

# HOUSE RULES 2014-2015

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## COMMUNITY CONDUCT AND DISCIPLINE PROCEDURES

### Statement of Principles

Cornell University is committed to the overall educational and personal development of its students, and views the unique experience of living in a residential community as contributing greatly to such development. To facilitate this process effectively, it is important to maintain an appropriate residential environment.

In order to perform its educational function, Cornell University requires mutual cooperation of its members, both in and out of the classroom. Therefore, the residential community has an established set of community standards of behavior that are consistent with the educational mission of Cornell University. Included is the regulation of the conduct and behavior of Cornell University community members whose actions may impede, obstruct, or threaten the maintenance of order and/or the achievement of these educational goals.

In an effort to provide our residents with safe, comfortable and just communities, we encourage debate and discourse in the spirit of understanding and promote this freedom and responsibility. This understanding and responsibility includes respecting and being sensitive to the rights of others while not condoning messages or actions that promote hatred, intolerance or violence. Incidents of bias – acts of bigotry, harassment or intimidation directed at a member or group of the Cornell Community based on that individual's or group's actual or perceived national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, marital status, or any combination of these or related factors will be addressed with an educational protocol that helps those who offend others to better understand the impact of their actions on the larger community in which they live.

Cornell University reserves the right to review all alleged violations of the Campus Code of Conduct and/or the House Rules. While it is the goal of the judicial process to educate students about the purpose and importance of abiding by these policies, Cornell University will also issue sanctions by the Judicial Administrator (JA) or educational agreements by Residential Programs or West Campus House System staff as appropriate and necessary to ensure continued and/or future adherence. These possible JA sanction(s) include, but are not limited to, oral warning, written warning, probationary status, restriction of privileges, restitution, community service, administrative referral, and re-assignment or expulsion from the residential communities. In addition, the University reserves the right to remove a student from the residential communities pending the outcome of disciplinary action, or to transfer the student to another residential community at any time when, in the judgment of an authorized representative of Residential Programs or the West Campus House System, the student has engaged in or threatened acts of misconduct such that his/her continued presence would endanger public order or property, threaten the personal safety or security of others (by acts of physical or mental harassment or other means) or be sufficiently disruptive as to adversely affect the ability of others to pursue their educational goals.

When a contract is terminated due to discipline issue(s), no refund of any housing charges that are billed or scheduled to be billed will be made.

***For purposes of this document, “residential communities” encompass all undergraduate residence halls, Program Houses, the West Campus House System, and the Townhouse Community.***

## **Student Responsibilities**

It is the responsibility of each resident to become familiar with all Cornell University, Cornell Auxiliary Services, Residential Programs, and West Campus House System policies, administrative procedures, regulations, and community standards. The university will make every effort to make certain all information is available and easily accessible to students.

Each resident is expected to:

- Respect the rights of others.
- Respect the property of individuals, groups, and Cornell University.
- Observe all Cornell University (see the [Policy Notebook for Cornell Community](#)), Cornell Auxiliary Services, Residential Programs, and West Campus House System (see [House Rules](#)) community standards, policies, procedures, and regulations, as well as the laws of the city, state, and federal governments.
- Refrain from activities that interfere with the regular operation of Cornell University.
- Present identification upon the request of an authorized Cornell University official.
- Ensure that guests behave in a manner consistent with and in accordance with Cornell University, Cornell Auxiliary Services, Residential Programs, and West Campus House System policies.
- Understand the rules and regulations.

When a potential violation of policy, rule, or regulation occurs:

- It is the responsibility of each resident to meet with the Residence Hall Director (RHD) or House Assistant Dean (HAD) when requested. The student must meet with the RHD or HAD to respond to charges or to provide clarification about the alleged violation.
- It is the student's responsibility to provide any necessary supporting documentation or witnesses on his/her behalf.
- It is the responsibility of each resident to keep appointments. If the student does not attend a scheduled appointment, the appointment may proceed as scheduled with a review of the case and the issuance of educational agreements or sanctions as necessary and appropriate in the student's absence. If there are emergency circumstances beyond the control of the student, permission to postpone an appointment may be allowed.
- It is the responsibility of each resident to comply with University officials by surrendering, when asked by Cornell University staff members and/or law enforcement officials (such as Cornell University Police or Ithaca Police), any contraband materials and/or items.

## **Student Rights**

The judicial process is an established procedure made known to students. Students have the right to:

- Notification of rules and regulations
- Right to a timely process
- Right to a response
- Right of confidentiality (consistent with law)  
(Judicial procedures were adopted from New York University's judicial process on June 6, 2001.)

## **Disciplinary Process**

- **Origin of Accusation/Complaints of Specific Violation**

A complaint against a resident may be brought by another resident, a guest of a resident, a

member of the Residential Programs or West Campus House System staff, any affected parties, other administrative offices, or persons not affiliated with Cornell University. Students wishing to make a complaint can speak with their Residence Hall Director (RHD), House Assistant Dean (HAD), the Residential Programs Office, the Judicial Administrator's Office, or the Cornell University Police to discuss their options.

- **Investigation/Collection of Information**

The RHD, HAD, or a designee will investigate complaints and/or indications that a Cornell University, Residential Programs, West Campus House System, or Cornell Auxiliary Services policy has been violated in a residential community. Potential Campus Code violations will be investigated by the Judicial Administrator's Office or its designee.

