



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

Office of Residential Life/Learning Communities  
Division of Enrollment Management and Student Affairs

# STUDENT TOWNHOMES

## HANDBOOK

AND

LICENSE

2008-2009

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**THIS DOCUMENT AND MORE INFORMATION ABOUT THE TOWNHOMES CAN BE FOUND AT**  
**[WWW.BROCKPORT.EDU/RESLIFE/TOWNHOMES](http://WWW.BROCKPORT.EDU/RESLIFE/TOWNHOMES)**



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

**Office of Residential Life/Learning Communities  
Division of Enrollment Management and Student Affairs**

May 1, 2008

Dear Townhomes Residents:

We are pleased to provide you with this electronic copy of the Student Townhomes Handbook and Townhomes License. These documents are designed to assist you in understanding the policies and procedures that will ensure the safety, security and well-being of all residents. The policies also apply to your guests. We have designed and built the Townhomes to provide an independent living environment for the College's upper-class students. We hope you will find that it is not just another apartment complex but a vibrant, active community of students. Please take the time to get to know your neighbors and our staff.

Townhomes Coordinator Carrie Welch and her staff are ready to support and assist you. We anticipate a very exciting year and look forward to your participation in the growth and development of the Townhomes experience at The College at Brockport.

I wish you a safe, rewarding and productive year.

Sincerely,

Joseph S. Franek, Jr.  
Director of Residential Life/Learning Communities

## GENERAL INFORMATION

TOWNHOMES RESIDENTS ARE RESPONSIBLE FOR FOLLOWING ALL OF THE POLICIES, PROCEDURES AND REGULATIONS AS ESTABLISHED BY **YOUR RIGHT TO KNOW & ACADEMIC POLICIES HANDBOOK 2008-2009**, SPECIFICALLY CHAPTER 5: **THE CODES OF STUDENT SOCIAL CONDUCT AND THE STUDENT TOWNHOMES HANDBOOK AND LICENSE**. FAILURE TO DO SO MAY RESULT IN THE INDIVIDUAL(S) BEING REFERRED TO THE STUDENT CONDUCT SYSTEM.

### TOWNHOMES STAFF

The Townhomes Coordinator and the Townhomes Assistant offices are located in the Community Center. There are (4) Townhomes Assistants; (2) reside in Townhome 43 and (2) in Townhome 53.

### TOWNHOMES OFFICE HOURS

The office hours for the Townhomes Coordinator and Townhomes Assistants office will be posted in the Community Center and at [www.brockport.edu/reslife/townhomes](http://www.brockport.edu/reslife/townhomes).

### IMPORTANT PHONE NUMBERS

- Townhomes Coordinator Office 2220/395-2220
- Townhomes Assistant Office TOWN (8696)/395-TOWN
- Townhomes Assistant Duty Phone 469-6682
- Townhomes Assistants
  - Alex Matiash Townhome 43 3513/395-3513
  - Mike Pease Townhome 43 3514/395-3514
  - Lindsay Fisher Townhome 53 3503/395-3503
  - Katie Majewski Townhome 53 3504/395-3504
- University Police (UP)
  - Emergency 2222/395-2222
  - Non-Emergency 2226/395-2226
  - Campus Escort Service 7233/395-7233
- Counseling Center 2207/395-2207
- The Office of Residential Life/Learning Communities 2122/395-2122  
2108/395-2108

**TOWNHOMES RESIDENTS MUST BE CURRENT THE COLLEGE AT BROCKPORT STUDENTS AND BE ENROLLED IN CLASSES AT THE COLLEGE FOR EACH SEMESTER THEY RESIDE IN THE TOWNHOMES.**

**THE TOWNHOMES LICENSE IS BINDING FOR THE ENTIRE ACADEMIC YEAR.**

## EMERGENCY PROCEDURES/POLICIES

The Townhomes and the College have plans in place in the event of an emergency. Depending on the scope of the emergency as well as the area(s) of campus affected, specific campus resources are in place. Depending on the emergency, students will be expected to act in accordance with instructions communicated by the Townhomes Staff and University Police.

### **BLUE LIGHT PHONES/AED UNIT**

Blue Light phones are located by Townhomes 48 and 61. These phones provide immediate access to the University Police and may be used to report crimes and emergencies, or to request escorts. An AED unit is located in the Community Center foyer, across from the mailboxes.

### **ENTRY INTO THE TOWNHOMES**

The College, University Police and Townhomes Staff reserves the “right of entry” into any Townhome by authorized personnel in the event of an emergency and as necessary for maintenance and upkeep of the Townhomes and otherwise as necessary to ensure and maintain proper safety conditions. The Townhomes staff will attempt to give prior notice of entry except for cases of potential and/or apparent health and safety reasons.

### **EVACUATION PROCEDURES**

In the event an evacuation is necessary either by a fire alarm or instruction by authorized College officials, immediately exit your Townhome and proceed to the designated gathering area. The designated area will be the Community Center. **Please Note: Failure to evacuate a Townhome or the Community Center in the event of a fire alarm or when instructed to do so, may result in the resident(s) being referred to the Student Conduct System.**

### **FIRE DETECTION EQUIPMENT/TESTING**

All Fire Detection Equipment located in the Townhomes and Community Center is tied directly to University Police. Each Townhome and the Community Center can expect to have Fire Alarm testing throughout the academic year. **Please Note: It is a requirement of the New York State Office of Fire Protection and Control and New York State Law that all occupants evacuate the building once a fire alarm is activated, whether it is a drill or not.**

### **MEDICAL/MENTAL HEALTH CONCERNS**

In the event of any medical/mental health concern, call University Police immediately at **395-2222**. After you have called University Police call the Townhomes Office at **395-TOWN (8696)** (if during office hours) or the Townhomes Assistant Duty Phone at **469-6682** (if after office hours).

