2019-2020 Residence Hall Handbook
WELCOME TO CAMPUS LIVING!

COMMUNITY LIVING POLICIES

Respect in Residential Communities
Campus Safety Information
Emergency Response
Policies

I. ALCOHOL AND OTHER DRUGS

II. GUEST POLICY

Guest Limitations
Minor Guests

III. COMMUNITY STANDARDS

Discrimination and Harassment of Barnard College
Smoking
Care for Self and Premises
Common Areas
Disruptive Behavior & Noise
Fire Safety

Occupancy Limits
Obstruction of Access
Pets
Posting Policy
Soliciting
Theft & Damage
Unauthorized Access
Weapons
Windows & Window Stoppers

IV. COMMUNITY SAFETY POLICIES

Bicycles
Candles, Incense, and Open Flames
Decorations
Electrical Equipment and Appliances
Furniture

Outside Furniture
Recycling
Prohibited Items

V. ADMINISTRATIVE VIOLATIONS

Failure to Comply
Student Rights and Responsibilities

Housing Policies

Eligibility
Room Charges
WELCOME TO CAMPUS LIVING!

Hello and welcome to the Barnard residence hall community!

Because over 90% of Barnard students live on campus, the Residential Life staff plays an integral role in the daily lives of our students. Our team is made up of highly skilled professional staff, graduate assistants, and student staff members that work closely to encourage and support our students.

Our staff members and campus partners work incredibly hard to provide the best services and programs for our students. We strive to create a positive environment to support community development for our students, while allowing each individual to pursue their own personal and academic goals. Our work is very intentional in regards to helping our students achieve success and develop important interpersonal and leadership skills that will serve them for a lifetime.

We hope that you will be able to answer any questions by reading this handbook and/or visiting our Residential Life & Housing website (barnard.edu/reslife). If you are not able to find an answer to a question, please do not hesitate to call, email, or visit our office (in 110 Sulzberger Hall) – we're here to help!

-- Alicia Lawrence, Executive Director of Residential Life & Housing
COMMUNITY LIVING POLICIES

Respect in Residential Communities

Students will 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 hall facilities and generally to an environment conducive to learning and undergraduate college life.

All roommates/suitemates have the responsibility to provide and the right to expect: a living space that is free of any actions or behaviors that interfere with the roommate’s privacy, study habits, or sleep; the ability to enter the room/suite whenever one would like unless other provisions are agreed upon in advance by all parties; an environment free of physical and/or emotional harassment; the ability to speak openly; an environment where one is treated considerately and thoughtfully; to address problems and concerns in a mature manner.

Campus Safety Information

Campus safety information and statistics can be found online at http://barnard.edu/publicsafety/. All residents are encouraged to program the Public Safety phone number, (212) 854-6666, into their phones.

Should the College be notified by a parent, family member, or friend that a Barnard student has not been seen or heard from, the College will follow established procedure and conduct a follow-up investigation within 24 hours of the original notification. If the student cannot be located after 24 hours (or sooner if circumstances warrant), the College will call the student’s Missing Person Contact (provided when students register each semester). Students are encouraged to let someone else in their residence hall or suite know if they are going to be away for any period of time.

Emergency Response

If an emergency arises (i.e. fire in a residence hall, bomb threat, national crisis, etc.), 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 staff member. In the event it is not possible to return to a room, check the College website for information regarding the current situation. In the event computers are inoperable, remain calm and seek out a safe location to await further instruction. Updated information will always be available at each residence hall front desk.

Policies

Residents are expected to act in accordance with all Barnard College policies while in the residence halls. Residential Life & Housing staff are responsible for ensuring the safety and security of the residential community, and will document and respond to incidents in which a policy is alleged to have been violated.

The Residential Life & Housing staff reserves the right to confiscate items that are prohibited in the residence halls; confiscated items will not be returned to students.

I. ALCOHOL AND OTHER DRUGS

In accordance with New York State law and Barnard College policy, the following behaviors are prohibited in the residence halls:
• Possession or use of alcohol, or possession or use/misuse of illicit drugs, prescription medication, synthetic substances or other intoxicating substances in violation of the college Drug and Alcohol Policy (http://barnard.edu/policy/aod);
• Being in the presence of a Drug and Alcohol Policy violation;
• Public intoxication (regardless of age);
• Possession or use of common source beverage containers (i.e. kegs, beer balls, punch bowls) and/or devices or mechanisms that facilitate rapid consumption (i.e. funnels);
• Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games);
• Possession of drug or smoking devices and/or paraphernalia including (but not limited to) pipes, bongs, vaporizers, electronic cigarettes, and hookahs.
• Distribution of alcohol, drugs, or other intoxicant (this prohibition includes, but is not limited to, distribution of alcohol to any person under 21 years of age, cash bars, events to which admission tickets are sold or fees are charged, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought, providing alcohol to);
• Delivery of alcohol to a residence hall or to a student’s Barnard mailing address (https://barnard.edu/general-counsel/deliveryofalcohol).
• Any evidence of use of illicit drugs off campus (lingering odor of marijuana, drug residue on clothing, etc) may be considered a violation of this policy.

Residents 21 and older may possess and consume alcoholic beverages (referred herein “alcohol”) within residence halls in accordance with the following:
• Students of legal drinking age who bring alcohol into or possess alcohol in a residence hall are responsible for its legal use and must take reasonable precautions to prevent the possession of available alcohol by underage students and guests.
• In suites where some but not all residents are age 21 or older, if it is unclear which resident is responsible for alcohol found in a common area, all residents may be required to participate in the disciplinary process to resolve responsibility for violations.
• Alcohol may only be consumed within assigned rooms or suites by those who are of legal drinking age. Open containers of alcohol are prohibited in common spaces such as hallways, stairwells, and lounges, in public areas such as lobbies, or in outdoor areas adjacent to residence halls, except as outlined in the College’s alcohol policy.
• Each resident over 21 may be in possession of no more than (1) 12-pack of beer, or (2) standard bottles of wine or (1) 1-liter bottle of liquor at any given time.

