

Residential Community Living Standards

Residence Life, New York City Campus
New York Institute of Technology

Community Living

Showing consideration for others and respect for college and personal property are the basic foundations of community living. The success of a residential community and the learning that takes place in this environment depend on the willingness of residents to accept responsibility for their behavior, decisions and actions as community members. Residents are expected to be aware of how their actions - be they written or spoken words, sounds or public displays of visual material - may make a person or group feel harassed, intimidated, discriminated against or in some way create a hostile or unwelcome living/learning environment. In keeping with this expectation, the Office of Residence Life holds as an important value the ability of community members and staff to support the diverse range of student needs and experiences. Included in this range of needs and experiences are the following: the right to privacy, an atmosphere conducive to study, the protection of personal and public property, respect for the needs and values of each individual, and freedom from discrimination and harassment on the basis of race, color, creed, religion, national origin, gender, age, disability or sexual orientation.

Students are also expected to abide by the building policies and procedures at 525 Lexington Ave, Turtle Bay. These policies and procedures are located in the FOUND Study Handbook which may be accessed by residential students through the Star Rez App once they move into the building.

Alcohol

In accordance with the Student Code of Conduct, consumption, possession, distribution, use, sale or supply of alcohol in open or closed containers on any NY Tech property, including grounds, residence halls, athletics fields, or as part of any college's activities is prohibited.

Guidelines for Alcohol Sanctioning:

The following recommended sanctions are to act as Alcohol Sanctioning Guidelines for Residential Life. However, sanctions are determined on a case-by-case basis, and tailored to assist in the development, growth and learning of the individual student. As with any disciplinary process, students have the right to appeal any decision or sanction rendered by a judicial body of NY Tech. The guidelines are as follow:

- First Offense
 - Residential probation, one year from date of decision letter
 - Complete Alcohol Awareness module through Vector Solutions
 - Additional educational or community assignments
- Second Offense
 - Residential probation (may be extended if currently on probation)
 - Parental notification via official letter
 - Residential relocation and/or campus access restriction
 - Referral for counseling assessment (optional, case by case determination)
 - Additional educational or community assignments
- Third Offense
 - Residential suspension
 - Counseling Assessment
 - Meet with Dean of Students
 - Additional education sanctions or community assignments

Alcohol Containers:

Alcohol containers (whether full, empty, for cooking, or decorative) may not be possessed in NY Tech residence halls.

Bicycles

It is not recommended that a student bring a bicycle to Manhattan as there is a limited amount of space. If a resident brings a bicycle into the residence hall, the bicycle may not be parked or stored in the hallways, restrooms, lounges, entry ways or in any area other than the resident's room. The owner is responsible for any damages caused by bringing the bicycle into the residence hall. Students are not permitted to bring or store e-bikes in the residence hall.

Cancellation Policy Before Occupancy

Students must complete the Housing Termination form when cancelling housing. This form may be found on the NY Tech housing website. Housing deposits are non-refundable, students cancelling their housing prior to moving into the residence hall or leaving housing before the contract period ends in the spring semester will not receive a credit for their housing deposit.

Cancellation Policy After Occupancy Commences

Students who have submitted the housing application and who have commenced occupancy in NY Tech residence halls will be held responsible for fulfilling their obligation under the contract. Occupancy commences upon issuance of the room key to the student. A residence hall student who withdraws from NY Tech housing while remaining a student will be obligated to pay in full for the contract period.

Residence hall students who **withdraw from New York Tech** will be charged, on a percentage basis, in accordance with the New York Tech refund policy below. Housing deposits are non-refundable.

During first week of classes	75 percent refund
During second week of classes	50 percent refund
During third week of classes	25 percent refund
During the fourth week of classes and after	No refund

If a residence hall student graduates during the contract period, the contract shall be terminated. Residential students graduating during the contract period must complete and submit to the Office of Residence Life a termination form by Dec. 1st.

If a residential student has a medical concern, chooses to study abroad, is withdrawn academically by New York Tech, or is required to teach or co-op outside of a 50 mile radius of the residence halls, during the contract period, the contract may be terminated by the student and/or New York Tech. Residential students who wish to withdraw from housing must complete and submit to the Office of Residence Life a termination form by Dec. 1st. Official documentation to support the student's withdrawal from housing must also be provided prior to Dec. 1st. Residents who are removed from housing due to a judicial sanction will not receive a refund of their housing charges.

If an extraordinary and unforeseen circumstance exists and all avenues of resolution have been exhausted, a student may file a petition for release from the housing license. (Roommate conflicts, finding "preferable" housing, and/or not being assigned to your first choice accommodation are not valid reasons for release). If the petition is approved, refunds will be prorated based upon the number of weeks lived in housing up to the effective date of release, (even if you did not check into or you vacate New York Tech housing before the approved effective date.)

