GUIDE TO CAMPUS HOUSING
SUNY MARITIME COLLEGE JULY 1, 2015 – JUNE 30, 2016
Version: 08/24/15

The Office of Housing and Residential Life (OHRL) is excited to have you as a member of our on-campus living community. This Guide to Campus Housing is intended to give you and your neighbors a common set of expectations by which you can all live and learn together to achieve academic success, build on skills to prepare for your career, and develop lasting friendships. The mission of SUNY Maritime College (“College”) is to provide safe accommodations for our residents. Our goal is to create a sense of community that encourages students’ development of respect, social responsibility, integrity, ethical leadership, and independence.

Being a member of a community means understanding and adhering to community standards, policies, regulations, and procedures, as well as contributing to its development and well-being. As a community member, you are responsible for your own behavior, and the behavior of your guests and/or visitors. It is our hope that you will choose to abide by all College and OHRL policies and regulations. By signing the Housing Agreement (physical signature or electronic acknowledgement), you are contractually entering a binding agreement to comply with the policies and guidelines listed herein.

This guide is designed to be used in conjunction with the policies and procedures set forth within the Student Code of Conduct. Any policies listed here will be enforced through the campus judicial procedures (Section IV of the Student Code of Conduct and/or Regimental Rules and Regulations), and the level of offense will be determined by the Director of Housing and Residence Life, and/or Dean of Students/Commandant of Cadets. Residents and their guests are concurrently subject to all College policies and regulations for conduct. Everyone must abide by all local, State, and Federal laws.

The College is unique in its duality of regimental and civilian programs, and the following is a guide for all students, which may be augmented by additional regulations, depending upon the student’s program. To maintain housing privileges, all residents must be in compliance with the College’s standards and policies. Cadets participating in the Regimental program are subject to additional guidelines set by the Commandant of Cadets and Regimental Officers.

The OHRL is located in 1st Battalion, A Company, 1st floor. The office is open Monday through Friday 8 a.m. to 4 p.m. For additional information and forms, please visit the Housing and Residence Life webpage at www.sunymaritime.edu, Housing and Residence Life Tab.

SECTION 1: GENERAL TERMS AND CONDITIONS

The College does not discriminate against any student, with respect to housing eligibility or when assigning students to specific spaces, on the basis of race, creed, color, disability, national origin, religion, sexual orientation, or status as disabled or United States veteran.

The College reserves the right within established procedures and/or as outlined by the Student Code of Conduct, to suspend or withdraw accommodations, or access to a campus residence to any person(s) for violation of College regulations, housing regulations, for health and safety reasons, or for failing to pay all associated tuition and fees. The College may seek financial or other restitution for loss or damage to residence hall property.

The College has the right to conduct inspections at any time to ensure the health, safety, and general welfare of residents within the residence halls as well as ensure physical security of College property. When able, 24 hour notice will be given, but is not guaranteed to residents prior to entering residence
bedrooms or common areas. University Police, Residential Life personnel, Regimental staff, maintenance staff, and/or the Dean of Students may access student residences in the event of an emergency, to complete maintenance requests, to conduct housing tasks, to prevent harm or damage to persons or property, and/or to enforce regulations set by the Guide to Campus Housing, Rules and Regulations, the Student Code of Conduct.

The College and/or College staff are not responsible for injury to any person or damage to any personal property caused by water, fire, steam, plumbing, laundry machines, or any other cause that may be beyond the control of the College. Liability for risks or injury and/or damage to personal property is assumed by the resident. Residents are encouraged to obtain appropriate insurance for personal property.

**STUDENT RIGHTS AND RESPONSIBILITIES:** As a member of the College’s living and learning community, you are afforded certain individual rights that your roommate(s) and those living around you should respect; however, these rights carry with them a reciprocal responsibility for you. Your responsibilities ensure that your roommate(s), suitemates, floor mates, and other community members are afforded the same rights regardless of their race, creed, color, disability, national origin, religion, sexual orientation, status as a United States Veteran, beliefs, values, or attitudes. When you meet your responsibilities, you will be helping to make the College and residence halls a great place to live and work!

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities aspects of your college experience. The College staff does not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others or the community or begins to disrupt the legitimate pursuits of others within the residence halls.

The OHRL staff does not, nor cannot, guarantee you will retain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other community members. The choice is yours; you can choose to passively exist or to take full advantage of your living environment by participating in activities, standing up for yourself and others and speaking up for what you believe has value.

The following is a listing of your "rights" (things to which you are entitled as a student living in one of our housing communities) as well as your "responsibilities" (what is expected of you as a member of a residence community). These rights and responsibilities are not legally binding, but they are meant to complement the formal Guide to Campus Housing.

1. You have the right to a safe and secure living environment.

2. You have the responsibility to keep your living space secured, and to not prop doors open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of community standards and procedures put you and others at risk.

3. You have the right to privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.

4. You have the responsibility to let your roommate know of your wishes and preference for: hours of sleep, study, visitation, and resolving roommate disagreements in a peaceful manner. You also
have a responsibility to make sure your guests do not violate your roommate's rights or interfere with his/her use of your living space.

5. You have the right to a reasonably peaceful and quiet space in which you can sleep and study.

6. You have the responsibility to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them.

7. You have the right to reasonably discuss another person's behavior when it infringes on your rights.

8. You have the responsibility to examine your own behavior when approached by another and to work toward resolving conflicts.

9. You have the right to the assistance of a Resident Advisor, Building Managers, or other OHRL staff members when you request help with a problem.

10. You have the responsibility to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.

11. You have the right to know what is acceptable and/or what behavior is inappropriate within your living environment.

12. You have the responsibility to read the information provided for you by the College. If you reside in Residential Housing, you agree to read and abide by the regulations set forth in the Guide to Campus Housing, Student Code of Conduct, and Regimental Rules and Regulations. You may report any violation, whether or not you were or were not personally affected by it.

