



2025-2026 Summer Guest Residential Life Handbook

The Residential Life Handbook presents the policies and procedures concerning residential living. Each guest is responsible for becoming familiar with all of the information contained in this Handbook.

The Residential Life Handbook is subject to errors and omissions and may be modified as necessary throughout the year. Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the Residential Life Handbook. All guests are encouraged to review the Residential Life Handbook.

Current policies and procedures regarding Skidmore’s response to public health crises can be found [here](#). Should health protocols be implemented guests will be forwarded information on impact to Residential Life policies.

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Section I: Policies

Expectations for guests during public health crises

All guests are asked to comply with all Skidmore College directives and guidelines related to public health crises.

General Policies

Access by the College to Guest Rooms

The College affirms the right of the guest to privacy, but the College has a legal right and obligation to ensure the health, safety, and welfare of its residents and their property, and to prevent the use of College buildings for illegal purposes. Therefore, the College reserves the right to enter guest rooms without notice and unaccompanied by the guest.

This right is extended to law enforcement when warranted.

Bicycles

Bicycles must be kept in spaces designated for that purpose. Bicycles found in areas not designated below will be removed. Guests must remove bicycles from campus when they depart. Those left behind will be considered abandoned and donated to local charities. Please note that storage and charging of all lithium-ion battery-powered vehicles including, but not limited to, e-scooters, e-bikes, and e-skateboards in residential spaces is prohibited.

Designated spaces include:

- Bike Storage Room (Wait Sub-Basement)
- Bike Racks in the basements of South Quad residence halls
- Outdoor Bike Racks (Sept. – Nov., and April – May only)
- Within On-Campus apartments (cannot block egress)

Loss of Personal Property

Skidmore College will not be liable for losses to persons or property, unless due to the gross negligence of the College.

Personal property left in rooms or apartments over vacation periods is done so at the owner's risk. Storage spaces are not available on campus.

Personal belongings left in common areas are left at the risk of the resident and may be removed or discarded. Any property left in guest rooms after a move out period, such as the end of the year or other situation where a guest leaves Skidmore housing, may be removed or discarded during the cleaning of the room. Skidmore College will not be liable for the loss of items under these circumstances.

Guests separating from the college (taking a leave, withdrawing, etc.) while classes are in session should remove their belongings within 24 hours. The Office of Residential Life will reach out to residents to ensure their items have been removed. After receiving word from the guest that they have moved out, the Office of Residential Life will request that the room be cleaned for a new resident. If the guest does not respond to outreach within 1 business day, a Resident Assistant or Area Coordinator will be asked to inspect the room. If the guest has removed all belongings from the room, the guest's housing contract will be cancelled as of the date their leave/withdrawal was approved. If belongings remain in the room, the Office of Residential Life will make one additional attempt to contact the guest via e-mail and by phone. If there is no response within 2 business days, items remaining in the room will be disposed of. Skidmore College will not be liable for the loss of items.

Behavioral Policies

Guest Policy

Any person visiting a residence hall room who is not the occupant of that room is considered a guest. This includes current guests, and those not registered as a guest.

Guests are limited to a stay of three nights per month and must be a legal adult (18+ years of age).

Guests must be escorted by their hosts at all times. Guests may not enter buildings or rooms without their hosts, and will not be given access without the host being present.

Guests are responsible for their guest's behaviors and actions. All guests are expected to abide by all College policies and procedures. Guests found to be violating College policy may be asked to leave campus, and could be

banned from returning for a specified amount of time. The host of the guest who violated College policy may be brought through the guest conduct system, and be held responsible for damages if they have occurred.

Guests may only be present in shared living spaces (i.e. double or triple rooms, common areas in an apartment) with the approval of all residents in the space.

Room Usage

A guest's residence hall or apartment room contract may not be transferred or assigned to another person. Spaces may not be sold, loaned, or sublet. The guest does not have the right to use their room for any commercial purpose or profit whatsoever. Prohibited commercial purpose or profit includes, but is not limited to, babysitting, rental of space, manufacturing or creation of items for sale other than those connected to academics.

Solicitation

Sales and solicitations in on-campus housing is strictly prohibited unless authorization has been granted by the Assistant Vice President for the Residential Experience or designee.

