

## **Residence Hall Living**

The residence halls are a vital part of the collegiate experience and an integral part of the College's mission. At SUNY Potsdam, students spend a major portion of their time outside of the classroom, and the residence halls are at the center of the students' day-to-day life. The College's Residence Life Department believes that a residence hall should contribute to the student's educational and personal growth. At the core of this philosophy is the sense of community, which staff members strive to create in the halls. You are expected to treat every member of the College community with respect, especially the hall staff, and comply with their requests. Cooperation, commitment to the welfare of the group, and a sense of responsibility to self and others define the community that develops as a result of living and learning together. We believe the essence of this commitment can be seen in the residence halls, which provide an opportunity for exchanging divergent views and beliefs and sharing in the diversity of our campus community.

The key element to a successful residential experience is the willingness to get involved. You can have an impact on the direction of your hall and the College through your participation in activities. We hope that you make the most of this opportunity by accepting the challenge and responsibility of being an active and contributing member of the residential community. The following pages will outline the policies, procedures, and regulations required of all students who live in the residence halls.

### **Residence Hall Policies & Procedures**

#### **Building Access**

College issued SUNY ID Cards will allow residential students access to all of the residence halls. Residence Life has the ability to revoke this privilege for any and all students at any time with written notification. The keyless entry system is activated 24 hours a day and students are responsible for carrying their SUNY ID Card at all times. Students may not give their SUNY ID Card or access to their CBORD Mobile ID App to another student for any reason at any time. Students should only allow entry to their own guests into their building.

#### **Checking In**

When you check in to your residence hall you will be asked to complete a room condition report (RCR) online (and in multi-person accommodations such as a suite, apartment or Townhouse you will also fill out a common room condition report (C-RCR). This is a record of the room's contents noting the condition of the room and its furnishings at the time you accept occupancy. Your signature indicates acknowledgement of the conditions noted. You will be assessed a damage charge for any conditions which differ from those specified on the room condition report when you check out.

When you check in, you will receive your room/suite/Townhouse key(s), a variety of information and you will be asked to pay a hall activity fee of \$20 for the academic year. All students must be in compliance with the College's immunization policy, be registered for classes for the upcoming semester, and be in good financial standing with the College at the time of check-in.

Students who are approved in advance to come back early and do not have an approved academic reason to be back will be assessed a \$20.00 per day fee. Students in their first semester at Potsdam will not be approved to move in early.

COVID-19 Amendment: While the campus has restrictions for COVID-19, students must adhere to all expectations related to screening and/or testing before they are able to check-in to their residence hall room. Failure to do so may result in the student being placed into quarantine for a period of time.

### **Checking Out**

At the end of the school year, or when you officially leave a room, you are responsible for returning the room to its original condition including returning all furnishings. Rooms should be left reasonably clean: door, walls and furniture cleaned, floors swept, and garbage and all personal belongings removed. Failure to remove your belongings from your room by the designated date will result in them being packed and a \$250 charge on your bill. At the time of check out, you must complete an outgoing (RCR) (and C-RCR if applicable) online. At check out, the staff member will take inventory and record changes to the entering condition. Failure to return keys at the time you are checking out of your room will result in an automatic lock change and a charge of \$50.00. Students who move rooms mid-semester, and who fail to return their key, may also be charged for two rooms until the original room key is returned and/or they notify Residence Life that the key has been lost.

The building staff and Associate Director, or designee, will make a final damage assessment by the end of the semester. If damages are assessed, the amount will be added to your student account. See damage section for more information about damage billing. Failure to sign out on the RCR and/or C-RCR does not preclude the ability to bill for damages. Personal items left behind after checkout or separation with the College may be subject to a daily storage fee.

Students are required to check out of their room 24 hours after their last final in the spring semester. Failure to vacate your room by 10am on the Sunday after commencement will result in an additional charge of \$150 per day and may also lead to trespassing charges.

### **Damage**

Students are held responsible for damage beyond normal wear and tear to their room, common areas of the residence hall (i.e. hallway, stairwell, bathroom, lounge, etc.) and college provided furnishings. If damage occurs in a common area, the individual(s), if known, can be charged both judicially and financially. Damage amounts will be added to the student's bill, most commonly at the end of each semester. Students will have until February 1st for fall bills and August 1st for spring bills to appeal IF they have checked out properly and signed their room condition report. Appeals must be made in writing to the Office of Residence Life. Students will be responsible for payment before the start of the next semester. Failing to pay this bill will result in a hold being placed on all official college records.

