

## **OFFICE OF THE DEAN OF SPECIAL PROGRAMS**

### **2013 New York State Summer Writers Institute**

#### **ALCOHOL, ILLEGAL DRUGS AND SMOKING POLICIES**

The unlawful possession, use, manufacture, distribution, or dispensation of a controlled substance, as defined in the Penal Laws of the State of New York, is prohibited in and on Skidmore College owned or controlled property. No person under the age of 21 shall possess or consume any alcoholic beverages on campus. Alcoholic beverages may not be consumed by anyone, regardless of legal age, in any common or public areas in the residence halls or apartments. Inappropriate behavior resulting from excessive consumption of alcohol or use of a controlled substance will not be tolerated. Violation of any of these rules by any student at any time may result in dismissal. Smoking is prohibited in the residence halls and apartments, classrooms, rest rooms, hallways, office areas and all indoor areas or portions of indoor areas that are generally accessible to the public.

**RESIDENCE HALLS AND APARTMENTS INFORMATION AND POLICIES** 1. For Residence Halls or Apartments: Food preparation must be confined to the kitchen area only. A refrigerator, stove and/or microwave, and are provided. Electrical equipment such as toaster ovens, heating and coils, microwave ovens, or the preparation cooking of food in student bedrooms is NOT permitted. Students may have refrigerators in their rooms only when the refrigerator is U.L. approved and its capacity does not exceed three (3) cubic feet.

2. Guests are not permitted to stay overnight in the residence halls or apartments.

3. The student agrees to act responsibly in the use and care of the residence hall, apartment, common facilities, and College property, and to respect the rights of others within these areas. Inconsiderate behavior, including excessive noise or other residential life violations, will be subject to review by the Office of the Dean of Special Programs. Conduct that endangers the safety of property or health and safety of others is not permitted and will not be tolerated. The propping of outside entrance doors is prohibited.

4. Space may not be sold, loaned, or sublet. The student does not have the right to use his/her room or apartment for any commercial purpose or profit whatsoever.

5. Skidmore College is not liable for loss of money or valuables by any person or the loss or damage to any resident's property. The College is not responsible for storage of personal items. The College is not responsible for any personal items left in a room or apartment after the scheduled departure date. A fee will be charged to the student's account for removal of items left behind.

6. The student's room/apartment will be inspected for damage before the student moves in and after the student moves out. The student will be billed for any damage incurred while the student was in residence. The painting of rooms is prohibited.

7. The College affirms the right of the student to privacy, but the College has a legal right and obligation to ensure the safety of its residents and their property from criminal acts, to protect the College's property, and to prevent the use of College buildings for criminal acts or for illegal purposes. Therefore, the College reserves the right to enter student rooms/apartments without notice and unoccupied by student.

8. The College agrees to provide janitorial and housekeeping services for all lounges, corridors, stairways and bathrooms. The student is responsible for cleanliness of his/her own room and agrees to take good care of his/her room.

9. The student is not guaranteed a specific room. The College reserves the right to relocate students should the need arise or conditions warrant.

10. All residential students are responsible for attending a Health and Safety Orientation conducted by the College's Campus Safety and Health Services Departments. Unannounced fire drills will be conducted in the residence halls.

11. The possession or use of firearms, firecrackers, gasoline, candles, incense or other highly combustible items is not permitted in residence halls or apartments.

12. For health and safety reasons, pets are not permitted anywhere in the residence halls or apartments. If an animal is found on campus, the owner will be asked to remove it from the premises and will be charged a cleaning fee.

13. Motorbikes and motorcycles are not permitted in the residence halls or apartments. Bicycles must be kept in rooms designated for that purpose or in the student's room. Bicycles may not be kept in hallways, entryways, stairwells, or the common areas of the residence halls or apartments.

14. In instances where electrical outlets are required in addition to those fixed structural outlets within the space the following definition of an extension cord is acceptable to the College. The extension cord must be a device recognized by a nationally recognized independent testing laboratory such as U.L. and be generically referred to as a "temporary power tap". This tap should have no more than six outlets, no less than #14 supply cord and contain an independent circuit breaker of no greater capacity than 15 amps.

15. Halogen lamps, partitions, room dividers, lofts are prohibited. Furthermore, furniture, under no circumstances, should unnecessarily restrict free and easy movement within the room. Window air-conditioning units are strictly prohibited.

16. Fire alarm systems and firefighting equipment are in the residence halls and apartments for the occupants' protection. Any tampering with or misuse of this equipment is prohibited and is in violation of the law.

17. The student, when/where control is possible, has the responsibility to assist the college in the recycling of trash and the conservation of energy, to turn off lights when they are not in use, to keep windows closed while heat or air conditioning units are operating, etc.

18. Students must depart from their rooms by 11:00 a.m. on the Saturday at the end of their program session and check out at the summer registration desk in Case Center. All students are expected to make themselves aware of and abide by the specified move-in and move-out days and times.