



Elisabeth Haub School of Law

PACE UNIVERSITY

Guide to Community Living

**Dannat Hall
2016-2017**

INTRODUCTION

The Guide to Community Living at Dannat Hall is a resource outlining the guidelines, important information, community standards, policies, and procedures of our community. The Office of Student Services & Residential Life, work towards ensuring a safe educational environment that serves as a training ground for active student leaders and responsible citizens of our community. You can reach us at (914) 422-4136 or at DannatHall@law.pace.edu.

RESIDENCE LIFE ADMINISTRATIVE POLICIES

These policies govern the administrative and operational aspects of the residence life program at Pace University's White Plains Campus. Violation of these policies may result in administrative fees or fines, or delays in processing administrative requests. Extreme violations of these policies may result in judicial action against the resident.

Room Placement Policy

The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstance warrant. Should the Office of Student Services & Residential Life reassign the student to an alternative accommodation, a proportionate rate differential may be charged upon date of reassignment.

Dates of Occupancy

The right to occupy will commence one day prior to the start of the academic semester. Failure to take occupancy after the first full week of classes or to notify the Office of Student Services & Residential Life in writing of a late arrival may result in the cancellation of the Housing Agreement. All room assignments must be vacated no later than 24 hours after the resident's last final exam or the day after commencement for graduating students.

Room Condition Reports (RCR)

The RCR offers the resident the opportunity to thoroughly inspect the room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room's condition and may result in the issuance of a damage charge. The process of properly completing the RCR will proactively assist the resident and the staff in determining whether charges for damage should be the responsibility of the individual.

Check-in Procedures

Only full-time enrolled students with a \$0.00 balance on their University first installment may check-in. Upon arrival to your Check-in site you will be given 5 minutes to unload your vehicle and vacate the unloading zone. We request that you keep to the 5 minutes so that everyone moving in has a chance to unload in a timely manner. Students may not have furniture other than what is provided by the University. University furnishings may not be removed from rooms as they meet our safety standards. Students checking into a room must sign and obtain their copy of the Room Condition Report (RCR) for their records as they will be held accountable for the condition of the room upon departure.

Improper Room Transfer

A resident who moves to another room/unit without proper authorization from the RD is considered to have conducted an Improper Room Transfer. The resident will be assessed an improper check-out fee of \$50 and may be subject to disciplinary action.

Emergency Room Changes

At various times, a student will request an emergency room change based on behavior of another student that has not been documented and/or addressed through the judicial process. It is the policy of The Office of Residential Life that in such cases, the student bringing the complaint shall be offered a temporary relocation until such time as the situation can be investigated. Students who feel threatened or in any kind of danger will be offered alternative housing for the short term. After the situation has been investigated and addressed, the appropriate long term solution will be determined (who, if anyone, will move out permanently). Students who genuinely believe they are in danger are expected to take advantage of temporary relocation to ensure their safety.

Check-out procedures

Students leaving an assigned space for any reason (transfer, consolidation, contract termination, or end of year/session) must complete the check-out procedure. Any portion of the check-out procedure not completed will result in a charge/fine of \$75. The Check-out procedure includes:

Attending final floor meeting

Making an appointment with your RA at least 24 hours before departure

Cleaning your room (i.e. remove garbage, vacuum, wiping all surfaces etc)

Return furniture to original position

Return your room keys and/or key cards to your RA

Sign and retain your copy of the Check-out RCR

Remember, we do not offer storage services

Lock Out

Lock-out process is to go to the front desk during office hours and to contact the RA on duty if after hours. If a resident continually misplaces or loses their keys (4 or more times), an automatic lock change will occur and be assessed to the resident.

The fee for the fourth lock-out (during community desk hours) will be \$5.00, and the fee will increase by \$5 for each subsequent lock out (\$10 fifth, \$15 sixth, etc.).

Maintenance

Maintenance issues are resolved by Pace University Buildings and Grounds staff. Residents should submit any and all requests through a Resident Advisor. If a maintenance issue is not resolved in a timely manner contact the Residence Director. The RD will follow up with the appropriate people to ensure a proper resolution.

General preventive maintenance and routine repairs will be accomplished without charge to the resident. However, residents will be financially responsible if their negligence or actions (or those of their guests) cause the need for repair beyond normal wear and tear. Emergency maintenance situations, including major leaks and flooding, inoperative door locks, or other situations that endanger safety or property require an immediate response and should be reported to a Resident Assistant in their building immediately. If an RA cannot be found, please notify Security.

In all residences, basic custodial service is provided for common areas, including corridors, lounges, and community bathrooms (excluding private bathrooms in all residence halls). Custodial service is not intended to alleviate residents from their responsibility to pick up after

themselves and treat their environment with care. It is still the responsibility of each resident to dispose of waste appropriately. It is also the resident's responsibility to maintain his/her individual room and all shared areas. Custodial service is not available to clean personal space, and students are required to maintain hygienic conditions in their room. If a common area needs cleaning or custodial service beyond the routine service provided, residents of a floor or building will share the expense of that additional cleaning.

Reach of Policy and Notification of Changes

The Dean for Students may, with proper notice to the resident student population, alter policies found in this guide during the course of the academic year. Proper notice will consist of email notification to each student's Pace University email account and flyers posted in each residence hall. Similarly, the Dean for Students may waive certain policies as necessary or appropriate for certain individuals. Such waivers should be requested in writing (or email), and will be evaluated on a case-by-case basis.