If the individual(s) cannot be identified, the community affected will be subject to the following Community Billing Process.

- (1) The Resident Assistant will hold a meeting with all of the members of the living unit to discuss the incident(s) and ask for the cooperation of all residents to discontinue the problem behavior.

- (2) If the problem continues, the Residence Hall Director will send a formal warning letter to all residents within the living unit as well as conduct a meeting to further discuss the college policy and violation.
- (3) If, after the first two steps are taken and the damage/vandalism continues without being able to identify the responsible person(s), then all of the residents who live within the living unit will be billed to cover any repairs or excessive cleaning. The bill will consist of a listing of all of the damages done to that area divided by the total number of students in that area.

Residence Life can provide students a list of cost for common damages in student rooms. To receive this list, students may request one in writing or visit the Residence Life office in Draime Hall Extension.

### **Electrical Appliances**

New York State Code prohibits cooking within Residence hall rooms and suites as cooking appliances can create significant fire safety hazards. The following items are the only cooking appliances that students are allowed to have and use within student rooms/suites: coffeepots, refrigerators (no larger than 4.0 cubic feet) and microwaves (not to exceed 1000 watts). Since the rooms/suites are not designed for substantial cooking, designated cooking areas are provided in each residence hall. Electrical appliances that are allowed must be plugged directly into a wall outlet or an appliance rated extension cord. All appliances other than refrigerators must be unplugged when not in use. All appliances that are powered by sources other than electricity are not permitted in the residence halls. Window air conditioning units and space heaters are not permitted in the residence halls. Energy Star/ energy efficient appliances are recommended for use in the halls. Light fixtures must have the recommended wattage bulb in them.

### **Entering Student Rooms**

SUNY Potsdam recognizes and respects your privacy; however, the College reserves the right to enter apartments, suites, Townhouses, and residence hall rooms for inspection, cleaning, or maintenance purposes at reasonable times. Students agree to allow the College to conduct periodic health and safety inspections. Students will receive notification at least 24 hours in advance from the College staff whenever possible. For routine maintenance requests, students need to give permission for entrance in order for repairs are made. Maintenance may enter a space without permission or advanced notice in situations where immediate damage to the room and/or property may occur.

Upon approval by the Director of Residence Life and/or designee, a room can be entered without notice when there is reasonable cause to believe a violation of College policy has occurred or is taking place. Apartments, suites, Townhouses, and residence hall rooms will be entered any time the halls close and/or at the end of each semester. There may be entry without notice in situations where imminent danger to life, safety, health, or property is reasonably feared.

Students expressly consent to University Police officers entering residence hall rooms to seize illegal substances (e.g. drugs or alcohol possess by a person under age 21), stolen property, contraband, and other items or property forbidden by College policy when such items are discovered by Residence Life staff during health and safety inspections of residence hall rooms.

Such items may be seized for possible use as evidence in criminal charges, in charges of misconduct under the College Code of Student Conduct, and/or for proper disposal of such items. Students do not have the right to enter other students' room without permission. Staff will not grant access to apartments, suites, Townhouses, or rooms by friends, relatives, or other students. You should keep your door closed and locked and contact a staff member or University Police if you have concerns about who is coming into your living space.

### **Furniture**

Elevation of beds by placing bed frames on cement or wooden blocks, window sills, radiators, or other furniture is strictly forbidden. Students may not stack pieces of furniture (other than bunk beds) whether college-owned or personal. Bunked beds and other furniture may not block or interfere with the operation of the windows or doors.

Students are not permitted to have waterbeds nor lofts in rooms, suites, apartments or Townhouses. Students are not permitted to bring in any of their own furniture unless it is approved in advance by the Residence Life Office.

College provided furniture must remain within the room/suite/apartment/Townhouse and will not be removed nor stored.

Furniture in the common areas of the residence halls is designed for the use of all members of the residential community and may not be removed to individual rooms or suites. Any student found with unauthorized state-owned common area furniture in their room or suite will be subject to action through the student conduct system.