The health, safety, and welfare of Barnard College students and our community are of primary concern. In addition to making healthy choices, students are encouraged not only to look out for their own health and safety but also for that of their peers. See the Responsible Community Action Policy regarding help seeking for individuals under the influence. Students found to be excessively intoxicated on campus or in a residence hall or who receive emergency medical attention (i.e. CU EMT or FDNY) for excessive intoxication may, as appropriate, be subject to medical or psychological assessment.

II. GUEST POLICY

A person is considered a guest across the residential community when in any space other than their contractually assigned room. All current Barnard students (regardless of whether they live in BC or CU housing) may enter any Barnard residence hall as a guest at any time by presenting a valid Barnard ID to the Access Attendant. Misuse/abuse of the tenets of visitation privileges may result in disciplinary action and restriction of privileges. The College reserves the right to suspend or terminate an individual’s guest privileges, as well as the right to limit guest privileges during times when classes are not in session, or as otherwise deemed necessary.

Residential students are prohibited from giving their keys and/or ID cards to another to use in order to gain entry into a residence hall or room.
Resident hosts must complete the following steps to sign in a guest:

- Resident host must meet the guest at the front desk with a valid Barnard ID
- The resident host must sign the guest in.
- The guest will be required to leave a current and valid photo ID\(^2\) at the front desk for the duration of their visit.
- The resident host must escort their guests at all times. Resident hosts assume responsibility for their guests and must ensure their guests comply with all Barnard College policies; this includes Barnard students who are guests in another residence hall.
- When the guest leaves the residence hall, the host who signed in the guest must escort the guest to the front desk to sign them out and retrieve their ID.

\(^1\) A valid Barnard ID is defined as an ID with a current residence hall sticker on it. Current commuter students may obtain a sticker from the Student Life Office in order to access residential facilities. Commuters are allowed into residential spaces with common areas such the clay studio in Plimpton Hall, Furman Counseling Center, Primary Care Health Services, Well Woman in the Quad. Otherwise, commuter students are required to be signed in by a resident of the hall they are visiting. CU students residing in Barnard residence halls may enter the hall in which they reside at any time with a CU ID containing the appropriate Barnard residence hall sticker.

\(^2\) Acceptable forms of identification include but are not limited to, a current and valid student or employee ID (with a photo), a driver’s license or other state issued ID, a passport. Credit cards, ATM cards, or expired photo identification documents will not be accepted.

Residents may not accept any payment, service, barter or other remuneration from a guest in exchange for the guest’s ability to stay in a room or suite. Residents may host guests only in the room or suite in which they reside.

**Guest Limitations**

Residents are permitted to have no more than three guests at any given time, and guests may be hosted in the Barnard residence halls for no more than **three consecutive nights** and no more than **six nights** total in any 30-day period. Provided there is no unreasonable interference with the rights of a roommate or suitemate, a resident may have short-term guest(s) (those who stay for a few hours, but not overnight) at any time as long as it is within the limits noted above.

Guest extensions may be requested via the **Guest Extension Form**. Requests for guest extensions must be submitted to the Associate Director at least 2 business days prior to the guest’s anticipated arrival. Requests for guest extensions are not guaranteed to be approved and are reviewed at the discretion of the Associate Director.

In some instances, the College will place restrictions on a person’s access to campus or specific buildings on campus. The onus to comply with restrictions is on the individual for whom the restriction is in place. However, residents in Barnard College residence halls are expected to inquire about whether or not a person is restricted from an area before signing them in as a guest. Knowingly assisting someone in an effort to gain entry into a building from which that person is banned is a violation of the Guest Policy.

The number of guests must not exceed the **fire safety occupancy limits** (see Fire Safety section for further details)

**Minor Guests**

Students may not bring children under the age of 13 into the residence halls without having their parent (of legal age) or legal guardian being present with the minor at all times. Students may not use the residence halls in order to provide babysitting services. Residents of Cathedral Gardens providing babysitting service for faculty members who live in College housing must do so within the faculty member’s apartment.
Any person between the ages of 13-16 years may visit a resident in the Barnard residence halls as long as the Minor Permission Form (available on the Residential Life & Housing website) has been submitted and approved. All signed forms must be submitted to the office no later than noon of the business day prior to the date of visitation.

III. COMMUNITY STANDARDS

Discrimination and Harassment of Barnard College

All students are required to act in accordance with Barnard College’s Policy against Discrimination and Harassment.

Smoking

- The College is a smoke-free campus, including all residence halls.
- Smoking of any substance is prohibited in student bedrooms and suites, all common areas, balconies, and within 15 feet of any residence hall building.
- Students may not possess any smoking devices or paraphernalia, including (but not limited to) pipes, bongs, vaporizers, electronic cigarettes, and hookahs, even as decorations.
- Evidence of smoking within the residence halls (ashes, cigarette butts, and burnt tobacco) or evidence of use of illicit drugs off campus (lingering odor of marijuana, drug residue on clothing, etc) may be considered a violation of this policy.

Care for Self and Premises

All residents are required to maintain acceptable standards of personal hygiene, self-care, and room cleanliness to a level that does not interfere with the general comfort, safety, security, health, or welfare of any member of the residence hall community. Students are to act responsibly and not interfere with the comfort or safety of their roommate(s)/suitemates or other residence hall students.

This includes employing basic safety practices when cooking or preparing food in a residential space. Residents are not permitted to leave cooking food unattended.

Residents are required to possess their room key when leaving their residential space. Excessive use of the emergency key is prohibited. Students who borrow the emergency key more than twice in one week, three times in one month, or six times in one semester may be required to meet with their Hall Director and/or Associate Hall Director.

