

# CORNELL UNIVERSITY - DEPARTMENT OF CAMPUS LIFE

## ACADEMIC YEAR HOUSING CONTRACT

### TERMS AND CONDITIONS FOR SINGLE-STUDENT HOUSING: 2009-2010

The academic year housing contract is a legal agreement between the university and you, the student. It entitles you to the use of the residence hall/House/apartment accommodations only in ways described in this contract and in the Policy Notebook for the Cornell Community: License to use the residence halls/House/apartments, and is not to be construed as a lease. (Policy Notebook for Cornell Community, and House Rules available for reference in the university libraries and on CUINFO. Copies of specific policies and procedures are available on request from the Dean of Students Office and Campus Life.)

This contract shall apply to occupancy of rooms, Houses, apartments, and townhouse units; the Houses and townhouse buildings are deemed residence halls for purposes of this contract. If you are assigned to a townhouse unit, the word "room" in this contract means townhouse unit. For purposes of this contract, the term "signature" means your agreement to the contract and terms and conditions, either handwritten or electronic, via Campus Life's online systems.

If you fail to observe any of the terms and conditions of the academic year contract, you may be in breach of this contract agreement and may be subject to disciplinary action under the Campus Code of Conduct or under the Student Living Unit Regulations and Procedures.

Additionally, the university reserves the right to remove a student from the residence hall/apartment or reassign a student to a different residence hall/apartment pending the outcome of disciplinary action. The University reserves the right to remove a student from the residence hall/apartment or reassign a student to a different residence hall/apartment when, in the judgment of an authorized representative of the Department of Campus Life, the student has engaged in or threatened acts of misconduct such that his/her presence would endanger public order or property, threaten the personal safety or security of self or others (by acts of physical or mental harassment or other means) or be sufficiently disruptive as to adversely affect the ability of others to pursue their educational goals. Furthermore, the university reserves the right to remove a student from the residence hall/apartment or reassign a student to a different residence hall/ apartment following the student's release from a psychiatric hospitalization when the student refuses an evaluation by Counseling and Psychological Services staff or when this evaluation concludes in a determination that the student cannot safely maintain him/herself in the residence hall/apartment or may cause significant disruption to the residential community.

The university reserves the right to reassign student(s) to alternate university housing accommodations should fire, water, steam, or other agents render the room/apartment unfit for occupancy.

This contract is drawn with due regard to New York State law, and signature indicates acceptance of the obligations under New York State law. You agree to conform to such rules and regulations as the university may from time to time issue for the welfare of the community or for the general convenience or comfort of residents.

You further agree to comply with all applicable federal and state laws and regulations and with local ordinances. The university reserves the right to make corrections on the contract for clerical or other errors. The university reserves the right to adjust the residence charge before or during the contract period by action of its Board of Trustees.

These terms and conditions represent the complete agreement between you and the university, and supersede any prior agreements or understandings, whether oral or written. These terms and conditions may not be amended in any way without the express written permission of the university.

#### I. ELIGIBILITY

To be eligible to live in university single-student residence halls/apartments, you must be currently registered at Cornell University, in Ithaca, New York, as a full time (minimum 12 credit hours) resident degree candidate or as a special student.

For purposes of this contract, a single student is defined as a person who resides singly, regardless of marital status.

#### II. OCCUPANCY PERIOD

**Room contracts, once signed and submitted, are binding for the academic year or remaining portion thereof.**

The occupancy period may be subject to change based on unforeseen circumstances, alterations in the academic-year calendar, or emergencies. You agree to occupy the room/apartment assigned. **If you vacate your room or the residence hall/apartment during the contract period without a release from your academic year contract, you continue to be liable for the housing charges for the entire contract period.**

##### *Residents of Undergraduate Halls*

The occupancy period is defined as beginning on the first day of fall-semester orientation, **8/21/09** and ending (except for those graduating and/or participating in Commencement ceremonies) on the day after the last regular final examination day of the spring semester, **5/22/10 at 2:00pm**. A student may request a limited extension of the occupancy period. Only under exceptional circumstances, to be determined by a staff member of the Department of Campus Life, shall such requests be approved. There will be a daily charge for occupancy before or after the contract period.