### **Housekeeping**

Each hall's cleaning staff maintains the public bathrooms and those found in suites and common areas (i.e. lounges, bath-rooms, stairwells, hallways, etc.). They are responsible for the day-to-day general cleaning, but not for cleaning up excessive messes left by students. As members of the residential community, you should encourage fellow residents to share in accepting responsibility for ensuring that excessive messes are cleaned up by the responsible individual(s) and that college property is not damaged. Students are responsible for keeping their room/suite in a neat and orderly condition at all times. Willfully creating a housekeeping problem within a room/suite or common area will be considered a disciplinary matter and the community billing policy may be applied when appropriate (see damage section).

### **Housing License**

All students living on campus sign a full academic year license for room and board and are billed accordingly. Students are not permitted to sublet their rooms. Releases from the housing license are subject to a \$250.00 termination fee.

### **Keys**

Upon check-in at the residence halls, each resident is issued a room key (and suite, apartment, or Townhouse key if applicable). If you lose your room key(s), you must go to the Office of Residence Life and request a lock change. Lost keys will result in a lock change and the resident will be assessed a \$50.00 charge which includes the lock change and new keys.

Failure to return a room key when checking out of your room will also result in a lock change together with the \$50.00 fee. If fees are not paid a hold will go on the student's account until the fee is paid. Students who move rooms mid-semester, and who fail to return their key, may also be charged for two rooms until the original room key is returned and/or they notify Residence Life that the key has been lost.

All keys remain the property of SUNY Potsdam. Unauthorized use or possession of a master key or any other keys that have not been officially issued to you is considered a serious offense and will result in disciplinary action. Students are responsible for carrying their room key at all times. Students may not give their room key to another person for any reason.

## **Occupancy**

In the fall semester, the halls will open the prior to the start of classes. At the end of each semester, the halls will close at 10am on the day after final exams end. All Residence Halls will remain open during both the fall and spring semesters. Students may need to sign up with a residence life staff member to stay over the Winter/semester break in order to have card access to their building. Any student found in a closed area (or open area without registering) during a break or vacation is subject to arrest and/or charges through the conduct office.

Students withdrawing from school during the year must vacate their rooms within twenty-four (24) hours of the date of withdrawal. Special requests will be considered by the Director of Residence Life or designee and may be subject to charges. With the exception of students participating in graduation, students must vacate their rooms within twenty-four (24) hours after their last examination. Requests to remain on campus through commencement must be made through the Director of Residence Life or designee. Students graduating will vacate their rooms by 10am the day after graduation exercises. Registered summer sessions students may be allowed to stay longer, until the summer session housing area is ready for occupancy. Any student who remains in their room past 10am on the Sunday after commencement, without expressed permission by the Director of Residence Life, or designee, will incur in an additional charge of \$150 per day. They also may receive charges for trespassing.

Students must be registered for classes in order to live on campus. Students continuing from the fall semester to the spring semester must be registered for classes for the spring semester by the last day of classes in the fall semester. Students who are not registered by this date will be required to move out of their room at the end of the fall semester.

During the pandemic, the College may issue additional protocols for returning or leaving campus. All students are expected to fully comply with these directives.

## **Property Insurance**

SUNY-Potsdam assumes no responsibility for lost, stolen, or damaged personal property, for any reason at any time, and has no insurance coverage protecting student's property. It is recommended that the student contact an insurance agent concerning possible protection against such losses or for coverage under a family homeowner's or renter's policy.

## **Repairs**

If there is something in your room or building that is in need of repair, speak to, or email, your RA or Residence Hall Director. They will submit a maintenance request which

notifies the maintenance staff of the needed repair. Repairs are handled on a priority basis with safety and security repairs taking precedence. In the event that a maintenance problem is not promptly resolved, it should be brought to the attention of your Residence Hall Director.

Continuing unresolved problems should be reported to the Office of Residence Life. Students will need to notify the staff that the College has permission to enter the room when they are not present for routine, requested repairs.

### **Residency Requirements**

The State University guidelines pertaining to campus residency mandate that “every student in full-time attendance at a state operated unit of the University, other than married students or students residing with a parent(s) or guardian, shall be required either to live in a dormitory maintained by such unit or to have permission under such provisions as made therefore by the Director of Residence Life of such unit to live off campus...” Specifically, SUNY Potsdam requires all students who enter as a new, first year students to live on campus for 2 years or 4 semesters and all new transfer students are required to live on campus for their first year or 2 semesters, unless the student:

- (1) *lives with their parent(s) or legal guardian(s) at their official residence (domicile) within a 60 mile radius from campus. Domicile shall be defined by the rules pertaining to official residence in the Office of the College Registrar.*
- (2) *has dependent children residing with them.*
- (3) *is married.*
- (4) *is twenty-one (21) years of age as of September 1, for fall admission or January 1, for spring admission.*
- (5) *is a Veteran.*

Full time undergraduate students may request to live off-campus by submitting a petition for exemption or release to the Director of Residence Life or designee with a valid reason and supporting documentation.

