



RULES AND REGULATIONS 2009-2010

Rules and regulations in accordance to the Student Housing License Occupancy Agreement.

Failure to act in accordance with these rules, regulations and expectations may result in Finger Lakes College Suites (FLCS) disciplinary action and/or in civil criminal action and/or financial liability.

MANAGEMENT AND HOUSING STAFF

Property Manager and Assistant Property Manager

Property Management is responsible for the operational aspects of College Suites. All incidents that occur during normal business hours should be brought to management's attention. Any questions about your housing should be directed to the management office.

Director of Housing and Residential Life

The director of housing, employed by Finger Lakes Community College, oversees the Office of Housing and Residential Life and has a vested interest in your experience at College Suites. The Director works in conjuncture with the Property Manager to assist students in having a positive living-learning experience. They are directly involved in addressing student conduct within the Suites and oversees supervision of the Resident Assistance providing direction and training for RA staff and programming activities.

Resident Assistants

Resident Assistants (RAs) are student staff members who live in the College Suites. As a member of the housing staff, RAs are available to assist with issues and concerns that may occur and can direct residents to management or the housing office dependant on their need. In addition to being a peer resource, RAs also build community by providing programs and organizing activities for the residents of College Suites.

FLCS Security

For additional safety and security, College Suites has a staffed security office during evening and weekend hours to respond to the needs of the College Suites community. During posted times, Security Guards are available to support and management and Resident Assistants provide a safe living-learning environment.

MANAGEMENT AND HOUSING STAFF CONTACTS

FLCS Management Office- 585-393-6420

Hours 8:30am-5:00pm, Monday-Friday

Office of Housing and Residential Life (Main Campus B249) - 585-394-3500 ext. 7643

Hours 8:30am-5:00pm, Monday-Friday

RAs On Duty- Numbers Posted at Security Office

Hours 5pm-8am, Monday-Sunday

FLCS Security Office- 585-393-6444

Hours 11pm-5am, Monday-Friday and 5pm-5am, Saturday-Sunday

SAFETY AND SECURITY

I. REPORTING INCIDENTS

Regardless of their nature, all incidents that occur should be reported immediately. Incidents during normal business hours (8:30 a.m. - 5:00 p.m.) should be brought to the attention of management, 585-393-6420. At any time you may also report an incident to any RA on staff who will respond accordingly. If at any time management or an RA cannot be located, please contact the Security Office 585-393-6444.

Emergency Procedures

***If life threatening, call 911 directly.**

If a student discovers a situation which may require emergency action:

- The student should immediately call Security at 585-393-6444 (Management or RA if immediately accessible)
- It is important to state: This is an emergency. My name is _____. I am at _____.
- State the nature of the emergency.

Emergency Maintenance

If a maintenance problem should occur at any time, please call the management office 585-393-6420. The Answering Service will call the Property Management representative on call.

IMMEDIATELY REPORT THE FOLLOWING TO THE MANAGEMENT OFFICE:

- Any evidence of water leaks or excessive moisture in your room/suite or common areas.
- Any evidence of mold growth.
- Any failure or malfunction of the heating, ventilation, and air-conditioning system (HVAC). Do not block the heating ducts in your room/suite.
- Any musty odors that you notice in your room/suite.

NOTICE: Property Management understands and respects the resident's right to privacy. However, when safety, repair, or emergency maintenance issues arise, Property Management reserves the right to enter and inspect any room/suite and make repairs where necessary without notice.

II. FIRE SAFETY AND FIRE CODE

All residents must evacuate the building when a fire alarm sounds. Failure to cooperate or to evacuate during a fire alarm; causing of a false alarm; inappropriate behavior which results in the activation of a fire alarm system; tampering with, damaging or removing fire hoses, extinguishers, exit lights, sprinklers, heat/smoke sensors, extinguisher boxes or alarm covers, or any other fire safety apparatus is strictly prohibited and will result in disciplinary action and/or the loss of housing.