Graduating students may arrange to occupy their rooms/apartments until the day after Commencement without additional charges. However, appropriate arrangements must be made by the announced date with the Department of Campus Life.

Students may not occupy or enter residence halls during official recesses designated by the university. The period of the halls closing are **12/19/09 at 2:00pm** through **1/17/10**, reopening on **1/18/10 at 9:00am**. Residents with approved contract terminations effective at the end of fall semester must vacate their rooms by **2:00pm** the day after the end of the scheduled university final examinations, **12/19/09**.

This definition of the occupancy period pertains to all residents, irrespective of their status as graduate, undergraduate, or special students. Residents are required to vacate their rooms within twenty-four hours after their last final examinations and no later than the hall closing time specified by the university for the end of each semester (see XII.1.c.). Graduate and professional students living in undergraduate halls (including all residential program houses except the Holland International Living Center) must abide by the regular undergraduate academic-year opening, closing, and recess schedules.

##### *Residents of Graduate Housing and Holland International Living Center*

The occupancy period for students living in Schuyler House, Maplewood Park Apartments, and the Holland International Living Center (HILC) is the same as for undergraduate halls, but allows for continued accommodations during official recesses designated by the University. The Department of Campus Life reserves the right to evaluate the safety and security conditions of any housing scheduled to be open during intersession and to make alternative housing arrangements as warranted.

For Hughes Hall residents, the beginning and ending dates of the occupancy period correspond to the Law School's academic calendar. The dates will be printed on contracts issued to students. Hughes Hall will be closed for a portion of the winter break. The closing and re-opening dates will be published in the building. Residents of Hughes Hall needing housing should contact Graduate and Professional Student Housing staff to determine if arrangements can be made to be housed elsewhere during the recess period.

A graduate student whose academic work requires him or her to be on campus before the established opening date for the graduate residence areas may request permission to check in early by contacting the Housing/Dining Office. Requests will be approved as space permits. In such cases, the student will pay a daily rate until the regular occupancy period begins.

Schuyler House and Maplewood residents with an academic year contract who have been granted a contract termination effective at the end of fall semester must vacate their rooms/apartments by **2:00pm** the day following the last day of scheduled university final examinations, **12/19/09**.

#### III. PAYMENTS

1. Room payments: Undergraduates and professional school students (College of Veterinary Medicine, Johnson Graduate School of Management, and Law School) are billed ½ the room rate in July or August and ½ the room rate in December or January. Graduate students other than those listed above are billed four times in the fall semester and four times in the spring semester.

2. Contract charges & penalties: Contract-cancellation penalties, housing charges, penalties for failure to pay housing charges, and other charges for losses, damages, and other costs caused by the student and not otherwise covered under this contract will be charged to the student's bursar account.

3. The Office of the Bursar's policies on payment of the finance charge for late payments and other penalties for failure to make proper payments apply except where otherwise modified by the terms of this agreement.

#### IV. CONTRACT ENFORCEMENT

1. Your housing contract is binding as soon as you sign it electronically or as soon as the Housing/Dining Office or its designee receives it.

2. If you fail to occupy your assigned room/apartment after registering at the university, you may be liable for the full academic year charges on that room.

3. When a continuing student residing in an undergraduate residence hall signs an academic year contract in the spring for occupancy during the next academic year, he or she indicates knowledge and acceptance of the stipulations set forth in the room selection procedures (lottery) brochure issued at the beginning of spring semester, prior to room selection. The student also agrees to abide by the undergraduate residence hall rules and regulations as outlined in the "House Rules" publication.

## **V. CONTRACT TERMINATION OR REASSIGNMENT**

1. All contracts are binding for the academic year or remaining portion thereof. Reassignment to another room on account of renovation or for any other reason is not grounds for release from this contract, for moving expenses, or for any other relief.