Common Areas

For the purpose of this policy, common areas include any space within the residence hall not assigned to an individual resident.

The following behaviors are prohibited in common areas:

- Removal of furniture from common areas (except when approved by the Disability Housing Committee);
- Sleeping;
- Engaging in sexual contact;
- Engaging in any other Residential Life or College Policy violation.

Although facilities staff members regularly clean lounges and common areas in the residence halls, it is the responsibility of all residents and guests to dispose properly of their own trash or recycling, and to keep common areas clean and in order.

Common areas, such as building lounges, are for use by residents of that building may not be reserved for group gatherings.
Disruptive Behavior & Noise

Behavior that limits students’ rights of equal use and access to room/suite/hall facilities is prohibited.

Residents must monitor their volume (i.e. voices, music) and 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 in effect 11pm-9am Sunday through Thursday and 1am-10am Friday and Saturday. The use of amplified sound instruments or equipment is prohibited in the residence halls. Residents should also respect 24-hour courtesy hours at all times and be mindful of their noise.

Fire Safety

All residents are required to familiarize themselves with and abide by the Fire Safety Information available at https://barnard.edu/reslife/fire-safety.

All persons are required to evacuate the residence hall when an alarm sounds; failure to do so is a violation of this policy. Causing a fire or a false fire alarm within a residence hall is prohibited.

Residence halls are equipped with fire safety equipment, including but not limited to fire extinguishers and smoke detectors. It is a violation of this policy to tamper with any fire safety equipment in the residence halls. If found responsible for tampering/improper use of Life Safety equipment, a fine of $100 may be charged to a student’s account.

Accessing fire escapes, other than in a true emergency, is prohibited.

Occupancy Limits

In order to ensure safety in our residence halls, there is a maximum occupancy allotted per every residential room / apartment, based on the size of the room/apartment. Please refer to the table below for the occupancy limit that corresponds with your space.

- While all Barnard Residential and Commuter students have access to all of our residence halls, these occupancy limits include students who are not signed in as a guest.
- Every Barnard student may sign in a total of 3 guests; however, the room (corridor/hall style) or apartment may not exceed the total designated occupancy maximum.

<table>
<thead>
<tr>
<th>Residential Space Type</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor/Hall Style Single</td>
<td>4 People (including resident)</td>
</tr>
<tr>
<td>Corridor/Hall Style Double</td>
<td>5 People (including residents)</td>
</tr>
<tr>
<td>Corridor/Hall Style Triple</td>
<td>7 People (including residents)</td>
</tr>
<tr>
<td>Corridor/Hall Style Quad</td>
<td>9 People (including residents)</td>
</tr>
<tr>
<td>Studio Single</td>
<td>3 People (including resident)</td>
</tr>
<tr>
<td>Studio Double</td>
<td>5 People (including residents)</td>
</tr>
<tr>
<td>Studio Triple</td>
<td>7 People (including residents)</td>
</tr>
<tr>
<td>4-Person Apartments</td>
<td>9 People (including residents)</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>5-Person Apartments</td>
<td>11 People (including residents)</td>
</tr>
<tr>
<td>6-Person Apartments</td>
<td>13 People (including residents)</td>
</tr>
<tr>
<td>7-Person &amp; 9-Person Apartments</td>
<td>15 People (including residents)</td>
</tr>
</tbody>
</table>

**Obstruction of Access**

Preventing entrance to or egress from any room or building is prohibited.

**Pets**

Pets (except for fish in a 5-gallon tank or less) are prohibited*. Pet visitors are not permitted in the residence halls.

* Service and Support Animals are not pets. Service and Support Animals may be permitted with approval through the Disability Housing Request process, and as described in such accommodation. Support Animals may not be brought to housing without prior approval. Support Animals are only permitted within the student’s on-campus housing assignment. Please visit Disability Services for information about Support Animals.

**Posting Policy**

All students are required to comply with the College Posting Policy. Residential Hall bulletin boards are for use by Residential Life & Housing staff and/or other offices as designated. Altering or damaging any materials posted within the residence halls is prohibited.

**Soliciting**

Commercial activities, including conducting a business or solicitation of any sort in or from the residence halls is prohibited. Solicitation is defined as recruitment for membership, subscription, polling, posting, canvassing, or commercial sale of products, services, or tickets in person, door to door, via voicemail, email or print.

**Theft & Damage**

Theft or intentional damage to residence hall furnishings, college property, or the property of others is prohibited and will result in disciplinary action and/or repair or replacement charges.

Students are not permitted to remove any non-disposable Dining Services from any campus dining location. This includes, but is not limited to, silverware, plates, bowls, cups, and trays.

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. Painting any part of the living space or college-supplied furniture is also prohibited.

**Unauthorized Access**

Entering without permission into another student’s residence hall room, or any space designated for specific use (including, but not limited to, staff offices, facilities closets, or dining services space) is prohibited.
Students are never permitted to be on the roof of any college owned or operational facility with the exception of the designated roof terrace at Cathedral Gardens during which time the location is appropriately staffed, or in the event of a true emergency.

Students are not permitted to allow or enable fraudulent attempts (misrepresentation, using false identification, identification belonging to another) to enter or to allow another individual to enter any part of a College residence hall. Unauthorized possession or use of a key to property or premises owned or operated by the College is prohibited. This includes, but is not limited to copying or loaning a key to anyone, moving into an assigned room earlier than authorized, and/or accessing an empty room in the hall/suite.

**Weapons**

Weapons, ammunition, and simulated weapons are prohibited in the residence halls. This includes, but it not limited to, guns, tasers, knives, and swords.

**Windows & Window Stoppers**

New York City ordinance forbids sitting and/or standing on, placing articles of any kind on the sill of an open window or outside the window, as well as throwing or projecting anything out of a window. This includes, but is not limited to, allowing or causing liquids, lights, or laser pointers to be projected out any window.