Residential Policies

Furnishings

All residence hall rooms and apartments are equipped with essential furniture and in apartment kitchens, essential appliances. The installation or addition of any non-Skidmore furnishings must be approved by the Office of Residential Life and Facilities Services. Ceiling fans and air conditioner units are prohibited. Any modification to supplied furniture is prohibited (i.e. lofts, bed risers, mattress extenders, etc.).

All furniture provided by the College must remain within the room unless otherwise removed by the College under limited circumstances, such as detripling or accommodations. Guests may not remove triple furniture themselves.

Noise Policy

Residents are under a continuous (24/7) obligation, known as Courtesy Hours, to be considerate of other guests regarding noise levels and comply with reasonable requests to lower noise volume.

Quiet Hours in all residential spaces are from 9:00 pm – 9:00 am Sunday night through Friday morning, and 1:00 am – 10:00 am Friday night through Sunday morning.

Inconsiderate behavior, excessive noise, hosting bands or DJs, possession and/or use of subwoofers, surround sound systems, and the playing of any musical instruments within residential spaces is prohibited.

Guests found to have repeated violations of any parts of this policy are subject to removal from campus housing.

Pets

Guests are permitted to have fish in a 10 gallon or smaller tank. No other animals kept as pets are permitted in residential spaces for any length of time. This includes family pets visiting for the day, etc.

Emotional Support Animals may be approved through the Accommodations Process. Service Animals are always permitted.

Guests found in violation of this policy will be responsible for any cleaning charges related to the presence of the pet. Cleaning charges will be decided by Facilities Services and are non-negotiable. Violations of this policy may result in removal from housing.

Emotional Support Animals

Skidmore College permits approved Emotional Support Animals (ESAs) within its residential spaces. An ESA is an animal that serves the purpose of being a disability accommodation that is recommended by a healthcare or mental health professional to provide support to persons with disabilities with a related need for such support. For full definition of an ESA please contact the Coordinator for Access Services in Guest Academic Services.

ESAs must be approved through the Accommodations Process. Approval **must** occur before the animal may be brought to campus. Guests who bring animals to campus prior to receiving approval will be held accountable under the standard pet policy.

Guests with approved ESAs will sign a contract regarding their responsibilities. Failure to abide by the terms of the agreement may lead to Failure to Comply charges through the Conduct process, which may result in various sanctions, including the loss of permission to keep the animal, or the removal from on-campus housing.

Guests with an approved ESA will not be charged any fee for keeping the animal, though the guest will be responsible for the cost of repair of any damages that result from the presence of the animal.

Fire Safety Policies

All residents are responsible for adhering to the Skidmore College Fire Safety Policy and New York state law. Guests are responsible for participating in all fire drills for which they are present.

All residential spaces are subject to periodic fire and safety inspections, and guests are expected to cooperate in removing any found violations. The College may require personal furniture or furnishings to be removed from any residence when it determines the situation to be a fire, safety, or health hazard.

Residential spaces are also subject to annual inspections by the New York State Fire Marshal. Annual inspections include three scheduled inspections of living spaces. When possible, inspections will be announced in the form of a time window.

During the course of the New York State Fire Marshal's inspections, if a guest is found responsible after all three visits, the Fire Marshal may levy a fine. Fines levied by the Fire Marshal are non-negotiable and may not be appealed.

Cleanliness and Upkeep of Living Space

1. Guests are expected to maintain their living spaces in clean and orderly condition. Garbage and recyclables are expected to be removed from living spaces regularly.
2. Guests are responsible for maintaining the apartment's cleanliness and condition of College furniture and ensuring that the refrigerator, stove, and similar equipment are kept in a clean and safe condition. If an apartment is found to be unsafe and/or unsanitary, the College will charge guests for the cost of cleaning, repair and/or replacement.

3. Any item, or items, which blocks a clear path of egress from the living space and/or prevents doors from fully opening is prohibited.
4. Guests residing in the apartments are expected to keep their kitchen and appliances clean and free of grease and debris.
5. Guests in the apartments are expected to keep the area around breaker boxes and mechanical rooms clear and accessible. Both must be accessible without moving any personal items.