## **TOWNHOMES PROCEDURES/POLICIES**

## ALCOHOL AND OTHER DRUGS

Please refer to the Residence Hall/Student Townhomes Alcohol Policy for more information.

## APPLIANCES

Manuals for all appliances and equipment provided for the Townhomes are located in the Townhomes Assistant office and online at [www.brockport.edu/reslife/townhomes](http://www.brockport.edu/reslife/townhomes).

## BREAKS (THANKSGIVING, WINTER AND SPRING)

All Townhome Residents are allowed to reside in the Townhomes during Thanksgiving Break, Winter Recess and Spring Break. If you plan on staying in your Townhome during these breaks, it is required that you notify the Townhomes Coordinator. This allows the Townhomes Staff to know who is staying over the breaks for staffing and emergency purposes.

The Townhomes Assistant Office will be open for a limited number of hours during these breaks. For a listing of hours, please refer to the signs posted in the Community Center.

**If the Townhomes Assistants' Office is not open and you need assistance and/or in the event of an emergency, during any of the breaks, please call the Townhomes Assistant Duty phone at 469-6682.**

## CHECK-IN PROCEDURES

When you arrive in August to check into your Townhome, you will be required to fill out all pertinent paperwork. After you have completed all the necessary paperwork, you will be issued a Front Door/Bedroom and Mailbox key(s). You will also receive any other pertinent information at this time. Once you have officially checked in, you are free to move into your Townhome. After you have moved in, a Townhomes Assistant will be going over a Townhome Condition/Inventory Check-List with you. This Check List helps assure that everyone is in agreement as to the condition and items provided in each Townhome upon your moving in. Once you have looked over the Check List, you will be asked to sign it.

## CHECK-OUT PROCEDURES

When you are ready to check out of your Townhome at the end of the academic year or earlier, with permission from the Office of Residential Life/Learning Communities, please do the following:

1. Pack and remove all personal and non-college belongings  
**Please Note: The College is not responsible for the removal of these belongings and any belongings left behind are considered abandoned. A Resident may be held responsible for any cost incurred for the removal of this property.**
2. Clean the entire Townhome

3. Remove all trash and place it in the dumpster
4. Contact your family, friends, bank, cell phone provider and credit card company etc. to change/update your mailing address
5. Close all windows and turn off all lights and air conditioning/heat
6. Lock your bedroom and front door
7. Check your mailbox
8. Return your keys to the Townhomes Assistants' office during the scheduled check out times

When you have turned in your keys, you will be required to sign all appropriate paper work. A Townhomes Assistant will accompany you to your Townhome to go over the Townhome Condition/Inventory Check-List (which you signed when you checked into the Townhomes). At this time you will sign again on the "checked-out" line.

**All residents must check out of the Townhomes by Sunday, May 18, 2008. Please Note: Summer housing is not provided.**

### **COMMUNICATION**

The Townhomes Staff will use residents' **Brockport** e-mail, and student mailbox as the primary way to contact and pass information along to the residents. It is very important for residents to check these on a regular basis. All Townhomes residents are required to have an active email address and cell phone number on file with the Townhomes Coordinator for emergency purposes.

### **COMMUNITY CENTER**

The Community Center may be used for programs, meetings and social gatherings. It is intended for use by Townhomes Residents and their guests. For programs and meetings, the use of the Community Center must be approved by the Townhomes Coordinator. Any resident(s) using the Community Center is expected to leave it in the condition they found it. Hours that the Community Center will be open may be adjusted with approval from the Townhomes Staff (i.e., meetings, workshops, and programs etc.). Hours will be posted in the Community Center and online at [www.brockport.edu/reslife/townhomes](http://www.brockport.edu/reslife/townhomes).

### **COMMUNITY POLICING**

To help reduce campus crime, the Townhomes have a University Police officer as a community policing officer who meets regularly with students and the Townhomes staff to provide information, resolve situations and lend assistance face to face. The community policing officer also assists the Townhomes staff in providing programs, lectures and demonstrations on various topics, including alcohol awareness, date rape, controlled substances, personal safety, DWI, interpersonal relationships and Operation ID. For more information about the Community Policing program, please contact the Townhomes Staff or you may call University Police at **395-2226**.

### **COUNSELING CENTER LIAISON**

The Townhomes are assigned a Counselor Liaison through the Counseling Center. The purpose of the Liaison is to assist students and the Townhomes staff when dealing with or addressing situations related to mental health. The Liaison is available to assist the Townhomes staff in providing a wide

range of programs. Some of these topics include alcohol use and binge drinking, the effects of drug use, interpersonal relationships, date rape, depression, suicide, cutting and body image. For more information about the Counseling Liaison program, please contact the Townhomes Staff, or you may call the Counseling Center directly at 395-2207.

### COURTESY/RESPECTFULNESS

The Townhomes Staff encourages residents to address noise/respect issues with their neighbors. If a problem persists, a complaint can be filed with the Townhomes Staff.

\* Courtesy Hours are in effect at all times. Students must comply with reasonable requests to lower the noise level at all times.

#### **Noise Incident Response Model:**

<b>Level 1</b>	Written Official Warning	<b>Level 3</b>	Parental Notification Conduct probation extended Equipment Stored Community Service
<b>Level 2</b>	Conduct Probation Community Service		

### DAMAGE

#### **Preliminary Damage Assessment**

The Townhomes Staff will be conducting a preliminary damage assessment of each Townhome approximately (2) to (3) weeks prior to the end of the spring semester. An email will go out to all Townhomes Residents prior to the preliminary damage assessment describing this process in greater detail.

#### **Final Damage Assessment**

The final damage assessment of an entire Townhome can only be done after it has been fully vacated by all residents. In the case where the Townhome is being vacated by only some of the residents, only the bedrooms of those individuals will be assessed after all the belongings have been removed. **Please note: It is your responsibility to remove all personal and non-college property from your Townhome.** The remainder of the Townhome will be inspected by the Townhomes Staff after all the residents have checked-out.

