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RESIDENCE LIFE & HOUSING

## Guide to Residential Living

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## **Chapter 1: An Overview**

The Office of Residence Life and Housing is charged with supervising and maintaining all residence halls by staffing each building with Resident Assistants (student staff), who are under the supervision of Director of Student Life and Housing. The Residence Life and Housing staff have been trained to provide support for students making the adjustment to community living, while helping students to understand those policies and procedures that are necessary to build and support residential communities.

Residence Life and Housing professional staff resides within on-campus housing and are on-call 24 hours a day. Additionally, Residence Life and Housing staff is responsible for residence hall student engagement and hall initiatives. Residence Life and Housing staff aids in the creation of living environments that support and enhance the College's academic mission, and Strategic Plan.

The Residence Halls and facilities are furnished and maintained in such a way as to promote a clean, safe and comfortable atmosphere, where residents are challenged to be an active part of Paul Smith's vibrant, healthy college community. Individual growth is supported through activities based on the College's values. Residential students are encouraged to take part in residence hall activities in order to learn, grow and become involved in College life.

## **Living in a Residential Community**

Campus living is designed to support the development of communities in which students can meet their educational and personal goals. In a group living situation, such as a residence hall, guidelines must exist to ensure the respect and value of each individual, while promoting a community atmosphere conducive to learning and living. These guidelines and policies serve to better support the health and security of others, as well as to protect the property of the college. Students who violate these standards are held accountable for their actions through the college's student disciplinary system.

Accepting the opportunity to attend Paul Smith's College, all students are expected to respect and hold true to the policies and procedures outlined within the Paul Smith's College Community Guide, Code of Conduct, Housing Agreement (Contract), or any other recognized documents established by those offices that exist outside of Residence Life. Policies and procedures pertaining specifically to the residence halls are enforced by Residence Life and Campus Safety staff to ensure that all students are provided with a living environment conducive to academic and social success.

The College believes residence hall living is one of the best ways for students to learn essential life skills. By stressing care for the individual, the living environment, academics, and a good social atmosphere, we develop a strong sense of community values among residents. Community living also helps students experience diverse cultures and ways of thought making them more understanding of people with different views.

All students are required to live on campus and accept a college meal plan. In certain cases, and after meeting specific standards, students may reside off campus. Every full-time student is eligible to be considered for on-campus housing. Placement is established on a first-come first-served basis and upon availability of appropriate housing options, with current students receiving primary consideration. Prospective students that send in their deposit and housing applications will receive primary consideration among their class, while students who neglect the housing process, or that have been readmitted after being academically suspended, will receive last consideration. Housing within a Paul Smith's College Residence Halls is not guaranteed to any student.

Through our staff and programs, we support students in all aspects of community living. However, we need the support of the students to really make it work. Student involvement is the key to a successful student model and Residence Life recognizes this and affords students the ability to play a hands-on role in developing the type of community that they are most successful in. Our residence hall staff is both a competent and caring staff, but will offer opportunities to challenge students though out their time with Paul Smith's College to learn as much as they can. Remember, our overall goal is to help our students succeed.

While there is much responsibility placed on the staff to provide students with a positive living environment, there is an equal responsibility placed on the students to help facilitate that environment. The type of community in each hall is dependent on the students that live there and the choices they make. We cannot begin to stress enough the importance of having students take a proactive role in developing a welcoming culture and environment within each residence hall. Paul Smith's College will not discriminate in room assignments on the basis of race, color, religion, handicap, or national origin. Pending availability, Paul Smith's College does offer our students with gender-neutral housing options.

### **College Housing Contract**

The Housing Contract is a legal and binding document between full-time, registered students and Paul Smith's College. Contracts are extended to students as single individuals, as no family or married housing is available on campus. As a function of the residency requirement, or upon request of the student, the College agrees to provide the student with a room in a residence hall that is owned and operated by the college, as long as housing is available.

Students who fall below "full-time" during the course of any given semester may only reside within Paul Smith's College residence halls via adhering to the conditions set forth within the Part-Time Student in Housing Contract through the Academic Success Center. Please contact your Academic Success Councilors for additional information.

The Office of Residence Life has the authority to change the room assignment of any student as the result of space consolidation, response to the Paul Smith's emergency/pandemic plans, or concerns related to student behavior within a living space. The contract period extends throughout the academic year; however, the halls officially close during breaks and holiday periods, with the exception of our October break. Students are notified in advance of all such periods, during which their presence in the residence halls is prohibited.

***Students are expected to read and understand the content of the contract, which must be signed by every on-campus student.***

Any student user of Paul Smith's College facilities or services is required to comply with the Campus Security Act and Sex Crimes Prevention Act of 2000, including registration with appropriate state agencies. Failure to comply with the requirement may jeopardize one's status as a Paul Smith's College student. Paul Smith's College reserves the right to cancel the housing contract of a convicted sex offender or persons convicted of other crimes.

### **Housing Eligibility and Obligations**

To be eligible for residency, Student must be admitted and enrolled full-time, and must have fulfilled mandatory immunization requirements. Students who drop below a full-time credit status and are not part of an approved academic plan will be required to vacate their room

within 24 hours. The College offers housing assignments on a single, double, triple or quadruple occupancy basis. Certain restrictions and conditions apply. To be eligible to live in Blum House, students must have a cumulative GPA of 3.0 or higher, no record of disciplinary action, and completes the entire Blum House application process, and be approved by the Housing and Student Conduct Administrator. Special terms and conditions apply to other housing opportunities such as freshman/first year housing and Wellness housing.

