

SUNY Polytechnic Residential Life & Housing

Central Office: Campus Center, Room 229, 315-792-7810

Adirondack Residence Hall: 315-792-7422

Mohawk Residence Hall: 315-792-7811

Oriskany Residence Hall 315-351-3170

Albany Site: NFS, Suite 309 - Office 313 (518) 956-7114

The mission of the Residential Experience of SUNY Polytechnic is to promote a residential experience that advances each resident's personal growth and development and inspires lifelong community engagement. The staff members in the Office of Residential Life and Housing are guided by principles that support a safe, healthy and well-maintained living and learning environment.

The residential program is fully staffed with a professional team, nationally recruited and selected through a search process. These professionals have a combination of professional degrees and experience with higher education student life. Our student residential life staff members are selected through a rigorous process and are attentive in supporting residents. The residential life and housing staff members work with the residents to develop programs, activities, and services that enhance the high quality of campus life at SUNY Polytechnic Institute.

2017-2018 Residential Policies and Procedures

Resident students and their guests are considered adults who are responsible for conducting themselves in accordance with state and local laws as well as with the institution's alcohol and drug policy. Students residing in CrestHill Suites should note that the facility is under the jurisdiction of the City of Albany Police Department, and any local, state and federal law violations will be addressed by Albany PD. Resident students and their guests are required to abide by the following policies:

Alcohol Policy

Resident students who are 21 years of age or older may possess limited quantities of alcoholic beverages. They may serve alcohol to resident and non-resident guests provided the guests are at least 21 years of age. Resident student hosts will be responsible for ensuring that intoxicated guests are not served alcohol and for compliance with residence hall alcohol and guest policies. The sale of alcohol to any person is strictly prohibited.

In accordance with the established regulations, possession and consumption of alcoholic beverages is permitted by students over the age of 21 in the private living areas of the residence suites in Mohawk and Adirondack complexes and at CrestHill Suites. In Oriskany residence hall, residents 21 years of age and over may possess/consume alcoholic beverages only in their own residence hall bedrooms. Residents 21 years of age and over may possess/consume beverages in private rooms, but only if those rooms or suites have at least one assigned occupant who is 21 years of age and over. In all residential complexes, alcoholic beverages are prohibited in main

lounges, recreation rooms, floor lounges, hall corridors, laundry rooms, and any other area that is not a private student room or Mohawk, Adirondack or CrestHill suite.

Compliance with all requests of University Officials, including Residence Life staff and University Police, for proof of legal drinking age is required. If there is reasonable suspicion to believe that alcohol may be in bottles, cups or other containers, University staff reserve the right to approach students and request to inspect the drink, as well as hold students accountable for violations under the provisions of this policy.

Bulk Dispensers: The possession or use of kegs, beer balls, beer taps, alcoholic punches, or any form of alcoholic bulk dispensers is prohibited in the residence halls. The possession or use of grain alcohol and drinking funnels is prohibited. Responding police officers will confiscate these items for disposal.

Displays: Residents may not collect/display empty beverage containers of any kind (including cans, bottles, boxes and bottle caps) in their room. (See also Trash Removal.)

Games with Alcohol: Alcohol games such as, but not limited to, beer pong, quarters and other games that promote excessive drinking of alcohol are prohibited from being played. Any type of pong is prohibited.

Guest Alcohol Policy: Non-resident guests of SUNY Polytechnic residential students are not permitted to bring alcohol to the SUNY Polytechnic campus at Utica or Albany sites, regardless of the age of the guest.

Outdoor Locations: Alcohol is permitted to be consumed by assigned residents of the complex who are over the age of 21 only in the outdoor, enclosed quad areas of the Adirondack and Mohawk complexes. The Assistant Vice President for Student Affairs and/or Chief of University Police retain the right to disallow this privilege at any time if adherence to institutional policy or laws, noise disturbances or trash is deemed problematic. Advertised and group events that include alcohol are not permitted anywhere in the residential areas, including in the quads. Alcohol is not permitted anywhere on the outside grounds at Oriskany residence hall or at CrestHill Suites. Glass containers of any kind are not permitted outside at any residential complex.

