



STUDENT TOWNHOMES HANDBOOK AND LICENSE 2011-2012

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THIS DOCUMENT AND MORE INFORMATION ABOUT THE TOWNHOMES CAN BE FOUND AT
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

August 1, 2011

Dear Townhomes Residents:

On behalf of the Department of Residential Life/Learning Communities, I would like to welcome you to our Student Townhomes Complex. 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.

We are pleased to provide you with this 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. I encourage you to read through these documents carefully, and contact me should you have any questions.

My staff and I are eager to support and assist you. Our offices are located within the Community Center, and we welcome you to stop by with questions, concerns or to simply say "hello." 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 successful year.

Sincerely,

Kimberly Bilinski
Coordinator, Student Townhomes and Leadership Development
Residential Life/Learning Communities
kbilinsk@brockport.edu
585.395.2220

GENERAL INFORMATION

TOWNHOMES RESIDENTS ARE RESPONSIBLE FOR FOLLOWING ALL OF THE POLICIES, PROCEDURES AND REGULATIONS AS ESTABLISHED BY THE COLLEGE AT BROCKPORT AND RESIDENTIAL LIFE/LEARNING COMMUNITIES SPECIFICALLY **THE CODE 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 who reside in Townhomes 13, 42, 53 and 82.

TOWNHOMES STAFF 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.

IMPORTANT PHONE NUMBERS

➤ Townhomes Coordinator Office		2220/395-2220
➤ Townhomes Assistant Office		TOWN (8696)/395-TOWN
➤ Townhomes Assistant Duty Cell Phone		585-469-6682
➤ Townhomes Assistants		
- Stephanie Russo	Townhome 13D	3504/395-3504
- Daniel Zdanowski	Townhome 42A	3513/395-3513
- Danielle Marino	Townhome 53A	4973/395-4973
- Jared Morgan	Townhome 82A	3514/395-3514
➤ 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

MAINTENANCE/FACILITY ISSUES

A Zone Mechanic is assigned to the Townhomes to address maintenance concerns. Bill, the Zone Mechanic, is on-site Monday through Friday, 7:00am-3:30pm. During times that the Zone Mechanic is unavailable, an emergency person is on call to address all after hours issues.

Non-Emergency (burned out light bulbs, broken garbage disposal, broken furniture, etc.):

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.

Emergency (plugged toilets, no heat, loss of power, flooding, broken windows or locks, etc.):

During Office Hours: Call **TOWN (8696)/395-TOWN** immediately to report the emergency.

After Office Hours: Call **469-6682** immediately to report the emergency.

TOWNHOME RESIDENTS MUST BE CURRENT STUDENTS OF THE COLLEGE AT BROCKPORT 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 Student Townhomes and the College have plans in place in the event of an emergency. Depending on scope of the emergency, students will be expected to act in accordance with instructions as communicated by the Student Townhomes Staff, University Police and other campus officials.

BLUE LIGHT PHONES/AED UNIT

Blue Light Phones are located by Townhomes 48 and 61. These phones provide immediate access to 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 reserve the “right of entry” into any Townhome by authorized personnel in the event of an emergency, as needed for maintenance and upkeep, and otherwise as necessary to ensure and maintain proper safety conditions. The Townhomes staff will attempt to give prior notice of entry except for in 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 Community Center, the designated gathering area. **Failure to evacuate may result in referral 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 and each alarm can be traced back to the exact device that activated it. Each Townhome and the Community Center can expect to have Fire Alarm testing throughout the academic year. **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.**

FIRE SAFETY INSPECTIONS BY THE NY STATE OFFICE OF FIRE PREVENTION

Annual inspections of the townhomes will occur by the State Fire Inspector. The Office of Environmental Health and Safety notifies the campus when the inspection will occur. Commonly found citations include the use of extension cords, excessive temporary lighting (holiday lights), and excess combustible storage.

FIRE SAFETY

Unannounced fire drills of the townhomes will occur twice per school year. When the fire alarm goes off, all students must leave the building immediately and should close doors and shut off appliances while leaving.

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. Townhomes Staff will communicate the day this will occur each month as determined at the start of the semester.

Please refer to Section D: Fire Safety (Page 22) for more information regarding Policies and Regulations.

Removal of the window screens (1st and 2nd floors) located in each Townhome for any non-emergency purpose is prohibited.