**Housing Fee:**

In consideration of the use of the Unit for the Term, Student agrees to pay the Room fee published by the College.

**Occupancy:**

Student is granted a nonexclusive license to use the furnished, residential Unit assigned by the College, or such other unit as the College may assign or reassign (the "Unit") during the Term, subject to all provisions of this Housing Agreement. This license is personal and it is neither assignable nor transferable. Student acknowledges that Student's use of the Unit may be in common with that of another student, sometimes referred here in as "roommate." **Nothing in this Agreement shall be construed as an obligation of the College to offer housing outside the Term.**

**Contract Termination:**

***The housing agreement is mutually binding on both the College and the student for the entire academic year, other than as provided for below.***

The College has the right to terminate this agreement with 24 hours prior to the effective date of the termination in the event that a student should violate any terms of this agreement or any policies of the College as found in the Community Guide and other College documents.

The Student has the right to terminate this agreement prior to the expiration of The Term for the following reasons:

- Withdrawal from the College.
- Academic or disciplinary separation from the College (Student surrenders any rights to their housing assignment. No refunds of housing charges paid to the College will be returned or refunded in such cases)
- Disciplinary removal from College housing (Student surrenders any rights to their housing assignment. No refunds of housing charges paid to the College will be returned or refunded in such cases)
- Graduation from the College.
- Receiving approval from the Office of Residence Life & Housing to live off campus. Off campus permission is granted on a semester basis. No student may move off campus during a given semester. Students who move off campus without permission will be charged in full for the duration of the entire semester.

**Unit Assignment:**

This Agreement does not promise or guarantee the Student assignment to a particular building or room. The College will attempt to fulfill the Student's roommate and housing selection request to the best of its ability, but cannot guarantee that such requests will be fulfilled. The College will assign roommates on the basis of information provided on the Paul Smith's College Application/Agreement. In the case that a vacancy occurs in a Unit, the student agrees to accept an assigned roommate or move to another room at the request of the College. Where there is a vacant space, the room must be maintained by the Student in a manner that will allow another roommate to move in immediately. The College reserves the right to re-assign the Student(s) or remove the student from housing based upon the inability to be an effective roommate and a positive member of a community, according to the process set forth in the Community Guide.

**Services:**

Each room will be equipped with internet service.

**Care of Rooms:**

Students are required to file a Room Condition Report (RCR), provided by the Student's Resident Assistant, with the Office of Residence Life upon occupancy of such room. Students shall maintain the Unit and adjacent facilities in a clean, sanitary, and non-hazardous condition throughout the Term and return those areas to the College in the same condition as received, reasonable wear and tear accepted. In the event the Student fails to return the Unit and adjacent facilities (i.e. conjoining or connected bathrooms, common areas) to the condition provided for herein, then Student shall pay to the College, on demand, the reasonable cost for repairing such damages. The cost of repairing the damages to adjacent facilities may be assessed proportionately among all students residing in a residential facility or portion thereof, when appropriate. The College will charge Student for the cost to repair such damage. \*  
*Facilities reserve the right to add additional charges pending their final hall/room evaluations.*

**Loss or Damage to Personal Property:**

The College accepts no liability for the theft, loss, or damage by fire or otherwise of money, valuables, computers, or any personal property. Students are encouraged to enroll in a personal property insurance plan (PPIP). The College recommends that the Student remove all valuables during vacation periods.

**Vacant Space:**

The Student must keep an available space ready for a roommate to move in should they not have a current roommate. Assigned furniture needs to be available, and the room needs to be kept in a clean, orderly and sanitary fashion, which is satisfactory with the Office of Residence Life.

**Unit Maintenance:**

Maintenance requests should be submitted to either the Resident Assistant (RA) of such building or to the Office of Residence Life. *\*If the reported problem has not been corrected within one week (five business days), the Student should contact the Office of Residence Life.*

**Notices:**

Notices regarding housing will be presented to the Student in email form as that is the official means of communication for Paul Smith's College. The Office of Residence Life may occasionally choose to additionally inform students through the use of posters, mailings and flyers and bulletin board postings.

**Additional Regulations:**

The Student must be aware of the full extent of the expectations placed on them by the College while living in a residence hall.

**Gender-Neutral Housing:**

Students must specifically request a gender-neutral housing assignment with the Housing Office and no student will be placed in a gender neutral housing assignment until that request has been made. Only students that have elected to participate in gender-neutral housing will receive a roommate that has requested the same. Bathroom and shower facilities within residence that currently have a gender designation will maintain that designation, and are not considered "gender-neutral". Gender-neutral housing options are "space dependent" and not guaranteed. Interested students may visit the Housing Office for more information, to make their request known, and file the necessary forms.

**Contract Releases:**

A housing contract is issued whenever a student arrives on campus and is valid through the end of that academic year. The contract is legally binding and may not be sublet by the resident. Releases are given to residents automatically when they take an official temporary withdrawal, a permanent withdrawal, transfer or study abroad. Releases are not given for roommate, community or dining services concerns. Refunds are given on a sliding scale and must be approved by the Student Accounts office.