- **Notification to Student**

The Peer Review Board (PRB), HAD, RHD, or designee will contact the student who allegedly violated a policy, and inform the student of the specific charges and judicial procedures. The student will be asked to meet with the PRB, HAD, or RHD for House Rules policy violation or with the HAD or RHD as a designee of the Judicial Administrator's Office to discuss alleged Code of Conduct violations. Depending on the nature of the allegation, the RHD or HAD may refer the matter to the central Judicial Administrator's Office.

- **Student Meeting**

The PRB, HAD, or RHD (in cases involving the House Rules) and the Judicial Administrator or its designee (in minor cases involving the Code of Conduct) will review the case, including a possible meeting with the student(s) who allegedly violated a policy. During the meeting, facts regarding the incident will be collected and the student's rights and responsibilities regarding the judicial process will be disclosed. When necessary, more than one meeting may be required.

- **Meeting Outcome**

Following the student meeting, the PRB, HAD, RHD, Judicial Administrator or its official designee may take one of the following steps:

- House Rules cases
  - Determine no violation occurred. No disciplinary judicial record would be maintained and no sanction issued.
  - Address the issue in a non-judicial manner at the community level via educational discussion. No disciplinary judicial record would be maintained and no sanction(s) issued.
  - Adjudicate the case via educational hearing and administer sanction(s). An internal record would be maintained, but is not considered part of the student's University disciplinary record.
- Code of Conduct cases
  - Determine no violation occurred and dismiss the case. No disciplinary judicial record would be maintained and no sanction issued.
  - Come to an informal agreement (referred to as a "Summary Decision Agreement") with the student regarding the violation of policy. Sanction(s) would be administered and a judicial record may be created (depending on the nature of the violation and/or sanction(s) issued).
  - If an agreement cannot be reached, the staff member would refer the underlying matter (including points of agreement and disagreement) to the central Judicial Administrator's Office (JAO). The central JAO will refer the case to the University Hearing Board.
  - For a complete explanation of procedures involving alleged violations of the Campus Code of Conduct, please go to: [ja.cornell.edu](http://ja.cornell.edu).

When necessary, the matter may be referred to the Judicial Administrator, Assistant Director, or Director of Residential Programs.

**Cornell University Good Samaritan Protocol**

Cornell's Good Samaritan Protocol seeks to reduce barriers for students seeking assistance when an individual experiences severe intoxication or a serious injury after using alcohol or other drugs. If an individual who receives emergency medical attention related to his or her consumption of alcohol or other drugs completes a required follow-up at Gannett, he/she will not be subject to judicial action if the incident was related to underage possession of alcohol, use of drugs, or disorderly conduct. An individual receiving amnesty will not be required to meet with the Judicial Administrator, will not be required to pay for the required follow-up service at Gannett, and record of the protocol being applied will be kept within the Judicial Administrator's Office rather than a written reprimand. A person in need of medical attention is eligible for this protocol on more than one occasion.

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other drug-related emergency will not be subject to judicial action for the following code violations in relation to the incident: underage possession of alcohol, use of drugs, provision of alcohol to an underage person, and disorderly conduct.

## COMMUNITY STANDARDS & POLICIES

The residential communities have an established set of community standards and policies for behavior that is consistent with the educational mission of Cornell University. The information below outlines these community standards, which are above and beyond those outlined in the [Academic Year Housing Terms and Conditions](#), [University policies](#), and [Campus Code of Conduct](#). Policies that are also covered in the Campus Code of Conduct will be referred to the Judicial Administrator.

### Alcohol

- Under New York State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.
- It is a violation of Cornell policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
- Residential Programs/West Campus House System prohibits kegs, beer balls, and other similar beverage containers commonly used to serve multiple individuals.
- Alcohol paraphernalia (such as empties, flasks, or funnels) is prohibited in residential communities, except in rooms where all assigned persons are 21 and over.
- Public intoxication by an individual 21 years of age or older who is disrupting the community will be subject to disciplinary action.
- Public intoxication by an individual under 21, whether or not disruptive to the community, will be subject to disciplinary action.
- Possession or consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, or hallways).
- A person who is 21 or older may not consume alcoholic beverages in any residence hall room / suite unless all who are present are 21 or older.
- A person under 21 may not be in a room where alcohol is present.
- In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of his or her guest(s) who are students or non-students.
- If an underage student is found drinking alcohol in a room in which he/she does not reside, the resident(s) of that room may be held equally responsible for permitting the violation to occur.
- No alcohol (possession or consumption) is allowed in Akwe:kon.

### Barbecue Grills

- Students must receive authorization from the RHD/HAD a minimum of 24 hours prior to using a grill.
- Grills must be set up on level ground at least 6 feet from sidewalks and 25 feet from buildings, structures and vehicles.
- Grills cannot be set up under trees or overhangs.
- Grills must be located so smoke does not enter nearby buildings.
- Charcoal must be completely extinguished and cold to the center of the charcoal before disposal.
- Grills must be used for cooking in the manner intended by the manufacturer and may not be used to burn trash, papers, wood, etc.
- Use of grills may require completion of an [Event Registration Form](#) (formerly known as a UUP) to be filed with the Student Activities Office.
- Storing flammable liquids (including instant light charcoal) or gases is not permitted anywhere in the residence halls.
- Charcoal may only be kept in storage areas identified by a professional staff member.