The residence halls are designed to complement the academic mission of the institution. Thus, students living in the residence halls must be registered students in order to live in college housing. In addition, students must be in good financial standing and have up to date health records, including immunizations. Exceptions to these will be considered by the Director of Residence Life or designee.

Living in a college residence hall requires student status. Students who live in the residence halls are expected to actively engage in activities that will result in satisfactory academic progress. Such activities include, but are not limited to, regular class attendance, completing readings and assignments outside of class, finishing papers and projects in compliance with class syllabi; and preparing for and taking examinations. Failure to be involved in academic work in a purposeful way will jeopardize your ability to live in the residence halls.

### **Room Assignments**

Students may express preference for a building, room and roommate during the housing sign up process. Whenever possible, Residence Life tries to honor the specific requests of students. Although students may request a particular building and/or roommate, Residence Life cannot guarantee that these requests will be fulfilled. The Office of

Residence Life reserves the right to assign or reassign students' campus housing assignment for administrative purposes and/or for the best interest of the residential community. In addition, The Office of Residence Life can also ban students from certain areas/buildings, including guests of students.

Most students are housed in traditional double rooms. A certain number of suites, apartments, Townhouses, triples, and singles may be available each semester as total occupancy numbers permit. Single rooms can be requested in the Office of Residence Life, including requests for medical singles. If a student is left alone in a double room and is uninterested or unable to secure the room as a single, students may be consolidated with other students in the same situation only within the same residence hall. Students left alone in an accidental single must only occupy their half of the room.

Room assignments can be canceled if students do not remain in good academic or financial standing or in compliance with other College requirements (e.g. immunization).

### **Room Changes**

Students requesting a room change must see their respective Residence Hall Director before making any moves. All Change of Occupancy forms must have the signatures of the Residence Hall Directors in the building where the student currently lives and the building that they wish to move to. Students must officially check-out of their former room and officially check-into their new room. Check-out/check-in must be done with a Resident Assistant who must complete a Room Condition Report for each room (and one for the common area if applicable in suites, apartments, and Townhouses). Once this is accomplished the student must bring the Change of Occupancy form to the Office of Residence Life and obtain their new room key. Failure to return the Room Change Form and old room key to the Office of Residence Life within 72 business hours may result in a hold being placed on the student's account for charges resulting from a lock change. Students who move rooms mid-semester, and who fail to return their key, may also be charged for two rooms until the original room key is returned and/or they notify Residence Life that the key has been lost.

There are no room changes during the first two weeks of fall and spring semesters and the last 2 weeks of the fall semester.

COVID-19 Amendment: While the campus has restrictions for COVID-19, the ability to change rooms may be restricted without notice at any point of the semester.

### **Room Charges**

Students are billed for the entire academic year in two equal installments. Extra charges will not be levied when single occupancy of a double room has not been requested and is beyond the control of the student. You will be responsible for the full cost of your room whether or not it was your first choice of options or you have been actually living there. Students who withdraw from the College are liable for payment of the room in accordance with the following schedule:

#### **Official Withdrawal During Semester Room Liability**

1st Week	0%
2nd Week	30%
3rd Week	50%

4th Week	70%
5th Week	100%

If a student is removed from the residence halls due to disciplinary reasons or failure to comply with College requirements (e.g. immunization), there is no refund.

Student teachers or others with academic commitments assigned outside the Potsdam area for part of the academic year can be offered a semester housing license. Permission for a semester housing license must be granted by the Director of Residence Life, or designee.

### **Room Decorating and Personalization**

Students are encouraged to personalize their room/suite/apartment/Townhouse as long as it does not cause any damage. All personalization projects must be removed at the time of check-out. Any subsequent damage will be billed accordingly. When in doubt, students should seek permission from the residence life staff before beginning any personalization project.