**Room Changes:**

Through the housing application process, the college makes every attempt to place students in roommate situations where they will be compatible. Despite this, occasional situations arise where roommate incompatibility issues develop. Room changes are on a case by case basis and must be approved by the Housing Office.

Room changes are not considered before the beginning of the third week of each semester unless otherwise announced. The Housing Office must approve such changes prior to the move of any belongings.

Requests that are documented by Student Health Services and/or Accommodative Services may be given a higher priority. After the initial two-weeks of each semester, changes will be made on a first-come first-served basis and only if there is space available. If there is no available space, requests for changes will not be considered until there is available space.

If roommate compatibility problems emerge students are expected to address these issues first with their RA and then with the Area Coordinator of that building who may decide to refer the problem to The Office of Residence Life.

***Note: The Housing Office has the right to fill any vacancy on campus in a way it deems acceptable.***

**Room Consolidation:**

The Housing Office reserves the right to assign and reassign students to any vacant spaces in the residence halls or consolidate students to free up a double room. All students in designed doubles without a roommate will have the following options: find a roommate to move into their room or welcome a new student to be placed with them. If students choose neither option, they may be reassigned or receive a new roommate. The Housing Office reserves the right to utilize this procedure at any time during the academic year with prior notice given to the student when possible.

**Early Arrival to and Late Departure from the Halls:**

Students are expected to comply with check-in and check-out procedures and dates as published by Residence Life. Only students who receive official authorization from Residence Life & Housing may check into their rooms prior to the opening date and time. Students who are on campus early for campus employment or athletics are expected to follow all College and Residence Life policies.

**Closing for Breaks:**

Students are expected to complete the following checklist before departing for scheduled breaks:

**CLOSING CHECK-LIST**

- Shut off your lights and unplug electronics
- Close and lock your window(s), and make sure that the blinds are down
- Unplug and empty your fridge (Winter Break Only)
- Take out any trash
- Close and lock your door
- Sign the exit form that has been left on your door by the Residence Life staff

**Health and Safety Inspections:**

Residence Life staff will conduct Health and Safety Inspections each month and after residence halls close for each break. Residence Life Staff will conduct an “open eye” or “plain sight” evaluation of each room in effort to identify items or conditions that are not conducive to a safe and healthy living environment. Upon your return, please check your housing assignment for a “Health and Safety Slip”. If you receive a slip, please correct the issue prior to the follow-up inspection.

Should Residence Life Staff identify items or conditions that are in violation of the college’s drug, alcohol, or weapons policies, or are potentially a violation of local, state, and/or federal law, Campus Safety will be contacted to conduct a full search of the housing assignment. Students will be notified of said search via student email. Should such items be discovered during room inspections these items may be confiscated by Campus Safety or Residence Life.

**Checkout Procedure:**

Written materials outlining checkout procedures will be posted in all residence halls approximately two weeks prior to closings. Students who will not be returning to Paul Smith’s College must notify their RA or Residence Life & Housing. Those students will need to complete the appropriate checkout procedure and turn in their keys. Rooms must be thoroughly cleaned, vacuumed, and all trash must be removed from the residence hall. Students who do not follow the checkout procedures may be held financially accountable for additional cleaning or damage repair. All College-owned furniture must be reset to its original design.

Students are expected to checkout within 24 hours after the last final exam. Residents who live out of state or internationally, have transportation problems, or have extenuating circumstances may request extensions through the Housing Office, though permission to do so is not guaranteed. Returning students who refuse to vacate their housing assignments upon their designated time will risk possible disciplinary action including but not limited to a housing suspension.

**Check-out Procedure (Non-Returning Students Only):**

**Preferred:** Sign up for a checkout walkthrough with your RA at least 24 hours prior to your desired checkout time. Make sure that your side of the room is completely empty (all personal items removed) before your RA arrives for your checkout walkthrough. Sign-up sheets are posted by your RA’s door. (Process Subject to Change with Notification)

**OR**

Obtain an express checkout envelope from your RA. Once you are completely moved out of your room, fill out the express checkout form and seal your keys inside. Either hand your express checkout form to your RA or slide it under your RA’s door. Use of the express checkout option limits a student’s ability to appeal any potential fines associated with room condition or damages. (Process Subject to Change with Notification)

**Move Out Cleaning Tips:**

In order to avoid additional financial responsibility for Residence Hall damages or excess cleaning, you are advised to clean all items in the room and return the room in the same condition as it was when you first checked in. A thorough room inspection will be performed by Residence Life staff. To assist in your preparations for move-out, below is a list of commonly- missed items for which residents are frequently charged.

