



SUNY College of Technology
2011-12 TOWNHOUSE
LICENSE FOR RESIDENCE

STUDENT'S NAME: _____

BLDG.: _____ APT.: _____ ROOM #: _____

Residential Life wishes to welcome you to the townhouses and take a moment to make you aware of some inherent differences between this and any previous residential experience you may have had. First, a word on maturity and accountability; our townhouses represent a significant departure from other communal living experiences. This is your home, not just your room. We expect that you will treat our facilities with respect and care. If something isn't working or you don't know how to operate it, please let staff know. If something concerns you, contact your Resident Assistant or your Residence Director for clarification. Second, a word on responsibility. This is a new experience for you. Please read and understand the content of this document. Failure to adhere to applicable rules is not acceptable. Townhouse residency is a privilege, not a right. Thank you!

I. PHILOSOPHY

Residential Life is committed to providing an environment conducive to academic success and seeks to provide a comprehensive residential experience. Alfred State College reserves the right, through established procedures, to suspend or withdraw accommodations, guest privileges, or access to a campus residence to any person(s) for violation of these regulations, for health and safety reasons, or for nonpayment of related charges. In addition, Alfred State College will seek financial or other restitution for loss or damage to residence hall property. Termination of this license for any reason other than disciplinary action, academic dismissal, or as outlined below will be with the consent of both parties. The College and Office of Residential Life have the right to change or add regulations or policies when necessary. Each student is responsible for acquainting himself/herself with residential regulations.

The availability of on-campus accommodations is extended to full-time (12 credit hour and above) matriculated students only, as a privilege and not as a right. This document creates a license to use on-campus housing but is not a lease, nor is it an agreement for a specific campus location. The License for Residence is for one academic year, or the remainder thereof if entered into after the start of the period. Townhouse accommodations offer no squatters rights in room sign-up for the coming academic year. Occupancy in townhouse accommodations is conditional upon the acceptance of the terms and regulations established by Alfred State College through the division of Student Affairs and the Office of Residential Life.

The College does not discriminate against any student, with respect to eligibility for housing or when assigning students to specific spaces, on the basis of race, creed, color, gender, disability, national origin, religion, sexual orientation, or status as a disabled or Vietnam-era veteran.

II. OCCUPANCY

Rooms are available for occupancy during academic periods only and may not be sublet. When the classes are in recess for semester breaks and holidays, students must vacate their rooms at the conclusion of scheduled classes or within 24 hours of their last scheduled examination. Specifically, students may maintain residence during the following time periods:

2011-12 ACADEMIC YEAR

Purpose	Start Date/Time	End Date/Time
Check-In – Continuing/Returning Students	Thurs., Aug. 18, 2011 – 8:30 a.m.	Fri., Sept. 30, 2011 (1)
Return – End of Fall Academic Mini-Break	Tues., Oct. 4, 2011 – 12 noon	Tues., Nov. 22, 2011 (1)
Return – End of Thanksgiving Break	Sun, Nov. 27, 2011 – 12 noon	Fri., Dec. 16, 2011 (2)
Check-In – Spring Semester	Fri., Jan. 13, 2012 – 8:30 a.m.	Fri., March 9, 2012 (1)
Return – End of Spring Break	Sun., March 18, 2012 – 12 noon	Fri., May 11, 2012 (2)

(1) Conclusion of scheduled classes

(2) Conclusion of scheduled classes or within 24 hours of last examination/commencement ceremony for graduates.

Note: Townhouse residency does not afford break housing without permission. In the event that appropriate clusters of student can be identified, elements of the townhouse complex may be identified as extended stay areas. Students residing in designated extended stay areas, with permission to remain in residence are allowed to remain in designated extended stay areas during periods of recess. Students residing outside of extended stay areas are not allowed to remain in residence under any circumstances. Students residing in extended stay housing must confirm break housing needs five (5) days prior to any recess where housing is required.

ACCEPTABLE USE: Students may not conduct any business activities, nor may they engage in commercial or technology-based enterprises from campus residential facilities. This includes postings or solicitations for any business enterprise or activities by any group not recognized by Alfred State College. Student computers will be powered down over non-academic periods. Residential Life assumes no liability for staff-initiated computer shutdowns.