Posting

Notices, flyers, ads and other informational items must be approved by the Residence Director. They may be posted only on designated boards by the Office of Student Services & Residential Life staff. Postings are not permitted on painted surfaces, glass windows, or doorways. No postings advertising events with alcohol or offensive materials will be approved for posting. Unauthorized posting of materials on bulletin boards or anywhere else on campus is prohibited and such materials will be removed. Persons posting material in violation of these rules will be subject to the disciplinary processes determined by Office of Student Services.

Room Deposits

Room deposits are applied to the respective semester room fees and are non-refundable.

Agreement Release

Any student desiring to cancel their housing agreement during the academic year must do so in writing at least 10 work days prior to removing themselves from the premises. Any student wishing to cancel the entire spring portion of their housing agreement must meet one of the following criteria in order for their cancellation request to be considered:

The student has filed for December graduation

The student has been accepted and approved for a Study Abroad program

The student has transferred to a different university

The student has been called to active military duty

The student has been academically dismissed by the University

Released by the University:

The University reserves the right to terminate a student's housing agreement in the event the student fails to meet financial obligation to the University, maintain required academic standards, or abide by the policies and procedures of the Dannat Hall Guide to Community Living or those in the University Student Handbook; to reassign or repossess the room and to effect any other steps necessary, or advisable in the interest of health, safety, and conduct of the residence hall program.

A student may be summarily suspended from the University residence halls by the Dean for Students for violation of the University rules and regulations if in his/her judgment the continued presence of the resident in the halls poses a serious threat to him/herself, to other persons, or to

University or private property. The resident will be required to vacate the residence hall immediately and may be notified that he/she will be treated as a trespasser if he/she returns without approval. Refer to the section on Student Disciplinary Procedures for details of this process.

Refunds

The student shall not be entitled to a refund upon student initiated or disciplinary termination of this agreement.

Early Check-in to Residence

Like most Universities, all services are not available until the official start of classes. As such, early check-ins are not permitted unless an extreme hardship can be documented. Opening and closing dates are listed on the housing contract; please make sure to note them. Any request for exceptions must be made in writing to the Office of Student Services and Residential Life, at least two weeks prior to the scheduled check-in dates. NO request for early check-in will be considered after August 15th.

Housing Accommodations

Students who would like to apply for a housing accommodation, must contact the Office of Disabilities Services. This office is part of the counseling department. Students applying for a housing accommodation must have the medical paperwork to illustrate the need.

RESIDENTIAL LIFE HEALTH, SAFETY, AND SECURITY POLICIES

All behavioral policies in Pace University residence halls are based on the University Guiding Principles of Conduct (UGPC), but not all prohibited or required behaviors are specifically detailed in the UGPC. Students are expected to adhere to both the letter and the spirit of the UGPC. The policies in this section help clarify how the UGPC impacts the behavior of resident students. Students are held accountable to all university policies and procedures, including those made available to them here and in other essential university documents.

Alcohol Policy (reference University Guiding Principles 14, 15, 24, 26, and the University Drug and Alcohol Policy)

Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Substance or alcohol abuse will not be accepted nor will it excuse faculty, staff or students from carrying out their academic or employment responsibilities. It is the policy of Pace University that the use, sale, transfer, or possession of controlled substances by faculty, staff or students be prohibited as well as the unlawful possession, use or distribution of alcohol on University premises or as part of University activities. This policy applies to all full-time and part-time students; and all full-time and part-time employees, including faculty and staff, and any student employees and interns. Anyone violating this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law, which may include counseling, a reprimand and warning, disciplinary probation, suspension, dismissal, expulsion, and referral to the proper law enforcement authorities for prosecution. It should be noted that the legal age for the purchase, possession and consumption of alcohol in New York State is 21 years old. It should further be noted that the use of Bides (Indian cigarettes), cloves, and hookahs is prohibited on University property and is not a defense for charges of either use or possession of marijuana. All of these items will be confiscated and discarded by university staff.

The following guidelines have been established for alcohol in the Residence Halls:

- No underage student may be in the presence of, possess, consume or purchase alcohol in the residence halls, and no one may give alcohol to another person who is underage. This policy also applies to guests of residents who may be of legal drinking age.
- Alcohol which is possessed, purchased or dispensed illegally or in violation of any regulations will be confiscated and violators will face disciplinary action.
- No open containers of alcohol or alcoholic beverage will be permitted in any public areas (lounges, hallways, kitchenettes, patios, porches, outside of the Townhouses, etc.) of any residence hall.
- Students of legal drinking age may drink only in the privacy of their own rooms. The number of alcoholic containers must be equal to or less than the number of students in the room at the time.
- Kegs, beer balls, and boxed wine are not permitted in the residence halls at any time.
- No hard liquor is permitted in the Residence Halls, nor is it permitted at any social event.
- Drinking games, or any activity which promotes the mass consumption of alcohol, are strictly prohibited. Any table used for drinking games will be confiscated and discarded. It will not be returned at any point of the year.

