Dear {Name},

This issue of the Blue Beat highlights important information regarding winter break. If you have questions, email us at housing@depaul.edu or give us a call at (773) 325-7196.

University Center (UC) does not close and therefore you are not required to leave for winter break. Just a reminder that if you are departing the UC at any time for winter break you should review the winter break information checklist that is distributed by the UC Management Office. Don’t forget your ID and key for when you return.

Have a great winter break and see you in January!
If you plan on leaving for winter break, remember the following:

1. Close all windows.
2. Turn off all electrical appliances, except refrigerators and aquariums (don’t forget to turn off your alarm clock).
3. Dispose of perishable food and clean all dirty dishes.
4. Empty room wastebaskets.
5. Set thermostat to the lowest setting.
6. Turn out room and closet lights.
7. Close and lock room door (if in a suite, lock your closet and bathroom door).
8. If you have vacant space in your unit, all areas should be clean and ready for a new resident to move-in.

If you will not be returning to University Center or DePaul University in January, please remember the following when checking out.

1. Make sure DePaul Housing Services is aware that you will not be returning.
2. You must be checked out of your unit no later than Wednesday, November 26th by 12pm.
3. You must check out of your room properly. Once all of your items have been removed from the unit, you have two (2) options Express Checkout or checking out with an RA.
4. Remember you must turn in your UC ID and bedroom/closet key at the time of check-out. Failure to do so will result in a $150 improper check-out fee in addition to costs associated with changing the lock(s). An additional $50 fee will be assessed for any bedroom/closet key not returned.
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