### **Storage**

There is a limited amount of long-term storage space available in the residence halls during the summer. In order to use storage over the summer, students must be registered for classes and must have a housing assignment for the Fall semester. Items placed in storage may be limited in quantity or size based on space available and must be non-flammable.. SUNY Potsdam is not liable for damage, theft or loss of property of items that are in storage areas.

All items must be removed from storage areas by September 15 of the following academic year. Any items not removed by September 15 may be removed and/or discarded. Exceptions to this for student teachers and a semester abroad may be approved by the Associate Director, or designee.

Due to safety regulations, students are not allowed to store bicycles in hallways, lounges, lobbies, basements or stairwells at any time.

COVID-19 Amendment: While the campus has restrictions for COVID-19, storage will not be available to students.

### **Vacations and Breaks**

Before departing for vacations or breaks, you must unplug all electrical items, empty your wastebasket, dispose of perishable food, close and lock your windows, leave your blinds open and lock your doors. You should also notify your Resident Assistant as to the time you may be leaving. Staff will inspect rooms to ensure that the above conditions have been met. Students do NOT need to check out or turn in keys for break, recess and vacation periods, unless they are not returning to SUNY Potsdam.

### **Waste Disposal**

Students are responsible for the proper disposal of garbage and waste according to published procedures. This includes, but is not limited to recycling, batteries, computers, printer cartridges, broken glass, medical waste, needles, etc. Central areas are provided in each



residential area for this purpose. Personal waste from rooms should not be discarded in bathrooms. Special receptacles for medical waste and needles are available through Student Health Services.

### Residence Hall Regulations

Published college policies supersede all residence hall regulations and terms of housing license. Students are responsible for knowing and abiding by all of the information published by SUNY Potsdam. In addition to Residence Life Policies, all items identified as prohibited conduct in the *Community Rights and Responsibilities* are not permitted in the Residence Halls.

#### **Alcohol**

Possession and/or use of alcoholic beverages in the residence halls are governed by New York State Law and College policies. Students of legal drinking age can consume and possess alcohol in rooms/suites of the residence halls only (except those living in FYE and in substance free housing). Students who are under 21 cannot consume nor possess alcohol. In addition, Residence Life Policies for alcohol include:

- (1) Individuals over the age of 21 may use and possess alcohol as permitted by law and College regulations, except in areas designated as substance free or in areas otherwise restricted by SUNY Potsdam policies.
- (2) Regardless of your age, it is a violation for you to provide, either directly or indirectly, alcohol to someone under the age of 21. This includes your roommate(s) and/or suitemate(s).
- (3) Alcohol is not permitted by any person in all public areas of the residence halls (public areas being defined as outside a student room, suite, apartment, or Townhouse). Students who are under 21 cannot possess alcohol anywhere within the residence halls at any time.
- (4) It is a violation to possess or use false or altered age documentation to obtain alcohol.
- (5) This policy prohibits kegs, beer balls, and other common source containers (i.e. “garbage can” punches) and also does not allow for rapid consumption devices such as beer pong apparatus, beer bong, tubing, funnels, etc.
- (6) Student are not permitted to engage in any type of drinking games in the Residence Halls to include, but not limited to: card games, beer pong, quarters, caps, Beirut, etc.
- (7) Students of any age are not allowed to make any form of alcohol in the Residence Halls. Possession of any equipment for the purpose of making alcohol is expressly forbidden.

#### **Bathrooms**

Bathroom designations are posted and are for use of the designated gender identity only (except in gender inclusive, co-ed housing areas, suites with baths, and Townhouses). Showers are for single occupancy use only. Creating excessive messes are subject to individual and community billing.

## Common Area Spaces

Sleeping and/or storing items, including bikes, in residence hall lounges, hallways, bathrooms, lobbies, and stairwells is not permitted. People found sleeping in lounges may be asked for identification, will be asked to leave, and may be documented.

COVID-19 Amendment: While the campus has restrictions for COVID-19, common area spaces may be closed and not available for student use. Students must comply with any event and gathering restrictions.

## Decorations

Strict guidelines for the use of holiday decorations have been developed in order to minimize the fire safety hazards inherent in the use of such materials in college residence halls. All students must abide by these guidelines, fire safety policies, posting policies and NY State Building and Fire Codes.

