

2009-2010 Terms and Conditions of Residence Hall Living at Barnard College

College housing by its communal nature requires residents to respect differing life-styles and at the same time imposes certain restrictions on individual freedom which other living accommodations may not. Thus, students are required:

- to respect the right of all community members to cleanliness, security, privacy, space, quiet hours for study and sleep, equal use and access to room/suite and residence hall facilities, and to an environment conducive to learning and undergraduate college life.
- to demonstrate an appropriate level of self-care, so that any individual student or group of students is not placing themselves or other community members in a position which compromises their safety, health, or well-being.
- to comply with the rules and regulations relating to appropriate conduct established by the College and/or the Residential Life & Housing staff.

Violation of these terms and conditions or any other applicable rules, policies, or procedures incorporated by reference herein will subject the student to fines and/or disciplinary action including (but not limited to) loss of ability to participate in the Room Selection process, termination of the student's residence hall assignment, and/or suspension or expulsion from the College (All references herein are to Barnard College offices or personnel, and "College" refers to Barnard College, unless noted.)

Students who fail to follow the rules and regulations for the residence halls are subject to judicial action including (but not limited to) mandatory attendance at workshops, fines, written warning, mandatory room change, probation, suspension, and/or termination from housing. Alleged violations of these rules will be referred to the Associate Director for adjudication and/or appropriate disciplinary action. Students who have been cited for a violation must meet with their Associate Director within four business days of the violation. Appeals of decisions may be made to the Director of Residential Life & Housing.

The College also upholds all city, state, and federal laws, and alleged violations will be referred to the proper authorities. Important rules and regulations that you need to know about include:

TERMS AND CONDITIONS

The following terms and conditions for student residence in Barnard College housing apply to all Barnard College, Columbia University, and visiting students residing in Barnard College housing during the **2009-10** academic year ("academic year" is defined as the period between which a student signs her residence hall contract for the noted academic year and when the residence halls close at the conclusion of the academic year). Barnard students living in Columbia residence halls are subject to these terms and conditions in addition to the rules and regulations of Columbia University Undergraduate Housing (<http://www.columbia.edu/cu/housing/docs/guide-to-living/>).

ANTI-DISCRIMINATION / HARASSMENT POLICY

The College community comprises students, faculty, administration, and staff from diverse backgrounds. Such diversity strengthens the College's commitment to the fundamental values of a liberal arts education. The College is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, creed, color, national origin, age, sex, sexual orientation, or disability (or on the basis of any other identity). This principle is expected to be observed in employment of faculty, staff, and students; in the admission, housing, and education of students; and in policies governing College extracurricular programs.

At Barnard, as in all academic institutions, the integrity of the education process is seriously undermined by instances of improper discrimination and discriminatory harassment. Such behavior destroys the environment of mutual respect and tolerance, which must prevail if the College is to fulfill its mission. In this spirit, Residential Life & Housing is guided by the precept that in no aspect of residential living will instances of harassment be tolerated, including (but not limited to) those based on a person's race, religion, ethnicity, creed, national origin, age, sex, sexual orientation, gender, or disability (or any other form of harassment).

Therefore, everyone who chooses to live in or visit our residential communities must understand that the College will not tolerate any form of harassment, intimidation, threat, or abuse (whether verbal or written, physical or psychological, direct or implied) which is intended for a specific member or group within the community. This includes (but is not limited to) harassment in person, via telephone or voicemail, postal mail, forms of electronic communication (e.g. email, Facebook, other web communities), or having someone else do so on your behalf. Such behavior or actions, whether done intentionally or with reckless disregard, are not permitted in the residence halls. "It was just a joke" or "I was intoxicated" are not acceptable excuses. Students are responsible for their behavior and that of their guest(s) at all times.

If you believe that you have been a target of discriminatory acts within the residence halls or another area of campus, please inform a Residential Life & Housing staff member (e.g. Resident Assistant, Graduate Hall Director, Associate Director) immediately so that the proper actions can be taken. It is the responsibility of all students living in the residence halls to report incidents of harassment or discrimination to a residence hall staff member immediately.

ELIGIBILITY

Eligibility for residence is limited to Barnard students and approved visiting students who have both completed the registration and program filing processes and have made all required payments by the payment deadlines. Some Columbia students may also be eligible, providing they meet the requirements for the Barnard / Columbia Housing Exchange as defined by Columbia University Undergraduate Housing. Students must be enrolled on a full-time basis, with the exception of seniors in their final semester of College before graduation.

If for any reason a student ceases to be eligible for residence, she must vacate her room within 48 hours. If a student fails to register with the College or fails to check in to the residence hall assignment by 5pm on the first day of classes each semester, she forfeits the assigned space. This Housing Contract must be signed by the student by the first day of classes; otherwise, a student forfeits her assigned space.