Emergency Response and Fire Safety Equipment

1. Building evacuation is required when a fire alarm sounds, unless previous notice was provided that the alarm is being tested and evacuation is unnecessary.
2. Damage, misuse, or theft of fire alarm systems and firefighting equipment is a violation of the law and is prohibited.
3. Guests are prohibited from covering, or attaching anything to fire safety equipment in their residence, including sprinklers, smoke detectors, heat detectors, etc.
4. Guests must maintain a minimum of 18 inches of clearance around any sprinkler heads.

Prohibited Behaviors and Items within Residential Spaces

1. Smoking inside of all buildings and residences on-campus is prohibited.
 - a. Ashtrays within all residential spaces are prohibited
2. The intentional burning of any item or substance regardless of design is prohibited.
 - a. Possession of highly combustible items such as firecrackers, gasoline, propane tanks, etc. is prohibited
 - b. Possession of candles, incense, burning sage, etc. is prohibited
 - c. Presence of unattended lit candles and incense
3. Cooking and use of appliances:
 - a. Food preparation is permitted in apartment kitchens only. The cooking of food and the use of electrical appliances for the purpose of cooking is prohibited in guest rooms.

- i. Single serve (Keurig or similar) style coffee makers are permitted for use in guest rooms
 - ii. Electrical appliances with exposed heating elements/surfaces, such as toaster ovens, microwaves, rice cookers, electric skillets, etc. are prohibited in guest rooms
 - b. Guests are expected to be present and attentive while cooking. When cooking, guests are prohibited from leaving items on the stovetop or in the oven unattended, and must be in, or within view of, the kitchen at all times.
 - c. Ranges are for cooking use only. Items are prohibited from being stored in ovens or on stovetops. Ovens are prohibited from being used as an apartment heating source.
 - d. Non-College provided space heaters are prohibited in all residential spaces
4. Wall décor:
- a. Wall décor in all residence hall or apartment spaces must not cover an excessive amount of each individual wall (>10%).
 - b. Tapestries, curtains, and other cloth wall or window hangings are prohibited.
 - c. No more than two strings of lighting can be connected together as one.
 - d. Décor cannot attach to ceilings or connect one non-adjacent wall to another.
5. Covering light or other heat emitting devices with items not intended to be used as a cover (i.e. cloth over light) is prohibited.
- a. Possession of halogen lamps is prohibited
6. The partition or division of residence hall or apartment space, including tapestries or curtains separating the window seat area and the closet space from the rest of the room is prohibited. No personally supplied curtains or tapestries are allowed in residence hall or apartment spaces. Tapestries, flags, or other fabric are also prohibited from being hung on walls.
7. Altering College Owned Furniture

- a. Bed risers, cinderblocks, or anything used to loft furniture is prohibited
 - b. Bed tents and other suspended covers of sleeping locations are prohibited
 - c. Altering college owned furniture in any way that causes damage or changes its purpose is prohibited
8. Electric usage:
- a. Electrical cords must be fully intact. The possession and/or use of electrical cords with exposed wiring or otherwise damaged sheath covering is prohibited.
 - b. Guests wishing to expand available outlets and/or use solutions to make them more accessible in their living space must use surge protectors that are UL 489 and/or 1449 certified and also contain an on/off circuit breaker.
 - c. Multi-outlet plug adaptors, extension cords, and any solutions not meeting these standards are prohibited.
 - d. High draw electrical devices including, but not limited to: coffee makers, cooking devices (used and kept only in apartment kitchens), refrigerators, humidifiers, and College provided space heaters must be plugged directly into the wall outlet.
 - e. Plugging power strips and/or surge protectors into one another in a chain is prohibited.
 - f. Electrical wires may not be run underneath rugs, or run on the ground across doorways.
9. Space heater usage:
- a. The use and possession of space heaters is prohibited unless space heater is provided by the College as a temporary fix for a heating issue/outage. If a space heater is provided by the College, guests are expected to abide by the following regulations:
 - b. Space heaters are to be unplugged and stored when not in use and/or no one is present in the room that the space heater is being used in.

