



**Resident Handbook 2017-2018**

## Centennial Hall Resident Handbook

"Experience is not what happens to you; it's what you do with what happens to you." -Aldous Huxley

Over the course of the year, you will engage in the college community through classes, group activities, and service projects. You will spend a lot of time--perhaps more than you imagined--studying. You will also spend many, many hours in Centennial Hall meeting new people, learning about yourself, and exploring the world around you. There are many opportunities to get involved in and engaged with the community, and we hope you take full advantage of those opportunities. Ultimately, you decide what you do with the experiences waiting for you at SUNY ESF.

By focusing on the total student experience, we reinforce the student's educational goals and help them find their place on campus. Through cultural and developmental programs coordinated by our staff, residents can participate in a wide variety of activities, including seminars, community outreach programs, social events, and service projects.

If you ever need assistance throughout the year, there are a variety of student and professional staff members available to help you. We employ eight students as Resident Assistants (RAs) who live on the floors and work to support residents and provide exciting and educational programming. We also have three Senior Resident Assistants (SRAs) who support the RAs in the role. All RAs are supervised by the Residence Director who is a live-in professional staff member. You'll also meet the Desk Assistants who are the friendly faces at the front desk who are here to help you with any questions you may have, borrow games, deliver packages, and so much more. There are many other faces in Centennial Hall including Maintenance staff, Housekeeping staff, our Residence Services and Marketing Manager and our Community Manager. Please say hello and introduce yourself.

Welcome to Centennial Hall! We're excited about the upcoming school year and hope you are, too.

-Your Centennial Hall Staff

## Centennial Hall Staff and Contact Information

### Centennial Hall Staff and Contact Information

Centennial Hall  
142 Oakland Street  
Syracuse, NY 13210  
Phone: (315) 741-3067  
Fax: (315) 679-4970  
[www.centennialhallesf.com](http://www.centennialhallesf.com)  
[www.facebook.com/centennialhall](https://www.facebook.com/centennialhall)  
<https://twitter.com/centennialhall>  
Instagram: @CentennialHallESF

#### *Community Manager*

Kim Max - [kamax@esf.edu](mailto:kamax@esf.edu)

The Community Manager oversees the operation of Centennial Hall. The CM is responsible for supervising all full-time staff and collaborating with ESF to ensure resident needs are met. The CM manages the yearly budget, coordinates building improvements/modifications, and is the residence life liaison at ESF.

#### *Residence Director*

Katy Perry - [rlcchsyracuse@edrtrust.com](mailto:rlcchsyracuse@edrtrust.com)

The Residence Director is a full-time, live-in staff member who oversees the residence life program at Centennial Hall. The RD is responsible for the planning and implementation of resident programs that further the mission of the College and promote the educational, physical, environmental, social, and recreational needs of the residential community. The RD is also responsible for the selection, training, and supervision of the Senior Resident Assistants and Resident Assistants.

#### *Resident Services and Marketing Manager*

Maddie Cleworth - [rsmchsyracuse@edrtrust.com](mailto:rsmchsyracuse@edrtrust.com)

The Resident Services and Marketing Manager oversees the day-to-day business matters at Centennial Hall. The RSMM tracks all student account information and coordinates the leasing process, which includes sending out applications, collecting leases, and assigning roommates. The RSMM is responsible for all marketing and internal promotions. The RSMM also trains and supervises the Desk Assistants.

#### *Maintenance Manager*

John Rogers - [mntchsyracuse@edrtrust.com](mailto:mntchsyracuse@edrtrust.com)

The Maintenance Manager is directly responsible for all mechanical operations and physical upkeep of Centennial Hall. The MM is the direct supervisor of the maintenance staff employees and reports

directly to the Community Manager. Resident communication with maintenance should be done by submitting work orders at the front desk. All emergency situations should be reported to an RA or the front desk so staff can contact maintenance personnel.

### *Maintenance Technician*

Tim Hall

The Maintenance Technician assists the Maintenance Manager with all mechanical operations and physical upkeep of Centennial Hall. The MT handles service requests and repairs in a timely and accurate manner.

### *Housekeeping*

James Benedict

Our Housekeeping team keep Centennial Hall's floor, windows, surfaces, and restrooms clean and in good condition.

### *Resident Assistants*

The Resident Assistants are student staff who live in the building and are responsible for the health and safety of the residents. RAs create and implement a wide variety of programs for the residents, develop community within their floor, and mediate conflicts that arise. There is an RA on-call overnight for emergency situations.

### *Desk Assistants*

The Desk Assistants are student staff who work the main desk at Centennial Hall and assist the office staff. They help deliver mail and packages as well as answer and direct student questions to the appropriate areas.

## **Centennial Hall Community Information**

Centennial Hall serves exclusively SUNY ESF students. All students must be enrolled as a full-time student as defined by your academic department. If you drop below full-time status, please talk to one of our staff members. If you fully withdraw from SUNY ESF, you are no longer eligible to live in Centennial Hall. Most first-year students live in east wing of Centennial Hall, in the Double and Triple student rooms, while a limited number of first-year students reside in the 2-person suites on the west wing. Upperclass students are eligible for the 2-person suites, 2-person suites with kitchenettes, and 4-person apartments in the east wing and addition.

### **Moving In**

Moving into your new home is both fun and exciting! You must complete a number of steps to properly move into Centennial Hall:

1. We will send you an email with directions to Centennial Hall. Keep a copy of it and follow the directed route to help with traffic flow.

2. When you pull up to the building, stop at the table outside to check in. Someone should stay with your car and start to unload your belongings.
3. Have a photo ID card ready - we will need to verify who you are.
4. After you get checked-in, go inside to go through the line and get your key and ID card. After you reach the end of the check-in line, return to your car and start moving your belongings to your room.
  - a. Note: If you're a first-year student moving in for Orientation, there will be current ESF students, staff, and faculty to help you move your belongings. They will have bins to quickly transport your items from the curb to your room. However, if you are an upperclass student arriving Saturday or Sunday, you may check out a bin from the main desk with a state driver's license or ID card. When you are finished, the bin needs to be returned to the desk and your ID will be returned to you.
5. As part of your check-in process, you will receive a room condition report. You will need to complete this form and return it to the Centennial Hall office within 5 days of checking in to complete your move-in process.

## **Moving Out**

In an effort to maintain the quality of rooms for future classes, we ask that you follow the following guidelines when moving out of your room. You will receive specific instructions closer to your move-out date.