**Townhomes Residents and/or guests may not engage in any activity that could result in damage to any Townhome, the Community Center or outdoor common area.**

**Any activity that results in damage to any of these areas may result in the resident(s) responsibility for any costs incurred to repair the damage and/or referral to the Student Conduct System.**

**The same Townhome Condition/Inventory Check-List that was completed for each individual Townhome in August will be used when assessing final damages to insure consistency.**

## **DAMAGE BILLING/APPEAL PROCESS**

Once the Townhomes Staff has completed the final inspection of each Townhome, any damage(s) incurring a cost will be transposed to the **final damage inspection form**. After all of the final damage inspection forms have been completed, they will be sent to the home address of the appropriate individual(s). After you receive the final damage inspection form, you will have until the date stated on the final damage inspection form to dispute the damage(s). **Please note: The appeal must be in writing and sent to the Townhomes Coordinator.** After the specified date, all individual(s) who have received a final damage inspection form will be billed accordingly.

## **DISPOSAL OF GARBAGE/TRASH**

Each Townhome Resident is responsible for the removal of garbage/trash from their respective Townhome. Door-to-Door garbage/trash collection **is not** provided by the college. All garbage/trash must be placed in securely sealed plastic bags and taken to and placed in one of the dumpsters. The dumpsters are located by the Community Center. **Please note: Any Townhome and/or resident(s) not complying with this policy may result in a referral to the Student Conduct System and/or billing for the removal of the garbage/trash.**

## **FIRE DRILLS**

Fire drills of the townhomes will occur twice per school year. These will be unannounced drills. When the fire alarm goes off, all students must leave the building immediately. Closing doors and shutting off appliances is a good idea as you are leaving.

## **FIRE EXTINGUISHERS**

Fire extinguishers must be inspected monthly. EH&S will be entering your apartments escorted by Townhomes Staff to check that the extinguisher is in the holder at the main entrance, that it is not blocked by furniture, coats, trash, or recyclables, and that it is in working condition and charged. Typically, we will schedule this for the first week of each month. Townhomes Staff will communicate the day this will occur each month as determined at the start of the semester.

## **FIRE SAFETY INSPECTIONS BY THE STATE OFFICE OF FIRE PREVENTION**

Annual inspections of the townhomes will occur each year by the State Fire Marshal. The Office of Fire Prevention gives the College notice of the upcoming inspection. Environmental Health and Safety notifies the campus community when the inspection will occur. Some commonly found citations include the use of extension cords, excessive temporary lighting (holiday lights), and excess combustible storage.

Here is a Fire Safety Checklist for the Townhomes

- Overloading of electrical outlets, signs of overheating or charring is especially bad.
- Overuse of extension cords – especially where they can be pinched or worn (in a doorway or under a rug)

- Plug strips, with a fuse, are perfectly acceptable if they are plugged directly into an outlet – no daisy chains of plug strip to plug strip.
- Overloading with combustible materials such as hanging of paper or plastic in a vertical position.

## **FURNITURE/FURNISHINGS**

Each Townhomes Resident is responsible for the furniture, fixtures, furnishings, appliances and equipment provided by the College for use in a particular Townhome and may not remove these items from that particular Townhome at any time or for any reason without prior express authorization from the Townhomes Coordinator. The following is a list of furniture/equipment provided in each Townhome:

### **Living Room/Dining Room Includes:**

- (1) Dining Room Table/ (4) Chairs
- (4) Breakfast Island Stools
- (1) Three Seat Couch
- (2) One Seat Chairs
- (1) End Table
- (1) Coffee Table
- (2) Lamps
- (1) T.V. Stand (that can be used as a bookshelf)

### **Each Bedroom Includes:**

- (1) Bed (80L X 36W), With Mattress
- (1) 5 - Drawer Dresser (26W X 20D X 39H)
- (1) 3 - Drawer Dresser (20W X 20D X 25H)
- (1) Desk (48W X 24D X 30H), With Keyboard Tray and Shelf Carrel With Attached Light
- (1) Desk Chair
- (1) Lamp

### **Miscellaneous:**

- Full Kitchen Appliances: Including Full-Size Refrigerator, Stove/Oven, Garbage Disposal, Dishwasher, (does not include utensils, pots & pans or microwave)
- Full-Size Washer and Dryer (in each Townhome)
- Vacuum Cleaner (1 per Townhome, bags provided)
- Basic Cable
- Wired and Wireless Internet
- Voice-Mail Services
- Central Air
- Utilities Included (Heat, Water and Electric)
- Wall-to-wall carpeting throughout (except in kitchen and bathrooms)

## **INSURANCE**

The college is not responsible for damage that occurs to personal property as a result of items left unattended, doors left unlocked, acts committed by other person(s) or the misuse of appliances etc. **Please Note: The Office of Residential Life/Learning Communities encourages residents to check their homeowner's policy to determine what may or may not be covered, or purchase renter's insurance**

## **KEYS**

Each resident is issued a front door/bedroom key and mailbox key at the time of check-in. If you lose or misplace your Townhomes key or you are locked out of your Townhome or bedroom, contact the Townhomes Assistants' office during office hours or the Townhomes Assistant Duty Phone after office hours. For safety reasons you are required to meet the staff at the Community Center. Proof of identification is required for lockouts and the issuance of new keys. **Please Note: Failure to return all appropriate keys when the Townhome is vacated will result in a lock change charge being made in the amount of \$100.00 and \$10.00 per missing mailbox key. If a key is not returned all locks will be changed on the Townhome and new keys will be made. These charges also apply in all cases of lost or stolen keys. There is a \$25.00 fee for lost or stolen Brockport ID Cards.**