Large quantities of alcohol, which could reasonably be judged as greater than the normal for personal consumption, may be confiscated. Students 21 years of age may consume beer or wine in the privacy of their room, but not in the presence of anyone below the legal drinking age. They may only possess amounts of alcohol consistent with personal consumption: Specifically, 72 ounces or one [1] six-pack of beer, or one 750 ml bottle of wine per “of age” student.

All alcohol will be confiscated and discarded by university staff.

Bathrooms

Please be courteous to others who also use the bathrooms.

Residents are responsible for cleaning up any mess when they leave the showers and stalls.

Place only bathroom garbage in the bathroom trash cans.

Wash all dishes in the kitchen sink. The fine for washing dishes in the bathroom sink starts at \$25.00 and goes up in \$25.00 increments for each additional offense. Food, debris, and oil clog the bathroom drains and result in unnecessary maintenance, including flooding. Therefore, there will be a \$75.00 fine to the floor if cooking debris is found in the bathroom pipes.

Candles, Open Flames, Incense, Appliances, or Open Heating Elements (reference University Guiding Principle 26)

Possession of candles (unless wicks are removed) and incense is prohibited.

Cooking appliances must be used in designated areas (the basement kitchen).

Halogen lamps are strictly prohibited.

Appliances with an automatic shut-off are allowed. Hair dryers, irons, hot rollers, and curling irons are also permitted, however these items must be used in designated areas set forth by residential life staff members.

Stand-alone microwaves are not permitted in the residence halls. The ONLY type of microwave permitted in the residence hall rooms are the MicroFridge combination microwave/refrigerator units. These units must be ordered through the Refrigerator Leasing Company at www.rentalcompanyone.com. Microfridge units must be 4.0 cubic feet or smaller. Residents are limited to one (1) Microfridge units per room. Any students found using or possessing a restricted appliance will be fined \$75.00 and may face disciplinary action. The appliance will also be confiscated. The Office of Residential Life will determine whether or not an appliance is restricted. Examples of prohibited items include, but are not limited to: * Rice cooker * Hot plate * Blender * Indoor grill * Toaster * Toaster oven * George Foreman Grill. Confiscated items will be held by the Residence Director until the student permanently takes it out of the building.

Doors (reference University Guiding Principles 2 and 26)

In order to reduce long term damage to doors, residents may post only one dry erase board on the door entering their room/apt. Any additional items must be mounted in such a way as to not incur further damage to the door. No stickers are permitted. Placing offensive material on doors is prohibited. A Residential Life & Housing staff member may request a student remove material off of his/her door if it is determined to be offensive or creates a hostile environment.

Drugs/Controlled Substances (reference University Guiding Principles 4, 15, 24, 26, University Drug and Alcohol Policy)

Use, possession, distribution, or the sale of paraphernalia, illegal drugs, including marijuana, and the use of controlled substances without a valid prescription is prohibited. Any illegal drugs or paraphernalia will be confiscated and discarded by university staff.

Discrimination (reference University Guiding Principles 11 and 12, Affirmative Action Statement Policy, Statement Regarding Sex Discrimination, and Policy Statement Regarding Hate/Bias-Related Crimes)

No student shall violate the rights of or deny the privileges of the residential community to another person for reasons of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, gender expression, disability, marital status, or military status. Incidents in which alleged harassment or abuse related to these factors may result in the summary relocation or suspension of the accused pending resolution of the matter.

Entry into Residents' Rooms

The University reserves the unconditional right to enter the room occupied by students pursuant to the occupancy agreement in the interest of health, safety, and conduct of its residence hall program. The Security staff, the Office of Residential Life staff, Buildings and Grounds staff and other authorized University personnel may enter a student's room at any time for cleaning, inventory, maintenance, inspection, repairs or upon reasonable grounds in the belief that a crime or violation of University rules and regulations has been or is being committed. **The Office of Residential Life and Housing staff and other authorized University personnel may enter a student's room for any of these purposes whether or not the occupants are present.**

Entering residence halls or rooms by students or their guests via windows, balconies, or fire doors is prohibited. Students must enter and exit through the designated exits. Any violation will result in fines and may result in loss of housing privileges. Any resident found providing access to a residence hall to someone without proper ID (i.e. allowing someone to enter the building

when they enter, without a proper ID) will risk losing guest privileges and may lose housing privileges.

Emergency Evacuation (reference University Guiding Principles 5, 9, 10, 24 and 26)

All alarms are taken seriously. The signal to evacuate a building for a fire, fire drill or other emergency is a series of alarms. Evacuation of the facility is mandatory until the signal to re-enter (“all-clear”) has been given by the Residential Life staff on site. Anyone found in their room, who had not evacuated during the sounding of the fire alarms, may be fined \$75.

Therefore the following procedures are to be adhered to any time an alarm sounds: Once the fire alarm has sounded, all residents must evacuate the building. Students are instructed to wear their shoes, jackets, and umbrellas (when appropriate), and to leave the building in an orderly manner by means of the closest safe stairway or exit. Once outside the building, all residents must remain clear of doorways and at least 100 feet from the building. Remain clear of roadways, as well. Report to their assigned evacuation area as outlined by their RA. When it becomes time to re-enter the building, students should do so in a patient and orderly fashion. Pre-planning is of the utmost importance to ensure that persons with physical disabilities are provided with the assistance and knowledge to evacuate a building. It is expected that all residents notify their RA of any immobility, whether it is temporary or permanent. In case of alarm, persons with physical disabilities must remain in their rooms. Contact Security and notify them of their location. Emergency personnel will assist residents at that time. Prior to an emergency situation of any kind, it is advised that each person needing assistance meet with the Residential Life and Housing staff and the Safety and Security Department to discuss a plan of action.