Quantity Limits: Each resident student of legal drinking age is limited to the possession of the following amounts of four kinds of alcoholic beverages:

- no more than one 12-pack of beer (16 ounce maximum) per resident living within that suite; or
- no more than one 12-pack of wine coolers (16 ounce maximum) per resident living within that suite; or
- no more than one liter of distilled alcohol per resident living within that suite; or
- no more than one liter of wine per resident living within that suite.

Violations (State Laws Enforced): Course of action is determined by the nature of the violation. Refer to Student Code of Personal Conduct, Article VI, F, for sanctions.

- *Under 21 Years of Age: Possession and/or consumption of alcoholic beverages by persons under the age of 21 is strictly prohibited on the SUNY Polytechnic campus and is a violation of Section 65c New York state law.*
- *All persons are prohibited from selling, serving or purchasing alcohol for those under the age of 21. This is a violation of Section 260.20, New York state penal laws.*

Appliances

Permissible appliances vary by residence. A list of appliances that are permitted, as well as those that are prohibited, are available at <https://sunypoly.edu/student-life/housing-dining/residential-life-housing.html>. Each residence hall with corresponding policies is listed on the left of the page.

Bicycles/Motor Vehicles/Snowmobiles

The storage of bicycles and motor vehicles in student rooms or suites is prohibited. Motor vehicles, including motorcycles and snowmobiles, may not be driven on sidewalks. Snowmobiles are permitted on the Utica site and may be parked in parking lots and driven directly to designated snowmobile trails only. Snowmobiles in Utica must be registered with University Police. Snowmobiles are not permitted at the CrestHill site.

Due to lack of availability of indoor or outdoor bike storage, students residing at CrestHill Suites are discouraged from bringing bicycles. CrestHill Suites prohibits the use of skateboards, longboards and similar recreational equipment on the property, including in the parking lots.

Care of the Facilities

The furnishings and equipment have been provided for the enjoyment, convenience, and safety of all residents. Residents are responsible for the care and cleanliness of their suite or room and for abiding by institutional policies in maintaining these facilities. Personal furniture is not permitted. Residents are responsible for their guests or visitors and may be held responsible for their actions. Theft or vandalism is prohibited.

CARE Team

CARE is a SUNY Polytechnic Resource Team that addresses challenging, disruptive, or harmful behavior and situations by providing helpful interventions that are aimed at community safety and student success. CARE exists to connect students who are struggling to find campus services, which may include mental health care and/or safety intervention.

The team prioritizes privacy and discretion and maintains communication only with appropriate offices and individuals. Examples of concerns that the CARE team often supports and assists in resolving include but are not limited to:

- Depression
- Eating disorder
- Cutting

- Serious injury or illness
- Death of a student
- A missing student
- Immediate danger/harm
- Sexual assault
- Worrisome or unusual behavior
- Disruption in classroom or residence hall
- Threats, stalking, intimidation
- Hate crimes

There are often many outward signs that a student is in distress. Reporting unusual or odd behavior that causes you concern may just be one more piece of a larger puzzle that the CARE team needs.

Report a concern about anyone on campus if:

- You observed something in someone that has you worried.
- You have seen a classmate or hall mate begin to act differently or strangely.
- You are uncertain about a concern and you just want someone at SUNY Poly to know about it.

There are a number of ways to report to the CARE Team:

- 1) Contact the CARE Team Chair/Assistant Vice President of Student Affairs at 315-792-7810.
- 3) Contact a counselor at the Wellness Center at 315-792-7172 (Note: this method of report will be a confidential contact and will not be forwarded to the CARE Team without your permission).

The CARE Team does NOT handle emergencies or imminent threats. If there is present danger or an immediate crisis please contact University Police IMMEDIATELY at 315-792-7111.

Commercial Activity

No commercial activity may be conducted in or from any residential facility unless approval has been provided under the guidelines of the campus Sales and Solicitation Policy.