Fire Detection Procedures

- Call 911.
- Pull the fire alarm.
- Evacuate the building.

Emergency Evacuation Procedures

As soon as alarm is activated, all persons are required by law to vacate the building according to proper procedures. Students should lock and close all doors and leave the building by the nearest staircase, but should not use the elevators. It is important to leave the building in silence so that, if necessary, special instructions can be given and heard by all. Students should leave as quickly as possible. Please **dress according to the current weather conditions**, and bring your keys. The Fire Department will determine when it is appropriate to return. Residents will remain outside until the signal is given to re-enter the building.

Residents should familiarize themselves with the evacuation procedures and know the location of all the exits on their floor.

***Residents are required to evacuate the building when an alarm is sounded and assemble in FLCC Parking Lot A. Additional emergency direction and information will be given at this location as necessary.**

***Any resident found responsible for activating a building fire alarm due to the violation of policy or negligence in cooking is subject to any penalties, including fines, levied by state and municipal authorities.**

***The deliberate and false activation of a building alarm resulting in evacuation is criminal and will result in college disciplinary action and loss of housing.**

Flammable Furnishings and Decorations

Furniture, decorations, and other items that increase the flammability of the residents' rooms and room/suites may be prohibited at the discretion of Property Management. Only artificial trees and garlands may be used in the residents' rooms or room/suite. Excessive amounts of combustible wall decorations are particularly dangerous in that they can promote rapid flame spread in the event of fire.

Prohibited

- No open flames or incendiary devices permitted in any part of FLCS, Including: Candles, Incense, Sterno and kerosene lamps.
- The possession of candles and incense are prohibited.
- The storage or use of flammable liquids and substances: gasoline, kerosene, charcoal and lighter fluid is prohibited
- Extension cords are not permitted in the facility. Surge protectors must be UL approved.
- Halogen lamps/bulbs are prohibited. Light bulbs shall not exceed 100 watts.
- Natural trees, wreaths or garland are prohibited
- Wall paneling, wallpaper, tapestries or similar coverings are prohibited
- Personal property shall not be kept in hallways/stairwells or placed in any manner where they may create an obstacle to an exit route.
- Cooking in the hallways is prohibited.
- The use of multiple plugs off a single outlet is prohibited. If additional plugs are required, please use multiple plug fuse strips or surge protectors.
- Small UL approved outdoor/indoor lights may be used in the residence halls **only during approved times by NYS Fire Marshal; inquire with Management or your RA.**
- Toaster Ovens, Hot plates, Deep fryers, George Foreman grills, quesadilla makers, sandwich and waffle makers or any other cooking device that does not have an automatic shut off in place are prohibited
- Mini-refrigerators
- Microwaves
- Air Conditioning Units
- Space Heaters, Electric blankets or portable heaters of any type are prohibited

*Refrigerators and microwave ovens are provided in the kitchens of all FLCS suites. Additional units are prohibited.

Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home with thirty (30) days will be disposed of. Residents are expected to abide by all NYS Fire Code Regulations and FLCS fire regulations. Residents found in violation of fire safety regulations will be held directly responsible for any penalties, including fines, levied by state and municipal authorities.

III. APPLIANCE USE

Students are expected to use appliances furnished in their room/suite in the appropriate manner; observing safe cooking practices. The student takes full responsibility for the appliances use and functioning during the course of their stay. Misuse, damage, and/or injury incurred by or caused by the student are the sole responsibility of the student. The student will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse. All replacement,

maintenance, and repair costs for use of appliances not consistent with the applicable manuals or damage due to neglect shall be borne equally by the residents in such unit if responsible party cannot be identified.

ALL appliances must have the UL stamp of approval.

IV. DAMAGED, LOST OR STOLEN PROPERTY

FLCS Property Management does not accept liability for lost, damaged, or stolen personal property. The resident holds FLCS Property Management and its owners harmless against all such loss. Residents have the responsibility of keeping their rooms (including windows) locked at all times. Property Management urges all residents to invest in adequate personal renter's insurance. Report any incident of theft to management or your RA so that they may advise you of your options.