## **Bed Elevating**

- Residents are not permitted to use homemade or non-approved purchased bed lofting units. Anyone found in non-compliance will be charged for the removal and is subject to disciplinary action.
- Residents wishing to have their beds lofted or bunked must submit a [Maintenance Request](#) through SAS Facilities. Requests for bed adjustments are accepted beginning September 1<sup>st</sup>.
- Students may raise their own beds slightly (approximately one foot) from the standard position if their bed hardware allows for the bedframe to be easily adjusted. Students who wish to have their beds raised may also submit a [Maintenance Request](#) (beginning September 1<sup>st</sup>) for SAS Facilities.
- In order to comply with Fire Codes, beds cannot be placed directly under a sprinkler head or within 3 feet of the lowest point of a smoke or heat detector. If bunked beds are used in a room, the room shall have a minimum ceiling height of 7 feet and 6 inches. Beds also cannot cover more than 33% of the floor or exceed 36 square feet or obstruct any exit, window, door, heating equipment or any other equipment that could create a fire hazard.
- Beds bunked or lofted must remain in the same place where they have been positioned, when done or approved by the facilities staff. Note that any Code violations that are issued which are the result of beds placed out of position by the resident shall result in a charge to the resident.

## **Bias**

- Under Cornell's specific definition, a bias incident is an act of bigotry, harassment, or intimidation that occurs on the Cornell campus or within an area that impacts the Cornell community and that one could reasonably conclude is directed at a member or a group of the Cornell community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status or any combination of these or related factors. Cornell utilizes its Reporting Bias System to track and respond to bias incidents in which the perpetrators are known, unknown or may not be readily identifiable.
- Anyone who directly witnesses or experiences bias activity (or finds evidence of or hears about past bias activity) on the Cornell campus or in an area that impacts the Cornell community should intervene in the moment as appropriate (e.g., contact Campus Police at 911, if a crime is in progress, or interrupt the behavior in as much as the observer feels skilled and safe).
- Bias activity can be reported confidentially at [https://www.hr.cornell.edu/diversity/reporting/bias\\_response.html](https://www.hr.cornell.edu/diversity/reporting/bias_response.html)

## **Bicycles**

- All bicycles must be registered with Cornell University Police (CUP), G-2 Barton Hall. There are a limited number of outdoor bicycle racks and indoor bicycle storage rooms. (Not all residence halls or on-campus properties have indoor bicycle storage available).
- Bicycles may not be stored in student rooms.
- Bicycles cannot be left in hallways or stairwells. They will be confiscated and turned over to CUP.
- Any bicycles found in bicycle rooms or on bicycle racks after Commencement will be handled in the following manner:
  - The bicycle will be removed (the lock will be cut if necessary) and taken to the Lost and Found in Barton Hall.
  - If the bicycle is registered with the University, CUP will contact the owner via a registered letter to his/her permanent address.

- If the bicycle is not retrieved from the Lost and Found within a year, it will be entered in the Tompkins County Police Auction.

### **Break Periods**

- Residential communities are scheduled to open and close on specific dates; early arrivals and late departures are generally not allowed. Students must make arrangements to move in or out by dates outlined in the [Housing Contract](#). When exceptions are made, students may be charged additional fees based on an hourly or daily rate. During Winter Break all residential communities are closed except the Jerome Holland International Living Center, which is open to international students and other students, depending on availability.

### **Census Report**

- All residents are required to sign a census report (either online or hard copy) at the beginning of each semester. The census report confirms the occupancy of each residential building.

### **Cinder Blocks**

- Cinder blocks may not be used for raising or lofting beds and will be removed at the resident's expense.
- Any cinder blocks found in the building at the end of the year will be billed to the resident responsible. In addition, any damage to furniture or floor due to use of cinder blocks will be billed to the resident(s) responsible.

### **Commercial Business**

- Residents may not use their room, telephone or data lines for profit-making purposes.
- Commercial businesses are not permitted in residential communities or on the grounds surrounding them. Some exceptions are possible for programming events where a vendor's presence is a key component. The Director of University Relations and SAS Marketing & Communications must authorize such events and an [Event Registration Form](#) must be filed.

### **Common Area Damage**

- All residents of the community are responsible for the condition of the common areas. Common areas include, but are not limited to, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and entryways. Damages or stolen university property from these areas, for which a responsible individual is not identified, will lead to the floor, suite, unit, building, and/or complex being billed for the repairs, replacement, or cleaning.
- If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed. Entering a space when it is closed is prohibited.

### **Common Area Usage**

- Lounges, meeting rooms, lobbies, hallways, elevators, stairways, bathrooms, and kitchens in residence halls are areas held "in common" among the residents. They are not open to the general public.
- Bathrooms that are cleaned by SAS Facilities staff must be cleared of personal belongings, except where cubbies and racks are provided.
- Residents may not remove furniture from any common area.
- Residents may not move beds into common areas.