**SECTION 2: RESIDENCE HALLS AND HOUSING STAFF**

There are four residence halls on the College campus:

1st Battalion: A & B Companies, **Regimental**
2nd Battalion: C & D Companies, **Regimental**
3rd Battalion/Baylis Hall: E & F Companies, **Regimental**
4th Battalion/New Hall: G & H Companies, **Civilian and Regimental**

Standards are governed and enforced in each building by Resident Advisors, residing on each floor, reporting to a Building Manager assigned to each building, reporting to the Associate Director, who reports to the Director.

**DIRECTOR:** The Director of Housing and Residential Life is responsible for the overall administration and operations; is responsible for Housing Applications and room Assignments; and oversees all full time and part time staff.

**ASSOCIATE DIRECTOR:** The Associate Director is responsible for the Resident Advisor program,
residence life programming, and coordinating and overseeing student/staff activities; will manage the student/staff during check-in/check-outs. The Associate Director is the acting Director in the absence of the Director.

BUILDING MANAGERS (BM): Each residential complex is supervised by a Building Manager. These live-in staff members are responsible for the overall management of each residence hall complex. The Building Manager oversees the RA staff, coordinates maintenance and programming, and is available to students to help with any problem or concern. One Building Manager will be on duty for all the residence halls every night. They are responsible for Residence Hall safety and security and can be contacted in case of an emergency.

RESIDENT ADVISORS (RA): Resident Advisors serve as mentors, mediators, organizers, policy enforcers and general points of contact living on each deck to maintain an appropriate study and living environment for all residents. The RA is a full-time student who has been selected for his/her outstanding leadership qualities. One Resident Advisor will be on duty in each Residence Hall every night. They are responsible for Residence Hall safety and can be contacted in case of emergency.

SECTION 3: HOUSING PROCEDURES

RESIDENCE HALL ELIGIBILITY DURING THE FALL AND SPRING SEMESTERS:
Residency by a student is contingent upon his/her continuing state of good standing with the college and as a full-time student.

- Full time status for undergraduate students is defined as being registered for a minimum of 12 credits during the Fall/Spring semester.

- Full time status for graduate students is defined as being registered for a minimum of 9 credits during the Fall/Spring semester.

Residents must maintain their eligibility during the entire fall and spring academic semesters. Any change in eligibility status, from full-time student to part-time student, or non-student status may result in the termination of housing. Students not entitled to housing may include, but are not limited to:
1. Students who withdraw or take a leave of absence from the College.
2. Students in officially recognized off-campus academic programs for a designated period of time.
3. Students academically dis-enrolled or judicially dismissed from housing.

RESIDENCE HALL ELIGIBILITY OUTSIDE THE FALL AND SPRING SEMESTERS INCLUDES:

1. When a current student is actively employed within an office of the College.
2. When a current or former student is under contract within a sanctioned College program.
   Examples include but not limited to:
   a. EOP
   b. INDOC
   c. License Housing
   d. International Orientation
e. Athletic Pre/Post Season

3. When a current student is awaiting graduation (graduation must be within one week).
4. When a current student is participating in Pre-Cruise and/or awaiting to go on Cruise-A.
5. When a current student is enrolled in Summer Session (must be taking a class in a classroom, excludes online classes) and may only reside in housing while in session.
6. Employed or participating in a summer camp program hosted by Conference Services.

*Any student outside the parameters listed above will not be eligible to reside in the Residence Halls.

APPLICATIONS: The College is pleased to offer a paperless Housing Application platform (Residence™ by Symplicity). This multi-faceted online software is used by the Housing Office to communicate with students and most importantly collect Housing Applications. Students who wish to reside in on-campus Housing must complete the online application. Check the Housing Calendar online for Housing Application due dates. Only upon acceptance by Admissions may you apply for Housing. You will need your student email and password provided by Admissions in order to login and to complete the application. Link: https://suny-maritime-residence.symplicity.com. Students will be assigned a space on a first-come first-serve basis. Housing is not guaranteed. If no room is available and/or if the student has been placed on a waitlist, they will be notified via their student email.

ASSIGNMENTS: Students are assigned to rooms at the discretion of SUNY Maritime College OHRL. New students, students coming back after a LOA/Disenrollment, or those participating in INDOC/JDOC will be placed by the Housing Office. Due to the layout of the Residence Halls, roommates are of the same gender and most often of the same status (civilian, Regimented, Day Student, graduate). Regimented students are as best as possible assigned based on class. Returning students may be given an option to select their roommates for the next academic year in the preceding spring semester. Roommate requests will not be honored until the student has lived on campus for at least one semester and only if the request is for the fall semester. If a roommate is not chosen, Housing will assign one. The OHRL reserves the right to assign and consolidate rooms as necessary. Roommate requests will be considered, but are not guaranteed. Housing of civilian students and students in special status is limited and based on availability. Resident(s) will be allowed to renew their Housing Agreement on a space available basis. All students must fill out a Declaration of Intent to reserve a room for the following semester. Housing Agreements may be terminated due to Disenrollment, Leave of Absence, Withdrawal, etc. The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, to apply for housing for the upcoming semester.

Those who live on campus in the Spring semester and who apply for the Fall semester may participate in the Housing Lottery. Check the Housing Calendar online for dates and times for the Lottery. The Lottery (all online) enables students to choose their desired room type (double/triple) and roommates for the Fall Semester. Roommate requests indicated on the Lottery will be considered, but are not guaranteed. Students should delegate a group leader who will complete the Lottery and choose the room type. The group leader should be the person with the best selection time. All potential roommates should give their roommate passcode to the group leader. The passcode is displayed on the Residence™ homepage of each student. Potential Roommates should be in the same program (REG/CIV) and if Regimental, the same class. If you are the group leader – choose a room from the dropdown menu displayed. A confirmation email will be sent to all parties after submitting your selection.

The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated,
space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, and/or to apply for housing for the upcoming semester.

In general, room assignments and billing are based on double occupancy rate. Due to the growth of the College, it is possible residents will be assigned to a triple or “quad” (four person) room. The student’s account will be adjusted for the respective rate. As space is available, every attempt will be made by the OHRL to place residents in their desired room type (double, triple, quad), although there is no guarantee of availability.

