

Dear Parents, the following information has been shared with your student about the upcoming Spring Break.

**Spring Recess Resident Student Information
Friday, March 10 – Sunday, March 19, 2023**

Dear student,

As you prepare for the upcoming spring recess, we are writing to remind you of residence hall policies and procedures to help with your planning. Whether you are traveling or remaining in the Poughkeepsie area over break, we hope that you rest, relax, and come back refreshed to take on the second half of the spring semester.

POLICIES

- Guests are not permitted in the residence halls beginning Sunday, March 5 through the end of Spring Recess on Sunday, March 19.
- All residence areas will close for the 2023 Spring Recess on Friday, March 10 at 7:00 P.M. and will reopen on Sunday, March 19 at 10:00 A.M.
- While the majority of our students will be traveling during break, we understand that in certain instances, it may be necessary for students to remain in campus housing. These include athletic commitments, jobs, student teaching, internships, or other significant travel distance from the College. Outlined below is the process for students to request permission to remain on campus.
- The Dining Hall will close at 3:30 P.M. on Friday, March 10 and reopen at 4:30 p.m. on Sunday, March 19.
- Classes resume Monday, March 20 at 8:00 A.M.

INSTRUCTIONS FOR LEAVING FOR SPRING RECESS:

Before you leave for the break you must:

- Close and lock windows and curtains
- Empty trash
- Unplug all electrical appliances (except refrigerators)
- Set heat to 65 degrees or a medium setting

- Lock your door
- Leave rooms in broom-cleaned condition
- Take all valuables home with you

Housing and Residential Life staff will conduct health and safety inspections of each residence area on Friday, March 10. Rooms/apartments that have not been cleaned and/or found to have college policy violations will be documented and residents may lose Priority Points. Please contact your Resident Assistant or Resident Director with any questions.

INSTRUCTIONS IF YOU ARE REQUESTING TO REMAIN IN HOUSING DURING SPRING RECESS:

Anyone requesting to remain in campus housing during the break, including staying past closing or returning prior to opening, must complete the form on myMarist by 12:00 Noon, Friday, March 3rd. You can find the form at the following link: <https://my.marist.edu/housing-residential-life> . Only requests submitted through this process will be considered.

If you are staying due to an athletic commitment, the Athletic Department will submit your name and room number to the Office of Housing and Residential Life by Friday, March 3rd. You do not need to complete the online form. Please check with your coach to ensure appropriate accommodations have been arranged.

Donnelly Café will be open during the break serving soups, sandwiches, hot entrees, and salads for students that do not have kitchens. Donnelly Café's hours for the break are:

- Open Monday, March 13 through Thursday, March 16, 8:00 AM-4:30 PM.
- Closed Friday, March 17 through Sunday, March 19.

The Office of Housing and Residential Life wishes you an enjoyable, safe, and relaxing Spring Recess.