- Personal property may not be left in common areas (including laundry rooms) as it violates fire safety codes and will be addressed by the Residence Hall Director (RHD) or House Assistant Dean (HAD).
  - Lost or abandoned items of value will be turned over to Cornell University Police (CUP) in Barton Hall (607-255-1111) or Service Centers. After the waiting period prescribed by law, the item(s) will be entered in the Tompkins County Police Auction.
- To reserve common areas, contact the RHD or House Office and follow guidelines in place for a given community. It is expected that the area be returned to its original state after use. The sponsoring residents are responsible for any damage and clean up after an event.
- Behavior in common areas should conform to the standards of the community as a whole. Loud, offensive, or lewd behavior or language directed at anyone (including staff) is not acceptable. Residents should exercise good judgment and demonstrate consideration of others when using common areas.
- Balconies will be opened by residential staff as weather permits. Balconies must be used respectfully or they will be closed. Inappropriate behavior including, but not limited to, moving furniture onto balconies, smoking on balconies, throwing items off of balconies, or storing food on balconies may be subject to judicial action.
- It is the residents' responsibility to keep lounges clean and to return furniture to its proper location.

### **Community**

- Residents should act in accordance with the established standards of the residential community. Residents' behavior should be considerate and respectful of other community members and the physical space. Any behavior that disturbs another member(s) of the community can result in judicial action.

### **Controlled Substances**

- It is against Cornell University policy to traffic in, manufacture, dispense, use, possess, or sell any illegal drug.
- While the University prefers to handle a student's use of any controlled substance on an individual counseling and medical-care basis, such treatment does not offer immunity from local, state and federal law. Any information that comes to the attention of CUP concerning the sale, exchange, or transfer of drugs from one individual to another is communicated to public officials. The University cannot prevent federal, state, or local law enforcement officials from investigating and prosecuting drug law violators.
- Residential Programs/West Campus House System prohibits possessing drug paraphernalia, whether or not it is being used for consuming drugs.
- "Illegal drugs" includes legal prescription drugs that were prescribed to someone other than the individual in possession/using them.

### **Cooking and Appliances**

- Cooking is prohibited in hallways, bathrooms, and lounges.
- Student may not leave stovetop cooking unattended.
- Appliances with immersion coils, water heaters without automatic shut offs, and exposed coils (such as space heaters) are prohibited in the residence halls unless provided by SAS Facilities.
- Appliances with self-contained, thermostatically controlled heating elements with automatic shut off may be used in student rooms.

- Appliances with open heating elements (toasters and toaster oven) may be used in kitchenettes only.
- Stand-alone microwaves are prohibited in individual rooms; students may use the microwave in their building's shared kitchen instead. The exception is in the Townhouse Community, where residents may bring a microwave for use in their apartments.
- A "microfridge" (combined microwave and refrigerator) is permitted, as long as it does not draw more than 7.3 amps [700 watts] to start and 1.5 amps while running. Due to wattage requirements, microfridges must be those rented from the University-approved vendor, or another with the above amperage and wattage parameters. Refrigerators may be purchased but cannot exceed the above specifications.
- Use only electrical equipment identified with the Underwriter's Laboratories label.

### **Courtesy and Quiet Hours**

- Courtesy hours are in effect 24 hours a day. Members and guests of a community are expected to observe courtesy hours and may be asked at any time to limit the amount of noise they are creating.
- Each residential building is expected to define quiet hours at its own discretion. During quiet hours, amplified sound, loud talking in hallways, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

### **Decorating Rooms**

- Resident rooms must be in the same condition upon departure as they were upon arrival. Room damages or decorating violations will be assessed and charged against the resident(s) responsible. If a responsible party does not come forward, the damage bill will be split among all residents of the room.
- No more than one 8 ½" by 11" sheet of paper, per resident, is allowed on the outside of a room door.
- Pictures, posters, and other materials must be hung from picture moldings, tack strips, or bulletin boards only. Nails, tacks, screws, tape, glue, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture.
- Decorations including natural evergreen trees, wreaths, or boughs are prohibited. Artificial decorations may be used and must be clearly marked as being made from a slow burning or a non-combustible material. Metal trees are also acceptable, with illumination by spot or reflective lights only. All winter seasonal decorations must be removed prior for leaving for the intersession break.
- Decorative strands of lights are permitted with an Underwriter's Laboratories label or listing (UL).
- Alterations (including but not limited to painting) to a room/apartment or to any University property within a room/apartment or common area is prohibited.
- Hanging or extending anything outside the windows is prohibited.
- Floor lamps with halogen bulbs are prohibited.
- "Octopus/spider" lamps are prohibited.
- Internal cables may not be spliced and run to individual rooms.
- Maintenance in student rooms and common areas may only be completed by authorized staff.
- Objects may not block the windows.
- Hanging or posting anything on ceilings is prohibited.
- Hanging anything from sprinkler pipes or any part of the fire sprinkler system is prohibited.
- Covering smoke detectors and/or sprinkler heads is a life safety issue and is prohibited.

- Tapestries, cloths/sheets, plastic signs, and flags may not be hung in student rooms.
- No more than ten percent of the wall can be covered by decorations in compliance with fire code.
- Windows in all student rooms come already equipped with drapes, shades, or blinds. Students may not hang their own window treatments in their rooms, unless material is fire rated and labeled as such. Certification must be on file with the SAS Facilities Office.