ACCESS: Students are not required to remove personal possessions during breaks. You are encouraged to lock your personal living space at all times. Students are encouraged to secure any valuables while in residence and to remove valuables during any absence from campus. During periods of academic recess, residents may not enter the townhouses without the written permission of Residential Life personnel. Violations of this policy will result in arrest for criminal trespass and in campus sanctions. Students apprehended in residence during periods of academic recess will be assessed additional monetary costs equal to the rate paid during approved housing periods. Determination of the scope of those charged is the prerogative of the Director for College Housing.

The student agrees to pay the established cost for a townhouse apartment. Students will provide their personal blankets, bedspreads, bed linen (twin, extra long 80"), mattress pads, pillows, trash receptacles, study lamps, and hangers. The College will provide living space featuring the use of a bed, mattress, dresser, desk, chair, window shades, and closet space with sufficient heat, light, and hot water as to be comfortable. Each room features a ceiling lamp, one computer data port, television cable outlet, and telephone jack. Fire resistant curtains may be hung, using non-marring spring tension rods. The College supplies toilet paper in bulk until that supply is exhausted. The College does not supply cleaning supplies, personal cookware, dishes, or utensils, interior trash receptacles, a vacuum cleaner, or broom/dust pan. No alterations may be made to the room in any way, including but not limited to removal of window stops, security screens, or heat or light controls.

APPLIANCES: The College does not supply, but allows the use of the following student-owned electrical appliances in the designated kitchen area within each townhouse: microwaves, rice cookers, coffee makers, mixers, blenders, hot-air popcorn makers, toasters, etc. College officials may confiscate any item that presents a danger to staff or residents, or which according to campus policy is designated as contraband. Return of seized items is at the discretion of the Residence Director. Items removed due to confiscation that are lost or stolen will not be replaced and items not retrieved at the conclusion of the academic year will be discarded with no liability for loss by the College. Specifically, the college prohibits student-owned Foreman-style grills, electric grills, or sandwich-makers, air conditioners, space heaters, and open-element cooking devices within the townhouse complex. Residents are responsible for the proper use and reasonable cleanliness of all College-owned appliances and the College assumes no responsibility for loss due to the failure of College-owned appliances. If you have questions about proper operation, manuals are available from any townhouse Resident Assistant (RA). Failure to properly maintain College-owned appliances could result in exclusion from townhouse living. Personal cooking appliances may only be used in the kitchen areas.

COMMON SPACE VERSUS PRIVATE SPACE DESIGNATION: Common areas are defined as the kitchen, bathroom, living room, and hallway spaces within individual apartments. Private spaces are defined as the student bedroom area.

COMPLEX OFFICE STAFF: The staff office is located in the Townhouse Commons building. Regular office hours are posted on the door. If you have a non-emergency need and the office is not currently staffed, please leave a voicemail message at (607) 587-3981 (ext. 3981 from any campus telephone) or you can slide a note under the office door. In an emergency, contact University Police at (607) 587-3999 (ext. 3999 from any campus telephone).

DAMAGES: Students will be charged for damages done to College property. Students are responsible for damages to their room. Damage done in common areas within a townhouse complex will be charged to all residents of that apartment when it cannot be determined who is responsible for damages. Failure to pay damage and breakage assessments by established dates will result in additional charges, the possibility of student records holds, and future denial of room sign-up privileges. Bicycles may not be stored in the townhouses.

DEPARTURE: Any student graduating, withdrawing from classes, or vacating their current assignment for any reason must complete the room check-out process. Students notified of military service activation must contact their Residence Director or RA for instructions prior to departure. Students notified of early dismissal or withdrawing prior to semester's end must check out of their assigned room within 24 hours of notification. Students who leave campus without completing the withdrawal process with an appropriate staff member and fail to properly check out are subject to improper checkout charges and/or return keys charges. Students dismissed at the end of a semester must remove all possessions from the townhouse on the designated day and time prior to the start of the subsequent semester. Failure to remove personal effects prior to the start of the subsequent semester will result in a charge of \$20 per day effective with the start of classes. Failure to remove possessions by the end of the first week of classes will result in disposal of unclaimed personal effects.

ENERGY CONSERVATION: Residents are expected to reasonably conserve energy by keeping doors and windows closed during excessively hot or cold periods. Each townhouse offers individual heating and cooling controls. Appliances should be used in a manner consistent with their intent and design. Mechanical failures should be reported as outlined in the work order section of this document.

EXTENDED ABSENCE: Residential Life assumes no responsibility for personal possessions either in the assigned room or in storage during periods of extended absence. This includes hospitalization and military service.