2. In general, contract releases will not be granted. However, if an exception is granted and you are released from your contract by the Department of Campus Life after signing your contract and before the contract term begins, you will be charged a \$250 cancellation fee. In addition, if you are granted an exception after the contract term begins, you will be charged a daily rate, plus a \$250 cancellation fee.

3. Fall semester. Matriculating and returning students who have signed academic year contracts must notify the Housing/Dining Office, 206 Robert Purcell Community Center, by **July 1, 2009** if they do not plan to attend the University. Notice received after **July 1, 2009** may result in a \$250 contract cancellation fee.

4. Spring semester. Students who have a contract or signed a contract for spring and will not be attending the university must contact the Housing/Dining Office, 206 Robert Purcell Community Center by **December 1, 2009** to avoid a penalty of \$250. You may terminate your contract without penalty if you are leaving the university at the end of the fall semester for an academic internship, graduation, or study in absentia. You must provide written verification from your college/advisor and bring that to the Housing/Dining Office, and you must sign a Vacate Form to terminate your housing contract. If you withdraw or take a voluntary leave of absence from the University prior to the spring semester, you will be charged a termination fee of \$800.

5. If your contract is terminated due to a violation of these Terms & Conditions or disciplinary action by Campus Life and/or the University in accordance with University policy and University Code of Conduct during the semester, you will receive no refund of any housing charges that are billed or scheduled to be billed for that current semester. You will also be charged a \$250 cancellation fee. In addition, your contract can be terminated if:

- a. you have made a false material statement in your application for housing or withheld information that would alter eligibility; or
- b. your eligibility for occupancy, as defined in section I. Eligibility, ends during the contract period; or
- c. your registration status changes and you are no longer a registered student.

You will be required to immediately vacate your residence. You must seek alternative accommodations if you choose to appeal your registration status.

6. If you withdraw or take a voluntary leave of absence from the University during a semester, you will be charged for all the days that you physically occupied or had beneficial possession of the room plus an \$800 termination fee or amount not greater than the semester housing charge. In order to terminate your contract for the reasons listed in this section, you must go to the Housing/Dining Office and sign a Vacate Form. You must then vacate your room and turn in your keys to your Service Center within forty-eight hours of the effective date of such action. If you re-enroll during the same semester, Campus Life may enforce collection of the remaining housing contract for the academic year.

7. You may terminate your contract without penalty if you are granted a medical withdrawal or required medical or academic leave.

## **VI. CONSTRUCTION, RENOVATION, AND MAINTENANCE PROJECTS**

At times, residence halls and apartments must be refurbished, renovated, or maintained while students are living in them. In some instances it may be necessary to reassign you to a different building or room. You will not be released from your housing contract due to the inconveniences of nearby construction or renovations.

## **VII. LATE ARRIVALS**

You must notify the Housing/Dining Office, 206 Robert Purcell Community Center if you plan to arrive after the first day of your first semester classes for your school or college. Otherwise your contract may be cancelled without further notice, and you may be assessed a \$250 fee.

## **VIII. REMAINING OCCUPANTS IN ROOMS WHERE VACANCIES OCCUR AND TEMPORARY HOUSING**

When vacancies occur, the university reserves the right to show rooms/apartments and assign new occupants to fill the vacancies. The university also reserves the right to reassign the remaining occupants of a room/suite/apartment to different accommodations. The university reserves the right to reassign students from temporary assignments. Maplewood single housing residents are permitted to use only the bedroom and bathroom issued with the housing assignment.

## **IX. ASSIGNMENT OF CONTRACT**

You may not take a roommate/apartmentmate, assign, subcontract, lease, or otherwise transfer your interest under this contract; or permit anyone not duly assigned or approved by the Housing/Dining Office to share any part of the room or apartment.