Confiscation

Items that are prohibited or that pose a danger to safety are subject to confiscation, and the student responsible may be subject to disciplinary action. Students will be given a time to retrieve confiscated items in order to take the item home. Confiscated items that are not retrieved within the specified time line will be discarded.

Candles and Incense

The possession and or use of candles, incense, or any “open flame” receptacles are not permitted in college residence halls. Burning any substance in the residence is not permitted. This includes, but is not limited to, burning of candles, matches, water pipes, cigarettes, and incense. FOUND STUDY/NY Tech reserves the right to enter the rooms at any time without warning if staff has a reasonable suspicion that the burning of any substances is occurring.

Cooking

Approved combination microwave/refrigerator units for food preparation are permitted in all college residence halls, these are provided in all rooms at the 525 Lexington Ave/Turtle Bay Residence. Students are not permitted to bring their own refrigerators or microwaves. For fire safety considerations, George Foreman Grills, hot plates/pots, toasters/toaster ovens, camping stoves, or anything that produces a flame are not permitted in student rooms. Only “to go” coffee makers without exposed heating plates and with auto shut off features are allowed in student rooms. There is a communal kitchen area on the second floor that students may share and use to prepare their meals. Students are expected to clean the communal kitchen area after each use and not leave the kitchen while food is cooking.

Any type of barbeque grills are not allowed in residence halls. There is no area at the 525 Lexington Ave/Turtle Bay residence hall where students are permitted to barbecue. Grills are also prohibited in local parks.

Check Out

When checking out of a room at the end of the semester or at any time during the semester, residents must complete the FOUND Study checkout procedures. These procedures are listed in the FOUND Study Handbook on Star Rez. Please read them carefully and follow the correct protocol for checking out of your room.

Residents must:

- Remove all personal belongings from the room; all items that are not removed will be discarded. The college assumes no responsibility for lost, damaged, or discarded items.
- Restore your room to its original condition, including the removal of trash.
- Return room key and sign the Room Condition Report & Activity Form upon checkout.

A student who fails to check out of his/her residence by the closing date and time may be subject to a late checkout charge. If a student is checking out at any time other than the scheduled checkout period at the end of the semester, he/she must go to the Office of Residence Life and complete a housing termination form.

Upon checkout, it is recommended that you contact the post office as well as any vendors to arrange for mail to be forwarded. All mail arriving after the last checkout date will be returned to sender.

In addition to occupancy, check-in/check-out policies and procedures of the Office of Residence Life of New York Tech, be sure that all the furniture provided is in its original place and in good condition.

If the room has sustained damage beyond usual wear and tear, the cost of repairs will be charged to you. This includes cleaning fees for leaving trash/personal items, not cleaning room, refrigerator/microwave and bathroom thoroughly.

Damage Policy

Damage may lead to curtailment of services, loss of ability to make repairs, and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, New York Tech has established the following measures of accountability for damage incurred to college residences.

1. Please read the FOUND Study damage policy in the handbook on Star Rez. Fees for damages are listed in the back of the handbook.
2. Students are expected to behave in a manner that is respectful of the environment in which they live and that reduces the risk of damage occurring.
3. Damage may be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is damage occurring through intentional happenings, happenings related to alcohol use or through disruptive behavior resulting in damage. Damage includes any occurrence that necessitates surplus and/or unreasonable custodial and/or maintenance services.
4. While students are liable for all damages to college residences resulting from negligence, vandalism, accidents or misuse, in the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated.
5. Charges for damages beyond normal wear and tear will be assessed upon final inspection by the Director and Assistant Director of Residence Life and management of the building (FOUND Study staff). Final inspection is conducted after the residence halls close.

Damages in Student Rooms

Charges for damage to individual student rooms will be the responsibility of:

- The student who accepts responsibility or is found to be responsible for the damage or,
- The residents of a room where the damage occurred.

Common Area Damages

A common area is defined as any space other than individual student rooms (for example: hallways, stairwells, elevators, lounges, kitchens, bathrooms, lobby areas, etc.). Charges for damage to common areas in a College residence may be the responsibility of:

- any individual who accepts responsibility or is found to be responsible for the damage or,
- all the residents of the particular wing, floor, or building where the damage occurs.

The building supervisor (FOUND Study Staff) of the residence and facilities staff will determine the appropriate action to be taken related to common area damages.

Replacement Cost for Damage or Loss

It may be necessary to bill students for damages, misuse, or loss of items.

