

RESIDENTIAL LIVING GUIDELINES AND POLICIES

GENERAL INFORMATION

Mission

The mission of the Office of Residential Life is to foster a safe and healthy living environment on campus, characterized by mutual respect, acceptance of others, and an awareness of personal responsibility. While collaborating with students, faculty, administrators, and friars and ministers in residence, the office looks to advance the Franciscan, Catholic and academic mission of the College by forging personal connections with students and families, hosting social programs and providing leadership opportunities and learning experiences that complement learning in the classroom.

Residential Life Staff

The director of residential life oversees the residential life program at Siena. Working with the director are the associate and assistant directors of residential life, residence directors, friars-in-residence, resident assistants and facilities staff. The associate director coordinates housing assignments, vacation closing and card access, and the assistant director of residential life coordinates staff selection and training, as well as educational and programming efforts.

In each residence area, residence directors are live-in professional staff members charged with the administrative responsibility for all residents and each facility. They provide personal, social and academic guidance to students. Resident assistants are upper class student leaders residing in each residential area who promote the College mission by serving as a resource for programming, referrals, and other student needs. Friars-in-residence live in the residence halls and support students and provide resources for the residential life program. The facilities staff provides a safe and clean environment for the common areas.

Purpose

The following residential living guidelines were established to protect the rights, privileges and safety of all persons living/working in college residential facilities. As a member of a Franciscan community, consideration must be shown for others and responsibility must be assumed for individual behavior. The values of diversity, optimism, respect and service are woven throughout these guidelines. Any infraction or violation of these guidelines and policies is considered a violation of the Housing License Agreement and/or the Student Code of Conduct. (see appendix III: Siena College Housing License. For code of conduct rules and regulations, see Part 2: College Policies and Procedures.)

Violations of the residential living guidelines may be addressed as a housing license issue and/or as a code of conduct violation under the student conduct review process, as determined by the dean of students or designee. This section applies to all residential areas owned and operated by Siena College, including the residence halls and townhouse complex. Unless specified, all guidelines pertain to all residential areas. Policies/regulations specific to either the townhouse or the residence halls will be identified as such.

RESIDENTIAL FACILITIES

Residence Halls

Hennepin, Hines, Plassmann, and Ryan halls provide mostly double rooms, with some triples and quads along with four and six-person suites. Padua Hall provides triple occupancy rooms with private bathrooms to upper-class students. The New Hall features double occupancy rooms with private bathrooms for upper-class students. The residence halls are furnished by the College with beds, dressers, desks (or dresser/desk combination), desk chairs and closets. Each residence hall has a lounge/study lounge, laundry and vending machines.

Townhouses

Cushing Village and MacClosky Square, the townhouse apartment complex, provide eight-, six- and four-person living units available to upper-class students. Each townhouse has two or three bedrooms, one and a half or two baths, living room, kitchen and dining area, and is furnished by the College with beds, dresser/desks, desk chairs, living and dining room furniture. Common buildings in each area provide laundry rooms and vending machines.

Furnishings

Student rooms and townhouses are equipped with basic furnishings. These furnishings are to remain in the room/suite/townhouse. For other areas, as availability allows, furniture requests may be made only with the prior approval of the residence director by completing a furniture request form within the first two weeks of each semester. Appropriate action may be taken by the College if College furniture is moved from room to room or

between residence facilities. College furniture may not be removed from assigned locations or placed/used outside. Lounge furniture may not be used in individual student rooms or townhouses. Waterbeds and other water-filled furnishings are prohibited. Students who use College furniture or fixtures placed in their rooms for other than the intended use assume responsibility should an accident or injury occur. Siena College has a limited number of college-owned lofts for use in triples and newly renovated townhouses. For safety reasons, students may not bring their own loft. (See the section on Residence Hall/Townhouse Safety and Security for additional information on acceptable and prohibited furnishings relating to safety issues.)

Technology

All student housing includes a landline telephone connection, computer networking and Internet connections, which are provided by the College's Information Technology office. Basic cable television service is available to students residing in townhouses and the residence halls from a contracted vendor, which is currently Time Warner. Time Warner representatives will be on campus during the first week of the semester for those students wishing to upgrade their cable services. Students should contact Time Warner directly at 518-640-8621 for all cable concerns (billing, connectivity and cable package upgrades).

Mail/Post Office Box Information

Resident students are assigned a Student Post Office Box (SPOB). Students will be assigned the same box throughout their residency and may be required to share with another student. Mailboxes, except for the residents of the New Hall, are located in the Sarazen Student Union. Residents living in the New Hall will be assigned a Post Office Box located in the New Hall. Keys issued for the boxes must be returned to the Post Office at the end of the academic year or upon termination of the housing agreement. Replacement post office box keys are \$10.00 and may be purchased from the Post Office in Sarazen Student Union.

