



Office of Residential Services  
2018 – 19 License for Residence

**I. PHILOSOPHY**

Residential Life is committed to providing an environment conducive to academic success and seeks to provide a comprehensive residential experience. Alfred State 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 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 the Office of Residential Services 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 following academic year. Occupancy in townhouse accommodations is conditional upon the acceptance of the terms and regulations established by Alfred State through the division of Student Affairs and the Office of Residential Services.

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 (Note: dates and times for new freshmen and continuing/returning students may differ). 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:

**2017-18 Academic Year**

Check-In – Freshmen/Transfers	(Wed) Aug 22, 2018 at 8:30 am	
Check-In – Continuing/Returners	(Th-Sun) Aug 23 – 26, 2018 at 8:30 am	Classes Begin - (Mon) Aug 27, 2018
Fall – Mini-Break	(Sa-Tu) Oct 13 – Oct 16, 2018	Classes Resume - (Wed) Oct 17, 2018
Thanksgiving Break	(Tu-Sun) Nov 20 – 25, 2018	Classes Resume - (Mon) Nov 26, 2018
End of Fall Semester	(Fri) Dec 14, 2018	
Residence Halls Open – Spring	(Fri) Jan 18, 2019	Classes Begin – (Mon) Jan 21, 2019
Spring – Break	(Sa-Sun) Mar 9 – 17, 2019	Classes Resume – (Mon) Mar 18, 2019
End of Spring Semester	(Fri) May 10, 2019	Commencement – (Sun) May 12, 2019

\*Students will need to vacate the residence hall(s) at the conclusion of scheduled classes or within 24 hours of their last examination/commencement ceremony for graduates.

**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 residence halls without the written permission of Residential Services personnel. Violations of this policy will result in arrest for criminal trespass and on-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.

**Note:** The student agrees to pay the established cost for The Lifestyle they choose. Students will provide their own 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 (with certificate indicating that they are California rated), using non-marring spring tension rods.

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.

Toilet paper will be furnished by the college.

**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 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 and fail to properly check-out are subject to improper check-out charges and/or non-return keys charges. Students dismissed at the end of a semester must remove all possessions from the residence hall by 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. Upon checking out, the room should be broom cleaned and all personal possessions should be removed. Failure to do this will result in a cleaning and removal fee.

**EXCEPTIONS:** Students residing in designated extended stay areas, with permission to remain in residence and students enrolled under F1 student visas are allowed to remain in residence 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.

**Note:** Apartment Style residency does not afford break housing without permission. 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.

**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.

**LOCATION:** Once room assignments have been made in for the semester, no relocation will be made except for health or safety reasons. There are no open room changes in the townhouses or apartments. Students wishing to relocate will likely be placed in corridor or suite-style accommodations.

**Note:** The College reserves the right to meet occupancy needs on a temporary basis by tripling double rooms or doubling single rooms. Original residents and students assigned to temporary accommodations are eligible for partial reimbursement of costs commencing with the third week of classes. Room assignments are expected to be of some permanence. Residents may be allowed a maximum of one room change per semester with the prior permission of their Residence Director. Relocation may be requested from the Residence Director during open room changes at the start of each semester. After open room changes, students may petition their Residence Director for relocation due to health or safety concerns. The Assistant Director of College Housing must approve any such request.

## **OPEN ROOM CHANGES, THE CONSOLIDATION POLICY, AND ROOM DESIGNATION**

**OPEN ROOM CHANGES:** When possible, open room changes will occur during the first or second week of each semester.

**OVER-21 RESIDENTIAL DESIGNATION:** Individual apartments/suites 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 an Over-21 application is at the discretion of the Sr. Director of Residential Services 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/suite to maintain an Over-21 designation.

**ROOM CONSOLIDATION:** The College will initiate consolidation when residence hall vacancies occur. The general policy states, when vacancies occur in any residence hall in a double room creating a 'single,' the college will request the remaining student to take a new roommate or move to another room. This may occur through no fault of the effected student. The college reserves the right to require relocation or to assign any student to any vacant bed at any time. Thus, the remaining resident must not utilize both sides of the room should a vacancy occur. Failure to comply with required relocation may result in campus discipline.

**ROOM DESIGNATION:** Designated singles exist only in the MacKenzie Complex. All other rooms are double rooms that are occasionally available for purchase as a single accommodation. With the approval of appropriate college personnel, residents without roommates may petition to purchase a double room as a single accommodation. If permission is granted, payment to the Student Records and Financial Services Office will be required within 24 hours of approval. Relocation may not occur until permission is granted by the Residence Director. Single accommodations in double rooms in fall or spring semesters do not guarantee similar benefit for future semesters.

## **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 all residence hall areas on campus:

**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. Student computers will be powered down over non-academic periods. Residential Services assumes no liability for staff-initiated computer shutdowns.

**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.

**Note:** 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.

**APPLIANCES:** The following student-owned electrical appliances are prohibited from use in student rooms or public areas: microwaves, air conditioners (either floor or window models), electric, propane, or kerosene space heaters, Foreman Grills®, or any open-element cooking appliance including toasters, ovens, toaster ovens, hot plates, etc. Residents may possess and use cool air humidifiers, automatic shut-off coffee makers, and hot-air popcorn makers. 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 by the conclusion of the academic year will be discarded with no liability for loss by the college.