Carpet	- Vacuum carpet in the entire room, even under furniture
Desk & Dresser	- Remove personal belongings - Empty drawers and wipe them out - Dust the inside and outside.
Furniture	- Move all pieces of furniture back to original location in the room
Mirrors	- Remove stickers - Wipe it clean with glass cleaner such as Windex
Walls	- Remove tape and tape residues or marks - Wipe away spider webs
Wardrobe	- Remove personal belongings and unwanted items - Wipe and dust the inside/outside, including floors and shelves - If closet doors were taken down, they must be re-hung
Waste Basket & Recycling Bin	- Empty trash and recycling in designated trash areas in your building (do not leave any trash in room)
Bathroom	- Clean shower and toilet - Clean bathroom floor
Kitchens	- Empty and remove contents in refrigerator, cabinets, oven, microwave, and stove top - Wipe and dust the inside and outside of shelves - Scour sink and clean - Wipe down countertops - Clean kitchen floor
Common Space	- Do not leave any trash or recycling in the common space

## Chapter 2: Residence Hall Guidelines

### **Appliances:**

The uses of hazardous electrical appliances are not allowed in student rooms. Hazardous appliances include any appliance not in good working condition, as well as any appliance with an open heating element such as hot plates, broiler ovens, etc. These appliances may be used in designated kitchen areas only. Rooms are not wired nor designed to permit the use of any large electrical appliances, such as large refrigerators or freezers.

### **Approved Appliances:**

Fully enclosed electric, coffee/tea makers (enclosed heating element), rice cookers, microwaves up to 700w, and refrigerators up to 4 cubic feet.

Microwaves must meet UL standards and be no powerful than 700 watts. Safe-T-Sensors are required for all microwaves. Sensors can be purchased at: [www.universitylogistics.com](http://www.universitylogistics.com) or at the Paul Smith's College Book Store.

### **Bicycles:**

Bicycles should be stored in **bike** racks located near the residence halls and academic buildings. Bicycles may not be chained to railings, left in lounges, stairwells, public areas, student rooms, or stored anywhere that would hamper the exit of residents during an emergency. Bicycles in violation of these codes may be removed from the premises for safety reasons.

### **College Furniture:**

All college furniture that is placed in a room will remain the responsibility of the occupants of that room. Furniture must stay in its original location. In every room, the College provides a bed, dresser, desk, desk chair, and, in some rooms, an armoire. Whenever a student vacates his or her room, all furnishings must be in the room and in the original condition. Residents are not to remove furniture from lounges or public spaces and if it is then students are expected to move it back immediately: If not, the student will be subject to the disciplinary action.

### **Common Areas & Lounges:**

Lounges and other common areas are living spaces intended for residents to study, relax and gather. Use of these areas should be inclusive and yield to other residents in the space; if conflicts arise, staff can assist in facilitating a resolution.

Furniture may be rearranged to accommodate activities, but must be returned to its proper location afterwards. The cleaning and re-setting of a common area is the responsibility of those using the area. Students will be charged for excess cleaning or damage done to these areas. Please note personal property left in lounges or common areas may result in theft. Overnight sleeping is not permitted in common areas and lounges.

**Residence Hall Kitchens:**

Please keep the hall kitchen clean for yourself and other students. Students are responsible for cleaning up their own mess. Students will be charged for excess cleaning or damage done to these areas. Please note personal property left in lounges or common areas may result in theft.

**Residence Hall Laundry Facilities:**

Please keep the laundry room clean for yourself and other students. Tampering with the machines will result in a charge to the entire community, and students will be subject to disciplinary action.

**Residence Halls Bathrooms:**

Students are responsible for cleaning up after themselves. Students will be charged for excess cleaning or damage(s) done to these areas.

**Compliance & Respect:**

To ensure safety at all times, you and your guests must follow the directions of Paul Smiths College staff: Residence Life, Dining, Facilities, Campus Safety, and other college staff. Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive is unacceptable.

Upon the request of College staff, residents and/or their guests shall identify themselves and present their Student Identification Card. Failure to provide proper identification may require that a person leave the residence hall. Guests will be asked to furnish a valid photo I.D.

**Guests/Visitors:**

A guest is defined as an individual not a part of the Paul Smith's Resident Student Community who wishes to stay overnight within a Paul Smith's College residence hall. Guests must be of minimum age of 16 unless otherwise approved by the Coordinator of Residence Life. All guests must provide proper identification; however, guests under the age of 18 must submit an emergency contact number for a parent or guardian that will be contacted by a college official to verify the guests identity and parental/guardian permission to stay on campus. *Residents are responsible for the behavior and actions of their guests and for informing their guests of all College policies and procedures.*

Guests are permitted if they do not constitute a problem for roommates or other residents. Should a roommate express concern about guests in their room, they will be given preference and the guest will be asked to leave in a reasonable amount of time.

*All resident students are limited to hosting guests for no more than six nights each semester and no more than three consecutive nights at one time.* Students are required to first get permission from their roommates before they may host a guest. All roommates must agree to house an overnight guest by signing the overnight guest form. Overnight guest forms must be submitted to your Resident Assistant.

*Paul Smith's College requires all guests to be under the supervision and care of their host at all times.*

Paul Smith's College prohibits infants or children to remain overnight in the residence halls even under the direct supervision of a host, parent, or guardian.

No room should exceed 2 guests per roommate. (Example: A standard double room with 2 roommates may have no more than 6 people in the room at one given time.)

A visitor is defined as a non-member of the Paul Smith's College student community who are allowed on campus between the hours of 6:00AM – 11:59PM. Upon their arrival to campus, a visitor must sign in with Campus Safety and obtain a parking pass if one is needed. Visitors are welcome to enjoy the beauty of Paul Smith's College as long as they maintain their actions with respect and civility. A visitor can be asked to leave the college at any time if they are found to be disruptive to our community. A visitor may not spend the night on campus unless otherwise hosted by a Paul Smith's College resident student who has filed the proper "overnight guest" paperwork.