Students should return any unclaimed mail to the Siena College Post Office. Students required to share a mailbox are expected to be respectful of each other's mail. Mail is delivered once each day Monday-Saturday, when the College is in session. Student mailboxes are Siena College property and tampering with, defacing, or altering mailboxes in any way is prohibited.

Special-Interest Living

First-year students may request to live in one of two special-interest communities: quiet living or service. Each community has limited available space and requires the student to sign an agreement indicating that he/she will abide by the standards set for the community.

Living Learning Serving Community/Course

The Living Learning Serving Community/Course is an integrated learning experience that educates students in how to advance social justice and equality in support of the College's Franciscan mission. The course involves social-justice themed topics, such as nonviolence and social action, service to the poor and marginalized, and anti-oppression work, through a unique faculty-enhanced, credit-bearing, residential program for upper-class students. The course provides a comprehensive experience of Franciscan community. Members of this community work with each other and a team of faculty members; live in the New Residence Hall on the same floor with all other student members of the community; participate in a one-hour/week seminar each semester; and complete a 40-hour service component during the spring semester.

Individual Room/Suite/Townhouse Upkeep

Students are responsible for cleaning their rooms and townhouses and for keeping them in good order. All students are expected to check out properly and thoroughly clean their rooms/townhouses prior to departure, including bathrooms and the kitchen (which includes appliances). Students may not paint or perform damage repairs in their room/suite/townhouse. Charges will be assessed for cleaning, painting and any other additional work needed to restore the room to its original condition. Students will have the opportunity to complete an individual room condition report/individual townhouse report to document the condition of the room/furnishings upon move-in. It is the resident's responsibility to complete and return this document to the residential life staff. Students who fail to do so will be held accountable for all damages found upon move-out inspection by residential life and facilities staff and are not able to appeal damages.

Facility Concerns/Repairs

All requests for standard repairs to residence hall rooms/townhouses or routine work orders must be made by e-mailing the facilities management at fwr@siena.edu. For urgent items, the Service Desk can be reached by phone at 518-783-2371 during normal hours of operation 7:30 a.m. - 4:30 p.m., Monday-Friday. For urgent items outside of normal hours of operation, please contact Public Safety at 518-783-2376. Once a work request is placed, an e-mail confirmation will be sent. Students should review this information for accuracy. When the work request is complete, the individual who submitted the request will receive a confirmation of its closure and what services were rendered. There are no associated costs for normal maintenance and repair. If there are to be charges associated with the repair, the work request will be labeled —chargeable or —vandalism. In this case, the appropriate parties will be charged through the Office of Residential Life. Please note that all furniture removal/repairs and key requests must always go through the residence director.

In order to facilitate a timely repair, a student has two options when placing a work order:

1. The first option allows facilities management staff to enter the residence to complete the work order without a resident present. It is assumed when a student calls in a work order under this option that he/she is speaking as a representative for all residents within that particular space.

2. The second option requires the student requesting the work order be present while the work is being performed. The student must remain in the residence while the work is being performed. The student must arrange for a mutually agreed upon time period for the work order to be completed. This will be confirmed with a —resident required field checked on the work order confirmation. Work orders completed under this option must occur between 9:00 a.m. – noon and 12:30 p.m. – 2:30 p.m., Monday-Friday. If facilities management staff arrive within the agreed upon time period and a resident of the room or townhouse is not present, the student requesting the work order will be charged a \$50 service-call fee.

Emergency maintenance (electrical, heating or plumbing) needed between 4:00 p.m. – 8:30 a.m. or on weekends must be reported to Public Safety at 518-783-2376.

Residence Hall Damage Assessment

As members of the residential community, all students take responsibility for their living environment, both their immediate room/suite/townhouse, as well as the entire building/area.

Communal-Area Damage

Students are responsible for preserving the condition of their wing, floor and building or townhouse, as well as the surrounding area. Students with information about who is responsible for acts of vandalism/damage are expected to address the responsible party and/or report these actions to a member of residential life, public safety and/or dean of students. Failure to do so will result in the damage costs being equally distributed among all residents living on the wing/floor/building/area. These charges may not be appealed.

Damage Billing

Student accounts will be billed directly for individual and community damage. Students will receive an itemized list of damage charges via e-mail to their Siena email account. Students may appeal individual damages, as directed on instructions included with their damage bill.

Damage assessments will be considered in the review of housing reservations for the subsequent term and may result in a cancellation of the housing license for either the responsible party and/or entire floors/wings of where the damage occurred. The College reserves the right to relocate or assign students to housing of the College's choice and/or place students on conditional/probationary housing status for a defined period of time. Students with billable damage (individual and/or communal) in excess of \$100 may have their license cancelled immediately. Students with billable damage between \$25-\$100 may be subject to more frequent health and safety inspections.

Snow Removal

Each townhouse is issued a snow shovel. Residents are responsible for snow removal from the entranceway, steps (where applicable), and the pathway leading to a primary pathway. If snow has not been removed from the identified areas within 24 hours of snowfall, Facilities staff will remove the snow and the residents involved will be charged for labor. Shovels are available in all residence halls and in Public Safety for students.

