

Info for Students in 2017 Summer Housing



Residential Life
and Housing

BARNARD COLLEGE

Inside this packet are (1) a summer sticker & (2) a building sticker for your CUID.

Keep your CUID with you at all times. You will need to show your CUID to the Front Desk Access Attendant **each** time you enter your residence hall. If you are a visiting student who will be getting your CUID soon, please make sure you hang on to these stickers! You will need to have the Access Attendant look you up on the building roster for entry until you receive your CUID.

Emergency Procedures

For any emergencies, please call Public Safety (located in Barnard Hall) at 212-854-6666. For Facility-related issues, please call 212-854-2041 (after business hours: 212-854-3362). The Residential Life & Housing office (212-854-5561), located in 110 Sulzberger Hall, is open weekdays from 9am – 5pm.

Please program these numbers into your Cell Phone as soon as possible if you have not already done so. Thanks!

In the event of a fire alarm activation, everyone must evacuate the building immediately. Fire safety information and evacuation instructions are available on the back of room doors, posted near elevators, and online at <https://barnard.edu/reslife/fire-safety>.

There are certain emergency conditions under which people should remain inside and "shelter in place." Should such emergency situations arise, you will be advised by Public Safety or College officials to remain indoors with doors and windows closed. Listen for instructions from campus staff and check the College website (barnard.edu) for up-to-date information.

Entry to Residence Halls

Entry and access is limited to the residence hall and floor to which you have been assigned. You must show your CUID card to the Front Desk attendant to gain entry. To gain entry into another summer housing residence hall you must be signed in as a guest. Lost IDs and keys must be reported immediately to Public Safety and a replacement fee will be assessed.

Summer Guest Policy

The Summer Guest Policy is implemented by the staff in Residential Life and Public Safety. The residence hall front desks are staffed 24/7 by Attendants, who are members of the Barnard Public Safety department. For the purpose of this policy, a "guest" is defined as any non-resident of the residence hall. This Summer Guest Policy includes all Barnard College owned and operated residential facilities.

Residents are forbidden from giving their keys and/or ID card to another to use in order to gain entry into a residence hall. The College reserves the right to suspend or terminate an individual's guest privileges, as well as the right to limit guest privileges during times deemed necessary. Violation of policy may result in disciplinary (or student conduct) action up to and including removal from summer housing.

Summer Guest Access

Guests are required to notify the resident/host that they are present in the lobby and wait to be escorted. The resident must come down to the front desk with their ID to register the guest at the front desk and to escort the guest into the building. Guests are required to leave a **current and valid photo ID*** at the front desk until such time as their host escorts them back to the desk to be checked out. If a guest returns to the front desk without the host being present, the ID card will not be returned to the guest, and notice of the alleged policy violation will be submitted for disciplinary follow up. Barnard students who are visiting are guests and must leave their Barnard ID and be signed in and hosted by a summer resident.

**A photo ID is defined as any official identification card with the individual's photo and full name present on the card. Examples include a current and valid student/employee ID with photo or a current driver license with photo. Documents such as credit cards or ATM cards or expired photo documents are not considered appropriate identification and will not be accepted.*

Summer Guest Limits

Residents hosting guests (including Barnard students who do not reside in this room/suite) are expected to ensure their guest(s) do not pose an unreasonable burden or infringement on the privacy and privileges of the room or suite-mates, or other residents. Guest limits are addressed in the following ways in this policy:

Each resident may sign in no more than two guests at any given time. Each guest must be properly signed in and out and is the responsibility of the host resident at all times. Guests may not be signed in for other residents nor may they be left unattended in the residence halls.

Provided that there is no unreasonable interference with the rights of a roommate or suitemate, a resident may have a short-term guest(s) (those whose stay is for a few hours, but not overnight) at any time as long as it is within the limits noted above.

In terms of overnight guests, any individual may be hosted as a guest in the Barnard residence halls (within the above noted limits) for **no more than two consecutive nights** and **no more than six nights total in any 30-day period**. Barnard summer residents are considered "overnight guests" if they stay in any room other than that to which they are assigned.

In extenuating circumstances, exceptions to the guest limits and overnight guest policy may be granted by Residential Life & Housing. It is the student's responsibility to be proactive and contact Residential Life & Housing at least two business days prior to the guest's anticipated arrival if an exception is being requested.

Responsibility for Guests

At the time the guest enters the building, the host accepts responsibility and liability for the actions of their guest, and this includes campus residents who are guests in another residence hall. The host is expected to escort the guest at ALL times the guest is inside of the building. Residents are responsible for their guests' behavior at all times and for ensuring that guests comply with all Barnard College policies. In addition, the host assumes the consequences for violations and/or damages incurred by their guests, and are subject to disciplinary action by the College (and/or respective program) due to the behavior of their guests. All residents share responsibility for maintaining a sense of community in the residence halls, this includes greeting and inquiring about anyone unfamiliar to them. Arrangements for having visitors must be negotiated and mutually agreed upon by roommates and/or suitemates.

Minors in the Residence Halls

Any person under the age of 13 is **NOT** permitted to enter any Barnard College owned or operated residence hall without their parent or legal guardian **present**.