Window stopper devices that have been installed in residence hall windows are a required safety precaution; students may not remove or alter them in any way. Students who recognize that these devices are missing or damaged are expected to promptly report this to their RA or HD, and complete a facilities work order to expedite the repair/replacement. If found responsible for tampering with or removing any window stoppers, a fine of $100 may be charged to a student’s account.

### IV. COMMUNITY SAFETY POLICIES

Community Safety policies are designed to create and support a safe environment in our residence hall community. Community Safety Inspections (CSI) will be conducted by Residential Life & Housing staff at least once each semester.

**Bicycles**

Bicycles must be stored in student bedrooms or suite room areas. They may not be stored or left in lounges, stairwells, or other residence hall common areas. Students are responsible for cleaning any dirt or mud their bike brings into the building; failure to do so may result in a cleaning fee. Bike racks are available for student use on campus.

**Candles, Incense, and Open Flames**

Candles (including decorative & religious candles*, or candles with the wick removed) are prohibited in the residence halls. Incense, oil lamps, alcohol lamps, and open flame burners are also prohibited in the residence halls.

* Students wishing to burn candles or incense for religious observance may only do so in monitored public areas with prior permission from Residential Life & Housing.

**Decorations**

Attaching paper shades or any other decorations to light fixtures is prohibited. Electric lights must be plugged into a surge protected power strip, and should not be left on when the student is not present. Students may use indoor holiday lights, but larger holiday lights labeled as “outdoor” lights are not permitted. No electrical lights or other decorations may be used or displayed outside of a student’s room or suite.
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. 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.

* See PROHIBITED ITEMS below for additional information about items that are not permitted in the residence halls

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. If furniture is discovered in a space where it does not belong, it will be relocated at the student's expense. Residents are not permitted to bring any outside furniture into their rooms/suites except as outlined below.

Outside Furniture

Barnard maintains a strict furniture policy to ensure fire safety, maintain cleanliness, and prevent exposure to pests in student rooms. All rooms are furnished by the College for its assigned occupants with a bed, desk, dresser, and wardrobe/closet.

Students are permitted to bring only the following personal furniture items into the residence halls:

- Lamps (only non-halogen bulbs)
- Media stand*
- Bookcase*
- Night stand/bedside table*
- Set of drawers*
- Desk chair
- Single-seating chair weighing less than 30 lbs (such as a stool, ottoman, camping chair, butterfly/bungee chair, bean bag chair, folding chair, papasan chair, etc)**

* The total dimensions of each piece must not exceed 80 inches. Total inches can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides)

**Aside from a desk chair, limit of one single-seating chair per room (regardless of room occupancy) and two single-seating chairs per suite-style living rooms. Example: in a double occupancy room, residents may have up to two additional desk chairs and one single-seating chair.

Students are prohibited from bringing large furniture items, unless they receive approval from Disability Services. Large furniture items include, but are not limited to:

- Multiple seating units such as couch, futon
- Mattress
- Bed Frame
- Dining table / dining set
- Large single-seating units weighing more than 30 lbs, such as recliners, armchairs, etc.

When personal furniture is brought into the residence halls, it must fit into the bedroom or suite. Residents are discouraged from bringing items from third-parties (such as Craigslist, flea markets) into the residence halls as this increases the potential of exposure to pests. Residents may be charged for any personal furniture that causes pest problems.
Barnard-owned furniture belonging to the suite or room may not be removed under any circumstances and must remain in the assigned bedroom or suite. Residents should take proper measurements of the room prior to acquiring any new furniture to ensure it fits and does not present an egress issue.

Residents are responsible for removing personal furniture from their room when they move out of the building. Failure to do so will result in a fine.

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 specific details for that location. Residents within the first-year area are expected to utilize and maintain the recycle container provided in their room.

Prohibited Items

Prohibited items include, but are not limited to, the items listed below. For a full list of prohibited items, please visit http://barnard.edu/reslife/policies/prohibited-items

- Window or portable AC units, space heaters
- Halogen lamps, lava lamps, ultraviolet/infrared lamps
- Deep fryers, hot plates, open coil heaters, toasters & toaster ovens, charcoal or electric grills
- Extension cords, multi-receptacle outlet adapters (only UL listed power strips with surge protectors are permitted)
- Flammable materials (including, but not limited to, propane, gasoline, paint thinner, charcoal, lighter fluid)
- Live trees, wreaths, swag, live cut pine or wood (fake trees that are fire-retardant are permitted)

V. ADMINISTRATIVE VIOLATIONS

Failure to Comply

All students are required to comply with any official directives issued to them by College staff. This includes but is not limited to directives to do or be responsible for something, directives to allow staff access to room or suite, directives to refrain from certain acts or behaviors, or sanctions imposed through the conduct process.

Student Rights and Responsibilities

In coordination with the Associate Director for Community Standards and Investigations, Residential Life & Housing professional staff have responsibility for enforcing regulations governing the conduct of students within the residence halls. Incidents of repeat or severe violations may be referred to the Associate Director for Community Standards (or other conduct officer designated by the Executive Director for Equity).

The conduct process is an educational process intended to support the development and well-being of students in the spirit of integrity, respect, and responsibility. Outcomes and sanctions shall become part of the student’s disciplinary or conduct record.

The residential conduct process typically occurs as follows:

A REPORT IS FILED: Student and professional staff members in Residential Life & Housing document incidents and behaviors that may involve a violation of policy. Reports include information about what the staff member observed, heard, smelled, or otherwise became aware of at the time of the incident. Any person may file a report or discuss a concern with Residential Life & Housing staff.

INVESTIGATION: Staff will review each report to determine necessary next steps. The staff member may choose to: close the case if no disciplinary action is deemed necessary, engage in conversation with the student or professional staff
member or the student involved to gather additional information; or conclude that a potential violation may have occurred and convene a student conduct hearing.

