

HOUSE RULES 2009-2010

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COMMUNITY CONDUCT AND DISCIPLINE PROCEDURES

Statement of Principles

Cornell University is committed to the overall educational and personal development of its students, and views the unique experience of living in a residence hall as contributing greatly to such development. To facilitate this process effectively, it is important to maintain an appropriate residence hall environment.

In order to perform its educational function, Cornell University requires mutual cooperation of its members, both in and out of the classroom. Therefore, the residence hall community has an established set of community standards of behavior that are consistent with the educational mission of Cornell University. Included is the regulation of the conduct and behavior of Cornell University community members whose actions may impede, obstruct, or threaten the maintenance of order and/or the achievement of these educational goals.

In an effort to provide our residents with safe, comfortable and just communities, we encourage debate and discourse in the spirit of understanding and promote this freedom with responsibility. This understanding and responsibility includes respecting and being sensitive to the rights of others while not condoning messages or actions that promote hatred, intolerance or violence. Incidents of bias – acts of bigotry, harassment or intimidation directed at a member or group of the Cornell Community based on that individual's or group's actual or perceived national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, marital status, or any combination of these or related factors will be addressed with an educational protocol that helps those who offend others to better understand the impact of their actions on the larger community in which they live.

Cornell University reserves the right to review all alleged violations of the Campus Code of Conduct and/or the Campus Life/Residential Programs House Rules. While it is the goal of the judicial process to educate students about the purpose and importance of abiding by these policies, Cornell University will also issue sanctions by the Judicial Administrator (JA) or educational agreements by Residential Programs staff as appropriate and necessary to ensure continued and/or future adherence. These possible JA sanction(s) include, but are not limited to, oral warning, written warning, probationary status, restriction of privileges, restitution, community service, administrative referral, and re-assignment or expulsion from the residence halls. In addition, the University reserves the right to remove a student from the residence halls pending the outcome of disciplinary action, or to transfer the student to another residence hall at any time 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 continued presence would endanger public order or property, threaten the personal safety or security of 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.

When a contract is terminated due to discipline issue(s), no refund of any housing charges that are billed or scheduled to be billed will be made.

Student Responsibilities

It is the responsibility of each resident to become familiar with all Cornell University and Campus Life/Residential Programs policies, administrative procedures, regulations, and community standards. The university will make every effort to make certain all information is available and easily accessible to students.

In general, each resident should:

- Respect the rights of others
- Respect the property of individuals, groups, and Cornell University
- Observe all Cornell University (see the Policy Notebook for Cornell Community) and Campus Life/Residential Programs (see House Rules) community standards, policies, procedures, and regulations, as well as the laws of the city, state, and federal governments
- Refrain from activities that interfere with the regular operation of Cornell University
- Present identification upon the request of an authorized Cornell University official
- Ensure that guests behave in a manner consistent with and in accordance with Cornell University and Campus Life/Residential Programs policies
- It is the responsibility of each resident to understand the rules and regulations.
- When a violation occurs, it is the responsibility of each resident to meet with the RHD or Assistant Dean when requested. The student must meet with the RHD or Assistant Dean to respond to charges or to provide clarification about the alleged violation.
- It is the student's responsibility to provide any necessary supporting documentation or witnesses on his/her behalf.
- It is the responsibility of each resident to keep appointments. If the student does not attend a scheduled appointment, the appointment may proceed as scheduled with a review of the case and the issuance of educational agreements or sanctions as necessary and appropriate. If there are emergency circumstances beyond the control of the student, permission to postpone an appointment may be allowed.
- It is the responsibility of each resident to comply with university officials by surrendering, when asked by Cornell University staff members and/or law enforcement officials (e.g. Cornell University Police, Ithaca Police), any contraband materials and/or items.