### **Donation Drives and Collection Boxes**

- Residents must contact their RHD/ HAD for approval for any form of donation drive and/or collection box. Residents who sponsor such drives must adhere to following policy regarding placement, maintenance and removal:
  - In-house or single complex supported drives – If the complex chooses to support a donation drive, the complex and its staff are responsible for reservation, group contact information, setup, collection, and box removal. Contact your RHD/HAD to arrange a drive.
  - Multi-complex student supported drives – These drives should be redirected to the Community Centers for North Campus and the HADs for the West Campus House System. The student group needs to reserve lobby space via the online reservation system (<http://registrar.sas.cornell.edu/Sched/25/>) for donation bins/tabling/assembly. The boxes will be provided to each group by the Community Center Support Team (CCST). CCST will put the bins in the designated areas for each building. Each reservation will be allowed for 7 days. Bins must be checked and emptied daily. The Community Center is not responsible for items in the bins. Students who do not reserve space and/or are not standing in the appropriate area will be asked to leave the Community Centers.
  - Multi-complex, University initiated and approved drives –SAS Facilities group initiates these drives with special donation boxes (e.g., Share the Warmth, United Way, Dump and Run). The SAS Facilities group is responsible for setup, collection, and removal.

### **Fire Safety**

- Tampering with fire extinguishers, smoke detectors, sprinklers, fire and emergency doors, and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm is a threat to safety and will result in an immediate referral to the Judicial Administrator.
- Fire extinguishers are located on each floor of each building and residence all to be used only by trained personnel. Residents should familiarize themselves with the locations of Fire Alarms and marked EXITS located throughout the buildings.
- The University conducts periodic evacuation drills to practice education and safe exiting from buildings. You must exit from the building when the fire alarm is activated, and cannot re-enter the building until given permission by University personnel. Please note that evacuation plans are posted at elevators, stairs and exit points throughout the buildings. These plans will indicate means to exit the building safely. All persons should be familiar with the procedures for evacuating a building.
- University safety plans can be reviewed by visiting: <http://sp.ehs.cornell.edu/fps/Pages/default.aspx>
- Manual pull stations are located at exit points from each floor and the building exterior doors. In the event of a fire emergency, please activate the station to sound the fire alarm. This will automatically contact emergency responders. Falsely pulling the pull station will result in a referral to the Judicial Administrator.

- Smoke detectors are located throughout student rooms, corridors, and common areas. Do not block, cover, or tamper with any detector. Tampering with smoke detectors will result in a referral to the Judicial Administrator.
- Objects may be no closer than 3 feet to the ceiling or to any fire safety device.
- In the event of a fire or other emergency residents must exit the building following EXIT signs that are located throughout the building. Failure to follow evacuation procedures during an alarm will result in immediate referral to the Judicial Administrator.
- Student room doors cannot be propped open if they are designed to automatically shut.
- Storing flammable liquids and gases are not permitted in residential communities.
- Use of open flame is prohibited.
- Candles (wick or wickless) and incense are not allowed.
  - Groups of students may request approval to burn candles for religious purposes. To obtain approval, individuals should abide by the following procedure:
    - Obtain and complete a “Candle Open Flame Permit” from the RHD/HAD at least two weeks in advance of when the event is to take place. The permit must include the date(s) and time(s) of use with the following stipulations:
      - the RHD/HAD will be present during the use of live candles
      - the event occurs in a common area and not an individual student room
      - a fire extinguisher must be within the immediate vicinity of the use of live candles
    - Approved open flame candles must also be placed in a stable container, preferably a glass-globe type of holder.
- Students may not leave personal items in hallways or stairwells.
- Extension cords and multi-plug adapters are prohibited. An outlet strip with a breaker switch that is identified with an Underwriter’s Laboratories label or listing (UL) is allowed.
- Floor lamps must have the required wattage light bulbs and cannot exceed what is stated on the lamp’s UL label. The UL and wattage labels are commonly found on the shade or near the outlet for the light bulb.
- The University is subject to fire and safety inspections by various agencies. If a fine is incurred as a result of your failure to comply with the terms of your Housing Contract or with any request from University staff, you will be responsible for the amount of the fine.
- Any material that is in violation of the House Rules and/or Code of Conduct is subject to confiscation during fire and safety inspections. Any material taken will be identified by room, kept by the RHD/HAD, and will be available for collection on designated dates before university breaks. If items are not collected by the end of the semester, they will be disposed.
- Please note that the Fire Safety policies are subject to compliance changes and updates based on local and state regulated standards. Advance notice of changes/updates will be provided whenever possible.

### **Fireworks**

- Fireworks are illegal under New York State law. Any use of fireworks will result in immediate referral to the Judicial Administrator.
- The storage or use of fireworks of any kind is prohibited in residential communities.

### **Furniture**

- Furniture may not be removed from a resident's room regardless of occupancy or any common area. Resident(s) will be billed for items removed or missing from any room.

### **Gambling**

- All forms of gambling in residential communities are prohibited.
- Raffles for fundraising purposes are not permitted.