**HEARING:** If a student conduct hearing is deemed necessary, the student will receive a notice to meet via their Barnard email account. This notice will include the alleged violations and date of such incident, as well as the date, time, and location of the conduct hearing. The meeting provides the student an opportunity to learn of and respond to information that is available regarding the alleged policy violation(s), and for the student to present information on their behalf. The student is permitted to bring a written statement that describes their perspective on the incident. If the student chooses not to attend this meeting and does not contact the hearing officer in advance of the date to reschedule, a decision may be made based upon the information available.

During final exam periods, students may be offered the opportunity to respond to allegations in writing as an alternative to attending a hearing. After the hearing is complete, the charged student will be notified in writing of the outcome, including any sanctions imposed.

**OUTCOME AND SANCTIONS:** If a student accepts responsibility or is found responsible for a violation of policy, the hearing officer will determine appropriate sanctions. Sanctions that may be issued at the residence hall level include, but are not limited to:

- Written warning
- Educational project, program, or research
- Room reassignment
- Restriction of privileges
- Charge for repairs or clean up
- Residential probation
- Hall Persona Non Grata (banned from access to specified space)
- Loss of room selection status
- Dismissal from housing
- Counseling and/or mandatory evaluation
- Alcohol/drug education
- Mandatory health referral (IMPORTANT: Students failing to abide by the terms of a mandatory health referral sanction may be subject to suspension from housing)
- Interim measures may be taken, up to or including removal from housing, pending investigation of significant incident, or where there is a potential threat to health or safety

## Housing Policies

### Eligibility

Only full-time registered matriculated students of the College & approved visiting students who are in good financial and disciplinary standing may occupy College housing. Students who are approved for part-time enrollment or who begin the Columbia portion of a 4+1 or 3+2 dual-degree program are not eligible for College housing.

Some Columbia students may be eligible for College housing, provided they meet the requirements for the BC/CU Housing Exchange as defined by both the College & the University.

Eligibility for residence does not equal a guarantee of housing. Continuing students eligible for the Room Selection process must meet all deadlines for assignment to rooms. Incoming first-year & VISP students must meet all deadlines for submitting a housing application. Housing assignments for students in non-Guaranteed application categories, including (but not limited to) incoming Transfer & Visiting students, students returning after a leave of absence, commuters, and students who did not take part in Room Selection; depend on the availability of space in College housing.

Students may lose eligibility to apply for or maintain occupancy in College housing as a result of disciplinary action by the College.
Room Charges

Barnard students assigned to campus housing are responsible for paying the established academic year rate for their room published by the College at barnard.edu/bursar/tuition-and-fees.

Barnard students living in Columbia campus housing as part of the BC/CU Housing Exchange will be billed following the Barnard room rate and responsible for payment directly to Barnard. Columbia students living in Barnard residence halls will be billed by and for rates set by Columbia University Undergraduate Housing.

The College establishes room charges for the academic year. Tuition, room, board and all other fees are payable semiannually in advance, one-half by August 1 and one-half by December 1; failure to make full payment for the Fall and/or Spring semester by those dates will result in forfeiture of existing assigned space. Students continue to be responsible for room fees unless and until the housing assignment is canceled and/or vacated as specified below. In all events, no student will be allowed to occupy an assigned room until all College fees are paid in the time and manner established by the College. Failure to pay outstanding balances as required may be cause for dismissal from College housing or for such other action as may be determined appropriate by the College. I understand that the College may refer my delinquent account to credit bureaus and a collection agency. I agree to reimburse the College for the fees of any collection agency, which may be based on a percentage at a maximum of 33.33% of the debt, and all costs and expenses including reasonable attorney fees we incur in such collection efforts. This policy applies to all charges assessed by the College. I understand that the College will not provide any transcripts, diplomas or certification of degree until all outstanding balances have been resolved in full. I have read and understand this policy and agree to abide by all terms and conditions. I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Barnard College are a necessity, and I am contractually obligated pursuant to the “doctrine of necessaries.”

Housing Period

- First Year Move-In -- Sunday, August 25, 2019
- Transfer Move-In – Monday, August 26, 2019
- Returning Student Move-In – Saturday, 31, 2019
- Residence Hall close for Winter Break – 9am Friday, December 20, 2019
- VISP Move-In -- Tuesday, January 14, 2020
- Spring Transfer Move-In – Wednesday, January 15, 2020
- Residence halls reopen for returning students -- Saturday, January 18, 2020
- Residence halls close for the summer -- 5pm Friday, May 15, 2020
- Move-Out deadline for students taking part in commencement -- 12noon Thursday, May 21, 2020

A resident’s right to occupancy shall begin no earlier than the first day the halls are open for each semester, with such dates & times to be announced prior to each semester. Students must check-in no later than 5pm on the first day of classes. Failure to do so may result in the loss of room assignment; however, the Contract will remain in full force and effect, including all financial obligations. All requests for late check-in (after 5 pm on the first day of classes) must be submitted in writing to RL&H prior to the start of the semester check-in period.

The residence halls are closed at the end of both the Fall and Spring semesters. Residents must vacate their rooms by the published deadlines. The residence halls are closed during the Winter Break.

Only residents with assignments for both the Fall & Spring semesters and in good financial and disciplinary standing with the College are permitted to leave personal belongings in their room over Winter Break.
Very limited Winter Break housing is available to eligible residents for an additional fee, by application only. The College reserves the right to assign any housing space during the Winter Break to an approved resident. The College will provide as much advance notice as possible to residents whose assigned rooms would be occupied by another student during the Winter Break.

