We hope you had a great Memorial Day weekend. Scroll down for relevant reminders and info.

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**Nuts & Bolts**

**Empty Space In Your Apartment?**
Please welcome the new residents who are still moving in for the summer. If there is an empty space in your apartment, please don't spread your belongings out. Remember to keep space for new residents in the bedroom, closet, kitchen and bathroom.

**Keys**
If you misplace or lose your keys, you must report it to the housing office immediately. In addition, never lend your apartment or bedroom key to anyone (including your roommates and housemates) under any circumstances. It is a policy violation to do so.
Need A Repair?
Keep your apartment in good condition! Help prevent minor issues from becoming larger ones. If there’s something in your apartment that needs maintenance, please put in a work order. Watch this video for instructions on How To Submit A Work Order.

Summer Mail Room Hours
The Mail Room has the following summer hours:
• Monday–Friday, 9 a.m.–5 p.m.
• Closed Saturday & Sunday

Community Center And Dining Commons Closed For The Summer
The Community Center is closed until August 19. For assistance during business hours M–F, 9 a.m.–5 p.m., go to the Housing Office. After hours or on weekends, call the On-Duty Staff at 323-343-4807.

The Dining Commons is closed until Monday, August 20.

New Option: Buy Your Summer Parking Permits At The Cashier’s Office
Summer residential parking permits are now available for $121.50. If you will be paying with a check or cash, go to the Cashier’s Office, window 7, to get your summer parking permit. To pay with a credit card, go to the Parking and Transportation Center.

Community Safety Over The Summer
With fewer residents on campus, keep in the mind the following safety tips to prevent theft and keep our residential community safe:

• Make sure the doors to your apartment, including on the patio, are locked at all times.
• Keep your windows closed and locked, especially if you are on the first floor, even when you are home.
• Don’t let anyone into your apartment who you don’t know. If a person comes over to visit a housemate, your housemate should be home to let them in.
• Keep your keys on you at all times. If you lose your keys, report it immediately to the Office of Housing and Residence Life in order to have the lock changed.
• Be smart with your car. Always keep it locked. If you don’t drive it every day, check on it periodically and move it occasionally so it does not appear abandoned.
• Always walk with others. At night, when on campus, call the campus escort at 323-343-3700.
• Add these emergency numbers to your cell phone: Campus Police (323) 343-3700 and the Summer Community Assistant on Duty (323) 343-4807.
• Remember, 9-1-1 connects you to the Highway Patrol. Use this if you are away from campus. If you are on or near campus, use the number for Campus Police for faster response.
• Put your credit-card companies’ phone numbers in your cell phone. If your wallet is stolen, you’ll need the numbers to cancel your credit cards.

**Money Matters**

**Fall Payment Due July 10**
If plan to live on campus in the fall, your first payment is due Tuesday, July 10. If you are on the waitlist, save your money and be prepared to make a payment upon being notified that you have been assigned a space.

**Reminders**

**Donate to the Cal State LA Food Pantry: Through June 3**
Instead of throwing out canned and non-perishable food, put them in the boxes in front of the housing office and the Phase I Community Center. Everything collected will be donated to the Cal State LA Food Pantry.

**Donate Clothing, Bedding and Other Cloth Items: Through May 31**
Help the environment by recycling your old clothes, shoes, beddings, backpacks, etc. USAgain is a textile recycling leader that can use your items regardless of their condition. Put them in the white and green USAgain bins located in Phase I, II and GEA.

**Put Electronics In E-Waste Bins : Through May 31**
Please place any electronics you don't want in the e-waste bins in Phase I and II. Help Cal State LA go green by not putting electronics in the trash.

Questions? Contact us at askhousing@calstatela.edu.

Follow us on [Instagram](#), [Twitter](#), [Facebook](#) and [YouTube](#). Copies of this email and past ones are on our [website](#).

*(This is a University Housing-wide email. Please do not reply.)*