- c. Space heaters must be kept a minimum of 3 feet from any combustibles including, but not limited to papers, clothing, and rugs.
 - d. Space heaters must be kept on the floor and out of high traffic areas and doorways where they may pose a tripping hazard and/or may be knocked over.
10. Humidifiers:
- a. Humidifiers are only to be operated during sleep and used when the resident(s) of the room is/are present. Humidifiers are to be unplugged when they are not in use.
 - b. Humidifiers must not be placed adjacent to the smoke detector is mounted or otherwise near the smoke detector and must be placed a minimum of 4 to 5 inches from any electrical outlet.
 - c. Humidifiers must be cool mist type; evaporative wick (cool mist) or ultrasonic. Warm mist and vaporizer type humidifiers, which provide a warm mist through a boiling process are prohibited.
 - i. Warm mist and vaporizer type humidifiers are only permitted for medical reasons with prior approval through the housing accommodations process.
 - d. Humidifiers must be of appropriate size for the space in which they are to be used. Humidifiers may be for the following sizes dependent on the type of room:
 - i. Single rooms and apartment bedrooms – Maximum of 150 square feet of coverage area
 - ii. Double/Triple occupancy rooms – Maximum of 250 square feet of coverage area

Alternatively, humidifiers with built in humidistat shut off may be used with humidity levels set to a maximum of 50 percent.

Violations of the Fire Safety Policy

All violations of the Fire Safety policy carry a response from the College with possible removal from campus housing. Skidmore College does not impose fines as part of the Fire Safety policy; however, the City of Saratoga Springs

and/or the New York State's Office of Fire Prevention and Control may assign fines to the College due to violations. If this occurs, guests will be responsible for the cost of the fine if it results from negligent behavior. Please note that restitution for damages are not fines and may be imposed by the College, when necessary.

Section II: Housing Procedures

Opening and Closing

Room Condition and Expectations

All spaces are inspected prior to arrival in order to determine the starting condition.

Guests are expected to leave their housing space clean and in the same or better condition than they found it. Spaces are expected to be broom clean, free of debris, trash and all personal belongings. In addition, spaces should be swept/vacuumed and surfaces should be wiped down. In the apartments, kitchen sinks and refrigerators should be cleaned and emptied of personal belongings, as well as showers, sinks, and toilets. All college-owned furniture must remain present in the room, unless it was removed by Facilities Services.

Upon a guest moving out, the room will be re-inspected based on the room condition information upon arrival. Any changes in the condition of the space will be noted and may result in charges. It is important that issues are correctly reported at the beginning of your stay to avoid unwarranted charges. Common damages include holes in the walls, broken or missing furniture, stains on the carpet, etc. Any items left behind are considered abandoned. Skidmore college are not responsible for lost or abandoned items.

Guests are responsible for reporting **any and all** health, safety, or maintenance issues (i.e. pest infestations, flooding, power, heat, etc. It is imperative that these concerns are reported in a timely fashion to expedite repair and minimize resident inconvenience. Failure to comply with remediation guidelines may result in damage charges.

In on-campus apartments, Health and Safety Inspections will be conducted periodically during each semester to ensure residents are keeping an

acceptable level of cleanliness in their space. These Health and Safety Inspections will be announced in a timely manner during each term, and will not be associated with inspections conducted during a break closing period.

Damage Billing – Shared Areas

Charges related to shared areas will be split evenly among all guests living within that shared area, unless a responsible party comes forward. The responsible guest must take responsibility for the damage in order to remove the shared charges.

Apartment Gathering/Guest Policy

Guests who reside in the Sussman and Northwoods Apartments have the privilege of living in spaces that can accommodate a greater number of guests and/or guests. All guests in apartments interested in hosting an event that exceeds the individuals that live in the space should adhere to the following recommended guidelines for occupancy:

2-bedroom or 3-bedroom apartments-max of 15

4-bedroom or 5-bedroom apartments-max of 20

The host guests are responsible for all guests (guest and non-guest) and their actions. It is mandatory that at all times Skidmore College policies be followed including but not limited to; any trash, damage, noise, or other violations that could occur.

The college, in conjunction with Campus Safety, reserves the right to immediately end any gathering if at any time they feel that it is in the best interest and well-being for the guests.