

# MVNU - Residence Life Emergency Housing Request Form

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Ext/Cell Phone: \_\_\_\_\_

Your Residence Hall or Apt: \_\_\_\_\_ Apartment used over break: \_\_\_\_\_  
(Residence Hall Students Only)

### GUIDELINES AND POLICES

1. I understand that all campus policies apply while enrolled at MVNU, even during breaks. This agreement is void if I am involved in any campus policies violation, prior to or during an emergency housing period. Disciplinary action will be taken and my supervisor will be notified and I will be asked to vacate campus immediately (or within a reasonable time frame) and not return to my room until the break officially ends.
2. I understand that during official university breaks, there are no overnight sign-outs, no overnight guest(s), no opposite gender visitation (Guest Passes), and that the campus curfew policy will still be in effect.
3. I understand that there is **no food service** over break, and that RAs, RDs, RHAs and the Campus Nurse are not officially on duty. Campus Safety will be available and can be contacted at extension 4000.
4. I understand that I will be charged a rate of **\$12 per night or \$50 per week** unless I have a legitimate approval from an MVNU faculty or staff supervisor for athletics, an MVNU missions experience, MVNU employment, or an Internship or a Practicum. **Any requests submitted after listed deadlines (below) will accrue a \$15 late fee.**
5. I understand that Residence Halls are closed. **Any student** staying in apartments must collect **signatures** from every resident **by the Friday (one week before break** or you cannot stay at MVNU for break.)
6. I understand that I am responsible for obtaining a key from a resident if I do not live in the apartment.
7. I understand that the University will not be responsible for lost, stolen or damaged items.
8. **Any forms submitted after the listed deadlines (below) will be charged a \$15 late fee (Any emergency situations should be addressed with the Student Development Office ext. 4600).**

#### PLEASE CHECK SPECIFIC BREAK:

- |   |  |
|---|--|
| <input type="checkbox"/> Thanksgiving break | 5:30pm Tuesday prior to Thanksgiving – 2pm Sunday after Thanksgiving   |
| <input type="checkbox"/> Christmas break    | 3:00pm Friday of Fall Finals week – 10am Tuesday before J- Term begins |
| <input type="checkbox"/> Midterm break      | 5:30pm Friday before Spring Midterm Break – 2pm Sunday before resume   |
| <input type="checkbox"/> Easter break       | 5:30pm Thursday prior to Easter – 2pm Monday after Easter              |

#### LIST DATES YOU NEED TO STAY ON CAMPUS:

From: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM  
To: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

#### Please specify the reasons why it is necessary for you to remain at MVNU over this break:

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature _____	Date _____	Faculty or Staff Supervisor _____	Date _____
(Only for mission trip, athletic, campus employment or academic purposes)			

**All Students:** Have each resident from the apartment where you are staying, sign their acknowledgement below:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

To avoid a \$15 late fee, this form must be fully completed & submitted to the Office of Student Development by:

Thanksgiving break	by the Friday prior to Thanksgiving by 4:30pm
Christmas break	by the Friday prior to Fall Semester Finals week by 4:30pm
Midterm break	by the Friday the week prior to Residence Areas closing by 4:30pm
Easter break	by the Friday one week before Good Friday by 4:30pm

#### FOR OFFICE USE ONLY

#### APPROVED BY:

\_\_\_\_\_/\_\_\_\_\_  
Apartment Resident Director      Date

\_\_\_\_\_/\_\_\_\_\_  
Director of Residence Life      Date