Student Rights

This judicial process is an established procedure that is made known to students. Students have the right to:

- Notification of rules and regulations
 - Right to a timely process
 - Right to a response
 - Right of confidentiality (consistent with law)
- (Judicial procedures were adopted from New York University's judicial process on June 6, 2001)

Disciplinary Process

- **Origin of Accusation/Complaints of Specific Violation**

A complaint against a resident may be brought by another resident, a guest of a resident, by a member of the Residential Programs staff, by any affected parties, by other administrative offices or by persons not affiliated with the university. Complaints must be filed in writing with the Residence Hall Director or Assistant Dean, the Residential Programs Office, the Cornell University Police, and/or the Judicial Administrator's Office.

- **Investigation of Accusation /Collection of Information**

The Residence Hall Director, Assistant Dean or his/her designee will investigate all such complaints and/or indications that a Cornell University or Campus Life policy has been violated in the residence hall.

- **Notification to Student**

The Peer Review Board, Residence Hall Director, Assistant Dean, or his/her designee will notify the alleged violator of the specific charges against him/her. The student will be asked to meet with the Peer Review Board or Judicial Administrator's Office to discuss alleged policy violations, and review the judicial process and procedure. Depending on the seriousness of the infraction by a student, the Judicial Administrator may designate a Residence Hall Director or Assistant Dean to adjudicate code of conduct policy violations.

- **Initial Meeting**

The Peer Review Board (in cases involving the House Rules) and the Judicial Administrator (in cases involving the Code of Conduct) will review the case, including a possible meeting with the student(s) who allegedly violated a policy. The Peer Review Board or Judicial Administrator will collect the facts and advise the student of his/her rights and responsibilities in regard to the judicial process. As a result, the Peer Review Board or Judicial Administrator will then take one of the following steps:

- Adjudicate the issue in a non-judicial manner at the hall level via the Peer Review Board. The Peer Review Board will facilitate the hearing process through educational discussion. No judicial record would be established/maintained or sanction(s) issued.
-In accordance with the nature of the charges, and provided that all parties are in agreement with doing so, the Peer Review Board may administer an educational agreement.
- BASICS (alcohol education program) is one of the possible outcomes that the Peer Review Board or Residence Hall Director or Assistant Dean will require.
- When necessary, the matter may be referred to the Judicial Administrator, Assistant Director/Residential Programs or Director/Residential Programs, including a summary of prior policy violations.

Medical Amnesty Protocol (MAP)

Cornell's Medical Amnesty Protocol seeks to reduce barriers to seeking assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol. If an individual who receives emergency medical attention related to his or her consumption of alcohol completes a required follow-up at Gannett, (s)he will not be subject to judicial action if the incident was related to underage possession of alcohol or disorderly conduct. An individual receiving amnesty will not be required to meet with the Judicial Administrator, will not be required to pay for the required follow-up service at Gannett, and will receive a warning rather

than a written reprimand. A person in need of medical attention is eligible for medical amnesty on more than one occasion.

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related emergency will not be subject to judicial action for the following code violations in relation to the incident: underage possession of alcohol, provision of alcohol to an underage person and disorderly conduct.

COMMUNITY STANDARDS & POLICIES

The residence hall community has an established set of community standards and policies for behavior that is consistent with the educational mission of Cornell University. The information below outlines these community standards, which are above and beyond those outlined in the Policy Notebook/Campus Code.

Abandoned or Lost Property

To ensure the security of residents' property, be advised of the following:

- An item not removed by residents in a common area (including laundry rooms) violates fire safety codes and will be addressed by the RHD or Assistant Dean.
- Lost or abandoned items of value will be turned over to Cornell University Police (CUP) in Barton Hall (255-1111) or Campus Life Service Centers. After the waiting period prescribed by law, the item(s) will be entered in the Tompkins County Police Auction.