- Clean all areas of your room including, but not limited to: shower, toilet, bathroom sink, refrigerator, microwave, kitchen sink (if applicable), kitchen appliances (4 bedroom apartments), and vacuum carpet
- Return all furniture to its original position (beds in the highest position).
- Turn in your key(s) to the main desk

As the end of the semester approaches, RAs will host floor meetings and information regarding the checkout process will be emailed to all current residents by Centennial Hall staff.

## **Inspections**

Centennial Hall staff will perform inspections of your room on a quarterly basis. These inspections check for health and safety issues and allow for the performance of necessary maintenance. If you are found with damages, prohibited items, or safety concerns, you will be subject to fines, confiscation of prohibited items, or disciplinary action, whichever is warranted in the situation.

Centennial Hall facilities and services are for the exclusive use of residents and accompanied guests. Common area spaces may be reserved by outside groups (faculty, staff, student organizations) with permission of the Community Manager with prior written approval. The maintenance for and care of these facilities is every resident's responsibility. Please report any issues to the front desk.

### Your Unit

All residents and guests must follow specific local fire codes that ensure your protection and safety. Furthermore, we have established decorating guidelines to prevent damage to the units.

All units are to remain furnished, with beds only configured as designed. For safety reasons, cinder blocks are not permitted. Furniture may be rearranged in your unit provided it is returned to its original position before check-out. No waterbeds are permitted. No construction, wall partitions, any similar structures, or painting is permitted. Dartboards are not permitted due to damage to walls and doors. Any alterations or modifications that pose a threat to safety, health, physical unit damage, comfort of others, etc. are not permitted.

No items are permitted on the ceiling. This includes: nails, stickers (reflective stars), bottle caps, tape, and poster putty. Damage to ceilings will result in a repair charge. No additions to the original surface are permitted on the doors, windows, blinds, or furniture. All decorations must be temporary so as not to permanently deface or damage unit furnishings. For fire safety reasons, candles, incense, space heaters, hot plates, lighter fluid, and other combustibles are not allowed in the units. Please do not put tape of any kind on the carpet or linoleum. You may not hang any curtains on the windows.

### Dishwasher

In order to reduce maintenance problems with dishwashers in the 4-person apartments, the following guidelines should be used: scrub dishes first, especially if it will be a few days before you run the load. Use only powdered dishwasher detergent, not liquid. Be sure the product is advertised as an automatic dishwasher detergent, not one for hand-washing dishes. Once a month, pour a cup of distilled vinegar in the dishwasher and run it empty 2-3 times.

### Heating and Cooling Unit

Efficiency of your heater is dependent upon complete air circulation. It is important to keep all vents open and unobstructed. Additionally, please ensure that return air vents are also left unobstructed. If any vent is blocked, you will not receive adequate airflow in your unit. Maintenance staff will need access to the furnace through the small door in your unit to replace air filters every quarter. This door must remain accessible and unobstructed.

### Smoke Detectors

The smoke detectors in your units are very sensitive. When taking a shower, close the bathroom door to ensure the steam does not affect the detector. When cooking, use the fan above the stove. This could also help prevent a grease fire. If your detector makes a beeping sound, it means the battery is low. Complete a work order as soon as possible to have the battery replaced. Any time a smoke detector sounds an alarm, you should respond to it as an emergency and proceed out of the building in a safe manner. Never disconnect or cover the smoke detectors. Sometimes you may experience a "false alarm." The smoke detectors can be set off by dust, steam, or may need routine cleaning. Open all windows to allow fresh air into the unit.

## **Toilets**

Do not flush paper towels; they do not degrade. Never flush feminine hygiene products, regardless of what the packaging states. If your toilet does overflow or clog up, you can go to the front desk to borrow a plunger. If you are not able to resolve the issue with a plunger, please fill out a maintenance request at the front desk. Residents are required to plunge their own toilet prior to calling in maintenance. Residents will be responsible for any toilet damages/overflows that are the result of improperly disposed articles.

## **Window Screens**

It is important that the window screens and blinds remain in good functional condition. They are not to be removed, tampered with, and/or detached in any manner.

## **Resident Services**

### **Indoor Bicycle Storage**

Bicycle parking is provided on the west side of the building and in the addition. These indoor storage spaces are accessible using your room key. Bicycle spaces are allocated on a first-come, first-served basis with priority going to first-year students on the day they move in. Any resident is eligible to rent additional spaces after the first-year students have moved in. The cost for bike storage is \$50 per year. Please use a vandal-proof bike lock, such as the U-lock style, whether you choose to purchase a storage space or park your bike at the outdoor racks. We do not recommend chain-style locks, no matter how expensive, because they break easily.

Centennial Hall is not responsible for lost or damaged bicycles. In following uniform fire code, bikes should be stored only in areas provided and not inside the building or your room. Please register your bike with ESF campus police as soon as you bring it on the property. Bicycles parked and/or locked in any unit, hallway, etc., will be removed upon sight and impounded. In order to maintain Fire Code Standards, we are required to take measures needed to remove bicycles from unauthorized areas (e.g., cutting locks, etc.) at the owner's expense. For information regarding impounded bicycles, please contact the front desk. Repeat offenders are subject to disciplinary action.

### **Computer Lab**

Centennial Hall provides a computer lab for your convenience which includes PCs and Macs with popular software applications and a printer. Residents also have free access to the internet in the computer lab. No smoking, eating, or drinking is allowed in the computer area. You must supply your own paper and be familiar with needed software as technical assistance is not always available.

### **Elevators**

Elevator equipment is a necessity in a multi-level building such as Centennial Hall. Tampering with the elevators, including falsely sounding the alarm, forcing the door open, or any action that threatens normal operation of the elevator is extremely dangerous. Any resident or guest who engages in such an activity is subject to disciplinary action; we will charge responsible parties to repair anything that is broken as a result of tampering.

## **Front Desk and Business Office**

The Business Office, which is located on the first floor, is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. The Front Desk is staffed 24/7 by student staff or security. Office hours are subject to change. Several facilities are located in the reception/leasing area, including: administrative office/business office, TV lounge, and RA Work Room.

## **Housekeeping**

Centennial Hall provides janitorial service for the common spaces of Centennial Hall (such as lounges), interior building hallways, and grounds. Residents are responsible for the cleaning and upkeep of their unit. For your convenience, there are trash rooms on each floor for trash disposal. Please use the recycling bins located throughout the property for recycling materials. It is everyone's responsibility to keep the community clean and free of trash and cigarette butts. Do not leave trash on the stairwell or in the hallways. If trash is found in inappropriate locations, we may charge your account with trash removal fees.

## **Keys**

Each resident is issued a room fob, a mailbox key, and a bedroom key (if in the 2-person suites or the 4-person apartments). Lost keys can be replaced at the front desk. We ask that you return any found keys to the front desk.