APPLICATIONS & ASSIGNMENTS

New first-year and transfer students should complete the online application which is part of their New Student Matriculation packet. Continuing students currently living on campus (or who lived on campus before leaving for an approved Spring study leave) should register for the Room Selection process, held each Spring to select housing for the next academic year. Students going through the readmission process, returning from a Fall study leave, currently living off-campus, or who failed to register for the Room Selection process should submit a Housing Application (available at the Residential Life & Housing office or website) no later than July 15 for the Fall semester and December 1 for the Spring semester.

Application requests specifying only a particular residence or room type and/or roommate/suitemate preferences based upon race, ethnicity, religion, religious practices, sexual orientation, dietary preferences, socioeconomic status, physical characteristics, or national origin cannot be accommodated.

Students with a diagnosed-disability who need disability-related housing accommodations must submit a request through the Office of Disability Services (following the ODS Disability Documentation Guidelines). Students are required to reapply for accommodations each year, even if they have received an accommodation in the past. Residential Life & Housing will make disability-related housing assignments ONLY after the student has applied and been granted such an accommodation by the Disability-Related Housing Committee.

Any of the occupants, furnishings, and features of the room/suite, shall be made and may be changed by Barnard College at any time, at its sole discretion. Assignments for first-year students will be made by the Director for the First Year Focus and assignments for transfer and continuing students will be made by the Associate Director for Housing Operations.

ROOM CHARGES

The room rates for the 2009-2010 academic year are **\$7,578** for a multiple room and **\$8,668** for a single room for Barnard students living in Barnard residence halls or Columbia residence halls (through the BC/CU Housing Exchange). Columbia students living in Barnard residence halls will be billed by Columbia University Undergraduate Housing.

The College establishes room charges for the academic year. Room charges are payable semi-annually in advance, one-half by August 1 and one-half by December 1; failure to make full payment for Spring semester by the December date will result in forfeiture of existing assigned space. Students continue to be responsible for Spring semester fees unless and until the housing assignment is canceled as specified below. In all events, no student will be allowed to occupy an assigned room unless all room charges are paid in the time and manner established by the College. Failure to pay room charges as required may be cause for dismissal from College housing or for such other action as may be determined appropriate by the College.

Delinquent accounts are referred to credit bureaus and a collection agency. Students are responsible for the costs of collection including interest, penalties, collection agency fees (which may be up to 40%), court costs, and attorney fees.

MEAL PLANS

All first-year students and upper-class students living in Sulzberger, Reid, Brooks, and Hewitt Halls are required to enroll in the Unlimited Meal Plan (which includes a Kosher option). **There are no exceptions.** Students with food allergies or other health concerns should contact the Office of Disability Services in order to coordinate menu options with Dining Services; however, students may not be exempted from the meal plan requirement.

There are a variety of meal plan options for students who reside in residence halls where participation in a meal plan is voluntary. Additional information is available via the Dining Services website at <http://www.barnard.edu/dining>.

A drop or change will not be accepted after the second Friday of each semester. A \$50 fee will be assessed for dropping or changing any current meal plan after the beginning of the semester and before the second Friday of each semester. However, when changing meal plans, the student should note that the cost of a plan is prorated weekly for all time enrolled in the plan regardless of usage. Any student who receives an approved room change from a residence hall which requires meal plan participation to one which does not (or vice-versa) must go to the Bursar's Office within 2 business days of completing the room change in order to obtain the appropriate form, which must be signed by the Associate Director for Housing Operations. The policy regarding the referral of delinquent accounts for collection that applies to room charges also applies to meal plan charges.

HOUSING PERIOD

The housing period begins at the time the student takes occupancy of the assigned space, which must be no later than 5pm on the first day of classes for each semester. The housing period ends 24 hours after the time a student ceases to be eligible for residence or within 24 hours after the student's last final examination but **no later than 10am on Thursday, December 24, 2009 for the Fall semester and 10am on Saturday, May 14, 2010 for the Spring semester.**

Housing during the **Winter Break** period (10am on Thursday, December 24, 2009 through 9am on Saturday, January 16, 2010) is approved on a limited basis only to students working on Barnard's campus during the break, international students, winter athletes, and seniors working on their thesis. Students must be in residence for both the Fall and Spring semesters in order to be approved for Winter Break. Students will be notified via email regarding the request process for Winter Break housing in late October. Students must provide documentation of their need to be in residence over break (including seniors). The College reserves the right to establish a charge for staying in residence over Winter Break. Students living in Columbia residence halls must apply for Winter Break housing through Columbia University Undergraduate Housing.

HOUSING CANCELLATION & RELATED FEES

Any student wishing to cancel her housing must complete and submit a **Housing Withdrawal form** to Residential Life & Housing. If a student vacates an assigned space without submitting a housing withdrawal form and/or without properly checking out of her residence hall, the student will continue to be responsible for all fees and may be subject to additional fines. The housing contract may be terminated by the College within 48 hours if:

- the student ceases to be a full-time registered student at the College or Columbia due to voluntary or required withdrawal or fails to register by September 15, 2009 (Fall semester) and January 26, 2010 (Spring semester).
- the student fails to occupy an assigned space on a regular substantially full-time basis.
- fails to vacate an assigned space after a withdrawal has been processed.
- the student violates any other term of this contract or ceases to be eligible for housing.