Summer residents must make arrangements in advance for any person between the ages of 13-17 years to visit an occupant of the Barnard residence halls. A written permission form must be provided from the minor's parent or legal guardian. The Minors permission form may be downloaded from the Residential Life web site (<http://barnard.edu/reslife/forms/>) and must be submitted (via fax or scanned w/ signature into an email) no later than 12noon on the business day (Monday-Friday) prior to the minor's visit, otherwise the minor will not be permitted access to the residence hall. When a person in this age group visits a residence hall, they **MUST** be accompanied by their student host at all times while they are in the buildings or on campus.

Compliance with Applicable Laws and College Policies

Summer residents and visitors are required to comply with all federal, state and local laws as well as all rules and regulations established by the College and the Office of Residential Life & Housing including, but not limited to A) rules concerning sanitary conditions, recycling programs, prevention of fires, and protection of the safety of visitors and guests; and (B) rules concerning the conditions under which areas in the residence halls may be visited by others. Violation of policy may result in disciplinary (or student conduct) action up to and including removal from summer housing.

Alcohol, Drug, and Smoking Policy

Barnard is a smoke-free campus. Smoking is prohibited in all residences and all academic and administrative buildings. Outdoor smoking is not permitted within the confines of the campus or within 25 feet of our residence halls. For those who go outside the perimeter to smoke, we ask that you also remain mindful of your proximity to office and residential windows.

Barnard College is committed to creating an environment that strongly discourages the misuse or abuse of alcohol and other drugs. The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty, staff, visitors, and guests. Persons who are prescribed medications are the only individuals permitted to use them. Persons are only allowed to purchase, possess, consume and serve alcoholic beverages in accordance with New York State laws and the guidelines set forth in Barnard College Policy. Alcohol is not permitted in public spaces and/or lounges in residence halls. Common source beverage containers (defined as keg, beer balls, punch bowls, and their equivalent, etc.) are not permitted, and if found, will be confiscated and the responsible persons will be subject to disciplinary action, up to or including removal from housing.

Common Areas

For the purpose of this policy, common areas include, but are not limited to, residence hall lounges, kitchen lounges, hallways, stairwells, and corridor restrooms. No person may sleep in any common area or lounge. While custodians and cleaners regularly clean lounges in the residence halls, it is the responsibility of residents and visitors to keep the hallways, lounges, and other common areas clean and in order.

Community Safety Policies

Community Safety policies remain in place throughout the summer. These policies are designed to create a safe environment in our residence hall community. All residents and visitors are expected to act responsibly and not to interfere with the comfort or safety of others. Residents and guests are expected to be aware of and abide by all policies and procedures.

The full list of prohibited items and safety policies can be found online at <http://barnard.edu/reslife/policies>

Computer Use Policy

To see the College's Acceptable Use Policy for computers and internet access, please visit <https://barnard.edu/bcit/resources/computing-policies/acceptable-use-policy>.

Please also see the Digital Copyright Compliance policy at <https://barnard.edu/bcit/digital-copyright-compliance-information>.

Any violations of these policies will be investigated & adjudicated by the College.

Disruptive Behavior

No disruptive conduct, including but not limited to excessive noise or disregard of established quiet hours, shall be permitted in the residence hall. Any conduct unsuitable for residence hall living, including (but not limited to) any practice that limits others' rights of equal use and access to room/suite/hall facilities, is not permitted.

Quiet & Courtesy Hours

All residents are entitled to a residence hall environment that affords reasonable conditions in which to live, sleep, and study. Residents must comply with requests to maintain reasonable levels of noise within and outside the residence halls. Noise within the residence hall that is ongoing and can be heard outside of one's room is considered unreasonable. Quiet hours run from 11pm to 9am during the week and midnight to 10am on weekends.

Policy against Discrimination and Harassment

The complete policy is available online at <http://barnard.edu/doc/titleIX>.

Barnard College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, disability, or sex, gender identity or expression, or any characteristic protected under applicable law or College policy. Barnard College is committed to providing an environment free from discrimination or harassment. The College does not tolerate any kind of gender-based discrimination or harassment, which includes sexual assault, sexual harassment, and gender-based harassment.

Soliciting

No commercial activities, including but not limited to conducting a business or solicitation, may be conducted in or from any of the residence halls, including but not limited to resident bed/suite rooms or in any common area (as defined by policy).

Personal Property

The College accepts no responsibility for the loss of or damage to anyone's personal property or that of their guest, and advises that all residents and guests insure personal property against loss, damage or destruction arising from any cause, including but not limited to fire, theft, water damage, and the elements. In the event of damage by fire, water, steam, or other causes that render an assigned space unfit for occupancy; the College reserves the right to reassign the occupant(s) to alternate designated housing. If an individual rejects the offer of an alternate assignment, the College shall not be liable thereafter. The College encourages all residents and their guests to evaluate their family's homeowners or renters insurance.

Thank you, and have a great summer!

For a list of local restaurants and other neighborhood places of interest, please visit <http://barnard.edu/visit/>.