Lockouts and lost keys are tracked in the same log and there is no difference between the two when assessing charges. Physical locks are changed at a cost of \$45 per lock. Any keys not returned at move-out or when moving to a new unit will be charged as a lost key.

A fee will be assessed on the following schedule:

- 1st lost key: free
- 2nd lost key: \$5
- 3rd and beyond lost key: \$10

## **Laundry Room**

Centennial Hall has two laundry rooms, which are open 24-hours a day for your convenience. There is one laundry room located in the basement level of the original building; the second laundry room is located in the lowest level of the addition. These facilities are for resident use only. Please remove your laundry when the cycle is complete and check your clothing frequently. Centennial Hall is not responsible for lost or damaged items. You may check for missing items in the Lost and Found at the front desk. Please report all laundry room malfunctions to MacGray through the credit card machine in the laundry room.

Approved refunds are available through the LaundryView System, [macgray.com](http://macgray.com), or 1-800-622-4729

## **Lost and Found**

Lost and Found is maintained at the front desk. Items are held for 30 days. Items lost on campus can be found at University Police in Bray Hall.

## **Mail and Packages**

Each resident is assigned a mailbox prior to arrival. Mail is delivered daily, except Sundays and holidays. Staff will send email notifications for packages and special deliveries to the student's school email address (@syr.edu). You may pick up packages with a form of photo ID from 4pm until 10pm daily. Please make sure your full name and room number is on your package. Do not use nicknames, partial names, or parent names. All mail and packages need to be addressed as follows to ensure proper delivery:

Name  
(Room Number) Centennial Hall  
142 Oakland Street  
Syracuse, NY 13210

## **Maintenance**

You should report all maintenance concerns in your unit or elsewhere on the property to the Front Desk. Please provide us with a detailed description of the maintenance required so we can respond in the most efficient manner. Upon completion of the request, maintenance staff will undertake corrective measures as quickly as possible, during normal business hours. If emergency maintenance is required (such as a water leak), please report it to an RA immediately.

## **Parking**

Due to limited parking availability, Centennial Hall cannot offer students parking space in the Centennial Lot. However, upperclass ESF students may purchase parking in the Standart Lot, located on the other side of the street.

To purchase parking for the Standart Lot, please visit [parking.syr.edu](http://parking.syr.edu)

## **Photo Release**

By living in Centennial Hall, you give your permission to Centennial Hall staff to use any photograph or photographic image including video or video stills taken of you while you are in any public spaces, grounds, offices at Centennial Hall, or any community sponsored events in the community or otherwise. You understand that your photograph or photographic image will be used for nothing other than legitimate business purposes.

## **Pool Room**

A pool table is located in the basement of Centennial Hall. All equipment needed to play pool is kept at the front desk and may be borrowed between 8am – 11pm with a student ID.

## **Programming**

RA programming is integral in a student's learning process (some sources say as much as 80% of learning in college happens outside the classroom!). Programming complements, supplements, and enriches life in our building. Support and participation in programs will help you make friends, share personal experiences, develop new interests, and have fun! Programming helps Centennial Hall staff develop a sense of community and make your experience at Centennial Hall more positive. If you have ideas for things you would like to see in the building, talk to your RA.

## **Resident Surveys**

To solicit your valuable comments, we distribute electronic surveys each semester. Centennial Hall staff reviews these surveys to help provide the best services possible. In addition, the RA staff offers regular meetings to discuss suggestions or concerns you may have regarding our programs, services, housekeeping, maintenance, and other services. Please see your RA if you have any ideas or suggestions.

## **Trash Rooms**

Each floor has its own trash room with trash and recycling containers. Please do not discard furniture, boxes, or other large items in the trash room. Our staff is not able to discard of them properly. All trash and recyclables need to be bagged before being placed in the trash room. If the cans are full, please take your trash or recyclables to a different floor. By leaving trash bags on the floor, it attracts bugs and other undesirable things. Please do not let trash accumulate in your unit; it will attract undesirable things if trash is left sitting around for too long.

## **Video and Data Services**

An expanded cable TV package with certain premium channels is included as part of your contract and is provided by DirecTV through our media services company, Elauwit Networks.

Internet service is included as part of your lease and is provided by Elauwit. Technical support for basic cable services and data is provided by Elauwit at their customer service center at 1-800-611-9837.

The first time you use the internet you will be prompted by Elauwit to register an account (use your @syr.edu email account and a password of your choosing) and register your devices. If you can't figure out how to set up an account, talk to an RA or call the Elauwit customer service number.

## **Vending Machines**

Vending machines are located in the basement level of Centennial Hall. Please contact the number on the machine to report any losses. The vending company will handle any refunds. Please promptly report any malfunctioning machines to the office and the vending company.

### Introduction

Learning to live in a community environment requires maturity, an examination of values, and assessing how one's behavior affects others. The specific rules and regulations that exist at the community are detailed in the Rules and Regulations section of your lease/license agreement and this handbook. Take time to review your lease/license agreement and familiarize yourself with the rules and regulations. You and your guests are responsible for following them. Failure to do so may result in disciplinary action including termination of residency.

We believe residents have the capacity and desire to be self-directing and responsible members of their community. Residents enter the community as responsible young adults in search of opportunities for development and learning. Your unit is yours to use, but not to abuse. You have the freedom to make it work for you, coupled with the responsibility to keep it working for others.

### Getting Along With Your Roommates

Living with roommates requires maturity, patience, open communication, willingness to compromise, and respect for others. No matter how compatible roommates are, there is always the potential for conflict. Culture, cleanliness, sleeping patterns, habits, and hobbies are some examples of things that may be different among roommates. These differences often serve as a positive learning opportunity for people living together, but they could also create a negative atmosphere within the unit. The attitude you bring to the communication with your roommate will help determine whether your situation will be positive or negative. The RA staff is committed to facilitating communication between and among roommates. Work with your RA to accomplish this goal; it can help improve and enhance the environment in your home.

### Communication Guidelines

Your RA will stop by during the first week of classes to help you and your roommate(s) discuss aspects of community living that may sometimes create conflict. One of the many tips and tools the RA has is the Roommate Agreement. This is an agreement between roommates to ensure you've discussed basic needs and preferences. Roommates should discuss each topic and come up with guidelines that work for all roommates. Every time there is a new roommate added to the room, these topics should be discussed. If you have problems, or need help with a Roommate Agreement, please see the RA for help. Here are some questions to consider:

#### Cleaning Up

- How important is a clean room?
- Who should do which jobs?
- How often should we clean the bedroom/common areas/bathroom?
- Who will buy the cleaning supplies not provided by Centennial Hall?