Any Townhome resident(s) or any other individual not complying with these policies may be referred to the Conduct System

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 AND POLICIES

APPLIANCES

Manuals for all appliances and equipment provided for the Student Townhomes are located in the Townhomes Assistant office and online at www.brockport.edu/reslife/townhomes.

BREAKS (THANKSGIVING, WINTER AND SPRING)

Townhome Residents are allowed to reside in the Townhomes during Thanksgiving Break, Winter Recess and Spring Break. If you plan on staying during these breaks, it is required that you notify the Townhomes Coordinator so that the Townhomes Staff knows who is staying 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, please call the Townhomes Assistant Duty phone at 585-469-6682.**

CHECK-IN PROCEDURES

When you check into your Townhome, you will be required to fill out all pertinent paperwork and will be issued a Front Door/Bedroom and Mailbox key(s), along with other pertinent information. Once you have officially checked in, you are free to move into your Townhome. After you have moved in, a Townhomes Assistant will complete 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.

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, clean the entire Townhome and remove trash
2. Contact your family, friends, bank, cell phone provider and credit card company etc. to change/update your mailing address and check your mailbox one last time.
3. Close all windows and turn off all lights/air conditioning/heat and lock bedroom and front door
4. 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).

The College is not responsible for the removal of any belongings left behind. A Resident may be held responsible for any cost incurred for the removal of this property left after move-out.

All residents must check out by Sunday, May 13, 2012 by 10:00am. 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 is intended for use by Townhomes Residents and their guests, and may be used for programs, meetings and social gatherings. The use of the Community Center for meetings or events 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. Hours will be posted in the Community Center and online at www.brockport.edu/reslife/townhomes.

DISPOSAL OF GARBAGE

Each Townhome Resident is responsible for the removal of garbage from his/her Townhome. Door-to-Door garbage collection **is not** provided by the college. All garbage must be placed in securely sealed plastic bags and taken to and placed in one of the dumpsters by the Community Center. **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.**

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
- (1) Three Seat Couch
- (1) End Table
- (3) Lamps
- (4) Breakfast Island Stools
- (2) One Seat Chairs
- (1) Coffee Table
- (1) T.V. Stand

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 Shelf Carrel
- (1) Desk Chair
- (1) Lamp

Miscellaneous:

- Full Kitchen Appliances: Full Refrigerator, Stove/Oven, Garbage Disposal, Dishwasher, (does not include pots, pans, microwave, etc)
- Central Air
- Vacuum Cleaner (bags provided)
- Full-Size Washer and Dryer (in each Townhome)
- Basic Cable, wired and wireless internet
- Voice-Mail Services
- Utilities Included (Heat, Water and Electric)
- Wall-to-wall carpet (except in kitchen, 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. **Residents are encouraged to check their homeowner's policy or purchase renter's insurance.**

KEYS/LOCKOUTS

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. Proof of identification is required for lockouts and the issuance of new keys. **The charge for a Lost or stolen Townhome/Room Key is \$100.00 and \$10.00 for a missing mailbox key. If a key is lost or stolen, all locks will be changed on the Townhome and new keys will be made.**

The following model will be used to address residents who repeatedly lock themselves out:

- | | | | |
|-----------------|----------------------------|-----------------|---|
| Level 1: | - Written Official Warning | Level 3: | - Conduct probation extended |
| Level 2: | - Conduct Probation | | - May Be Reassigned to a Residence Hall |

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. Townhomes staff will place the mail in each resident's mailbox based on the mail distribution schedule.

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.

Townhome Mailing Address

Your Name

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

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 student. Packages that arrive under a different name (parent, roommate, etc) may unintentionally be returned to sender.
- Package Notification Procedure
 - An email will be sent to the students Brockport email address
 - 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 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)

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. 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 individuals and the surrounding facilities. It is at the discretion of the Townhomes Staff or if a complaint is made, to ask residents to move their games to the courtyard area or other fields as designed by use. It is strongly recommended individuals use the Townhomes Courtyard or other fields designed for such use. Please see section B8 for further information regarding this topic. **Residents who fail to comply may be referred to the Student Conduct System or be billed for the removal of any items.**

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

RECYCLING

All Townhomes residents are asked to place all recyclable materials in the appropriate containers. These containers are 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 Student 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 Student Townhomes requires standards of conduct, cooperation and respect for students and staff. Any violation of College Policy, Residential Life 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 College and Residential Life Rules and Regulations or the Student Conduct process please refer to the Student Policies webpage at www.brockport.edu/policies and The Office of Residential Life/Learning Communities webpage at www.brockport.edu/reslife/policies.**