Alcohol

- Under New York State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.
- It is a violation of Cornell policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
- Campus Life prohibits kegs, beer balls, and other similar beverage containers commonly used to serve multiple individuals.
- Alcohol paraphernalia (empties, flask, funnels) is prohibited in the residence halls, except in rooms where all assigned persons are 21 and over.
- Public intoxication by an individual 21 years of age or older who is disrupting the community will be subject to disciplinary action.
- Public intoxication by an individual under 21, whether or not disruptive to the community, will be subject to disciplinary action.
- Possession or consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, or hallways).
- A person who is 21 or older may not consume alcoholic beverages in any residence hall room / suite unless all who are present are 21 or older.
- A person under 21 may not be in a room where alcohol is present.
- In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of his or her guest(s) who are students or non-students.
- If an underage student is found drinking alcohol in a room in which he/she does not reside, the resident(s) of that room may be held equally responsible for permitting the violation to occur.
- No alcohol (possession or consumption) is allowed in Akwe:kon.

Barbecue Grills

- Students must receive authorization from the RHD or Assistant Dean a minimum of 24 hours prior to using a grill.
- Grills must be set up on level ground at least 6 feet from sidewalks and 25 feet from buildings, structures and vehicles.
- Grills cannot be set up under trees or overhangs.
- Grills must be located so smoke does not enter nearby buildings.

- Charcoal must be completely extinguished and cold to the center of the charcoal before disposal.
- Grills must be used for cooking in the manner intended by the manufacturer and may not be used to burn trash, papers, wood, etc.
- Use of grills may require a Use of University Property (UUP) to be filed with the Student Activities Office.
- Storing flammable liquids or gases is not permitted anywhere in the residence halls.
- Charcoal may only be kept in storage areas identified by a professional staff member.

Bicycles

Residents who choose to bring a bicycle must abide by the following guidelines:

- All bicycles must be registered with Cornell University Police, G-2 Barton Hall. There is a limited number of outdoor bicycle racks and indoor bicycle storage rooms for residence hall bicycle storage.
- Bicycles can not be stored in student rooms.
- Bicycles left in hallways or stairwells will be confiscated by Environmental Health and Safety and turned over to CUP.
- Any bicycles found in bicycle rooms or on bicycle racks after Commencement will be handled in the following manner:
 - The bicycle will be removed (the lock will be cut if necessary) and taken to the Lost and Found in Barton Hall.
 - If the bicycle is registered with the University, CUP will contact the owner via a registered letter to his or her permanent address.
 - If the bicycle is not retrieved from the Lost and Found within a year, it will be entered in the Tompkins County Police Auction.

Break Periods

Residence Halls are scheduled to open and close on specific dates; early arrivals and late departures are generally not allowed. Students are encouraged to make arrangements to move in or out by dates published by the Housing & Dining Contracts Office. When exceptions are made, students can be charged additional fees based on an hourly or daily rate. During Winter Break all residence halls are closed except the Jerome Holland International Living Center, which is open to international students and other students depending on availability.

Census Report

All residents are required to sign a census report (either on-line or hard copy) at the beginning of each semester. The census report confirms the occupancy of each residential building.

Cinder Blocks

- Cinder blocks may not be used for raising or lofting beds and will be removed at the resident's expense of \$25/block.
- Any cinder blocks found in the residence hall at the end of the year will be billed to the resident responsible. In addition, any damage to furniture or floor due to use of cinder blocks will be billed to the resident(s) responsible.
- Devices designed for raising beds that will not damage floors or cause unsafe conditions are sold at the Campus Store and at local businesses.

Commercial Business

- Residents may not use their residence hall room, telephone or data lines for profit-making purposes.
- Commercial businesses are not permitted in the residence halls or on the grounds surrounding them. Some exceptions are possible for programming events where a vendor's presence is a key component. The Director of University Relations must authorize such events and a Use of University Property form must be filed online at the Dean of Students Office website: www.activities.cornell.edu/EventReg/.

Common Area Damage

All residents of a building or complex are responsible for the condition of the common areas. Common areas include, but are not limited to, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and entryways. Damages or stolen university property from these areas, for which a responsible individual is not identified, will lead to the floor, unit, building, or complex community being billed for the repairs, replacement, or cleaning.

