
Housing Agreement and Associated Policies

Cazenovia College
2020-21

Housing Agreement

CAZENOVIA COLLEGE HOUSING AGREEMENT AND POLICIES

Cazenovia College expects students living on our campus to be involved members of the residential community. The college residence is often the first opportunity to expand key communication skills, our ability to understand and consider perspectives and backgrounds different than our own, and manage relationships and resources in support of a healthy community. As such, students are to attend regular floor meetings, participate in community activities, remain current on all applicable charges and/or changes, and abide by the College's Student Code of Conduct as well as additional and specific housing policies outlined at the conclusion of this agreement.

For the purposes of this agreement, "room" is the living unit and includes apartments, suites, and lounge space being used for temporary housing. "Roommate" is the other resident(s) in the campus *room*. "Residence" is any College owned/leased residential facility.

Terms and Conditions of the Assignment Process

- A. Alteration of the Housing Application/Contract, forgery, misrepresentation, or any fraudulent actions made to obtain an assignment which contradict the selection requirements as expressed in the Housing Selection Manual are subject to College disciplinary action. This includes, but is not limited to, the loss of the privilege to reside in the chosen unit. Students are encouraged to report evidence of fraud and dishonesty to Residence Life and Student Conduct.
- B. Should a vacancy subsequently occur in the selected living unit at any time, the College reserves the right to assign an additional resident to fill the vacated space in that unit. Residents are expected to monitor and have knowledge of vacancies in their unit as these occur. Should a member drop from the unit after the Housing Selection Process and prior to May 31, the other roommate(s) may nominate a replacement or choose to have the College select a replacement in their stead. After this date, the option to nominate will be determined by Residence Life. Residence Life will decide whether the nominated replacement roommate meets all eligibility requirements prior to confirming the new roommate reservation.

2. Terms of Occupancy

This agreement is for a space in an accommodation (not a particular room or bed). It remains in effect in the event of official room change. Residents are expected to conduct themselves in a manner that demonstrates due regard for other residents and guests. All rules and policies of the College including but not limited to those published in the Student Handbook/Code of Conduct are incorporated in this agreement; continued campus residency is contingent upon compliance with all rules and policies.

3. Occupancy Periods

This agreement shall be for a period not less than two (2) semesters unless approved by Residence Life and begins on the annually published move-in date and is in effect for the student resident through the published time on the move-out date. Student residents are required to check out within 24 hours after their last final examination or on the published date of residential facility closure, whichever comes first. The Occupancy Period for all residences does not include any break or intercession periods between semesters or other periods when College housing is officially closed. The move-in and move-out dates for student residents are published and set forth in detail via Residence Life communications, the College website and the myCaz portal, and such dates shall be deemed incorporated in this agreement. Failure to move out within the prescribed period or following withdrawal will result in the assessment of a daily rental fee of \$100. Exceptions are at the discretion of the Office of Residence Life.

4. Cancellation/Termination of Agreement

- A. A resident may cancel this agreement with written notification only prior to a housing accommodation being assigned by Residence Life. After a housing assignment has been made, the agreement and financial obligation cannot be cancelled by the resident. A resident may request and

be given an Early Termination of the agreement but only for the following reasons and under the circumstances stated:

- 1) Graduation from the College.
- 2) Marriage.
- 3) Full-time internship or job co-op that requires Off-Campus housing.
- 4) Study Abroad
- 5) Authorized leave of absence or withdrawal from the College. A resident who leaves the College must terminate the Occupancy Agreement by providing Residence Life with official notification from Enrollment Services. The room must be vacated and left in good order, and keys must be returned and the resident must check out within 24 hours after the day of leave/withdrawal or by the semester's end occupancy date, whichever is sooner. Residents taking a leave of absence or withdrawing from the College will forfeit their registration deposit in addition to payment of any prorated room rate. No refunds will be made after the fourth week of classes of each semester.

B. Refund Policy for Institutional Charges Refunds for institutional charges are made only after an official withdrawal form is completed. Withdrawal forms are available in the Enrollment Services Center and must be completed by the Enrollment Services Center. All refunds are based on the official withdrawal date noted on the withdrawal form. The refund will include tuition, room and board. Approval of refunds is not guaranteed.