Recycling

Siena College is committed to preserving its environment through recycling. Each year, Siena expands single-stream recycling. Students are expected to support recycling initiatives in their residence hall or townhouse by utilizing the recycling bin/single-stream recycling and/or the Siena College active recycling apparatus (SARA) located in each

hall. Recycling saves energy, natural resources and landfill space. The Town of Colonie, where Siena is located, requires recycling. Please make sure all glass, tin and aluminum items are empty and rinsed clean.

HOUSING POLICIES AND PROCEDURES

Housing License Agreement

All full-time undergraduate students, with the exception of commuters and transfer students, are required to live in College residence facilities, to the extent that space is available, and purchase a food-service plan.

Student participation in the housing selection process or signing of the housing license at any time acknowledges student understanding of the College's residency requirement as outlined in *Siena Life*. Continuing students who fail to reserve space for the next academic year during housing selection will be assigned to any available space (after new and transfer students are housed) and will be billed for room and food service. (See Appendix III: Siena College Housing License for detailed information on the housing license).

Vacation/Closing Periods

Designated long weekends, Thanksgiving, Christmas/winter break, spring break, Easter, Senior Week and summer vacations are not included in the Housing License Agreement. Students may leave personal belongings in assigned accommodations during periods of vacation, except summer vacations, at their own risk. Information on vacation closings and openings will be posted on the Website and sent via e-mail reminders during the academic year. Students must submit a vacation housing request form, provide written verification and be approved for occupancy during times when the campus is closing. During these vacation periods, there will be no student staff members on duty. Additionally, support services customarily provided by these staff members will not be available to students. Students who are currently on probation are not eligible for vacation housing. Early arrivals for the fall and spring semesters are not permitted except for extraordinary circumstances and upon advanced approval from the Office of Residential Life. Students authorized to reside in campus housing during non-license periods (e.g. prior to and following the license period or during vacations) may be charged an additional rental fee and are not permitted to host guests. Anyone who arrives prior to the posted opening times in the housing agreement will not be admitted to the residence facility and/or will be charged a \$75.00 per-night unauthorized occupancy charge and/or face disciplinary action. If damage occurs in a residential area during the vacation period, the students staying in that area may be held responsible.

Winter Recess

Residential facilities will be completely closed during a two-week portion of the winter break. Students authorized to stay in housing during the break may only stay in Hines, Padua, New Hall and the townhouses until the date determined by the College for re-opening.

Summer Housing

A student may reside in college housing during the summer if he/she is:

- employed 35 hours on campus, verified by the appropriate college office
- enrolled in two or more courses at Siena College
- employed on campus 20 hours per week and enrolled in one summer class at Siena College
- a student athlete, as approved by the Athletics Department
- a participant in an approved Siena College internship program

Note: The internship may be for credit or, if not for credit, directly relevant to the student's major or career. For the latter, the faculty advisor or an appropriate Siena College representative must provide confirmation to the Office of Residential Life. To be eligible for summer housing based on an internship only, the internship must reflect 35 hours of employment per week. If the student is working fewer hours for the internship, he/she must be enrolled in another summer course at Siena College or be employed on campus for 20 hours per week and will then be able to reside on campus. To reside on campus, students may also show that they are participants in the Summer Research Program, Siena Summer Scholar Program or an approved independent study program.

To be eligible for summer housing, students in research programs and independent studies should reflect 35 hours a week in the specific program (confirmation must be submitted by the faculty advisor to the Office of Residential Life). If not at that level of research work activity, a student may be enrolled in another course at Siena College or be employed on campus for 20 hours per week and will then be able to reside on campus.

All students requiring summer housing are to submit a housing request form to the Office of Residence Life and provide written documentation of the reason for requesting summer housing. Upon the completion of the eight-week

academic summer session, or when their courses/internship/research activities are completed, all students are required to vacate college housing unless they are:

- working a minimum of 25 hours per week for a College office
- a student athlete who must remain on campus and is authorized by the Director of Athletics
- completing internship/research requirements, as approved by the vice president for academic affairs or the assistant to the vice president for academic affairs (operations/summer session coordinator)

All other exceptions and requests should be addressed to the Office of Residential Life.

All residential life and Siena Life policies and guidelines are in effect during the summer. In addition, there is a specific visitation guest policy during the summer and quiet hours, which is posted on the summer housing application: www.siena.edu/residentiallife.

HOUSING ASSIGNMENTS

The Residential Life Office assigns rooms to new students.

Returning Resident Students

Returning resident students may select from available housing for the upcoming academic year through the selection process held in March/April. Specific information regarding the lottery process will be available online in February prior to room selection. Students must be registered for a minimum of 12 credits in order to maintain a housing assignment. Any student not at the minimum credit level by July 1 and January 2 may jeopardize their housing space for the upcoming semester.

