



PROVIDENCE
COLLEGE

OFFICE OF RESIDENCE LIFE CHRISTMAS/ WINTER BREAK HOUSING REQUEST

Print all information legibly. The Office of Residence Life will notify you if your request is approved or denied through your campus email address. Information that is not supplied or is incorrect can delay your request. All students are responsible for finding alternate housing on/off campus during breaks/vacations.

Name: _____ Year of Graduation: 20 _____ Banner ID #: 00 _____

Campus Bldg/Room: _____ Campus email: _____@friars.providence.edu

Cell phone #: _____ Home city, state/country: _____

The only housing locations open during breaks and vacations: Dore, Fennell, Guzman, McVinney, St. Joseph, and the apartments.

Date(s) housing is needed (include date of departure): _____

I am staying in another room, in Bldg/Room: _____

I need housing due to the following reason:

- Athlete on _____ team Student teacher International student
- SCE, course # and name _____ Student whose home state is an extreme distance
- Employed on campus in _____ Campus supervisor name _____
- Academic-based internship/employment at _____ Other * Be specific* _____

SCE Course and Campus Employment

Housing will only be available during the dates of the course or employment. Students must submit a copy of the course enrollment or a letter from their campus supervisor with this request.

Internship

Your internship/employment must be directly tied to your academics. Housing will only be available during the dates of the internship/employment. Students must submit a letter from the internship/employment supervisor with this request that specifies the dates you are required to work.

Temporary Housing Authorization Form

If requesting housing in a location that is not your academic year housing assignment, due to your building being closed for the break, you must have all roommates complete Temporary Housing Authorization form. All roommates in the temporary location must sign the authorization form. If all roommates do not sign, authorization will not be granted. It is your responsibility to receive the combo (or door lock card access from Residence Life) to the room in which you will be temporarily housed, and you accept responsibility to leave the room as you found it. Any damages incurred will be your responsibility, and by signing this request, you agree to these stipulations.

During all breaks/vacations, the Office of Residence Life and the Physical Plant reserve the right to enter any student room/apartment for safety and maintenance reasons. Providence College does not assume liability for loss or damage to the personal property of a student whether the College is in session or on holiday.

By signing this document, I acknowledge that my request will not be considered if submitted after December 7, 2012.

My signature also certifies that if I do not receive authorization and are found in campus housing, or leave late/arrive early without authorization, I agree to pay a \$200.00 per day fine in addition to possible judicial sanctions

I, the undersigned, agree to follow the procedures established for break/vacation housing. I understand that visitation ends at 12 midnight each night during the break. I understand that no overnight guests or parties are allowed during the break/vacation. I am aware that if I do not follow established procedures for this period I could be removed from campus for the remainder of the period. I understand that the Student Handbook applies to me during break/vacation housing.

Signed: _____

Date: _____



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OFFICE OF RESIDENCE LIFE AUTHORIZATION FOR TEMPORARY HOUSING

I/we, the undersigned, hereby authorize _____ to reside in my/our room/apartment for the specifically marked periods listed below:

My/our residence is in Building _____ and in Room/Apartment _____.

I/we agree to supply the above-named person with the combination/key to our room/apartment, and will take responsibility to retrieve the key, if supplied, upon my/our return.

I/we further agree to leave our room/apartment in acceptable living condition, and expect that it will be left in that same manner upon our return from break. Additionally, I/we assume all responsibility for damage done to my/our room/apartment by the above-named person during the specifically marked periods listed above.

By signing this authorization, I/we agree to release Providence College from all liability for damaged, missing, or stolen items.

	Signature of Resident(s)	Printed Name	Cell Phone Number	Banner ID #
1.	_____	_____	_____	00 _____
2.	_____	_____	_____	00 _____
3.	_____	_____	_____	00 _____
4.	_____	_____	_____	00 _____
5.	_____	_____	_____	00 _____
6.	_____	_____	_____	00 _____
7.	_____	_____	_____	00 _____
8.	_____	_____	_____	00 _____

Host(s) must fill in this information:

Name of Guest: _____

Room phone #: _____

2012-2013 Residence Hall: _____

Cell Phone #: _____

Room/Apartment Number: _____

Banner ID #: 00 _____