WINTER BREAK HOUSING RESERVATION

Name: _____________________________________ Student ID# ________________ Class Year _______

Email Address: _______________________________________ Cell Phone ________________________

Fall Term Building/Room: _____________________ Winter Term Building/Room: ______________

Dates you will need housing: From _____/_____/_____ to _____/_____/_____

2nd dates: From _____/_____/_____ to _____/_____/_____

Break Housing: Cassat Hall or Evans Hall Room Number: ___________

(Circle Building)

Please select the reason below that you need housing and get the appropriate signature on the line below.

AUTHORIZATION SIGNATURE: __________________________________________________________

If you need winter break housing and you do not meet the one of the criteria above, please contact reslife@carleton.edu and outline your circumstances.

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 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 resident of the room must print and sign below to indicate their consent for the break resident list above to be able to stay in your room:

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

APPLICATION DEADLINE:  5 p.m. on Monday, November 6
Winter Break Housing Reservation

Winter Break Housing is available from November 21 to January 1 for:
1) Athletic team members with authorization from the Athletic Department.
2) Students working at least 20 hours per week in an on-campus job with verification from employers. (Students are responsible for winter break charges).
3) Seniors working on comprehensive exercises with advisor verification. (Students are responsible for winter break charges).
4) 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).
5) Students who live more than 450 miles away, including International students. International students need verification from Office of International and Intercultural Life and domestic student need signature from Residential Life staff. (Students are responsible for winter break charges).

What is the cost?
There is a charge of $70 per week (room only) which will be billed to your student account. The billing week will begin on Monday and end on Sunday. If you decide not to stay on campus over Winter Break, you must notify us in writing by November 14 to avoid additional charges. Partial weeks stayed will be billed at the weekly rate with the exception of the first week of break which begins on Tuesday at 2pm.

Is the Food Service open during the break?
The Food Service will be closed during the break, however, Sayles Café will be open limited hours.

Where will I live?
Cassat and Evans Halls will be the only buildings available for Winter Break Housing. Applicants must locate a current resident who agrees to let you stay in their room throughout the break. Residents of Cassat and Evans must complete an application to stay in housing during the break. Rooms that will be completely vacated at the end of fall term are not available for break housing. Your card will need to be encoded on Tuesday, November 21 to give you access to your winter break room.

How do I reserve Winter Break Housing?
1. Locate a resident in Cassat or Evans 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.
2. All student must have required authorization signatures.

How do I find a place to live?
· Talk to friends or classmates that live in Cassat or Evans.
· Talk to roommates and other students on your floor that are staying for the break to see if you can pair up in a room.
· If you still need help locating a room, stop in the Office of Residential Life and staff are happy to assist you.
· A $25 administrative fee will be assessed if our office assigns you to a room.

APPLICATION DEADLINE: 5 p.m. on Monday, November 6. Your housing assignment will be verified the week of November 7th. If you have questions, stop by the Office of Residential Life, Sevy G10, or e-mail reslife@carleton.edu. Any applications for Winter Break Housing received after the deadline will only be considered if space is available and will be assessed a $25 late fee.

IMPORTANT REMINDER: Since the other residence halls and off-campus houses will be locked at 2 p.m. on Tuesday, November 21, you must have everything moved to Cassat or Evans by that time. Please plan ahead.