Former Paul Smith's College students are treated as outside guest/visitors and are bound by the conditions of the guest policy. Overnight guests may not sleep in common areas such as lounges, hallways and laundry rooms. Guests are not permitted during pre-season and post-season times.

Students who are suspended from the residence halls or removed by the disciplinary action are not permitted as guests in any residence hall.

**Keys (including swipe cards):**

All keys are the property of the College and are loaned to the students for their use while residing in the halls. A resident is not allowed to loan, sell, duplicate, or transfer any housing key to any person for any reason. Students are advised to keep their rooms locked and have their keys with them at all times. Missing keys should be reported to the Housing Office immediately. If the keys are still missing after three days, the student's lock will automatically be changed and the student will be billed. After a lock change has been recorded the fee is not refundable even if the lost key is found. At the end of the year or when a student checks out of college housing, keys must be returned or else the student's account is billed.

**Lock-Outs:**

In the event a student is locked out of his/her room; he or she should contact Campus Safety. Upon providing appropriate identification, students will be admitted into their housing assignment. Individuals who require admittance into their housing assignment more than two (2) times per semester may be charged ten (10) dollars for each additional "lock-out" call.

**Maintenance and Repair:**

Facilities in need of repair or replacement should be brought to the immediate attention of the Residence Life or Maintenance Staff. A work order will be completed and processed through the Office of Residence Life, the Housing Office, and Facilities. Facilities personnel have the right to enter a student's room to make repairs during reasonable hours of the day. Given the nature of some repairs, staff may need access to a student's room immediately regardless of time or day. Every effort will be made to notify students in advance if this is necessary.

**Noise:**

Common courtesy and respectful community living are in effect at all times. Members of the community may be asked at any time to limit the amount of noise they are creating. If noise can be heard in the hallway two doors away from the room creating it, the noise is too loud for the residential community. The Office of Residence Life considers "courtesy hours" to be in effect at all times. Should any student have a problem with the noise level in the residence halls their prerogative receives preferential treatment. Quiet Hours are from 10pm-10am Sunday-Thursday and 12am- 10am Friday and Saturday. During study days and final exam periods, 24- hour quiet hours are in effect in all college-owned halls and dwellings.

Speakers or other amplified systems must be kept out of windows and not played in a manner that is disturbing to the community at large. Amplified musical instruments (including sub-woofers) are prohibited. Violations of the noise policy will be documented by Residence Life staff and referred to the student disciplinary system.

**Living with a Roommate:**

Your roommate is an asset and an ally in your college experience. Most people enjoy the company of others and desire the opportunity to share opinions interests and good times. Sharing a room or living unity with another individual can sometimes result in conflict. These new experiences need not become distractions that upset the enjoyment of campus living. Roommates do not have to be best friends; however, one of the more rewarding experiences of living in campus housing is getting to know many different people. Learning to live with the personality differences between you and your roommate is a valuable part of your education.

All First Year Students are required to complete a Roommate Contract that will be presented to you by your RA shortly after moving in. This document is designed to help you and your roommate(s) facilitate discussion on how you and your roommate(s) expect to live this semester as well as help you set up concrete guidelines that you are all comfortable with and can hold each other accountable to. Your Roommate Contract is a valuable tool, so be sure to give it the time and consideration that it deserves. Roommate Contracts are not required for upperclassmen housing assignments but are highly suggested. You can receive a Roommate Contract at any point by asking your RA to schedule a Roommate Contract meeting with you and your roommate(s).

**Damages:**

The student shall be responsible for the repair costs for any damage, which he or she inflicted upon his or her room, or any other area of College-owned property- reasonable wear and tear are considered exceptions. A student is responsible for damages inflicted by his/her guest(s). A listing of the charges assessed for various damages or inadequate room condition is provided to each student through Student Accounts.

Damage assessments made during the academic year, at the end of the academic year, when a student withdraws from College housing and/or upon graduation from the College are the legal responsibility of the student, and must be paid by the student upon presentation of the bill by the College. Failure to pay must result in a hold on a student's transcript or diploma, and could result in the student's account being referred to a collection agency.

When vandalism or damages not due to ordinary wear and tear occur in the residence halls and the person(s) responsible cannot be identified, the entire wing, floor or building shares the cost of the repair or replacement. The following procedures apply:

The exact cost for repair or replacement as assessed by the Facilities Department will be divided by the number of residents in the housing unit. If the individual cost equates to less than \$25 the minimum amount per person will be set at \$25.

When vandalism or damage to Paul Smith's College property is deemed to have been done in maliciously, or with the intent to bully, intimidate, or disrupt normal College operation, the person(s) responsible will be responsible for paying all charges assigned and may be removed from College housing, suspended from the Paul Smith's College campus, or both.

**Telephone Misuse:**

It is a crime under both state and federal laws for anyone to make obscene and/or harassing telephone calls. These laws have penalties of imprisonment and/or fines and can result in college disciplinary actions. If you receive harassing or obscene phone calls, report it to the RA immediately.

