, we ask that when the last person leaves the room before Break they complete the following checklist:

- ✓ *Turn off water faucets*
- ✓ *Lock bathroom & hall doors*
- ✓ *Empty refrigerator & freezer (PLEASE DO NOT UNPLUG YOUR FRIDGE)*
- ✓ *Empty personal waste bins*
- ✓ *Close windows*
- ✓ *Turn heat to LOW setting*
- ✓ *Pick up any remaining packages from the Package Room*

If you are **NOT** returning to Naismith Hall for Spring Semester, please be advised of the following:

- All personal items must be removed from your room no later than 8:00pm on *Friday, December 15, 2017*.
- Room Key, Key Fob, Naismith ID and Laundry Card must be turned into the Front Desk prior to your departure

If you have any questions about any of these policies and procedures, or have additional questions or concerns, please contact the Naismith Hall Business Office or email us at info@naismithhall.com. Thank you for your cooperation.