**Rooms Assignment & Occupancy**

This Contract is for a space in the residence halls, not a specific room or bed. The Contract remains in full effect in the event of a room change. Although every effort is made to honor requests for a specific room, roommate, and residence hall, space limitations and high demand for specific halls & room types may prevent honoring all requests. Any of the occupants, furnishings, features, capacity, and configuration of the resident’s assigned room and/or suite shall be made by the College and may be changed by the College at any time, at its sole discretion. The College reserves the right to reallocate residents or consolidate rooms in the interest of order, safety, health, discipline, disaster, and best use of facilities for the good of the College community. In addition, if mediation efforts are not successful, the College reserves the right to reallocate any resident to address instances of significant and disruptive incompatibility of roommates. The College will not discriminate in room assignments or any changes on the basis of race, ethnicity, national origin, religion, religious practices, sexual orientation, gender identity or expression, socioeconomic status, dietary preferences, physical abilities, and/or age.

Most rooms and residence halls require shared occupancy. Residents are expected to communicate and live cooperatively. Room changes will not be considered as an effective form of conflict resolution and residents are expected to meaningfully engage in mediation if/when conflicts arise. Only in extreme cases will the College consider a room change to resolve a roommate conflict outside of the Room Change/Swap Request periods. The decision to permit a room change is in the sole discretion of the College.

Any resident with a vacancy in their room must keep the space open and ready for assignment at any time. The College has the right to assign a vacancy at any time and reserves the right to move any such possessions that may block a newly assigned resident from moving in. Residents who fail to keep a vacant space free of their possessions will be subject to disciplinary action and will be charged for any costs involved in having these items moved. Residents who discourage or fail to accept occupancy by another assigned resident, through (but not limited to) verbal or physical intimidation or creating an atmosphere of discomfort, will be subject to disciplinary action that may include relocation, fines, additional rent, and/or termination of their assignment or Contract.

At all times, only the resident shall occupy the assigned space. Under no circumstances may a resident swap assignments without prior approval by the College; nor may residents exchange or lend keys to another individual, sublet their room, or provide regular housing to any other person(s). Residents may not duplicate keys. Keys and/or access to a room/suite will not be provided to anyone other than the assigned resident. No commercial business operation, solicitation, sales, marketing, or advertising may be conducted from the resident’s assigned room or other campus location and/or using College resources, including (but not limited to) Internet access.

**Disability Housing Requests & Accommodations**

Students with diagnosed disabilities who may need some form of disability-related housing consideration must register with the Office of Disability Services (ODS) and submit a request for a disability housing accommodation (including the submission of supporting medical documentation) following the published priority deadlines. Students should consult with ODS staff if needs arise beyond the published deadline or to review their needs and the accommodation request process. Disability housing accommodation requests must be made for each academic year; accommodations are not extended from one academic year to the next. Students seeking a disability housing accommodations must submit a new disability housing accommodation request & provide updated medical documentation for each academic year, summer, interim period, and/or after returning from a leave of absence. Previous accommodations will not automatically be provided.
Meal Plans

All Barnard students are required to participate in a Barnard meal plan. Information about the various meal plans is available on the Bursar’s office website. All First Year residents in College housing (regardless of residence hall assignment) are required to enroll in the Platinum Meal Plan. Upperclass residents with room assignments on floors 2-8 of the Quad (e.g. Brooks, Hewitt, Reid, Sulzberger) are required, at minimum, to enroll in the Quad Upperclass Meal Plan. Unless residents choose to enroll or upgrade to a specific meal plan, the College will automatically enroll them in a default meal plan determined by their assigned housing location and/or class year.

Room Charge & Billing

The College establishes room charges for the academic year. BC students living in CU housing as part of the Housing Exchange are billed the Barnard room rate and are responsible for payment to Barnard. CU students living in BC housing are responsible for payment to Columbia. CU students will be responsible for payment directly to the College for any damage and/or cleaning fines, key replacements or lock changes, approved early move in or extensions fees, and/or interim housing charges incurred by their occupancy in Barnard housing.

Tuition, room, board, and all other fees are payable semiannually in advance, one-half by August 1 and one-half by December 1; failure to make full payment for the Fall and/or Spring semester by those dates will result in forfeiture of existing assigned space; however, this Contract remains in force. Students who have failed to make timely payment of tuition, room, board, and all other fees and are not planning to live in campus housing are advised to act promptly to cancel the Housing Contract to limit cancellation fees. All students who have signed a Housing Contract are bound by its terms and continue to be responsible for room charges unless & until a release from the Contract is requested & approved and/or any assigned space is vacated as specified.

In all events, no student will be allowed to move into or occupy any housing until all College fees are paid in the time and manner established by the College.

Non-payment or Delinquent Accounts Policy

Failure to pay outstanding balances as required may be cause for removal from College housing or for such other action as may be determined appropriate by the College. The College may refer a student’s delinquent account to credit bureaus and a collection agency. Students are responsible for paying the collection agency fee which may be based on percentage at a maximum of 35% of the delinquent account, together with all costs and expenses, including reasonable attorneys’ fees, interest, penalties and court fees the College incurs in the collection of any delinquent account.

This policy applies to all charges assessed by the College. The College will not provide any transcripts, diplomas or certification of degree until all outstanding balances have been resolved in full. This policy applies to all students and all are required to abide by all terms and conditions. If a student is younger than the applicable age of majority when executing this agreement that the educational services provided by Barnard College are a necessity, the minor student shall be contractually obligated pursuant to the “doctrine of necessaries.”

Cancellation of Contract by Resident

Once the Housing Contract is signed and a housing assignment has been made or guaranteed to the student (whichever occurs first), the student is financially bound to the Contract through the end of the academic year. Residents are not entitled to a release from their Contract because they have been reassigned to another room or inconvenienced by construction, renovation, or maintenance.
Residents who fail to occupy their assigned room or who vacate housing during the Contract period without an approved Contract release will be liable for the full amount of their housing charges per the terms of the signed Contract.

Residents must submit the Housing Cancellation Request Form to request a release from the financial obligation of the Contract. Residents who are released from their Contract must vacate College housing within 48 hours. Residents who fail to timely vacate housing shall be subject to additional fees and/or disciplinary action.