#### Alcohol\*

- Do you drink alcohol?
- How would you feel if I drank?

- How would you feel if alcohol was in the unit?

\*Note: Please remember that the possession and consumption of alcohol by individuals under the age of 21 is illegal and remains illegal regardless of personal feelings toward alcohol discussed as part of the Roommate Agreement. If alcohol is found in a room with residents under the age of 21, you will be subject to disciplinary action. Please see the Rules and Regulations section of this handbook for more information.

### Noise

- When can music/TV be played at a higher level?
- Are there hours when the unit should be extra quiet for studying or sleeping?

### Personal Activities

- Do we plan on doing things together?
- What do you do for fun?

### Sharing Things

- Do you mind lending personal articles, such as clothes, money, notes, books, food, toothpaste, and other items?
- What items are for both (all) of our use?
- What items are “off limits?”

### Sleeping

- When do you like to go to sleep?
- When do you get up in the morning?
- Can you sleep with lights or music on?

### Study Habits

- Do you study in the room?
- How often and how long do you study?
- Do you study with/without music?
- Do you study with the door open?

### Visitors\*

- When do you have friends come over and visit?
- How do you feel about overnight guests (does gender of guest matter)?

\*Note: The guest policy does set limitations on overnight guests. Please visit the Rules and Regulations section of this Handbook for more information.

### Tips for living with roommates:

- Treat your roommate(s) as equals. Don't give orders, make unreasonable demands, or expect favors. Try to put yourself in the shoes of your roommate to determine if what you are doing (or not doing!) is reasonable.
- Respect your roommate's right to privacy. Don't pry into their private affairs or expect to share in their activities unless invited.

- Keep borrowing to an absolute minimum.
- Avoid trying to “reform” or correct your roommate(s). Don’t expect them to conform to your standards or share in your belief system.
- Work out mutually agreeable divisions of chores. Don’t wait for your roommate to take care of the housekeeping.
- Make a sincere effort to be friendly. Don’t withdraw into a shell or forget common courtesy.
- Accept routine inconvenience without complaint. Don’t gripe continuously about little annoyances that are insignificant. If they are significant, talk to your roommate right away. Avoid gossiping about roommate concerns.
- Keep your promises and commitments without exception. Don’t break appointments or go back on agreements.
- Respect the efforts of others to study. Don’t cause interruptions or make unnecessary noise.
- Prepare and live with a realistic budget.
- If you have a disagreement with a roommate, talk about it as soon as possible. Do not let your anger or frustration build up until you explode. Your RA is available to support and mediate these discussions if necessary.
- Have a discussion and agree to boundaries about various relevant items.

#### *What if there is a problem?*

The community has several programs in place to intervene if you and your roommates do not get along as well as you would like. The most important step you can take is to discuss your concerns with your roommate. Frequently, conflict occurs because one roommate assumes the other should know they’re upset, but the roommate doesn’t actually realize there is a problem. It is difficult to commit the time necessary to work through the conflict, but the skills learned in the process will serve you for the rest of your life. Take advantage of the situation to become more skilled at working with others. If you do not feel you are able to handle the situation yourself, consider talking with your RA or an SRA.

The Community Manager and/or Resident Director reserves the right to relocate a student on a temporary or permanent basis in the event of substantive conflict with other members of the Centennial Hall community. If a student is occupying a unit that has vacant bed spaces, it is expected that the room is ready for a new roommate arrival at anytime. Intentionally interrupting or preventing another student from moving into a unit will result in consequences deemed appropriate by staff, which may include relocation to a new unit.

#### **Personal Affirmation**

By choosing to live with us you agree to reside in a living and learning community. As members of this community, you have certain rights as residents and as students. Please recognize that other members of the community have the same rights and that one’s rights stop where another’s begin. For this reason, it is important to learn and compromise with others in order to maintain an environment in which all are respected and have the opportunity to grow and pursue their educational goals.

Community standards protect our rights and assert the responsibilities we have to one another. As a member of our community, you agree to abide by local, state, and federal laws, as well as by these community standards which include the following statement:

I agree to remove myself from a situation where other residents are violating the Resident Handbook or ESF college policy. My presence may infer that I condone, support, or encourage a violation. I understand further that I am responsible for what behavior and activity occurs in my unit. I understand that if I anticipate or observe a violation of the Resident Handbook, I am expected to remove myself from the situation and am strongly encouraged to report the violation. I also understand that if I am aware of a violation and choose either to not report it or lie about it, I am passively participating in the violation and may be subject to conduct proceedings.

## **Triples**

To accommodate the growing first-year student cohort, Centennial Hall converted a number of first-year Double Suites into Triple Suites. These units, which utilized the largest of the Double Suites, have additional furniture to accommodate three students and is the lowest-cost housing option available at Centennial Hall. While most students in Triple Suites requested that unit type, a small number of first-year students are placed into those spaces based on availability.

For information on de-tripling policies, please see the Rules and Regulations section of this document.

## **First Year Experience**

### **First Year Experience**

All first-year students participate in a shared first year experience. In addition to living together in Centennial Hall, first-year students take common sections of lower-division courses in Chemistry, Biology, and Writing. This experience is a great asset to our students and our institution. Through involvement with faculty and staff, students build more meaningful relationships with each other and develop a deeper sense of pride in the campus community. ESF's first-year experience establishes an academic and social integration and creates a positive environment where students build community among their peers and develop a sense of independence during their transition from high school to college.

The first-year experience offers many opportunities to connect with other students, faculty, and staff.

## **Centennial Hall Rules and Regulations**

### **Introduction**

A community is a group of individuals "sharing common characteristics or interests and perceived or perceiving itself as distinct in some respect from the larger society within which it exists" ([www.dictionary.com](http://www.dictionary.com)). As a member of the Centennial Hall community, you are entitled to many privileges and rights while living here. You also have several responsibilities. Those responsibilities

include following both the Centennial Hall Housing Standards and the SUNY ESF Code of Student Conduct. Students and their guests are expected to comply with the directives of any Centennial Hall staff member made in the course of exercising their duties. Students shall observe and respect the rights of others occupying and/or visiting Centennial Hall.

## **Alcohol Policy**

Alcohol possession and consumption in Centennial Hall must be in compliance with ESF guidelines and local, state and federal laws. Anyone residing in a unit with one or more occupants under 21 years old is not allowed to possess or consume alcohol in that space. If all occupants of a unit are 21 years old or older but one or more guests are under 21 years old, alcohol may not be consumed or out in plain view. Alcohol may not be consumed outside of a resident's unit (i.e. in the hallway, lounges, basement, etc.). Kegs, drinking games (i.e. beer pong, quarters, flip cup, etc.) and other activities that promote the irresponsible use of alcohol are prohibited. Containers that once contained alcohol are not permitted in any units with residents under 21 years old even if simply for decoration.