DAMAGE AND FACILITY USE

I. DAMAGE

Residents are held personally responsible for the condition and furnishings of their own room. The use of materials such as paint, tape, paste, glue, nails, tacks, and screws on walls, ceiling, furniture, and woodwork (including doors) is expressly prohibited. Damage to any suite common areas: Bathrooms, Kitchen, Living Room or Hallways will be the responsibility of all occupants unless responsible party is identified. The room and room/suite must be left in clean and rentable condition and in the same material condition as when the resident moved in. Intentional or reckless conduct which results in damage (including tampering or defacing), loss, theft, or unauthorized use of property of FLCS or of any person or business is prohibited.

Damage or Vandalism in Public Areas

Damage or vandalism occurring in common or public areas, e.g., resident lounges, elevators, building lobbies, hallways etc., will be assessed to all residents registered in College Suites and are jointly responsible for public areas at the time of the damage or vandalism. A resident is also responsible for the loss, theft or damage to the residence and/or personal property by his or her guest(s). Vandalism is expressly prohibited and will result in disciplinary action and termination of License Agreement.

II. SECURITY DEPOSITS

An Application Fee/Security Deposit of \$275.00 will be deposited prior to occupancy. The Application Fee is \$75.00 and is allocated for administrative purposes. The Security Deposit is \$200.00. The condition of the room at the time of occupancy is established by completing a room inspection form immediately upon arrival. When moving out, if any damage/cleaning charges are assessed, they will be deducted from this deposit. If the resident owes more than \$200.00, they will be billed. If the resident is charged less than \$200.00, the balance will be refunded within 90 days of checking out of their room/suite. This Security Deposit is separate and distinct from the application fee, which is non-refundable in all cases except as stated in the application.

III. MAINTENANCE

Work orders should be called in or given to the FLCS management office during normal business hours. Resident Assistants (RAs) are not responsible to submit resident work order requests. **Emergency maintenance** issues should be called in immediately to the management office or security office. An emergency is considered something that will jeopardize the residents' health, security, or cause damage to any person, property or the residence.

V. INSPECTIONS AND HOUSEKEEPING

Residents are expected to maintain a level of cleanliness in their room compatible with reasonable health and safety standards. Property Management reserves the right to establish those expectations for individuals in order to insure reasonable compatibility with roommates, as well as health and safety. To ensure that this standard is met, management reserves the right to inspect the suite for safety, sanitary, security and maintenance purposes. In all cases where the health, safety or welfare of a person may be in danger or in cases where FLCS property is jeopardized or there exist probable suspicion of policy violation, the property management or staff may enter a suite or room immediately and without notice.

The following are duties that each resident can perform to help with the upkeep and care of the building:

- Regularly clean and dry the walls and floors around the sink, bathtub, shower, toilets, and windows using a common household disinfecting cleanser.
- Please use the ventilation fan when bathing or showering to vent excess moisture from the bathroom.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist clothing, towels, or other cloth materials to lie in piles for extended periods of time.
- Clean and dust your room/suite on a regular basis.

VI. ROOM DECORATIONS

Residents may not damage any surfaces of furniture when decorating. Combustible materials such as posters, pictures, etc., are limited to 20% of available wall space in each room. Non-combustible material is not allowed on ceilings or on the inside of any door. Fabric, including sheets, fishnet, tapestry, etc., used as decorations, is prohibited. Items are not permitted to be hung over light fixtures, sprinkler heads or smoke detectors.

Ceilings

Ceilings may not be disturbed in any way. This means you may not attach any items to the ceiling (such as stickers of any kind, nails, hooks, bottle caps, etc.), or bounce balls off them.

Products for Hanging Pictures/Posters

The use of materials such as paint, tape, paste, glue, nails, tacks, and screws on walls, ceiling, furniture, and woodwork (including doors) is expressly prohibited. We recommend the following products for hanging pictures/posters to avoid damage.