Cooperation and respect for University Staff (reference University Guiding Principles 1, 9, 10 and 26)

Compliance with the final decision/sanction rendered by a disciplinary hearing officer or conduct board is required. Compliance with the direction of duly authorized staff members, including Resident Assistant, Office of Residential Life professional staff, and security guards is required. Failure to comply will result in disciplinary action. Inappropriate outbursts, disruptive behavior, threats and/or harassment directed at any housing or security staff member may result in summary suspension from the residence halls and/or summary removal of guest privileges.

External Fixtures

Any external antennas, aerials, connecting wires, posters, signs or banners affixed to buildings are prohibited. The University may remove said objects without notice. Violators may be subject to fine and/or disciplinary action. Residents are responsible for keeping all items clear of windows. At the discretion of the Office of Residential Life and Housing, residents may be asked to remove inappropriate items visible outside any window. This includes, but is not limited to, beer/ alcohol signs, sports team logos, affiliations with Greek letter organizations, and restaurant/bar signs.

Filming (reference University Guiding Principles 25 and 26)

In order to protect residents’ right to privacy and undue disruption of their community, filming may not be done in any area of the residence halls without the written approval from the Office of Student Services and Residential Life.

Furnishings (reference University Guiding Principle 2)

Residents are responsible for all furnishings provided in their assignment. Waterbeds, lofts, or homemade bunk beds are not permitted. Due to limited space and safety, students are discouraged from bringing additional furnishings. University Residence Life and Housing staff reserves the right to have students remove personal furnishings from a room/suite/house if those furnishings are believed to pose a safety risk, impede movement within the room/suite/house, or represent a fire hazard.

Community and lounge furniture may not be removed or relocated. Appropriate lounge furniture is provided and other furnishings will not be permitted in community/lounge areas. If community/lounge furniture is found within a resident's room, a charge of \$50 dollars will be assessed to the resident(s) and the resident(s) will be subject to disciplinary action.

Residents are permitted to bring personal items, such as rugs, throw pillows, and bedspreads. Residents are encouraged to use personal items that are fire retardant. Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows.

Residents are not permitted to cover lights, hang items from lights, windows, safety equipment, fire heads or fire sensors, or ceilings in any manner. Paper or other flammable decorations should be used with care as to not increase the "fire load" of the room and should not cover windows, or placed over or near lamps or light sources. No couches, chairs or futons are permitted unless a resident can provide manufacturers' certification that furniture meets the national standard for fire retardancy of upholstered furniture. (California Tech. Bulletin 117 is the accepted standard). Written documentation is required.

The University is not responsible for any personal electronic equipment, including computers, brought onto the University premises. All students should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

The following items are prohibited:

- Building any type of wooden structure.
- Painting, paneling, or wallpapering on any walls or built-in structures.
- Placing locks, nails, screws or any other items in or on the furniture or walls.
- Hanging or possessing any wooden or metal signs or board larger than 2 ft. by 2 ft. without prior permission from the RD.
- Hanging any signs advertising any product, company, or organization without proof of ownership and permission of the RD. Signs advertising clubs, organizations, teams, etc. are also prohibited.
- Placing stickers of any kind (including glow in the dark stars) on walls, ceiling, furniture or built-in structures.
- Residents may, with roommate's approval, bring their own incidental pieces of nonupholstered furniture (shelves, bookcases, bins, etc.; however, any items which can cause damage to University property or represent a fire hazard are not allowed. In addition no tables stretching longer than 5 feet are permitted in the residence halls.)

- Additionally the Residence Director may ask residents to remove any item that is visible from outside of the building (hung by a window, or on a balcony) or on the outside of a room door if the RD deems it to be inappropriate or in poor taste.
- Extension cords are not permitted in the residence halls.

Health and Safety Inspections (reference University Guiding Principles 5 and 9)

Student rooms will be inspected two to three times each semester to assure compliance with health and safety related aspects of the University Guiding Principles and Office of Residential Life policy. In most cases, students will be given the opportunity to resolve health and safety concerns before a re-inspection. Punitive action will only take place in especially egregious violations of health and safety regulations, or when students fail to resolve the violation. The Office of Residential Life staff members who observe other violations of university policy (not related to health or safety concerns) will separately document those violations and forward them to the disciplinary/judicial process.

Guest Policy (reference University Guiding Principle 26)

Students will be charged with violations of the guest policy in cases where guests create disturbances within the residence halls or campus community, or when violations of the guest policy become frequent, flagrant, or appear to involve fraud on the part of either the host or the guest. A guest is defined as anyone in a residence hall room that is not assigned to that specific space by the Office of Residential Life. Individuals under sixteen years of age are not permitted in the residence halls between the hours of 9:00 PM and 9:00 AM. Exceptions may only be made by special permission from the Residence Director, in consultation with the Dean for Students.

