Please fill out the form below to request to stay over a break period. This is for University of Virginia at Wise students only.

**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 jjustice@uvawise.edu in lieu of signatures on each individual form. Individual forms must still be completed by each student.*

- [ ] Non-College Business
  - 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 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 __________________**