- Thumbtacks and Push Pins for hanging items on sheetrock walls.
- 3M Command Adhesive™ for hanging items on metal doors or wood furniture.
- Snap Hook™ suction hangers; usable on metal, glass and plastic surfaces.

VII. LAUNDRY AND TRASH FACILITIES

There are two laundry room located on the first floor that service the entire building. When using the laundry rooms, observance of the posted instructions is required.

Please remember that the laundry rooms are an extension of your room/suite. Your cooperation in keeping them clean and usable for the next person is required. Misuse of these facilities will result in disciplinary action and repeated misuse will result in termination of the License Agreement.

Trash should be stored in a proper receptacle in the room/suite and emptied on a regular basis to avoid unsanitary conditions. Common areas will be kept clear of trash and litter. Trash will be deposited in the dumpster. Recycling procedures if required will be posted.

OCCUPANCY AND ACCESS

I. ROOM ASSIGNMENT

All Students assigned to College Suites must reside in their assigned bedrooms and are prohibited from switching bedrooms, taking a roommate, or permitting any part of the room to be shared by persons not assigned by the Property Manager. Any resident, who chooses to switch bedrooms or College Suites without Property Management approval may be charged \$100.00.

Room Changes

Consideration will be given to requests for room changes ONLY after the second week of classes. No changes in room assignments may be made without the approval by the Property Manager. Management reserves the right, upon proper notification, to assign a new occupant to fill a vacancy, to make changes in room assignments, and to reassign or remove a Student from the Finger Lakes College Suites property

Furnishings

All residents in a suite will be considered responsible for the furnishings in the common suite areas; Kitchen, Bathrooms, Living Room and Hallway. Residents shall make no alterations to the unit, the room/suite complex and shall not move, remove, disconnect or install any fixtures, furniture, equipment, or appliances situated therein without the written approval of the Property Manager. The walls cannot be painted, papered, stenciled, or sponged. Any color change is subject to a \$400 maintenance fee.

Each resident's room is equipped with a bed, dresser, desk and chair. Windows in each room are equipped with window shades. Residents will be charged the replacement cost for any missing or damaged furniture or shades. Only FLCS supplied beds are acceptable. Waterbeds are prohibited.

Room furniture has been physically connected and placed in each room. A 100.00 fee may be assessed for disconnecting any furniture.

II. OPENINGS AND CLOSINGS

Please note that Finger Lakes College Suites will be closed during the following dates. Housing is not available during college closures and residents must vacate at these times. Residents are responsible for making all necessary travel arrangements in advance to ensure their departure. Residents who fail to vacate at the listed times may incur an hourly rate; total charge not to exceed \$200. Additional closing procedures will be provided to all residents. All personal property may remain in the suites.

*Exceptions to this the closure policy must be approved by the property manager a minimum of one week in advance.

Thanksgiving – College Suites will close at 10:00am on November 25 and reopen at 10am on November 29.

January Closing – College Suites will close at 10am on December 23. Residents enrolled in JanPlan classes may return on December 27 with approval from management; all other residents may return on January 22.

Spring Break – College Suites will close at 10am on March 15 and reopen at 10am on March 21.

III. ACCESS

The outside doors to the FLCS building are locked 24 hours a day. Unauthorized entry to or use of these halls is not permitted. Propping open or opening the exterior doors without proper authorization is a compromise to the security of the building and is strictly prohibited and may result in the termination of the License Agreement.

It is the resident's responsibility to carry their keys and FLCC Student ID at ALL TIMES and present IDs when requested by management or staff.

Keys

Residents are issued keys for the purpose of entry into their suite/room and mailbox. The loaning of keys to other residents or guests is expressly prohibited. Any key found not in the possession of whom it was issued will be confiscated. The duplications of keys are expressly prohibited. It is recommended that all residents lock their room when leaving. If a key is lost or stolen, the resident must notify the Property Manager. The cost for a replacement room key or room/suite door key is \$20.00. The cost to change an exterior door card is \$25.00. The cost to replace the mailbox key is \$10.00. If a new lock set should be required, the fee is \$100.

