

# Bromley Hall

## 2017 FALL SEMESTER CLOSURE POLICIES & PROCEDURES

### FINAL EXAMINATION POLICIES

It is our goal to create a supportive study environment for all of our residents during final examinations, as such Bromley Hall has the following policies in place:

- **24-hour Quiet Hours** begin *Thursday, December 14<sup>th</sup>, 2017* and continue through the end of the semester
- **No overnight guests** are allowed starting the evening of *Wednesday, December 13<sup>th</sup>, 2017*

### HALL CLOSURE POLICIES & PROCEDURES

#### Meal Service

The last meal served will be breakfast from 7:00am -10:00am on **Friday, December 22<sup>nd</sup>, 2017**. Meals will resume regular schedule with breakfast on **Monday, January 15<sup>th</sup>, 2018**.

#### Hall Closure Policies & Dates

*Bromley Hall officially closes for Winter Break at 12:00 pm on Friday, December 22<sup>nd</sup>, 2017. Bromley will re-open for the Spring Semester at 12:00pm on Sunday, January 14<sup>th</sup>, 2018.*

Please note however that in accordance with our policies, we request that residents **leave the building within 24 hours of completing their last final examination** to ensure that we maintain a quiet environment for finals preparation for those students remaining in the building.

#### Semester Room Checkout

To keep the building and your belongings safe over Winter Break, when the last person leaves the room before Break, please complete the following checklist:

- ✓ *Water faucets turned off*
- ✓ *Bathroom & hall doors locked*
- ✓ *Empty refrigerator & freezer (PLEASE DO NOT UNPLUG YOUR FRIDGE)*
- ✓ *Empty out personal waste bins*
- ✓ *Close and lock windows*
- ✓ *Turn heat on LOW setting*
- ✓ *Pick up any remaining packages from the Package Room*

If you are **NOT** returning to Bromley Hall for Spring Semester, please be advised of the following:

- All personal items must be removed from your room no later than 12:00pm on *Friday, December 22, 2017*.
- Room Key, Key Fob, Bromley ID and Laundry Card must be turned into the Front Desk prior to your departure

If you have any questions about any of these policies and procedures, or have additional questions or concerns, please contact the Bromley Hall Business Office or email us at [info@bromleyhall.com](mailto:info@bromleyhall.com). Thank you for your cooperation.