Residential Community Living Standards
NYIT Housing in Manhattan

Community Living

Showing consideration for others and respect for college and personal property are the basic foundations of community living. The success of a residential community and the learning that takes place in this environment depend on the willingness of residents to accept responsibility for their behavior, decisions and actions as community members. Residents are expected to be aware of how their actions - be they written or spoken words, sounds or public displays of visual material - may make a person or group feel harassed, intimidated, discriminated against or in some way create a hostile or unwelcome living/learning environment. In keeping with this expectation, the Office of Residence Life and Off-Campus Housing holds as an important value the ability of community members and staff to support the diverse range of student needs and experiences.

Included in this range of needs and experiences are the following: the right to privacy, an atmosphere conducive to study, the protection of personal and public property, respect for the needs and values of each individual, and freedom from discrimination and harassment on the basis of race, color, creed, religion, national origin, gender, age, disability or sexual orientation.

Alcohol

In accordance with the Student Code of Conduct, consumption, possession, distribution, use, sale or supply of alcohol in open or closed containers on any NYIT property, including grounds, residence halls, athletics fields, or as part of any college’s activities is prohibited.

Guidelines for Alcohol Sanctioning

The following recommended sanctions are to act as Alcohol Sanctioning Guidelines for Residential Life. However, sanctions are determined on a case-by-case basis, and tailored to assist in the development, growth and learning of the individual student. As with any disciplinary process, students have the right to appeal any decision or sanction rendered by a judicial body of NYIT. The guidelines are as follow:

First Offense

- Residential probation, one year from date of decision letter
- Attend CHOICES Alcohol Seminar/Workshop
- Additional educational or community assignments

Second Offense

- Residential probation (may be extended if currently on probation)
- Parental notification via official letter
- Residential relocation and/or campus access restriction (PNG)
- Referral for counseling assessment (optional, case-by-case determination)
- Additional educational or community assignments

Third Offense


• Residential suspension  
• Counseling assessment  
• Meet with dean of students  
• Additional education sanctions or community assignments

**Alcohol Containers**

Alcohol containers (whether full, empty or decorative) may not be possessed in college residence halls.

**Bicycles**

It is not recommended that a student bring a bicycle to Manhattan as there is a limited amount of space. If a resident brings a bicycle into the residence hall, the bicycle may not be parked or stored in the hallways, restrooms, lounges, entry ways or in any area other than the resident's room. The owner is responsible for any damages caused by bringing the bicycle into the residence hall.

**Cancellation Policy Before Occupancy**

After July 1, students and prospective students who contract for housing for the full academic year contract period and subsequently decide to withdraw will be charged a $350 contract liquidation fee. After Jan. 1, students and prospective students who contract for housing during the contract period and subsequently decide to withdraw will be charged a $350 contract liquidation fee.

**Cancellation Policy after Occupancy Commences**

Students who have submitted the housing application and who have commenced occupancy in NYIT residence halls will be held responsible for fulfilling their obligation under the contract. Occupancy commences upon issuance of the room key to the student. A residence hall student who withdraws from NYIT housing while remaining a student will be obligated to pay in full for the contract period.

Residence hall students who withdraw from NYIT will be charged, on a percentage basis, in accordance with the NYIT refund policy below. Additionally, there will be a charge of $350 as a contract liquidation fee.

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund Percentage</th>
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<tbody>
<tr>
<td>During first week of classes</td>
<td>75 percent refund</td>
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<tr>
<td>During second week of classes</td>
<td>50 percent refund</td>
</tr>
<tr>
<td>During third week of classes</td>
<td>25 percent refund</td>
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<tr>
<td>During the fourth week of classes and after</td>
<td>no refund</td>
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If a residence hall student graduates during the contract period, the contract shall be terminated. Residence hall students graduating during the contract period must complete and submit to the Office of Residence Life and Off-Campus Housing a termination form by Dec. 1 in order to avoid the $350 contract liquidation fee.

If a residence hall student has a medical concern, chooses to study abroad, is withdrawn academically by NYIT or is required to teach or co-op outside of a 50 mile radius of the residence
halls, during the contract period, the contract may be terminated by the student and/or NYIT. Residence hall students who wish to withdraw from housing must complete and submit to the Office of Residence Life and Off-Campus Housing a termination form by Dec. 1 in order to avoid the $350 contract liquidation fee. Official documentation to support the student’s withdrawal from housing must also be provided prior to Dec. 1. Residents who are removed from housing due to a judicial sanction will not receive a refund of their housing charges.

