

## **WINTER BREAK HOUSING APPLICATION 2011**

### **Winter Break Housing is available from November 22 through January 2 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 who have at least 20-hour per week jobs on campus with verification from employers.
- 5) Seniors working on comprehensive exercises.

### **What is the cost?**

There is a charge of \$60 per week (room only) which will be billed to your student account. The billing week will begin on Saturday and end on Friday. If you decide not to stay on campus over Winter Break, you must notify us in writing by November 15 to avoid charges. **We will not bill for partial weeks.**

### **Is the Food Service open during the break?**

The Food Service will be closed during the break, however, the Snack Bar will be open limited hours.

### **Where will I live?**

Burton and Davis Halls will be the only buildings available to Winter Break Housing. Applicants must locate a current resident who agrees to let you stay in their room throughout the break. Residents of Burton and Davis must complete an application to stay in housing during the break. The Davis rooms with connecting baths must be used to house occupants of the same gender. Rooms that will be completely vacated at the end of fall term are not available for break housing. You are responsible for getting a room key from the fall term resident of the room.

### **How do I reserve Winter 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) Locate a resident in Burton or Davis Hall that will agree to have you stay in his/her room throughout the break and have him/her sign the form indicating agreement. Students are not allowed to occupy any rooms that are completely vacated at the end of Fall Term .

### **What if I can't find a place to live?**

If you are having a difficult time locating a room to live in during winter break, contact the staff in the Office of Residential Life, Sevy G10.

**APPLICATION DEADLINE: 5 p.m. on Monday, October 31.** Your housing assignment will be verified the week of November 7<sup>th</sup>. If you have questions, stop by the Office of Residential Life, Sevy G10, or e-mail [reslife@carleton.edu](mailto:reslife@carleton.edu).

**IMPORTANT REMINDER:** Since the other residence halls and off-campus houses will be locked at 2 p.m. on Tuesday, November 22, you must have everything moved to Burton or Davis by that time. Please plan ahead.

**APPLICATION FOR HOUSING DURING WINTER BREAK**

PLEASE PRINT ALL INFORMATION

Name: \_\_\_\_\_ Sex (F/M) \_\_\_\_\_ ID: \_\_\_\_\_

Current Housing Assignment: \_\_\_\_\_ Ext.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Burton/Davis Room Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Dates you will need housing: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

Reason for staying (check one): Athlete \_\_\_\_\_ Comps \_\_\_\_\_ Live \_\_\_ miles away  
Campus Employment \_\_\_\_\_ International Student \_\_\_\_\_ St. Olaf Coursework \_\_\_\_\_

**ATHLETES**

**Athletic team coach is to indicate the account number to which we will charge your room and the dates for which the department will pay for your room.**

SIGNATURE OF COACH: \_\_\_\_\_ ACCOUNT TO BE CHARGED: \_\_\_\_\_

ATHLETIC TEAM: \_\_\_\_\_ DATES OF STAY: \_\_\_\_\_

**CAMPUS EMPLOYMENT**

**Signature of campus supervisor below indicates at least a 20-hour a week paid position at the College for at least four weeks of the six-week break.**

SIGNATURE OF SUPERVISOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ FIRST AND LAST DAY OF EMPLOYMENT: \_\_\_\_\_

**SENIORS WITH COMPS**

**Signature of advisor below indicates that application for break housing is related to completion of comps.**

SIGNATURE OF ADVISOR: \_\_\_\_\_

**INTERNATIONAL STUDENTS**

**Signature of International Program Staff to verify status.**

SIGNATURE: \_\_\_\_\_

**ST. OLAF COURSEWORK**

**Signature of representative of Registrar's Office verifying enrollment.**

SIGNATURE: \_\_\_\_\_

**CONTRACTUAL AGREEMENT**

In exchange for the privilege of staying on campus, I agree to maintain the room and its possessions in the same condition in which I find them. This means that 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 will obtain the key to the room from the permanent occupant and return it to him or her at the end of the break. 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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_