

We hope you have a great stay in our residence halls. This sheet provides you with a few important things you need to know about. Please read the information below and contact your program or the Residential Life office if you have any questions.

Emergency Procedures and General Information

For all emergencies or facility-related issues, please contact the Public Safety dispatcher at 212-854-3362.

The Residential Life & Housing office (212-854-5561), located in 110 Sulzberger Hall, is open weekdays from 9am – 5pm.

When an emergency arises (examples include: fire in a residence hall, bomb threat, national crises, etc.), staff members from the offices of Public Safety (open 24 hours/day) and/or Residential Life & Housing (office hours are 9am-5pm, Monday through Friday) will be on-site to assist in disseminating information. When possible, residents, visitors, and guests are encouraged to go immediately to their residence hall room to await pertinent information to be delivered by members of these offices. In the event it is not possible to return to a room, you may check the College website (barnard.edu) for the most up-to-date information regarding the current situation. In the event that the website is inoperable, please remain calm and seek out a safe location to await further instruction. Up-to-date instructions will be delivered to the front desk of each residence hall. In the event of a fire alarm activation, everyone must evacuate the building immediately.

Checking In / Out

Visitors may check-in starting at 2pm; check-out is by 10am. When checking out, you should complete a check-out envelope, available at the Residence Hall Front Desk, in order to return your key(s) & Visitor ID. Please note that there are no baggage storage facilities to accommodate early arriving or late departing visitors, nor will the access attendant be able to secure personal belongings.

Entry to Residence Halls

Entry is limited to the residence halls and floor to which you have been assigned. You must show your Barnard Visitor ID (in your check-in envelope) to the Access Attendant to gain entry. Lost IDs and keys must be reported immediately to Public Safety and a replacement fee will be assessed. As a short term visitor, your ID allows only for access to the residence hall you are staying in. Guests may visit the lobby of the residence hall, but may not proceed beyond the Res Hall Front Desk. Numerous programs are utilizing the residence halls and campus resources, serving participants of all ages. Adherence to the guidelines described here is expected of all program participants.

Alcohol, Drug, and Smoking Policy

Barnard College is committed to creating an environment for its students, faculty and staff 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, and 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 the Barnard College Alcohol, Drug and Smoking Policy. Alcohol is not permitted in public spaces and lounges in residence halls except as outlined in the College's alcohol policy. 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. 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 dormitory windows and to those passing by.

Common Areas

For the purpose of this policy, common areas include all residence hall study lounge, kitchen lounges, hallways, stairwells, etc. Many of the residence halls have lounges for use by all residents. As such, 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 the residents and visitors to keep the hallways, lounges, and quiet study rooms clean and in order.

Community Safety Policies

All policies contained within the Community Safety umbrella are designed to create a safe environment in our residence hall community. Residents are expected to act responsibly and to not interfere with the comfort or safety of their room/suitemates or other residents. Specifically, it is a violation of residence hall policy for residents or their guests to partake in negligent behavior and/or to engage in hazardous behavior(s) as noted below.

- **Electrical Equipment and Appliances:** All permissible electrical equipment and appliances must be UL approved and in good working order. **The College recommends that appliances with an automatic on/off feature be used.** Appliances used for the purpose of cooking foods may not be kept or used in individual bedrooms. Approved cooking appliances may be used only in kitchens and/or designated cooking areas. **Items that are strictly prohibited include halogen lamps of any size, ultraviolet/infrared lamps of any size, air conditioners (any type of unit), window fans, space heaters, charcoal or electric grills, any type of deep fryer and appliances that have exposed heating elements (ex. toaster ovens, toasters and hot plates).** Items that can be used in bed/suite

room areas include coffee maker, iron, popcorn popper, hot pot, and refrigerators of 3.5 cubic feet or less. **Items that can be used in a kitchen area include** microwaves, rice cookers, woks, Foreman grills and waffle makers.

- **Guns, Explosives, Flammables:** Possession and/or use of weapons/hazardous chemicals is strictly forbidden. Internal combustion engines and any flammable or slow burning substances are prohibited, as are paper shades and any decorations on light fixtures.
- **Keys and IDs:** Residents are not permitted to give their room key or ID to any other person to access their room or residence hall, nor are they permitted to punch holes in or place stickers or other decorations on their key(s) or ID other than those provided by the College or University. The fee for any lost key(s) is \$25 per key.
- **Open Flames:** Candles, incense, oil lamps, alcohol lamps, and open flame burners are prohibited in the halls.
- **Pets:** The only pets permitted in the residence halls are fish in a small tabletop aquarium (no larger than 5 gallons).
- **Smoking:** All residence halls are smoke-free. This includes bedrooms, suite rooms, all common areas such as hallways, lounges, balconies, and within 25 feet of any residence hall building.
- **Window Sills:** A New York City ordinance forbids sitting and/or standing on, or placing articles of any kind on the sill of an open window or outside the window.
- **Failure to Evacuate:** It is a violation to fail to evacuate the residence hall during any fire alarm.
- **Tampering With Life Safety Equipment:** It is a violation of policy to engage in the improper use and tampering with of firefighting, detection, and/or alarm equipment. The removal of or tampering with smoke detectors is prohibited.
- **Elevators:** Defacing or tampering with any elevator is not permitted. If stuck in an elevator, do not pry open the door or place items in the door track to hold it open. Use the phone or intercom in the elevator to contact Public Safety.

Compliance with Applicable Laws and College Policies

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 other visitors and guests; and (B) rules concerning the conditions under which areas in the residence halls may be visited by others.

Disruptive Behavior

No unlawful or disruptive conduct, including 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 residents' rights of equal use and access to room/suite/hall facilities, is not permitted.

Non-Discrimination Policy Against Discrimination and Harassment

Barnard College is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, color, religion, creed, national or ethnic origin, sex, sexual orientation, age or disability. Barnard College is committed to providing an environment free from gender-based discrimination or harassment. As such, the College does not tolerate any kind of gender-based discrimination or harassment, which includes sexual assault, sexual harassment, and gender-based harassment. See the complete policy on the web at <https://barnard.edu/doc/titleIX/nondiscrimination>

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 visitors insure personal property against loss, damage, or destruction arising from any cause, including but not limited to fire, theft, water damage, and the elements.

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 the residence halls. Noise that can be heard outside on one's room is considered unreasonable.

Soliciting

No commercial activities including but not limited to conducting a business or solicitation may be conducted in or from any of the residence hall space.

Thanks and have a great time in New York!

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