**Trash and Recyclables:**

Each residence hall is equipped with a place to deposit bagged garbage and in some cases recyclable products as well. Students are responsible for disposing of trash and recyclables at the assigned collection points in their residence halls. Unsafe or unhealthy conditions from excessive amounts of trash in a resident's room, or odors from trash emanating from a room, may result in disciplinary actions.

**Pets:**

Only pets that can survive underwater, in a tank no greater than five gallons, 24 hours a day, 7 days a week are permissible in the residence halls- nothing else. The exception to this is any student who is approved through Accommodative Services to have their Emotional Support Animal (ESA) on campus or they live in Saratoga Hall (which is pet friendly).

**Windows:**

Screens are not to be unhooked or removed from windows for any reason. Students will be charged for the re-installation of removed screens. This is enforced for the safety of the individuals living in the residence halls. Windows are not to be used as entrances or exits to and from buildings.

Items, objects, and individuals are not to be thrown or poured from windows in any building. Items such as banners or sheets cannot be hung from roofs or windows or attached to the exterior of any residential building. Opening of residence hall windows during winter may cause damage to building water pipes. Students may be responsible for the costs associated with repairing damage from frozen pipes should they leave windows open for prolonged periods during the winter.

**General Storage:**

If a student moves out of the residence hall for any reason, all personal belongings must be removed within 24 hours, as stipulated in the Housing Agreement. There is no storage in the residence halls or on campus for student property. The student's account will be charged for the expense of moving and disposing of the property.

## Chapter 3: Safety and Security

### **Business:**

Operating a private business from within a residence hall, or from anywhere on college-owned property is strictly forbidden. Class/academic projects do not qualify as a business.

### **Cleaning:**

Part of your responsibility as a resident is to work together with your roommate(s) to keep the bedroom, kitchen and bathroom clean and comfortable. If needed, we will work with you to devise a cleaning schedule for you individually or for your group. Failure to complete your responsibilities may result in disciplinary action.

### **Solicitation:**

Solicitation is prohibited in all on campus residence halls.

### **Extension Cords:**

Power strips with surge protectors that have a built-in fuse are the only extension cords allowed in the residence halls; however, they cannot be linked together.

### **Firearm/Weapons:**

While weapons are prohibited on campus, certain exceptions to this rule include the ability for Paul Smith's students to store hunting rifles and bows and arrows during each particular season during the fall semester. These weapons must be stored with Campus Safety and must be removed at the end of the season.

### **Fire Alarm Procedures:**

If a fire is seen or smoke is present, sound the alarm and call the fire department by dialing 911, then call Campus Safety at 518-327-6300. If a fire alarm sounds, all residents of the hall **must** leave the building via the nearest exit. Before leaving, residents should follow these steps:

- Feel the door before opening it to determine if it is hot. If so, do not open the door. Place a towel at the bottom of the door to keep out the smoke. Hang a sheet out the window to attract the attention of fire fighters.
- If the door is not hot, open it slowly. If there is excessive heat or smoke in the hallway, return to the room and close door.
- Before leaving the room, put on shoes and a coat, close all windows, turn off the lights and shut the door.
- Exit by way of the nearest useable stairway or door.
- Once outside, stand clear of the building. Stay approximately 50 feet from the building.
- Do not re-enter the building until instructed by safety personnel.

### **Fire & Security Devices:**

Tampering with fire prevention and security devices creates a severe safety hazard; this includes alarms, exit signs, extinguishers, smoke detectors, sprinklers and automatic door

closers. Any resident who tampers with these devices will be referred for disciplinary action and/or civil prosecution, which may result in termination of the resident's housing contract or affect the status of the student at the College. The cost incurred for any damage caused by the misuse of fire equipment will be passed along to the student(s) involved. Any fires deliberately set constitute arson and will be grounds for disciplinary action and/or civil proceedings. Creating false fire alarms is a danger to the residents of the community. Disciplinary action may result from such behavior.

### **Fire Safety:**

- Arson, use of fire, and/or tampering with fire and/or safety equipment is not permitted. This includes but is not limited to fire alarms, smoke detectors, fire hoses, fire extinguishers, alarmed emergency exits and fire doors.
- Hanging from or hanging anything on sprinkler heads or pipes is not permitted.
- The burning of candles or incense is not permitted in any College- owned residence. Students with religious observance needs should contact the Coordinator of Residential Living.
- Intentionally pulling a fire alarm when no known fire exists is against the law.
- Creating situations that endanger the quick evacuation of a room or building (tampering with locks or obstructing an exit) is prohibited.
- Not evacuating a building during a fire alarm is against College policy.
- Staffs are not responsible for evacuating residents. Students will be fined for not evacuating, and will be subject to disciplinary action.
- No natural vegetation of a combustible nature will be permitted. Christmas trees and evergreen boughs are examples.
- Students are not permitted to use halogen lights or lamps in any College-owned residence.
- Students found tampering with smoke detectors will be subject to the disciplinary system. Students should check test their detector once a month.

### **Personal Safety Tips:**

The College's security program in the residence halls is a partnership between the student and the College. The College has the responsibility for maintaining a safe environment that includes but is not limited to such things as working door locks, fire alarms and extinguishers, and education and awareness programming on issues of safety. The student has a similar responsibility to be aware of potentially dangerous situations. This requires their cooperation to always lock their doors, to report strangers and unsafe or damaged equipment, and to do their part in being aware of what is going on around them. Only individuals who are approved by the College may enter the residence halls. Students are not to allow unknown individuals into any residence halls.