Damage to or Loss of Personal Property

NY Tech and FOUND Study do not assume responsibility for residents' or other person's loss of money or valuables, or for loss of, or damage to personal property for any reason. The college recommends that

all residential students contact an insurance carrier concerning the availability of protection against such losses. Information on insurance protection is available on the Residence Life Website.

Delivery Service

All residents must pick up their food, laundry, and other deliveries in the lobby. The delivery service will not be allowed in the building. Delivery drivers are not allowed to go up to rooms. All food deliveries need to be left in the designated food delivery spot in the lobby. Please adjust your delivery notes to reflect this or be waiting for them upon arrival

Perishable Deliveries

All perishable deliveries must be picked up at the front-desk within 36 hours of delivery. Any perishables not picked up in that timeframe will be disposed of.

Drugs

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed by local, state and federal laws. All cases or evidence of use, possession, cultivation, or sale of drugs in College residences will be handled by the appropriate law enforcement agencies and reported to the Office of Residence Life.

Electrical Appliances and Equipment

Limitations in the availability of power to each room as well as concern for fire hazards place restrictions on the types of equipment allowed in student rooms. Residents will be held responsible for ensuring that their electrical appliances and electronic equipment conform to the following guidelines:

Approved electrical and electronic equipment and appliances

- Provided Small microwaves
- Provided room refrigerators
- Powerstrips with surge protectors (Do not plug one power strip into another).
- Televisions, stereos, CD players, computers, and peripherals and other personal electronic equipment.
- A surge suppressor should be used with all stereos, computers, televisions, and other sensitive electronic equipment.
- All electrical appliances must be UL approved.

Electrical and electronic equipment and appliances that are not permitted in the residences:

- Appliances with exposed heating elements. Among other things, this includes the George Foreman Grill and all similar devices.
- Hot plates, electric stoves, toasters, and toaster ovens.
- Quartz halogen lights.
- Portable heaters.
- Extension cords.

Elevators

Use of the elevators may be limited on occasion in order to accommodate residents or guests with a disability, the moving of belongings, or for emergencies. Use of the elevators is a privilege, and students are expected to make use of them in a responsible, safe, and respectful manner. In keeping with this

expectation, tampering with the alarm, misuse or defacing of the elevators, or entering the elevator shaft is prohibited.

Explosives, Firearms, & Weapons

Explosives, firearms, fireworks, firecrackers and similar devices, and weapons of any kind create a potential safety hazard and, therefore, the use or possession of these items is prohibited in college residences. Weapons include, but are not limited to, knives with blades over three inches, guns, pellet guns, paint guns, bows and arrows, machetes, ninja stars, nun chucks, grenades, swords, etc.. Please see FOUND Study Handbook for additional information.

Filming in the Residence Hall

Requests to film within the residence hall must be approved by the Office of Residence Life and FOUND Study Management in advance. If approved, all New York Tech policies regarding Filming on Campus must be followed. These policies may be found at https://www.nyit.edu/scea/filming_on_campus

First Year Experience Program

As part of the first-year experience, the building staff are encouraged to provide programming and educational activities geared towards the new students. Throughout the semester the residence life staff in the residence hall will work together to put on programs that the first year students are highly encouraged to attend. Programming topics may include, but are not limited to, your first semester, getting involved, drug and alcohol safety, healthy relationships with self and others, etc..

Fire Safety Policies

Fire Alarm Procedures

All fire alarms are to be taken seriously. If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest your room. It is extremely important that you familiarize yourself with all applicable fire safety procedures. Falsely activating a fire alarm is against the law. Residents will be evicted and are subject to punishment to the fullest extent of the law. As a resident, you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider. You can also get a separate renter's insurance policy. Whichever option you choose, insurance is HIGHLY recommended.

If the fire is in your room all persons are to vacate the room immediately in the safest possible way. If you are able to, please do the following:

- Call 911 after you exit the building.
- Do not try to extinguish the fire by yourself.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Pull Fire Alarm station, if possible, as you exit.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Learn your locations evacuation plan and know your predetermined path for exiting from the building
- Assemble across the street and maintain absolute silence so instructions can be heard.

- Wait until the appropriate officials indicate that you can re-enter the building.

If the fire is not in your room:

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from safety personnel unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your room safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

Fire Alarm Warning System

All residences have a state-of-the-art computerized fire warning system and trained fire/security personnel on the premises. During the course of the year, the Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must follow all instructions given by the emergency staff via the announcement system.

Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents should familiarize themselves with these maps to be able to exit promptly during fire drills or actual emergencies.

