



# Jamestown Community College FSA On-Campus Living Policies

## I. ARRIVAL PROCEDURES

Residents may not occupy or deliver items to their suites prior to the official opening of the residence halls, i.e., Saturday, August 20, 2011, for the fall. Requests to allow early arrival of specific residents must be made in writing to the office of residence life, by the appropriate office, department, or organization. Upon arrival, *all* residents must report to their assigned building, Hillside Suites North or Hillside Suites South, where keys will be issued by the residence director. Although FSA tries to provide a total experience for the student by maintaining residences, and this experience is recognized as important, a college education does not depend on one remaining a resident. Students may, therefore, be asked to leave the residence halls if they cannot uphold their responsibilities as set down in the housing application and license agreement, student constitution, the college student handbook, and these on-campus living policies. Of the highest priority at all times, is the right of a student to sleep and study in his/her room. It should be understood that the director of residence life may terminate the housing assignment of a student for violations of the above conditions or relocate a student to a different suite.

**Spring Semester:** Residents entering the residence halls for the Spring 2012 semester may check in during business hours beginning on Sunday, January 15, 2012, at 11:00 a.m., unless prior arrangements for earlier arrival are made with the director of residence life due to college commitments. Rooms will be held for assigned residents only through January 20, 2012, unless prior arrangements are made with the director of residence life. Residents who have not checked in by that time may have their rooms reassigned to other residents.

Basic information upon which this license is based as follows:

**Deposit Required:** A non-refundable \$200 deposit must be paid upon acceptance or at the time of return of signed housing application and license.

**Refund of Deposit for Either Semester:** The deposit is refunded only by written request on or before July 1, 2011.

### Basic Room Rates:

Single Occupancy	\$3,150 per semester (\$6,300 per year)
Double Occupancy	\$2,800 per semester (\$5,600 per year)

### Schedule of Payments:

In advance in two equal installments: the first due at the time of registration in August, less deposit; and at January registration. Any change in room rates due to a change in the status will be done on a per diem basis. Students will receive information concerning billing and payment dates. All payments should be sent directly to the **Office of Business Services**. The deposit should be deducted from the base room rate prior to forwarding payment. The term of occupancy and financial obligation to the college is for the entire year. FSA shall retain a student's full housing payment in the event of a student's withdrawal or removal from housing for any reason, except if called to military service.

Submission of the housing application and license via mail or in-person indicates agreement with the policies and procedures outlined in the on-campus living policies. This license is for the entire academic year and cannot be cancelled by the student during the period as long as the student remains registered.

## II. CHECKOUT AND OCCUPANCY

**Checkout:** The residence halls shall close to all residents on Friday, December 16, 2011 by 5 p.m. for the fall semester and on Saturday, May 19, 2012 at 5 p.m. for the spring semester. When leaving the residence or changing rooms at any time of the year, all residents must complete the following procedures in order for their rooms to be considered vacated:

- Remove all personal belongings.
- Remove all refuse and discarded material and leave the room/suite as clean as it was on check-in. You will be assessed for damage or poor conditions.
- Return all issued residence and mailbox keys and complete appropriate forms.
- Complete the Room and Suite Condition Report.
- Complete forwarding address information.

Those residents who wish to withdraw from the residence halls for reasons beyond their control must do so by December 16, 2011. Should residents fail to checkout by December 16, 2011, they will incur weekly charges beginning December 19, 2011.

**Occupancy:** Prior to vacations, the halls will be closed no later than 9 a.m. the day after classes are dismissed. All students with the exception of those graduating must vacate their rooms immediately after their last examination. Students who are participating in

graduation will vacate their rooms immediately after the graduation exercises. Students withdrawing from the college, terminated or suspended as a student for any reason, or made ineligible for housing due to disciplinary action or any other reason during the year, must immediately vacate their rooms and the housing license will be deemed revoked. Special requests for extended stay during recess periods will be considered by the director of residence life. Charges do not cover room rental during recess periods.

### III. MEDICAL/ACCESSIBLE OCCUPANCY NEEDS

- A resident in need of specialized housing due to an existing condition must receive confirmation of the condition and recommendation for specialized housing from the director of residence life. The director of residence life will make every effort to accommodate such requests, as space allows.

