



## Spring Break Housing Expectations for Students

Staying on campus over break periods is a privilege for students who have a verified reason to be on campus. During Spring Break all Carleton College policies apply and can be found at [go.carleton.edu/handbook](http://go.carleton.edu/handbook). Some additional policies apply during this period. Please read below for instructions and guidelines.

If you have questions or concerns related to your housing, contact Residential Life at [reslife@carleton.edu](mailto:reslife@carleton.edu) or come by our office during business hours.

**Failure to adhere to policies and guidelines will result in termination of your Spring Break Housing reservation.**

### HOUSING RESERVATIONS

- If you decide to change your Spring Break Housing Reservation you must email [reslife@carleton.edu](mailto:reslife@carleton.edu) by **Tuesday, March 10**.

### CONDUCT POLICIES

- No guests are allowed during the Spring Break period. Residential locations close at **2:00pm on Tuesday, March 17, for those without a Spring Break Housing Reservation**.
- Quiet Hours are from 11:00pm - 7:00am during the entire Spring Break period.
- No parties are allowed during the Spring Break period.
- Public areas such as lounges and kitchens are shared spaces, help keep them clean. All lounge furniture must remain in the lounge and not be moved to other locations. If you use a kitchen, please clean counters, stove, dishes, and sink immediately, clean kitchens, lounges, and hallways when you move out to avoid group cleaning charges.
- All room furnishings provided must remain in their original space. Do not move furniture out of the room.

### ADDITIONAL SAFETY INFORMATION

- In case of emergency, where ambulance, police or fire personnel are required, call 911 immediately (*from campus phones, dial 9-911*). In other instances in which assistance is needed, call **Security Services at 507-222-4444**. Security Services is available 24-hours a day. Please contact them if you have any safety concerns for yourself or others.
- Always lock your door. Do not let people into residential spaces.
- A **Spring Break RA On-Duty is available by phone** for additional assistance. Please see the attached email for contact information.

### IF YOU ARE IN A BORROWED ROOM

- If you are borrowing a room in Cassat or Evans your OneCard will need to be encoded on **Tuesday, March 17**, to give you access to your Spring Break room.
- You must be moved to your Spring Break Housing by 12:00pm on Tuesday, March 17.
- You can start moving back to your permanent housing assignment at **10:00am on Friday, March 27**. If you are in Cassat or Evans, access to your break room will be turned off at **8:00pm on Friday, March 27**.
- You will be held responsible for any damages to the permanent occupant's personal belonging. Any charges for cleaning or repair as a result of your stay will be charged to your student account. Please be respectful of the borrowed space and leave it in good condition.