Kerry Rose Sprinkler Act

FOUND Study is committed to providing a safe environment for the entire community and to that end we would like you to know what fire safety devices are located in our residences. This advisement complies with the “Kerry Rose Fire Sprinkler Notification Act” (A.5715-a/s. 4180-B). These are the fire safety systems you will find in the residence; fire sprinkler system, fire extinguishers, smoke detectors, CO detectors, heat detectors, fire alarm pull boxes, emergency lights, public address system, and emergency exits. The fire extinguishers are checked to ensure that they are in working condition in accordance to the law. There will be at least one fire drill per semester.

Residents are provided with the Fire Safety Evacuation Plan for their location at the service elevator landing on their floor. It is important that you know the location of these fire safety devices and immediately report any device that needs repair or has been tampered with. Remember fire safety is everyone’s business and together we can lessen the threat of fire.

FOUND Study requires occupants to evacuate only as directed by the building’s specific Fire Safety Plan in the event of fire alarm activation. An alarm will sound on the fire floor, the floor above the fire and the floor below the fire floor. The occupants of these areas should immediately use the exit stairs to descend to a floor level that is at least four floors below the fire floor, and await further instructions over the loud speaker.

All other floors/areas will receive an alert signal and these occupants should stand-by for further instructions. Persons in these locations are not required to evacuate the area until told to do so by the Fire Safety Director, if required.

Residents should always follow the building's Fire Safety Director's directions and procedures.

How to Avoid an Accidental Alarm

- When using a microwave, oven or stove use lower time intervals and continue to reheat your food until it is ready. Do not leave something in for long periods of time which may cause a fire or excessive smoke.
- If you are making popcorn, please make sure that you are watching it very carefully.
- Do not put foil or foil takeout containers in the microwave.
- Never leave the food warming area unattended while you are cooking food.
- Be certain to keep all other items that can catch fire away from the cooking surface.
- Cook only when you are **ALERT** – not when you're sleepy, drowsy from medication(s), or after alcohol use.
- All residences are smoke free environment, please smoke outside the building.

Fire Safety Disclosure

All halls are equipped with smoke detection alarms, alarm pull stations, and sprinklers. It is a violation to tamper with or disable any fire protection equipment in the residence. Violations include, but are not limited to:

- Removing smoke alarm from rooms (this includes taking out batteries or removing from hard wire)
- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems

Any action by a resident that places other residents at risk will result in the violator being held financially responsible for all costs associated. Additionally, the violator will be subject to disciplinary sanction taken by FOUND STUDY and/or legal authorities.

Fire Alarm Protocol

You should Locate & Review the Evacuation Maps on your floor and familiarize yourself with the closest evacuation route.

The signal to evacuate a building for a fire, fire drill, or other emergency is a series of rings on the building's fire bells in the hallways accompanied by flashing lights. A voice may sound through all room speakers to advise of an emergency and the need to evacuate.

Evacuation of the facility is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. The following procedures are to be followed any time a fire alarm sounds:

Procedure

1. Once the fire alarm has sounded everyone must evacuate the building. While an RA and/or management staff may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you.

2. Leave the building in an orderly manner by means of the closest safe stairway or exit. **DO NOT USE THE ELEVATORS.**
3. Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
4. Professional staff must investigate and determine the cause of the alarm. Upon completion, students will be given an “all-clear” by emergency services and/or building staff to re-enter the building. If at any point throughout the semester you are unable to walk down the stairs, inform your RA and/or management staff immediately. Your RA and/or management staff will notify security and a log will be kept of who needs to be escorted down.

Anyone found in their room who had not evacuated during the sounding of the fire alarms will face disciplinary action.

Designated Meeting Areas

There are designated meeting areas to allow for emergency personal easier access to the building and an RA and/or Management Staff can easier account for their residents and be aware of any missing persons. Upon evacuation all residents will proceed to their respective meeting location below.
569 Lexington Avenue, New York, NY 10022

Furniture

Each student is provided with an extra long twin bed and mattress, set of drawers, desk, and a chair. Rooms are furnished with an 11.6 cu ft refrigerator and a microwave oven. Residents may not add furniture, and furniture may not be taken out of a room. Furniture removed from the room will be considered missing requiring student billing for replacement.

All furnishings must be returned to the original position in the room during the final exam week of the semester the student is checking out of the room, or when the student checks out of the room during the semester; whichever is earlier.

Waterbeds, lofts, personal mattresses, or homemade bunk beds are not permitted. Due to limited space and safety, residents are not allowed to bring additional large furnishings. Student Life reserves the right to have residents remove personal furnishings from a room if those furnishings are believed to pose a safety risk, impede movement within the room, or represent a fire hazard.

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

Mercury Thermometers

Mercury thermometers are prohibited in all residential buildings as they pose a serious health and safety hazard if broken.