## **MAIL DELIVERY**

All mailboxes are located in the Community Center. Residents will have access to their mailbox (24) hours a day, (7) days a week. Mail will be delivered to the Community Center by the United States Postal Service, Monday-Saturday (with the exception of holidays). Once the mail arrives, the Townhomes staff will place the mail in each resident's mailbox based on the mail distribution schedule. **Please Note: Packages that are delivered to the Townhomes by the United States Postal Service (USPS) may be picked up from the Townhomes Assistant Office during office hours only.**

### **Dobson Hall Package Room:**

- All FedEx, DHL, UPS, Certified Mail, and any other shipping agents other than United States Postal Service are delivered to the Package Room. All US Postal Service packages and mail are sent directly to the student's residence hall mailbox.
- Incoming deliveries only. The Dobson Hall Package Room does **NOT** ship packages.
- Photo identification is required to pick up packages.
- To avoid any delay, please make sure all packages are appropriately addressed to the on-campus student. Packages that arrive under a different name (parent, roommate, etc) may unintentionally be returned to sender.
- Package Notification Procedure
  - Package arrives via shipping agent.
  - Package is signed for and logged in by Dobson Hall Package Room Employee.
  - Package notification slip is generated and distributed to student mailboxes.

**Please Note: There may be a delay before package slip is received in the student's campus mailbox.**

- Dobson Hall Package Room Employees will call on-campus room phone extensions when the package is received; however, not all students use their campus line. To expedite the process, students can call the Dobson Hall Package Room at **395-2233** to see if package has been received.
- If student is expecting a time-sensitive package, please make note of Dobson Hall Package Room hours or make alternate arrangements ahead of time if unable to pick up their package during posted times.
- If student is unable to pick up their package during posted hours, they may call the Dobson Hall Package Room at **395-2233** with the name of an alternate person who can pick it up. (Please note that photo identification must still be shown by person signing for the package)

**What's the mailing address for the Townhomes?**

Your Name  
(Townhome number and room letter) Townhome Terrace  
Brockport, NY 14420

**MAINTENANCE REQUESTS**

A Zone Mechanic will be assigned to the Townhomes through the Office of Facilities and Planning. Their purpose is to address maintenance concerns in the Townhomes. The Zone Mechanic will be on-site Tuesday through Friday, 7:00am-3:30pm and Saturday, 7:00am-3:00pm. During those times that the Zone Mechanic is unavailable, Facilities and Planning has an emergency person on call to address all after hours issues.

**Non-Emergency:**

Contact the Townhomes Assistant Office. Once you have contacted the office, your request will be logged into a maintenance book and the Townhomes Zone Mechanic will address the issue(s) in a timely manner.

\* Examples are: burned out light bulbs, broken garbage disposal, broken furniture etc.

**Emergency (During Townhomes Assistant Office Hours):**

Contact the Townhomes Assistant Office immediately at **TOWN (8696)/395-TOWN** to report the emergency. The Townhomes Staff will then contact the appropriate individual(s).

**Emergency (After Townhomes Assistant Office Hours):**

Contact the Townhomes Assistant Duty phone at **469-6682**. The Townhomes Staff will then contact the appropriate individual(s) to address the issue.

\* Examples are: plugged toilets, no heat, loss of power, flooding/leaks, broken windows and locks, etc.

**MEETING WITH THE TOWNHOMES COORDINATOR/COLLEGE OFFICIAL**

The Townhomes Coordinator or a College Official has the right/responsibility to request a meeting with a student when he/she deems it necessary. A meeting may be requested for reasons, such as: discussing a possible student conduct violation, gathering information regarding a possible student conduct violation, or discussing academics etc. Failure to comply with the Townhomes Coordinator or College Official may result in a violation of the Codes of Student Social Conduct, specifically number 22: **“Failure to comply with the directions of College officials acting in performance of their duties. Students are required to cooperate with College officials when those officials have identified themselves and are acting expressly within their authority to enforce a written College policy. College officials include faculty and staff of the College. Also included are student employees who are carrying out assigned work responsibilities. Cooperation includes, but is not limited to, appearing at offices when directed to do so, showing identification and leaving areas when directed to do so.”**

### **OUTDOOR COMMON AREAS**

These areas such as green space and sidewalks must be kept free of obstacles (i.e. furniture, bikes and other personal items). Games/sports are not to be played in the walkway areas as it poses too much of a safety hazard to passersby and the surrounding facilities. Please use the Townhomes Courtyard or other fields designed for such use. Please see section B8 for further information regarding this topic. **Please Note: Residents who fail to comply may be referred to the Student Conduct System or be billed for the removal of any items left in these areas.**

### **PARKING SERVICES**

All residents who wish to park in lot Y (Student Townhomes Lot) must purchase a parking permit from Parking Services. Parking Services is located in Raye H. Conrad Welcome Center. Spaces are available on a first come, first serve basis.

Visitors, if applicable, must obtain a parking pass from the Welcome Center and Parking Services if parking on campus Monday-Thursday, 2:00am-6:30pm or Friday, 2:00am-3:00pm. Visitors may opt to park at a meter and pay the appropriate fee. If the Raye H. Conrad Welcome Center is closed, a visitor pass must be obtained from University Police located in Lathrop Hall. **Visitors may not park in lot Y (Student Townhomes Lot). Visitors may park in Lot X or the Tuttle Lot.**

All other Parking Services policies and procedures will remain consistent with the rest of campus.

**Please Note: The speed limit in all parking lots located on campus is 15mph.**

### **RECYCLING**

All Townhomes residents are asked to place all recyclable materials in the appropriate containers. These containers will be located next to each dumpster location.