**CHECK-IN:** Students should report to campus on their respective date and during their respective time slot (refer to the Housing Calendar online). Any student who does not officially check-in to Housing, satisfy their student account, and pick up their key within 5 business days of the start of the semester may be withdrawn from housing, lose their Housing reservation and will be placed on a waitlist. Should a student vacate housing at any time during the semester, they must notify the Housing Office and complete all check-out procedures. All housing charges, fees and refunds are in accordance with SUNY Maritime College policies.

Key receipts will be provided to all residents at check-in. In signing a key receipt, residents are acknowledging their responsibility for that key and any charges applied to their account for its misuse or loss.

*See Housing Fees.*

During check in, residents will review the condition of their room and furnishings listed on the Room Condition Report (RCR) with the Resident Advisor. The RCR will be retained electronically or in the resident’s housing folder in the OHRL. The Room Condition Report also functions as a Housing Agreement and shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the check-out process.

**CHECK-OUT:** Upon check-out and/or departure from campus housing, students are required to remove all personal items from room and common areas in the residence halls. Rooms are expected to be cleaned and left in move-in condition. The OHRL will discard all personal property left beyond 24 hours. To properly check out, residents must make an appointment with their RA or BM to have their room inspected. The resident is expected to schedule the appointment at least 24 hours prior their expected departure and provide at least 12 hour notice of appointment changes or cancellation. The RA will review the RCR and note the condition and presence of college property within the space. If necessary, charges will be applied to cover damages and cleaning. Room key(s) must be returned, as directed, to Housing in the approved return envelope. Any resident who fails to follow the proper checkout procedure will be assessed the current fees for improper check out and/or failure to return room key. Additionally, the resident will be responsible for all damages that may have occurred to that room or suite. Improper check-out is defined as the failure to check-out or to follow check-out procedures publicized by the OHRL. In addition to, but not limited;

- Residents are expected to make check-out appointments, providing 24 hour notice.
- Residents are expected to keep appointments for Check-out.
- Residents must provide 12 hour notice to cancel or change appointment.

Failure to vacate a room in the designated period for check-out will incur daily room rates and room key charges. Any personal items left behind will be discarded. Any resident that needs to extend their stay due to travel arrangements must have specific consent by the Director of OHRL. Students who fail to receive
consent for an extended stay are subject to fines, a daily room rate charge, and judicial action.

ROOM ASSIGNMENTS: Students are assigned to rooms at the discretion of SUNY Maritime College OHRL. Due to the layout of the Residence Halls, roommates are of the same gender and most often of the same status (civilian, Regimented, Day Student, graduate). Regimented students are as best as possible assigned based on class. Returning students may be given an option to select their roommates for the next academic year in the preceding spring semester. If a roommate is not chosen, Housing will assign one. The OHRL reserves the right to assign and consolidate rooms as necessary. Roommate requests will be considered, but are not guaranteed. Housing of civilian students and students in special status is limited and based on availability. Resident(s) will be allowed to renew their Housing Agreement on a space available basis. All students must fill out a Declaration of Intent to reserve a room for the following semester. Housing Agreements may be terminated due to Disenrollment, Leave of Absence, Withdrawal, etc. The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, to apply for housing for the upcoming semester.

In general, room assignment and billing are based on double occupancy rate. Due to the growth of the College, it is possible residents will be assigned to a triple or “quad” (four person) room. The student’s account will be adjusted for triple/quad occupancy after the first 3 weeks of the semester. As space is available, every attempt will be made by the OHRL to place residents in a double room, although there is no guarantee of availability.

CONSOLIDATION: The OHRL reserves the right to assign and consolidate rooms as necessary. All students will be consolidated to ensure each student has a roommate regardless of any vacancies. Students should be aware that this consolidation may affect their room rate and financial obligation. Students will be given a set time to move by their RA, Building Manager, or the OHRL. If a resident receives a Notice of Consolidation and fails to comply, the resident will be charged appropriate fees. Additional fees may also be added if students fail to return their old room key after 48 hours of a consolidation.

Resident students that have vacancies in their room/suite are expected to keep their rooms ready for new students at all times. Pushing beds together, filing extra dressers and closets with personal belongings, attempting to dispose of extra furniture, or preventing new students from moving is unacceptable. Students who fail to meet this expectation will be subject to disciplinary action, including reassignment to another room and/or fine. In order to receive the proper room rate, the room must maintain the number of furniture pieces required for the designated occupancy and be set up according to the OHRL.

FINANCIAL RESPONSIBILITY: All students checking in to Housing must have a zero balance on their student account or assume responsibility for and commit to an authorized payment plan according to Student Account policies in order to receive their room key and be given access to their assigned room.

Students who fail to satisfy their student account obligation and who are found in the residence halls after the semester starts may be cited for loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, or a college or University building), which may jeopardize his/her housing eligibility. The roommate(s) who, after being notified (may be disseminated through email) that his/her roommate should NOT be allowed access to room, may be documented by Housing Office for having an unauthorized guest if the unauthorized student is given access by the resident against the Housing directive, shall also jeopardize his/her housing eligibility and such actions are subject to disciplinary actions.
Residents who fail to meet their financial obligations to the College by the dates determined and disseminated (may be disseminated through email) by Student Accounts and who have been unable or unwilling to arrange for proper deferment or who have failed to pay as agreed may have a hold placed on his/her student login until the payment is resolved.

*The full amount of the room will be billed regardless when the student checks-in.

**REMOVAL FROM HOUSING:** Students who fail to meet their registration requirements will be made aware of their Housing status via a signed letter from the Housing Office. The student will be afforded 24 hours from the time the letter is hand delivered and/or emailed (if off campus) to satisfy their registration as full-time. If the student fails to meet their obligations, they will have 24 hours to conduct a formal check-out and return their room key. Students are obligated for all fees and charges incurred through the date of check-out, in accordance with policies.

