Subject: Spring Break Housing Updates

Dear Residence Hall Community Members,

President Assanis has announced that all campus residence halls and University owned or managed housing will close at 10pm on Tuesday, March 17. We recognize the stress and challenges of making move-out plans in this time frame and we will do all we can to help.

Please read carefully below for instructions based on your circumstances:

All students must complete the Spring 2020 Closing Form which can be found by logging in here: https://udel.starrezhousing.com/StarRezPortalX/

Students are asked to complete this form, if they have not done so already, so we can best deal with your individual need.

If you have not yet left campus:

- Please work to remove all personal belongings and return your key by Tuesday, March 17th at 10pm. Key drop-off instructions are at the bottom of this document and will also be posted near each RA staff office.

If you’ve already left campus, but still have your key and/or left items in your room:

- You should make plans to return to campus and remove belongings by Sunday, March 22nd at 10pm. We will be back in touch as soon as we have established our procedures for move-out during this time. If you cannot come back by Sunday, March 22nd, please also indicate that on the form and we will be in touch to arrange a time and date.

If you’ve already left campus, moved out all belongings, and turned in your key to Residence Life and Housing staff:

- No further action is needed, but we ask that you complete the form so we know that you have fully moved out.

If you are unable to move out by 10pm on March 17 for any reason:

- We understand that there will be travel, circumstances at home, or other circumstances that would require a student to remain on campus past March 17. Students are able to petition to extend their stay. Every student who needs to stay beyond 10pm on March 17 needs to fill out the petition, even if they previously filled out the spring break form. The petition form is available on My Housing Portal and should be completed as soon as possible. Students who petition to extend their stay on campus will be notified by a University staff member about their status.
Parking & Loading for Move Out: When loading and unloading vehicles, please park at a paid meter or in a lot for which you have a permit. If you must be in a fire lane or driveway, a licensed driver is required to stay with the vehicle at all times. Contact Parking Services at (302) 831-1184 if you have additional questions about traffic or parking. We are working to add additional hours for vehicles to be on sidewalks near the residence halls.

Residence halls are conducting an expedited checkout process for students to turn in their room keys:

- Step 1: Go to your residence hall mailbox to retrieve your key envelope, which may be pre-labeled with some of your room information
- Step 2: If the information isn’t already represented, write on the envelope your full name, UDID #, building name and room number
- Step 3: Place your key in the envelope and seal it (there should be some tape available by the drop off location if you don’t have tape)
- Step 4: Drop off your key at your designated key drop off location (locations listed at the bottom of this email).

Students and families with questions or concerns related to COVID-19 are encouraged to contact the COVID-19 Call Center, available at 302-831-1188, staffed Monday through Friday from 9 a.m. to 5 p.m. In addition, questions may be emailed to coronavirus@udel.edu. Please visit the University’s coronavirus website often and consult FAQs to stay informed.

For questions related to housing and the move-out process, our central Residence Life & Housing office is available to answer questions Monday-Friday 8 a.m. to 5 p.m at 302-831-4663 or reslife-housing@udel.edu.

We thank you for all of your patience and understanding and we wish you the best as we all work to get through this global issue.

Sincerely,

Dr. James Tweedy
Director of Residence Life & Housing
University of Delaware

Key drop off locations by building

- **Gilbert**: Deposit the envelope into the campus mail slot across from the water fountain in the lobby
- **Redding**: Deposit the envelope in the outgoing campus/US mail slots located next to RA office (follow the signs)
- **Russell**: Deposit the envelope in the Russell E Campus Mail Drop Off located close to the Russell RA office
- **Harrington**: Deposit the envelope in the Campus Mail Slot located in the Harrington Commons
- **Brown/Sypherd/Sharp/Harter**: Deposit the envelope in the Campus Mail Slot in their specific building
- **Kent/Sussex/Squire**: Deposit the envelope in the Campus Mail Slot in their specific building
- **George Read**: Deposit the envelope in the Campus Mail Slot in either GR North or South
- **Independence**: Deposit the envelope in the Campus Mail Slot in either Independence East or Independence West
- **Ray Street**: Deposit the envelope in the Campus Mail Slot in individual building - follow the pink sign.
- **Lane/Thompson/Smyth**: Smyth: Deposit the envelope in the Campus Mail white bin. Lane/Thompson: Deposit the envelope in the Campus Mail Slot in gray campus mail in the lobby
- **South Academy**: Deposit the envelope in the Campus Mail Slot
- **Courtyards**: How to Check Out in the Courtyard Apartments Only: Please bring your room fob and mailbox key to the clubhouse to check out between the hours of 8am - 10pm. Please call the RA on duty at 302-304-5162 to check out between the hours of 10pm - 8am.
- **One Easton (with Residence Life & Housing contracts)**: Unique instructions will be sent to you by Residence Life and Housing and the management of One Easton.
- **Caesar Rodney/New Castle/Cannon**: Deposit the envelope in the building specific mail slots in Caesar Rodney, Cannon & New Castle
- **James Smith/Thomas McKean**: Deposit the envelope in the outgoing mail slots in Thomas McKean or James Smith (your respective building).