Safety and security are important issues for students at any college. Paul Smith's College is located in a remote, rural area. When venturing out, either on or off-campus, it is suggested that students walk with friends. Students are reminded that Campus Safety does provide escort services to any student on campus. It is important that individuals take an active role in the

safety and security on campus, in the residence halls and on the whole campus. Report all crimes to the Campus Safety Office immediately. Campus Safety Officers will assist you in making a report to the New York State Police.

**Masks or Face Coverings:**

Students are not permitted to wear masks, costume hoods, face painting, or other objects within the residence halls that prevent staff, faculty, or campus officials from making a visual identification.

Sports, roughhousing, snowball fights, and water fights are not allowed in the residence halls or the surrounding grounds because of possible damage and/or personal injury to members of the community.

**Postings:**

Bulletin boards are for posting notices of campus and hall activities. Items to be posted on the boards should be cleared with the Office of Residence Life or Student Engagement.

**Online Communities:**

Facebook and Twitter are popular online communities used by students. There are many positive uses for these, as well as some things to watch out for. Students need to know that any policy violations occurring in residence halls and documented on an online community space may be used as evidence in the conduct process. Also, please follow safety guidelines in sharing personal information on these online spaces. These may include, but are not limited to, hall and room number, cell phone number, birthdate, and photographs.

**Room Entry and Search:**

The College respects student privacy; however, the College reserves the right to enter any Unit without prior notification. Paul Smith's College or its agent shall also have the right to enter a student's dwelling under the following stipulations:

- To make necessary repairs or maintenance at any time so as to prevent further damage.
- In emergency circumstances when imminent danger to life, health, safety or property is reasonably feared or where emergency entrance is permitted.
- In circumstances when it is suspected that a violation of Paul Smith's College or Residence Life Policy is taking place.
- During the following vacation periods: Thanksgiving, Winter Break and Spring Break.
- The College will make a general check of all rooms periodically throughout the year during monthly health and safety inspections and fire drills mandated by state law.

College and other appropriate personnel have the right to search any Unit/Housing Assignment and all of its content should it be suspected that a violation of College policy or housing regulations has occurred. Students will be asked to open private bags, containers, lock boxes or other holding devices, and should said Student decline such request, the item will be confiscated and the declination will be seen as a presumption of guilt.

Illegal materials or items, that violate local, state, or federal law or that are in violation of the College's drug, alcohol, and weapons policies, and are in plain view, may be addressed with the resident(s) of the room if they are noticed in the course of room maintenance, room inspections, or in response to a suspected violation of College policy. In suite style residence halls illegal materials or items (as defined above) found in the common space allows for the search and seizure of each private bedroom within the suite. Should such items be discovered during room inspections these items may be confiscated by Campus Safety or the Resident Assistant staff, and the student(s) may be referred to the student disciplinary process.

In all cases involving suspected violation of College regulations, rooms will be entered by at least two individuals representing Residence Life professional staff, Residence Life student staff, Campus Safety, whenever possible. Additionally, it is preferred by those representatives of the areas noted above, to enter a unit/housing assignment in partnership with another representative of a different office. (Example: Residence Life student staff with Campus Safety.) However, the availability of said representatives will be the determining factor, and the health and safety of the student community is considered paramount. Confiscated items will be listed in the Campus Safety report and any items that are legal, safe and are not part of an on-going investigation will be returned to the student.

If students believe that their room has been entered inappropriately by a college official, they are encouraged to notify the Director of Student Life & Housing. Resident Assistants should only be conducting "open eye" room reviews for items that may be in plain view.

***Campus Safety reserves the right to search any vehicle that is present or parked on Paul Smith's College property.***

**Theft:**

The College does not cover cost of lost, stolen or damaged personal property. Students should lock their rooms at all times when away, even for a few minutes. Should a theft occur in a residence hall, report it immediately to Campus Safety Office.

Computers, bicycles and other valuables should be engraved with Operation Identification numbers or a driver's license number. An engraving tool is available in the Campus Safety Office. Law enforcement officials suggest individuals do not use Social Security numbers for identification purposes.

Students are strongly advised to assure that their personal property is insured either as a part of their parents' homeowner's policy, or by renter's or personal property insurance. Theft insurance information is available in the Residence Life office.

## Chapter 4: Prohibited Items

### **Residence Hall Prohibited Items (Expanded)**

This is a list of items that are prohibited within all on Campus Residence Halls. Students found with these items in their Residence Halls will be documented and referred to the Student Disciplinary System.

#### **Furniture**

- Lamps:
  - Multi bulb lamps (Medusa lamps)
  - Halogen Lamps
  - Lava Lamps
- Bean Bag Chairs
- Recliners
- Popasan (or wicker) Chairs
- Resident Owned Mattresses/Bed Frames
- Futons/Couches/Love Seats

#### **Room Décor**

- Dartboards
- Taxidermies
- Wall tapestries/Flags/Curtains/Hanging Fabric of any kind
- Nails, screws, Self-adhering cork boards or tile, other types of fastener hardware
- Natural evergreen trees, boughs and wreaths
- Amplified musical instruments (including sub-woofers)
- Pets (except pets that can survive 24 hours a day under water in a tank that must not exceed 5 gallons), unless an approved ESA or the student lives in Saratoga Hall.