- (1) All decorations used must be non-flammable and fireproofed. Lights must be non-heat producing. Electrical cords should be plugged directly into outlets or power strips with surge protectors that are not overloaded.
- (2) Live trees, wreaths, corn stalks, hay, etc. are not permitted at any time
- (3) The use of candles is prohibited everywhere in the residence halls. Students who wish to light candles for religious purposes should contact Residence Life.
- (4) Please do not use washable paint, chalk or spray snow on walls, doors and lounge windows including outside brick walls.
- (5) Lights and light fixtures cannot be decorated or covered.
- (6) Decorations may not be hung on sprinklers, heat and smoke detectors and other fire safety equipment.
- (7) In the event a common area space is being used for a holiday event, the area can be decorated on the day of the event and must be cleaned immediately after it is over.
- (8) Students are strongly encouraged to practice good energy conservation.

## Doors

Safety is a responsibility of all residential students. Propping an exterior door to a residence hall, or tampering with the door which prevents it from properly being secured, is prohibited.

## Fire Safety

In addition to the policies that govern Fire Safety, which are located in the **Code of Student Rights, Responsibilities and Conduct**, there are several **Fire Safety policies for the Residence Halls**. All fire safety policies are governed by and must comply with the Fire Code and Building Code of New York State. Items that violate the State Code or College Policy may be confiscated.

- Residents are required to maintain at least a 24 inch area of clearance around all fire safety equipment (i.e. sprinklers, fire alarms, smoke detectors, heat detectors, etc.). No items may hang from, nor cover any fire safety equipment.
- All residents and guests must leave the residence halls when the fire alarm system is activated.

- Blocking hallways, stairwells, windows, and other emergency exits or impeding the proper functioning of doors is expressly forbidden. This includes leaving any item (including furniture, footwear, bikes, and personal items) in the hallway (to include entrances and hallways within apartments and Townhouses).
- The possession and use of fireworks is prohibited.
- Items that emit an open flame (e.g. candles, incense and potpourri that require ignition for their use), flammable liquids (i.e. gasoline, ether, paint, butane, propane, etc.), flammable materials (i.e. charcoal, lighter fluid, etc.) hazardous materials (i.e. chemicals from science labs, etc.) are not permitted within the residence halls and must be at least 50 feet away from any building. This includes all machinery, vehicles and equipment that use flammable liquid to operate them (i.e. dirt bikes, motorcycles, etc.).
- Electrically based air fresheners must be plugged directly into a wall outlet.
- Light fixtures must have the recommended wattage bulb in them.
- All forms of halogen lamps and multi-colored floor lamps are not safe and pose a significant fire safety danger. Thus, they are not permitted anywhere in the residence halls.
- The following items are the only cooking appliances that students are allowed to have and use within student rooms/suites: coffeepots, refrigerators (no larger than 4.0 cubic feet) and microwaves (not to exceed 1000 watts).
- The use extension cords or multiple outlets are fire safety hazards and are not permitted. Students must use 3-pronged power strips that have built in circuit breakers, are UL-listed and be made of 12 gauge or larger wire. Power strips must be plugged directly into the wall.
- Electrical appliances that are allowed must be plugged directly into a wall outlet or an appliance rated extension cord.
- Any type of electric heater and window air conditioning unit is prohibited in the residence halls.
- Students may not affix anything to the ceilings in their room (i.e. curtains, tapestries, etc.) nor may items be hung in front of the room door, window, or used as a room divider.
- All wall hangings must cover only one wall and cannot be affixed on two or more walls or the ceiling or doors.
- Any items made of fabric (i.e. tapestries, clothing, fishnets, sheets, etc.) are not allowed to be hung on the walls. Curtains are the only fabric item allowed to be hung and they must be fire retardant and have a tag attached that verifies this.
- Items on walls must be at least twelve (12) inches below the ceiling.
- Wall postings must not exceed 50% of the total surface area.
- Flammable materials are not to be posted on the exterior surface of room doors or on walls or hallways unless covered with contact paper.
- Exterior room door postings are limited to one door/name tag per resident, one 8 ½ inch by 11 inch posting per resident, and one dry erase or cork board per room/suite/apartment. Please refer to the Posting Policy for more information.
- All hands-free, self-balancing scooters (more popularly known as Hoverboards) are not allowed to be used or stored in the residence halls.