Anyone found in violation of Centennial Hall's alcohol policy must dispose of the alcohol by pouring it out. Staff will document all residents who live in the unit, even if they are not present at the time of the violation, and any guests in the unit. Everyone documented during an alcohol violation is subject to the ESF Code of Student Conduct and can be sent through the ESF judicial process.

For more information about the judicial process at ESF please visit <http://www.esf.edu/students/handbook/>

## **Appliances**

Any appliance with an open heat source is not allowed in Centennial Hall. This includes, but is not limited to, hot plates, traditional coffee pots, George Foreman type grills, electric griddles, rice/noodle cookers, crock pots, grills, and toasters. First-year students are not permitted to have toaster ovens or convection ovens. Upperclass students and transfer students living in the east wing or addition may have either a toaster oven or convection oven.

## **Behavior**

How you behave in Centennial Hall has a large impact on the students who live around you. We expect residents to conduct themselves in a manner that does not negatively impact others in the community. This includes taking all roughhousing and sports play outside and not throwing things inside the building. If a student makes a reasonable request of another student to be less noisy, that student should comply.

Centennial Hall does not tolerate any conduct that endangers the physical or mental safety of any person. This includes threatening language, abusive behavior, harassment, threats, disorderly conduct, or any other behavior that creates a hostile environment or unreasonably interferes with an individual's academic performance. We consider a failure to comply with Centennial Hall staff requests disorderly conduct. Any conduct that endangers someone is subject to the ESF Code of Student Conduct and can be sent through the ESF judicial process.

## **Bicycles, Scooters, Skateboards**

Bicycles may only be stored in Centennial Hall in the bicycle room if a student has a reserved space. All other bicycles **MUST** be stored outside of the building. Bicycles are not permitted in resident units, hallways, or common areas. Skateboards, longboards, scooters, and other recreational wheeled devices may be stored in resident units in Centennial Hall. They are not to be used in any way in the building. This includes standing or sitting on the board or rolling down the hallway or through a unit. Additionally, all hall sports (involving balls, nets, rackets, etc.) are prohibited within Centennial Hall.

Self-balancing scooters, e.g. battery operated scooters, hands-free segways, and hoverboards may not be operated, charged, or stored in the residential units, buildings, common areas, parking areas, or the grounds of Centennial Hall.

## **Damages**

Residents should return their unit to its original state at move-in. Centennial Hall reserves the right to hold residents financially responsible for any repairs that must be made to the unit that are a result of resident behavior or negligence. Residents are not allowed to erect any exterior wires, aerials, signs, satellite dishes, etc. in the units or anywhere in Centennial Hall. Unit entrance doors, ceilings, windows, blinds and trim should remain free of nails. All decorations should be temporary and capable of being removed without causing damage to the unit. Residents may use thumb tacks to hang decorations. Residents may **NOT** use nails, command strips, duct tape, or anything that will damage the walls when removed.

Centennial Hall also reserves the right to hold residents responsible for damages done to shared spaces. The Community Manager reserves the right to charge part or all of a floor or the building for damage done to shared spaces.

## **Decorations**

All items and decorations in each resident's unit must comply with state fire code. Nothing can be hung or mounted on the ceiling or within 18 inches of the ceiling (approximately the height of the windows). Nothing may be hung from or touch the sprinkler heads or smoke detectors. No more than 50% of a wall may be covered. Nothing may be hung over the windows except for the blinds provided.

## **Drug Policy**

Residents and guests are not permitted to possess or consume any illegal drug or possess drug paraphernalia. This includes prescription medication prescribed for someone other than the individual using it. Use and/or possession of K2/Spice/Synthetic Marijuana/substances that alter a person's consciousness are also not allowed in Centennial Hall. Residents and guests are not permitted to sell any illegal or prescription drug or drug paraphernalia in Centennial Hall. Anyone found violating Centennial Hall's drug policy is subject to criminal prosecution and will be sent through the ESF judicial process.

## **Fire Safety**

Students should use fire warning devices and safety equipment only in emergencies. When a fire alarm sounds, everyone must evacuate the building. Failure to do so can result in the person(s) being sent through the ESF judicial process and/or criminal prosecution. The intentional sounding of an alarm or tampering with any smoke detector or other fire safety equipment outside of an emergency will result in the person(s) responsible being sent through the ESF judicial process and/or criminal prosecution. Residents and guests may not re-enter the building after the fire alarm has sounded until instructed to do so by Centennial Hall staff. Do not use elevators (find the nearest stairwell) when alarms are active and make yourself aware of alternative exit routes early on. Sometimes the closest or safest exit is not the same way you entered.

In accordance with state fire regulations, the floor in each unit needs to remain clear enough to allow for evacuation in case of an emergency. There needs to be a clear, passable path through the unit (i.e. the path from the bed or desk to the bathroom and main door of the unit). This path is required so residents can safely evacuate in case of an emergency and so that emergency personnel can safely reach a resident.

Items not permitted in Centennial Hall for fire safety purposes include candles, halogen lamps, multi-headed ("medusa") lamps, extension cords, multiple electric outlet plugs, cut plants like flowers, dried flowers, trees, or wreaths, incense, space heaters, charcoal, lighter fluid, gas/butane/propane tanks, fireworks, fire crackers, anything with an open heating element or flame, or any type of explosive, flammable, or extra hazardous substance.

You may have small living plants that have not been cut and surge protected power strips with circuit breakers or an on/off switch in Centennial Hall.

## **Facility Use**

Centennial Hall spaces are primarily for the use of residents and staff. Shared spaces like the Multipurpose Room, computer lab, study room, and floor lounges can be reserved by residents, recognized student clubs, or departments on campus through the Residence Director or Community Manager. When a space has been reserved, that group has the right to the sole use of the space during that time period but the program must be open to any resident who wishes to attend. Residents will not use any part of Centennial Hall for any commercial business or purpose without written permission from the Community Manager.

## **Furniture**

All furniture and appliances need to remain in the unit to which they are assigned. Likewise, all furniture and equipment located in shared spaces need to remain in the room for which they are intended. Furniture and equipment may not be moved to a different space without permission from Centennial Hall staff.

## **Guests**

Residents are responsible for their guests at all times. Guests must comply with all Centennial Hall and ESF policies, procedures, regulations, and standards, and residents assume responsibility for

their guest's conduct while in the residence hall. The following are policies that relate to guests in Centennial Hall.