Each resident is permitted to have as many as two overnight guests on any given night, but guests are not to remain longer than two days (consecutive or nonconsecutive) within a seven day period. At any given point a resident can have no more than 2 guests at a time. Additionally, all guests must be registered with the Office of Residential Life if they are staying past midnight in the halls. Guest registration sign-up sheets are located outside the resident assistant's door. A guest is defined as anyone in a residence hall room that is not assigned to that specific space by the Office of Residential Life. Guest privileges may be revoked for violation of University policies, and guests may be prohibited from University property indefinitely. In addition, the Residence Life Staff may, at any time, require a guest to vacate any Residence Hall.

Escort Policy

Residents must meet guest(s) in the main lobby and then escort the guest at all times (24 hours a day, 7 days a week). Thus, the resident hosting a guest must be present in the room with their guests at all times. Residents assume responsibility for the conduct and behavior of their guests, including informing guests of all pertinent residence hall policies and procedures. Additionally, guests will be held accountable for their behavior and may be asked to leave the residential buildings and/or campus.

Visitation Policy

Guests are not to abuse the visitation policy by residing in the residence halls. Thus, an individual who does not have a housing contract with the University is not permitted to exceed more than four nights in one month as an overnight guest (with the same resident or a variety of residents). The Office of Residential Life reserves the right to distinguish between visitation and actual residence in a room. Flagrant violations of visitation guidelines could result in the

cancellation of visiting privileges, cancellation of the resident's housing contract and/or other disciplinary action.

Improper Room Transfer (reference University Guiding Principles 10 and 26)

Moving from one housing assignment to another without proper approval from the Residence Director or the Office of Residence Life and Housing is prohibited.

Keys

- When a resident checks in, they will receive keys for their room and mailbox from Residence Life and Housing staff. The ID card will serve as the front door key to a resident's residence hall. These keys are the property of Pace University and may not be duplicated. To insure safety within the halls, please report all lost keys to the RA or RD so the lock can be changed.
- All residents are expected to carry their card/keys at all times. If residents do not have their access card/keys, members of the Residential Life and Housing Staff or Security will open a resident's door as a courtesy. Please understand that, for a resident's safety, Resident Assistants and Security have the right to ask for ID, and the right to refuse to open a door. Residents who chronically abuse this courtesy risk being fined \$2.00 each time they are locked out. Members of the Residential Life and Housing Staff and Security will not open a room for any person other than a resident of that room.
- Residents must never loan their card/keys to anyone. Their access card/keys are listed on their RCR and must be returned upon check-out. A fee is charged for the replacement of any lost access cards or keys. These charges are listed on the RCR. If required, residents may also be billed for a new lock cylinder plus installation.
 - Bldg. Access Card \$20.00
 - Room Key \$30.00
 - Mailbox Key \$25.00
 - Change Lock \$75.00
- As stated in the "Room Furnishing" section of this guide, residents are not permitted to install their own personal locks or security chains; such fixtures will be removed by the maintenance staff.

Kitchen Area

Each residence hall is equipped with a community kitchen so that residents can do some "home cooking" here at school. Hours and availability of appliances are determined by the Residence Hall staff. They must be kept clean; any misuse may result in the closing of these facilities.

Any student found abusing the kitchen area (leaving dirty dishes in the sink, using the appliances improperly, discarding materials improperly, etc.) will be fined \$50.00 and disciplinary action will be taken. Appliances must be used in accordance with the guidelines set forth in this document. Appliances are not permitted in individual rooms.

Littering

Receptacles are placed for convenient disposal of trash and students may face a fine and/or disciplinary action for littering on University property. Any student found discharging items from a residence hall window or balcony will face immediate disciplinary action (including expulsion from residence), especially if the projectile endangers the safety and well-being of

other individuals. Trash left in hallways or outside of building will result in disciplinary action and/or cancellation of housing contract.

Noise/Quiet Hours

Although the University provides members of the Residence Hall community with various social and educational services, our primary function is to ensure that residents are in a comfortable and academically sound environment. The Office of Residential Life and Housing has established hours for quiet and consideration which we hope will safeguard those rights. The hours between 11:00 PM and 9:00 AM Sunday through Thursday and 1:00 AM and 10:00 AM Friday and 25 Saturday are designated as quiet hours, but it is expected that all residents show consideration to their community on a 24 hour basis.

It is the University's expectation that:

- Stereos will be kept at a volume level which cannot be heard outside the room with the door closed, or outside the building. Failure to observe quiet hours and courtesy hours, due to the use of volume of certain equipment, may result in loudspeakers, televisions, radios, video games, etc., being confiscated and stored by staff in a designated area until they can be taken home by the student.
- Even when quiet hours are not in effect, the noise level must not deter those students who want and need to study or sleep at any given time.
- Those wishing to listen to stereos at a louder volume should consider the use of headphones.
- Speakers should not be placed on or played from windows.
- Amplifiers or speakers should be appropriate to room size, and volume kept at a conversational level of sound.
- During exam periods, twenty-four hour quiet hours are enforced.
- Appropriate disciplinary action will be taken against students who violate quiet or consideration hours.

Noxious Odors (reference University Guiding Principle 26)

Causing noxious odors (i.e., incense, smoking, trash build up, dirty laundry, etc.) is prohibited.

Pets (reference University Guiding Principle 26)

Residents may have non-lethal, tropical aquarium fish with the consent of the building RD. However, for reasons of health, sanitation and the consideration of other members of the residence community, no other types of pets may be kept by the residents. Any residents in violation of this policy may face fines and/or disciplinary action, including loss of housing privileges. All aquariums must be 10 gallons or less.