## **Guests**

The College does not permit long-term guests or long-term co-habitation of residents with guests. Anyone who does not live in a particular room/suite/apartment/Townhouse is

considered a guest of that room/suite/apartment/Townhouse. It does not matter if you are a student here or not; if you are not assigned to live in that space you are a guest. The College's policy allows for our students to host guests. The intention of the following policy is to allow students greater freedom, while reducing misuse of that freedom at the expense of their room/suitemate(s).

If a resident wishes to have a guest in their room/suite, it must always be with the consent of the other students living in the room/suite/apartment/Townhouse. Overnight guests are limited to 1 person per resident. Any guest that will be here for more than 24 hours must be registered with a member of the Residence Life Staff. An overnight guest will not stay any longer than 72 hours per month. All guests, who are not current SUNY Potsdam students, must be 18 years of age or older. All requests for exemptions to this policy, including siblings less than 18 years of age, must be made to your Residence Hall Director for approval and registration well in advance of the guest's arrival and emergency contact information provided.

It is the responsibility of the host to explain all college policies to their guest(s). The host will be held accountable for the actions of their guest(s). Residents must meet their guests at a building door to give them access to the building. Guests should not be left unattended in the residence halls without their host. Non-SUNY Potsdam students who are in the residence halls without a host and/or without being registered are subject to arrest for trespassing. Hosts will be held responsible for the guest's activities. A roommate can also be held accountable for their knowledge of behavior of a guest in a room/suite that violates SUNY Potsdam policy.

COVID-19 Amendment: While the campus has restrictions for COVID-19, the right of students to have guests in their room may be limited. This can change at any time with written notice from Residence Life. Guests are defined as anyone, to include other SUNY Potsdam students, who are not assigned to live in your room.

### **Hall & Quad Activities**

Because of the risk of physical injury or damage to facilities, students are encouraged to be careful around residence halls and quad areas. Nerf™ and whiffle balls, hacky sack, Frisbee, soccer, volleyball, and playing catch with a baseball, softball, football or lacrosse ball are permitted within the quad areas. All other athletic activities (playing a game of football, baseball or softball with a bat, lacrosse, etc.) are prohibited in the quad areas and should be restricted to the athletic fields surrounding the halls.

Skateboards, roller blades, bicycles and other wheeled vehicles or devices are legitimate methods of both exercise and transportation. However, some people choose to utilize these items in other than a conventional manner, thereby creating a physical danger to themselves and others as well as a hazard to property. Thus, trick or stunt riding is prohibited. Trick or stunt riding is defined as repetitive or competitive moves where wheels leave the surface and those acts that use railings, curbs, stairs, etc. Skateboards and roller blades using sidewalks will do so safely and will yield the right of way to pedestrians.

The above listed physical or recreation activities or others that could be defined as Hall Sports (including metal tipped darts, wrestling, etc.) are not permitted within the residence halls. Exceptions also include the use of pool, Ping-Pong, and air hockey or foosball tables in designated hall recreation rooms.

## **Improper Use of College Property**

Tampering with and/or unauthorized use of the college provided technology and equipment is prohibited.. This includes improper use of e-mail and the internet (see Information Technology Acceptable Use Policy) and all forms cyber-bullying and cyberstalking. Access to roofs, mechanical rooms, service areas and other locations not designed for student use is prohibited.

In addition, students are not allowed to operate a commercial enterprise from any State University facility or property. This includes, but is not limited to prohibiting tattooing, piercings, cosmetology (i.e. hair, nails, etc.), telemarketing, and using College provided technology (i.e. wired or wireless internet) in the halls whether money is actually exchanged or not.

## **Noise**

Students are under a continuous obligation to be respectful of each other at all times. The right to study or sleep in your room without being disturbed is of the utmost importance. All residence halls observe quiet hours that begins at 10:00 p.m. and goes to 8:00 a.m. Sunday-Thursday and 12:00 a.m. to 10:00 a.m. on Friday and Saturday. Outside of these times, quiet hours are relaxed, however, residents must still be courteous of others. Inappropriate noise at any time will be addressed, and potentially documented, by the Residence Life Staff. In general, sound should not travel from within the confines of your own room. Electrical amplification of any musical instrument is specifically prohibited. The creation of excessive noise outside or when you are entering or exiting the residence halls that may disturb students within the building is also prohibited. During the time period around final exams, 24-hour quiet hours will be in effect. During this time, no warnings will be issued for noise; all violations will be documented.