- Damage that occurs on floors, in suites, or units could be billed to the specific residents of those smaller communities.
- If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed.

Vandalism

- Destruction or removal of property other than your own will be subject to disciplinary action.

Common Area Usage

- Lounges, meeting rooms, lobbies, hallways, bathrooms, and kitchens in residence halls are areas held "in common" among the residents. They are not open to the general public.
- Bathrooms that are cleaned by Campus Life staff must be cleared of personal belongings, except where cubbies and racks are provided.
- Residents may not remove furniture from any common area.
- Residents can not move beds into common areas.
- Contact the RHD or your House Office and follow guidelines in place for a given community to reserve common areas. It is expected that the area be returned to its original state after use. The sponsoring residents are responsible for any damage and clean up after an event.
- University and departmental policy on alcohol use and quiet hours must be adhered to in residence hall common areas.
- Behavior in common areas should conform to the standards of the community as a whole. Loud, offensive, or lewd behavior is not acceptable. Residents should exercise good judgment and demonstrate consideration of others when using common areas.

Controlled Substances

- It is against Cornell University policy to traffic in, manufacture, dispense, use, possess, sell, or be in the presence of any illegal drug.
- While the university prefers to handle a student's use of any controlled substance on an individual counseling and medical-care basis, such treatment does not offer immunity from local, state and federal law. Any information that comes to the attention of CUP

concerning the sale, exchange, or transfer of drugs from one individual to another is communicated to public officials. The university cannot prevent federal, state, or local law enforcement officials from investigating and prosecuting drug law violators.

- Campus Life prohibits possessing drug paraphernalia, whether or not it is being used for consuming drugs.
- “Illegal drugs” includes legal prescription drugs that were prescribed to someone other than the individual in possession/using them.

Cooking and Appliances

Kitchenettes are provided in each residence hall for cooking. Residents are expected to abide by the following rules regarding cooking:

- Cooking is prohibited in hallways, bathrooms, and lounges.
- Student may not leave stovetop cooking unattended.
- Appliances with immersion coils, water heaters without thermostatic controls, and exposed coils (e.g. space heaters) are prohibited in the Residence Halls unless provided by Campus Life Facilities.
- Appliances with self-contained, thermostatically controlled heating elements with automatic shut off may be used in student rooms.
- Appliances with open heating elements may be used in kitchenettes only.
- Due to wattage requirements, microwave ovens other than those rented by Cornell's approved vendor (Micro fridge) may not be used in student rooms.
- Due to wattage requirements, refrigerators must be those rented by the University vendor or another of the same wattage requirements.
- Use only electrical equipment identified with the Underwriter's Laboratories label.

Courtesy and Quiet Hours

- Residents and their guests are expected to observe courtesy hours at all times by acting in a manner that is conducive to studying or sleeping.
- Courtesy hours are in effect 24 hours a day. Members and guests of a community are expected to observe courtesy hours and may be asked at any time to limit the amount of noise they are creating.
- Each residential building is expected to define quiet hours at its own discretion. During quiet hours, amplified sound, loud talking in hallways, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

Decorating Rooms

Resident rooms must be in the same condition upon departure as they were upon arrival. Room damages or decorating violations will be assessed at the resident's expense. The following guidelines should be adhered to:

- No more than an 8 ½ by 11 sheet of paper, per resident, is allowed on the outside of a room door.
- Pictures, posters, and other materials must be hung from picture moldings only.
- The following items are not allowed for use:
 - Nails or screws
 - Tape (duct, packing, mounting, scotch, etc.)
 - Other adhesives that will damage or discolor the walls (e.g. mounting putty, glues).

- Walls should not be painted.
- Hanging or extending anything outside the windows is prohibited.
- Halogen lamps with bulbs over 150 watts are prohibited.
- “Octopus/spider” lamps are prohibited in the residence halls.
- Internal cables may not be spliced and run to individual rooms.
- Maintenance in student rooms and common areas may only be done by authorized staff.
- Objects may not block the windows.
- No decorations may be placed on or hung from pipes or sprinkler heads.
- Tapestries are not permitted in student rooms.