### **RETENTION POND**

Swimming or any other activities in the Townhomes Retention Ponds are strictly prohibited. **Please Note: Any Townhome resident(s) or any other individual not complying with this policy may be referred to the Student Conduct System.**

### **SNOW REMOVAL**

The College is responsible for the removal of snow from Townhomes areas, including the parking lot (Lot Y) and all sidewalks (sidewalks include the area leading up to each individual Townhome).

### **STUDENT CONDUCT**

The student conduct process is designed to enforce College policies while maintaining an independent living and learning environment. Living in the Townhomes requires standards of conduct, cooperation and respect for students and staff. Any violation of College policy or policies established in this document may result in a Student Conduct meeting with the Townhomes Coordinator and/or referral to the Student Conduct System.

**For more information regarding the Student Conduct process please refer to the Your Right to Know & Academic Policies Handbook 2008-2009 and more specifically chapter 5: Codes of Student Social Conduct.**

### **TELECOMMUNICATIONS**

Each Townhome will be provided with an emergency phone, phone number and voicemail. The phone number and voicemail will be shared by all (4) occupants of each Townhome. All voicemail boxes will be inactive to start the semester. In order to activate your voicemail service, you must put in a request through the Office of Telecommunications. This request must be made by visiting [www.brockport.edu/telecom/forms/forms2.html](http://www.brockport.edu/telecom/forms/forms2.html) and filling out the appropriate form. **Please Note: Each Townhome Assistant will have his/her own phone number and voicemail.**

# **THE COLLEGE AT BROCKPORT**

# **STUDENT TOWNHOMES LICENSE**

## **THE TERMS AND CONDITIONS OF STUDENT TOWNHOMES OCCUPANCY**

**2008-2009**

The College at Brockport does not discriminate on the basis of race/ethnicity, color, gender, sexual orientation, religion, national origin, age, disability, marital status, or status as a Vietnam-era or disabled veteran, in admission, employment, and treatment of students and employees.

Pursuant to Resolution 74.31 of the Board of Trustees of the State University of New York, which was adopted unanimously by the Trustees during their meeting on January 23, 1974, it is the policy of State University of New York that the use of the male gender in this document shall not be construed to apply exclusively to men except where the reference obviously pertains to a man.

### **A. GENERAL CONDITIONS OF OCCUPANCY**

- 1. THE STUDENT TOWNHOMES LICENSE IS BINDING FOR THE ENTIRE ACADEMIC YEAR.**
2. This document sets forth the terms and conditions of Student Townhomes occupancy and the rights and duties of the parties involved incident to the formation, execution, maintenance, and termination of a license to occupy a Townhome of the State University of

New York College at Brockport. None of the terms, conditions, rights, and duties set forth herein can be assigned or delegated by the licensee without the prior specific written approval of the Vice President for Enrollment Management and Student Affairs or designee. This document only applies while the student licensee is in good standing at the State University of New York College at Brockport.

3. A student who fails to occupy his assigned Townhome on the day upon which classes are officially scheduled to begin in any semester or summer session, as the case may be, shall forfeit his assignment to that particular Townhome unless, on or before the day upon which classes are officially scheduled to begin in any semester or summer session, as the case may be, he/she shall have submitted to the Townhomes Coordinator in charge of the Student Townhomes a written request for such delay in occupancy supported by reasons which constitute, in the sole discretion of said Townhomes Coordinator, sufficient cause to grant such request, and unless specific written permission for such delay in occupancy shall have been given by the Townhomes Coordinator in charge of the Student Townhomes.
4. Any change of occupancy must have prior approval of the Townhomes Coordinator.
5. Townhomes are to be used as living quarters in accordance with applicable rules and regulations of the State of New York, the Dormitory Authority of the State of New York, the State University of New York and The College at Brockport. **Cohabitation is not permitted at any time.**
6. In the event that a student no longer wishes to reside in the Townhomes, the remaining students in that particular Townhome agrees to accept and accommodate any new occupant(s) to fill any vacancy or vacancies. Any attempt to intimidate or discourage a newly-assigned student is prohibited.
7. Any student licensee unable to adhere to the requirements of any special living option will be reassigned.
8. Guests (anyone not specifically assigned to the Townhomes) are subject to all College, rules, regulations, and policies. Residents will be held judicially and financially accountable for the behavior of their guests. Student hosts are expected to be present during the guest's visit. No guest may remain overnight more than (2) nights in any given (7) day period without prior approval from the Townhomes Coordinator. Overnight guests must have the verbal permission of all residents assigned to that Townhome. The College reserves the right to deny access to any guest in keeping with the terms, conditions, duties, standards, obligations, and other applicable provisions of this document, and in the interest of the health, safety and general welfare of the College community and the residents of the Townhomes.
9. During the academic year recess periods, the Townhomes will remain open.

## **B. DUTIES, STANDARDS AND OBLIGATIONS**

1. All applicable rules and regulations, whether heretofore or hereafter prescribed, by the State of New York, the Dormitory Authority of the State of New York, and the State University of New York College at Brockport, are hereby incorporated into this document and made a part hereof as though specifically set forth herein.
2. Student-licensees shall be held responsible for and charged with full knowledge of all

applicable rules and regulations contained in the current Brockport Handbook and all Office of Residential Life/Learning Communities publications. Students are considered adults and, therefore, are expected to obey all laws and take personal responsibility for their conduct.

