

# Northern Illinois University Housing & Dining



Winter Break Temporary Housing Request  
December 13, 2009 – January 7, 2010

Please send the completed request to:  
Residential Administration Office  
East Neptune Hall  
DeKalb, IL 60115-2877

Contact information:  
Web site <http://housing.niu.edu/housing/>  
Phone: (815) 753-1525  
Email: [housingdining@niu.edu](mailto:housingdining@niu.edu)

Name: \_\_\_\_\_ NIU Z ID #: \_\_\_\_\_  
(Print) Last First Middle Initial

Fall 2009 on-campus address

Spring 2010 campus address if different from Fall

Hall: \_\_\_\_\_

Hall: \_\_\_\_\_

Room #: \_\_\_\_\_

Room #: \_\_\_\_\_

Preferred phone # \_\_\_\_\_

- Students living in Douglas Hall and Lincoln Hall may request a temporary assignment in a hall that is open for winter break housing by **completing a Winter Break Temporary Housing Request and a Winter Break Contract Addendum.**
- Students making this request will be administratively assigned a temporary room for their chosen break housing session(s).
- Students requesting a winter break temporary assignment are able to leave their personal belongings in their Spring 2010 Lincoln or Douglas room assignment. Student moving to a temporary assignment must take any personal belongings they need for the winter break period with them when they leave their Lincoln or Douglas room at the end of Fall 2009
- All Lincoln and Douglas students must leave the hall **no later than Sunday, December 13, 2009 at 10 a.m.**
- If a student requests a temporary assignment that starts after the first break housing session, the resident must still remove belongings they need over the break from their current space in Lincoln/Douglas by December 13<sup>th</sup>.
- Hall staff will not be available to escort residents back in to Lincoln or Douglas over the winter break.
- Students must move out of their temporary winter break room assignment **no later than noon Wednesday, January 6, 2010.** Students not staying during the last winter break session need to check out at the end of the last session for which they have contracted and may return to their Lincoln/Douglas room when the halls open Thursday, January 7, 2010.

### Temporary Break Housing Agreement

By signing below, I acknowledge agreement with terms and conditions of this temporary break housing request. **It is agreed and understood that the student may not reside in or re-enter their Lincoln/Douglas permanent assignment during the winter break period.** It is further agreed that should the student not return to the residence hall system for Spring 2010, and not check out of their Lincoln/Douglas space by Friday, January 8, 2009, the belongings in the Lincoln/Douglas room assigned to the student will be packed by department staff for a minimum charge of \$500 and stored for no longer than 30 days for the owner's pick-up, after that time to be disposed of as deemed necessary. Northern Illinois University may not be held responsible for the condition or security of any personal belongings stored in the student's unsupervised future room assignment. Students may request to be released from their Winter Break contract no later than December 9, 2009 for any and all sessions. There are no cancellations or refunds after that date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### *Administrative Use Only*

Winter Break Assignment: Hall \_\_\_\_\_ Room \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_