FLCC Student ID Card

Residents must use their FLCC Student ID card to gain access to the interior of College Suites. A lost/stolen/broken ID card can be replaced at the Student Life Office on main campus. The current replacement fee is \$10.00.

Lockouts

Residents who are locked out should contact an RA or management. If an RA or management cannot be contacted, the resident should call the security office. Three or more lock outs by the same individual will result in a \$25 fee per lockout. If the practice continues after the third time, termination of the License Agreement will be considered.

Facility Use

FLCS management must be notified of all formal and informal activities planned for study rooms or other public areas.

IV. STUDENT STATUS

Residents of FLCS must be students in “good standing” of Finger Lakes Community College; “good standing” means the student is not subject to academic dismissal and/or disciplinary suspension or dismissal. Non-students are not eligible to be an FLCS resident during the academic year.

Students released from “good standing” for any reason from the College will immediately forfeit their right of occupancy as a resident of FLCS. Students who have their License Agreement revoked may no longer access FLCS property.

Residents must remain as a matriculating “full-time” student while residing at College Suites. Full-time is defined as twelve to nineteen (12-19) credit hours. Residents who fall below full-time credit hours within the first 60 calendar days of the semester will have their occupancy revoked. Those who fall below full-time after the first 60 calendar days of the semester will have their eligibility to reside in College Suites reviewed. Residents should not fall below or be withdrawn from more than three (3) credits from a full-time credit load.

PARKING

I. PARKING AND VEHICLE REGISTRATION

Parking at FLCS is available for participating college students and is available on the surface lot next to the residence hall. To park a vehicle in the parking lot, resident students must obtain a FLCS parking permit and properly display this permit in their vehicle. The FLCS parking permit is available at the management office. FLCS Security is responsible for enforcing FLCS parking rules and regulations. If a vehicle is towed for failure of following the rules and regulations, the student will be responsible for the towing expense.

Visitor parking passes are available at the management office. Cars inappropriately parked on FLCS property will be towed at the owner’s expense.

Vehicles

Storage of motorcycles, mopeds, and/or bicycles inside the residence hall is prohibited.

Snow Removal

Please exercise care while walking in the wintertime. The sidewalks and roadways may be snow or ice covered. Any vehicle illegally parked on FLCS property during snow removal will be towed at the owner’s expense. Information will be posted at the management office and common areas with parking instructions for snow removal.

II. PARKING VIOLATION APPEALS PROCESS

Anyone wishing to appeal a parking violation should respond in writing within 72 hours to the FLCS Security office. The written appeal should include the following information: date of appeal, student’s name, telephone number, local address, ticket number, registration number, and specific reason for the appeal. If no appeal is received within 72 hours, the amount of the violation will be charged on the resident’s receivable record. The FLCS Security Office is located at the management office.

COLLEGE SUITES STUDENT CONDUCT REGULATIONS

I. DISCLAIMER

Property Management may terminate any resident's License Agreement at any time at the discretion of Property Management for reasons of health, safety, security, conduct and/or damages, excessive filth, or for failure to comply with the rules and regulations of the resident's License Agreement.

It is understood that the occupancy right granted to each resident is a revocable License Agreement and not leasehold or other interest. While these rules and regulations attempt to highlight the circumstances that may lead to termination of a resident's License Agreement, Property Management shall have complete discretion to terminate a resident's occupancy (whether specifically designated herein, in the License Agreement or not). Likewise, it shall be within the discretion of Property Management to consider any specific circumstances in reaching such decision.

A decision by Property Management to not enforce any rule or regulation or terminate any resident's occupancy shall not act as a waiver of Property Management's right to enforce such rule and regulation in the future. No resident shall have the right to enforce these rules and regulations against another resident.

If an opening occurs in a suite the remaining residents within that suite will be expected to accommodate another roommate from the Wait List. Residents are expected to welcome new roommates in a hospitable manner. Residents who have an empty bed in their suite are expected to maintain the space in such a manner as to allow another resident to move in immediately. Residents may not expand to fill all space in a suite making it inhospitable to another resident.