#### **Fire Hazards**

- Fireworks
- Candles or Incense
- Extension Cords
- Power strips w/o fuse
- Multi-plug or cube adapters
- Air conditioners/ portable space heaters
- Electric Blankets
- Binary exploding targets
- Gasoline, Propane, and lighter fluid or any other combustible or flammable liquid or gas fuel

## **Cooking Appliances**

*Cooking appliances including, but not limited to:*

- Toasters
- Toaster ovens
- George Foreman grills
- Single burners
- Electric pans
- Hot pots
- Crockpots
- Any other item that has an open heating element
- In addition, any appliance not maintained in a safe and approved manner is prohibited

## **Storing of Academic Instruments**

- Academic Implements such as culinary knives, axes, and emptied unassembled chain saws must be stored in a student's room; the items must be stored in a locked box and kept out of view

## **Weapons**

- All knives measuring more than 3 inches
- Any firearm, bow, air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring or air, or any gun or any instrument or weapon in or upon which any loaded or blank cartridges may be used, or any loaded or blank cartridges or ammunition therefor, or any dangerous knife, or any item designated as illegal to possess on the grounds of an educational institution as defined by the NYS Penal Law

## **\*Exceptions for Suite Style Residence Halls:**

In residence halls that are deemed Suite Style, students are allowed to have the following appliances in the kitchen area of their suite as long as they are UL© approved and in good working condition:

- Toasters
- Toaster Ovens
- Crockpots

### **Additional Notes**

- No objects are allowed to be hung from the ceiling
- Any stored items within a housing assignment must keep a two-foot clearance from the ceiling
- Any combustible wall decorations must only take up 10% of wall space
- No objects may be hung over a window
- Christmas lights are allowed in residence hall rooms as long as they are hung 2 feet below the ceiling and do not run across the windows, doorways or floors
- Any allowed cords or cables may not be run across the residence hall room floor. All allowed cords or cables must hug the walls
- All microwaves (freestanding or combination micro/fridge) must have a Safe-T-Sensor properly installed to help prevent and reduce microwave cooking fires
- All mini fridges or micro/fridge units must be placed on the floor
- Students are not permitted to paint their rooms. Students who paint their rooms will be charged to return the room to the original color
- Students are permitted to use tack putty (commonly known as “Fun Tac”) to hang pictures or posters provided they remove it when
- checking out of the room. Charges will be assessed for tape removal or any damage done to walls because of tape or adhesive. Double sided tape, duct tape or carpet tape may not be used
- Hanging or extending anything outside the windows is prohibited Internal cables may not be spliced and/or run to individual rooms
- Any perishable items used for decoration must be properly disposed of in a timely manner. Residents must remove all winter seasonal decorations before leaving for December break
- Door decoration allowances: two 4” x 6” photos; two door tags; one dry erase board (exception: tripled rooms may have three photos and
- three door tags and quad rooms may have four photos and four door tags.

## Frequently Asked Questions

***Q. If the room next to me is open, can I just switch rooms?***

A. No. You will need to hold your current assignment until the end of “room freeze”. When “room freeze” is over, you will need to contact the Director of Student Life & Housing to request a move. If you occupy an assignment without the approval of the Director of Student Life & Housing you will be required to move back to your original assignment.

***Q. What is a Health and Safety Inspection and do I need to be in my room during a Health and Safety Inspection?***

A. Health and Safety Inspections are conducted by the Office of Residence Life each month, and upon the closing of the residence halls for each break. Health and Safety Inspections are simple “open-eye”/“plain view” evaluations of a housing assignment for items that may pose a health and or safety risk (i.e. extension cord, blocked doorways, prohibited items). An open-eye or plain view inspection can be defined as the act of evaluating a housing assignment without manipulating any items within said housing assignment to “discover” a violation. A valid open-eye inspection can include looking under a bed, looking behind a desk (without moving the desk), evaluating the floor, walls, ceiling, etc. Residence Life will notify you of any “violations” that will need to be addressed before a confirmation inspection. Should Residence Life staff find, in plain view, an item that violates the college’s alcohol, drug, or weapons policies, Campus Safety will be contacted to conduct a more detailed search of the housing assignment.

***Q. When can Campus Safety or Residence Life search my room?***

A search of your housing assignment can be conducted at any time pending suspicion that a violation of college policy is occurring or has occurred. Please remember that the contents of the housing assignment may be searched. Should you own a safe, or any other lockable item, you will be asked to open said item. If you choose to decline the request to open the locked item, the item will be confiscated by Campus Safety.

***Q. Do I need to sign up to check-out of my room at the end of the semester, or can I just leave?***

A. It is preferred that you make an appointment with your Resident Assistant to properly checkout of your housing assignment. Students may opt to use our “Express Check-Out” process; however, please understand that by doing so you accept responsibility for any and all damages without an opportunity to appeal.

***Q. I have forgotten the combination for my student mailbox, where can I get it?***

A. Mailbox combinations are located with the mailroom staff, during regular mailroom hours of operation.