Housing Selection, Lottery Numbers and Lottery Points

The housing selection process for the upcoming academic year occurs each March/April. It is a lottery system based on class status, as defined by the Registrar's Office. Information about the lottery process will be available prior to room selection. Those students who accrue 35 or more lottery points, sanctioned as a result of student conduct violations, will not be eligible to select housing during the regular lottery process and will participate in an alternate lottery that occurs after the regular housing lottery. Lottery point totals return to zero at the beginning of each lottery-point year (February 15). Please note, however, that a student's actual conduct record (offense, sanction, etc.) is cumulative for the duration of the student's term at Siena and does NOT begin anew each lottery-point year. (See Part 2: College Policies and Procedures for a detailed description of the Code of Conduct policy).

Annually, for housing selection, lottery points will be tabulated from February 15 through the following February 14. Lottery points accrued during the lottery-point year will factor into the housing selection the following March/April. A record of each student's lottery-point totals will be maintained in the Student Affairs Office in the Sarazen Student Union room 310. A student may check her/his total at any time. Each incident where a student is sanctioned, points may be added to his/her total. The number of points is determined by the sanction imposed. Students should keep copies of their incident resolution forms, which list the lottery points assessed for any conduct violations. Students will receive written notification of the points imposed at the time the student is sanctioned.

Study Abroad Students

Student residents who are studying abroad during the housing selection will receive a lottery number based on class status and must designate a student proxy for the selection.

Roommate Relationships

For some, living with one or more roommate is a new experience. Sharing a room/suite/townhouse with another person or persons requires communication, cooperation and compromise. Relationships of any kind involve some work, give and take, and an understanding of each other. The following list of expectations provides a basis for agreements between roommates. Students should discuss these expectations to form a starting point for communicating concerns and general agreements. To a large extent, the relationship between roommates is dependent upon mutual consideration of the feelings and needs of the other person. This mutual consideration affords all roommates the expectation:

- to be able to live, study and sleep free from undue interference in a room
- that roommates will respect each other's personal belongings
- to be able to live in a clean environment

- to have free access to one's room and facilities without pressure from a roommate
- of being respectful of another person's privacy
- to be able to host guests in compliance with College policies at agreed-upon times, and with the expectation that guests are to respect the rights of the host's roommate(s) and other resident students
- of being free from fear or intimidation, physical and/or emotional harm of being able to refuse requests without having to feel guilty or selfish
- to cooperate reasonably in using the telephone, television and kitchen facilities (townhouses only) and a commitment to honor agreed-upon payment procedures
- that any and all disagreements will be discussed with openness and mutual respect, and that it is acceptable to involve a residential life staff member when necessary

Students are encouraged to see their resident assistant or residence director if they feel their roommate is infringing upon their rights and their attempts to resolve the situation are not working. Staff will expect roommates to participate in a formal process to resolve disputes prior to other options, including room changes, being offered.

Room Change

Students may request a room change from their residence director or the associate director of residential life. Room changes will be considered only after the posted semester room freeze ends, provided space is available. In the case of roommate conflict prompting a room-change request, a staff member will work with the student to explore other solutions such as communication and resolution before approving a room change. Once all options are explored, students may request a room change. Any room changes occurring without the prior approval of the residence director or the associate of residential life are subject to action by the College, including relocation to original assignment and a minimum fine of \$75.

Special Housing and Meal Plan Accommodation Requests

Housing and meal plan requests are subject to a review process based on medical documentation and/or availability of the accommodation. To be considered for a special housing accommodation, students must complete the special housing accommodation request form and submit it to Health Services. This form can be found at www.siena.edu/healthservices or by calling 518-783-2554. Students with special requests due to a medical condition are strongly encouraged to make the College aware of these needs as early as possible in the housing assignment process. Siena College's Health Services will coordinate the review all requests for special accommodations as outlined below. Students should provide all required documentation by deadlines established by Health Services. Those dates are published at www.siena.edu/healthservices. Please be aware that after the posted deadlines, certain types of accommodations may no longer be available for the upcoming semester.

Necessary Documentation

The College requires medical documentation from a licensed physician that describes the student's medical condition and supports the request for a special housing accommodation. This documentation will be reviewed the College to determine if the request will be granted. The criteria and forms can be obtained online at www.siena.edu/healthservices. The following are descriptions of the most frequently requested accommodations.

This is not an exclusive list of accommodation requests.

- Single Rooms/Reduced Occupancy:** Single rooms comprise less than 1% of Siena's residential space. In requesting a single room or reduced occupancy, a student must clearly demonstrate how sharing a sleeping area would adversely impact his or her ability to perform academically. The request should include an explanation of how typical roommate adjustments (such as using headphones, using a sleeping mask, or negotiating shared use of space) would not resolve the concern. The Director of Health Services will coordinate the review of the request with appropriate College officials. Students who are recommended to reside in reduced occupancy rooms will not be assigned to designated triples. Once a student who needs a special accommodation vacates a room, that room will return to its original designated occupancy.