Property Management reserves the right to inspect rooms, suites and contents by its authorized personnel at any time for the purpose of administering the provisions of the License Agreement. Residents should be aware that they are responsible for what occurs in their suites/rooms whether or not they are present and such knowledge shall be imputed to them.

These rules and regulations are subject to change by Property Management in its discretion by posting such in the building or by individual written notice.

II. VIOLATION OF POLICY

Any violation of the FLCS rules and regulations are subject to termination of the License Agreement and may result in a violation(s) of the FLCC Student Code of Conduct Policy. The disciplinary process is designed to enforce FLCS Rules and Regulations and College Policy while maintaining educational principles. Community living requires standards of conduct, cooperation, negotiation and respect for students and staff. This process functions cooperatively with the Office of Housing and Residential Life and the Office of Judicial Affairs.

Immediate Removal from Housing

FLCS Management reserves the right to make immediate decisions necessary to ensure safety and security. This includes, but is not limited to, removing Students from the premises pending further investigation, removing guests from the premises permanently or pending further investigation, or taking other immediate measures to address dangerous or unsafe behavior in order to prevent injury to persons or damage to property. The Property Manager shall notify the Director of Housing regarding such actions simultaneously or as soon as possible thereafter.

All students residing in the FLCS residence hall are subject to the rights, responsibilities, and sanctions outlined in the FLCC Student Code of Conduct. The Policy may be viewed at www.flcc.edu/offices/student-services/resources.html#codeofconduct Copies of the Policy may be obtained from the Director of Housing and Residential Life or Director of Judicial Affairs.

Disciplinary Conference and Sanctioning

Students in violation of the FLCC Student Code of Conduct will be met with for a Disciplinary Conference. The purpose of the Disciplinary Conference is to review the alleged offense(s), provide explanation of the disciplinary process, discuss the student's options and advise the student of potential sanctioning. A resident may be called to meet with the Director of Housing and Residential Life for violations including, but not limited to:

- Alcohol
- Drug/Drug Paraphernalia

- Vandalism
- Respect of Individuals and Groups
- Disruptive Behavior
- Dangerous Weapons
- Illegal Activities
- Violation of FLCC Student Code of Conduct or College Policy

*Violations of the above policies are considered serious and may result in the loss of housing.

III. APPEALS PROCEDURES

All appeals must be made in writing and in accordance with the requirements set forth in this process. Any appeals failing to meet these requirements will not be considered. The letter of appeal should clearly identify the basis for the appeal.

Appeals must indicate at least one of the following reasons:

- New evidence;
- Violation of process; and/or
- Improper sanction.

Upon receipt of a letter of appeal, the appellate officer may:

- Deny the appeal;
- Recommend a modified sanction; or
- Uphold the decision/sanction.

The appellate officer shall give the Student written documentation of his or her decision regarding the appeal. The final decision of the appellate officer shall be binding

Appeal of Decision by Property Manager or Designee

United's Regional Manager or his or her designee will serve as the appellate officer regarding any decision made by the Property Manager. Residents may appeal the Property Manager's disciplinary decision directly to the Regional Manager or designee. Such appeals must be made in writing within 24 hours of receiving the written notification of sanctions. The Regional Manager may waive the 24 hour requirement for just cause. The Regional Manager will consult with the Director of Housing regarding the appeal and reply of a decision in writing within 5 business days of receipt of appeal.

Appeal of Housing Sanction by Director of Housing or Director of Judicial Affairs

The Property Manager will serve as appellate officer regarding any Housing Sanction imposed by the Director of Housing or Director of Judicial Affairs. The Property Manager will serve as the appellate officer only in connection with housing sanctioning. Residents may appeal the Director of Housing's or Director of Judicial Affairs housing sanctioning directly to the Property Manager. Such appeals must be made in writing within 24 hours of receiving the written notification of sanctions. The Property Manager may waive the 24 hour requirement for just cause.