Prohibited Items

The University specifically prohibits possession of the following items:

- Bars
- Coffee pots without automatic shut off.
- Halogen lamps or lamps with plastic shields
- Combustible fluids
- Cooking appliances
- Fireworks or explosives

- Candles, open flames or incense
- Live holiday decorations such as trees, branches, and wreath
- Hookah and other smoking devices 26
- Hover boards, self-propelled scooters, or similar devices. Information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Our priority is the safety of the members of our community, and until a time that the safety standards of these devices are improved, the University has prohibited these devices from campus. Should these devices be found on the campus, they will be confiscated by appropriate University staff. Such violations will be referred through the student conduct process.

Property Loss or Damage (reference University Guiding Principle 2)

The University assumes no responsibility of any kind for loss or damage to personal property caused by fire, water, theft, the actions of other students or guests, or any other cause whatsoever. Personal property stored in resident's rooms, during the period of the housing agreement, shall be stored at the owner's risk. The student may not store personal property in the residential facilities during the Summer Sessions.

Safety Equipment (reference University Guiding Principles 2 and 24)

It is unlawful and prohibited to tamper with the operation of any safety equipment. This includes, but is not limited to; smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in a monetary summons, disciplinary action, criminal prosecution, or any combination. All violators of this policy will be documented for a violation of university policy through the judicial process.

Searches and Confiscation

Authorized University personnel may request a resident's cooperation in searching concealed areas. They may confiscate any suspicious, unauthorized or illegal items that they may find in the room or on their person. Residents will be asked to immediately dispose of items that are prohibited from the halls or pose a danger to the safety of the individual or community. If an item is removed from a resident's room in his or her absence, the resident will be issued documentation indicating the removal. All confiscated items will be discarded. The possession of prohibited items may result in disciplinary action, criminal prosecution, or both. Illegal items will be turned over to the Office of Safety and Security.

Smoking

In the interest of providing a safe and healthy environment for faculty, staff and students and in accordance with New York City Local Law 2 and Title 20 of Westchester County Sanitary Code, Pace University has adopted the following smoking rule: Smoking is prohibited in all university buildings. Smokers must remain 50 feet from any building or residence hall. Failure to do so may result in a fine and/or disciplinary action.

Sports in the Halls (reference University Guiding Principles 5 and 9)

Activities such as Frisbee, football, roller blading, dribbling a ball, etc. are not permitted in the residence halls. Disruption or damage caused by any such activity will be billed to the residents responsible.

Stalking (reference University Guiding Principles 9 and 26)

No student shall perform acts that are intended to harass, annoy, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or seriously annoy such other person and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person in a manner likely to cause annoyance or alarm. Incidents in which stalking is alleged may result in the summary relocation or suspension of the accused pending resolution of the matter.

Windows (reference University Guiding Principles 2, 9 and 26) Throwing objects from a window is strictly prohibited. The use of slingshots or other related items is not permitted. Tampering with or removal of window stops, screens, or other safety equipment is not permitted and will result in a fine.

Abandoned Possessions

It is important that students remove all personal possessions, furnishings, trash, and discarded items at the time students depart their rooms. Property left behind in students' rooms will be considered abandoned and will become the property of the University. Students will be charged for the removal of any abandoned items from their former rooms.

Solicitation

Groups who wish to sell tickets or goods must receive prior approval from the Office of Student Service and Residential Life. Approved solicitation usually is limited to an area in the lobby of the residential facility and requires a written notice verifying permission from the Office of Student Services and Residential Life. Students and student groups are not exempt from this policy. No commercial business (including regular day care and Internet sales) may be conducted on the premises. If students encounter persons soliciting in residence halls, please report them to a RA or the Pace Security immediately. The Office of Student Services and Residential Life reserves the sole right to approve or deny any collection boxes for philanthropic activities. Any unapproved boxes will be removed and their contents will be discarded.

Sports and Games

Sports in the residential facilities are prohibited due to the potential danger to individuals and property, including safety equipment, such as sprinklers or fire extinguishers.

Stairways, Hallways, and Breezeways

For reasons of fire safety and security, stairways and common hallways must be kept free of combustible items and all other objects that would contribute to the intensity of a fire or prevent free and clear access to or egress from the rooms. This includes plants, boxes, bicycles, shelves, toys, sports equipment and other items. Do not use stairwells or hallways for storage of any kind. Nonflammable door decorations are permitted; however, holiday lights are not permitted on the exteriors of doors.

Theft/Loss

The University does not assume any responsibility for articles lost or stolen from rooms. Residents need to take precautions to ensure, to the best of their ability, that theft does not occur. The University cannot assume responsibility for personal property stored in, delivered or shipped to a residential facility. Report any theft or loss to the hall RA, RD, and to the Pace Security.

Remember to inquire about homeowners' insurance coverage or obtain renter's insurance for personal property.

Trash and Recycling

Improperly disposed of trash is a nuisance for other residents and custodial staff. All trash and recycling materials should be disposed of in properly marked containers. Residents should dispose of their trash and recycling on a regular basis to avoid creating a health hazard.