If an extraordinary and unforeseen circumstance exists and all avenues of resolution have been exhausted, a student may file a petition for release from the housing license. (Roommate conflicts, finding “preferable” housing, and/or not being assigned to your first choice accommodation are not valid reasons for release). If the petition is approved, refunds will be prorated based upon the number of weeks lived in housing up to the effective date of release, (even if you did not check into or you vacate NYIT housing before the approved effective date.)

Candles and Incense

The possession and or use of candles, incense or any “open flame” receptacles is not permitted in college residence halls.

Confiscation

Items that are prohibited or that pose a danger to safety are subject to confiscation, and the student responsible may be subject to disciplinary action. Students will be given a time to retrieve confiscated items in order to take the item home. Confiscated items that are not retrieved within the specified timeline will be discarded.

Cooking

Approved combination microwave/refrigerator (micro-fridge) units for food preparation are permitted in all college residence halls. UL listed refrigerators no larger than 5 cubic feet, 36 inches in height and 1.5 amps are also allowed. For fire safety considerations, however, George Foreman Grills, hot plates/pots, toasters or toaster ovens are not permitted in student rooms. Only “to go” coffee makers without exposed heating plates and with auto shut off features are allowed in student rooms. Some buildings have designated cooking areas or kitchenettes for the preparation of food. Students are expected to clean the kitchen area after use and not leave the kitchen while food is cooking.

Gas barbeque grills are not allowed in residence halls. There is no area at Riverside residence hall where students are permitted to barbecue. Grills are also prohibited in Riverside and Central parks.

MSM

A meal plan is mandatory at Manhattan School of Music- Anderson Hall. Refrigerator/Microwave units are available for rent from Collegiate Storage and Rental- www.collegiatestorageandrental.com or students may purchase their own according to guidelines listed above.

20th St.

Each suite is equipped with a stovetop, microwave, and full size refrigerator.

Check Out

When checking out of a room at the end of the semester or at any time during the semester, residents must make an appointment with their resident assistant (RA) to check out properly.
Residents must:

- remove all personal belongings from the room; all items that are not removed will be discarded. The college assumes no responsibility for lost, damaged or discarded items.
- restore your room to its original condition, including the removal of trash.
- return room key and sign room inventory form upon checkout.

A student who fails to check out of his/her residence by the closing date and time may be subject to a late checkout charge. If a student is checking out at any time other than the scheduled checkout period at the end of the semester, he/she must go to the Office of Residence Life & Off-Campus Housing and complete a housing termination form.

Upon checkout it is recommended that you contact the post office as well as any vendors to arrange for mail to be forwarded. If you are not registered for the summer or fall semester, your mail will be returned to sender.

In addition to occupancy, check-in/check-out policies and procedures of the Office of Residence Life and Off-Campus Housing of NYIT, be sure that all the furniture provided is in its original place and in good condition. Schedule an inspection of your room through an RA for the day before or the day of your departure. Return your room key card to the RA before you leave.

If the room has sustained damage beyond usual wear and tear, the cost of repairs will be charged to you. The following prices will be used in determining financial liability for damage caused.

**Riverside:**

- Air conditioner: $300
- Bathroom mirror: $50
- Bed frame: $100
- Box spring: $125
- Carpeting - replacement: $300
- Carpeting - cleaning: $50
- Desk chair: $75
- Cleaning (general): $50
- Desk replacement: $200
- Dressing cabinet: $200
- Lamps/shades: $30-$60
- Lock change: $50
- Mattress: $125
- Night stand: $100
- Refrigerator: $250
- Smoke alarm: $45
- Remote control: $50
- Television: $300
- Telephone: $50
- Improper check out: $50
- Unit key: $50
- Walls (repairing and/or painting): $200
- Window shade: $20-$40

**Damage Policy**
Damage may lead to curtailment of services, loss of ability to make repairs, and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, NYIT has established the following measures of accountability for damage incurred to college residences.

1. Room occupants are required to complete a room inventory form after they check in and return the completed forms to their RA or the RA office. The inventory form should be completed accurately as it will be used to assess the condition of the room during or after the checkout process. The cost of repair or replacement of college property damaged since the completion of the inventory form will be charged to the room resident(s). Room furnishings must be in their proper location at checkout.