- 1) For students previously or currently enrolled (prior to Fall of the applicable academic year), if written request is received and approved, the following credits for housing fees will be applied to the Student's College account:
 - a) Before and during first week of the Fall semester: 100 percent of the bill for the semester.
 - b) During second week: 75 percent of the bill for the semester and they will not be billed for any additional semesters.
 - c) During third week: 50 percent of the bill for the semester and they will not be billed for any additional semesters.
 - d) During fourth week: 25 percent of the bill for the semester and they will not be billed for any additional semesters.
 - e) After the fourth week: no credit will be applied to accounts and they will not be billed for any additional semesters.
- 2) For students living on campus in the Fall semester but withdrawing from the College or requesting release from housing for the Spring, if written request is received and approved, the following credits for housing fees will be applied to the student's account:
 - a) Before and during first week of the Fall semester: 100 percent of the bill for the semester.
 - b) During second week: 75 percent of the bill for the semester and they will not be billed for any additional semesters.
 - c) During third week: 50 percent of the bill for the semester and they will not be billed for any additional semesters.
 - d) During fourth week: 25 percent of the bill for the semester and they will not be billed for any additional semesters.
 - e) After the fourth week: no credit will be applied to accounts and they will not be billed for any additional semesters.
- 3) For new students anticipating enrollment in either fall or spring:

Cancellations prior to the beginning of the semester are preferred as soon as known. No Shows are automatically cancelled on the last day for late registration for the respective semester according to the standard academic calendar.

C. Students suspended from the College or students who have housing privileges suspended through the student conduct system will receive no refund for housing fees for the interrupted semester.

- D. The College reserves the right to terminate this agreement and repossess the accommodation under the following circumstances on the part of the student:
- 1) Failure to pay College fees.
 - 2) Violation of College policy.
 - 3) When a resident is no longer an enrolled Cazenovia College student.
 - 4) Student does not select an accommodation as part of the regular Housing Selection process, or within 2 weeks of application (if not participating in the regular Housing Selection process) or by any other deadlines communicated by Residence Life. Termination prior to selecting an accommodation does not accrue any termination fees.
 - 5) The College may terminate this contract without cause if the premises is or is anticipated to be uninhabitable or closed for a period of more than 30 days (1) due to fire, wind damage or other casualty, (2) for purposes of public health or safety, including compliance with orders or recommendations of public health authorities related to the promotion of public health, or (3) other reason outside of the College's reasonable control.

Adjustments/credits to accounts will be determined by staff in the Residence Life Office.

5. Eligibility for Residence

Only full-time registered students regularly enrolled at the College by the last day for late registration and change of roster for the respective semester according to the standard academic calendar may occupy an accommodation.

Space permitting, part-time students may be eligible at the discretion of Residence Life. Individuals wishing to have their children living on campus with them cannot be accommodated.

6. Assignments

- a) This agreement may not be assigned or transferred. The residence space shall be occupied by not fewer nor more than the number of people assigned by the College; students agree to accept roommates as assigned and may not change assignments without authorization. If during this term of occupancy an agreement is terminated with respect to a resident in a multiple-occupancy unit, the remaining student shall accept such roommate as assigned by the College. If the roommate(s) discourage or fail to accept the occupancy of an assigned roommate, they will be subject to disciplinary action that may include relocation, fines, additional charges, and/or termination of their agreements. If the resident fails to make room for a new occupant, staff may consolidate or pack possessions and assess charges. No change in assignment shall be made without the prior consent of Residence Life. The College reserves the right to change the capacity of the residence space permanently or temporarily. Reassignment to another residence space is subject to availability, schedule, and authorization by Residence Life. In emergency situations, students may be assigned to an alternative on-campus or off-campus housing assignment. In such situations, the number of students assigned to a particular room or apartment shall be determined by Residence Life.

b) Consolidation Policy

The College reserves the right to make changes in assignments and/or consolidate students when considered necessary or desirable by College Housing

1. The College reserves the right to consolidate students who are occupying standard double, triple, quad rooms, suites, or residents of two partially occupied apartments which are below occupancy.
2. The College reserves the right to consolidate students who each sign up under published occupancy for any room, suite or apartment in the same residence during the Room Selection process.
3. A student who is required to consolidate will need to do either of the following:
 - A. Have another student in a similar situation move into the unoccupied or unassigned space in their room, suite, or apartment
 - B. Move into an unoccupied or unassigned space in another room, suite or apartment.

7. Move-In/Move-Out

A resident is required to check in and check out formally by scheduling an appointment with a member of the Residence Life staff. Before moving out, a resident is required to remove all refuse and discarded materials, leaving the rooms clean and furnished with original furnishings. Refrigerators and stoves must be emptied and cleaned. All charges for additional cleaning required, for removal of personal property, and for any loss or damage caused by the resident(s) will be billed equally to the residents. Belongings left behind upon move-out or expiration of occupancy agreements will be considered abandoned and will be disposed of by the College with no liability.