Students who are withdrawing from housing are encouraged to do so by the first week of class to avoid charges on their account.

**ROOM CHANGES:** Due to space availability, Room Transfer Requests will not be offered in the Fall or Spring semesters. This applies to **ALL** residential students regardless of their program, class, or academic standing. Room vacancies will be filled by consolidation or by new applicants. Residents who need to switch their housing assignment must first meet with their Director of Housing and/or Dean of Students. It is then within the Director’s discretion to determine if the change would be in the best interest of the student. The College is committed to promoting diversity; therefore, changes based on a lack of tolerance for others’ lifestyle, race, or ethnicity will not be considered or approved.

**SECTION 4: SECURITY**

**LOCKOUTS:** It is a student’s responsibility to carry their key at all times. If you lock yourself out of your room, you should attempt to locate your roommate. If you cannot find your roommate, you should then attempt to locate a Resident Advisor in your building. All lockouts will be responded to in a timely manner, however, due to circumstances, response times may vary. Upon responding to key a resident in, the staff person will verify the student is the resident of the room, request identification first and evidence of key possession. Residents are permitted three lockouts for the academic year. After the third lockout the core will be changed and the student will be assessed the fee for replacement.

**KEYS:** Each resident is responsible for picking up their room key at the beginning of the semester (Check-in). Each resident is issued one room key, and if needed, one suite key and bears the responsibility of issued keys until they have been officially returned, upon the termination of attendance, or the end of the semester (check-out). Room keys must be returned to an RA or directly to the OHRL upon check out. A key envelope and receipt will be provided. If key(s) are not returned on the day of vacating the room, a fee will be charged for parts and labor for the lock to be changed. Residents are responsible for securing their personal items by locking both windows and doors of their room and/or suite.

**KEY REPLACEMENT:** Lost, misplaced, or stolen keys must be reported to the OHRL immediately. A $150 fee will be charged to the responsible resident, the lock or core will be changed, and a new key(s) will be issued to all residents assigned to the room.

**Access:** Access to Facilities – Providing access to buildings, or rooms within buildings, to those other
than residents, staff or guests by any means including, but not limited to: failing to lock or secure doors; propping entrance doors; lending of room key; or, allowing a person entrance into a building and leaving them unattended in a public place is not permitted. Students whose agreement has been revoked are not allowed access to any residential facility. Unauthorized entry into an assignment/living space other than your own (locked or unlocked) and/or presence on rooftops, offices, storage and/or maintenance rooms, ledges, or areas marked for restricted access in any residential building or Maritime facility is prohibited. Entrance into any building through a window/out onto the wall off a building, or entering an unoccupied/unassigned space is also prohibited. Key/Access Card Use – Unauthorized use, possession, provision, or duplication of access key/cards is prohibited, including having duplicate keys made for individuals who do not have a Housing Agreement for the specific space. Locks – Installation of any door or area locks other than those provided by the facility is prohibited/Any Access violations may result in removal from Housing.

PROPERTY USE: Unauthorized use, removal, and/or access of property belonging to or in the possession of SUNY Maritime College, Residence Life, any community member, or guest thereof is Prohibited. Such violation may lead to judicial action/fees.

THEFT: Thefts should be reported immediately to UPD and your residence hall staff, regardless of value, as soon as possible.

UNAUTHORIZED OCCUPANTS OR TRESPASSERS: Unoccupied rooms and facilities (i.e... Common areas) not authorized for residence may not be used. Any person using the facilities of any residence hall without the special permission of the Director of OHRL and without a valid Housing Agreement may be considered loitering (i.e. § 240.35 New York Penal Code - Loiters or remains in or about school grounds, a college or University building). Unauthorized occupants shall be subject to a charge at the daily rate for the space during the entire period of improper occupancy, and may be subject to judicial action. If it cannot be determined how long the individual has occupied the space without a valid housing agreement, they will be billed to the last date that the space was occupied by another resident.

SECTION 5: ROOM CHARGES, HOUSING VIOLATIONS AND FEES

Every resident will be held accountable for any damage to their assigned room and furniture. The student will be financially liable for any damage incurred, including the full cost of labor and materials. In the event two or more students occupy the same room and it cannot be ascertained which student(s) were responsible for the damage, the assessment of charges will be made equally to all occupants. All residents shall exercise care so as to not damage or deface College property or the personal property of others, or to allow such damage or defacement by others. Upon investigation, if it is found that damage or defacement is willful, the resident responsible will be subject to judicial action/fees. Room Condition Reports (RCR) will be completed at the beginning of the academic year or whenever a room change occurs. This will note any damages that may have occurred to the room previously so the current resident is not held liable. Loss/damage of any school property assigned to a resident must be reported within 24 hours of the occurrence. Damages can be reported to your Resident Advisor and/or OHRL.

Billing charges for missing or broken Items: (fees subject to change)

<table>
<thead>
<tr>
<th>Room Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite number</td>
</tr>
</tbody>
</table>
During a Health and Safety inspection, if a room is found in unacceptable condition, or the resident(s) is in violation of housing regulations, a written citation will be issued. Failure to make improvements within two weeks will result in the resident(s) receiving a fine and may also be referred for judicial action. In the event that the noted changes are not made by a set date, the resident may lose his/her housing privilege and be evicted from the residence halls. Unauthorized items in a room/Safety Violations may be confiscated by Housing and may be returned the last week of the semester. Weapons or dangerous items deemed by the Director of Housing or UPD will NOT be returned. Unclaimed items will be disposed. A $50.00 charge will be placed on the student’s account if an item is not removed within two weeks (14 days) of receiving a violation slip from Office of Housing and Residential Life.