Housing Cancellation Fee: A student with a room assignment who chooses to cancel her housing contract will be assessed a \$1000 cancellation fee unless the withdrawal form is submitted by the following dates:

- **May 15, 2009:** deadline for withdrawal without fee for the Fall semester for any student.
- **December 1, 2009:** deadline for withdrawal without fee only for students who will be on an approved study leave for the Spring semester or for students graduating in February (all others will be charged the \$1000 cancellation fee).

A student who is waiting for a room assignment to move in for the Fall or Spring semester (e.g. a student on the wait list or a transfer, readmitted, or commuter student) will have until August 1, 2009 (for the Fall) and January 5, 2010 (for the Spring) to cancel their housing contract without assessment of the \$1000 cancellation fee.

The only exceptions to this cancellation fee are:

- Students who are going on an approved study leave from the College and receive late notification from their program. The fee will be waived once appropriate and dated documentation from the program has been received.
- Students who are required to withdraw from the College for reasons of academic or disciplinary dismissal.

Any requests for a waiver of the cancellation fee due to extraordinary circumstances must be submitted by the student in writing, with documentation, to the Director of Residential Life & Housing. The waiver request must be received by the Director within seven (7) calendar days of when the student leaves the residence hall. Please note that a request does not guarantee a waiver.

Room Charge Forfeiture: Room charges will be forfeited as follows:

- If a student withdraws from housing during the academic semester, yet remains enrolled in the College, room charges will be forfeited as follows:
 - **Prior to the first day of class, without having taken occupancy of the room:** no room charges will be incurred. The student will additionally be subject to the \$1000 cancellation charge, as outlined above.
 - **Prior to the first day of class (Tuesday, September 8, 2009), having taken occupancy of the room:** the student will be charged a daily rate based on her room type for the amount of time she has occupied the room. The student will additionally be responsible for the \$1000 cancellation charge.
 - **Within the first two weeks of the Fall semester:** the student forfeits 80% of the Fall semester room charge (or pro-rated room charge if assigned late), in addition to the \$1000 cancellation charge.
 - **After the first two weeks of the Fall semester (Monday, September 29, 2009):** the student forfeits the entire Fall semester room charge (or pro-rated room charge if assigned late), in addition to the \$1000 cancellation charge.
 - **Within the first two weeks of the Spring semester:** the student forfeits 80% of the Spring semester room charge (or pro-rated room charge if assigned late).
 - **After the first two weeks of the Spring semester (Monday, February 1, 2010):** the student forfeits the entire Spring semester room charge (or pro-rated room charge if assigned late).
- If a student withdraws from the College during the academic semester, withdrawal credits for room charges and dining services will be calculated from the date the student officially vacates her residence hall assignment. Note that if a student fails to properly check out of her residence hall room, she will continue to be assessed for her room and/or meal plan. The refund formula measures the actual number of days of liability during the semester. It is determined by dividing the number of days of liability by the number of calendar days in the semester including weekends and holidays and excluding spring break. For example, if there are 107 calendar days in a semester, and a student withdraws on the 50th day of the semester, her charges will be prorated to reflect liability of 46.7% of the semester (50 divided by 107). The student will additionally be responsible for the \$1000 cancellation charge.

OCCUPANCY AND USE

At all times, **only** the student shall occupy the assigned space. Under no circumstances may a student swap assignments with another student, sublet their room or provide regular housing to any other person(s). Students will be permitted to check-in to their room on the following dates, and students must check-in during published hours:

- **Monday, August 31, 2009** – check-in for new first-year students
- **Wednesday, September 2, 2009** – check-in for new transfer students
- **Saturday, September 5, 2009** – check-in for continuing & readmitted students
- **Thursday, January 14, 2010** – check-in for new transfer students

- **Saturday, January 16, 2010** – check-in for continuing & readmitted students

Barnard students living in Columbia residence halls are subject to all rules as outlined in this contract. Any student living in college housing during Fall semester who cancels her housing for the Spring semester must vacate her assigned space no later than 10am on Thursday December 24, 2009 (e.g. February graduates, students who are withdrawing from Barnard College or just from housing, students who are participating in a spring study abroad program).

Winter Break housing CANNOT be provided for any student not returning to the residence halls for the Spring semester or who did not have a Fall room assignment. **There are no exceptions.** Additional temporary occupants (i.e. guests) are subject to the rules and regulations of the residence halls and the College. Residential Life & Housing reserves the right to assign any vacant space (including partially occupied multiple rooms and single rooms in suites) at any time, and is not obligated to inform roommates or suitemates of changes. Any student with a vacancy in her room should keep the space open and ready for assignment at any point.