### **Guests and Escorts**

- Guests to a building may not enter the building without being escorted by the person they are visiting.
- Residents are responsible and accountable for the behavior of their guests.
- Overnight guests are permitted in residential communities if they do not constitute a problem for roommates or other residents. Overnight guests may not remain in the residential community for more than three consecutive nights within a given week.
- Overnight guests may not sleep in common spaces (such as lounges, hallways, or laundry rooms).
- No room keys or temporary access cards will be issued or given to guests and residents may not give their keys or ID card to someone else in order for the person to gain entry into a room and/or residence hall.

### **Hall Sports**

- Playing sports and using sports equipment is prohibited in residential community common areas. Playing sports includes, but is not limited to, gymnastics, running, wrestling, dribbling, etc. Sports equipment includes, but is not limited to, basketballs, Frisbees, hacky sacks, toy guns (water, nerf, dart, paintball, etc.), skates, sticks, balls for throwing/kicking, gloves, etc.
- Possession or use of barbells and other weight-lifting equipment in common areas is prohibited except in designated areas. Small weights under 30 lbs. may be used.
- Any damage caused by hall sports will be billed to the responsible student(s).

### **Hazing**

- Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through. This could include, but is not limited to humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University.
- Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to a student staff member, RHD/ HAD in his/her respective residential community.
- Hazing can be reported confidentially at <http://www.hazing.cornell.edu/>.
- Individuals who participate in acts of hazing are personally accountable under the Campus Code of Conduct.

### **Health and Safety**

- Students are not permitted on roofs, ledges, overhangs, balconies accessed through a window.
- Students are not permitted to climb the exterior of buildings.
- Removing window screens is prohibited.
- Throwing items out of windows or off of balconies is prohibited.
- Students cannot hang antennae, flags, or other materials from the exterior of buildings.

- Tampering or non-emergency use of the Blue Light or Elevator emergency phone call buttons is prohibited.
- Use of windows for the purpose of entering or exiting the building is prohibited.
- Students may not prop open or enter residential communities through propped doors as this jeopardizes the security of the building.
- Students may not allow access for another person unless they are the host for that person or specifically knows that the person is a current resident of the building.
- Egress access must be safe and passable at all times, including corridors, stairwells, lounges, other common space and living space. In student rooms, state and city regulations require a clear path from the bed to the door as well as a minimum of 36 inches between the door and any other item in the room.
- Students must keep rooms in a sanitary condition. Food must be put away in closed containers. Rooms should be clean of any food scraps or crumbs that could attract insects/rodents.
- Dangerous and/or hazardous materials are prohibited in residential communities.
- In the event that a student's room needs to be accessed by a University Official (for example: emergency maintenance, pest control, medical situations, and safety inspections), students may be required to remove excess items from their floor and furniture tops. 24-hour advance notification will be given whenever possible. Failure to complete the requested tasks could result in students being charged for the tasks to be completed by SAS Facilities or any fees associated with rescheduling the work and judicial action.
- Students may be required to move from their rooms in a designated amount of time as required by the Office of Residential and Event Services, Residential Programs, or West Campus House System staff for health and safety reasons.
- The storage of bodily fluids is prohibited in residential communities. Bodily fluids must be disposed of in the proper waste removal system.

### **Leafleting, Canvassing, and Petitioning**

- Canvassing and leafleting are not permitted in residential communities.
  - Leafleting includes activity in which an individual distributes papers (flyers, brochures, leaflets, posters, etc.) from door-to-door or to people passing by.
  - Canvassing includes activity in which an individual moves door-to-door asking residents for their support in an election or advertising an event.
- Leafleting and canvassing is permitted for candidates for the Residential Student Congress, Student Assembly, Class Councils or the Board of Trustees on three designated nights during the campaign period, from 7:00p.m.-10:00p.m. in undergraduate areas and from 6:00p.m.-8:00p.m. in graduate areas. During this time, the following procedures are followed:
  - The candidate completes and receives approval at least 72 hours in advance of the event via an [Event Registration Form](#) (formerly known as UUP). In order for residential staff to track who is entering the building, no more than three candidates, one building, and one night may be listed on the Event Registration Form. The residential staff will notify the candidate of how to gain access to the building.
  - The candidate carries a printed copy of the Event Registration Form approvals and presents it upon request to any university staff member.
  - The RHD/HAD determines the appropriateness of leafleting or canvassing taking place.
  - The RHD/HAD notifies the community of the leafleting/canvassing to take place, indicating that residents may place a sign on their door indicating "No Leafleting/Canvassing" if they do not wish to be approached, and the candidate respects the request not to be approached.