<table>
<thead>
<tr>
<th>Shared Bathroom</th>
<th>Door (front, back, knobs)</th>
<th>$100-300</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Light switch</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Overhead Light in hallway</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>Walls/Ceiling</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Hallway Floor/Carpet</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Condition and Furniture</th>
<th>Door (front, back, knobs)</th>
<th>$100-300</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Light switch/Overhead Light</td>
<td>$50-100</td>
</tr>
<tr>
<td></td>
<td>Walls/Ceiling</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Floors</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>Windows/Screens</td>
<td>$50-100</td>
</tr>
<tr>
<td></td>
<td>Window Blinds</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td>Bed Ends/ Capt. Bed</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td>Bed Spring</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td>Bed Mattress</td>
<td>$175</td>
</tr>
<tr>
<td></td>
<td>Bed Loft Kit</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td>Bed Safety Rail</td>
<td>$65</td>
</tr>
<tr>
<td></td>
<td>Bed Ladder</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>Desk</td>
<td>$300</td>
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<tr>
<td></td>
<td>Desk Bookshelf</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Desk Chair</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Wardrobe/Armoire</td>
<td>$435</td>
</tr>
<tr>
<td></td>
<td>Mirror</td>
<td>$50</td>
</tr>
</tbody>
</table>

Maritime College $50.00 per infraction/Per Person/at the 14 day re-inspection
## Housing Health and Safety Violations

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioner(s)</td>
<td>Any items hanging from fire detection equipment or covering a smoke detector</td>
</tr>
<tr>
<td>Appliances with open coils, hot plates, toasters</td>
<td>Blocking up, risers, or supports under a bed are prohibited, Unauthorized bunking of bed(s)</td>
</tr>
<tr>
<td>Candle(s)</td>
<td>(1) Carpet greater per room no greater than 8’ x 10’</td>
</tr>
<tr>
<td>Cleaning/unsanitary/excessive garbage</td>
<td>Clearance needed from ceiling down must be (18&quot; sprinkler/24&quot; non-sprinkler)</td>
</tr>
<tr>
<td>Colored light bulbs (e.g. black lights)</td>
<td>Electric blankets</td>
</tr>
<tr>
<td>Deep fryers</td>
<td>Extension cords/multiple plug adapter without built-in surge protection (electrical wire taped to floor)</td>
</tr>
<tr>
<td>Firework(s)/explosive(s)</td>
<td>Flammable or combustible item(s)</td>
</tr>
<tr>
<td>Flammable or combustible item(s)</td>
<td>Furniture not supplied must conform to California Bulletin 117 &amp; 133. and be approved by Housing</td>
</tr>
<tr>
<td>Halogen lamps/strobe lights/sun lamps/UV bulbs</td>
<td>High wattage equipment as determined by Housing</td>
</tr>
<tr>
<td>Holiday lights (only LED is permitted) must not block door/window, hang over bed or hang from ceiling</td>
<td>Humidifiers/dehumidifiers greater than one gallon</td>
</tr>
<tr>
<td>International converters must be surge protection type</td>
<td>Lava lamps or electric novelty items</td>
</tr>
<tr>
<td>Lava lamps or electric novelty items</td>
<td>Live holiday decorations (e.g. Christmas trees)</td>
</tr>
<tr>
<td>More than one arm chair (45” wide max.) per room</td>
<td>More than one fish tank (10 gal. max.)</td>
</tr>
<tr>
<td>More than one poster per person (2’ x 3’ max.). A wall covered &gt; 20% as determined by Housing</td>
<td>Octo-lamps with plastic shades or lamp with no shade, clip on lamps, hanging lamps</td>
</tr>
<tr>
<td>No flag/tapestry; no sock (s)/cloths on door. Dart boards prohibited</td>
<td>Outdoor grills/electric grill or skillets, popcorn popper(s)</td>
</tr>
<tr>
<td>More than one fridge (1.8 cu. ft. max.) per person or have more than one (2.5 cu. ft. max.) per room</td>
<td>Poster(s) hanging from ceiling, on or above doors/doorway, windows, over bed, etc.</td>
</tr>
<tr>
<td>More than one poster per person (2’ x 3’ max.). A wall covered &gt; 20% as determined by Housing</td>
<td>Preventing egress (exit) from a room as determined by Housing</td>
</tr>
<tr>
<td>Silly string/Holiday garland</td>
<td>Propane or compressed gas, e.g. scuba tanks, paint ball tanks, etc.</td>
</tr>
<tr>
<td>Space heaters</td>
<td>Waterbeds, personal mattress, air mattress, exceptions determined by Housing and Health Services</td>
</tr>
<tr>
<td>Storage of bikes in hallway, ladder well, or prevents egress from a room</td>
<td></td>
</tr>
</tbody>
</table>
• Any weapon as defined in the Student Code of Conduct is prohibited within the Residence Halls.

<table>
<thead>
<tr>
<th>Housing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized Room Change (Assessed Individually)</td>
</tr>
<tr>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to vacate per announced deadline</td>
</tr>
<tr>
<td>$100.00 + Housing Daily Rate</td>
</tr>
<tr>
<td>Possession of pets not authorized (Billed Individually)</td>
</tr>
<tr>
<td>$150.00</td>
</tr>
<tr>
<td>Violation of quiet hours (Billed Individually)</td>
</tr>
<tr>
<td>$100.00</td>
</tr>
<tr>
<td>Tampering with windows, entering and/or exiting through windows, or throwing, etc. any item out of a window (Billed Individually)</td>
</tr>
<tr>
<td>$100.00</td>
</tr>
<tr>
<td>Damage to School Property (Billed Collectively)</td>
</tr>
<tr>
<td>At Cost</td>
</tr>
<tr>
<td>Misappropriation/Use of College property.</td>
</tr>
<tr>
<td>May include Artwork, Signage, Lounge Furniture, etc. (Billed Individually)</td>
</tr>
<tr>
<td>$200.00</td>
</tr>
</tbody>
</table>

This list is not exhaustive. Charges may be assessed for damages to any College property, including items that may not have been specifically listed.