CONDITION OF PREMISES

By taking occupancy of the space, the student accepts its condition “as is” at such time and assumes responsibility to maintain the space and any common areas in which the assigned space is located, in a clean, safe, and undamaged condition at all times. Common areas (e.g. suite or floor kitchens, bathrooms, lounges) are the responsibility of all members in that area, and all residents assigned to that area are jointly responsible for cleaning and maintaining them. When vacating the assigned space, all residents must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when occupancy commenced. Any personal property left in the room or the common areas will be promptly removed and discarded at the expense of the resident. Cleaning, repair and disposal charges for common areas will be assessed equally among all occupants of the area unless individual responsibility is established before departure. There is no altering of the room, furniture, or other facilities of the residence hall permitted, including (but not limited to) painting, applying stickers or hooks, or removal of College provided furniture. **The only approved method of putting things on walls for decoration is blue “painters” tape. Duct tape, packing tape, two-sided tape, masking tape and other strong adhesives are NEVER to be used to adhere items to a wall or other college owned furniture.** Students WILL be fined for tape or sticker residue left and/or any damage done to the surface from where it was removed. In addition, cinder blocks are not permitted in any location, and students will be billed for their removal as well as for any damaged as a result of their use. For a more complete list of fines and repair / replacement costs, please visit the Residential Life & Housing website.

DAMAGES AND EXPENSES

All students are expected to follow established procedures for check-in and check-out of their room assignment. Failure to properly check-in in a timely fashion will result in loss of the room assignment, and failure to vacate by the day and time published will result in a fine for improper check-out and/or removal of personal belongings. In addition, the student shall reimburse the College upon demand for all damages or expenses which the College may suffer or incur for repair or excessive cleaning of any residence hall, or for repair or replacement of College provided equipment (including smoke detectors), caused by the misconduct or neglect of the student or of her/his guests. Any damages or expenses incurred in a room or facility within the residence halls will be charged equally to all residents of that room/suite or users of that facility unless the responsible person or persons assume specific liability. Charges are assessed by Residential Life & Housing staff and are payable to the Bursar's Office. Failure to pay such charges may be cause for refusal to permit registration or for such other action as may be determined appropriate by the College until sums owed are paid in full. The policy regarding the referral of delinquent accounts for collection also applies to damages and expenses. Any appeal of said charges must be submitted in writing by the student within 30 days of the charge being posted to the student's account. For a more detailed listing of facility-related fines, visit the Residential Life & Housing website.

PERSONAL PROPERTY

The College accepts no responsibility for the loss of or damage to a student's personal property, and advises that all students insure personal property against loss, damage or destruction arising from any cause, including (but not limited to) fire, theft, water damage, and the elements. In the event of damage by fire, water, steam, or other causes that render an assigned space unfit for occupancy, the College reserves the right to reassign the occupant(s) to alternate designated housing. If a student rejects the offer of an alternate assignment, the College shall not be liable thereafter. The College encourages all residential students to evaluate their family's homeowners or renters insurance and to include the student's belongings as part of that policy, and/or to acquire student insurance to cover such situations. The College recommends National Student Services (<http://www.nssinc.com>). Any student personal property that is in direct violation of Residential Life & Housing policy (e.g.

items left in common areas and/or hallways, candles, halogen lamps, open coil burners, toasters, air conditioners, hookahs and drug paraphernalia) will be confiscated and will be donated to a local charity after 5 working days.

ROOM CHANGES [UPPERCLASS STUDENTS]

Sophomores, Juniors, and Seniors may request a room change in the Fall (mid-September) or for the Spring semester (early December). Rising-Seniors only may request a Senior Summer Room Change. Room changes at any other point in the academic year are rarely granted and require that a student has demonstrated an attempt to mediate any roommate/suitemate conflicts. Any room changes that are not approved by Residential Life & Housing are a violation of policy and the responsible student(s) will be required to return to their previous room, and subject to conduct sanctions and monetary fines.

Students vacating the residence halls at the end of the Fall semester are expected to accommodate any student who may be moving into their space for the Spring semester. Students making a Spring room change will be required to move their belongings prior to departure for Winter Break and coordinate the move with the Fall semester occupant of the room.

Columbia students in residence at Barnard are guided by the room change policies and procedures of Columbia University. Barnard students in residence at Columbia are guided by the policies and procedures of Barnard College.

ROOM CHANGES [FIRST-YEAR STUDENTS]

The Director for the First Year Focus makes room changes for first-year students on a case-by-case basis only. Any students with roommate concerns will first participate in a roommate discussion / negotiation during which time the roommate contract will be evaluated and adjusted as needed. Vacant spaces within rooms will be assigned to students needing room changes, using student's Housing Applications to help match new roommates.

ACCESS TO STUDENT ROOM AND SUITE SPACES

The College reserves the right to enter, repair, inventory, inspect, or search (without prior consent and in appropriate situations) any student space at any time. This includes Residential Life & Housing staff, Public Safety, Facilities, and any other College employee or contractor who has a legitimate need to enter the space. Students cannot refuse access to a College employee who is in the process of performing the responsibilities of his/her position.