Depending on the effective cancellation date & type of cancellation request, cancellation fees may apply.

Depending on the individual circumstances of a Housing Contract cancellation, the semester or academic year housing charge may not be prorated or refunded.

The cancellation request form, deadlines, fees, and prorated refund schedules are available at http://barnard.edu/reslife/policies/housing/cancellations.

Termination of Contract by the College

This Contract may be terminated by the College in the interest of safety, order, health, maximum use of facilities, or disaster after due notice to the resident; or, when a resident:

- Ceases to be a full-time registered student at Barnard or Columbia due to voluntary or required withdrawal or fail to register by the first Friday of the Fall and/or Spring semester;
- Exhibits willful disregard of responsibilities and duties under this Contract or for the rights of others;
- Creates circumstances that could jeopardize life, limb, or property of themselves or others;
- Fail to pay charges by the College’s deadlines;
- Fails to occupy the assigned space on a regular substantially full-time basis;
- Violates terms of the Contract or other College policies
- Is subject to judicial action by the city, the state, and/or federal courts.

The College retains the right to impose an interim suspension pending disciplinary or judicial action in such instances.

In the event of Contract termination or housing suspension, rooms must be vacated within 48 hours. In circumstances of a health or safety emergency, immediate vacation of College housing may be required.

Residents whose Contracts are terminated by the College may remain financially liable for the full academic year housing charge.

Condition of Premises

By taking occupancy of the assigned space, the resident 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) and room furnishings & fixtures in a clean, safe, and undamaged condition at all times. Rooms are furnished with a bed, mattress, desk, chair, and dresser / closet space for each resident. Residents are expected to review & sign the Room Condition Report Form (RCR) to confirm the condition of their room upon arrival; if residents fail to complete an RCR their room will be assumed to be without missing items or damage.

Residents may not make any alterations or additions to the structure or mechanical & electrical systems of their assigned space or other College location, including (but not limited to) painting, installation or fastening of items, or display of signs or banners.
Residents are responsible for cleaning their assigned space, removing waste materials regularly, placing recyclable materials in designated containers, and maintaining satisfactory sanitation and life-safety standards as determined by the College. 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.

The resident shall reimburse the College 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 furnishings, fixtures, and/or equipment (e.g. smoke detectors), caused by the misconduct or neglect of the resident and/or of their 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(s) assume specific liability.

Residents are required to report any room concerns to the Barnard Facilities office for immediate repair. Failure to do so leaves the resident responsible for any cleaning, repair, and/or replacement costs.

**Vacate Procedures**

Residents shall vacate their assigned space, complete a Check Out Envelope at their residence hall front desk, and return all issued keys by the end of the Contract period (and immediately upon cancellation or termination of this Contract). Failure to check out as prescribed may result in an improper check out fine, key replacement and/or lock change fees, and/or disciplinary action. Please note that vacating housing does not constitute a cancellation of this Contract.

Upon vacating an assigned space, the resident is responsible for returning their room and/or suite to a condition suitable for another person to occupy (broom swept, cleared of personal items, and furnishings reset to a standard position). Failure to return the vacated space to an acceptable condition shall result in cleaning and/or damage charges to the resident. Any personal items left by the resident after their deadline to vacate will be considered abandoned and shall be disposed of by the College and the resident shall be charged for disposal costs.

The College reserves the right to change the locks and/or not allow access to the resident’s room or residence hall in cases when a resident has not vacated by the required deadline.

Residents shall be responsible for all costs and direct or indirect damages suffered by the College in connection with a failure to check out and/or vacate by the stated deadline.

**College Liability**

The College assumes no responsibility for injury to persons, or loss of or damage to items of personal property that occur in its buildings or on its grounds, prior to, during, or subsequent to the period of this Contract. The College strongly encourages all residents to secure renters insurance or ensure that their belongings are covered under their family’s homeowners or renters insurance.

**Resident Liability**

Residents assume full liability for any loss or damage to the property of the College or others in the community that may be caused by their behavior or actions, including the behavior or actions of their guests.

Charges are assessed by the College and will be billed to the resident’s Bursar account. 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 resident within 14 days of the charge being posted to the resident’s account.

Rules & Regulations

All residents are expected to familiarize themselves with and abide by the policies & procedures in the Residence Hall Handbook, as well as all other published College policies. Residents are subject to all federal, state, and local laws.

Possession of prohibited items described in College policies may result in disciplinary action and may be confiscated and/or discarded. Residents found to be present while a violation is occurring may be considered participants and may be subject to disciplinary action. These policies outline allowable visitation by guests, and residents will be held responsible for any policy violations by their guests.

Guests who pay rent and/or guests found through Airbnb or similar arrangements are prohibited. 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.

The Housing Contact, Residence Hall Handbook, and other College policies in the form posted online on the College’s website (http://barnard.edu) are the governing documents and the currently applicable policies and information.

Medical Permissions

By accepting residency, the resident agrees that the College and its authorized agents and employees, including RL&H Primary Care Health Services, and Public Safety staff, may provide or secure medical care in the event of illness or injury that necessitates such care. Medical care may include hospitalization, anesthesia, surgery, and/or other treatment. The resident agrees that the College is not liable for any costs or expenses associated with any medical care provided. The resident acknowledges that in the event of a health or safety emergency the College may release information about the resident to other persons or entities who may need this information to protect the health or safety of the resident or others. Any such disclosures shall be made consistent with the Family Educational Rights and Privacy Act (FERPA).

Reserved Rights of the College

The College has delegated to RL&H the responsibility for establishing and enforcing regulations governing the conduct of residents within the residence halls. RL&H staff may consult with other College administrators in carrying out this responsibility.