Guest and Visitation Policy

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 comfort or rights of other residents and maintains an appropriate level of safety and security in the residence halls. The following general policies apply to all

guests. **There may be times when no overnight or day guests are permitted due to COVID restrictions.**

1. A person is considered a guest if he or she is not registered through the Office of Residence Life to occupy the specific residence hall room. A guest is also defined as a resident student that is in any room other than their assigned room.
2. Regardless of the length of their stay, the guest is expected to abide by all College and Residential policies, procedures, regulations and standards.
3. The host is responsible for the actions of his or her guests at all times. The host will be held accountable for any violation that their guest may commit.
4. There may be special times of the year, such as semester breaks, summer sessions, and exam periods, when the guest and/or visitation policy may be restricted or modified. Residents will be notified of guest policy modifications for interim periods.
5. Guests must have a valid photo ID in order to be registered.
6. Guests must not be listed on the College or campus access restriction list.
7. Any consistent violation of the guest and visitation policy may warrant disciplinary action.
8. Cohabitation and living or allowing another individual to live in a space to which he or she is not assigned is not permitted.

Short Term Guests

Provided there is no unreasonable interference with the rights of a roommate(s), a resident may have a short-term guest (one who stays for a few hours but not overnight) at any time. The following procedures and conditions must be met:

1. It is the responsibility of the host to meet his or her guest at the main entrance of the residence hall. The host must remain with that person at all times when the guest is in the residence hall. Short-term guests must sign in with the desk staff and leave their photo ID. No student may sign in a guest for another student.
2. A resident may have no more than twice the occupancy plus one in their room at any given time.
3. Children are not permitted in or around the residence hall at any time.
4. Short term guests are only allowed in the residence hall until 11pm.

Overnight Guests

Provided that there is no unreasonable interference with the rights of a roommate(s), a resident may have an overnight guest (one who stays for longer than a few hours and/or sleeps in the room overnight). In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by short-term guests, as outlined above. In addition, the following procedures and conditions must be adhered to.

1. A resident may have an overnight guest no more than three nights in a seven day period and 20 days total during the semester.
2. A guest may not stay in more than one room in any seven day period.
3. Individuals under the age of 18 are not permitted as overnight guests. The residence halls are not equipped to meet the needs of infants or children.

All residents must submit a Guest Form for their guest, regardless of guest's length of stay. Guests are not allowed on property until they are approved by both the Resident Life staff and any roommate(s) (if applicable).

Daytime Guests: Forms for daytime guests must be submitted at least 1 hour before the guest's arrival.

Guests For One to Three Nights: Forms for overnight guests staying 1-3 nights must be submitted at least 24 hours before guest's arrival.

Harassment

As defined in the Student Code of Conduct, harassment directed at any individual will not be tolerated in college residences.

Hover Boards and E-Bikes

In light of the safety concerns associated with hover boards and E-bikes, indoor operation or charging of hover boards and E-bikes is prohibited in university residence halls and other university owned or controlled premises.

Intercession/Vacation Policy

Residence hall charges are based upon a standard 15-week semester, as approved by the New York Tech Academic Senate and Board of Trustees. Students are only permitted to occupy the residence hall during the recognized semester. Students who have academic internships, scheduled classes, or live a great distance from campus, must provide written documentation to the Office of Residence Life in order to receive permission to remain in the Residence Hall during Intercession/Break periods. There may be additional fees charged for those who are approved to remain during Intercession/Break periods.

Keys and Identification Cards

The proper use of keys and identification swipe cards are extremely important in providing security within the residence hall. Keys/Identification cards are for personal use only. Students are not to loan, share, or give their room keys/key cards/identification cards to anyone else. Keys/key cards/identification cards may never be borrowed or used by anyone other than the resident to whom they are assigned. All keys/key cards/identification cards are the property of the College and must be returned when a student checks out of their room or at the request of the building supervisor. Students are expected to return all room keys to the appropriate residence hall staff member as part of the normal check out process.

Please see FOUND Study Handbook for Lock-Out procedures and Key Replacement Fees.

Kitchens

The residence hall offers a shared kitchen on the second floor. It is each individual student's responsibility to keep the kitchen area clean. Students are expected to be in the kitchen while their items are cooking. Do not leave any cooking items unattended! Students should not leave any of their belongings in the kitchen area.

Lock Outs

Please understand that it is your responsibility to carry your ID/key with you at all times. If you are locked out, please follow these steps:

- Report to the front desk and relay what type of lockout you are facing. A temporary room key will be issued, if appropriate.
- Residents are required to return this key within 20 minutes of issue, to avoid a \$25 access key replacement fee.