Donation Drives and Collection Boxes

Residents must contact their RHD/ Assistant Dean for approval for any form of donation drive and/or collection box. Residents who sponsor such drives must adhere to the Campus Life policy regarding placement, maintenance and removal.

In-House or Single Complex supported drives –If the complex chooses to support a donation drive. The complex and its staff are responsible for reservation, group contact information, setup, and collection and box removal. Contact your RHD/Assistant Dean to arrange a drive.

Multi-Complex student supported drives – These drives should be redirected to the Community Centers. The student group needs to reserve lobby space via the on-line reservation system (<http://registrar.sas.cornell.edu/Sched/25>) for donation boxes. The boxes will be provided to each group by Facilities. Facilities will put the boxes in the designated areas for each building. Each reservation will be allowed for 7 days. Boxes must be checked and emptied daily. The Community Center is not responsible for items in the boxes.

Multi-Complex university initiated, Campus Life approved drives – Campus Life Facilities group initiates these drives with special donation boxes (i.e. Share the Warmth, United Way, Dump and Run). The Campus Life Facilities group is responsible for setup, collection, and removal.

Fire Safety

- Tampering with fire extinguishers, sprinklers, fire and emergency doors and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm is a threat to safety and will result in an immediate referral to the Judicial Administrator.
- Objects may not be 18 inches or closer to the ceiling or to any fire safety device.
- Failure to follow evacuation procedures during an alarm will result in immediate referral to the Judicial Administrator.
- Storing flammable liquids or gases is not permitted in the residence halls.
- Use of open flame is prohibited in the residence halls. Candles may be used for religious purposes or approved special events only if they placed in a stable container, preferably a glass-globe type of holder and used in a common area with a residence hall staff member present.
- Incense may be used only in a sturdy incense holder where ashes and embers will not come in contact with flammable material, and provided it is not an annoyance to others in

the community. The scent of the incense must be contained within the student's room. Under no circumstance should burning incense be left unattended.

- Tapestries are not permitted in student rooms.
- Students may not leave personal items in hallways or stairwells. Items not removed by the resident after the first warning will be removed and later addressed by the RHD or Assistant Dean.
- Extension cords and multi plug adapters are prohibited in the residence halls. An outlet strip with a breaker switch that is identified with an Underwriter's Laboratories label or listing (UL) is allowed.
- Each year, various outside agencies will complete fire safety inspections of residence hall community spaces and individual rooms. RHDs will notify residents of these inspections and potential fire safety violations. If an individual student room is cited for a violation that is due to individual student error, not due to an error on Cornell's part, the RHD will notify the resident/s. It is responsibility of the resident(s) to correct the violation. The violation needs to be corrected within the time line provided by the RHD.

Fireworks and Weapons

- Possession of firearms, including rifles, shotguns, BB guns, ammunition, paintball guns, explosives, or other dangerous weapons, instruments or substances in or upon university premises is prohibited.
- Residents who need to have a weapon on campus (e.g., members of the skeet team, hunters) must register and store their weapons with CUP in G-2 Barton Hall. Residents will have 24-hour access to these weapons.
- Fireworks are illegal under New York State law. Any use of fireworks will result in immediate referral to the Judicial Administrator.

Furniture

Furniture may not be removed from a resident's room or any common area. Resident(s) will be billed for items removed or missing from any room.

Gambling

- All forms of gambling in the residence halls are prohibited.
- Raffles for fundraising purposes are not permitted.

Guests and Escorts

One of the primary goals of Residential Programs is to foster a welcoming and safe environment. To assist in accomplishing this goal, residents and their guests are required to follow the guidelines listed below:

- Guests are permitted in residence halls if they do not constitute a problem for roommates or other residents. Each resident is responsible for his or her guests.
- Guests may not remain in the residence hall for more than three consecutive nights within a given week.
- Overnight guests may not sleep in common spaces (e.g. lounges, hallways, and laundry rooms).
- Visitors to a building may not enter the hall without being escorted by the person they are visiting.
- No room keys will be issued or given to guests.