## **X. ROOM CHANGES**

Requests for room changes must be filed with the Residence Hall Director, Assistant House Dean, or Graduate Resident Manager of the hall/apartment, where you are living. Once you have occupied your assigned room/apartment, you will be billed \$100 for each room change during the contract period. Room changes, including those between residence halls and university-owned small residences, are at the discretion of the Department of Campus Life.

## **XI. ADDITIONAL CONTRACT REQUIREMENTS FOR SPECIFIED UNITS**

The following additional requirements apply to the units that are listed in this section:

1. Activity Fees - All students assigned to themed residential houses agree to pay a nonrefundable activity fee for the academic year as follows: Akwe:kon, \$70; Ecology House, \$55; Holland International Living Center, \$25; Just About Music \$65; Latino Living Center, \$50; McLLU, \$40; Risley Residential College, \$90; Ujamaa Residential College, \$45.

2. Students living in Alice Cook House (Boldt Tower, Boldt Hall/Language House, North Baker Hall, Baker Tower, Cook House), Carl Becker House, Hans Bethe House (Bethe and McFaddin Hall), William Keeton House, and Flora Rose House (Founders Hall, Lyon Hall, Mennen Hall, South Baker Hall, Rose House) are required to enroll in one of the Cornell Dining meal plans designated specifically for the House System buildings.

## **XII. RESIDENT RESPONSIBILITIES**

### **1. Check-In and Check-Out Requirements**

- a. Undergraduate hall residents must complete a check-in form within twenty-four hours of moving into your room. Graduate Housing residents must complete this form within two weeks. This form, when countersigned by a representative of the Department of Campus Life, is the basis for assessing any damage or loss attributed to you at the end of the occupancy period. If you fail to complete and return the form, you assume responsibility for all damages in the room.
- b. When checking out, you must remove all refuse and discarded material and leave your room/apartment as clean as when you checked in. Charges for additional cleaning required, removal of personal property, and for any loss or damage you have caused will be added to your bursar account.
- c. You must check out of your room/apartment by the closing time specified by the Department of Campus Life for the end of each semester. Charges of \$25 per hour will be assessed for every hour or fraction thereof that you remain in the hall/apartment past the closing time unless a written request for exception has been received and approved by the Residence Hall Director, Assistant House Dean, or Graduate Residence Manager.
- d. Check-out is not completed until the room or apartment is vacated and all keys are turned in.

### **2. Keys, Cards, and Lock-Outs**

- a. You may request that a staff member open your room door, and you may be charged a \$5 fee. This service is provided at the convenience of the University; excessive use will cause limitation or removal of this service. You must report lost keys to the Service Center and file a report with CU Police within 24 hours. You will be charged for replacement lock core and keys.
- b. If you lose your ID card, you must report it as a "lost card" to be replaced within 72 hours if not found. Lost card notification and replacements occur at the University Registrar's Office.
- c. Temporary Building Cards - If you must borrow a temporary building card for access into your residence hall, and you do not return this card within 72 hours, you will be charged \$10 for this card.
- d. You must not duplicate residence hall/room keys.

### **3. Damage, Loss, and Alterations**

You are liable and responsible for any damage or loss to your room/apartment or furnishings provided therein and for any other damage or loss you cause to any other part of the residence halls/apartments. Damage or loss must be reported promptly to your resident staff (i.e., RA/AD/GCA). Requests for alterations to equipment, appliances, or furniture may be submitted for consideration and approval through Campus Life Facilities Management and may not be performed by residents.

#### **4. Room, Apartment, and Common Area Alterations**

You may not make alterations or paint common areas, your room, or apartment. Cinder blocks and homemade lofting equipment may not be used to elevate furniture or shelving. Some exceptions may be made for special circumstances with prior approval; information on painting procedures and the approval process is available through resident staff.

#### **5. Room Decorations**

Residence Halls - Pictures, posters, and other materials must be hung from picture moldings only. Nails, tacks, screws, tape, glue, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture. Decorations including natural evergreen trees, wreaths, or boughs are prohibited. All winter seasonal decorations must be removed during the intersession break. Damages resulting from violations of this regulation will be assessed against the residents responsible for the damage.