FAILURE TO OCCUPY: Failure to occupy a room does not relieve the student of the responsibility to fulfill its terms. Likewise, a student who occupies a room without signing a license is responsible nonetheless, for the terms and conditions of the License for Residence.

FURNITURE: No College-owned furniture may be removed from the interior of the townhouse facility at any time.

GAMING TABLES: Gaming tables including, but not limited to water/beer pong tables are not allowed in the townhouses.

INSURANCE: The College does not maintain insurance for a student's personal possessions and is not liable for any damages to or loss of personal belongings under any circumstances. Students are encouraged to explore coverage under existing family policies before procuring independent coverage.

LOCATION: Once room assignments have been made in the townhouses, no relocation within the complex is expected for other than health or safety reasons. There are no open room changes in the townhouses. Students wishing to relocate will likely be placed in corridor or suite-style accommodations.

LOCKOUTS: In the event of lockout, contact a townhouse RA or the RD-On-Duty at (607) 382-1239 (ext. 5551 from any campus telephone). Proof of identity is required for lockout assistance.

MAIL DELIVERY: You are asked to check your campus mailbox daily for important notices and mail from the outside world. Each apartment has one mailbox.

OPEN CONTAINER: Village of Alfred laws and the College Student Conduct Code specifically prohibit open alcohol containers outside of campus residential facilities. Students in possession of open containers are liable to civil and campus sanction, including fines and exclusion from townhouse living.

OVER-21 RESIDENTIAL DESIGNATION: During the first three weeks of each semester, individual apartments may request specific designation as an over-21 accommodation if all residents meet the required age designation at the time of application. Students residing in designated over-21 accommodations may enjoy specific privileges accorded to that lifestyle option. Approval of over-21 applications is at the discretion of the Director of Residential Life and the status may be rescinded at any time. This will include verifying judicial status for drug and alcohol violations. In the event of a roster change, all residents must continue to be over the age of 21 in order for the apartment to maintain an over-21 designation. Requests for re-designation received after the third week of the semester will not be considered.

PUBLIC SPACE USE: Please help us keep our campus clean. You are encouraged to use the public space adjacent to the townhouses; however we ask that you do not leave recreational equipment, lawn furniture, or other belongings outside beyond when they are used. Failure to adequately remove trash could result in exclusion from townhouse living. In the townhouses, public areas are defined as any location on the exterior of the facility.

RECYCLING: Outdoor recycling drop-off points for cardboard, glass, metal, and paper are located adjacent to the dumpsters. Residents must provide their own recycling receptacles inside of individual apartments and recycling must be removed as dictated by reasonable sanitary requirements. Residents are required to place recycling securely inside of containers provided at the drop-off point and to close container lids and access doors. Failure to adequately remove or dispose of recycling could result in fee assessments and exclusion from townhouse living.

SMOKING: All residential facilities are smoke-free. This includes all areas interior to the facility, including student rooms, bathrooms, shower areas, hallways, lounges, elevators, study rooms and offices. For the comfort of non-smoking residents, Residential Life requests that students abstain from smoking near doors or open windows, air intakes, or within twenty five feet of any residential facility. Evidence of smoking in residence halls (example: ashtrays containing cigarette ashes/butts), will be considered a violation of College policies.

TRASH DISPOSAL: Outdoor trash dumpsters are located adjacent to recycling bins. Residents must provide their own indoor trash receptacles and trash must be removed as dictated by reasonable sanitary requirements. Residents are required to place trash securely inside the dumpsters and to close lids and access doors. Failure to adequately remove and dispose of trash could result in fee assessments and in exclusion from townhouse living.

WORK ORDERS: Non-Emergency – Please report any minor needs to a townhouse RA as soon as possible. This can be accomplished by visit to or a call to the staff office at ext. 3981. Examples of non-emergency needs include burned-out light bulbs, contained water leaks, ineffective air conditioning, a malfunctioning stove or oven, or damaged walls or furniture.

Emergency Repairs during regular office hours – Contact the RD-On-Duty at (607) 382-1239 (ext. 5551 from any campus telephone). If Townhouse staff members are unavailable, contact the Office of Residential Life at ext. 4326. If necessary, contact University Police at (607) 587-3999 (ext. 3999 from any campus telephone). Examples of emergency needs include plugged toilets, refrigerator failure, flooding, inoperable locks, windows that won't close, loss of water or electrical power, or a loss of heat when the outside temperature is below 45 degrees.