Hall Sports

- Playing sports and using sports equipment is prohibited in the residence hall common areas. Playing sports includes but is not limited to: gymnastics, running, wrestling, dribbling, etc. Sports equipment includes but is not limited to: basketballs, Frisbees, hackey sacks, toy guns (water, nerf, dart, paintball, etc.), skates, sticks, balls for throwing/kicking, gloves, etc. Possession or use of barbells and other weight-lifting equipment in residence hall common areas is prohibited except in designated areas. Small weights under 30 lbs. may be used.
- Any damage caused by hall sports will be billed to the responsible student(s).

Hazing

Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University. Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to a student staff member, RHD or Assistant Dean in his/her respective residence hall. Individuals who participate in acts of hazing are personally accountable under the Campus Code of Conduct.

Leafleting, Canvassing & Petitioning

Leafleting and canvassing include activity in which an individual distributes papers (flyers, brochures, leaflets, posters, etc.) from door-to-door, or to people passing by. Canvassing includes activity in which an individual moves door-to-door asking residents for their support in an election or advertising an event. Canvassing and leafleting are not permitted in the residence halls, except for candidates for the Residential Student Congress, Student Assembly, Class Councils or the Board of Trustees on three designated nights during the campaign period, from 7:00p.m.-10:00p.m. in undergraduate areas and from 6:00p.m.-8:00p.m. in graduate areas, when the following procedures are followed:

- The candidate completes and receives approval at least 72 hours in advance of the event on a Use of University Property Form (UUP); in order for residence hall staff to track who is entering the building, up to three candidates and up to one building for one night may be listed on the UUP. The residential staff will notify the candidate of how to gain access to the building.
- The candidate carries a printed copy of the UUP approvals and presents it upon request to any university staff member.
- The RHD or Assistant Dean determines the appropriateness of leafleting or canvassing taking place.
- The RHD or Assistant Dean notifies the hall/complex of the leafleting/canvassing to take place, indicating that residents may place a sign on their door indicating "No Leafleting/Canvassing" if they do not wish to be approached, and the candidate respects the request not to be approached.
- The leafleting/canvassing material identifies the name of the sponsoring candidates and contains no requests for money.
- The leafleting/canvassing does not occur in entry/exit areas or archways.

Petitioning:

Residence hall members are allowed to petition in their own hall or complex under the following rules:

- The resident attends a meeting of the Residence Hall Leadership Organization, notifies the organization of the days and times he/she would like to petition, and receives permission from the organization to proceed.
- If the Residence Hall Leadership Organization is not active, the resident may submit her/his notification (as outlined above) to the Residential Student Congress (RSC).
- The petition subject matter is of a topic that relates to the community in which she/he lives.
- The petitioning does not take place during quiet hours.
- The RHD or Assistant Dean notifies the hall or complex of the petitioning to take place, indicating that residents may place a sign on their door(s) indicating "No Petitioning" if they do not wish to be approached.
- If any of the above guidelines are not followed, the petitioner will be asked to stop petitioning and if not cooperative, could be subject to disciplinary action.
(Please also see the Guests and Escorts policy)

Lockouts and Lost Keys

Residential Programs and Service Center / House Office staff will not provide entry to a room for anyone other than a resident of that room, including parents, friends, guests, and/or other individuals. Exceptions may only be made in case of emergency as determined by a full-time Residential Programs staff member.

