

BREAK HOUSING PERMISSION FORM

If you need to reside on campus during Thanksgiving, Winter or Spring break, please read through the following information carefully. **Card access to the building will be given only to students who have turned in the paperwork on time.**

- **If you currently live in International Hall:** you may remain in your room during Thanksgiving break.
- **If you currently live in International Hall, Living Center, Townhouses, or Senior Suites:** you may remain in your room during winter break. Please note that the Living Center Townhouses and Senior Suites are closed until January 1st at noon.
- **If you currently live in International Hall, Living Center, Townhouses, or Senior Suites:** you may remain in your room during spring break.
- **If you live in a residence hall other than International Hall, Living Center, Townhouses, or Senior Suites:** you are required to obtain written permission from all of the resident(s) of a room in International, Living Center, Townhouses, or Senior Suites for the use of their room or apartment. You must complete the bottom portion of this form and return it to the Office of Housing & Residence Life by the deadline listed on our website. **Note: You must obtain the room key from one of the residents of the room or apartment in which you are staying.**
- The following students will be allowed to reside on campus during break:
 - Students who need to remain on campus to fulfill athletic, student teaching or internship commitments.
 - **Non-local students working full-time (30+ hours on or off campus).** If you are working off campus, please provide us with a letter on letterhead from your employer stating how many hours you will be working during the break. Housing will not be granted if the Office of Housing & Residence Life cannot verify your employment.

Night security coverage will be provided in International Hall, Senior Suites, and the Living Center. Should you need assistance during this time and are unable to find either the resident director or the guard, please contact the Department of Public Safety 413-748-5555. Public Safety is available 24-hours a day, seven days a week.

Complete and return to the Office of Residence Life no later than 3PM on the deadline listed at the bottom of this form.

I am requesting housing accommodations for the following reason (PLEASE PRINT):

Athletic Team Student teaching, Internship, Fieldwork International student
 Team: _____ Supervisor: _____
 On/off campus full-time employment Employer's name and phone number: _____
 Other: _____

Name: _____ ID#: _____ Current Hall/Room # _____ Cell Phone #: _____
 Dates housing needed: _____ to _____ during Thanksgiving Break Winter Break Spring Break

1. I presently live in room _____ of _____ International _____ LC _____ TH _____ SS and will be staying in that room.
2. I have received permission to live in room _____ of _____ International _____ LC _____ TH _____ SS from **ALL** of its present occupants.

I understand that I assume full responsibility for the room/apartment and its contents while living there and I agree to abide by all College and residence halls policies and procedures while living on campus during break. **I also agree to not consume or distribute alcohol in any residence hall or on campus during break. Additionally, I acknowledge that I am not permitted to have visitors during the break housing period. Failure to adhere to these policies will mean I will be removed from housing immediately and will not be allowed to return until the official date of opening for the residence halls.**

(Signature)

OCCUPANCY PERMISSION

We, the undersigned, give permission to the student signed above to occupy our room/apartment during the break period. We understand that the College is not responsible for losses or damages in our room and that the above named student has assumed responsibility for the room and its contents while living there.

Hall: _____ Signatures: _____
 Room #: _____
 Apt. #: _____

Print name next to signature

Deadlines: Thanksgiving Break: 11/11/11 Winter Break: 12/9/11 Spring Break: 2/24/12