Emergency Repairs outside of normal office hours – Contact University Police at (607) 587-3999 (ext. 3999 from any campus telephone).

III. RESIDENTIAL HEALTH & SAFETY REGULATIONS

Health and safety regulations are a set of standards established by the College to ensure the well-being of the community. Specifically, the following regulations are in effect in townhouse accommodations:

ALCOHOL AND DRUGS: Residents and their guests are expected to comply with College policy and procedures regarding the sale, service, and consumption of alcohol or other drugs. This policy, in its entirety, is available in the Student Code of Conduct. Intentional misuse by individuals or groups or consumption of alcohol by individuals under the age of 21 will be responded to through appropriate College policies.

CHECK-OUT AND GENERAL FACILITY CLEANLINESS: As is the general sentiment throughout this agreement, it is expected that townhouse residents will ensure that appropriate care is afforded to these facilities. That includes a reasonable state of cleanliness at all times. Periodically and at the end of each semester, trash and recycling should be removed from individual rooms, bathrooms, and common areas. Perishables should be discarded from the refrigerator and elsewhere. Floors should be swept and carefully mopped and individual doors should be secured. At the conclusion of the academic session, reasonable attempts should be made to return the facility in the condition in which it was received. There may be a cleaning assessment for failure to do so. Residents who consistently fail to meet cleanliness standards may be removed or refused future residency in the townhouses.

DOOR PROPPING: Propping of a door is prohibited and propping utilizing the lock mechanism is specifically prohibited. Fee assessments are applicable if a door is found propped.

FIRE PITS: Fire pits and campfires are not permitted on the Alfred State College campus.

FIRE SAFETY: No person shall refuse to observe any safety regulations or procedures, nor refuse to evacuate a facility during a real or apparent emergency situation. Fire safety and/or campus personnel may enter rooms during fire alarms to ensure compliance with evacuation procedures. No person shall tamper with or OTHERWISE misuse fire-fighting equipment including, but not limited to, fire extinguishers, fire alarms, pull stations, heat and smoke detectors, alarm bells, and exit signs. Tampering with fire safety equipment could result in campus and civil sanctions. The College allows only surge protector multiple outlet units. Extension cords are not permitted in student rooms. Not more than 10% of any door surface or wall space may be covered by posters, decorations, or any other items and door and no nails, tacks, or screws may penetrate wall surfaces to affix any wall hanging or poster.

FIRE SUPPRESSION SYSTEM ACTIVATION: In the event of fire suppression system activation, residents may be responsible for costs and losses incurred by the College. Costs are dependent upon a determination of responsibility and fees are due upon receipt of notification. Personal losses attributed to housemates' actions are not addressable through the College. Recourse may be obtained through civil processes.

FURNITURE: Personal furniture in the townhouses is prohibited. The removal or disassembly of College-owned furniture/ equipment is not allowed and may subject the resident to additional charges for replacement or re-assembly. Lofts are not allowed in the townhouses.

GRILLING: Personal charcoal and gas grills are not allowed in the townhouse complex. College-owned grills are provided in the picnic area immediately adjacent to the Commons building. Users are required to provide their own charcoal and starter, but due to fire code regulations, charcoal starter cannot be stored in apartments. Spent charcoal and other waste must be properly disposed of in the containers provided at the site.

PEST CONTROL: In the event of mice or other vermin, report the condition immediately to the RD-On-Duty at (607) 382-1239 (ext. 5551 from any campus telephone).

PETS: Fish, except piranha, are the only pets allowed in the townhouse accommodations. No resident shall have or harbor unauthorized pets or other wild or domestic animals in the townhouses, even as temporary guests. Fish tanks are limited to 20 gallons per room. Removal will be at the owner's expense.

RESTRICTED ACCESS AREAS: The College strictly prohibits students from gaining access to areas noted as restricted access areas or to the roofs or non-student, basement areas of the townhouses. Window screens are not to be removed under any circumstances. Egress or access to areas designated as restricted may not be blocked at any time.