### IV. RULES AND REGULATIONS

The following rules and regulations are in addition to the college's rules and regulations included in the college's student handbook and constitution of the student body, not reproduced here. Failure to act in accordance with these rules, regulations, and expectations may result in college disciplinary action and/or in civil/criminal action and/or financial liability. Possession or use of prohibited items may result in their removal by the director of residence life. Residents of suites where a health/safety hazard exists may be required by staff to remove the hazard immediately.

1. *Respect for individual groups.* Individuals are expected to maintain respect for individual and group rights and responsibilities.
2. *Host responsibility.* A resident host assumes responsibility for the behavior and activities of his/her guest(s). Guests are subject to the same rules, regulations and expectations as their host, and the host has responsibility for informing the guest of the rules, regulations, and expectations in advance. In addition to any disciplinary action taken against the host, FSA reserves the right to require the immediate departure of any guest for violations of the policy, or the constitution of the student body.
3. *Alcohol.* All alcohol containers are strictly prohibited. Residence halls are alcohol-free environments.
4. *Guest and Visitation Policy.* Students are responsible for their guest behavior when on college property or attending any college sponsored events. Any guest in violation of college policy will be asked to leave college property immediately and judicial procedures will be filed against the student. Residents are responsible for all activities that occur within their rooms. The residence hall policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Guests/visitors must be signed into the building between 9 p.m. and 3 a.m. on Sunday through Thursday, and 9 p.m. through 5 a.m. on Friday and Saturday.
5. *Overnight guests.* Overnight guests may be housed, provided the guest is housed in a suite and that the resident host has complied with the guest registration policy/application, which is available in the residence hall director's office and is required of all guests. All guests must be registered with the director before 11 p.m. the night of their stay. Parents may visit, but cannot stay overnight in student rooms. Regardless of the length of stay, the guest is expected to abide by all college and Residence Life policies, procedures, regulations, and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violates any departmental or college policy while in student housing or other areas is subject to State of New York penalties and will be asked to leave the residence hall. **There may be certain times of the year, such as the beginning of the fall semester, semester breaks, and exam periods, when the guest and/or visitation policy may be restricted or modified.** Residence Life staff reserve the right to override permission for an overnight guest and deny that individual the privilege of spending the night in a resident's room.
6. *Quiet Hours.* The residence hall is a 24-hour quiet facility, seven days a week. Quiet hours are defined as a time during which all sound must be contained within a suite.
7. *Fire Safety.* All residents **must** evacuate the building when a fire alarm sounds. Failure to cooperate or to evacuate during a fire alarm; causing a fire alarm; inappropriate behavior which results in the activation of a fire alarm system; tampering with, damaging or removing fire hoses, extinguishers, exit lights, sprinklers, heat/smoke sensors, extinguisher boxes or alarm covers, or any other fire safety apparatus is **strictly prohibited**. The use of any open-flamed devices such as candles, sternos, incense and kerosene lamps is prohibited. The following are also prohibited: natural trees, wreaths, paneling, wallpaper or similar coverings, open-element or liquid-fueled (kerosene, propane, gas) space heaters, and hazardous trash accumulation.
8. *Dangerous Objects.* The possession or use of firecrackers, explosives, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, firearms or other weapons, ammunition, knives, chukka sticks and other dangerous objects or chemicals is prohibited. Use and storage of helium and propane tanks in suites and lounges is prohibited.
9. *Radio and Television Equipment.* Television antennas, masts, and other radio-transmitting/receiving equipment are prohibited.
10. *Pets.* Pets, other than goldfish in a small glass bowl, are prohibited.
11. *Waterbeds and Lofts.* Loft configurations and waterbeds are prohibited.
12. *Suite Decorations.* Combustible materials such as posters, pictures, etc., are limited to 20% of available wall space in each Suite. Non-combustible material is not allowed on ceilings or on the inside of any door. Fabric, including sheets, fishnet, tapestry, etc., used as decorations, is prohibited. Ceiling decorations of all types are prohibited. Students must adhere to New York state and city of Jamestown building codes.