2. Students are expected to behave in a manner that is respectful of the environment in which they live and that reduces the risk of damage occurring.

3. Damage may be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is damage occurring through intentional happenings, happenings related to alcohol use or through disruptive behavior resulting in damage. Damage includes any occurrence that necessitates surplus and/or unreasonable custodial and/or maintenance services.

4. While students are liable for all damages to college residences resulting from negligence, vandalism, accidents or misuse, in the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated.

5. Charges for damages beyond normal wear and tear will be assessed upon final inspection by the Director of Housing and Residential Life or management of building. Final inspection is conducted after the residence halls close.

**Damages in Student Rooms**

Charges for damage to individual student rooms will be the responsibility of:

- the student who accepts responsibility or is found to be responsible for the damage or,
- the residents of a room where the damage occurred.

**Common Area Damages**

A common area is defined as any space other than individual student rooms (for example: hallways, stairwells, elevators, lounges, kitchens, bathrooms, lobby areas, etc.). Charges for damage to common areas in a College residence may be the responsibility of:

- any individual who accepts responsibility or is found to be responsible for the damage or,
- all the residents of the particular wing, floor, or building where the damage occurs.

The building supervisor of the residence in conjunction with the residence hall council, and facilities staff will determine the appropriate action to be taken related to common area damages.

**Replacement Cost for Damage or Loss**

It may be necessary to bill students for damages, misuse, or loss of items. See the damage charge list under the “Check Out” section.

**Damage to or Loss of Personal Property**

The college does not assume responsibility for residents’ or other person’s loss of money or valuables, or for loss of, or damage to personal property for any reason. The college
recommends that all resident students contact an insurance carrier concerning the availability of protection against such losses. Brochures and applications for insurance protection are available in the Office of Residence Life and Off-Campus Housing or from your RA.

**Delivery Service**

All residents must pick up their food, laundry and other deliveries in the lobby. The delivery service will not be allowed in the building.

**Drugs**

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed by local, state and federal laws. All cases or evidence of use, possession, cultivation, or sale of drugs or evidence of use, possession, cultivation, or sale of drugs in College residences will be handled by the appropriate law enforcement agencies and reported to the Office of Residence Life and Off-Campus Housing.

**Electrical Appliances and Equipment**

Limitations in the availability of power to each room as well as concern for fire hazards place restrictions on the types of equipment allowed in student rooms. Residents will be held responsible for ensuring that their electrical appliances and electronic equipment conform to the following guidelines:

*Approved electrical and electronic equipment and appliances*

- Small microwaves
- Compact portable refrigerators (size may not exceed 5 cubic feet, 36 inches in height and 1.5 amps).
- Powerstrips with surge protectors (Do not plug one power strip into another).
- Televisions, stereos, CD players, computers and peripherals and other personal electronic equipment.
- All electrical appliances must be UL approved.
- A surge suppressor should be used with all stereos, computers, televisions and other sensitive electronic equipment.

*Electrical and electronic equipment and appliances that are not permitted in the residences:*

- Appliances with exposed heating elements. Among other things this includes the George Foreman Grill and all similar devices.
- Hot plates, electrical stoves, toasters and toaster ovens.
- Quartz halogen lights.
- Portable heaters.
- Extension cords.

**Elevators**

Use of the elevators may be limited on occasion in order to accommodate residents or guests with a disability, the moving of belongings or for emergencies. Use of the elevators is a privilege, and students are expected to make use of them in a responsible, safe and respectful manner. In keeping with this expectation, tampering with the alarm, misuse or defacing of the elevators, or entering the elevator shaft is prohibited.
Explosives, Fire Arms and Weapons

Explosives, firearms, fireworks, firecrackers and similar devices, and weapons of any kind create a potential safety hazard and, therefore, the use or possession of these items is prohibited in college residences. Weapons include, but are not limited to, knives with blades over three inches, guns, pellet guns, paint guns, bows and arrows, machetes, ninja stars, nun chucks, grenades, swords, etc.

First Year Experience Program

As part of the first-year experience, the building staff are encouraged to provide programming and educational activities geared to the new student. Throughout the semester the resident assistants in these buildings will work together to put on programs that the first-year students are highly encouraged to attend. Programming topics may include, but are not limited to: your first semester, getting involved, going back home, drugs and alcohol issues and self-esteem issues.