☐ **Meal Plans:** All resident students are required to purchase a meal plan. It is not possible for dining services to provide a specific menu of items for numerous special diets required by individuals. A student with special dietary needs that cannot be fulfilled by individual selection from the multiple-choice menu offered at either dining hall or the snack bars should contact Health Services to learn about the process for reviewing a special dietary request. The student will need to provide medical documentation to justify any special dietary requirements. If the Director of Health Services, in consultation with the College's physician, can confirm the need for special dietary requirements, the student may be offered one of the following: a reduced meal plan or waiver of the meal plan or will work with the Director of Dining Services to obtain the food requirements necessary to meet their special requests. For example, low sodium, gluten free, and other types of special diets can be easily accommodated provided the student works closely with the Health Services and Dining Services staff. The decision of the Director of Health Services will be final in these matters. **Food Allergy Disclaimer:** Siena College Dining Services makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff on the severity of food allergies. In addition, we label items with possible allergen-containing ingredients, however, there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Students, guests, and other members of the Siena community concerned with food allergies need to be aware of this risk. Siena College Dining Services will not assume any liability for adverse reactions to foods consumed, or items one may come in contact with while eating at any of the college's eating establishments. Students with food allergies are encouraged to contact Health Services at 518-783-2554 for additional information and/or support.

☐ **Air Conditioning:** Only Padua Hall, the New Residence Hall, and the townhouse complex offer air conditioning. Additional air conditioning in these areas and in all other residence halls is prohibited. If a student has an extreme medical condition requiring him or her to live in an air conditioned environment, room air conditioners may be permitted with a medical exception. A physician must complete the air conditioner request form found at www.siena.edu/healthservices and submit it to Health Services for review. A determination will be made by Health Services in consultation with appropriate medical staff and other college offices. If approved, facilities staff will install a window unit during the cooling season and remove during the heating season. Window units are prohibited in the townhouse complex, Padua and New Residence Halls as the temperature may be regulated in individual apartments.

☐ **Other:** Students who have several accommodation requests due to a medical condition will need to submit all required information to Health Services. The Director of Health Services will coordinate the review of these requests with the appropriate College officials and coordinate implementation for approved accommodations.

RESIDENCE HALL AND TOWNHOUSE SAFETY

Student ID/Saint Card

Students are expected to carry their Saint Card ID at all times for access and identification. For security and safety reasons, ID cards must not be lent to other parties. Students found misusing their ID card, will be referred to the student conduct system.

Access System

Each residence hall is equipped with an access control system, which utilizes the Siena College Saint Card to gain access. The outside doors to each residence hall are locked 24 hours a day. Residents have access via their Saint Card to the main entrance and other designated doors of their residence hall 24 hours a day during the periods that the housing license is in effect. The Saint Card enables students (commuters and residents) to visit friends in residence halls 8 a.m. – 1 a.m., Sunday – Thursday, 8 a.m. – 2 a.m. on Friday and Saturday. Residents have 24-hour access to their own residence hall. Unauthorized entry to or use of residence facilities is not permitted. Propping open and/or opening any residence hall exterior door without proper use of an ID card compromises the safety of the residential community and may result in action by the College, which may include termination of the student's housing contract or other sanctions.

Keys

Each student is issued a room/townhouse key exclusively for her or his personal use. Students must immediately report any damaged or non-working locks to their residence director or to Public Safety. Lost, stolen or missing keys require a core change, and the student will be responsible for the costs. For reasons of safety and security, keys may not be duplicated or shared. All students must return their room keys to their hall/area office before they withdraw or

leave for summer vacation. Failure to do so will result in a fee for each key not returned and a fee for improper checkout. This nonrefundable fee will be billed to the student's account at the end of the semester.

Emergency Exits

Doors labeled Emergency Exit Only are not to be used except in the event of an emergency (fire alarm, etc.). Students found exiting, entering or opening these doors will be subject to disciplinary action and a \$75 fine.

Windows/Screens

Screens and glass windowpanes may not be removed from the windows. Broken or damaged windows and/or screens should be reported to Facilities immediately. Using windows to exit or enter a building (other than in emergency situations) or passing items through windows is unsafe, and violators will be subject to disciplinary action. Students are responsible for reporting violators to a member of the residence hall staff.

Lost/Damaged/Stolen Property

The College cannot accept liability for lost, damaged or stolen personal property. Students are responsible for keeping their rooms/townhouses (including windows) locked at all times. The College urges all students to invest in adequate personal property insurance, and offers information regarding student insurance providers. Losses should be reported immediately to the residence director and to the Public Safety Department.

Acceptable Furnishings

When used properly, the following appliances (U.L. approved only) can be used in the residence halls and townhouses:

- Heavy-duty electrical extension cords
- Breaker-equipped outlet strips
- Portable hair dryers/curlers with automatic shutoff
- Lamps (except halogen and five-light floor lamp)
- Electric kettles and hot pots with automatic shutoff
- Coffee/tea makers with automatic shutoff
- Irons with automatic shutoff
- Refrigerators (2 cu. ft. or 4 cu. ft. only) or Microfridge — as approved by the College vendor
- Hot air popcorn poppers
- Fish (in five-gallon aquariums or smaller)
- Landline telephones

* Student residence rooms are equipped with 120-volt outlets (blue). These outlets are for the exclusive use of residents' personal computers/laptops only.