- Residents are responsible for their building and room keys. Residence hall exterior doors are locked at all times.
- Residents who are locked out during Service Center / House Office hours may obtain a key from the designated center/office. After hours, locked out residents should contact a residence staff member to gain access. CUP will not unlock doors for residents.
- Each resident will receive a voucher for one free lock-out. Service Centers and residence staff will accept this voucher. A \$5.00 charge will be assessed for each additional lock-out.
- Students with electronic access who lose their access card (Cornell ID) need to report the loss to the Service Center or House Office. The student will receive a temporary card that will be valid for 48 hours. After that period, if the access card is not located, the student must obtain a new ID card from University Registrar (B-7 Day Hall). After the 48 hours, a charge of \$15 will be Bursar billed to the student if the loaner card is not returned.
- All lost or stolen keys should be reported to Cornell Police and the Service Center or House Office staff immediately. If the keys are not found within 5 days, the lock core will be replaced at the students' expense. The student will be charged \$40 for a single and \$3 for each additional bed plus a \$30 charge for labor to change the locks. There are no exceptions to this policy.
- Keys may not be duplicated or loaned.

Lofts

Residents are not allowed to use home made or purchased lofting units. Anyone found in non-compliance will be charged for the removal and is subject to disciplinary action. If a resident wishes to have his/her bed lofted, it must be done via a work request through Campus Life Facilities staff. Lofting requests where applicable are accepted for 30 days after opening or until supplies run out, whichever comes first.

Motor Vehicles

Storing or parking motorized vehicles in residence halls is not permitted.

Murals

- The Residence Hall Director or Assistant Dean must approve mural designs. If a student wishes to paint a mural he/she must contact the RHD OR Assistant Dean to receive a request form and guidelines. All submissions must include a full-color drawing with the mural request form.
- Failure to follow the guidelines, receive approval, or complete the mural will result in charges to the student(s) for repainting of the wall.

Pets

All students residing in a residence hall other than the Ecology House are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons.

- Service dogs are permitted (as determined by the Office of Workforce Diversity, Equity and Life Quality and the Office of Student Disability Services), but not for training or companion purposes. Permission to have a service dog in the residence hall must be approved in advance by Campus Life.
- Due to the environmental focus of the Ecology House, residents are permitted to have pets under specified conditions. Residents must contact the Ecology House RHD for the specific policy and for approval and pet registration prior to bringing any pets into the residence.

Posting

For the convenience of Cornell organizations, please observe the following guidelines when seeking to post advertisements in the residence halls:

- Non-Campus Life (University registered or non-profit organizations) flyers or announcements may only be posted with the permission of Residential Programs staff. No other organizations or groups are permitted to post in the residence halls.
- All flyers must be taken to the Residential Programs Office at 1501 Clara Dickson Hall for approval before they are posted. Poster approval and stamping can be received between the hours of 8:30am and 4pm, Monday through Friday.
- Non-Campus Life organizations must leave approved posters at the Residential Programs office, where professional staff will retrieve them for posting. Allow 5 business days, prior to the event, for posting.
- Flyers and announcements may be posted on designated spaces only. Residence hall staff will monitor bulletin boards for inappropriate usage. Any materials lacking the name of a sponsoring group or appropriate approval stamp will be removed and discarded.
- Posters should be 8.5"x11" in size. Accommodations will be made for posters up to 17"x24"; organizations should realize that this size will limit the quantity approved for posting.

- Areas that are not to be used for posting include:
 - outside walls of buildings
 - sidewalks
 - stairwells and stairwell doors
 - glass on doors

Return to Residence Hall After Hospitalization

Cornell University requires a safety evaluation to be conducted by Counseling and Psychological Services staff with any student wishing to return to a university residence hall or apartment after discharge from a psychiatric hospitalization. This evaluation must take place upon discharge or within one business day following discharge if it occurs after hours or on a weekend during a housing contract period.

Room Change Requests

- Any resident wishing to apply for a room change must first contact the RHD, ARHD or Assistant Dean. During the first three weeks of each semester, residents may apply for a room change, but requests will not be processed except for direct switches. Once a student receives another assignment he/she must sign a new housing contract. Students are not able to move until they receive authorization from the Housing & Dining Contracts Office. Moving prior to this notification may result in disciplinary action.
- Residents requesting direct room switches with another resident must not move or take possession of the new room until they have received official authorization from the Housing & Dining Contracts Office and all residents involved have signed a new housing contract. Each resident involved in a direct switch must come to the Housing & Dining Contracts Office together to sign new room contracts.
- There is a \$100 fee for student initiated room change requests including direct room switches.
- If a student switches rooms without permission, he/she could lose the right to live on campus and other disciplinary action could be taken.