When one roommate moves out, while the other remains, each is equally responsible for cleaning all space. If the space is not found to be in acceptable condition after the College inspection, cleaning service will be provided and the resident(s) will be held liable for the entire cost.

8. Charges

Note all housing options other than standard occupancy rooms, i.e. single rooms, doubles as singles, suites, and apartments are subject to additional financial charges that are not covered by financial aid.

All charges are due according to the date set by the College. Approved early arrival, late check-outs and any other periods when College housing is officially closed *may result in* additional per diem charges. All charges unpaid after the due date can be subject to a late penalty charge established by the College. The College may cancel a signed agreement for the current or forthcoming year for any unpaid charges owed to the College for the current or previous year on a resident's account.

9. Room Entry/Residence Access/ Guest Privileges

The College reserves the right of entry to the accommodation(s) by authorized representatives for the purpose of inspection, establishment of order, ensuring policy compliance, repairs, maintenance, inventory correction, extermination, cleaning, or in case of emergency or other reasonable purposes. Students may not deny access to College personnel attempting to exercise the College's rights or perform the College's obligations. Access to residences for such purposes is limited to College resident students, faculty, staff, and authorized contractors.

A resident's privilege to have guests is subject to the following limitations: a) a resident may not pressure or force a roommate to tolerate the presence of a guest; b) the presence of guests must not restrict the free access of legitimate occupants to all common spaces and to any private space they may have or create any situation that infringes on the right of roommates to remain undisturbed; c) the presence of a guest may not exceed 72 consecutive hours and cannot exceed five nights per month; d) Any student may only serve as the host for two (2) guests at any given time; e) All guests must be present only when all students assigned to the accommodation have provided objective consent (e.g. Roommate agreement or other verbal or written approval).

Guests found to be in violation of these parameters will be removed from campus, may be banned, and the resident/host subject to disciplinary action. Guests must be at least 18 years of age and readily provide photo identification. Residents seeking to have guests under the age of 18 years must seek permission in advance of their arrival from a professional staff member from the Office of Residence Life. Those guests must provide photo identification and register emergency contact information with Residence Life. A resident can be held accountable for both the behaviors and any financial damage or loss caused by their guest. All guests/visitors (from on or off campus) present in a residence hall after 9:00 p.m. must be signed in.

All guest privileges are suspended during early arrivals, extension stays and College closures

10. Liability

The College shall not be liable for any damages to or loss of personal property in the assigned accommodation, common areas, outdoor areas, storage facilities, or mailboxes assigned. Students are strongly advised to arrange for insurance coverage of property brought on campus.

Students are jointly liable for all damage that is caused to the room(s) or any furniture/furnishing/fixture therein. Students are liable for the cost of repairing damage to the room(s) and building. Damage or removal of common area or common use furniture, equipment, fixtures, or other College property is forbidden. If responsibility for any common area violations or damage is not able to be determined, costs will be assessed equally to all residents. If responsibility for damaged and/or unauthorized items is determined, violators can be charged any repair or replacement fees, or fined \$50 per day for each unauthorized item in their possession. Student hosts of guests and visitors will be liable for any violations or damages caused by their guest as outlined above.

Residence Life or other departments of the College may occasionally organize on and off campus events that are designed to build community among students living in College accommodations. Participation in these events is voluntary and students assume any risks associated with participation in these activities. Students release Cazenovia College, its employees, and agents from any and all claims arising out of participation in such activities.

The College shall not be liable for any failure, delay or interruption in performing its obligations and duties herein stated due to causes or conditions beyond its control or which could not have been prevented or remedied by reasonable effort at reasonable expense. The College's failure to perform any term or condition of this contract as a result of force majeure conditions beyond its control such as, but not limited to, strikes, fires, flood, government restrictions, acts of nature, epidemics, damage or destruction shall not be deemed a breach of this contract

11. Solicitation/Peddling

The room(s) shall be used only for study and living purposes and not as a salesroom, office, service area, or for storage of merchandise. Soliciting and peddling in the residences are prohibited, unless approved by Residence Life.

12. Pets

The presence of pets in any College accommodation is prohibited excluding any fish deemed legal in NYS. Exceptions may be granted for service/emotional support animals required to assist students with documented needs. Any student granted an exception for a service/emotional support animal is responsible for knowing and adhering to policy and procedures that are available upon request from the Office of Special Services in Watts Hall.

