UNIVERSITY CENTER

2026 Thanksgiving and Winter Break Resident Packet

As we approach the end of the term, we want to help you prepare for Thanksgiving and Winter Break, as well as the end of the Fall Term. This packet includes important information regarding closing dates and deadlines, room vacancies, leaving for break, non-returning student check-out procedures, mail/packages, and dining services. **Please read this packet carefully in its entirety**. Any questions, contact your RA or the Management Office for assistance.

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UC Information

Management Office

The Management Office will be closed on the following dates:

- **Thanksgiving Holiday:** 12:00pm on November 25 – November 29
- **Winter Holiday:** December 24 – January 2

Our Security team will be available for urgent requests during all closures.

Package Pickup

Carrier deliveries will continue to be placed in the package lockers and will be available for pickup as normal. Packages remain in lockers for up to 48 hours before being moved to the Package Overflow Room.

USPS deliveries and oversized packages received during holiday closures will be processed the next business day when the Management Office reopens. You will receive an email notification when your package is ready for pickup. If you have not received a notification by 3:00 p.m. on the next business day, please contact the Management Office for assistance. Please pick up packages within 14 days of delivery to avoid them being returned to the sender.

Dining Services

Meal Plan Access During Breaks

If you are staying at University Center during the break(s), please note that meal plans will be inactive while classes are not in session. During this period, you may purchase meals using remaining flex dollars from the current term (**we recommend you start saving now**), credit/debit card, contactless payment when the Caf and Market are open.

Meal Plan Inactive Dates

School	Thanksgiving Inactive Dates	Winter Inactive Dates
DePaul University	Nov 26 – Jan 2	Nov 26 – Jan 2
DePaul Law	Nov 26 – Nov 28	Dec 19 – Jan 17
UC Resident Advisor	Nov 26 – Nov 28	Dec 19 – Jan 2

*You can view your full Meal Plan Calendar by clicking **[HERE]** and selecting Meal Plans.*

Thanksgiving Holiday Hours

The Caf and Market will operate on **holiday hours** on **Wednesday, November 25**:

- **Brunch:** 11:00 a.m. – 2:00 p.m.
- **Dinner:** 4:30 p.m. – 7:00 p.m.
- **Market:** 10:00 a.m. – 8:00 p.m.

Dining Closures

The Caf and Market will be **closed** on the following dates:

- **Thanksgiving Holiday:** November 26 – November 28
- **Winter Holiday:** December 19 – January 2

If you plan to remain at University Center during these closures, please plan to make alternate meal arrangements.

January Consolidated Dining Schedule
From January 3 – January 24, The Caf will operate on a consolidated menu and reduced hours. Regular menus and hours will resume on January 25.

Monday – Friday
Breakfast: 7:00 a.m. – 9:00 a.m.
Lunch: 11:00 a.m. – 1:00 p.m.
Dinner: 5:00 p.m. – 7:00 p.m.
Market: 7:00 a.m. – 8:00 p.m.

Saturday-Sunday
Brunch: 11:00 a.m. – 1:00 p.m.
Dinner: 5:00 p.m. – 7:00 p.m.
Market: 10:00 a.m. – 8:00 p.m.

Break and Move-Out Information

As the academic breaks approach, please follow the steps below based on your specific scenario for Thanksgiving and again for Winter Break. If you:

- **Plan to return to UC** after the breaks, please complete the **"Before You Leave for Break Checklist"** to ensure your room is left in good condition and ready for a comfortable return.
- **Will not be returning** to UC or your institution for the remainder of the school year, please notify your Housing Office prior to the deadline below. This step is required to determine any applicable cancellation penalties and final balances owed. *Moving out of UC does not automatically cancel your housing contract*. Refer to the **"Not Returning Checkout Process"** section for detailed move-out instructions and frequently asked questions.