Fire Safety Policies

Fire Drills/Alarms and Evacuation

Fire drills are scheduled periodically during normal working hours in college residences in compliance with state and local regulations. Every time the fire alarm sounds it must be treated as a real fire, and you must evacuate immediately. All persons must vacate the residence any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building. When evacuating the building, individuals must stand at least 15 feet away from the building being evacuated. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until the RA, building supervisor, campus security or police gives permission. College, state or city officials may enter rooms to verify evacuation of residents.

Fire Safety Equipment

Fire extinguishers, smoke detectors and fire alarm systems are there for the well being of the residents and should be treated with care and respect. Smoke detectors in student rooms are not to be disconnected under any circumstances. Tampering with fire safety equipment is a violation of the Student Code. Students found responsible for tampering with any equipment (e.g., pull stations, fire extinguishers, smoke detectors) will be subject to disciplinary action and possible criminal action.

Removal of Fire Hazards

The college reserves the right to eliminate all potential fire hazards in any residence, if deemed necessary or appropriate by a college official, or by other authorities that have jurisdiction.

Fire and Emergency Procedures

The building has a computerized fire warning system and trained fire/security personnel on the premises. During the course of the year, fire drills will be held in accordance with New York City regulations, as well as monthly inspections and maintenance of all fire related equipment. In the event of a fire or other emergency, notify the front desk representative immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get residents out of the building. If a fire alarm sounds, please vacate the building immediately. When exiting the building
use the fire stairs directly to the street. DO NOT TAKE THE ELEVATORS! Assemble across the street and maintain absolute silence so instructions can be heard. Wait until the appropriate officials indicate that you can re-enter the building.

If possible, before leaving your room:

- take your identification with you.
- close all room doors, and make sure your outside door is locked when you leave.

Creating a false fire alarm or smoking in any public area, which can cause fire, within the Riverside residence hall shall lead to disciplinary action that will likely result in eviction and termination of housing privileges. All students must evacuate all rooms in the event of a fire alarm. Students must follow all fire alarm and emergency evacuation procedures as outlined in the NYIT Student Handbook and Residential Community Living Standards.

As a resident, you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents, homeowners or tenant homeowner’s insurance policy through a rider or contract with a carrier sponsored by NYIT. Your RA and their supervisors have information on the NYIT sponsored fire/theft insurance carrier.

**Furniture**

Each student is provided with a twin bed, dresser, smoke detector, a desk and chair. Residents may not add furniture, and furniture may not be taken out of a room without the consent of the building supervisor.

In Manhattan, each student room is provided with one to three twin beds (depending on occupancy) or bunk-able unit, dresser, smoke detector, telephone (at the Riverside and 20th Street only), electronic lock (Riverside and 20th Street)/ Hard lock (MSM), desk, chair, television (Riverside Only), wall-to-wall carpet (Riverside) or linoleum flooring (20th Street and MSM), window shades, air conditioning and bathrooms. Residents may not add furniture, and furniture may not be taken out of a room without the consent of the Residence Life staff.

All furnishings must be returned to the original position in the room during the final exam week of the semester the student is checking out of the room or when the student checks out of the room during the semester, whichever is earlier.

**Lofts**

Lofts are not permitted in the Riverside or MSM residence halls.

**Water Beds**

Water beds are not permitted in college residences because of weight restrictions in the halls and possible water damage to the buildings.

**Mercury Thermometers**

Mercury thermometers are prohibited in all residential buildings as they pose a serious health and safety hazard if broken.

**Guest and Visitation Policy**
The residence hall policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the residence halls. The following general policies apply to all guests.

1. A person is considered a guest if he or she is not registered through the Office of Residence Life & Off-Campus Housing to occupy the specific residence hall room. A guest is also defined as a resident student that is in any room other than their assigned room.
2. Regardless of the length of his or her stay, the guest is expected to abide by all College and Residential policies, procedures, regulations and standards.
3. The host is responsible for the actions of his or her guests at all times. The host will be held accountable for any violation that his or her guest may commit.
4. There may be special times of the year, such as semester breaks, summer sessions, and exam periods, when the guest and/or visitation policy may be restricted or modified. Residents will be notified of guest policy modifications for interim periods.
5. Guests must have a valid photo ID in order to be registered.
6. Guests must not be listed on the College or campus access restriction (PNG) list.
7. Any consistent violation of the guest and visitation policy may warrant disciplinary action.
8. Cohabitation and living or allowing another individual to live in a space to which he or she is not assigned is not permitted.