**SECTION 6: YOUR ROOM AND COMMUNITY**

**CLEANLINESS:** To maintain a sanitary and healthy environment, residents are expected to keep rooms and common areas in a reasonable state of order and cleanliness. College housing spaces must be kept clean and free from dirt, garbage, and debris. Proper care, and use of community area and facilities, including restrooms, hallways, showers, stairs, stairwells, laundry rooms, and grounds are all residents’ responsibility. All Regimental residents follow additional guidelines as set by the Commandant of Cadets. Room: Clothing and personal items should be put away and floor should be swept, mopped, and/or vacuumed. Bathroom Area(s): Floors should be clean (swept and mopped). The showers, toilets, sinks, and countertops areas should be clean, free of dirt and debris. Suites/Hallways: All suite hallways should be clear of any furniture, personal items (i.e. bags, sneakers, clothes and/or garbage) at all times. Suites/hallways should be vacuumed on a regular basis. There should not be any garbage outside of the receptacles. Garbage may not be left outside of rooms and/or suites; it must be disposed of in the designated receptacles. Residents shall not sweep trash from inside to outside of the room/suite. Stairwells, landings, and walkways must be kept clean and free of clutter from bikes, boxes, storage items, etc.

**COMMON AREAS:** Lounge furniture and lounge contents are for the use of all students; therefore they are not to be removed from any common areas and lounges under any circumstances. Fees for misappropriation/use of College property may apply.

**DELIVERY POLICY:** Any third party delivery from (e.g., Restaurants, etc.) are **NOT** Permitted in Residents Halls at **ANY** time. Any entry into the Residence Halls is considered **TRESPASSING.** All deliveries **MUST** be conducted outside of the **Residence Hall lobbies.**

**ELEVATORS:** Elevators are in place for convenience and assistance. Any tampering or damage can affect the elevator functioning, cause delays in service, and may result in judicial action/fees.

**HALL SPORTS:** Throwing/shooting objects or playing sports within residential facilities is prohibited.
Individuals and/or residential communities may be held financially responsible for repairing damages related to hall sports.

**LAUNDRY:** Washers and dryers are located in every Residence Hall. In 1st, 2nd, and 3rd Battalions the laundry room is located in the basements. In New Hall, the laundry room is located on the 1st floor. Maintenance concerns regarding washers and dryers need to be reported to the RA or the BM on duty. Do not attempt to repair machines on your own. Tampering of machines can be dangerous and is prohibited. The cost of repair can be passed on to the residents of who is found to be tampering with the machines.

**LITTERING:** Littering is prohibited. As a resident in this community, it is your responsibility to dispose of personal trash in the designated locations. For this reason, littering, leaving trash in common areas or locations not designated for waste disposal is subject to judicial action/fees and applicable removal/cleaning charges. Residents must maintain the cleanliness of their living space. Personal trash must be emptied into the receptacles in the trash rooms located at the end of each hallway in all residence halls. These trash rooms are cleaned daily to ensure the health and well-being of the College community.

**MANDATORY HOUSING/FLOOR MEETINGS:** Meetings are held by the Residence Life staff in order to transfer information from the OHRL to the residents. All residents must attend Housing Meetings without exception. In the event that a meeting is missed, residents are responsible for obtaining any missed information by making an appointment with the RA or BM.

**PERSONAL RESPONSIBILITY:** Residents should maintain good decorum at all times, behaving in a manner that is respectful to all members of the College Community.

- No person shall create safety or health hazards in any residence halls. Residents may not engage in any activity that may injure persons, deface, or damage any part of any residence hall or nearby facilities.
- In the process of addressing community related issues and concerns, failing to comply with the reasonable directions of a Residence Life or Maritime staff, acting in accordance with Residence Life and/or College protocol, is considered non-compliance and judicial action/fees may apply.
- Passive Presence – Assisting in, remaining present during, or failing to report the performance of any act constituting a violation of established policies is prohibited.
- All community members and guests are held to standards of appropriate language when conducting College-related business. Individuals may be held accountable for inappropriate or offensive conduct.
- **Community Respect:** Respect for each other is the basis for a successful community. Each member of our community is expected to treat others in a courteous, respectful, and caring manner. Failure to show respect for members of the College community (students, faculty, staff, and/or guests) is not permitted.

**PETS:** No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls, caged or otherwise. Fish are authorized, except piranha, in a tank no larger than 10 gallons. Regimental rules may apply.

**POSTING POLICY:** Distribution of printed information and/or Solicitation: The distribution or peddling of newspapers or handbills conveying a point of view in the public areas of a SUNY campus is protected by the 1st Amendment. Public areas do not include the residence halls. No organization may distribute any literature advertisement to solicit customers, recruit volunteers, employees or members, seek donations or make sales in the Residence Halls without explicit permission from OHRL.

Door-to-door solicitation is not permitted in the Residence Halls. Menu’s, handbills, announcements, election flyers, or advertisements are **NOT** to be **PLACED ON, OR UNDER RESIDENCE HALL**
**DOORS.** The only exception to this policy is OHRL announcements or information authorized by OHRL.

Harassment or intimidation of members of the campus community by persons selling goods or services, or proselytizing points of view or causes, may require the removal of individuals from campus property in accordance with the rules of maintaining public order.

Announcements may be placed on established bulletin boards on campus only after approval has been obtained from the OHRL full time staff. Postings are not to be taped or placed on walls, windows, doors, outside of locked bulletin boards, etc. This policy excludes residential door name tags and materials posted on leadership doors including folders/dry erase boards, for job use. Residents must not use strong adhesive tapes or fasteners that cause damage. All 3/M and 3/E tape displays may only be done with 3M Command™ Strips and/or Scotch Blue™ Painters Tape may be used. Violation of the posting policy may result in fees being levied against an individual, room, and/or group, and may lead to the loss of posting privileges.

- Enclosed Bulletin Boards – Permission required by OHRL. Key access by Resident Advisor. Designed for semi-permanent Regimental/ Housing Information.
- Cork Strips – Used for temporary postings for each floor.
- Wall Folder/Pockets – used to store floor folders, sign in/out forms, Regimental forms etc.

**Third Party Guidelines:** Third party advertising is prohibited within the residence halls without specific permission from the OHRL. This includes menus, posters, signs, ads, etc.