When used properly, the following additional items may be used in the **townhouses only**:

- Toaster ovens
- Microwave ovens
- Personal sandwich makers and grills (e.g., George Foreman grills)
- Charcoal grills, provided they are operated at least 10 feet from combustible construction and balconies and only charcoal is burned (no open fires).

Prohibited Items and Appliances

- Microwave ovens (except in townhouses) with the exception of the Microfridge option
- Hot plates, personal sandwich makers, grills (George Foreman, etc.) and waffle makers (except in the townhouses)
- Toasters and toaster ovens (except in Townhouses)
- Space heaters
- Appliances with exposed heating elements
- Commercial-type popcorn makers
- Air conditioners (unless authorized by Health Services for a medical condition)
- Irons without automatic shutoff
- Curling irons without automatic shutoff
- Smoke/fog machines
- Motorized exercise equipment, such as treadmills

Prohibited Décor, Furnishings and Other Items

- Curtains/window treatments (the College has installed blinds in all residential spaces to ensure privacy)
- Lofts, homemade beds and water-beds
- Halogen lamps (floor or desk) and five-light/arm floor lamp
- Candles (with or without wicks) and incense
- Bed or furnishings placed in such a way as to require residents to stand on the furnishings to open or close the window or impede emergency access/egress
- Live greens (Christmas trees, cut greens, wreaths), evergreen decorations
- Decorative electric lights of any kind (e.g., rope lights, string lights, holiday lights)
- Large or bulky paper or fabric decorations (tapestries, large flags, sheets, etc.) hanging from ceiling, walls or windows are not permitted nor are items, other than those originally provided by the College, that divide a room or take up a significant amount of space (such as room dividers, bars, etc.)
- Pets (other than fish in five-gallon aquariums or smaller)
- Items placed on or over smoke/heat detectors, sprinkler piping or heads. No item may obstruct airflow or water disbursement for fire safety equipment.
- Items too close to sprinkler heads (18" minimum clearance required) no item may obstruct airflow or water disbursement for fire safety equipment
- Multiple electrical connectors (other than breaker-equipped outlet strips)
- Splicing electrical extension cords into lighting or other fixtures
- Hookahs
- Fireworks
- Flammable liquids (gasoline, kerosene, charcoal lighter fluid, etc.) and machines that use them
- Propane and gas grills

This list of prohibited items is not all-inclusive. Should items be found that are unsafe in the judgment of College officials, Siena reserves the right to confiscate them or require them to be removed.

Residential Fire Safety Precautions

Fire safety inspections will be conducted periodically. Residence directors, accompanied by the College safety officer, will inspect student rooms and townhouses at least once each semester. The inspection team will look for fire and life safety hazards, proper waste disposal and prohibited items. In the townhouses, an inspection of College-supplied fire extinguishers will also be performed. Students will be notified of any safety concerns/violations and will be directed as to how to correct them. Failure to comply will result in disciplinary action.

In the interest of safety and protection of property, Siena students are urged to exercise caution in the use of all electrical appliances and, in the townhouses, the heating system. Townhouse residents may not tamper with the heat meters and/or thermostats. Violators will be charged through the student conduct system. Each residence hall room and townhouse is equipped with a smoke detector and sprinkler system. These early-warning devices are not to be covered and/or tampered with under any circumstances. Each townhouse is provided a fire extinguisher, and students should become familiar with its proper use. Townhouse residents must immediately report discharged fire extinguishers to Public Safety. Failure to do so will result in the residents of the townhouse being charged with violations of established residence hall living guidelines and billed for recharging the extinguisher. During regularly scheduled safety inspections, fire extinguishers in each townhouse will be checked to make sure they are in operating order. **All fires must be reported to public safety and to the residence director.** (See Appendix IV in *Siena Life: Emergency Response Guide* for more information).

Access to the room must be kept unobstructed for emergency first responders. No furniture may block hallways, corridors, walkways, fire lanes and/or stoops. In addition, no furnishings will be allowed to reduce the normal height and width of the door opening. The college may require students to remove any item blocking any area or any items considered safety hazards. This includes residence hall and townhouse areas, interior and exterior.

In the interest of safety and to comply with New York state regulations, Siena will schedule fire drills in the residence halls. The assistant director of public safety and residential life staff will initiate and conduct them. Students are expected to comply with the instructions given for and during fire drills and must promptly evacuate their room and the building. Remaining in a residence hall when an alarm has been sounded constitutes a violation of safety regulations.