**Short Term Guests**
Provided there is no unreasonable interference with the rights of a roommate/s, a resident may have a short-term guest (one who stays for a few hours but not overnight) at any time. The following procedures and conditions must be met:

1. It is the responsibility of the host to meet his or her guest at the main entrance of the residence hall. The host must remain with that person at all times when the guest is in the residence hall. Short-term guests must sign-in with the Desk Staff and leave photo ID. No student may sign-in a guest for another student.
2. A resident may have no more than twice the occupancy plus one person in their room at any given time.
3. Children are not permitted in or around the residence halls at any time.
4. Short-term guests are only allowed in the residence halls until 11 p.m.

**Overnight Guests**
Provided that there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest (one who stays for longer than a few hours and/or sleeps in the room overnight). In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by short-term guests, as outlined above. In addition, the following procedures and conditions must be adhered to.

1. A resident may have an overnight guest no more than three consecutive nights or 20 days total during the semester.
2. A guest may not stay in more than one room in any seven-day period.
3. Individuals under the age of 18 are not permitted as overnight guests. The residence halls are not equipped to meet the needs of infants or children.
4. A resident may have an overnight guest no more than 3 nights in a seven day period.

**Extended Stay**
In some situations, a guest may stay for longer than the time periods stated previously. A request for permission for an extended stay must be submitted to the Office of Residence Life & Off-Campus Housing 48 hours prior to the arrival of the guest.

**Harassment**

As defined in the Student Code of Conduct, harassment directed at any individual will not be tolerated in college residences.
**Hover boards**

In light of the safety concerns associated with hover boards, indoor operation or charging of hover boards is prohibited in university residence halls and other university owned or controlled premises.

**Intersession/Vacation Policy**

Residence hall charges are based upon a standard 15-week semester, as approved by the NYIT Academic Senate and Board of Trustees. Students are only permitted to occupy the residence halls during the recognized semester. Students who have academic internships, scheduled classes, live a great distance from campus, or athletes must provide written documentation to the Office of Residence Life and Off-Campus Housing in order to receive permission to remain in the Residence Hall. All other residence halls are closed during all scheduled break, vacation and summer session periods.

**Keys and Identification Cards**

The proper use of keys and identification swipe cards are extremely important in providing security within the residence halls. Keys/identification cards are for personal use, students are not to loan, share or give their room keys/key cards/identification cards to anyone else. Keys/Key cards/identification cards may never be borrowed or used by anyone other than the resident to whom they are assigned. All keys/key cards/identification cards are the property of the College and must be returned when a student checks out of the room or at the request of the building supervisor. Students are expected to return all room keys to the appropriate residence hall staff person as part of the normal check out process.

In the Riverside, MSM, and 20th St., each student must present their ID card to the security guard/front desk staff before being admitted to resident floors.

**Kitchens**

Riverside residence offers a shared kitchen on each floor and 20th Street each suite has a shared kitchen. It is each individual student's responsibility to keep the kitchens clean. Students are expected to be in the kitchen while their items are cooking; Do not leave any cooking items unattended!

**Lock Changes**

In the event that you or your roommate(s) lose your keys/key cards, a lock change ($50) will be requested. The student who lost the keys will be responsible for paying the lock change fee.

**Lock Outs**

Please contact the front desk or RA on duty for lock outs. You must be prepared to present valid identification. Excessive lock outs will incur a fee.

**Lost Keys**
Students may pay for a new key card and lock change at the front desk in Riverside. At the end of the semester if any replacement key request occurs it will be applied to the students NYIT Bursar Account if the student resides at 20th Street or MSM.

**Lounges and Common Areas**

Every residence hall contains a variety of common area spaces. Some are designated study lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the supervisor of the residence. All lounge furniture and wall hangings should remain in the assigned location for use by all community members. Lounges are not to be used to provide overnight accommodations for guests. Please be respectful of other residents using this room and help maintain the area by cleaning up after yourself.

**Mail and Package Delivery**

Riverside residents may pick up their packages and mail at the front desk, 24 hours a day, seven days a week.

*To receive mail at Riverside:*

- Your name
- Room number, Riverside Terrace
- 350 W. 88th St.
- New York, NY 10024

20th Street Residents may pick up their packages during RA office hours with a package slip and identification. Mail can be retrieved from the student's assigned mailbox.