TELECOMMUNICATIONS

Each Townhome will be provided with a 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, by visiting www.brockport.edu/telecom/forms/forms2.html



STUDENT TOWNHOMES LICENSE TERMS AND CONDITIONS OF STUDENT TOWNHOMES OCCUPANCY 2011-2012

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. **THIS 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 College at Brockport.
3. A student who fails to occupy his/her assigned Townhome by the first day of classes in any semester or summer session, shall forfeit his/her assignment to that particular Townhome. Exception is given to individuals who have submitted a written request to the Townhomes Coordinator for such delay in occupancy, supported by reasons which constitute, in the sole discretion of said Townhomes Coordinator, sufficient cause to grant such request.
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, 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 and may result in referral to the Student Conduct System or removal from assigned Townhome.
7. Any student licensee unable to adhere to the requirements of a 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 responsible through the Student Conduct System 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 prescribed, by the State of New York, the Dormitory Authority of the State of New York, and The College at Brockport, are incorporated into this document.
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.
3. It is expressly understood and agreed to that the subject matter of this document is a license for a student to occupy a Townhome and that OCCUPANCY OF A TOWNHOME 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 or disturbance, is strictly prohibited. Students with stereo equipment are urged to have a set of headphones and use them when appropriate.
 - **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. Possession of alcohol paraphernalia (signs, can/bottle collections, bars, 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 by the College, and the Townhomes as a whole for the preservation of good order; 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 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 Student 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, unless approved by 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. Gambling

- h. Placing stereo equipment/speakers in window, door or outside of Townhome and/or the use of any instrument or device (stereo, subwoofer, air horn) that creates excessive noise
 - j. The possession, sale or use without a physician's prescription, of any "controlled substance" under the laws of the State of New York
 - k. Water beds, hot tubs, or jacuzzis
 - l. The possession of any shotgun, revolver, BB gun, pellet gun, paint ball gun 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
 - m. The possession or use of air conditioners and outside television antennas of any kind
 - n. The possession or use of washers, dryers, dishwashers, and other similar devices of every nature and description which are (were) not provided by the College for such use
 - o. Weights and weight benches
 - p. The throwing or hanging of any object or projectile out of a window or stairwell
 - q. The use of skateboards, roller skates or roller blades
 - r. The throwing of snowballs in and around the Student Townhomes
 - s. The possession of illegally obtained federal, state, College, local or other signs
 - t. The removal of any window screen; climbing through any window or onto any roof
 - u. Metal-tipped darts
 - v. Tampering with any technology equipment or connection
 - w. The use of any laser pen or beaming a light into any room
 - x. Computer routers of any type
 - y. Tampering with thermostat
- This list may be updated at any time by the Office of Residential Life/Learning Communities.
 - **Failure to comply may result in referral to the Student Conduct System and/or removal from the Student Townhomes. 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 within the Townhomes.
 9. Bicycles are allowed in students' 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 after the time of check-in. Lost/stolen keys, or 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.

12. Unauthorized possession by a 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. 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 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, the State of New York, Dormitory Authority of the State of New York, State University of New York, The College at Brockport, and all officers and employees, shall not be responsible for injury to persons, loss of or damage to personal property, or other financial loss arising out of the establishment, maintenance, operation, occupancy of any Townhome, bedroom, or other area.

C. HEALTH AND SAFETY

1. Student licensees are strongly urged to keep their assigned areas, and all rooms 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 individual or family insurance coverage. The State of New York, State University of New York, and State University of New York College at Brockport do not provide such insurance coverage and will not be responsible for any such theft, damage, or other loss.
3. Students are urged to participate in all University Police programs including Campus Watch, Operation Identification, and Community Policing.
4. Removing or tampering with any card access equipment will subject any offender or offenders to revocation of the License to Occupy a Student Townhome.
6. Smoking is prohibited except in Parking Lots A and D-1.