13. Alcohol/Drugs

In New York State, the possession and/or use of alcohol by persons under 21 years of age is prohibited. Distribution of alcohol by sale or gift to persons under 21 years of age is forbidden. A resident is held accountable for what occurs in the accommodation(s) and is therefore expected to comply with state law in the use of distribution of alcohol. Alcohol may not be consumed in the public areas of residences. Kegs, regardless of contents or amount, are prohibited in all residences. Please refer online at the College's website or myCaz for the entirety of the Alcohol and Drug Policies as stated in the Cazenovia College Student Handbook/Code of Conduct

14. Firearms/Dangerous Weapons

Possession, storage or use of firearms or dangerous weapons are prohibited and subject to immediate termination of the Occupancy Agreement, removal from the residence, as well as disciplinary or judicial action and criminal prosecution. Please refer to the entirety of the Firearms and Dangerous Weapons Policies as stated online at *Insert web link after Aug 3* in the Cazenovia College Student Handbook/Code of Conduct.

The College reserves the right to amend this agreement and may from time to time issue changes regarding Housing policies or procedures in addition to those found online at *Insert web link after Aug 3* in the Cazenovia College Student Handbook/Code of Conduct. The College may take disciplinary action against a resident and/or terminate this agreement for failure by any person occupying the residential unit to comply with the terms of this agreement.

15. Meal Plan and Dining Services Obligation

Students who occupy a housing accommodation in a traditional residence hall (accommodation without a full in-unit kitchen) are required to purchase a Blue or Gold Meal Plan. Any meal plan may be changed through the drop/add date each semester.

- 1) Students withdrawing from housing and/or the College will be subject to the following dining charge
 - A) For students previously or currently enrolled if written request is received and approved, the following credits for dining charges will be applied to the Student's College account:
 - a) Before and during first week of the semester: 100 percent of the bill for the semester.
 - b) During second week: 75 percent of the bill for the semester and they will not be billed for any additional semesters.
 - c) During third week: 50 percent of the bill for the semester and they will not be billed for any additional semesters.
 - d) During fourth week: 25 percent of the bill for the semester and they will not be billed for any additional semesters.
 - e) After the fourth week: no credit will be applied to accounts and they will not be billed for any additional semesters.
 - B) For students attending as a resident who are approved for a change in housing the opportunity to modify their meal plan will be as follows:
 - 1) Students will have their meal plan amended as required by their new assignment unless otherwise requested and approved at the time their housing change is finalized.
 - 2) In the event of a meal plan change:
 - a) The original meal plan will be prorated according to the schedule above.
 - b) The second requested meal plan if also a weekly plan, will be prorated.

C) Meal Plan Rollover

Fall Semester Meal Plan option is rolled over as the option for the Spring Semester. It is the responsibility of the student to inform Residence Life, in writing, if any necessary meal plan changes are needed for the Spring Semester. Requests can be made to Residence Life in Watts Hall.

Individual meals of a meal plan do not rollover from semester to semester.

D) Dining Dollars and Caz Cash

a) Dining Dollars

- 1) Dining Dollars are part of your meal plan package and are automatically added to each student's CazCard (ID) at amounts dependent on your selected meal plan. Dining Dollars do not carry over each semester. Unused balances are not refundable.
- 2) Dining Dollars may be used at Late-Nite Operations in Hubbard Dining Hall, Zac's Shack, and *Les Pâtes et Les Nouilles* restaurant on Albany Street.
- 3) Students cannot add funds to their Dining Dollars as they are a set amount associated with your meal plan, however students may expand funds available for purchases beyond their meal swipes by using Caz Cash.

b) Caz Cash

- 1) CazCash is an option open to all students and employees to use their CazCard (ID) as a debit-type card for services on campus and at select local businesses. CazCash may not be used to purchase alcohol and/or tobacco products, per your signed contractual agreement.
- 2) To use the CazCash option, you need to sign up and then you or your family may add money to your CazCard. [Visit CazCash for complete details.](#)
- 3) You may activate or add money to your account at www.cazenovia.edu/cazcash. *Please know that there can be a processing delay when money is deposited. Funds may require 24 hours to become available. Please plan accordingly.*

- 4) Different than Dining Dollars, CazCash balances do carry over each semester unless you leave the college or graduate.
- 5) Also different than Dining Dollars, you are able to receive a refund of your unspent CazCash at the end of the spring semester or upon separation or graduation from the College.