3. It is expressly understood and agreed to that the subject matter of this document is a license for a student to occupy a College residence facility-specifically, a Townhome, or other area in a College on-campus Residence Hall as opposed to off-campus housing and that **STUDENT OCCUPANCY OF SUCH A COLLEGE RESIDENCE FACILITY IS A PRIVILEGE AND NOT A RIGHT.**
4. The student licensee agrees to conform to generally accepted standards of considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and harmonious living in keeping with the function and purpose of each Townhome. Students are under a continuous obligation to be considerate of each other. Inconsiderate behavior at anytime, such as excessive noise from a stereo, placing a stereo speaker in a window, or any other inconsiderate action is strictly prohibited. Students with stereo equipment are urged to have a set of headphones and use them when appropriate. Study (Quiet) Hours for Townhomes will be:

**\*Courtesy hours are in effect at all times. Students must comply with reasonable requests to lower the noise level during courtesy hours.**

5. The privilege of using alcoholic beverages in designated areas of the Townhomes, including bedrooms and common living areas is governed by State law and College policy. The possession or consumption of alcohol by persons less than (21) years of age is prohibited in the Townhomes. Students are under a continuous obligation to use alcoholic beverages in a responsible manner. Irresponsible and/or illegal use of alcoholic beverages and/ or the resulting inappropriate behavior is strictly prohibited. Irresponsible drinking is not an excuse for inappropriate behavior. Each student licensee is required to abide by the provisions of the Townhomes System Alcohol Policy. Possession of alcohol paraphernalia such as signs, can/bottle collections, bars or beer pong tables is prohibited.
6. The student-licensee further agrees to observe and comply with any and all further rules, regulations, and directions of Townhomes Staff which the College may prescribe for the safety, care, and cleanliness of each room, suite, or other area in the Townhomes, and the furniture, fixtures, furnishings, and equipment provided therefore by the College, and the Townhomes as a whole for the preservation of good order therein; and for the privacy, quiet, comfort, and convenience of all occupants of each room, or suite and the Townhomes as a whole.
7. The following are strictly prohibited anywhere in the Townhomes:
  - a. The **storage and/or use** of gas grills with a propane tank greater than 2.5lbs. (Portable mini/table top gas grills which use a 1 lb. propane cylinder are allowed, but may not be stored outside of the Resident's Townhome or in the Townhome's vestibule area). **Charcoal Grills of any size are NOT allowed. You may only have 2 – 1 lb. tanks in your Townhome at a time.**
  - b. Swimming or any other activities in the Townhomes Retention Ponds
  - c. The possession or housing of birds, cats, dogs, or other pets or animals. **Exceptions to this rule are fish kept in a small bowl or aquarium.** No pets/animals are allowed entrance into the Townhomes for any length of time

- d. Any gathering in excess of **(16)** people in (1) Townhome must be approved by the Townhomes Coordinator.
- e. Any door-to-door solicitation and/or the posting of flyers without prior approval of the Office of Residential Life/Learning Communities and/or the Townhomes Coordinator.
- f. The storage of anything outside of the Townhomes.
- g. Placing stereo equipment and/or speakers in any Townhome window, door or outside of any Townhome.
- h. Gambling
- i. Candles or the burning of incense.
- j. Storage of motorized vehicles.
- k. Waterbeds.
- l. The possession, sale or use without a physician's prescription therefore, of any "controlled substance" under the laws of the State of New York.
- m. Waterbeds, hot tubs, or Jacuzzis.
- n. The possession or use of lanterns, volatile solutions, explosives, fireworks, or other dangerous materials.
- o. The possession of any rifle, shotgun, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to the person possessing the same.
- p. The possession or use of window air conditioners and outside television antennas of every nature and description.
- q. Weights and weight benches.
- r. The use of any musical instrument or electronic device such as a stereo system, subwoofer or air horn that creates excessive noise.
- s. The throwing or hanging of any object, missile, or projectile out of a window/door.
- t. The throwing of snowballs in and around the Townhomes.
- u. The possession or use of open-element space heaters.
- v. The possession of illegally obtained federal, state, College, local or other signs.
- w. Water fights.
- x. The detaching or removal of any window screen.
- y. Lofts of any type.
- z. The indoor use of any athletic equipment.
- aa. Climbing in or out of any window or onto any roof.
- bb. Metal-tipped darts.
- cc. Bars of any type.
- dd. Failure to recycle or tampering with any recyclables.
- ee. Tampering with any technology equipment or connection.
- ff. The possession or use of any halogen "torchiere" or five-light multi-colored floor

- lamp.
- gg. Displaying any alcoholic beverage containers, signs, lights or other materials in any window.
- hh. The use of any laser pen or beaming a light into any Townhome or the Community Center.
- ii. Computer router of any type
- jj. Tube, rope, or string lighting of any type.
- kk. Multi-plug adaptors or extension cords of any type. Surge protectors are recommended.
- ll. Using holiday lights unsafely. This includes plugging one into another, using them for more than just holiday use, placing them behind flammable materials/fabric, or hanging them in or around an entryway.

This list may be updated at any time by the Office of Residential Life/Learning Communities.

**All such prohibited materials, devices, objects, and animals will be impounded and appropriate action taken under applicable laws and/or College rules and regulations.**

8. Athletic activities of all types are strictly prohibited in the Townhomes. Students are strongly encouraged to use existing College playing fields or other areas designed for this purpose.
9. Bicycles are allowed in student's rooms as long as they do not impede egress in case of a fire or other emergency. Bike racks are also available for use of securing your bicycle. Motor bikes, motorcycles, snowmobiles, mopeds, and all other vehicles for transporting persons or property are strictly prohibited anywhere within a Townhome.
10. Commercial use of any part of a Townhome or any part of the College's grounds or other facilities, and solicitation anywhere on said premises by students residing in a Townhome or by any other persons, is strictly and expressly forbidden except as may be specifically authorized in writing by the Vice President for Enrollment Management and Student Affairs or designee.
11. Each resident is responsible for the keys to his/her issued front door/bedroom key and mailbox key at the time of check-in. Failure to return all appropriate keys when the Townhome is vacated will result in a lock change charge being made in the amount of \$100.00 and \$10.00 per missing mailbox key. If a key is not returned all locks will be changed on the Townhome and new keys will be made. These charges also apply in all cases of lost or stolen keys. There is a \$25.00 fee for lost or stolen Brockport ID Cards.
12. Unauthorized possession by any student of any key which admits entrance to an area other than that student's assigned Townhome is a serious offense for which disciplinary action will be taken. Any student licensee who allows any other person, unauthorized by the college, to take possession of his assigned key(s) shall render that student licensee liable to the same disciplinary action as will be taken against students who are in unauthorized possession of any key which admits entrance to any area other than that student's assigned Townhome or bedroom. Duplication of keys, altering or replacing existing locks, and installing additional

unauthorized locks are all strictly prohibited.