Schuyler House and Maplewood - Pictures, posters, and other materials must be hung in accordance with the guidelines for the apartment complex. Certain types of nails, tacks, screws, tape, glue, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture. Damages resulting from violations of this regulation will be assessed against the residents responsible for the damage.

#### **6. Commercial Activities**

No commercial business or activity may be conducted in or from any room or residence hall. Using residence telephones and internet connections for profit-making purposes is also prohibited.

#### **7. Right of Entry**

The university or its designee reserves the right to enter a student room in times of emergency.

#### **8. Room Inspection**

The university reserves the right to inspect rooms/apartments to ensure proper maintenance of sanitation and life-safety standards, to take inventory, and to make necessary repairs to rooms and furnishings. Periodic inspections are made at reasonable times with advance notice, except in emergency situations.

#### **9. Room Care**

You are responsible for room/suite/apartment cleaning; removing waste materials regularly; placing recyclable materials in designated containers; and maintaining satisfactory sanitation and life-safety standards as determined by the Department of Campus Life in conjunction with the Department of Environmental Health and Safety.

#### **10. Removal of Furnishings**

You may not remove university-provided furnishings from suites, common areas, or your room/apartment without written permission. If you do, you will be charged for moving them back to their proper location. Unauthorized removal of furnishings from the lounge areas or from the building constitutes theft, and the persons responsible will be subject to administrative action and/or prosecution under the Campus Code of Conduct or municipal or state law.

#### **11. Storage of Furnishings**

Storage space for university-owned room furniture is not available. Storage space for residents' personal possessions is obtainable only for residents of Maplewood Park and Schuyler House, if space is available. No electronic devices, appliances, bulky items, or valuables may be stored.

#### **12. Noise and Other Disruptive Behavior**

You and your guests may not make excessive noise or otherwise disrupt the residence community or adversely affect other residents.

#### **13. Guests**

You may have overnight guests for not more than three (3) nights in a 7-day period, if it is convenient for roommates, apartmentmates, suite mates, and corridor mates. Guests are expected to observe all university rules and regulations. You are responsible for the behavior of your guests and for any damage they do. Residents and guests are not permitted to sleep overnight in lounges or other common areas. Guests must be escorted by a resident at all times while in the building, whether staying overnight or not. In addition, overnight guests in graduate facilities must check in at the Service Center.

#### **14. Smoking**

a. Smoking is not permitted in common areas and is not permitted within your undergraduate apartment or room. Smoking is only permitted outside and if more than 30 feet from the building.

b. Smoking is not permitted in common areas in graduate housing. It is permitted in your room only if it does not bother other building residents, apartmentmates, or neighbors.

#### **15. Common Area/Hallway Use and Damages**

If damage occurs in common areas/hallways and the responsible parties are not identified, all residents of the floor, unit, and complex may be billed for the cost of repair and/or replacement of damaged items pursuant to the Common Area Damages Policy. The decision to bill students and the determination of a damage amount is at the sole discretion of the university or its designee. Allocation of charges does not constitute a disciplinary action or a determination of violation of any University policy, rule or regulation and will not appear as such on any University record. Playing sports in hallways and common areas is prohibited.

#### **16. Water Beds/Hot Tubs**

Due to their excessive weight, waterbeds and hot tubs are prohibited in Campus Life housing facilities.

#### **17. Food Storage**

You may store food in your room at your own risk. All food must be kept in tightly closed metal containers to help ensure effective pest control.

#### **18. Storing Motor Vehicles**

You may not store or park any type of motorized vehicle—gasoline, propane, electric—in any residence hall/apartment, nor may you store any such power source. You may not block an exit by parking a vehicle either inside or outside a building. Vehicles in violation will be impounded.