Housing Office Contact
- Housing@depaul.edu

Deadline to Request Cancellation
- No later than November 18

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Before You Leave for Break Checklist

Before leaving for Thanksgiving or Winter Break, please complete the checklist below to ensure your room is safe, clean, and in good condition. This helps to keep your space ready for a comfortable return or for a potential new roommate during the break period.

Room Preparation

☐ Close and lock all windows and lower blinds.
- Residents are responsible for any damage caused by frozen pipes due to open windows.

☐ Clean your unit thoroughly:
- Wash and put away all dirty dishes.
- Clean refrigerator and remove all perishable items. **Do not disconnect refrigerators/ mini fridges.**
- Unplug all small electronics (especially alarm clocks).
- Remove all trash.

☐ Set thermostat to the lowest heat setting and ensure the **HVAC switch is flipped up**.
☐ Ensure all sink, shower, and tub faucets are **turned off**.
☐ Make sure the stove and oven are **turned off**.
☐ Turn off all lights.
☐ Secure valuables and personal belongings:
- Lock bedroom and closet doors.
- Suite residents: lock bathroom doors.
- ***UC assumes no liability for personal property left behind.***

☐ Check mail and collect all packages.

Vacancies & New Roommates

If you live in a shared unit style, *Quad Semi-Suite, Deluxe Double Suite, 2- or 4-Bedroom Apartment,* with a vacant space or a roommate moving out, **a new roommate may move in between now and January 31**. Your school may provide notification of a new roommate assignment, but notifications are not guaranteed. Please check your UC Resident Portal regularly for updated roommate information.

Apartment Units:

☐ Shared spaces (living room, kitchen, bathroom) are clean and welcoming.
☐ 2-Bedroom Apartments: Bedroom is clean and belongings occupy **only your share** (1 bed, 1 desk/chair, closet).
☐ Personal belongings occupy only your assigned space.
☐ Understand that cleaning fines may apply if shared spaces are not ready.
☐ ***UC assumes no liability for items relocated to accommodate a new roommate.***

Suite Units:

☐ Room is clean and belongings occupy **only your share** (1 bed, 1 desk/chair, 1 bookcase, closet).
☐ Bathroom is clean and ready for use.
☐ Beds are **not pushed together**.
☐ Understand that cleaning fines may apply if space is not ready.
☐ ***UC assumes no liability for items relocated to accommodate a new roommate***.

Reminder

☐ Take your **UC ID** and **bedroom/closet key**. Returning without these will result in **lockout or ID replacement charges**.

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Not Returning Check-Out Process

If you **will not be returning** to UC or your institution for the remainder of the school year, complete this checklist to ensure a smooth move-out and avoid additional fees. You are responsible for your part of the shared space. Staff will inspect the unit after moving out, and you may be billed for any damages. **Avoid charges** by leaving your room clean, free of damage, and removing all belongings.

Before You Move Out

☐ Make sure your Housing Office has been notified of your departure. *Moving out of UC does not automatically cancel your housing contract*
☐ Complete the **"Move-Out Checklist"**.
☐ Review **"How to Check-Out"**.
☐ Confirm you are able to log into your **UC Resident Portal** as you will need access to it to complete your checkout.
☐ Remove all personal belongings from your room.
☐ Clean your room thoroughly; assume a new resident is moving in immediately.

Move-Out Deadline

You **must check out before your institution's deadline** to avoid improper checkout fees. No extensions will be granted.

School	Deadline
DePaul University	Before Noon, Nov 25
DePaul Law	Before Noon, Dec 19

Move-Out Helpers

Limit helpers to 3 people at a time via visitor check-in. Helpers must present a government-issued ID and wear a visitor pass. Helpers must remain with you at all times while in the building.

Parking & Loading

The Loading Dock has limited space and is available for **loading only**. There is no parking or standing permitted at any time, vehicles in violation are subject to tow at the owner's expense. Do not load or park in front of UC, Chicago traffic laws prohibit stopping, standing, or parking on State Street. Plan parking in advance. We recommend using parking apps such as SpotHero or ParkWhiz to locate nearby options.