Room Inventory and Condition Form

Each resident must complete a Room Inventory and Condition Form (RIC) and return it to his/her RA within 24 hours of checking in. This RIC is to be used to record any existing damage to the student's room. Any damages noted during room inspections, which were not recorded on the RIC are the resident's financial responsibility.

Residents are responsible for any damages to their assigned room. If a resident changes rooms or leaves the university, he/she must have a staff member inspect the room before it is vacated. At the end of the academic year, all residents must make appointments with a Residential Programs staff member to complete the May closing process. Appeals to damage assessment may be made only by the resident, via email, to Res_Damage_Appeals@Cornell.edu Residents who fail to check-out with a staff member forfeit the right to appeal any damage charges.

Health and Safety

- Students are not permitted on roofs, ledges, overhangs, balconies accessed through a window, or permitted to climb the exterior of buildings.

- Hanging or releasing antennae, flags, or other materials from the exterior of buildings is not permitted.
- Tampering or non-emergency use of the Blue Light or Elevator emergency phone call buttons is prohibited.
- Use of residence hall windows for the purpose of entering or exiting the building is prohibited and subject to disciplinary action.
- Students may not prop open or enter residence halls through propped doors, as this jeopardizes the security of the building.
- A student may not allow access for another person unless she/he is the host for that person or specifically knows that the person is a current resident of the building.
- All means of egress including all doors and windows must be accessible by a clear path in case an evacuation is required.
- Students must keep rooms in a sanitary condition. Food must be put away in closed containers. Rooms should be clean of any food scraps or crumbs that could attract insects/rodents.
- In the event that a student's room needs to be accessed by a University Official (for example: emergency maintenance, bed bugs, medical situations, and safety inspections); we will require residents to keep their room in an orderly condition. 24-hour advance notification will be given whenever possible.
- Students could be required to move from their rooms in a designated amount of time as required by Campus Life Staff for health and safety reasons.

Seasonal Decorations

- Real evergreen trees, boughs, and wreaths are not permitted in residence halls. Artificial decorations made of plastic may be used and must be clearly marked as being made from a slow burning or a non-combustible material. Metal trees are also acceptable, with illumination by spot or reflective lights only.
- Seasonal lighting must be identified by an Underwriter's Laboratories label or listing (UL).
- Any perishable items used for decoration must be properly disposed of in a timely manner.
- No decorations may be placed on or hung from pipes or sprinkler heads.
- Residents must remove all winter seasonal decorations before leaving at December closing.

Smoking

Smoking is prohibited in all University undergraduate residential communities. This includes student rooms, offices, lounges, entryways, hallways, kitchens, bedrooms, elevators, and stairwells. Additionally, persons who smoke outside the residence halls must do so 25' from the building or any extending wall, awning, or other building feature, or where it is otherwise posted.

Trash and Recycling

Residents must collect all trash and recyclable materials using the receptacles provided in their room and take these materials on a regular basis to floor or building trash and recycling containers. No personal trash may be left in bathrooms or common areas of the residence hall. Bodily fluids and biohazards are not permitted in trash and recycling containers.

Vomit Clean-up

Vomit in common areas is the responsibility of the community. Individuals responsible should take proper measures to clean the area. Contact a student staff member or the House Office to receive a clean-up kit. Failure to do so may result in individual or common area damage charges.

Waterbeds and Hot Tubs

Waterbeds and hot tubs are prohibited in the residence halls.

Housing Terms and Condition

You are responsible for the Terms and Conditions of your housing contract. If you do not adhere to the Terms and Conditions, you could be subjected to disciplinary action.