- The leafleting/canvassing material must identify the name of the sponsoring candidates and contains no requests for money.
- The leafleting/canvassing does not occur in entry/exit areas or archways.
- Residents are allowed to petition in their own residential community under the following rules:
  - The resident attends a meeting of the Residence Hall Leadership Organization or meets with their RHD/HAD, notifies the organization of the days and times the resident would like to petition, and receives permission from the organization to proceed.
  - If the Residence Hall Leadership Organization is not active, the resident may submit notification (as outlined above) to the Residential Student Congress (RSC).
  - The petition subject matter is of a topic that relates to the resident's community.
  - The petitioning does not take place during quiet hours.
  - The RHD/HAD notifies the community of the petitioning to take place, indicating that residents may place a sign on their door(s) indicating "No Petitioning" if they do not wish to be approached.
  - If any of the above guidelines are not followed, the petitioner will be asked to stop petitioning and if not cooperative, could be subject to disciplinary action.
  - (Please also see the Guests and Escorts policy)

### **Lockouts and Lost Keys**

- Residential Programs/West Campus House System and Service Center / House Office staff will not provide entry to a room for anyone other than a resident of that room, including parents, friends, guests, and/or other individuals. Exceptions may only be made in case of emergency as determined by a full-time Residential Programs/West Campus House System staff member.
- Residents are responsible for their building and room keys. Residence hall exterior doors are locked at all times.
- Cornell University Police will not unlock doors for residents.
- Keys must not be duplicated or loaned.
- Each resident will receive a voucher for one free "lockout" (to have their door unlocked for them without charge). Service Centers/House Offices and residential staff will accept this voucher. A charge will be assessed for each additional lock-out.
- When a student is locked out during Service Center/House Office hours, their Service Center/House Office will provide them with a loaner key for a fee, or for free if the student has a lockout voucher. Students must have proper identification such as an ID, or knowledge of the information on the key card, and must sign a Loaner Key Agreement before they take the loaner key. If the loaner key is not returned within five days (5) from the date the agreement is signed, the student will be bursar-billed lock charges and the locks will be changed.
- When a student is locked out when the Service Center/House Office is not open, the residential staff member on-call will open the room with a master key for a fee, or for free if the student has a lockout voucher.
- Students with electronic access who lose their access card (Cornell ID) must report the loss to the Service Center/House Office. The student will receive a temporary card that will be valid for 72 hours. After that period, if the access card is not located, the student must obtain a new ID card from University Registrar (B-7 Day Hall). After the 72 hours, a charge will be Bursar billed to the student if the loaner card is not returned.
- All lost or stolen keys must be reported to Cornell University Police and the Service Center/House Office staff immediately. If the keys are not found within 5 days, the lock core will be replaced at the student's expense. There are no exceptions to this policy.

- Religious Restrictions: Students who are prohibited from using electronic devices on certain days due to religious restrictions may request an alternative access key from their Service Center/House Office and must sign an Alternative Access Key Agreement. The professional staff member of the Service Centers/House Office will approve these requests, issue keys, and maintain a file of all keys issued and returned. Keys checked out for religious observation must be returned to the Service Center/House Office during winter intersession. Keys will be available to pick up upon return for Spring semester.
- Bike Rooms: Students needing access to bike rooms may request an alternative access key from the Service Center/House Office and must sign an Alternative Access Key Agreement. The professional staff member of the Service Center/House Office will approve these requests, issue keys, and maintain a file of all keys issued and returned.
- If a student room or mailbox key is not returned at the end of the academic year or at the termination of the student's residence hall contract for that room, the student will be bursar-billed for a lock cylinder change. There is no exception to this policy.

### **Motor Vehicles**

- Storing or parking motorized vehicles in residential communities is not permitted. Please see [Commuter and Parking Services](#) website for policies about motorized vehicles (Motorcycles, Motor Scooters, and Mopeds).

### **Murals**

- If a student wishes to paint a mural he/she must contact the RHD/HAD to receive a request form and guidelines. All submissions must include a full-color drawing with the mural request form.
- A request for a mural to be painted needs to be submitted to the RHD/HAD by April 15<sup>th</sup>. The RHD or HAD will notify the student(s) if the mural is approved.
- When a mural is approved, the mural will be shared with SAS Facilities Office no later than the last week in April.
- The mural must be completed no later than the first day of final exams in May.
- Failure to follow the guidelines, receive approval, or complete the mural will result in charges to the student(s) for repainting of the wall.

### **Pets**

- All residents (other than those living in Ecology House) are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons.
- Due to the environmental focus of Ecology House, residents are permitted to have pets under specified conditions. Residents must contact the Ecology House RHD for the specific policy and for approval and pet registration prior to bringing any pets into the residence.
- Service dogs are permitted (as determined by [Student Disability Services](#)), but not for training or companion purposes.
- Arrangements should be made in advance for the care and feeding of pets during breaks and/or any anticipated time away. Keys cannot be shared with others and permission cannot be granted for a non-room owner to enter the room if the room owner is not present.

### **Pools, Hot Tubs, and Waterbeds**

- Waterbeds and hot tubs are prohibited.
- Pools are not allowed in any internal residential space.