*To receive mail at 20th Street:*

- Your name
- 300 W 20th Street, Room Number
- New York, NY 10011

MSM residents may pick up their packages from the security desk with identification 24 hours a day, seven days a week. Students’ mail can be retrieved from student mailboxes located in the elevator vestibule.

**Musical Instruments**

Since different musical instruments can be played at different volumes, some may not be appropriate for use in the residence halls. Acoustic guitars, non-amplified electric guitars and electronic pianos are some examples of instruments that can be played at a reasonable level and are therefore permitted in the residence halls.

**Maintenance**

All maintenance requests in the Riverside must be reported to the front desk. All maintenance requests must be reported to MSM RA’s and at 20th St, please see RA staff for instructions and fill out a work order request located outside the RA office door. The maintenance staff will not respond directly to student requests for work to be done in their rooms. Residents should never attempt to make repairs themselves. Students may not exchange or remove furniture from their rooms unless given written permission by building staff. Furniture removed without the permission of the residence staff will be considered missing requiring student billing for replacement.
**Maintenance Requests**

All concerns regarding building maintenance and/or repairs should be brought to the attention of your RA and/or building supervisor by filling out a work order. When submitting a maintenance request you are giving consent for the facilities staff to enter your living space. Requests must be clearly identified and the problem fully explained on the work request, which can be obtained at the RA office.

**Performance of Duty**

College officials reserve the right to enter a student's room, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behavior, maintenance problems, illness, hazards and other similar emergencies or potential crises.

**Personal and Community Expectations**

In order for safety measures to be effective, students must make proper use of their features. Residents are encouraged to lock their doors when leaving the room for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building and is a policy violation subjecting the resident to disciplinary action. Residents may not allow others to enter the residence via any locked door other than the main entrance.

**Personalizing Your Living Space**

Students are encouraged to add personal touches to their rooms that make their living areas more comfortable. Balancing this need for comfort against the need to maintain a safe living environment can sometimes be difficult. To assist you in this process, the criteria for maintaining a safe living environment are outlined below.

**Wall and Door Decorations**

Please make your room feel more at home by putting posters and pictures on the walls. White adhesive putty is the most recommended way to do this. Avoid two-sided tape or colored putty as it leaves residue that you will have to remove at check-out or risk being charged.

**Decorations**

In an effort to maintain an environment that is safe and free of potential fire and other life safety hazards, residents are asked by the Office of Facilities/Empire Hotel Group, MSM and New School Facilities to adhere to the following decoration guidelines within the residence, be that within their own rooms or within the common areas of the building.

**General Requirements**

- All decorations shall be fire resistant or non-combustible. Decorations must have the label of Underwriters Laboratory (UL) or similar standard.
- No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, stairwells or exit routes.
- Sprinkler pipes, exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, and audible fire signals cannot be decorated or covered or obstructed in any way.
- Straw, hay, leaves and dry vegetation are not permitted in any building.
- Dirt or sand is not permitted in any building, except when used for flowers or plants of reasonable size.
• Alcohol containers of any kind (whether empty or full) are not permitted as decorations.

**Lighting**

• Crepe paper or other materials are not to be wrapped around lights.
• Building light bulbs are not to be painted or moved. Commercially manufactured colored bulbs may be used if positioned by custodial or maintenance employees.
• Only use lighting sets that show Underwriters Laboratories (UL) or Canadian Standards Association (CSA) label.
• Decorative lights used inside buildings must be “miniature” types.
• Lighting sets can wear out or become damaged and should be checked closely before installation for bare wires, worn insulation, broken plugs, loose sockets, etc.
• Extension cords are not permitted in student residences. Surge protector power strips must be used in place of extension cords.
• Be sure circuits are not overloaded with too many lights. If circuit breakers shut off or fuses are blown, there may be a short or an overloaded circuit.
• There should be no pinch in electrical cords. For instance, electrical cords should not be run through door openings.
• Decorative lights must not be tightly coiled or pinched, such as under or around a bed post.

**Christmas Trees**

• Live or cut trees are not permitted in college sponsored buildings.
• Artificial trees must be of a certified slow burning or fire resistant material; trees not meeting this standard will not be permitted. Artificial trees may be located in student rooms as long as the tree does not exceed two feet in height.

**Pets**

Pets are not permitted in college residences, including student rooms. If any unauthorized pet is kept in a resident’s room, disciplinary action will be taken, and a cleaning fee may be charged to that resident.