13. *Proper Use of Appliances.* Residents are expected to use appliances furnished in their suites in the appropriate manner. The residents shall take full responsibility for the appliances use and functioning during the course of their occupancy. Misuse, damage, and/or injury incurred by or caused by the residents are the sole responsibility of the residents. The residents will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse.
14. *Ceilings.* Ceilings may not be disturbed in any way. This means you may not attach any items to the ceiling (such as stickers, nails, hooks, bottle caps, etc.).
15. *Screens.* Removal of existing window screens is prohibited. Damage will be assessed to the occupants.
16. *Recreation/other activity.* Recreational activity within and around the residence halls shall be governed by the director. Activities that could be injurious to facilities or grounds, are generally prohibited in common areas, including hallways, stairwells, and grounds.
17. *Solicitations.* Solicitations and sales by residents and others are prohibited within the residence halls.
18. *Facility Use Requests.* Reservation requests are required for all use of space for formal and informal activities, as well as for approved solicitations and must be submitted to the director's office for approval.
19. *Vehicles.* Storage of motorcycles, mopeds, or bicycles in building is prohibited.
20. *Smoking.* Residence halls are smoke-free.
21. *Building Entrances.* Propping of any building access/entrance door is strictly prohibited.
22. *Recycling.* Residents are required to utilize suite issued recycling bins for recycling materials. Residents will be billed for lost, stolen, or damaged bins.
23. *Cinder Blocks/Bricks.* Cinder blocks or bricks of any composition are prohibited in the building.
24. *Halogen Lamps.* Halogen lamps/bulbs are prohibited in the building for health and safety reasons.
25. *Alterations.* The resident shall make no alterations to the suite or move, remove, disconnect or install fixtures, furniture, equipment, or appliances situated therein without the written approval of the director of residence life.
26. *Intervisitation.* All residence halls are locked on a 24-hour basis. Visitors must be escorted at all times and register at the main desk between 9 p.m. and 3 a.m. on Sunday through Thursdays, and 9 p.m. and 5 a.m. on Friday and Saturday. Electronic access control is in effect in all residence halls. Guests 16 years of age and under are not permitted unless special circumstances exist. (Public areas are under 24-hour camera surveillance.)
27. *Drugs.* All students should be aware that the illegal use of narcotics and/or dangerous drugs on campus is expressly forbidden.
28. *Commercial Activities.* Use of the residence halls, suites, and FSA property for commercial activities is prohibited. Reasonable fundraising activities for the benefit of college organizations or other non-profit groups is subject to approval by the residence life director.

## V. RESPONSIBILITY FOR UNIT USE

Each resident must complete and sign a *suite condition report* provided by the director within 24 hours of occupying and suite, either on original assignment or following a suite change. This form, when countersigned by a residence life representative, is the basis for assessment of any damage and/or loss attributable to the resident at the termination of occupancy. Failure to complete, sign and return the form will result in the resident's assumption of responsibility for any damage evident in the suite. Resident students must maintain full-time student status (12 hours or more).

Where two or more residents occupy the same room and where determination of specific responsibility for the damages or losses has not occurred, an assessment will be made against both or all equally. Charges will reflect actual cost as determined by the residence director for any billing. A list of items most commonly billed and the cost is available upon request. If payment is not made, a hold will be placed on the resident's college records.

*Assessment of Charges for Unit Damage or Losses.* Residents responsible for damage or losses will be billed by the director. An attempt will be made to identify residents responsible for loss or damages. Failure to identify responsible individuals will result in an equal assessment to all residents associated with the common area of the suite.

*Furniture Removal.* Furniture must be left in the suite and room common areas to which it has been assigned. Residents who move furniture from assigned areas will be billed for the return of the furniture to its assigned area.

*Lost Keys.* If a resident loses a key issued by the director, it may only be replaced by reporting the loss to the residence director. In such cases, the resident will be billed for the cost of re-keying the door. Keys returned by residents at checkout that are not the same keys issued by JCC will also necessitate the re-keying of the door with assessment of charges to the resident responsible. All keys remain the property of FSA. **Duplication is strictly prohibited.**

## VI. MAINTENANCE AND CONDITION OF FACILITIES

All residents have a responsibility to help in maintaining the cleanliness of rooms and suites and will be expected to clean up after themselves in rooms and suites as well as in lounges and other public areas. Regular maintenance and/or painting by JCC personnel and/or contractors may be scheduled in rooms, suites and common areas while facilities are occupied. When possible, advance notice will be given.