## **Pets**

With the exception of fish in small tanks (10 gallons or less), animals, to include ones that are visiting, are not permitted anywhere in the residence halls. Emotional Support Animals, which are approved in advance by the Medical Housing Committee, service animals, and animals who are approved to live in the Pet Friendly Housing area are the exceptions to this policy. Students in these excepted categories must abide by guidelines set forth in the agreements. Animals that are just visiting must be kept outside.

If a pet is suspected and/or found in the residence halls, the College staff will inspect that area in ensure the safety of the students and the animal. The staff will attempt to contact the owner of the pet to inform them of the discovery. This staff may immediately remove the pet and take it to an animal shelter where it will stay until the student comes to claim it. The student will be told where the pet was taken. All expenses that are incurred due to the removal of the animal will be the student's responsibility, to include any damages and/or cleaning costs.

## **Phones**

The Residence Halls have emergency phones on each floor/house that direct dial University Police. Tampering with these phones or using for them for any reason other than contacting University Police for assistance is prohibited.

## **Posting Policy**

All Residence Hall postings must comply with the College Posting Policy. Additional guidelines are listed below.

- 1) Postings are limited to common area designated bulletin boards. Any material that is not posted on properly designated bulletin boards may be removed.
- 2) 30 copies of items to be posted should be brought to the Residence Life Office in Draime Hall for approval and posting at least 5 days prior to the event. Postings cannot be posted by individuals or groups.
- 3) Posted material must include the name of the sponsoring group or individual and the date of the advertisement's posting.
- 4) No materials are to be posted on any glass or door in any residential area. Any exceptions to this will be made by the Director of Residence Life or designee and are usually related to an emergency, hall closing or critical information that needs to get to residents quickly.
- 5) Materials shall be appropriate for a college campus and shall not advertise activities or events which are illegal. Advertising materials shall not refer to the availability of alcoholic beverages (price, quantity, brand, type, specials, etc.), illegal drugs or any tobacco or electronic cigarette/electronic aerosol delivery device products.
- 6) Flammable materials are not to be posted on the exterior surface of room doors or on walls or hallways unless covered with contact paper. Exterior room door postings are limited to one door/name tag per resident, one 8 ½ inch by 11 inch posting per resident, and one dry erase or cork board.
- 7) Any materials advertising non-College sanctioned alcohol or alcohol related events are strictly prohibited.
- 8) Only one copy of each advertisement can be posted on each designated bulletin board. Material may not be larger than 11.5 X 17 inches. Postings may not remove, rearrange, cover up or otherwise tamper with material already posted. Material may be posted for no longer than one month.
- 9) The Office of Residence Life is responsible for enforcing this policy. Any materials deemed inappropriate or not in compliance with this posting policy will be removed by the residence life staff. Exceptions to this policy will be made by the Director of Residence Life or designee.
- 10) Any person or group that is found to be in violation of this policy may face disciplinary action and loss of posting privileges in the residence halls.
- 11) No more than 10% of a given surface in common areas (i.e. lounges, hallways, room doors, stairwells, bathrooms, elevators) may be covered at any time.

## **Solicitation**

All on-campus solicitation by SUNY Potsdam recognized groups or outside persons or organizations in the residence halls is prohibited. This includes going door-to-door, putting fliers/advertisements under room doors and telemarketing/mass voice mail messages. Authorized fund raising/sales and other activities are only permitted in the main lounge of a residence hall and must be approved in advanced by the Residence Hall Director.

## **Tobacco Free Campus**

SUNY Potsdam is a 100% tobacco free campus and as such, no tobacco use is allowed within buildings or on grounds owned or leased by the College. The policy covers

all tobacco products, including cigarettes, cigars, hookah-smoked products, electronic smoking devices/electronic cigarettes, bidis, kreteks, electronic aerosol delivery systems, smokeless tobacco, and snuff. Use of any kind of tobacco product is prohibited in the residence halls

### **Windows**

Students are prohibited from removing window screens, window bars, window safety bars or windows from their tracks or frames. Students will be immediately assessed replacement costs for removal of these items. No one is permitted to sit on a window sill or to lean out of windows. Residents are also not allowed to store or hang objects, including antennae and aerials, in front of or outside of windows. Dropping objects or throwing projectiles from windows, or breaking window glass is also not allowed. Stereos and speakers are not permitted in windows. Screens that slide open must be left closed at all times.