



**2009-10 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 flexibility; we have done our best to anticipate as many implications and modifications as possible prior to your occupancy. Reasonably though, I'm sure we'll need to make some modifications to our agreement as the year progresses. Please be ready to embrace change as it becomes necessary. Thank you!*

The Office of Residential Life, (607) 587-4326 or campus ext. 4326.

**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:

**2009-10 ACADEMIC YEAR**

Purpose	Start Date/Time	End Date/Time
Check-In - Continuing/Returning Students	Thurs., Aug. 20, 2009 - 8:30 a.m.	Fri., Oct. 2, 2009 (1)
Return - End of Fall Academic Mini-Break	Tues., Oct. 6, 2009 - 12 noon	Tues., Nov. 24, 2009 (1)
Return - End of Thanksgiving Break	Sun, Nov. 29, 2009 - 12 noon	Fri., Dec. 18, 2009 (2)
Check-In - Spring Semester	Fri., Jan. 15, 2010 - 8:30 a.m.	Fri., March 12, 2010 (1)
Return - End of Spring Break	Sun., March 21, 2010 - 12 noon	Fri., May 14, 2010 (2)

(1) Conclusion of scheduled classes

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

In the event that appropriate clusters of students 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 a land line telephone in their personal bedroom, 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.

**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 hall 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.

**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.

**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.

### 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 online [Student Code of Conduct](#).

**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. 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.

**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.

**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.

**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 on the Residential Life Web site.

**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 [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 Administrative Affairs for action.

#### VII. OBLIGATIONS AND DURATION OF MEAL PLAN AGREEMENT

All resident students are required to purchase the townhouse [meal plan](#) and maintain that or a larger meal plan for the entire academic semester. The board agreement may not be assigned or otherwise transferred, and is only to be used by the student to whom the contract and I.D. card are issued. The meal plan will remain the property of Auxiliary Campus Enterprises and Services (ACES) at all times.

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.

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Print Student's Full Name

\_\_\_\_\_

Student's ASC ID or Social Security Number

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Legal Guardian Signature

\_\_\_\_\_

Date