SPRING BREAK HOUSING APPLICATION

Spring Break Housing is available from March 15 through March 26 for:

1) International students and students who live at least 450 miles away.
2) Students taking courses at St. Olaf (Note: If you are enrolled in a course at St. Olaf, you will not be charged for your room).
3) Athletic team members with authorization from the Athletic Department.
4) Students with at least a 20-hour per week job on campus with verification from their employer.
5) Seniors working on comprehensive exercises.
6) Other approved Carleton programs.

What is the cost?
There is a charge of $110 (room only) which will be billed to your student account.
If you decide not to stay on campus over Spring Break, you must notify us in writing by March 8 to avoid charges.

Where will I live?
All of the residential halls, Faculty Club, Parish, and the Townhouses will be the only buildings available for spring break housing. If you don’t live in one of these areas, you may borrow a room from either:

- A borrowed room in any of the open buildings that will already be occupied by another student staying for the break.
- A borrowed room in Cassat or Evans.

Rooms that will be completely vacated at the end of winter term are not available for break housing as they need to be cleaned in preparation for the new spring term resident(s).

Is the food service open during the break?
The dining halls will be closed during the break; however, Sayles Café will be open limited hours.

How do I reserve Spring Break Housing?

a) Complete an application noting the reason you are applying for housing. If you are employed by the College or an athlete, your employer or coach will need to sign the application.

b) Obtain the appropriate signatures of your coach, supervisor, adviser, OILL staff, or Registrar’s Office for their approval of your stay

c) If you don’t live in one of the designated break areas, you may need to borrow a room.

How do I borrow a room?

- Talk to roommates and other students that are staying for the break to see if you can pair up in a room.
- Talk to friends or classmates that live in Cassat or Evans.
- If you still need help locating a room, stop in the Office of Residential Life, Sevy G10, and staff are happy to assist you.

A $25 administrative fee will be assessed if our office assigns you a room.

What if I want to change or cancel my dates of stay?
We require one week written notice for any changes to your housing reservation. If you would like to change or cancel your stay, please send an email to reslife@carleton.edu indicating the change.

APPLICATION DEADLINE: 5 p.m. on Monday, February 29. Your housing assignment will be verified the week of March 9th. If you have questions, stop by the Office of Residential Life, Sevy G10, or e-mail reslife@carleton.edu. Any applications for spring break housing received after the deadline will only be considered if space is available and will be assessed a $25 late fee.
SPRING BREAK HOUSING APPLICATION

STUDENT INFORMATION

Name: ____________________________
(please print) Last Name: ____________________________ First Name: ____________________________ Middle Name: ____________________________

Spring Term Housing Assignment: ____________________________ Email Address: ____________________________

Cell Phone: ____________________________ Class Year: ________ Student Id: ____________________________

Dates of Stay: from _____/____/____ to _____/____/____

☐ I understand spring break housing includes the entirety of the break from March 15-March 26 and my student account will be billed $110.

REASON FOR STAY

Reason for staying (check one): ☐ Athlete ☐ Comps ☐ Live ____ miles away
☐ Campus Employment ☐ International Student ☐ St. Olaf Coursework
☐ CCCE Program ☐ Career Center Program ☐ WFR Course

Signature of coach, work supervisor, adviser, OIIL staff, or Registrar’s Office verifies approval for break housing.

Representative of Registrar’s Office verifies enrollment.

SIGNATURE OF STAFF/FACULTY: ____________________________ If APPLICABLE, ACCOUNT TO BE CHARGED: ________

DEPARTMENT/ATHLETIC TEAM: ____________________________ DATES OF STAY: ____________________________

BORROWING A ROOM

If you do not live in the residential halls, Parish, Faculty Club, or the townhouses, you must make arrangements to borrow a room.

Room you are borrowing: Building: ____________________________ Room #: ________

All permanent residents of the room/suite must print and sign below to indicate their consent for the break resident listed above to be able to stay in your room:

By signing this form, I understand that the student applying for break housing will be borrowing my room.

Name: ____________________________ Signature: ____________________________

Name: ____________________________ Signature: ____________________________

Name: ____________________________ Signature: ____________________________

Name: ____________________________ Signature: ____________________________

Name: ____________________________ Signature: ____________________________

Name: ____________________________ Signature: ____________________________

CONTRACTUAL AGREEMENT

In exchange for the privilege of staying on campus, I agree to maintain the room in the same condition in which I occupied it. I will be financially responsible for any damage that occurs and will make sure that the room is as clean when I leave as when it was turned over to me. I also agree to abide by the Conditions of Occupancy published in the Student Handbook and the guidelines provided by the break RA staff.

Applicant’s Signature (REQUIRED) ____________________________ Date ____________________________

(Please return this form to Sevy G10 by 5 p.m. on Monday, February 29, 2016.)