**Third Party Posting:** Commercial off campus vendors must bring material to be posted/distributed to the OHRL. After approval from the Director, it will be made clear, where items may be placed or dropped off for distribution. Material will be required to comply with all College policies before distribution.

**PROJECTILES:** Throwing, dropping, or projecting objects from any residence structure is strictly prohibited. Individuals and/or residential communities may be held financially responsible for repairing damages related to projectiles.

**QUIET, STUDY, AND COURTESY HOURS:** The sleep and study needs of residents are of paramount importance. In order to meet this need, the College has established regulations to govern the noise and disturbance levels in the residence halls. While the Housing and Residence Life staff assists with the enforcement of these regulations, it is necessary for the entire community to understand and live by these guidelines and speak with those who are in violation of them. To provide an environment that fosters the academic success of the students, 24 hour Courtesy Hours are in effect. Courtesy Hours include all outside areas (the Quad and parking lots). It is expected that residents always honor the requests of their community concerning noise levels, even when it is not scheduled quiet hours. Noises, disturbances, playing games, or any action that could be considered as interference with the study routine of other students may result in disciplinary action and/or fines. Designated study hours on campus are from 7:30 p.m. through 11:00 p.m.

Quiet hours will be observed in the residence halls from 11:00 p.m. through 7:30 a.m. the following morning.

Due to the development and growth of the Maritime College it is possible maintenance, construction, or other related noise that is beyond the scope of enforcement of OHRL may occur.
**ROOM FURNISHINGS:** Basic bedroom furniture is provided by the College and is not to be removed from an assigned room without the express written permission of the OHRL Director/Associate Director. The only exception to this policy is the ability to replace College issued chairs with personal chairs. This can be coordinated with the RA and be noted on the RCR. No furniture should be left in the hallways. Students shall schedule a pick-up time with their RA. Failure to adhere to this policy will result in Judicial Action/fees. Rooms shall be set up to allow easy entry and exit. Regimental residents: For more information and additional guidelines, see Regimental Rules and Regulations, which detail room furnishings for each regimental class. Residents of the New Hall are responsible for providing their own bathroom furnishings including but not limited to toilet paper, shower curtains, etc. and are also responsible for the cleaning of their bathrooms and suite hallways.

- Bed Loft configurations are only permitted and approved by the Director of OHRL.

**STORAGE:** The College has no storage space available for personal belongings. Bicycles should never be chained inside stairwells and motorized bikes are prohibited within a building. Bike chains may be cut due to improper storage. Bicycles may be discarded if left behind after the semester ends. Students will be notified via student email to remove bikes prior to discarding.

*Students who fail to abide by these standards may result in fines and/or judicial action.*

**SECTION 7: ROOM INSPECTIONS/SEARCHES**

In order to protect the health and safety of resident students, keep rooms in good condition and avoid fire hazards, student rooms and common areas in the Residence Halls are subject to inspection by Residential, Regimental, and/or Student Life staff at any time, with or without prior notice. Such inspections will be conducted on a periodic basis. During inspections, College staff will check for the following:

a. General condition and safety of the room;
b. Cleanliness and condition of the furniture;
c. The presence of prohibited items.

Common Areas are defined as the semi-private bathrooms, common bathrooms, lobby areas, passageways/hallways, ladder wells/stairwells, storage/cleaning lockers, laundry rooms, lounges, and club rooms located within residential facilities.

In addition, College officials, including Residential Life Staff, Regimental Staff (for Cadets Only), and/or the Dean of Students, may enter rooms at any time if there is a reason to believe that the room contains illegal drugs, unauthorized substances, alcohol, weapons of any kind, or if there is any other reason to believe that entry is warranted to protect the safety or well-being of a student or others. Students who fail to cooperate with an inspection or whose room fails inspection may be subject to disciplinary action.

All packages, boxes, bags, suitcases, foot lockers, closets, dresser, desk, captain’s bed, wardrobe, and refrigerators that are in, or brought into a student’s room are subject to a full inspection upon the request of any College Official.

**REFUSING ACCESS:** Residents may not refuse room access to any professional staff scheduled to
execute their assigned responsibilities. Regimental students have mandatory weekly room inspections conducted by Cadet Regimental Officers, Regimental Duty Officers, and Residence Life staff.

**SECTION 8: GUEST POLICY**

Given its history and heritage, Maritime College encourages students to respect and abide by the institution’s values and tradition of valor and excellence. In the proper context, hosting guests/visitors is a privilege that can facilitate personal and social development as well as academic performance through joint study. Residents are advised not to abuse these privileges, as the College holds the right to revoke them at any time. Because students live by a variety of schedules, Maritime sets strict guidelines on guest visitation hours and policies on campus and in residence halls. Residents will be held accountable for the behavior of their guests and must accompany their guest(s) at all times during their visit.

Paramount in the goals of a residential community is the right of all students to have an appropriate level of privacy and the opportunity to sleep and study in one’s room without being disturbed by their roommate(s) or other persons. All students pay fees and monies associated with their residence and must respect the rights of others in this area. Because there are no single rooms or bathroom facilities for students, it is especially important that all students observe the rules and policies designed to safeguard each person’s right to rest, quiet, and privacy.

**RESIDENT:** is defined as a person who has a current and signed SUNY Maritime Housing Contract (for that term), currently authorized to live on campus, and has officially checked-in and received his/her room key.

**GUEST:** is defined as a person who is not a resident of SUNY Maritime and who does not have a signed Housing Contract (for that term), and/or who has not officially checked-in and/or not received his/her room key.

**OVERNIGHT:** is defined as 10:01 p.m. to 7:59 a.m.

Guest visitation hours within the Residence Halls:
Monday to Sunday 8:00 a.m. – 10:00 p.m.

Maritime College does NOT allow overnight guests in the dormitories. Any guest found in the Residence Halls during the overnight period is considered loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, a college or University building or grounds.), and may be escorted off campus. Guests are NOT permitted in student rooms and must remain in the lobby or lounge areas. Families of SUNY Maritime students may visit the dorm rooms of students, but only in order to help the student move items to or from the room.