Vandalism and Pranks

Residents should take proper care of their building and its furnishings. Vandalism will bring strong disciplinary action. Students witnessing an act of vandalism or who know the identity of the responsible person(s) should notify a Residence Life staff member immediately. The University reserves the right to assess residents collectively or individually for damage to their building or its furnishings. Pranks that result in disturbances or distress to others, or cause damage to University or personal property (or those that foreseeably could have caused such disturbance or distress) are prohibited. Examples include water fights, shaving cream fights, penny locking, removal of peepholes, etc.

SAFETY AND SECURITY

Personal Safety

Every member of the residence community can do his/her part to help keep the Residence Halls safe. The Office of Residential Life would like to suggest the following:

- Report all lost or stolen items to the Residential Life Staff and Security immediately.
- Do not prop open entry or exit doors and do not use Fire Exit doors or windows as a way of entering or exiting a building. Any student caught doing so will be fined \$100.00 and disciplinary action will be taken.
- Report the presence of any strangers or solicitors to a Residential Life Staff member or to Security.
- Since soliciting is not permitted on campus, do not admit strangers into the buildings. Remember, a stranger is anyone that a resident does not know whether they look like a student or parent or not. Violators will face disciplinary action.
- All residents should keep their room locked at all times, especially when it is unoccupied or when they are sleeping.
- Leave valuables (such as expensive jewelry) at home.
- Record the serial numbers of all electronic equipment.
- Please be aware that a resident's actions can affect the entire residence community. If a resident acts in a way that may jeopardize the well-being of others, (propping open doors, allowing strangers to enter the building), they will be held accountable for those actions and may face fines, as well as disciplinary action.

For the safety and convenience of the members of each residence hall, there is an RA office located near the front door of each residence hall. Resident Assistants have office hours every

night. In addition, to the office hours, RA's go on rounds through the building to ensure the safety and security of all residents.

Fire Safety

Each semester, Residential Life and Housing, Campus Safety and the Buildings and Grounds Department conduct fire drills in each campus building. These drills are conducted in accordance with the City of White Plains Fire Regulations to assess the evacuation procedure and ensure proper operation of the fire alarm systems. Resident Assistants will instruct residents on proper evacuation procedures at the first section meeting. Residents are encouraged to ask questions at any time if any procedure seems unclear.

All residents **MUST** exit the building every time the alarm sounds.

- They are not permitted to remain in the lobby.
- They are to stand at least 100 feet from the building.
- They must report to the pre-assigned meeting point.

When evacuating the Townhouses, please close, but do not lock all bedroom and bathroom doors when exiting. In the event of a real fire, if the stairwell and front door are unreachable, the back bedroom on the third floor (BEDROOM D) in every Townhouse has an escape ladder in front of the window.

Evacuation of Residential Facilities

Every resident needs to know where the nearest exit (stairwell) and the alternate exit from their room: From their room, residents should count the number of doors to the stairs left and right of the room. This will assist them in locating the stairwells if and when they encounter a smoke condition as they crawl low in the corridor to the evacuation stairs.

After evacuating the building:

- Stand at least 100 feet away from the building
- Report any concerns to the RA on duty or Security
- Wait for instructions from Emergency personnel, Security or Residence Life.

Life Safety Survival Skills

Upon hearing a building fire alarm, the first life safety survival skill begins before opening the room door by following steps 1 and 2.

1. Students should feel the top of the door using the back of their hand for heat and/or look through the door vision hole:

- **If not hot**, open the door slowly by viewing onto the corridor at a level below the doorknob. This allows students not to breathe in any potential smoke that may be present.
- **If smoke and heat are present**, crawl low to the exit and evacuate the building. Count the number of doors to the stairwell.

- **If students encounter heavy smoke in the stairwell**, use alternate stairs or go back to their room and follow the steps below.
2. If after feeling heat at the top of the door, feel the doorknob, if doorknob is hot, do not open door:
- Stuff towels or clothing under door and continue sealing around the door. If possible continually wet the cloths or use duct tape to seal door openings.
 - Students will then call 911 to give their exact location in the building, the floor level and room number as well as the number of people in the room.
 - Wave a white towel or sheet out of a window to signal attention.
 - If a smoke condition comes into the room open the double hung windows 6 inches from top and bottom and breathe air from the bottom of window. If a slide or crank out window, open a few inches.
 - Break glass only as a last resort, flame and smoke from a fire below may enter the room.

Failure to leave the building **immediately** will result in disciplinary action, including fines up to \$100.00.

TAMPERING WITH THE FIRE SAFETY EQUIPMENT (including, but not limited to smoke/heat detectors, sprinkler heads or fire extinguishers) **IS A SERIOUS OFFENSE, AND MAY RESULT IN SUSPENSION OR EXPULSION FROM RESIDENCE OR PACE UNIVERSITY.**

The following are PROHIBITED in the residence hall:

- Blocking exits, doorways, hallways or stairwells with personal objects.
- Propping open fire exit doors.
- Combustible fluids.
- Candles and other open flames.
- Incense.
- Fireworks or explosives.
- Live holiday decorations such as trees and wreaths.

Security

Security patrols the Residence Halls on a regular basis. Access to the Residence Halls is limited to those who have keys to the front door. Students will need to swipe their ID to enter into Dannat Hall.

The campus is equipped with the Emergency Blue Light system for student safety. Security also offers escort service for students who are traveling on campus alone late at night.