Speed Packs

Check out a Speed Pack (moving boxes on wheels) from lobby security, if needed. Speed packs must be returned within 1 hour. Failure to return will result in $100 replacement fee. Speed Packs cannot leave UC premises. Bring your personal dolly if available to transport items.

Left Items

Remove all items from your unit, as UC staff cannot ship items left behind. Items of value may be stored for up to 14 days, with applicable storage fees. After 14 days, any unclaimed items will be considered abandoned and donated. Please ensure that all trash and large items are removed, as disposal fees may apply.

Mail & Packages
Be sure to update your mailing address with banks, online stores, family, friends, and USPS. UC will forward first-class mail for 30 days if USPS has your updated address (zip code: 60605-1616). Any packages or mail arriving after your move-out date will be returned to the sender, and UC can only accept packages for current residents.

Meals & Flex Dollars
Use all remaining **meals and flex dollars** before checkout or dining center closure. **No refunds** will be issued.

Move-Out Checklist

Leave Your Unit Clean — Ready for a New Resident

☐ Wipe down all furniture (bed, desk, chair, etc.)
☐ Remove all wall/ceiling items (3M hooks, poster mounts, etc.) and residue
- There is a fee for any removal required by staff

☐ Thoroughly clean your bedroom, common space, and bathroom (vacuum & mop)
☐ Remove all trash and recycling from your unit and place it in the trash room
- There is a **$50 per bag** fee for any trash or belongings left behind

☐ If you rented a UC Amenity:
- **Lofts/Full Size Beds:** Leave assembled in your room.
- **UC Micro-Fridges:** Must be emptied, defrosted, and cleaned, but left plugged in.

Amenities rented under your name will be **removed within 72 hours of your check-out**. Please ensure your roommate(s) are aware that the item will be removed.
If you wish to transfer the **Micro-fridge** to your roommate, email UCHousing@peakmade.com at least 48 hours prior to your checkout from your university email address, indicating the name of the roommate you wish to transfer the item to. *Note: Items cannot be transferred to residents in other units.*

Before You Depart

☐ Check all drawers, cabinets, and shelves — remove all items
☐ Ensure all faucets are turned off
☐ Turn off all lights
☐ Set fan on and thermostat to the lowest heat setting
☐ Close and lock all windows, and close blinds
- Residents are responsible for damage from frozen pipes or HVAC issues due to open windows

☐ Ensure stove/oven is off and refrigerator/freezer are empty (apartments only)
☐ Lock all doors:
- **Apartments** – lock bedroom (and closet if applicable)
- **Suites** – lock closet and bathroom doors

☐ Check your mailbox and collect all packages
- Packages left after checkout will be returned to sender

☐ Don't forget your bike/scooter! These will be treated as abandoned property
☐ Have your UC ID and bedroom/closet key ready to return
- There is a $50/key replacement fee if not returned at checkout

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How To Checkout

1. All residents who are not returning must officially check out by the deadline. Failure to do so may result in additional charges and fees from your university.
2. Complete the **Move-Out Checklist**.
3. Staff will inspect your unit; any damages may result in charges.
4. Once all belongings are removed, go to the **Express Checkout Station** (1st floor lobby) to scan the **QR Code** linking you to the **Express Checkout Form** on the UC Resident Portal.
    - Make sure you have your UC Resident Portal email and password available.
5. Turn in your **UC ID and key(s)** at this time.

UC ID Cards & Keys - Return your **UC ID and bedroom/closet key** at checkout. Failure to do so results in a $150 improper checkout fee plus $50 per lock replacement.

Late Move-Out Charge - Not checked out before your institution's deadline will result in a $150 Improper Checkout Fee. Additional fees may apply.

We hope you have a safe and enjoyable holiday break!