D. FIRE SAFETY

1. Each student licensee is required to become familiar with and abide by the fire safety regulations applicable to his/her assigned room and Student Townhomes as a whole. Fire drills will be held and, in accordance with the rules and regulations approved by the College Safety Committee in June 1973, all Student Townhomes must be immediately and completely evacuated when the alarm sounds.
2. The following are strictly prohibited anywhere in a Student Townhome:
 - a. Overloading of electrical outlets, signs of overheating or charring is especially dangerous.
 - b. Multi-plug adaptors or extension cords of any type. Surge protectors with a fuse, are allowed if they are plugged directly into an outlet (no daisy chains of strip to strip).
 - c. The possession or use of food or beverage heating, cooling, cooking, or other preparation devices of every nature except as provided by the College or as expressly sanctioned.
 - d. The possession of any halogen light or five-light multi-colored (medusa) floor lamps.
 - e. The burning of candles and incense is not allowed (battery operated candles and plug in aroma scents are allowed).
 - f. Overloading with combustible materials such as papers, posters, or fabric. Tapestries covering more than 25% of the single wall surface or placed on the ceiling. Do not put anything over lamps, such as clothes or towels. Tube, rope, or string lighting of any type.

- g. Using holiday lights unsafely is prohibited. 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.
 - h. The possession or use of lanterns, volatile solutions, explosives, fireworks, or other dangerous materials.
 - i. The possession or use of open-element space heaters
3. All electrical appliances must be UL approved and in good working order.
 4. 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.
 5. Causing a false alarm, discharging a fire extinguisher, breaking or damaging an exit light, activating a heat or smoke detector, or removing or tampering with any fire or safety equipment is strictly prohibited. **The covering of smoke detectors is prohibited by law.**
 6. Per State requirement, residence halls rooms will be inspected once each academic year. The Inspection Team will consist of a State Fire Inspector and a representative from the Offices of Environmental Health and Safety, Facilities and Planning, and Residential Life/Learning Communities. Students are required to correct any violations immediately. If the violation(s) is (are) present upon re-inspection, the student(s) will be referred to the Student Conduct System.
 7. All such prohibited materials, devices, objects, will be confiscated and appropriate action taken under applicable laws and/or College rules and regulations. This list may be updated at any time by the Office of Residential Life/Learning Communities.

More information regarding fire safety can be found on the Environmental Health and Safety webpage at www.brockport.edu/ehs.

E. TOWNHOMES; FURNISHINGS AND SERVICES

1. Each student licensee should thoroughly inspect his assigned Townhome, bedroom and all furniture, fixtures, furnishings, and equipment upon commencing his occupancy and 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 all damages to Townhome and/or other area and the furniture, fixtures, furnishings, and equipment provided by the College during occupancy, 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 other area by the College which are missing 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 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 not permitted. Decals, contact paper, and wallpaper are not to be attached or otherwise affixed to the walls.
6. Without the prior express written authorization of the Townhomes Coordinator, no licensee may make repairs to, paint, refinish or otherwise modify a room, or other area in any Student Townhomes 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 or garbage disposal. Charges will be assessed in an amount sufficient to remedy any damage occasioned by the foregoing.
8. Each student officially assigned to occupy Townhome shall be individually and jointly responsible for cleaning and maintaining assigned Townhome or other area. It is the responsibility of each licensee to provide his own cleaning equipment and supplies. At the end of the academic year all students must remove all belongings and trash. Failure to do so will result in a cleaning charge.
9. Each Townhome has been furnished with a storage closet. You may not store flammable or other items that could be deemed hazardous. You may store extra furniture 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.
10. 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.

F. ENTRY

It is the College's intention to insure all reasonable privacy in student living quarters. However, in keeping with the terms, conditions, 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, the College reserves the right to enter and inspect Townhomes and bedrooms, at any reasonable time after giving oral and/or written notice of its intention to do so to any occupant or occupants physically present in the Townhomes or other areas to be 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 a clear and present danger to person or property, or to retrieve Student Townhomes, Residential Life or College property. Students are required to respond to all reasonable requests for admittance in a timely manner.

G. OCCUPANCY CHARGES – PAYMENTS AND REFUND(S)

1. All students must pay an Advance Room Deposit during the previous spring, which shall be non-refundable after June 1, to secure a housing assignment in a Townhome for the fall. Payment of the deposit and return of the Student Townhome Intent Form does not guarantee a housing placement. Housing assignments are made based on spaces available and applicant's credits earned.
2. The entire occupancy charge for each semester or summer session 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.

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 this section and who vacate their assigned Townhome at any time prior to the expiration of the period specified in the "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."

H. 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 Student Townhomes 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 "Application for a License to Occupy a Student Townhome" and a student whose license has so expired must vacate his/her assigned Townhome and bedroom (24) hours after his/her last final examination unless arrangements have been made with 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 for reasons of the health, safety and welfare of the student himself/herself or the 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**

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