Appeal of Decision by Director of Housing

The FLCC Director of Judicial Affairs will serve as appellate officer regarding any decision or sanctioning made by the Director of Housing except housing sanctioning (*please refer to Section II for appealing Housing Sanctions*). Residents may appeal the Director of Housing's disciplinary decision directly to the Director of Judicial Affairs. The appeal must be in writing via the Resolution Form and must be delivered to the Director of Judicial Affairs, Director of Housing, or designee within five College Business days from the date of the Disciplinary Conference finding letter.

Appeal of Decision by Director of Judicial Affairs

Please refer to the FLCC Student Code of Conduct for Appeal Procedures.

The appeal guidelines appear in the Student Code of Conduct Policy (refer to pg. 12). If you need a copy of our policy please go to <http://flcc.edu/offices/judicial/index.cfm>, or for a hard copy please see the **Office of Housing and Residential Life, B249**.

IV. REGULATIONS

The following list of prohibited behaviors is provided as fair notice of the types of conduct which may result in disciplinary action. This list is not all-inclusive. If at any time a student feels they are being unjustly or inappropriately addressed it is expected that the student will conduct themselves in a respectful and dignified manner, and will bring formal complaint against the addressing staff member by addressing the Office of Housing and Residential Life.

Respect for Individuals and Groups

Individuals are expected to maintain respect for individual and group rights and responsibilities as stated in this License Agreement and in the FLCS Rules and Regulations. Bias-related acts which intentionally denigrate any category of resident based on sex, race, national origin, sexual orientation, disability or faith are unacceptable and are prohibited. Anyone committing these acts will be subjected to removal from FLCS and may be charged with a violation(s) of the **FLCC** Student Code of Conduct Policy.

Disruptive Behavior

Disruptive or violent behavior including, without limitation, physical assault, verbal abuse, harassment, threats, excessive noise, public intoxication, boisterousness, and disorderly, lewd, or indecent behavior are strictly prohibited. Further, any acts which compromise the peace (e.g., causes alarm, annoyance, or nuisance), comfort and safety of other residents is prohibited. Intentional or reckless acts that do cause or could cause physical or mental harm to any person or self are prohibited. Actions that threaten or cause a person to believe that the offender may cause physical or mental harm are also prohibited.

Complicity

Conspiracy to commit, attempting to commit, aiding and/or abetting to commission of, solicitation of another to commit or coercing another, including the victim, to do any act of initiation into, or as a condition of participation in an activity or organization, or an activity that causes or creates a substantial risk of physical or mental harm to any person is prohibited.

Alcohol

Use or possession of alcoholic beverages is prohibited regardless of age. Empty containers of alcoholic beverages, beer pong tables, funnels, or any other item affiliated with the consumption of possession of alcohol; drinking games, are prohibited.

Drug/Drug Paraphernalia

The illegal use, possession, distribution or manufacture of stimulants, intoxicants or drugs, is strictly prohibited. Possession of drug paraphernalia is also prohibited. Drug paraphernalia as it applies to this section means any equipment, product, or material of any kind that is used in propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Inappropriate behavior, either on or off campus, resulting from irresponsible and/or illegal use of alcoholic beverages and/or other drugs is prohibited.

Dangerous Weapons

A dangerous weapon/object is defined as any instrument, device, or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon. Possession or use of a dangerous weapon (as defined by law) is prohibited. Examples of dangerous weapons include firearms, ammunition, chukka sticks, explosive devices, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, knives, firecrackers, compressed air guns, pellet guns, stun or zip guns, and BB guns. Dangerous weapons are not to be stored or used in or around FLCS or in vehicles parked on the grounds; this also includes the use and storage of helium and propane tanks. Internal combustion engines are prohibited within the building

Illegal Activities

FLCS strictly prohibits students from using FLCS property for any activity prohibited by federal, state, or local law or these Regulations. Examples of prohibited behavior include, but not limited to, gambling, theft, and possession of property known to be stolen.