The use of any item (e.g., candles, toaster ovens, flammable liquids, hookahs, cigarettes, etc.) that activates the alarm system in a residence hall and causes the evacuation of the building is a violation of the housing license/meal plan information form. Unauthorized use, tampering with or alteration of firefighting equipment, safety devices or

other emergency or safety equipment (including but not limited to hanging on sprinkler pipes, discharging fire extinguishers, propping or damaging emergency doors and/or card access equipment, etc.) while on College premises or at any College-related function is prohibited.

It is strictly forbidden for any person to ignite any substance in a residence hall or townhouse that could start a fire. All charcoal grills in the townhouse living areas must be at least 10 feet from buildings while being operated and only charcoal may be burned.

Procedures for Responding to a Fire Alarm

The building must be evacuated immediately any time a fire alarm is sounded. This is defined as exiting the building completely and remaining at least 50 feet from the perimeter of the building until an announcement is made that it is safe to re-enter. Students failing to properly evacuate will be referred to the student conduct system.

Procedures for responding to a fire alarm in **residence halls** are as follows:

1. Evacuate the residence hall immediately.
2. Once safely outside, notify Public Safety 518-783-2999 or dial 911 from a campus landline phone.
3. Once outside, do not return for personal belongings until it is safe to do so as directed by a member of the residential life staff and/or a public safety officer.
4. The residence director and/or resident assistants, in conjunction with Public Safety, will coordinate evacuation and will notify residents when the building is safe to re-enter.

In the **townhouses**:

1. Evacuate the townhouse immediately, making sure to close the door behind you.
2. Once safely outside, notify Public Safety at 518-783-2999, or dial 911 from a campus landline phone.
3. If safe, notify the other occupants of the adjacent townhouses.
4. Once outside, do not return for personal belongings until it is safe to do so as directed by a member of the residential life staff and/or a public safety officer.

RESIDENCE HALL POLICIES

Responsible Conduct

The behavior of Siena students living in College housing should at all times reflect a spirit of cooperation and respect for roommates and fellow residents. Students should conduct themselves in an acceptable manner inside and outside their living unit. Lewd, indecent, or obscene conduct or expression on College-owned or controlled property or at a College Sponsored or supervised functions constitutes unacceptable behavior. In the residence areas, students may not utilize services of strippers, exotic dancers and/or related personnel.

Responsibility

Students are responsible for what occurs in their room/suite/townhouse, whether or not they are present, if the responsible parties cannot be identified.

Maximum Occupancy

The maximum number of persons (including residents) permitted in townhouses, suites, or a room at any one time is:

- 8-person house – 32
- 6-person house or suite – 24
- 4-person house, suite or room – 16
- 3-person room – 12
- 2-person room – 8

Visitation/Guest Policy

All guests must be registered, even those not staying overnight. (For more information on the guest policy, see Part 2: College Policies and Procedures). The safety of the Siena community, including guests, is paramount. Accounting for guests in an emergency is necessary to maintain a safe community for Siena students and staff in addition to aiding emergency personnel in times of crisis. To register a guest, the host must complete a guest registration form

available online at www.siena.edu/studentaffairs/visitation_policy.asp. The guest registration form must be completed prior to the guest's arrival. Guests are to be provided with a copy of the form and are expected to keep it with them during their stay.

Students are responsible for the behavior, actions and/or conduct of their guests, and students are to accompany them at all times. If residents become separated from their guests, if guests become disruptive or noncompliant, or if at any point during the guest's stay, a resident no longer wishes for the individual(s) to be a guest, it is the residents' responsibility to contact Public Safety immediately. If plans change for any reason and the guest is no longer with the resident, that student must re-register the guest with a new host.

Students may host and register a maximum of two guests at any one time (regardless of whether this is an overnight or day visit). Students hosting guests and/or visitors must ensure that it does not disrupt any roommate's right to expect to be able to read, study and sleep in his/her room free from the undue interference of the guests/visitors. Siena students' primary purpose is to achieve academic success. We strive to create living and learning environments within the residence halls/areas that are conducive to study, sleep and healthy living. The right of any resident to sleep, study, or simply enjoy privacy will always take precedence over a roommate's privilege to host guests/visitors in the room. A student's right to have a guest/visitor is, in all cases, superseded by the roommates', suitemates' or townhouse-mates' right to the uninterrupted use of the room/suite or townhouse. The privacy of the roommate(s) will take priority over a guest/visitor. A roommate should not be compelled to leave the room to accommodate a guest or visitor, nor should he/she be placed in situations that might cause embarrassment or inconvenience. Guests with vehicles must obtain a parking pass from Public Safety. Unregistered guest vehicles are subject to be towed in accordance with traffic rules and regulations. To obtain a parking permit, guests must provide a copy of the guest registration form, a valid drivers license and vehicle registration.