Lockouts as a result of the resident's responsibility will be tracked and charged appropriate fees after three lockouts. Examples of tracked lockouts include a resident forgetting their ID card in their room or not having their ID to access the turnstiles. Residents get two free lockouts in any of the above combinations per semester. On their third lockout, residents are subject to key replacement fees. Lockouts due to mechanical failure as verified by a professional staff member are not the resident's responsibility. Misuse of your FOUND Study ID is prohibited, and will result in an indefinite visitors hold, as well as potential further discipline with your affiliated school.

Lost Keys

Key Replacement Fees:

- 1st/2nd Lockouts- *No charge*, 3rd Lockout - \$25, 4+ Lockout - \$50
- Room Key is \$25.00, after one courtesy replacement.
- Lock Change: Should any resident damage their lock, they will be billed a \$400.00 replacement fee.

Lounges and Common Areas

Every residence hall contains a variety of common area spaces. Some are designated study lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the Residence Life staff. All lounge furniture and wall decorations should remain in the assigned location for use by all community members. Lounges are not to be used to provide overnight accommodations for guests. Please be respectful of other residents using this room and help maintain the area by cleaning up after yourself.

Mail and Package Delivery

Each student is provided with a mailbox. Packages may be picked up downstairs during designated hours.

To receive mail at 525 Lexington Ave.

Student Name
525 Lexington Ave, Room Number
New York, NY 10017

Musical Instruments

Since different musical instruments can be played at different volumes, some may not be appropriate for use in the residence halls. Acoustic guitars, non-amplified electric guitars, and electronic pianos are some examples of instruments that can be played at a reasonable level and are therefore permitted in the residence halls.

Maintenance

If your room or the provided equipment and furnishings require any repair or maintenance, please do not attempt to repair it yourself.

To request a maintenance request, submit a ticket on StarRez, contact your RA, or visit the Front Desk. General maintenance and routine repairs (such as a plumbing, electrical, or furniture/appliance maintenance, etc.) are performed without charge to residents. We encourage you to report damage

immediately. Neglecting to report an issue (leaky faucet, water damage, etc.), could lead to further and more complicated problems which could result in the resident being charged.

Emergency repairs include major leaks and flooding, inoperative door locks and any problem that endangers property or safety and should be reported immediately. In case of an emergency, contact the front desk landline asap. If there is a fire or medical emergency, please contact 911 before calling the front desk.

For safety reasons, do not try to clean the outside surface of your windows. Do not sit on ledges or lean out windows. Do not put anything on top of radiators or on window sills - a small potted plant that falls out a window could potentially injure a pedestrian. Never attempt to exit through windows.

Performance of Duty

College officials reserve the right to enter a student's room, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behavior, maintenance problems, illness, hazards, and other similar emergencies or potential crises.

Personal and Community Expectations

In order for safety measures to be effective, students must make a proper use of their features. Residents are encouraged to lock their doors when leaving the room for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building and is a policy violation subjecting the resident to disciplinary action. Residents may not allow others to enter residence via any locked door other than the main entrance.

Personalizing Your Living Space

Students are encouraged to add personal touches to their rooms that make their living areas more comfortable. Balancing this need for comfort against the need to maintain a safe living environment can sometimes be difficult. To assist you in this process, the criteria for maintaining a safe living environment are outlined below.

Wall and Door Decorations

Please make your room feel more at home by putting posters and pictures on the walls. Avoid two-sided tape or mounting putty as it leaves residue that you will have to remove at check-out or risk being charged.

Decorations

In an effort to maintain an environment that is safe and free of potential fire and other life safety hazards, residents are asked by the Office of Residence Life to adhere to the following decoration guidelines within the residence, be that within their own rooms or within the common areas of the building.

General Requirements

- All decorations shall be fire resistant or non-combustible. Decorations must have the label of Underwriters Laboratory (UL) or similar standard.
- No decorations may be hung from the ceiling, placed in offices, rooms, or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, stairwells, or exit routes.

- Sprinkler pipes, exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, and audible fire signals cannot be decorated or covered or obstructed in any way.
- Straw, hay, leaves, and dry vegetation are not permitted in any building.
- Dirt or sand is not permitted in any building, except when used for flowers or plants of reasonable size.
- Alcohol containers of any kind (whether empty or full) are not permitted as decorations.