Smoking

FLCS is a smoke-free living community in the interest of safety and health. Smoking inside any building is strictly prohibited. Smoking directly outside of entryways or windows is expressly prohibited. Residents are expected to abide by all smoking postings and may smoke outside where smoking urns are placed. Smoking urns are not to be moved. Violation of this policy can result in termination of the Lease Agreement.

Guests and Overnight Guests

Guests must register at the Management office and display identification upon request from an FLCS official. A guest is an individual who is not on the room/suite/room contract. The resident is the host. The host shall always accompany the guest throughout the building. The host is responsible for a guest and their conduct. Guests are subject to the same rules, regulations and expectations as their host, and the host has responsibility for informing the guest of the rules, regulations and expectations in advance. In addition to any disciplinary action taken against the host, the FLCS reserves the right to require the immediate departure of any guest where violations of FLCS Rules and Regulations, or individual or group rights have occurred. Any damage caused by any guest shall be the responsibility of the resident host. Guests must register at the Management office and display identification upon request from an FLCS official.

Overnight guests may be housed, provided the guest is housed in a suite/room and that the student host has complied with FLCS Rules and Regulations, which is available at the FLCS management office and is required of all guests. All guests must be registered with the FLCS Security desk located in the main lobby before 11pm the night of their stay. A guest may not stay in the residence more than three days per month. A guest shall not interfere with the rights of the other roommates, will not violate FLCS Rules and Regulations, and will not exhibit disruptive behavior. If the guest exhibits disruptive behavior, they may be barred from FLCS.

Recreation

Recreational activity within and around FLCS is governed by FLCS Security and their prescribed guidelines. Activities that could be injurious to individuals, facilities or grounds are prohibited in common areas, including hallways, stairwells, and grounds. Playing sports inside the building is prohibited. **Damage due to the playing of sports or reckless play will be charge to all parties involved.**

Skateboard and bicycle use is prohibited inside of the building or suite. Skateboards and bicycles are only allowed on the sidewalk outside. They are not to be used on any sidewalls, furniture, steps or other items. Bicycles may not be stored inside suite or room. Bike racks are provided outside for residents to secure their bicycles.

Windows and Screens

Screens and windowpanes may not be removed from the window. Residents will not use windows as a means of exiting or entering the building. The placing of any objects outside the window, on the sill, including arials and antennas, is prohibited. Neon or other signs, advertising, stickers, banners, etc., are prohibited from being displayed in or on the windows. Throwing objects from windows, sitting in the window opening, and walking on the building roof is considered extremely dangerous.

Pets

Pets are not permitted. The only exception is fish in an unheated bowl containing less than one gallon of water.

Solicitation

Solicitations and sales by residents and others are prohibited within the residence hall. Solicitation in flyer form must be approved by FLCS Property Management before posting.

Quiet Hours

Residents are members of a community and are expected to act responsibly and not interfere with the rights, comfort or safety of other residents. Excessive noise and disorderly behavior will not be tolerated.

Courtesy Hours are in effect 24-hours a day. Residents have the right to ask (with expectations of compliance) that fellow residents hold noise to a level that is not disturbing.

In addition to Courtesy Hours, specific quiet hours are as follows:

- 10:00pm - 9:00am on Sunday-Thursday nights.
- 12:00am (midnight)- 9:00am on Friday and Saturday nights.

During quiet hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios or television.

Mandatory Meetings

During opening and over the course of the semester certain meetings held either for the floor or building will be designated at "mandatory". These meetings are necessary and are used to bring pertinent information to the attention of the community. Residents are expected to attend these meetings and are responsible for information presented.

Please remove this page from the Finger Lakes College Suites Student Housing Rules and Regulations Resident Policy Handout. Complete, sign and return to the Management office.

Thank you.

Finger Lakes College Suites

I have received a copy of the Finger Lakes College Suites Student Housing Rules and Regulations Resident Policies and agree to abide by them.

Signature

FLCC ID Number

Please Print Name

Date