From time-to-time, events on campus such as athletics, may end late and extend past the visitation hours. In the event that this occurs, the guests must depart no later than 30 minutes following the completion of that sanctioned event. No student shall at any time allow any guest (including residents not assigned to that room) to sleep in their room for any reason.

There are no exceptions to these rules except as expressly made by the College Administration to facilitate a special program use.
Violations to this policy can and will result in disciplinary action up to and including removal from the Residential Life Program and loss of ability to reside in housing. Guests may also be banned from the Residence Halls in the future. **This includes first offenses.**

Students who violate housing policy and are removed from the dorms will forfeit any and all funds and fees for the remainder of that semester associated with housing and the possible ultimate consequence is not being allowed to attend classes due to the inability to reside in the dorm as required by other Regimental regulations and policy. **Parents and students are urged to strictly adhere to all aspects in order to avoid consequences, which would lead to loss of monies, or other associated issues due to the loss of room occupancy.**

**SECTION 9: SAFETY**

**RESIDENCE HALL SECURITY AND DOOR ACCESS:** The safety and well-being of our students is paramount. To that end, we have installed new security measures in and around the Residence Halls. Only the **lobby doors** will be used for entrance and exit. Ladder well doors leading outside should only be used in the event of an emergency or fire drill. Please heed the posted signs to prevent judicial and unnecessary disturbance to fellow residents.

The lobby doors will be open (no card access needed) from 7AM to 10 PM (M-F). A Maritime ID card will be required to gain access to the **lobby doors** outside the time listed above including the weekends. Please remember to keep your Maritime ID card with you at all times.

**EMERGENCY MAINTENANCE:** Guidelines have been established to be used for responding to after-hours emergency maintenance problems. When the maintenance office is closed the night and weekend maintenance staff is authorized to respond to emergency situations only when contacted by the **OHRL** staff. Such emergencies may result in charges when damage is the result of carelessness or is of a deliberate nature. An emergency is defined as a situation which will cause or potentially cause physical harm to residents and/or physical damage to the building structure. The following list of situations should be reported immediately to the RA on duty or other acting college officials:

- Heat problems
- No hot water
- No electricity
- Floods/leaks of any kind, clogged sewer lines (sinks, toilets, or showers)
- Being locked inside a room
- Locked out due to a broken lock or door

All other non-emergency maintenance requests can be directed to the RA on your specific floor.

**EVACUATION PROCEDURES:** Certain procedures have been established to prevent confusion and/or injury to residents in the event of a fire or other necessary evacuation. They are as follows:

It is the responsibility of all residents to be familiar with all posted evacuation information, maps, and procedures for the residence halls. This includes but is not limited to the location of all exits, fire extinguishers, and the Emergency Assembly Points (EAP) for each residence hall. Upon activation of the fire alarm, the facility should be vacated by all residents. State law requires that everyone immediately evacuates the building. **NO EXCEPTIONS.** University officials may enter rooms during fire alarms to ensure compliance with evacuation procedures.
Residents should immediately report to the Emergency Assembly Point for their residence hall and move away from the building. They are assigned as follows:

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>EMERGENCY ASSEMBLY POINT (EAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Battalion (A &amp; B)</td>
<td>Under the overhang of Heritage Hall</td>
</tr>
<tr>
<td>2nd Battalion (C &amp; D)</td>
<td>Under the overhang of Heritage Hall</td>
</tr>
<tr>
<td>3rd Battalion (E &amp; F )</td>
<td>Under the overhang of Heritage Hall</td>
</tr>
<tr>
<td>4th Battalion New Hall</td>
<td>Under the overhang of Heritage Hall</td>
</tr>
</tbody>
</table>

- In the event a fire is close to the EAP, students should assemble in the front of the Gym farthest from the fire.
- Residents are to remain at their EAP until the building is cleared by the University Police Department and Emergency Personnel. Residents will not be allowed to re-enter the premises until directed to do so by the University Police Department and/or Fire Department.
- Residents must comply with directions given by Resident Life staff, University Police, Emergency Personnel, and/or other College officials.
- Failing to abide by the evacuation procedures are subject to judicial action/fees.

**FIRE SAFETY/DRILLS:** Each room and all public spaces within the residence halls are equipped with fire warning devices that are linked with the central fire alarm system. All are for the protection of the occupants. Tampering and/or interference with, as well as destruction or misuse of fire safety and fire prevention equipment is prohibited. This includes but is not limited to: fire extinguishers, fire hoses, fire alarms, pull station, heat and smoke detectors, sprinklers, and exit signs. Other prohibited behavior or items include, but are not limited to:

- Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when no fire is evident.
- Setting a fire or possessing or using flammable or highly combustible materials.
- Failing to evacuate a building at the sound of a fire alarm or when directed by College staff.
- Overloading outlets
- Smoking in non-designated smoking areas.
- Unauthorized uses of appliances in residence halls.
- Blocking access to hallway, window, or suite exits.
- All appliances must be free from frays or defects in wiring. The use of gas, alcohol, or other flame-producing chemicals is prohibited. Charcoal fires or barbecues are prohibited indoors. Grills must be at least 25 feet from buildings.
- Please see prohibited items listed above.

College policy and New York State law require the College to conduct a number of fire drills in the Residence Hall each semester. It is a violation of both State law and College policy to remain in the building during a fire drill. Any time the alarm sounds, students and any guests must leave the building immediately, closing any doors behind them, and following the specified evacuation route. Failure to vacate the building when the fire alarm sounds is a violation of policies.

*The Guide to Campus Housing is subject to change. Any policy changes will be enforced only after
being disseminated.

**OPEN FLAMES/BURNING EMBERS/SMOKING:** No open flames or burning embers are permitted within the College residence halls. This includes, but is not limited to, candles, incense, smoking, fireworks, and the burning of any materials or any action that may cause sparks. Smoking is prohibited within the residence halls and within 25’ of any operable door or window.