



REQUEST TO STAY OVER BREAK FORM

Office of Housing & Residence Life

1 College Avenue, Wise VA 24293
www.uvawise.edu/reslife

276-328-0214 phone
276-376-1068 fax

FNAME _____ MNAME _____ LNAME _____

RESIDENCE HALL _____ ROOM# _____ CELL # () _____

BREAK PERIOD OF THIS REQUEST: Fall Thanksgiving Winter Spring

SPECIFIC DATES OF REQUEST * _____

**NOTE: These are the only dates that you will have Cavs Card swipe entry access to your residence hall facility.*

REASON FOR REQUEST

There is a per day/night fee for staying for non-college business during break periods. Signature of the supervisor/coach is required for the fee to be waived for official college business. The applicable fee will be billed to your student account.

Official College Business

What dept/team/activity? _____

Signature of supervisor/coach _____ Date _____

NOTE: A complete list of students requesting to stay over break may be emailed by the supervisor/coach to justice@uvawise.edu in lieu of signatures on each individual form. Individual forms must still be completed by each student.

Non-College Business (Please note that there is a \$20 per night charge for all non-college business stays)

Why? _____

TERMS OF REQUEST

As the halls are closed during break periods, there are additional rules and policies due to the limited number of housing personnel on duty during this time. By requesting to stay in my residence hall space during this break period, I understand and agree that:

- Approval to stay on campus during this time is a privilege, not a right.
- I must continue to follow all rules and policies in the Housing Agreement.
- I will be respectful to College property, including common area bulletin boards, fliers, signs, etc.
- I will follow these additional terms for this break period —
 - No guests are permitted (no exceptions)
 - No propping doors to the outside
 - No moving furniture in any of the common areas
 - Failure to have my CAVS Card ID and room key to get back into my hall will be considered a lock out.
 - No alcohol may be consumed in my room during the break period, even if it is considered a wet room while halls are open.
 - Meals are on my own as all campus Dining Services locations are closed during the break period.
 - There is a per day/night fee of \$20 for non-college business stays. Signature of the supervisor/coach is required for the fee to be waived for official College business.
- Any violation of these rules may lead to student conduct consequences.
- UVa-Wise Housing and Residence Life staff may enter rooms for Health and Safety inspections during each break period. Staying over break does not exempt your room from a Health and Safety inspection.

Student signature _____ Date _____

OFFICE OF HOUSING & RESIDENCE LIFE USE ONLY		
Date received ____ / ____ / ____	REQUEST APPROVED	REQUEST DENIED
REASON _____		
Total Per Night Charge: \$ _____	Billed to Acct: ____ / ____ / ____	HRL Signature _____