COMPLIANCE WITH APPLICABLE LAWS AND COLLEGE POLICIES

Students are required to comply with all federal, state, and local laws as well as all rules and regulations established by the College and Residential Life & Housing including (but not limited to):

- Rules contained in the Barnard College Catalogue and the Barnard Student Handbook;
- Rules concerning sanitary conditions, recycling programs, prevention of fires, and protection of the safety of other residents and guests;
- Rules concerning the conditions under which areas in the residence halls may be visited by student-residents or by others; and
- Applicable policies and procedures of the Dean of Studies, the Bursar, the Registrar, and Residential Life & Housing.

Such policies and procedures are available from the appropriate College offices and students are responsible for informing themselves of those policies and procedures. Rules and regulations are subject to periodic change. Students are to abide by the following regulations and policies:

Alcohol and Drug Policy

Barnard College is committed to creating an environment for its students, faculty, and staff that strongly discourages the abuse of alcohol and other drugs. The College prohibits the unlawful possession, use, or distribution of illicit drugs and the unlawful possession, use, or distribution of alcohol by any student who is not 21 years of age or older. All responsible students will be subject to disciplinary action.

Drugs: Students who are prescribed medications are the only individuals permitted to use them. Any paraphernalia designed or used to ingest illegal drugs, including (but not limited to) bongs, roach clips, hookahs, or pipes are not permitted in the residence halls. If found these items will be confiscated and not returned to the student.

Alcohol: Students are only allowed to purchase, possess, consume and serve alcoholic beverages in accordance with New York State laws (21 years of age or older) and the guidelines set forth in the Barnard College Alcohol, Drug and Smoking Policy. **Public intoxication is a violation of residence hall policy.** Alcohol is not permitted in public spaces and lounges in residence halls except as outlined in the College's alcohol policy. Common source beverage containers (e.g. kegs, beer balls, punch bowls) and/or excessive amounts are not permitted in residence halls, nor are any empty alcohol containers. If found these items will be confiscated and not returned to the student.

Babysitting In the Residence Halls

Students may not use the residence halls in order to provide babysitting services. Please see the section regarding Minors in the Residence Halls.

Common Areas

For the purpose of this policy, common areas include all residence hall study lounges, kitchens, bathrooms, hallways, stairwells, etc. Common area lounges are not to be utilized for private functions. No student or guest may sleep in, engage in sexual contact in, or consume alcohol or other drugs in any common area or lounge. Showers and/or toilet stalls are for individual use only. While Facilities regularly cleans lounges in the residence halls, it is the responsibility of the residents to keep the hallways, lounges, and study rooms clean and in order.

Community Safety Policies

Community Safety policies are designed to create a safe environment in our residence hall community. Students are expected to act responsibly and not to interfere with the comfort or safety of their roommates/suitemates or of other residence hall students. Specifically, it is a violation of residence hall policy to partake in negligent behavior and/or to engage in hazardous behavior(s) as noted below.

Community Safety Inspections will be conducted by Residential Life & Housing staff at least once each semester. Unapproved items will be confiscated and donated to a local charity after 5 working days.

Bed Bugs: If a student believes she has bed bugs, she should inform Residential Life & Housing staff immediately. Residential Life & Housing staff will make arrangements with Facilities Services to have an exterminator inspect the room and suite. If the exterminator determines that a room has bed bugs, the affected student(s) will be given complete instructions for removal and laundering of their personal items. The task and expense of laundering clothing & linens is the responsibility of the student(s). This is a community health issue; therefore students must comply with all guidelines provided by Residential Life & Housing staff within 24 hours.

Candles, Incense and Open Flames: The most frequent cause of residence hall fires is candles and/or other open flames. Candles (including decorative & religious candles or candles with the wick removed) are prohibited in the halls. Incense, oil lamps, alcohol lamps, and open flame burners are also prohibited in the residence halls. The use of candles and incense for religious observances is not permitted in student rooms and/or suites. Students wishing to burn candles for religious observance may only do so in monitored public areas with the permission of Residential Life & Housing.

Cinder Blocks: Cinder blocks may damage residence hall floors and furniture, and as such, are NOT permitted in any Barnard residence hall. Students will be held responsible for their removal and any subsequent repairs (both monetarily and via the conduct process).

Electrical Equipment and Appliances: All permissible electrical equipment and appliances must be UL approved and in good working order. The College recommends that appliances with an automatic on/off feature be used.

Items that are prohibited include halogen lamps, lava lamps, ultraviolet / infrared lamps, window and/or portable air conditioners, window fans, space heaters, charcoal or electric grills, any type of deep fryer and appliances that have exposed heating elements (ex. toaster ovens, toasters, and hot plates), and extension cords and/or multi-receptacle outlet adapters. Students may only use UL listed power strips with a surge protector.

Appliances used for the purpose of cooking foods may not be kept or used in individual student bedrooms except for coffee makers, popcorn poppers, hot pots, and refrigerators of 3.5 cubic feet or less.