- It is the responsibility of the resident to meet their guest in the lobby. Guests must remain with their resident at all times inside the building.
- Guests must be signed in at the front desk between 8pm and 8am.
- In order to sign in, guests must have a valid photo ID. Acceptable forms of photo ID include: driver's license, student ID, non-driver ID, military ID, passport, and resident alien card. Examples of IDs not acceptable include: bank cards, credit cards, and telephone cards.
- There may be certain times during the year, such as semester breaks, exam periods, and summer sessions when guest and/or visitation policy may be restricted or modified. Visitation for individual residents can be restricted or prohibited if it is causing conflict with another student to the point that it infringes that student's rights in the hall.
- Residents must have permission from their roommate(s) before having an overnight guest. An overnight guest is someone who stays in the room past midnight. Roommate(s) have the right to refuse overnight guests.
- A guest may not stay more than 3 nights in a row and residents may not have overnight guests for more than 6 nights per calendar month. Special permission can be obtained from the Residence Director or Community Manager for a guest to stay longer.
- Residents are limited to 3 guests at a time and can only register 2 guests at a time as overnight guests.
- Centennial Hall reserves the right to remove disruptive guests from the building and to ban any guests that are disruptive to the community.

### **Hoverboards and Scooters, etc.**

Self-balancing scooters, e.g. battery operated scooters, hands-free segways, and hoverboards may not be operated, charged, or stored in the residential units, buildings, common areas, parking areas, or the grounds of Centennial Hall.

### **Illegal Occupancy and Cohabitation**

Units or parts of units that are not currently leased to a student must remain free of personal belongings and unused by residents or guests. Staff may have need of these spaces at any time. The space needs to be ready for immediate move-in by a resident. Staff will do their best to notify residents of new roommates, but sometimes extenuating circumstances prevent this from being possible.

Illegal occupancy is anyone occupying a space not assigned to them. This includes residents that have personal belongings in part of a unit that is unoccupied and/or allowing guests or other residents to use or store personal belongings in part of a unit that is unoccupied. Residents found occupying a space that is not leased to them can be charged for the use of that space.

Cohabitation refers to a resident who has a "roommate" who is not leased to use a space. This can include a guest who stays for more than 3 consecutive nights or more than 6 nights per month, someone keeping clothing or other personal belongings in the unit, using the bathroom and shower facilities as if one lived in that unit, and accessing the unit while the assigned occupants are not

present. Cohabitation can result in guests being banned from the building and/or the resident being charged for occupying or allowing someone else to occupy a space that is not leased to them.

## **Pets**

Students may not have any pets in Centennial Hall. If a pet is found in a unit:

- First incident: Upon discovery of the pet, staff will issue a written warning and charge the resident a \$100 fine. The resident must pay any costs associated with the cleaning or repair of damages caused by the pet, including pest control treatment. Staff will immediately move the pet to the Centennial Hall staff offices, and the resident must make arrangements for the animal to be relocated to a new home within 48 hours.
- Second incident: The same penalties from a first incident will apply with the fine increasing to \$200.
- Third incident or more: the same penalties and fees from a second offense apply; the resident may also be subjected to disciplinary action.

Additionally, visiting pets are strictly prohibited from Centennial Hall. Friends and family of Centennial Hall residents may not bring their pets with them when they visit a resident inside the hall. This includes the lobby, common areas, and student rooms. The first time a visiting pet is found in the hall, the incident will be documented and the animal must immediately leave the building. Any additional incidents will be subjected to the same fees listed above.

### *Service/Emotional Support Animal Exception*

Students with a documented disability who require a service/emotional support animal to assist them with daily tasks may seek accommodation to allow their service/emotional support animal in the building. Students seeking this accommodation should register with the Office of Disability Services at SU and inform Centennial Hall staff in writing of their intention to bring their service/emotional support animal to the hall. There will be no penalty fee associated with a documented service/emotional support animal living with a resident, but the resident will be responsible for paying for any excessive cleaning charges as a result of the animal living in the hall.

To register online with the Office of Disability Services and request accommodations please visit <http://disabilityservices.syr.edu>

## **Posting**

Residents are not allowed to post anywhere in the building other than their own unit door. Student organizations, staff activities, and ESF or SU sponsored campus activities can give flyers to Centennial Hall professional staff to approve and the RA staff will post it in the building. The flyer must contain the following information: sponsoring organization/department name, time/date/location of event, and name of event. Staff will remove any fliers found in the building that have not been pre-approved. Centennial Hall will not print flyers for an organization or department. Staff will not approve requests by non-University organizations to have their activities/events publicized. Centennial Hall reserves the right to make exceptions to this policy.

## **Quiet Hours**

Designated quiet hours provide residents time free from disruptions caused by loud music, talking, or other disturbing noise. If you can be heard outside of your unit during quiet hours, you are too loud. These hours are:

- Sunday night – Thursday night: 10pm – 8am
- Friday night – Saturday night: 12am – 10am

These hours also apply to all shared spaces like hallways, floor lounges, and the area immediately around the outside of the building. The only area exempt from quiet hours are the spaces in the basement of the original building. Finals week is designated as a 23 hour quiet hour period with a one hour period from 6pm-7pm where students can resume a normal noise level.

Courtesy hours are in effect at all times. If a student makes a reasonable request of another student to be less noisy, that student should comply.

## **Returned Check Fee**

Residents will pay a returned check charge of \$35 for any check returned unpaid.

## **Smoking**

Smoking is not permitted anywhere inside Centennial Hall or within 25 feet of the building, including entrances and windows. Residents who use smokeless and electric cigarettes must follow the same guidelines as any other smoker.

Smoking illegal substances is not allowed anywhere on or near Centennial Hall. Students found smoking illegal substances, such as marijuana or similar substances, will face disciplinary action and may also face criminal charges.

## **Solicitation**

Solicitation and/or canvassing of any kind, without prior written consent from Centennial Hall staff, is not permitted on Centennial Hall property. Outside vendors are prohibited from entering Centennial Hall. No flyers, handbills, or other materials may be distributed in any form, including under student doors, in mailboxes, or left in any public areas.

## **Triple Policy**

Residents who live in Triples Suites in Centennial Hall may have opportunities to de-triple as the semester progresses and spaces in the hall open up.\* If a resident chooses to de-triple, all three roommates will be charged for a Double Suite on their spring semester bill (or whatever unit price for the space where the student relocated). Residents are welcome to remain in the Triple Suite for the whole year if they so choose. However, if at the end of the semester one of the roommates is leaving the college, the two remaining roommates will be charged for a Double Suite for the spring semester and the additional furniture will be removed from the room.