Lighting

- Crepe paper or other materials are not to be wrapped around lights.
- Building light bulbs are not to be painted or moved. Commercially manufactured colored bulbs may be used if positioned by custodial or maintenance employees.
- Only use lighting sets that show Underwriters Laboratories (UL) or Canadian Standards Association (CSA) label.
- Lighting sets can wear out or become damaged and should be checked closely before installation for bare wires, worn insulation, broken plugs, loose sockets, etc.
- Extension cords are not permitted in student residences. Surge protector power strips must be used in place of extension cords.
- Be sure circuits are not overloaded with too many lights. If circuit breakers shut off or fuses are blown, there may be a short or an overloaded circuit.
- There should be no pinch in electrical cords. For instance, electrical cords should not be run through door openings.
- Decorative lights must not be tightly coiled or pinched, such as under or around a bed post.
- LED light strips and Halogen lighting are prohibited.
- Flammable decorations such as string lights, garland, synthetic spiderwebs, are also prohibited.

Christmas Trees

- Live or cut trees are not permitted in college sponsored buildings.
- Artificial trees must be of a certified slow burning or fire resistant material; trees not meeting this standard will not be permitted. Artificial trees may be located in student rooms as long as the tree does not exceed two feet in height.

Pets

Pets are not permitted in college residences, including student rooms. If any unauthorized pet is kept in a resident's room, disciplinary action will be taken, and a cleaning fee may be charged to that resident.

Posters, Flyers and Advertising

Distribution of announcements and posters in college residences must be approved by the Office of Residence Life. Materials approved by the Office of Residence Life for announcements or posting in the residence must be submitted to the building supervisor.

Approved posters, flyers and advertising may be distributed within a residence hall only by persons employed by the Office of Residence Life.

Quiet and Consideration of Others

The college strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are thus expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. Quiet hours and courtesy hours are the vehicles for achieving this environment. In each residence, a program of quiet hours is established initially by the

supervisor of the residence. That program of quiet hours must fulfill the following minimum requirements:

1. Quiet Hours are between 10:00 pm and 7:00 am.
2. Twenty- four hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at midnight the Sunday prior to the final exam period and continue until the residence closes at the end of the semester. No alterations of the 24-hour policy during finals week are permitted.

During quiet hours, the noise level in the living unit must be kept at a minimum. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the corridor, or outside the building. At no time is a person to create a disturbance or noise that disrupts the activities of another person within the residence. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. In the spirit of community, stereo speakers and stereos must not be directed out the windows/doors or used outside the residence. The use of headphones is also strongly encouraged. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student room.

Courtesy hours, defined as hours of reasonable quiet, are to be maintained at all times, even during those times not designated as quiet hours. During courtesy hours, residents are expected to keep noise and activities at a level that will not disturb neighboring residents, including those living on other floors. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. Residents are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum annoyances or obstacles to academic pursuits and student wellness.

Residence and Room Environment

Residents are expected to treat all residence hall common spaces and individual rooms with respect and care and may be held accountable for damages, other than normal wear and tear, found in the room. In order to protect the health and safety of all residents, it is expected that all rooms be kept at an acceptable level of cleanliness.

Roofs and Ledges

Safety concerns restrict access by students to roofs and ledges of college residences. Access to roofs and ledges is prohibited outside of their use as fire evacuation routes. In addition, radio and television antennae, satellite dishes, or similar devices are not permitted on the roofs, ledges or any building exterior. Students found on roofs may be subject to disciplinary action.

Room Changes

Room changes are the last resort for roommate conflicts. New York Institute of Technology maintains the philosophy that students need to learn to live with one another in a residential environment. This may be difficult at times due to individual differences among roommates. Residence hall staff have been trained to deal effectively with roommate conflicts. Room changes may result once there has been an attempt by both roommates to resolve the conflict. These room changes will occur only with the approval of the assistant director/associate director or Director of Residence Life and his/her designee. Room changes may only occur if there is an appropriate/available space to move a student.

Room changes, including moves made within the same buildings, must be initiated with the supervisor of the residence prior to moving. Room changes between college residences must be initiated with the

supervisor of a residence before a new room assignment will be offered. A short period is established at the opening of each semester during which no room/suite or residence changes are made. Requests for room assignment changes will not be honored for reasons involving age, race, ethnicity, color, national origin, sexual orientation, disability or religion.

Room Change Procedures

The Office of Residence Life will consider room change requests after the second week of the semester. If the student wishes to change rooms at that time, he or she must obtain and complete a room change form and submit it to their RA and then the Residence Life Office for approval. Unless permission is granted otherwise, students must complete the room change and physical move within the room change period and no later than the end of the third week of classes. A student may only move to their new room after officially checking-out of their original room. Students must make an appointment with their original resident assistant and/or their new resident assistant in order to successfully complete the checkout and check-in process. Failure to follow the room change and official check-out/check-in process will result in student billing.

Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without prior authorization from the residential staff. Due to the administrative needs of the college and emergencies that may arise, it is essential that an accurate housing roster be maintained. An unauthorized room change also may occur if the student does not follow proper procedures. Students who make an unauthorized room change may be subject to disciplinary action and may be assessed a fine. Students will be responsible for any damages found in the room where the illegal room change occurred.