Housing Policies

These policies are specific to individuals living and visiting our residences and are in effect in addition to all policies outlined in the Student Handbook/Code of Conduct found on the College's website and myCaz.

Housing Policies

All Cazenovia College residential students are a vital part of the campus community, and as such the College outlines community standards and responsibilities in housing that support a positive experience and the success of the individuals engaged in housing. These policies work in tandem with the general college policies outlined in the Cazenovia College Student Handbook/Code of Conduct.

COLLEGE POLICIES: Resident students shall be subject to all College rules, regulations and policies as stated in the current Catalog, Student Handbook and the College's Occupancy Agreement and Housing Policies located on the College's website or myCaz. Should regulations at the College be changed, this agreement will automatically incorporate such changes.

COMMUNITY RESPONSIBILITIES: Living in a residence hall is a privilege accompanied by corresponding responsibilities associated with community living. All residents assume responsibility for unaccounted loss or damage to any property in the public area (lounge(s), hallway, bathrooms, etc.) within their assigned residence hall. The charge for replacing items stolen or damaged will be divided equally among all floor or hall residents when the responsible party cannot be identified. Residents are required to bag and take their trash to the central drop off location for their residence hall. The need to remove trash found in common areas of residence halls will be treated as excessive service and be charged accordingly.

ROOFS, LEDGES, WINDOWS AND SCREENS: Students are not allowed to sit, climb or walk through windows, on roofs or ledges. Students and others are not permitted to throw anything into or out of a residence hall window nor hang or place anything outside those windows. Screens are not to be removed from windows. Removal of screen and/or passing through windows may result in a fine/disciplinary action.

ROOM KEYS/LOCK OUTS: Upon departure from the residence hall, room keys must be returned to a Student Affairs staff member, and residents must sign a Key Registration & Information Acknowledgement Form upon receipt and check out of their room. Failure to do so will subject the resident(s) to a lock-replacement charge of \$50.00 and a key replacement charge of \$25.00. Room keys may not be duplicated. If the room key is lost during the term of occupancy, a lock-replacement charge of \$50.00 and a key replacement fee of \$25.00 will be incurred. If a student incurs more than two lockouts, the student will be charged \$75.00 for the replacement of the lock and key with the assumption that they have lost their key. Students are accountable for locking their doors and securing their belongings.

ROOM INSPECTION: To address health, safety, and security issues, a member of the College's staff will inspect your room during the Thanksgiving Break, the Winter Break, Spring Break, and at departure. Additional inspections may occur at other times to assess damages or address issues that may arise. Resident(s) will be billed the current replacement values of those items missing, damaged or broken following each inspection period. Resident(s) who remove any furnishing(s) from their space or who are found in possession of College furnishings not assigned to them will be subject to conduct and financial charges as outlined in the Occupancy Agreement.

Resident Advisors and/or College staff members will conduct inspections each semester to ensure rooms meet fire and safety requirements. When violations occur, residents will be notified and provided with a specific timeframe to correct or address the alleged violation. If these or additional violations are found during any subsequent inspection, residents will be subject to conduct charges.

ROOM ENTRY: The College reserves the right to enter any residence hall space for maintenance concerns, in an emergency, to address a safety concern or if there is reasonable cause to conclude a violation of College policy or State or Federal Law may be occurring or may have occurred. If it is deemed necessary in aid of the basic responsibilities of the College regarding discipline and the maintenance of an educational environment, a room may be searched and the occupant(s) required to open personal belongings for inspection.

GUEST/HOST RESPONSIBILITIES: The resident/host assumes responsibility for any act, behavior or conduct of guests and visitors. In order to maintain a safe and secure residential environment, guests will be permitted only with prior approval of the roommate(s). Any guest visiting the College may not stay on campus more than 72 hours in succession or exceed five nights per month. Any student may only serve as the host for two (2) guests at any given time. Guests found to be in violation of these parameters will be removed from campus, may be banned, and the resident/host subject to disciplinary action. Guests must be at least 18 years of age and readily provide photo identification. Residents seeking to have guests under the age of 18 years must seek permission in advance of their arrival from a professional staff member from the Office of Residence Life. Those guests must provide photo identification and register emergency contact information with Residence Life. A resident can be held accountable for both the behaviors and any financial damage or loss of their guest. All guests/visitors (from on or off campus) present in a residence hall after 9:00 p.m. must be signed in.