**Posters, Flyers and Advertising**

Distribution of announcements and posters in college residences must be approved by the Office of Residence Life and Off-Campus Housing. Materials approved by the Office of Residence Life and Off-Campus Housing for announcements or posting in the residence must be submitted to the building supervisor.

Approved posters, flyers and advertising may be distributed within a residence hall only by persons employed by the Office of Residence Life and Off-Campus Housing.

**Quiet and Consideration of Others**

The college strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are thus expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. Quiet hours and courtesy hours are the vehicles for achieving this environment. In each residence, a program of quiet hours is established initially by the supervisor of the residence. That program of quiet hours must fulfill the following minimum requirements:

1. Sunday through Thursday: Quiet hours must begin no later than midnight and continue until at least 9 a.m.
2. Friday and Saturday: Quiet hours must begin no later than midnight and continue until at least 11 a.m.
   (Note: Specific quiet hours for each hall may be adjusted within the minimum guidelines at the first hall
council meeting. The established hall quiet hours can be reviewed at any time when deemed necessary by residents of each hall within the established guidelines listed above.)

3. Twenty-four hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at midnight the Sunday prior to the final exam period and continue until the residence closes at the end of the semester. No alterations of the 24-hour policy during finals week are permitted.

During quiet hours, the noise level in the living unit must be kept at a minimum. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the corridor, or outside the building. At no time is a person to create a disturbance or noise that disrupts the activities of another person within the residence. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. In the spirit of community, stereo speakers and stereos must not be directed out the windows/doors or used outside the residence. The use of headphones is also strongly encouraged. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student room.

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Courtesy hours, defined as hours of reasonable quiet, are to be maintained at all times, even during those times not designated as quiet hours. During courtesy hours, residents are expected to keep noise and activities at a level that will not disturb neighboring residents, including those living on other floors. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. Residents are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum annoyances or obstacles to academic pursuits and student wellness.

Residence and Room Environment

Residents are expected to treat all residence hall common spaces and individual rooms with respect and care and may be held accountable for damages, other than normal wear and tear, found in the room/suite. In order to protect the health and safety of all residents, it is expected that all rooms be kept at an acceptable level of cleanliness.

Roofs and Ledges

Safety concerns restrict access by students to roofs and ledges of college residences. Access to roofs and ledges is prohibited outside of their use as fire evacuation routes. In addition, radio and television antennae, satellite dishes, or similar devices are not permitted on the roofs, ledges or any building exterior. Students found on roofs may be subject to disciplinary action.

Room Changes

Room changes are the last resort for roommate conflicts. New York Institute of Technology maintains the philosophy that students need to learn to live with one another in a residential environment. This may be difficult at times due to individual differences among roommates. Residence hall staff has been trained to deal effectively with roommate conflicts. Room changes may result once there has been an attempt by both roommates to resolve the conflict. These room changes will occur only with the approval of the assistant director/associate director or director of housing and residential life and his/her designee.

Room changes, including moves made within the same buildings, must be initiated with the supervisor of the residence prior to moving. Room changes between college residences must be initiated with the supervisor of a residence before a new room assignment will be offered. A short period is established at the opening of each semester during which no room/suite or residence changes are made. Requests for room assignment changes will not be honored for reasons involving age, race, ethnicity, color, national origin, sexual orientation, disability or religion.
Room Change Procedures

The Office of Residence Life and Off-Campus Housing will consider room change requests after the second week of the semester. If the student wishes to change rooms at that time, he or she must obtain and complete a room change form and submit it to their RA and then the Residence Life and Off-Campus Housing office for approval. If the student wants to move to another residence hall, they also need to gain the approval of the supervisor of that building. Unless permission is granted otherwise, students must complete the room change and physical move within the room change period and no later than the end of the third week of classes. A student may only move to their new room after officially checking-out of their original room. Students must make an appointment with their original resident assistant and/or their new resident assistant in order to successfully complete the checkout and check-in process. Failure to follow the room change and official check-out/check-in process will result in student billing.

Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without prior authorization from the residential staff. Due to the administrative needs of the college and emergencies that may arise, it is essential that an accurate housing roster be maintained. An unauthorized room change also may occur if the student does not follow proper procedures. Students who make an unauthorized room change may be subject to disciplinary action and may be assessed a fine. Students will be responsible for any damages found in the room where the illegal room change occurred.