13. The College reserves the right to use any bedroom in a Townhome at any time for emergency purposes in the event of an epidemic or other urgent cause. Notice shall be given to the student(s) assigned to a Townhome or other area involved and sufficient space provided for the storage of such articles or personal property as the student(s) may desire to move from the room, suite or other area involved.
14. Except to the extent authorized by State law and decisions thereunder, the State of New York, the Dormitory Authority of the State of New York, the State University of New York, the State University of New York College at Brockport, and all officers and employees thereof, shall not be responsible for injury to persons, loss of or damage to personal property, or other financial loss or damage arising out of the establishment, maintenance, operation, or occupancy of any Townhome, bedroom, or other area therein.

### **C. HEALTH AND SAFETY**

1. Student licensees are strongly urged to keep their assigned areas, and all rooms therein locked at all times.
2. Student licensees are strongly advised to have all of their personal property protected against theft, damage, and other loss by appropriate individual or family insurance coverage in as much as the State of New York, the State University of New York, and the State University of New York College at Brockport carry and provide no such insurance coverage and will not be responsible for any such theft, damage, or other loss.
3. All students are urged to participate in all University Police programs including Campus Watch, Operation Identification, and Community Policing.
4. Causing a false alarm, discharging a fire extinguisher, breaking or damaging an exit light, causing a heat or smoke detector to be activated, or removing or tampering with any fire or safety equipment is strictly prohibited. All Fire Detection Equipment located in the Townhomes and Community Center is tied directly to University Police.
5. Removing or tampering with any card access equipment will subject any offender or offenders to revocation of the License To Occupy a Student Townhome

Each student licensee is required to familiarize himself with and abide by the fire and fire safety regulations applicable to his assigned bedroom, or other area and his assigned Townhome as a whole. Testing of the Fire Detection equipment will be held from time to time. A Townhome must be immediately and completely evacuated when the alarm sounds. It is a requirement of the New York State Office of Fire Protection and Control and New York State Law that all occupants evacuate the building once a fire alarm is activated, whether it is a drill or not.

6. Smoking is prohibited in the Community Center and Townhomes or within (25) feet of each building.

### **D. TOWNHOMES; FURNISHINGS AND SERVICES**

1. Each student licensee should thoroughly inspect his assigned Townhome and bedroom and all furniture, fixtures, furnishings, and equipment therein immediately upon commencing

his occupancy thereof and forthwith report to the Townhomes Coordinator any condition or conditions which might result in a charge being made against the assigned occupants of said Townhome or other area. Each student licensee assigned to a Townhome will be charged either individually or jointly with all other student licensees officially assigned to occupy said Townhome for any and all damages to said Townhome and/or other area and the furniture, fixtures, furnishings, and equipment provided therefore by the College during his/their occupancy thereof, normal wear and tear excepted, and for the replacement cost of any and all furniture, fixtures, furnishings, and equipment provided for use in his/their room and/or suite and/or other area by the College which is/are missing therefrom at any time.

2. Furniture, fixtures, furnishings and equipment furnished by the College for use in a Townhome may not be removed from that particular Townhome or other area at any time or for any reason without the prior express written authorization of the Townhomes Coordinator. Violations of this provision may result in appropriate action being taken under applicable laws and other regulations.
3. Each Townhomes resident will be charged for any and all damage to common areas and any furniture, fixtures, furnishings, appliances and equipment therein which is caused or otherwise perpetrated by him/her or his/her guest(s) and for the replacement cost of any and all furniture, fixtures, furnishings, appliances and equipment which is removed therefrom by him/her or his/her guest(s).
4. Each Townhomes Resident shall be individually responsible for immediately reporting to the Townhomes Staff any and all repairs needed at any time to the said Townhome, furniture, fixtures, furnishings, appliances and equipment provided therefore by the College.
5. Nails and tacks may not be driven into walls at any time or for any reason. Tape of any kind leaves marks and/or residue, and is therefore not permitted. Decals, contact paper, and wallpaper are not to be attached or otherwise affixed to the walls. **Removable Poster Mount/ is allowed and is available in Townhomes Assistants' office.**
6. Without the prior express written authorization of the Townhomes Coordinator, no student licensee may himself make repairs to, paint or otherwise refinish or otherwise modify a room, suite, or other area in any College Residence Hall or any of the furniture, fixtures, furnishings, and equipment provided.
7. The sinks, toilets, and other water apparatus in any Townhome shall not be used for any purpose other than that for which they were constructed or intended, and no sweepings, rubbish, rags, sanitary napkins, diapers, or other articles shall be deposited therein. Similarly, grease and articles of food shall not be deposited in or washed down any drain. Charges will be assessed in an amount sufficient to remedy any damage occasioned by the foregoing.
8. The College reserves the right to limit or prohibit altogether the use of any appliance which causes or may cause unusual energy usage and/or constitutes a potential fire hazard. Each student licensee must provide a surge protector for their computer.
9. Each student officially assigned to occupy Townhome shall be individually and jointly responsible for cleaning and otherwise appropriately maintaining said assigned Townhome or other area. It shall be the responsibility of each student licensee to provide his own and appropriate cleaning equipment and supplies. At the end of the academic year all students must remove all belongings including trash, and old personal furniture to the dumpsters

10. Each Townhome has been furnished with a storage closet. You may not store flammable or other items that could be deemed hazardous in your storage room. You may store extra furniture from your Townhome in your storage room, however if beds are to be stored in the storage room they must be disassembled. At NO time may the storage room be used for sleeping. If a Townhome is found to be doing so, they may be found responsible through the Student Conduct system for violating the Fire and Safety regulations.
11. The College will not be responsible or otherwise liable for damage to or loss of any student licensee's property resulting from or occasioned by any cause whatsoever.