SAFE CONDITIONS: No person shall create a safety or health hazard in any townhouse accommodation. Examples of prohibited behavior or items include, but are not limited to:

- Excessive accumulation of soiled personal effects, garbage, or filth in private rooms or public areas
- Items positioned to block entrance to or exit from a room, lounge, window, or hallway or items suspended from the ceiling or ceiling and sidewalls, cargo netting, draperies, flags, or other items that impede access or exit
- Fires, candles, candle warmers, incense, plug in air fresheners, or other flammable materials, decorative lighting, holiday lighting, rope lights, lava lamps, halogen, or other high-intensity lamps, lighted or unlighted holiday trees or wreathes, propane gas, gasoline, charcoal starter, or any other combustible fuel, insecticide, or other solvents
- Dart boards, blow darts, or similar projectiles
- Water beds, hammocks, or other sleeping devices not provided by the College
- TV antennas or satellite dishes on the roof or outside of windows and lines or cables through windows, doors, or conduits
- Additional items noted by Residential Life or listed in the online resources and other Residential Life publications or the Student Code of Conduct (available at <http://www.alfredstate.edu/files/downloads/student-services/Student Code of Conduct.PDF>).

SPECIAL HOURS: Quiet hours are designed to limit noise to the confines of the student's room. Noise should not be audible on the outside of any room. Quiet hours are in effect Sunday through Thursday from 9 p.m. to 10 a.m. and Friday through Saturday 12 a.m. to 10 a.m. Courtesy hours, a state in which any student may be asked to minimize noise to ensure the integrity of the academic environment, are in effect twenty four hours a day. Morgue hours are an intensive effort to maintain a minimum level of noise in the apartment prior to and during final exams. These hours are in effect at the end of each semester. Violators are provided one warning; a second violation results in removal and immediate reassignment to other residential areas. Subsequent violations will result in exclusion from campus residential facilities.

WEAPONS: No student shall possess or introduce to the campus dangerous weapons, ammunition, or explosive materials including, but not limited to, hunting knives, blow darts, martial arts implements, plastic or metal pellet or BB guns, firearms, paint ball, AirSoft, or stun guns, fireworks, or other explosives. Cooking knives are allowable in the kitchen areas of townhouses.

IV. GUESTS

All guests either entering or already present are to be registered in the complex office, located in the Commons Building by 10 p.m. Guests should be prepared to present appropriate photo identification upon demand of College personnel. Students are specifically responsible for the actions of guests. Unregistered guests may be required to leave upon request of campus personnel. Requirements and limitations of visitation privileges are specifically addressed in the online Student Code of Conduct. Guests under the age of 17 must be signed in with a family member, according to College policy, with parent/guardian permission and must be supervised at all times. Guest visitation is limited to 72 hours in any ten day period and overnight guests are not allowed during morgue hours.

V. SUPERVISION BY COLLEGE AUTHORITIES

Residential professionals and student staff, University Police, Facilities Services personnel, and other employees of the College have the right of access to any room at any time for the purpose of supervising conditions regarding damage, safety, health, and compliance with College and residential regulations. Personal bedrooms may be entered and inspected, but personal belongings will not be searched without a search warrant or permission of the owner. Closet and kitchen cabinet doors may be opened as part of the inspection process.

The existence of other rules governing social behavior within the campus community is presumed. Students should become familiar with the online Student Code of Conduct, the Principles of Community, and other campus resources. In addition, all local, state, and federal laws are in effect on the campus. This set of regulations as written, and as applied, is and shall be limited in purpose to ensure a healthy and safe environment for the residents, and to insure the capital investment of the College in the townhouse complex. The distribution of this information to residents constitutes official written notice of the possible violations and sanctions.

The College reserves the right to require any student to discontinue residence in campus residence if there is evidence of threatening or disruptive behavior or citizenship that is not consistent with the online Student Code of Conduct and the Principles of Community. Additionally, the College also reserves the right to change a student from one room or townhouse to another if the change involves structural or mechanical emergencies, or is considered to be in the best interest of the students involved and/or the campus community.

VI. REFUNDS FOR ROOM RENT

A student who withdraws or moves out of college housing during the first eight weeks of the semester may receive an appropriate refund in accordance with established College policy. Refunds for the unused portion of the fee paid for the first half of the semester can only be approved for entry into military service or circumstances beyond the control of the student. Requests for a refund must be sent by the student to the office of the Vice President for Administration and Enrollment for action.

I agree to abide by those regulations set by the College and the Office of Residential Life regarding housing. These regulations may be found in the online Student Code of Conduct, the Principles of Community, residence hall publications, and College notices. I also have read and agree to the terms of this license and will be responsible for the required payments. In addition, I acknowledge and accept the terms and conditions of the Student Code of Conduct.

Print Student's Full Name

Student's ASC Identification Number

Student Signature

Date

Parent/Legal Guardian Signature

Date