#### **19. Bicycles and Unicycles**

Non-motorized bicycles and unicycles must be stored in designated bicycle racks so that all exits and windows remain clear and unobstructed. Vehicles in violation will be impounded, without notice, at the owner's expense. Bicycles may be stored on porches at Maplewood. All bicycles brought to campus must be registered with Transportation Services.

#### **20. Abandoned Property**

If you leave behind any personal property in your room or apartment or elsewhere in the area after your contract ends, the university reserves the right to sell or otherwise dispose of it without further notice.

#### **21. Weight-Lifting Equipment**

Possession or use of barbells and other weight-lifting equipment in residence halls is prohibited except in designated areas. Small dumbbells under 10 lbs. may be used.

### **XIII. TELEPHONES/DATA/CABLE CONNECTIONS**

1. Telephone and Data services are provided by ResPhone and ResNet respectively. Local telephone service may be provided in each student room, apartment, or suite on a fee for service basis, except in small residences where corridor phones are provided. Long distance costs are your responsibility. Misuse of pin codes issued by the university can result in disciplinary action.

2. All residential facilities wired for data service have the base charge for ResNet included in the housing rate. Additional charges will be assessed for excessive Internet bandwidth usage. Please check with the ResNet Office for details.

3. Television service is available in most facilities. You must individually arrange for this service.

### **XIV. PETS**

All students residing in the undergraduate halls other than Ecology House, and graduate students living in Schuyler House, Hughes Hall, and in shared single student apartments in Maplewood are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons. Dogs, cats, and rabbits are not permitted. Pets permitted in Ecology House are governed by the Campus Life Pet Policy.

If you violate this condition or the University Pet Policy, the pet may be confiscated and you may be referred for departmental administrative action and/or disciplinary action by the judicial administrator.

Service dogs are permitted as long as they are a part of Cornell's Service Animal Program (as determined by the Office of Student Disability Services), but not for training or companion purposes.

## **XV. REFRIGERATORS AND OTHER ELECTRICAL APPLIANCES**

The university has an approved vendor that rents refrigerators and microfridges. Only microfridges from the approved vendor are permitted. Minifridges may be purchased and brought to campus, provided they meet required specifications. Full-size refrigerators are provided in the Townhouses and in Maplewood Park apartments.

Fire-safety requirements prohibit cooking in residence hall rooms and apartments, except in designated kitchenettes, or in the room/apartment using approved appliances. Approved appliances include the microfridge rented by the University, and small appliances with self-contained, thermostatically controlled heating elements with automatic shut-off features. Appliances without these features may be used only in apartment or hall kitchens. Any electrical cooking appliance not thermostatically controlled is prohibited anywhere in residence halls or apartments, and will be confiscated.

During any official university recess in which the housing units are closed for more than four days, you must remove all food from your refrigerator, disconnect it, and leave the door open. All other electrical devices must be turned off during any official university recess.

You may use electrical devices such as radios, CD players, tape recorders, computers, printers, hair dryers, razors, and clocks provided they are plugged into outlets in your room and do not exceed the amperage limits of the circuits in the room. Halogen Lamps are permitted provided that the bulb does not exceed 150 watts. Spider lamps are prohibited.

Constructing computer connections between rooms is prohibited as is running an electrical cord from your room to a corridor outlet.

## **XVI. LAUNDRY**

All undergraduate halls and graduate housing facilities have online coinless laundry systems. You must use your university ID card to access the system. You will have an empty account opened when you begin your residency. Funds will carry over from the fall to the spring semester. All funds must be used before the end of the contract period. No refunds will be issued. Funds may be added at any time online at [campuslife.cornell.edu](http://campuslife.cornell.edu), or at a service center.

## **XVII. FIRE SAFETY**

You must not store explosive or flammable substances in the residence halls or apartments. No open flames are permitted, except for certain special events with prior permission, and when flame is in an enclosed glass container and a staff member is present.

You must not activate false alarms, interfere with the proper functioning of the fire-alarm system, or tamper with or remove smoke detectors, fire hoses, extinguishers, or fire-fighting equipment. You may not hang anything from sprinkler pipes or any part of the fire sprinkler system.