## **E. ENTRY**

1. It is the College's intention to insure all reasonable privacy in student living quarters. However, in keeping with the terms, conditions, duties, standards, obligations, and other applicable provisions of this document, and in the interest of the health, safety, and general welfare of the College community, the College's Townhomes, and each and every one of their assigned occupants and the authorized guests thereof, the College reserves the right to enter and inspect Townhomes and bedrooms, and all other areas in Townhomes at any reasonable time after giving oral and/or written notice of its intention to do so to any occupant or occupants then physically present in the Townhomes or other areas to be so entered and inspected. The College expressly reserves the right to enter a Townhome, or any other area, whenever there is reason and cause to believe that there exists therein a clear and present danger to person or property, or to retrieve Townhomes or College property. Students are required to respond to all reasonable requests for admittance in a timely manner.

## **F. OCCUPANCY CHARGES – PAYMENTS AND REFUND(S)**

1. All students must pay an Advance Room Deposit, which shall be non-refundable after June 1, to secure a housing assignment in a Townhome. Payment of the deposit and return of the Student Townhome Intent Form does not guarantee a housing placement. Housing assignments are made on a space-available basis.
2. The entire occupancy charge for each semester or summer session, as the case may be, shall be due and payable to the Office of Student Accounts at the same time as the student licensee's tuition bill for that semester or summer session is due and payable and shall be subject to the same payment and other conditions as are applicable to the tuition bill.
3. Occupancy charges are established on the basis of normal occupancy. If occupancy charge differentials are in effect for other than normal occupancy, pro rata adjustment of such occupancy charge differentials for the period in question will not be made for changes in occupancy after the first week of the academic quarter or summer session, as the case may be.
4. Once a student licensee accepts keys or occupies a Townhome, even for a day or any part of a day or stores property there, that student licensee is liable for payment for that academic quarter.

5. Students who vacate their assigned Townhome under the provisions of sections G-1, G-3 and G-4 of this document shall not be entitled to refund of any part of their occupancy charges for the balance of the academic quarter in which they vacate their assigned Townhome.
6. Students who do not comply with the provisions of section G-1 of this document and who vacate their assigned Townhome at any time prior to the expiration of the period specified in the document entitled “Application for a License to Occupy a Student Townhome” shall not be entitled to any refund whatsoever of occupancy charges and will be liable for the occupancy charge for the entire period of occupancy specified in the document entitled “Application for a License to Occupy a Student Townhome.”

**G. TERMINATION OF OCCUPANCY; EXPIRATION OR REVOCATION OF LICENSE; ABANDONED PROPERTY**

1. A Townhomes Resident who wishes to vacate his/her assigned Townhome and bedroom prior to the expiration of the period of occupancy specified in the document entitled “Application for a License to Occupy a Student Townhome” must have express written approval from the Office of Residential Life/Learning Communities. Releases from the Housing Agreement will be granted in accordance within the provisions of the Policy On Releases From The Housing Agreement.
2. A student’s License to occupy a Student Townhome shall expire automatically at the conclusion of the period of occupancy specified in the document entitled “Application for a License to Occupy a Student Townhome” and a student whose license to occupy a Student Townhome has so expired must vacate his/her assigned Townhome and bedroom (24) hours after his/her last final examination unless prior arrangements have been made with the Townhomes Coordinator.
3. Dismissal or any other separation from the College shall automatically revoke a student’s license to occupy a Student Townhome, and a student who is dismissed or otherwise separates from the College at any time and for any reason must vacate his assigned Townhome and bedroom within (24) hours of such dismissal or separation unless prior arrangements have been made with the Townhomes Coordinator.
4. The College may revoke a student’s license to occupy a Student Townhome and take possession thereof for reasons of the health, safety and welfare of the student himself/herself or the health, safety, and welfare of other students, persons or property; and for violation by the student of the rights of others. A student’s license to occupy a Student Townhome may also be revoked for other reasons under appropriate circumstances. In all such cases, the College will take possession of the student’s Townhome Bedroom (24) hours after notification to the student. The College may place the student’s belongings in storage or move them to an appropriate location. The College assumes no responsibility for these belongings. Failure to vacate after proper notice may subject the student to arrest.
5. In all cases under subsections one through four above, of this Section, any of a former student licensee’s property remaining on the premises after the time prescribed for vacation of his/her assigned Townhome shall be deemed to have been abandoned, and any cost incurred by the College in removing such property will be charged to such former student licensee.

**H. VIOLATIONS OF THE TOWNHOMES LICENSE**

1. All violations of the Student Townhomes License will be resolved through the Student Conduct System. Policies and procedures are contained in **YOUR RIGHT TO KNOW & ACADEMIC POLICIES HANDBOOK 2008-2009**, SPECIFICALLY CHAPTER 5: **THE CODES OF STUDENT SOCIAL CONDUCT**

## **I. MISCELLANEOUS PROVISIONS**

1. Payment of a housing deposit or completion of the online application does not guarantee assignment to a Townhome. Townhomes assignments will be made only to the extent and on the basis of available space(s) according to the priorities and rules established by the Office of Residential Life/Learning Communities.

**THE OFFICE OF RESIDENTIAL LIFE/LEARNING COMMUNITIES RESERVES THE RIGHT TO MAKE ANY REASONABLE CHANGES TO THIS DOCUMENT. ANY CHANGES SUPERCEDE ANY PREVIOUS INFORMATION PROVIDED**

## **NOTES**