*Inspections.* **FSA reserves the right to inspect rooms and suites and their contents for safety, sanitary, security, and maintenance purposes.** In all cases where health, safety, or welfare of a person may be in danger, or in cases where FSA's property is jeopardized, the residence director's staff may enter a suite or room immediately and without notice. Announced inspections will occur once each semester, procedures for which will be communicated in advance. **In addition, FSA reserves the right to inspect/search the licensed premises and its contents without consent at any time and without notice for violations of law, violations of FSA on-campus living policies, and violations of College rules and regulations, and to conduct search incidental to arrest, and to search by warrant.**

*Repair Work.* Repair work in resident suites may be scheduled to occur during recesses. Advance notice will be given to residents, except in the case of emergency repairs.

*Unit Painting.* Units are painted on a regularly scheduled basis. Where conditions warrant, residents may request painting through the residence director. Residents are prohibited from painting units. FSA reserves the right to authorize painting of suites, while occupied and/or partially occupied, as deemed appropriate.

*Electrical Appliances.* Since the residence halls are not wired for large heating appliances, (ex: hot plates, small stoves, toasters, space heaters, etc.) they are prohibited and will be removed from the student rooms. *Multi-armed lamps with plastic shades are prohibited.* Use of electrical equipment (e.g. stereos) to the serious detriment of other residents may result in withdrawal of the privilege of using such equipment. *All appliances must be U.L. approved.* Each apartment is provided with an adequate cooking facility.

*Fire Safety.* Tampering with fire safety equipment is a **criminal offense**. Persons apprehended may be prosecuted in the criminal court. *Caution:* candles, incense, and other open flames are a fire hazard and are prohibited. Damage caused is the responsibility of the student. Failure to cooperate in fire procedures is punishable under criminal law.

#### **VII. PERSONAL PROPERTY LOSSES AND CLAIMS**

FSA is not responsible for loss of or damage to personal property of residents, and does **not** carry insurance on residents or their property. Personal property insurance may be available through a resident's homeowners insurance (residents and their families should check with their insurance carrier), or through individual purchase of personal property protection program. Information and applications are available from the residence director. Residents are urged to provide for the security of their belongings by locking their rooms and suites and by carrying personal property insurance. The resident acknowledges that items left in the premises after vacating or termination of the housing license shall be deemed abandoned property and immediately disposed of by FSA, in its sole discretion. Any costs incurred by FSA associated with such disposal will be the financial responsibility of the resident abandoning the property. There is no obligation on FSA to store any items deemed as abandoned left in the licensed space, nor to reimburse the resident for any loss.

#### **VIII. POLICIES AND PROCEDURES SUBJECT TO CHANGE**

All policies and procedures contained herein are subject to change by FSA at any time.

# Responsible Resident Agreement

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I hereby acknowledge that I am responsible for my actions and the actions of any guests while residing in this residence hall. I will respect the hall and the administration (i.e. Residence Director, Resident Assistants, Maintenance and Cleaning Staff), and agree to:

- Leave building signs in place
- Leave bulletin boards intact and respect the RA's/RD's hard work in making them
- Not vandalize walls or furniture in ANY part of the residence halls
- Respect the visitor and guest policies
- Only use appropriate entrances and not pass through alarmed doors
- Respect quiet/courtesy hours

**I understand that I may face discipline charges if I do not remain a responsible resident while living in this residence hall.** If I am found accountable for actions causing damage to the building or others, I could be liable to pay damages and face possible eviction from this residence hall. I also recognize that as one person in my area, I am responsible for anything that might occur in the common areas in the hall. Upon signing this, I acknowledge that I am committing myself to act according to the above agreement.

**I have received the *Student Handbook and On-Campus Living Policies* and understand that I am responsible for its content and the policies upheld by the University, in addition to any other relevant policies (all of which can be found online at [www.sunycc.edu](http://www.sunycc.edu).)**

## Alcohol and Drug Policy

No one, regardless of age may consume or possess alcoholic beverages in the Residence Hall or on College Property. Drug use, possession, or paraphernalia is also prohibited in the Residence Hall or on College Property. Hosts are responsible for all of their guests, including those who are under 21 years of age. Refer to Section IV (rules 3 and 26) of the On Campus Living Policy for the complete Alcohol and Drug Policy.