At the discretion of the College, a resident may be subject to certain conditions for continuing residence. This includes, but is 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 resident cannot adequately take care of their 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. This includes specifically, but is not limited to, the right to inspect/enter rooms to ensure compliance with rules concerning the use of rooms, preservation of clean and sanitary conditions, maintenance, extermination of insects & vermin, fire safety & prevention, compliance with local, state, & federal laws, in preparation for upcoming renovation work, or health & safety reasons. Residents cannot refuse access to a College employee or contractor who is in the process of performing the responsibilities of their position and such refusal may lead to disciplinary action.
Additional Policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Bug Policy</td>
<td><a href="http://barnard.edu/reslife/policies/bed-bugs">http://barnard.edu/reslife/policies/bed-bugs</a></td>
</tr>
<tr>
<td>Syringe &amp; Other Sharps Disposal Policy</td>
<td><a href="http://barnard.edu/reslife/policies/sharps-disposal">http://barnard.edu/reslife/policies/sharps-disposal</a></td>
</tr>
<tr>
<td>Damage Charges</td>
<td><a href="http://barnard.edu/reslife/policies/damage-charges">http://barnard.edu/reslife/policies/damage-charges</a></td>
</tr>
<tr>
<td>Prohibited Items</td>
<td><a href="http://barnard.edu/reslife/policies/prohibited-items">http://barnard.edu/reslife/policies/prohibited-items</a></td>
</tr>
<tr>
<td>Responsible Community Action Policy</td>
<td><a href="http://barnard.edu/doc/rcap">http://barnard.edu/doc/rcap</a></td>
</tr>
<tr>
<td>Discrimination &amp; Harassment</td>
<td><a href="http://barnard.edu/doc/titleIX/nondiscrimination">http://barnard.edu/doc/titleIX/nondiscrimination</a></td>
</tr>
<tr>
<td>Emergencies</td>
<td><a href="http://barnard.edu/reslife/policies/emergencies">http://barnard.edu/reslife/policies/emergencies</a></td>
</tr>
<tr>
<td>Fire Safety</td>
<td><a href="http://barnard.edu/reslife/fire-safety">http://barnard.edu/reslife/fire-safety</a></td>
</tr>
<tr>
<td>Renters Insurance</td>
<td><a href="https://barnard.edu/reslife/renters-insurance">https://barnard.edu/reslife/renters-insurance</a></td>
</tr>
</tbody>
</table>

Services

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairs</td>
<td><a href="http://barnard.edu/reslife/repair">http://barnard.edu/reslife/repair</a></td>
</tr>
<tr>
<td>Keys &amp; Lock Changes</td>
<td><a href="http://barnard.edu/reslife/services/keys">http://barnard.edu/reslife/services/keys</a></td>
</tr>
<tr>
<td>Exterminators</td>
<td><a href="http://barnard.edu/reslife/services/exterminators">http://barnard.edu/reslife/services/exterminators</a></td>
</tr>
<tr>
<td>Laundry</td>
<td><a href="http://barnard.edu/reslife/services/laundry">http://barnard.edu/reslife/services/laundry</a></td>
</tr>
<tr>
<td>Internet Access &amp; Computer Labs</td>
<td><a href="http://barnard.edu/reslife/services/internet-access">http://barnard.edu/reslife/services/internet-access</a></td>
</tr>
<tr>
<td>Cable TV</td>
<td><a href="http://barnard.edu/reslife/services/cable-tv">http://barnard.edu/reslife/services/cable-tv</a></td>
</tr>
<tr>
<td>Mail &amp; Packages</td>
<td><a href="http://barnard.edu/reslife/services/mail-and-packages">http://barnard.edu/reslife/services/mail-and-packages</a></td>
</tr>
<tr>
<td>Music Practice Rooms</td>
<td><a href="http://barnard.edu/reslife/services/music-practice-rooms">http://barnard.edu/reslife/services/music-practice-rooms</a></td>
</tr>
<tr>
<td>Storage</td>
<td><a href="http://barnard.edu/reslife/services/storage">http://barnard.edu/reslife/services/storage</a></td>
</tr>
<tr>
<td>Heating &amp; Cooling</td>
<td><a href="http://barnard.edu/reslife/services/heating-and-cooling">http://barnard.edu/reslife/services/heating-and-cooling</a></td>
</tr>
<tr>
<td>Refrigerator Rentals</td>
<td><a href="http://barnard.edu/reslife/services/refrigerators">http://barnard.edu/reslife/services/refrigerators</a></td>
</tr>
</tbody>
</table>

Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying for Housing</td>
<td><a href="http://barnard.edu/reslife/applications">http://barnard.edu/reslife/applications</a></td>
</tr>
<tr>
<td>Disability Housing Requests</td>
<td><a href="http://barnard.edu/reslife/disability">http://barnard.edu/reslife/disability</a></td>
</tr>
<tr>
<td>Moving In</td>
<td><a href="http://barnard.edu/reslife/move-in">http://barnard.edu/reslife/move-in</a></td>
</tr>
<tr>
<td>Topic</td>
<td>Link</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Moving Out</td>
<td><a href="http://barnard.edu/reslife/move-out">http://barnard.edu/reslife/move-out</a></td>
</tr>
<tr>
<td>Room Changes</td>
<td><a href="http://barnard.edu/reslife/roomchanges">http://barnard.edu/reslife/roomchanges</a></td>
</tr>
<tr>
<td>Room Selection (&amp; Lottery)</td>
<td><a href="http://barnard.edu/reslife/roomselection">http://barnard.edu/reslife/roomselection</a></td>
</tr>
<tr>
<td>Summer Housing</td>
<td><a href="http://barnard.edu/reslife/summerhousing">http://barnard.edu/reslife/summerhousing</a></td>
</tr>
<tr>
<td>Winter Break Housing</td>
<td><a href="http://barnard.edu/reslife/winterbreak">http://barnard.edu/reslife/winterbreak</a></td>
</tr>
</tbody>
</table>