Damages and Fines

When a resident checks-out of their residence hall, they will be held accountable for damage to anything listed on the RCR. In addition, all members of the Residence Hall are responsible for the condition of all public areas. Although there is a good faith attempt to bill the individual(s) responsible; if the responsible person(s) cannot be identified, residents of a particular section, building, house or the entire campus (if appropriate) will be billed a proportionate share of the

cost of repair or replacement. For this reason the Office of Residential Life and Housing requests the cooperation of the residence community in identifying negligent parties.

- Bills for damages are sent out at the end of the semester and/or after a student has checked out (although occasionally students are billed during the semester).
- Residents have the right to appeal, in writing; any fees that they feel are unreasonable, within 30 days of the date on the bill.
- Written appeals must be received by the Office of Residential Life and Housing before the thirty day deadline. All fines become final after 30 days.
- Payment of all damage bills must be sent directly to the Office of Student Assistance. Residence Hall staff cannot accept payment.
- Residents who are not returning to residence may have damage charges deducted from their Security Deposits.
- Those eligible for Security Deposit refunds should wait at least sixty days before contacting OSA.

List of Fines

Appliances (prohibited)	\$75
Cooking Debris Found in Clogged Pipes	\$25
Dirty Kitchen	\$50
Discharge of Fire Extinguisher (Not for fire)	\$500
Improper Disposal of Garbage	\$50
Entering or Exiting Building Improperly	\$100
Failure to Exit Bldg. during Fire Drills	\$100
Improper Check-out	\$75
Lock Out (excessive/per occurrence)	\$2
Lounge Furniture (In-Room), per day	\$75
Pet Violation, per day	\$25
Propping Doors	\$100
Pulling of the Fire Alarm (Malicious)	\$500
Room Cleaning	\$50
Unauthorized Room Change	\$50
Washing Dishes in Bathroom sink	\$25

*Please note that this list is not all inclusive.

FACILITIES AND SERVICES

Cable Television

The cost of cable television is included in the room rate. The channels include HBO, several sports channels, CNN, and a range of High Definition channels. The channel package cannot be altered in any way. All residents must supply their own coaxial cable to link their cable ready TV to the cable jack.

Dining Services

All residents are required to purchase a meal plan. Rates vary by number of credits attained or housing assignment. The ID card will serve as a student's meal card. Students may use their meal card at any of the food service locations; Pleasantville Cafeteria, Miller Hall Kiosk, and Alumni Hall Coffee area. Funds are deducted from a student's account whenever they use their meal card, but additional funds may be added at any time. If a student has any questions about dining services or their meal plan, they can visit the Dining Services Office located in the Kessel.

Laundry

Washers and dryers are located in the basement of Dannat Hall. Any problems with the machines should be directed to the buildings Residential Life and Housing Staff or submit a help ticket through Laundryview.com. All laundry is FREE!

Mail

Mailboxes are located in the lobby of Dannat Hall. Below is the correct mailing address. Please copy them correctly. Mail which is addressed incorrectly, or is missing a box number may be misdirected or take longer to reach its destination.

Name

Dannat Hall, Room #____

Elisabeth Haub School of Law

78 North Broadway

White Plains, NY 10603

Residents may pick up any packages which are too large to fit in the mailbox in the mailroom.

- There is no mail pick-up or delivery on Saturday or Sunday; therefore, anything sent or delivered Federal Express, UPS, and Next Day Air etc. on Friday after 10 AM will not be delivered to the student mailroom until Monday.
- Packages may be sent and received through the mail room but it is not recommended that residents send or receive cash.
- Any expensive or valuable packages should be insured or sent through a carrier with a tracing service. (UPS, Federal Express, Express Mail, DHL, etc.)

Prior to check out, be sure that BOTH OSA and the Student Mailroom, have an updated address for forwarding purposes. After the spring semester, only first class mail will be forwarded. All other mail will be discarded.

Maintenance

Maintenance concerns should be submitted to the resident's RA or RD.

If there is damage to a resident's room, do not attempt to repair it. Skilled University repair personnel will remedy the situation in a timely fashion. General preventative maintenance and routine repairs will be completed without charge to the resident. Residents will be charged for repairs which are necessary due to negligence or intentional damage on their part and could result in the immediate cancellation of their housing contract with no eligibility for a refund.

Occasionally, the University may experience problems affecting electricity, heat and hot water. Whenever these problems occur, the Residential Life and Housing Staff will make every effort to notify residents immediately.

On-Line Service

In each room each student has a data jack for their computer providing access to the Pace University network. All a resident needs to do is install an Ethernet Card, plug it in and turn it on. There is also a wireless option that is provided in each Residence Hall. All a resident needs is their PACE username and password to access this option.

Appropriate Use Policy for Information Technology

The Pace University Appropriate Use Policy for Information Technology (I.T.) is posted on the Information Technology Services (ITS) web page and may be accessed from its Announcements page.

Information Technology Service (ITS) at Pace University encompasses the use of all campus computing, telecommunications, educational media, and management information systems technologies. These ITS resources support the instructional, research, and administrative activities of the University

Users of these services and facilities have access to valuable University resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means understanding the intended use for Pace ITS (and making certain that a resident's use complies); respecting the rights of other Pace Information Technology Services users; maintaining the integrity of the physical facilities, and all obeying all pertinent license and contractual agreements.