\*Note: there is no guarantee that spaces will open up, providing opportunities to de-triple. As a staff, we have no way of knowing if or when this may happen. Historically, about half of our Triples Suites each year have opportunities to de-triple, but we make no guarantees.

## **Unsanitary Rooms**

During regular maintenance checks, quarterly inspections by Centennial Hall staff, and other random visits, a room may be deemed to be unsanitary and/or a fire hazard due to furniture or personal items blocking the path of egress from the room, excessive trash, dirty dishes, spoiled food, etc. Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation. If a room is deemed unsanitary and/or a fire hazard, the resident(s) will be notified in writing that they have 48 hours to address the problem. If the room does not meet the required changes, Centennial Hall reserves the right to rectify the problem and charge the resident(s) for any work done.

## **Vacant Bed Spaces & Consolidation**

Current residents cannot refuse a new roommate as long as there are empty bed spaces in the unit. It is a violation of your contract to tell a potential roommate that you do not have a vacant bed space in your unit when in fact one or more bed spaces are unoccupied.

At the end of the semester, if you will have a vacant bed in your unit you have two options:

1. Using the list provided by the Community Manager and/or Resident Director, find a new roommate to fill the open space in your room. Be sure to inform Centennial Hall staff of the switch before you move your belongings (or they move theirs to your room).

For residents in a 2-person suite or 4-person apartment who cannot find a new roommate: the open bedroom will be locked. However, be aware that Centennial Hall staff may place someone in the open bedroom.

## **Vandalism**

Vandalism is the deliberate destruction or damage of property and will not be tolerated in Centennial Hall. Anyone caught vandalizing Centennial Hall or an individual's property is subject to the ESF Code of Student Conduct and can be sent through the judicial process. Additionally, Centennial Hall will require the resident(s) to make restitution for the damage either through fixing the item(s) damaged, replacing them, or covering the fees that will be incurred to have the item(s) fixed professionally.

## **Weapons**

Residents and their guests are not permitted to possess or store anywhere on Centennial Hall property any handgun, firearm, air gun, knife, weapon, or ammunition of any type. For residents of four bedroom apartments, kitchen knives must be kept in the dining and preparation area. Coordinate with your roommates in the apartment to limit excessive numbers of knives in the kitchen. Some Woodsmen team equipment like axes and knives are considered a weapon and are not allowed in Centennial Hall. Anyone found with weapons in their possession is subject to the ESF Code of

Student Conduct and will be sent through the judicial process. If you are in doubt of whether something is considered a weapon, please ask the Residence Director or Community Manager.

## **Windows**

Window screens must remain in the window at all times. Anyone found to have tampered with or removed their screen or any part of their window can be fined. Residents may not exit a unit through the windows unless there is a fire. Hangings, partitions, or curtains of any type may not be used. Items should not be thrown out of or hung from the window. Unauthorized entry into any portion of the community via window, roofs, ledges, and locked areas is prohibited.

## **Centennial Hall Policy Enforcement and Community Standards Violations**

### **Introduction**

Students living in Centennial Hall are subject to the Student Judicial Policies and Procedures outlined in here and the College's Code of Student Conduct. Additionally, all students are subject to the policies and procedures detailed in the contract agreement. Please refer to the SUNY ESF Code of Student Conduct and Student Handbook for more information.

Students found in violation of a Centennial Hall policy or procedure will be notified in writing of the alleged violation and instructed to set up a disciplinary hearing with the Residence Director. During the hearing, the student will have the violations explained and will have the opportunity to present his/her view of the events. The retelling may include any relevant witnesses to the event. During this meeting, a decision about responsibility for the incident will be decided and, if warranted, sanctions assigned.

If a student is found in violation and wishes to appeal, the appeal must be based upon one of the grounds listed in the "Appeal" section of the Resident Handbook. The student may direct an appeal to the Community Manager.

In addition to policy violations that may be addressed through the process outlined above, the RD, at his/her discretion, may refer the resident being charged to the College's Conduct Officer for additional investigation and sanctions. Examples of incidents include, but are not limited to, incidents of underage alcohol, drug use, and physical abuse. Students referred to the College conduct system by Centennial Hall staff will adhere to process defined in the College's conduct handbook.

### **Appeals**

Decisions of the Centennial Hall Community Manager and/or Residence Director are effective immediately, unless a written notice of intention to appeal has been received by the Community Manager (CM) within three business days of a student's final meeting.

A student dissatisfied with the determination and/or sanction levied may appeal by filing a written statement with the CM within three business days of receipt of the sanction, reading as follows: I, [name of student], feeling dissatisfied with the determination made and/or the sanction levied against me on the date of \_\_\_\_ hereby appeal to the Community Manager.

Appeals must be based on one or more of the following:

1. New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing;
2. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
3. Errors in the interpretation of Centennial Hall policy so substantial as to deny either party a fair hearing;
4. Grossly inappropriate sanction having no reasonable relationship to the charges.

NOTE: The written appeal must detail the reason for the appeal. For example, if the student appeals based on procedural error that can be shown to have had a detrimental impact on the outcome of the hearing, the written appeal should outline the procedural error on which the appeal is based.

Upon receipt of the appeal, the CM will determine whether the grounds for appeal have been satisfied and whether further process is necessary to resolve the appeal. If the CM determines there are grounds for an appeal, the CM will meet with the student to discuss the appeal. The CM will render a final decision.

## **Centennial Hall Emergency Procedures**

The Centennial Hall staff members are committed to safety. In order to maintain an environment that supports residents' academic endeavors, every member of the Centennial Hall community must support this commitment. The staff has adopted processes and procedures to follow in emergency situations.

The Centennial Hall staff work closely with local police and fire departments and are constantly evaluated to ensure that we continue to provide the safest living environment possible. Please respect these regulations as you would any others. If you do not understand any of these regulations and suggestions, please ask your RA for clarification. Please think safety at all times.

### **Fire Safety**

Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously and residents should proceed according to the instruction posted in and about Centennial Hall. The intentional sounding of an alarm outside of an emergency situation will be considered a criminal offense and the person or persons responsible will be treated accordingly.

Multiple outlet "octopus" plugs are not permitted. Surge protector power strips with circuit breakers are permitted.

Hot plates, candles, halogen lamps, incense, space heaters, cooking grills, ovens, hot plates, toasters, toaster ovens, roasting ovens, crock pots, George Forman-type grills, charcoal, gas, or butane grills, and other similar devices, lighter fluid, or anything with an open heating element or flame are not allowed within the unit or Centennial Hall. For more information, please refer to the Rules & Regulations section of your housing contract.