Room Consolidation

At the end of the room change period, all students who do not have roommates may be consolidated. The applicants of partially-empty rooms will be brought together to make a full room. This means that some students will be reassigned. Where possible, the reassignments will be done within the same floor, but this cannot be guaranteed.

If during the course of the semester, one student moves out of a room, the student remaining in the room may be required to accept or find a roommate or be assigned to another room. If a situation occurs such that there is no student to place in a partially occupied room, the occupant will likely be charged the normal room rate only.

Room Entry

College officials, including Office of Residence Life staff members, are authorized to enter, search and/or inspect student rooms and public rooms in the residence halls.

Room Inspections

The college reserves the right to enter and inspect rooms for the purpose of:

- Observance of college residence policies and procedures as well as college regulations and requirements of public law;
- Maintaining sanitary standards that protect the safety, health and well-being of residents;
- Ensuring that college property is being properly maintained;
- Ensuring against fire hazards;
- For the maintenance and repair of equipment; and
- Health, well-being, emergencies, etc.

The time and date for building inspections will be posted at least 24 hours in advance. The fire marshal will make regular inspections to all buildings, kitchens.

Room Searches

Searches of student rooms by college officials shall be authorized and conducted under one or more of the following conditions:

- By the consent of the occupants of the room;
- By warrant issued by an appropriate legal body/agent; or
- Upon reasonable cause to believe that there is a violation of the Student Code of Conduct, or the Residential Community Living Standards.

Roommate Agreements

Since sharing living accommodations is a new experience for many students, all roommate pairs will be asked to complete a roommate agreement. This agreement encourages honest and open communication between roommates, and establishes agreement for standards to be followed in the room. No agreement is permitted to contain clauses that allow for the violation of any college or housing and residential life policy. If assistance is needed in establishing this agreement, you are encouraged to meet with your resident assistant or hall staff. Since the needs and routines of roommates change during the year, it is recommended that the roommate agreement be modified as needed.

Smoking

No smoking is allowed in any of the residence halls. No students are to smoke in any rooms or common areas; this includes but is not limited to hallways, stairwells, elevators, kitchens and lounges. When smoking outside of the building you must be at least 25 feet from doors and windows. This policy includes prohibition of all delivery systems of tobacco and nicotine, including but not limited to smokeless tobacco, e-cigarettes, vaporizers, electronic hookahs, etc.

Soliciting

Soliciting in the residence hall is not permitted. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for, or membership in, any group, association or organization and includes door-to-door canvassing. Soliciting/selling includes conducting a business in a college residence such as baby-sitting or selling such items as cosmetics, magazines, bagels, candy bars, etc. Advertising signs, posters and fliers may not be distributed or posted in college residences. Fundraising events/soliciting are not permitted in residences unless authorized by the Director of Residence Life or his/her designee. Selected sales of fraternity/sorority jewelry and supplies may be approved by the Director of Residence Life or his/her designee.

If there is an unfamiliar person in your building who is soliciting items, please call residence hall security immediately to have them removed from the building.

Storage

Storage is not available in any NY Tech residence halls. Property left in a room will be discarded, or student will be responsible for occupancy charges.

Telephone Services

Per college policy and applicable law, it is unlawful to obtain or attempt to obtain telecommunication services by use of a false, fictitious or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit card number of another person without valid authority. Avoiding or attempting to avoid payment for telecommunication services by use of any fraudulent scheme, device, means, or method is prohibited by law and by college regulations. Criminal prosecution and/or disciplinary action may be taken. Students are responsible for any long distance calls made from the telephone line in their room.

Trash

All trash must be taken to designated trash areas and separated into appropriate containers located in these areas. Trash may not be taken to the kitchen or left in the lounges, outside building doors, rest rooms, recycling areas, containers, or hallways. In all college residences, trash must be disposed of in the designated trash area. Failure to do so may result in disciplinary action.

Use and Misuse of Equipment or Property

Expectations and standards for behavior in college residence communities are outlined in these Residential Community Living Standards. When resident behavior does not meet these standards, residence staff will address the behavior with the resident. When appropriate, staff will provide notice to residents on misuse of equipment or property and residents will be given the opportunity to rectify the situation prior to fees being assessed. Charges for items vary depending on the scope of the loss, damage, or mess. The amount to be charged to the resident is determined by the supervisor of the residence in conjunction with building owners, custodial and maintenance personnel.

Windows

Window screens, stoppers and storm windows may not be removed at anytime. Outside window sills must be kept clear of all objects. No objects may be thrown from the window under any circumstances. Students are not permitted on window ledges at any time.