Room Consolidation

At the end of the room change period, all students who do not have roommates may be consolidated. The applicants of partially-empty rooms will be brought together to make a full room. This means that some students will be reassigned. Where possible, the reassignments will be done within the same floor and building, but this cannot be guaranteed.

If during the course of the semester, one student moves out of a room, the student remaining in the room may be required to accept or find a roommate or be assigned to another room. If a situation occurs such that there is no student to place in a partially occupied room, the occupant will likely be charged the normal room rate only.

Room Entry

College officials, including Office of Residence Life and Off-Campus Housing staff members, are authorized to enter, search and/or inspect student rooms and public rooms in the residence halls.

Room Inspections

The college reserves the right to enter and inspect rooms for the purpose of:

- Observance of college residence policies and procedures as well as college regulations and requirements of public law;
- Maintaining sanitary standards that protect the safety, health and well-being of residents;
- Ensuring that college property is being properly maintained;
- Ensuring against fire hazards;
- For the maintenance and repair of equipment; and
- Health, well-being, emergencies, etc.
The time and date for building inspections will be posted at least 24 hours in advance. The fire marshal will make regular inspections to all buildings, kitchens.

**Room Searches**

Searches of student rooms by college officials shall be authorized and conducted under one or more of the following conditions:

- By the consent of the occupants of the room;
- By warrant issued by an appropriate legal body/agent; or
- Upon reasonable cause to believe that there is a violation of the Student Code of Conduct, or the Residential Community Living Standards.

**Roommate Agreements**

Since sharing living accommodations is a new experience for many students, all roommate pairs will be asked to complete a roommate agreement. This agreement encourages honest and open communication between roommates, and establishes agreement for standards to be followed in the room. No agreement is permitted to contain clauses that allow for the violation of any college or housing and residential life policy. If assistance is needed in establishing this agreement, you are encouraged to meet with your resident assistant or hall staff. Since the needs and routines of roommates change during the year, it is recommended that the roommate agreement be modified as needed.

**Smoking**

No smoking is allowed in any of the residence halls. No students are to smoke in any rooms or common areas; this includes but is not limited to hallways, stairwells, elevators, kitchens and lounges. When smoking outside of the building you must be at least 15 feet from doors and windows.

**Soliciting**

Soliciting in residences is not permitted. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for, or membership in, any group, association or organization and includes door-to-door canvassing. Soliciting/selling includes conducting a business in a college residence such as baby-sitting or selling such items as cosmetics, magazines, bagels, candy bars, etc. Advertising signs, posters and fliers may not be distributed or posted in college residences. Fundraising events/soliciting are not permitted in residences unless authorized by the director of housing and residential life or his/her designee. Selected sales of fraternity/sorority jewelry and supplies may be approved by the director of housing and residential life or his/her designee.

If there is an unfamiliar person in your building who is soliciting items, please call campus security immediately to have them removed from the building.

**Storage**

Storage is not available in any NYIT residence halls. Property left in a room will be discarded, or student will be responsible for occupancy charges.
Telephone Services

Per college policy and applicable law, it is unlawful to obtain or attempt to obtain telecommunication services by use of a false, fictitious or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit card number of another person without valid authority. Avoiding or attempting to avoid payment for telecommunication services by use of any fraudulent scheme, device, means, or method is prohibited by law and by college regulations. Criminal prosecution and/or disciplinary action may be taken. Students are responsible for any long distance calls made from the telephone line in their room.

Trash

All trash must be taken to designated trash areas and separated into appropriate containers located in these areas. Trash may not be taken to the kitchen (Riverside) or left in the lounges, outside building doors, rest rooms, recycling areas, containers, or hallways. In all college residences, trash must be removed from the building and placed in the dumpsters provided. Failure to do so may result in disciplinary action.

Use and Misuse of Equipment or Property

Expectations and standards for behavior in college residence communities are outlined in these Residential Community Living Standards. When resident behavior does not meet these standards, residence staff will address the behavior with the resident. When appropriate, staff will provide notice to residents on misuse of equipment or property and residents will be given the opportunity to rectify the situation prior to fees being assessed. Charges for items vary depending on the scope of the loss, damage, or mess. The amount to be charged to the resident is determined by the supervisor of the residence in conjunction with custodial and maintenance personnel.

Windows

Window screens, stoppers and storm windows may not be removed at anytime. Outside window sills must be kept clear of all objects. No objects may be thrown from the window under any circumstances. Students are not permitted on window ledges at any time.