## **Posting**

- Please observe the following guidelines when seeking to post advertisements in North Campus and Collegetown residence halls:
  - Non-Residential Programs (University registered or non-profit organizations) flyers or announcements may only be posted with the permission of Residential Programs staff.
    - All flyers must be taken to the Residential Programs Office at 1501 Clara Dickson Hall for approval before they are posted. Poster approval and stamping can be received between the hours of 8:30am and 4pm, Monday through Friday.
    - Non-Residential Programs organizations must leave approved posters at the Residential Programs Office, where professional staff will retrieve them for posting. Allow 7 days prior to the event for posting.
    - Flyers and announcements may be posted on designated spaces only. Residence hall staff will monitor bulletin boards for inappropriate usage. Any materials lacking the name of a sponsoring group or appropriate approval stamp will be removed and discarded.
    - Posters should be 8.5"x11" in size. Accommodations will be made for posters up to 17"x24"; organizations should realize that this size will limit the quantity approved for posting.
  - No other organizations or groups are permitted to post in the residence halls.
  - Areas that are not to be used for posting include: outside walls of buildings, sidewalks, stairwells and stairwell doors, glass on doors.
- Please observe the following guidelines when seeking to post advertisements in the West Campus House System:
  - House staff will post flyers at the discretion of the House leadership and will monitor bulletin boards for inappropriate usage.
  - Flyers should be dropped off at the House Office.
  - Allow 7 days, prior to the event, for posting.
  - Any materials lacking the name of a sponsoring group or that are posted without approval of the House leadership will be removed and discarded.

## **Room Change Requests**

- Any resident wishing to apply for a room change must first contact the RHD/HAD. During the first three weeks of each semester, residents may apply for a room change, but requests will not be processed until the Housing and Dining Contracts Office completes their room census to determine vacancies, which may take up to a month after opening.
- Once a student receives another assignment the new housing contract must be signed. Along with the new contract, students will also receive check out and check in directions to complete the room change process. Students are not able to move until they receive authorization from the Housing & Dining Contracts Office. Moving prior to this notification may result in disciplinary action.
- Residents requesting direct room switches with another resident must not move or take possession of the new room until they have received official authorization from the Housing & Dining Contracts Office and all residents involved have signed a new housing contract. All residents involved in a direct switch must come to the Housing & Dining Contracts Office together to sign new room contracts.
- There is a fee for room change requests including direct room switches.

- If a student switches rooms without permission, he/she could lose the right to live on campus and other disciplinary action could be taken.

### **Room Inventory and Condition Form**

- Each resident must review their [Room Inventory and Condition Form](#) (RIC) within 48 hours of checking in. This RIC is used to record any existing damage to the student's room. When vacating, any damages noted during the move out inspection that were not recorded on the RIC are the resident's financial responsibility.
- Residents are responsible for any damages to their assigned room. If the responsible individual does not take responsibility for damage done in a room, the damage cost will be split among all residents in the room/suite/apartment.
- If a resident changes rooms or leaves the university, a staff member will inspect the room before it is vacated. At the end of the academic year, all residents must sign up for a checkout (appointment or non-appointment) with a residential staff member to complete the May closing process. Appeals to damage assessment may be made only by the resident, via e-mail, to [Res\\_Damage\\_Appeals@Cornell.edu](mailto:Res_Damage_Appeals@Cornell.edu). Residents who fail to check-out with a staff member forfeit the right to appeal any damage charges.

### **Sexual Violence**

- Cornell University will not tolerate sexual abuse, rape, sexual assault, domestic violence, intimate partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students, staff, faculty, alumni or visitors.
- Visit the [Sexual Harassment and Assault – Response and Education](#) (SHARE) website to get information about University resources, support, education, and advocacy.

### **Smoking**

- Smoking is prohibited in all University undergraduate residential communities. This includes student rooms, offices, lounges, entryways, hallways, kitchens, bedrooms, elevators, and stairwells.
- Persons who smoke outside the residence halls must do so at least 25 feet from the building or any extending wall, awning, or other building feature, or where it is otherwise posted.
- The smoking and storing of hookahs in rooms is prohibited.

### **Trash and Recycling**

- Residents must collect all trash and recyclable materials using the receptacles provided in their room and take these materials on a regular basis to floor or building trash and recycling containers.
- No personal trash may be left in bathrooms or common areas.
- Bodily fluids and biohazards are not permitted in trash and recycling containers.

### **Vandalism**

- Destruction or removal of other community member's property will result in disciplinary action.

### **Vomit Clean-up**

- Vomit in common areas is the responsibility of the community. Individuals responsible should take proper measures to clean the area. Contact the staff member on call or House Office to receive a clean-up kit. Failure to do so may result in individual or common area damage charges.

## **Weapons**

- Possession of firearms (including but not limited to rifles, shotguns, BB guns, ammunition, paintball guns), explosives, knives (including but not limited to swords, bayonets, and machetes), or other dangerous weapons, instruments or substances in university residence halls are prohibited.
- Residents who need to have a weapon on campus (e.g., members of the skeet team, hunters) must register and store their weapons with CUP in G-2 Barton Hall. Residents will have 24-hour access to these weapons.

## **OTHER IMPORTANT POLICY RESOURCES**

### **Campus Code of Conduct**

Cornell University's Code of Conduct outlines the expectations, policies, and principles of the Cornell community. The complete Code of Conduct can be found at:

<http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm>

### **Charges and Fees**

Charges and fees can change at any time during the academic year. To see an extensive list of damage charges/fees, go to: <http://living.sas.cornell.edu/live/movingin/room-inspection.cfm>.

### **Housing Terms and Conditions**

Residents are responsible for the Terms and Conditions of the housing contract. Failure to adhere to the Terms and Conditions may result in disciplinary action. The full housing terms and conditions can be found at: <http://living.sas.cornell.edu/live/contracts/contractinfo.cfm>.