Approved cooking appliances which may only be used in kitchens (which does not include the 2nd-8th floor Sulzberger kitchen lounges) include microwaves, rice cookers, woks, Foreman-type grills, and waffle makers.

Elevators: Defacing or tampering with any elevator is not permitted. If stuck in an elevator, do not pry open the door or place items in the door track to hold it open. Please use the phone or intercom in the elevator to contact Public Safety.

Facilities Requests: When a student living space is in need of attention or repair by the Facilities staff, the student must complete an online work request via eBear for the work to be done. Emergency situations may be called in directly to Facilities during business hours and to Public Safety after 5pm and on weekends and/or holidays. Facilities staff will enter student rooms to complete routine work requests after 9am. If there is an emergency that warrants immediate attention, the staff may enter at any time they become aware of the situation. Students may NOT refuse access to a Facilities staff member or attempt to re-schedule work.

Furniture: All college provided furnishings must remain in their designated location. It is a violation of policy to move student room furniture to another location or into the hallway. The College will NOT move student furniture from a room or suite into storage. Furniture provided in common lounges must remain in place and may not be relocated. If furniture is discovered in a location other than where it belongs, it will be relocated at the student's expense. Residents are not allowed to bring in any outside furniture to their rooms unless they can produce a receipt to prove that the furniture was purchased in new condition (*i.e.* was not brought in from the street).

Guns, Explosives, Flammables: Possession and/or use of weapons or hazardous chemicals are strictly forbidden. This includes (but is not limited to) propane, gasoline, paint thinner, charcoal, and lighter fluid. Internal combustion engines and any flammable or slow burning substances are prohibited. This includes any weapons displayed for decoration.

Holiday and/or other Decorations: Live trees or other live decorations (*e.g.* wreath, swag, live cut pine or wood), candles, or incense are not permitted in the residence halls. Students may have fake trees as long as they are fire retardant. Students wishing to burn candles for religious observance may only do so in monitored public areas with the permission of Residential Life & Housing. Paper shades or any other decorations on light fixtures are not permitted. Any electric lights used should always be plugged in through a power strip, and should never be left on while the student is not present. Electrical lights and other holiday decorations may not be used or displayed outside of a student's room or suite.

Keys and Student IDs: Students are NOT permitted to give their room key or Student ID to any other person to access their room or residence halls, nor are they permitted to punch holes in or place stickers or other decorations on their key(s) or Student ID other than those provided by the College or University. Students will be charged \$100 for a lock change resulting from a lost key.

Obstruction: it is extremely dangerous and a violation of both fire codes and College policy to obstruct entrance to or egress from any room. This includes (but is not limited to) altering a room lock, "pennying" a door shut, etc. It is also a dangerous violation of policy to arrange any furniture inside of a bedroom or suite room so that it obstructs, in any way, the entrance to or exit from the space.

Pets: The only pets permitted in the residence halls are fish that can be kept in a tabletop aquarium no larger than five gallons. Residents must have consent of all roommates/suitemates before they bring a fish to a residence hall. The residence halls are not able to accommodate "pet visitors," so students are responsible for notifying any guests that their pets must be left at home.

Recycling: Recycling is required by New York City law. All students must adhere to recycling guidelines in their residential area. Information is posted on each floor with the specific details for your location. Residents within the first-year area are expected to utilize and maintain the recycle container provided in their room.

Religious Practices: Some religious practices are covered by specific residence hall policies (*e.g.* Sabbath guidelines, holiday decorations). If a student participates in a religious practice that is in violation of residence hall policy, s/he should contact the Residential Life & Housing in order to attempt to make the observance/participation feasible in the residence halls. Residential Life & Housing will not make housing assignments or room changes based on religious observances or practices.

Roof Access: Students are never permitted to be on the roof of any college owned or operated facility, with the exception of the designated roof terrace at Cathedral Gardens during which time the location is appropriately staffed.

Room and Suite Decorations: While students are encouraged to personalize their living space, they may not alter the physical space of the room, drill or nail holes into ANY surface, or affix tapestries and similar decorations to the ceiling, light fixtures, or doorways. Students are also restricted from painting any part of their living space or college supplied furniture.

Smoking: All residence halls are smoke-free. This includes student bedrooms and suites, all common areas such as hallways, lounges, balconies, and within 25 feet of any residence hall building. Evidence of smoking in the residence halls will be considered a policy violation.

Windows: New York City ordinance forbids sitting and/or standing on, or placing articles of any kind on the sill of an open window or outside the window, as well as throwing anything out of a window.

Window Stoppers: These devices have been installed in all student windows as a safety precaution. Students may not remove or alter them in any way. Students who do so will be subject to conduct sanctions as well as the cost of replacement of the stoppers.

DINING SERVICES EQUIPMENT

It is a violation of policy to remove ANY Dining Services equipment from any Dining Services location (e.g. Hewitt Cafeteria, Java City). This includes (but is not limited to) silverware, plates, bowls, cups, and trays.