If there is a fire or the alarm sounds, feel your door with the back of your hand before exiting. If it is cool, exit the room, close the door, and proceed to evacuate the building. If the door is hot, don't open

it; fill any cracks with wet towels, signal from your room by hanging a sheet out your window and wait to be rescued by the fire department. Upon leaving your unit, close your door. If smoke is present in the hallway, lie down and crawl to safety; fresh air will be near the floor. Do not use elevators when alarms are activated - make yourself aware of alternative exit routes early on. Sometimes the closest or safest exit is not the same way you entered a room.

After you have exited, please be sure to move away from the building in order to avoid falling debris and to give the fire department personnel room to operate. Notify a member of the Centennial Hall staff upon exiting the building. The fire department will give an "all clear" when it is safe to re-enter the building. Failure to exit Centennial Hall during a fire alarm or drill may result in judicial sanctions and fines up to \$3,000.

In the event of fire, residents should proceed away from Centennial Hall and meet in the Sadler parking lot, directly adjacent to the Standart parking lot. If directed by Centennial Hall staff, you may proceed to Baker Lab to take shelter from the weather. You are required by law to evacuate the building when the alarm sounds. Failure to do so is not only dangerous and illegal, but it also may result in criminal prosecution and the initiation of eviction proceedings. Persons involved in tampering with smoke detectors, extinguishers, sprinklers, or any of the protective casings around the fire safety equipment will be subject to criminal prosecution. Upon your exit, please report any information that you know to an RA (e.g., the location of the fire).

All exit signs, fire extinguishers, and other fire/life safety equipment needs to remain intact, installed, and functioning. Part of living in a community is reporting any equipment that is failing, or being tampered with, or destroyed. Failure to report any vandalism or damage to Centennial Hall, specifically, fire/life safety equipment can result in a conduct hearing leading to fines and/or eviction.

Any resident or guest caught tampering with, or possessing any fire/life safety equipment (including exit signs, fire extinguishers, smoke detectors, etc.), can face large fines, eviction, and possible criminal prosecution.

For students found carelessly cooking or smoking in any unit and setting off the fire alarm, the following consequences will be in place:

- First Offense: Meeting with Residence Director
- Second Offense: Educational experience
- Third Offense: \$100 fine
- Fourth Offense (and beyond): \$200 fine

## **Tornados**

Know the difference between a tornado watch and a tornado warning. A tornado watch simply means that conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has actually been sighted or is indicated on radar.

In the situation that a tornado warning is in effect, you should open your unit windows approximately ½ inch. Doing this will relieve internal pressure and lessen the possibility of injury should a tornado strike. Seek shelter in your bathroom. That is the safest place for you to stay during the tornado warning. We suggest you take a portable, battery operated radio with you to keep you updated on

the current status of the tornado. Once the tornado warning has been lifted, the immediate danger is over and you may resume normal activity.

## **Winter Storm**

Syracuse is an area where winter storms can be particularly severe. As such, you should make plans in late fall for the coming winter. We recommend having the following items on hand before the storm season arrives: battery operated radio and spare batteries, fully charged cellular phone, flashlights with spare batteries, and a fully stocked first aid kit. It is also a good idea to make sure you have snow boots with good tread, a warm jacket, and other winter accessories like hats, mittens or gloves, and a scarf.

## **Your Personal Safety**

Personal safety measures are an important component of well-being for individuals of all genders. Crimes, injuries, and personal assaults all occur outside of our control, but there are steps that may be taken to decrease unsafe situations.

The RA staff will offer safety programs and distribute and post safety tips throughout the hall. See your RA for details.

Additionally, there are a number of safety tips that can help mitigate risk.

### **Safety Tips:**

- Do not walk alone after dark. Get someone from your building to walk with you.
- Do not prop open any doors. Do not open doors for strangers.
- Keep your door locked. Always carry your unit key with you. If your unit key is lost or stolen, please report it to the Centennial Hall office so the lock may be changed.
- Use the one-way door viewer before opening the door to let in a guest. Never open your door to someone you don't know. Report suspicious-looking persons to Centennial Hall staff.
- If you see an unsafe feature on our community (e.g., an EXIT light is out), please notify Centennial Hall staff immediately.

### **Tips on Preventing Auto Crime:**

- Be alert and use common sense.
- Roll up windows. Lock your car.
- Never hide a spare key in your car.
- Never leave CD's, packages, purses, or other valuables in plain sight.
- Approach your car from behind on the passenger side while giving the impression that you are just passing by. Walk past the passenger side and look into the car. Check the back seat. Then proceed to the driver's door.
- Carry your key ring in your hand while walking to your car, whether in daylight or dark.
- As soon as you get in the car, lock the doors.
- If someone is in your car or loitering around it, call the police or security. DO NOT confront the stranger.

## **Security**

Centennial Hall contracts security personnel to walk Centennial Hall each night in order to deter any potential problems. These professionals are equipped with walkie-talkies and/or cellular phones for communication with Centennial Hall staff.

## **Personal Property Insurance**

Centennial Hall staff are not liable for any losses or damages that may occur to your personal property. If you are a dependent, you may be covered under your guardian's personal property insurance. Centennial Hall staff take many precautionary measures to aid in the well-being of our residents. These include: strongly urging you to keep your unit and bedroom locked at all times and having an extensive preventive maintenance program designed to detect and cure any problem areas throughout the physical facility. We strongly recommend that you obtain personal property insurance for all of your valuables.

## **NON-LIABILITY OF OWNER**

Owner, its officers, agents, and employees, shall not be liable in any manner for any loss, injury, or damage to Tenant, its agents, guests, and licensees, including but not limited to, acts of theft, burglary, vandalism and assault. Tenant assumes all risk of loss or damage of Tenant's property within the Property, which may be caused by water leakage, fire, windstorm, explosion, or other cause, or by the act of omission of any other harmless Owner, its officers, agents and employees from and against any and all claims for injury, loss, or damages to person or property, regardless of cause, arising out of or resulting from damage, injury or loss alleged to have been sustained by Tenant; without in any way limiting or restricting the generality of the above, Owner shall not be liable for any claims arising from acts of theft, vandalism, assault and other criminal activity committed on the Property. For the purpose of this paragraph, Owner shall include Abby Lane Housing Corporation, the SUNY College of Environmental Science and Forestry, and Education Realty Trust, Inc., its officers, agents and employees.

Thank you for taking time to read the Centennial Hall Resident Handbook. Please remember that you are an important part of our community and we hope you invest time and interest in making Centennial Hall a great place to live.