VACATION PERIODS: A resident occupying a room during a break period without prior authorization is subject to disciplinary action and immediate removal from the residence hall. Under special circumstances to minimize the number of facilities in use for the purpose of conserving energy and reducing operating expenses, the College reserves the right to temporarily reassign students required to be on campus during vacation periods. If a student requires housing during periods when the halls are closed, they may be assigned to live in the area(s) denoted for Break housing. Requests for vacation housing should be directed to the Assistant Dean for Residence Life and Conduct, should be received before finals week, and could be subject to additional charges.

BEDS/BED LOFTING/BUNKING: In all Cazenovia College residence halls, a bed is provided. It is required that students use only the bed provided by the College. All College loft and bunk beds are issued and equipped with bed rails and a ladder. All residents using College bunk beds or lofts in the residence halls acknowledge that failure to use bed rails or ladders provided with a loft or bunk bed is dangerous and unsafe. Students assume the risk of injury for the failure to use provided bed rails and ladders. Campus Services staff members **ONLY** are authorized to loft/unloft or bunk/unbunk beds.

QUIET HOURS/COURTESY HOURS: It is expected that every resident and guest in the residence halls maintain a noise level that does not disturb their neighbors. As members of the Cazenovia College and Village communities, it is essential that everyone respect the needs and rights of others in these communities. It is never appropriate to blast music or scream from windows. Audio speakers may not be pointed out of windows at any time.

Residence hall quiet hours are observed daily on Sundays through Thursdays from 10:00 p.m. in the evening 10:00 a.m. the following morning. During weekends quiet hours begin Saturday and Sunday at Midnight through Noon on each of these days. During the last week of classes and through finals, quiet hours are extended to 24 hours a day. Courtesy hours are in effect 24 hours a day at all times.

CANDLES/INCENSE/GRILLS: The use of fire or flames for any purpose is strictly prohibited. Candles (including decorative candles), incense or candle warmers, are not permitted in the residence halls. Personal grills are not permitted in the residence halls or on College property.

APPLIANCES AND ELECTRICAL EQUIPMENT: Appliances and electrical equipment can overload the electrical capacity of residence halls and can cause serious electrical fires, wire damage and blackouts. The following guidelines should be followed to insure safe use of electrical outlets.

- All electrical items must be Underwriters Laboratory Approved and in good operating condition.
- Power strips are allowed, provided they contain built-in circuit breakers. Power strips may not be plugged into other power strips.
- Extension cords are not permitted.
- Small appliances with exposed heating elements (i.e. some types of coffee pots, hot pots, hot plates, George Foreman grills, etc.) are not permitted in the residence halls. Cooking in rooms and hallways is not permitted by state regulations. Students are encouraged to use common residence cooking areas for

- the preparation of food when available.
- Only one appliance per outlet may be used.
- Due to electrical draw, refrigerators are limited to no more than 2.7 cubic feet capacity per person. Refrigerators must be plugged directly into a wall socket. Refrigerators must be placed in an area where they are properly ventilated (not in closets).
- Halogen lamps are not permitted.
- Air conditioners are not permitted.
- Decorative string lights are not permitted under any circumstances (*including battery operated/LED*).

FIRE SAFETY: Alteration or decoration of student rooms (e.g. decorative canopies on the ceiling, lofted or bunked beds, real Christmas trees etc.) that interferes with or compromises the full effectiveness of fire safety systems is not permitted. Furniture that does not meet basic fire safety standards is prohibited in residence halls. No more than 10% of a residence hall room wall (including doors and windows) may be covered by combustible decorations.

Fire extinguishers, fire doors, fire alarms, fire alarm systems and sprinkler systems should never be used nor tampered with except in cases of a fire or during an official drill. Misuse of these items will result in disciplinary action and may lead to suspension or dismissal from the College, and the involvement of local law enforcement agencies. Students must fully and immediately evacuate buildings when the fire alarm sounds. Failure to evacuate may lead to disciplinary action.

RECYCLING: The occupants of the space assigned assume responsibility for separating recyclable glass, aluminum cans, and paper, and agree to deposit these products in the respective containers within the hall.

INTERNET ACCESS: Each room is equipped with Internet access. Residents are subject to all policies regarding access and use of the College's services as outlined at *Insert link after Aug 3* as part of the Cazenovia College Student Handbook/Code of Conduct

For a more detailed description of policies please contact the Office of Residence Life or the College website for the Student Handbook/Code of Conduct, the academic College Catalog or information about housing and residence life policies. The College's Student Handbook/Code of Conduct is available on the website at: . It is the responsibility of all students to familiarize themselves with the policies and procedures of the College.