DISRUPTIVE BEHAVIOR

No unlawful or disruptive conduct, including acts of physical or verbal violence, excessive noise, or disregard of established quiet hours, shall be permitted in the residence hall. Any conduct unsuitable for residence hall living including (but not limited to) any practice that limits students' rights of equal use and access to room, suite, or residence hall facilities is not permitted.

EMERGENCY RESPONSE

When an emergency arises (e.g. fire in a residence hall, bomb threat, national crisis), Residential Life & Housing staff will be on site to assist in disseminating information. When possible, students are encouraged to go immediately to their residence hall room to await pertinent information to be delivered by their RA or other Residential Life & Housing staff member. In the event it is not possible to return to a room, check the College or Residential Life & Housing website for the most up-to-date information regarding the current situation or wait for emergency communication from the College (e.g. text message, voicemail, email). In the event that you cannot find additional information, remain calm and seek out a safe location to await further instruction. Updated information will additionally be available at each residence hall front desk.

FIRE SAFETY

Fire safety is of the utmost importance in any living environment. It is up to the members of the community to ensure that safety is maintained at all times. Persons found in violation will be subject to strict sanctions as well as monetary fines.

Failure to Evacuate: It is a violation of residence hall policy to fail to evacuate the residence hall (during any fire alarm or drill) in a reasonable amount of time.

Tampering with Fire Safety Equipment: It is a violation of residence hall policy to tamper with or engage in the improper use of fire fighting, detection, and/or alarm equipment. The removal of or tampering with smoke detectors is prohibited.

GUEST POLICY

For the purpose of this policy, a "guest" is defined as any non-Barnard student*. All Barnard students (regardless of whether they live in Barnard or Columbia housing) may enter any Barnard residence hall at any time after presenting a valid Barnard ID (with the current semester validation sticker on it) to the Desk Attendant (DA). Barnard residence halls include Elliott, 110th Street, Cathedral Gardens, Plimpton, 600, 616, and 620 West 116th Street, Sulzberger, Sulzberger Tower, Brooks, Hewitt, and Reid Halls.

**[Any Columbia students who live in Barnard residence halls may enter the hall in which they reside at any time as long as they have a specific residence hall sticker for, and present their CU ID to the Desk Attendant. Columbia students who wish to enter any other Barnard residence hall, which they do not reside in, must be signed in as a guest at all times by a resident of that building.]*

The intent of guest privileges is to allow for reasonable visitation by a resident's friends (when necessary, the Office of Residential Life & Housing will define "reasonable"). In fairness to those paying the room fee, repeated visits by the same guest are strongly discouraged and may be denied and an overnight guest is limited to staying in any Barnard residence hall for a maximum of 5 nights within a calendar month. The guest policy applies to all resident students, including those who live in single rooms. Barnard students who live in campus owned or operated residence halls (as listed above) may sign-in guests to their OWN residence hall room only. For example, if you live in the Quad and are visiting someone in 600, you may NOT sign a

guest into 600. The College reserves the right to terminate a student's guest privileges, as well as to terminate the ability of any guest to enter any Barnard residence hall. The Residential Life & Housing staff may be called upon to help resolve problems regarding guests. Residential students are forbidden from giving their keys and/or ID card to another person to use to gain entry into a residence hall.

Residential students are prohibited from providing space in their room and/or suite to individuals who are not known to them (e.g. "couch surfers"). These actions place the entire community in danger and cannot be permitted.

Guest Access

The policies related to guest access to Barnard residence halls is under review at the time this contract is printed. Students will be provided with the entire revised policy at the time they arrive on campus for the Fall 2009 semester and are expected to adhere to all aspects of the policy.

Guest Limits

Each bedroom within the residence halls has a limit to the number of people that may be present at any point in time. For the purpose of this policy, common areas within a suite (e.g. kitchen, bathroom, living room) are not considered when calculating the maximum occupancy of a given suite or bedroom. Each bedroom has a maximum occupancy equal to the number of assigned residents times two. For example, if you live in a double, then you are permitted to have a max of 4 people in your room at any point in time. If you live in a single, you are permitted to have a total of two people in your room at any point in time, etc.

In addition, each overnight guest is permitted to stay no more than a maximum of five nights within any calendar month within any Barnard residence hall.

Responsibility for Guests

Students are responsible for their guests' behavior at all times, ensuring that guests comply with all Barnard College policies, and assume the consequences for violations and/or damages incurred by their guests. As such, Residential Life & Housing strongly encourages Barnard or Columbia students living in Barnard residence halls to accompany their guests at all times. Students may be subject to disciplinary action by the college due to the behavior of their guests. All students share responsibility for maintaining a sense of community in their residence hall. This includes greeting and inquiring about anyone unfamiliar to them. Arrangements for having visitors must be negotiated and mutually agreed upon by roommates and/or suitemates.