Violators are subject to prosecution under the Campus Code of Conduct or state or municipal law. Activating a false alarm is a Class A misdemeanor and can result in a one-year jail term and/or a \$1000 fine for the first offense.

You and your guests must evacuate the building when the fire alarm sounds.

## **XVIII. EXTERIOR AERIALS, ANTENNAE AND DISPLAYS**

You may not place exterior aerials, antennae, flags, or other display materials on the residence hall or apartment, or extend them from the building. You may not splice internal cables and run them into a room/apartment.

## **XIX. WEAPONS**

Possession or use of rifles, shotguns, pistols, and other firearms or of ammunition, gunpowder, fireworks, air rifles, air pistols, and other dangerous instruments is prohibited. For further information about this regulation, refer to "Possession of Rifles, Shotguns and Firearms on Campus" in Policy Notebook for Cornell Community.

## **XX. DRUGS AND ALCOHOLIC BEVERAGES**

You and your guests must obey federal, state, and local regulations on alcoholic beverages and illegal drugs. University policies on alcoholic beverages and other drugs are also applicable. (See Policy Notebook for Cornell Community.) Additionally, Campus Life further restricts consumption of alcoholic beverages in undergraduate residence rooms, suites, apartments, and common areas. Consult the undergraduate publication, House Rules for more information. Graduate resident facilities have different regulations. Contact Graduate & Professional Student Housing staff for details.

## **XXI. SECURITY AND SAFETY**

You are responsible for maintaining the security of your room/apartment. You may not alter or replace the present locks or other security devices or install additional locks or other security devices.

1. Exterior entrances to residence halls are locked at all times. Temporary exceptions may be authorized by a Campus Life staff member. Residents must not put themselves or others at risk and must not offer access to locked buildings to strangers or unauthorized persons. Residents purposely violating security policies by propping exterior doors or modifying latches may be subject to disciplinary action, including restitution for damages. All windows in unoccupied space must be closed and latched.

2. Residents are not permitted on roofs, ledges, or overhangs. Residents are not permitted to climb the exteriors of buildings.

3. Keys/access cards must remain in your possession at all times. You must report loss of keys to your Service Center and file a report with CU Police within 24 hours. You will be charged for replacement lock core and keys.

4. If you lose your ID card, you must report it as a "lost card" to be replaced within 72 hours if not found. Lost card notification and replacements occur at the University Registrar's Office.

5. If an alarm sounds, all occupants must vacate the building. Occupants must not re-enter the building unless instructed by safety personnel.

## **XXII. SOLICITING, CANVASSING, AND LEAFLETING**

Soliciting, canvassing, and leafleting are generally not permitted in residence halls. Campus Life may grant permission if requests are made in advance. Petitioning is not permitted in undergraduate residence halls except in certain cases with prior notification to the residence hall leadership organization. See House Rules for additional information. Graduate resident facilities have different regulations. Contact Graduate & Professional Student Housing staff for details.

## **XXIII. REPOSSESSION BY THE UNIVERSITY**

The university reserves the right to repossess student rooms, residence hall facilities and apartments in the event of an epidemic or other emergency.

## **XXIV. LIABILITY AND INSURANCE**

1. The university shall not be liable, directly or indirectly, for loss of or damage to any article of personal property or vehicle anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons.

2. In the event of damage by fire, water, steam, or other agents that render a room/apartment unfit for occupancy, the university reserves the right to reassign you to alternate university housing accommodations. If alternate quarters are not available and the room/apartment is unfit for occupancy for more than thirty days, the housing contract may be terminated and you will be entitled to a prorated refund of any housing charges for that period that have been paid. There will be no further entitlement to any other recompense or damages for such cancellation.

3. Your personal property is not covered by university insurance. You should carry your own insurance protection against loss of or damage to your personal property.

**It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or handicap. The university is committed to the maintenance of affirmative action programs, which will assure the continuation of such equality of opportunity.**