**Note:** The College does not supply, but allows the use of the following student-owned electrical appliances in the designated kitchen area within each townhouse or apartment: microwaves, rice cookers, coffee makers, mixers, blenders, hot-air popcorn makers, toasters, etc. 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 Resident Assistant (RA). Failure to properly maintain college-owned appliances could result in exclusion from the living area. Personal cooking appliances may only be used in the kitchen area.

**DAMAGES:** Students will be charged for damages done to college property. Students are responsible for damages to their room, suite, and hall. In the event that two or more students occupy the same room, and it cannot be determined which student is responsible for damage, the charge will be applied equally to both residents. Unattributed damage done within suites will be charged to all suitemates. Unattributed damage done on a floor will be charged to all members on that particular floor. Failure to pay damage and breakage assessments by established dates will result in the possibility of student record holds and future denial of room sign-up privileges.

**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 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 housemate's actions are not addressable through the college. Recourse may be obtained through civil processes.

**FURNITURE:** Personal furniture is strongly discouraged and must be inventoried with building staff. Personal furniture is not allowed in areas that do not have sprinkler systems. Check with Residential Life for more information. The removal or disassembly of college-owned furniture/equipment may subject the resident to additional charges for replacement or re-assembly. All personal furniture should be removed from campus at check-out.

**GRILLING:** Personal charcoal and gas grills are not allowed in campus residence halls or in the Townhouse Complex. College-owned grills are provided around the building. Users are required to provide their own charcoal and starter. Due to fire code regulations, charcoal starter cannot be stored in the residence halls. Spent charcoal and other waste must be properly disposed of in the containers

**GUESTS:** All guests, either entering or already present, are to be registered in the building office 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 their 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. **(Note: Guests may only stay three days in a 10-day period)**

**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.

**LOCKOUTS:** In the event of lockout, contact the RA -On-Duty which should be posted on the office door

**PETS:** With the exception of designated pet-friendly areas, fish (except piranha) are the only pets allowed in the residence halls. No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls. Fish tanks are limited to 20 gallons per room. Residents are personally responsible for damages caused to college or personal property. Removal will be at the owner's expense.

**RECYCLING:** Recycling drop-off points for cardboard, glass, metal, and paper within the designated area in the Residence Hall. Residents must provide their own recycling receptacles inside of their residence 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 service fee assessments.

**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 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, sidewalls, or the Sprinkler pipes/ heads, 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/life-on-campus/residence-halls-and-lifestyle-choices>).

**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. Residential Life requests that students smoke only in designated areas. Evidence of smoking in residence halls (example: ashtrays containing cigarette ashes/butts) will be considered a violation of college policies.

**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 10 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 24 hours/day. Intensive study hours are an intensive effort to maintain a minimum level of noise in the residence hall 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 another residential area. Subsequent violations will result in exclusion from campus residential facilities. Overnight guests are not allowed during intensive study hours.

**SUITE CLEANING:** Students in suite-style living are responsible for cleaning their bathrooms. Students in suite-style living will need to provide cleaning implements and supplies for their suite. Suite-style buildings are the MacKenzie Complex and the Main Gates.

**SUPERVISION BY COLLEGE AUTHORITIES:** Residential professionals, student staff, University Police, Facilities Services personnel, and other employees of the college have the right of access any room at any time for the purpose of supervising conditions regarding damage, safety, health, and compliance with college and residence hall regulations. Rooms may be entered and inspected, but personal belongings will not be searched without a search warrant or permission of the owner. Closet doors may be opened as part of the inspection process.

**TRASH DISPOSAL:** Outdoor trash dumpsters are provided. 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 designated area within the building or in the dumpsters on the exterior of the building. Failure to adequately remove and dispose of trash could result in service fee assessments.

**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, stun guns, fireworks, or other explosives. Cooking knives are allowable in the kitchen areas of townhouses.

**WORK ORDERS:** Non-Emergency – Please report any minor needs to the building staff as soon as possible. This can be accomplished by visit to or a call to the staff office at the number posted on the office door. 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.

**Note:** Emergency Repairs during regular office hours – Contact the building Residence Director for assistance. If the Residence Director or building staff are unavailable, contact the Office of Residential Life at ext. 4371. 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).

**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 residence halls. 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 a college residence hall 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 residence hall 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.**

**The College and Office of Residential Services have the right to change or add regulations or policies when necessary. Each student is responsible for acquainting himself/herself with residence hall regulations.**

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For MacKenzie Apartments and Townhouse Only

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

**APARTMENT CLEANING:** Students in apartment-style living are responsible for cleaning of all areas of their apartment. Students in apartment-style living will need to provide cleaning implements and supplies for their suite. The college will supply toilet paper once in bulk in the fall semester.

**OFFICE STAFF:** The staff office is located in the 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 the staff response number posted on the office door 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).

**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.

**PUBLIC SPACE USE:** Please help us keep our campus clean. You are encouraged to use the public space adjacent to the MacKenzie Apartments and 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.

**CHECK-OUT AND GENERAL FACILITY CLEANLINESS:** As is the general expectation throughout this agreement, it is expected that MacKenzie Apartment and Townhouse residents will ensure that appropriate care is afforded to these facilities. This 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.

**I. 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 Executive Vice President for Administration and Enrollment for action.

**II. OBLIGATIONS AND DURATION OF MEAL PLAN AGREEMENT**

Townhouse and apartment style students are not required to have a meal plan, but may do so if they wish. The board agreement may not be assigned or otherwise transferred, and is only to be used by the student to whom the contract and ID 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 Services 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 Alfred State Identification Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date