Sabbath Holidays

Those residents who observe the Sabbath and therefore do not carry their keys for religious reasons (Friday sundown through Saturday sunset and on religious holidays), must give the DA their name and seven-digit Barnard ID number. The DA will check the resident name and number against a campus-wide roster of Sabbath observers. Those persons whose names are on the roster will be allowed to proceed. If a Barnard (or Columbia resident of a Barnard residence hall) student's name is not on the Sabbath list, she should contact the Residential Life & Housing office in order to be added to the list. Only Barnard and Columbia students living in Barnard residence halls will be placed on the roster. ONLY keys and an ID may be left at the front desk area- no other personal items will be held. Students must request the Sabbath key box from the DA. Students must accept full responsibility for any key(s) and/or ID left at the front desk. All guests of Sabbath observers must be met by the resident and be signed in by the DA. If the guest is also a Sabbath Observer, s/he will not be required to leave an ID, but must properly check-in with the desk staff. Sabbath Observers may not leave a personal guest list at the front desk. If you have religious needs not accommodated in this policy, please speak to Residential Life & Housing to make appropriate arrangements.

GROUP GATHERINGS

Residents wishing to hold gatherings of 10 people or more (inclusive of guests and Barnard students) must request permission from Associate Director for their residence hall (or designee). If approved, the AD (or designee) will register the gathering. Group gathering guidelines are strictly enforced. All registration materials must be received by the AD a minimum of 48 hours in advance. If the gathering is scheduled for Saturday, Sunday, or Monday, the paperwork must be received by the office no later than 4pm on the preceding Thursday. Failure to comply with group gathering guidelines will result in disciplinary action that can range from suspension of party/group registration privileges and/or suspension of guest privileges to dismissal from housing. Events will not be approved for any time when classes are not in session, the first week of each semester and during

reading week and finals of each semester. Any request to register a gathering where alcohol is served requires that all members of the suite hosting the event be 21 years of age. Common areas such as building lounges may not be reserved for group gatherings.

MINORS IN THE RESIDENCE HALLS

Students may not bring children under the age of 13 into the residence halls without having his/her parent (of legal age) or legal guardian being present with the minor at all times. Any person between the ages of 13-16 years may visit a Barnard / Columbia student in the Barnard residence halls as long as written permission has been granted from the minor's parent or legal guardian. The parent or legal guardian may download the Minor permission form from the Residential Life & Housing website and send it via US Mail, Fed Ex or fax it to the Residential Life & Housing office. All signed forms must be submitted to the office no later than noon of the business day prior to the date of visitation. When persons in this age group visit a residence hall, they MUST be accompanied by their student host at all times while they are in the buildings or on campus.

POSTING POLICY

It is expected that all students are in compliance with the College Posting Policy at all times.

QUIET & COURTESY HOURS

All residents are entitled to a residence hall environment that affords reasonable conditions in which to live, sleep, and study. Residents must comply with requests to maintain reasonable levels of noise within the residence halls. Noise that can be heard outside of one's room is considered unreasonable. Quiet hours are established from 11pm-9am Sunday through Thursday and 1am-10am Friday and Saturday. In order to maintain an appropriate study atmosphere, there can be no use of amplified sound instruments or equipment permitted in the residence halls.

SAFETY INSPECTIONS

The College reserves the right to enter and inspect any room at any time for the security and/or maintenance of the residence or for the safety and/or discipline of the residents. These instances include specifically the right to inspect rooms to ensure compliance with rules concerning use of the room, preservation of clean and sanitary conditions, fire prevention, or personal health and safety. Residents should expect that the RAs will perform regular inspections of each room. In addition, an inspection will occur during the winter break period for all rooms on campus.

SOLICITING

No commercial activities including (but not limited to) conducting a business or solicitation may be conducted in or from any of the residence halls including (but not limited to) student bed/suite rooms or in any common area (as defined by this policy). This policy stipulates that solicitation is defined as (but is not limited to) in-person, door to door, voicemail, email, or US Mail.

RESPONSIBILITIES OF STAFF & RESERVED RIGHTS OF THE COLLEGE

The College has delegated to Residential Life & Housing the responsibility for establishing and enforcing regulations governing conduct of students within the residence halls. Residential Life & Housing staff may consult with other College administrators in carrying out this responsibility. At the discretion of and in consultation with the Residential Life & Housing staff, Director, and/or the designate, a student may be subject to certain conditions for continuing residence, including (but not limited to) a change in room assignments or dismissal from College housing for disruptive behavior including (but not limited to) behavior such that a student cannot adequately take care of her own health and safety in the context of College housing or is a danger to the health and safety of others and/or the community.

THE COLLEGE RESERVES THE RIGHT TO ENTER AND INSPECT ANY ROOM when, at the discretion of staff members, it is deemed necessary for the security and/or maintenance of the residence or for the safety and/or discipline of the residents, including specifically (but not limited to) the right to inspect / enter rooms to ensure compliance with rules concerning use of rooms, preservation of clean and sanitary conditions, fire prevention, compliance with local, state/federal laws, in preparation for upcoming renovation work, or health and safety reasons. The College reserves the right at any time to terminate, establish, or amend any terms, conditions, policies, and procedures concerning the matters covered herein without prior notice.