Quiet Hours

Quiet hours are Sunday-Thursday, 10:00 p.m.-7:30 a.m. Any student who is disturbed during this time period has every right to request a quieter environment and is encouraged to speak with fellow residents and/or call the resident assistant on duty. Weekend quiet hours, beginning at midnight and continuing through 7:30 a.m., will be observed on Friday and Saturday. Beginning the last day of classes each semester, 24/7 quiet hours are observed and strictly enforced. Students found violating the 24/7 quiet hours will be referred through the student conduct process and fined a minimum of \$25.

Noise

Noise in a residence hall can contribute to a difficult academic environment. All students are expected to be considerate of their neighbors regardless of the time of day, but especially during evening and late-night hours. Activity within any room or townhouse should be scarcely noticeable outside of that room or townhouse, including through adjacent rooms/townhouse walls. Students are expected to be considerate of the residential community whether inside or outside the building. Noise in areas adjacent to residential buildings that violates the quiet-hour standard will be subject to College disciplinary action.

The New Hall and townhouses are located on the perimeter of the campus and near a residential area. It is important that students show respect for both Siena's neighbors and fellow students. Bands and DJs are prohibited from playing in the townhouse/New Hall area and inside any townhouses without prior permission from the residence director. The College reserves the right to prohibit karaoke machines and large speakers.

Noise in the parking areas and between buildings should be minimal, especially at night. If residents are noisy or distracting, it is the obligation of the person disturbed to request that the noise be lowered. Basic respect for the rights of others should be honored, regardless of the time of day or night. Residents who are repeatedly inconsiderate of their neighbors should be referred to residential life staff members, who will address and maintain a record of concerns. Students may be requested to compromise as a first step. If this fails, College action may follow. Students violating the standards of quiet hours are subject to College action. Excessive noise at any time is prohibited and the responsible parties are subject to College action.

Smoking

Siena College wishes to promote a safe, healthy and welcoming environment for all students, faculty, staff and visitors. All residence halls and townhouses have been classified as smoke-free living communities. Out of respect for others, a minimum distance of 25 feet from ALL residence hall building entrances and student room windows

must be maintained when smoking outside. Students who fail to follow these standards will be charged with violation of College policy.

Furthermore, in accordance with Article 13-E of the Public Health Law, —Regulation of Smoking in Certain Indoor Areas, signed into law on July 5, 1989 and as amended on July 24, 2003, the following policy has been created and adopted.

Smoking (the burning or carrying of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco) is prohibited in all indoor areas of the College and in College-owned vehicles. All residence halls and townhouses have been classified as smoke-free living communities in the interests of safety and health. Individuals found in violation are subject to College action. Anyone desiring information or clarification relative to this policy, or anyone who wishes to file a complaint regarding an alleged violation of this policy, should contact the assistant vice president for human resources if the complaint is against faculty/staff, or the dean of students if the complaint is against a student.

While the College recognizes the difficulty this policy may cause for some members of the community, it is incumbent on the College to enforce the policy as stated. This will be done in a reasonable and equitable manner. The College reserves the right to modify this at any time.

Solicitation in the Residential Facilities

Soliciting or canvassing, political or otherwise, by outside agencies other than those approved by the director of campus programs and student activities or designee is prohibited. If outsiders are soliciting or canvassing without prior approval from the College, the civil authorities may be called and those people involved may be arrested for loitering and/or restricted from campus and subject to arrest for trespass. (See Part 2: College Policies and Procedures for more on the solicitation policy).

Student Fundraisers/Drives

Students or student groups wishing to conduct a fundraiser/drive in the residential areas must get advance permission from the director of residential life. To respect the privacy of resident students, students/groups may not go door to door in residence areas and must operate out of the lobby/lounge area. Furthermore, students/groups must follow all College/residential living guidelines while fundraising.

Bicycles

Bicycles must be kept in student rooms. Fire and safety regulations prohibit bicycles in stairwells, corridors, entrances and exits. Bicycles stored in unauthorized locations will be removed by the Public Safety Department.

Windows

- No objects may be placed on window ledges. Placing stereo speakers in student room/townhouse windows is prohibited. Hanging signs on the outside of buildings or from window ledges requires prior authorization from the residence director.
- Individuals may not sit or walk on window ledges.
- Nothing may be thrown from windows or from the ground up to a window because these objects may cause injury. Students are subject to College disciplinary action, including a cancellation of the housing license or removal from housing, for throwing items to or from windows.
- Townhouse residents are responsible for the cleaning and/or cost of cleaning townhouse windows. Students are responsible for broken windows in their townhouses unless the responsible party can be identified and charged accordingly.

Roofs/Attics

Students and visitors are not permitted on the roof of any residence hall or in the attic of any of the townhouses.

Hall Sports

No sports may be played in residence hall hallways because of potential injury or damage to fire safety systems, lights, etc., and the noise associated with such activities.

Littering

Littering the campus and improper disposal of trash is prohibited because it shows disrespect for the College community and increases maintenance costs. Students are responsible for taking their trash to the appropriate trash room/bin for their residential building/area (this excludes trash bins located in public bathrooms). Removal of garbage found on stoops and in hallways will be billed to the residents of that particular area.