Computer Network Access

The SUNY Polytechnic data network is a state-of-the-art high speed infrastructure that supports a broad range of academic, administrative and student computing requirements. SUNY Polytechnic maintains several documents that directly address a constituent's use of our computer services and corresponding data network. Included are the "Computer and Network Resources Statement of Responsibility," "Computer Software Policy," "Computer Use Policy," "Dormitory Connection Policy," "Instructional Computing Guide," and "Web Policy." They are available online at <https://sunypoly.edu/its.html>. Students should also be aware that the policies outlined in the Student Handbook and Residence Hall License are additionally enforced. Students should pay particular attention to the "Academic Integrity Policy" and the "Student Code of Personal Conduct" policies and procedures.

Condition of Suites and Rooms

Room and suite inventory forms must be completed on the day of move in. Residents who choose not to complete inventory forms on the day of move in will not be permitted to appeal damage charges as it will be assumed that the suite/room was in perfect condition.

Common area damage is considered damage that occurs in areas where more than one student has access. Access is defined as having keys to, or card access to, a specific area of the residence halls (e.g., bathroom, living room, hallway, lounges, laundry rooms). Common area damage can include the vestibule and stairway of each building. Common area damage will be assessed to all students who have access to the damaged area only after efforts are made to determine the responsible party. (Students are responsible for themselves and their guests.)

Students may not act to repair any damage to SUNY Polytechnic property by attempting to make a repair themselves, allowing a friend or family member to make the repair or by contracting a third party to make the repair.

Please note that damages at CrestHill Suites are inventoried by the CrestHill staff and may not be subject to appeal. CrestHill suites are equipped with permanently affixed artwork and decorative items that may not be removed and may not be covered with paper or other flammable materials.

Consolidations

Any student who resides alone in a double or triple room will be required to consolidate into a double or triple room with at least one additional roommate, if the single occupancy of a double or triple occurs with the first four weeks of the fall or spring semester.

Decorations

Fire regulations prohibit the blocking of free entry to and from the suite and bedrooms. Do not place decorations on the ceilings. Materials on the ceilings may also impede the activation of smoke and heat detection equipment. Wall and ceiling decorations will increase the speed of fire spread. All wall decorations must be non-combustible material. Natural boughs and trees for holiday decorating are also prohibited. Students are required to adhere to safe practices when displaying electrically illuminated lights or decorations. (See “Displays” for additional information.)

Dining

All resident students are required to participate in one of the full dining plans offered by campus provided dining services. Dining in Utica is provided by Sodexo Dining Services and in Albany by Chartwell’s Dining Services. The Dining License is in effect for the entire academic year when classes are in session. The College Association/Auxiliary Services administers the meal plans on behalf of SUNY Polytechnic. Changes to the selected dining plan are accepted until 4:00 p.m. the first Friday of classes each semester. After this date, mid-semester dining plan changes are not accepted. Meal plan changes are administered by the College Association.

Disability/Medical Request for Accommodations

SUNY Polytechnic is committed to upholding and maintaining all aspects of the federal Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of

1973. If you are a student with a disability and wish to request accommodations, please contact the Disability Services Office in Kunsela Hall, 315-792-7170. Any information regarding your disability will remain confidential. Each student housing and dining application also provides the opportunity to request Housing and Dining Accommodations.

Displays

Resident students are permitted to display any posters or other items in their suites that do not violate fire codes or SUNY Polytechnic policies on harassment and discrimination. CrestHill Suite residents are subject to posting policies of the hotel, particularly any posting viewable from the exterior of the facility. Displays in the exterior windows or doors are subject to regulation. Fire and safety regulations also prohibit displaying any items in the windows which would interfere with an emergency exit or rescue. Students with questions about this policy may contact the director of residential life and housing.

Disruptive Behavior/Endangerment

Disruptive behavior, including physical abuse, assault, harassment, threats, excessive noise (which may include loud playing stereos or musical equipment), and unruly behavior is prohibited. Behaviors which compromise the peace, safety, and/or health of other residents or compromise the educational mission of SUNY Polytechnic are prohibited. (See also Student Code of Personal Conduct.)

Residential students who act to create or contribute to unsafe or hostile environments may be required by the Assistant Vice President for Student Affairs to participate in “CASE: Consultation and Support Evaluation,” a joint program between The Office of Residential Life and Counseling Services. Participation in CASE can be required in addition to a conduct referral, or may be helpful in providing support to prevent a conduct referral in some instances. Failure or refusal to participate in the CASE Program will result in a conduct referral.

Drugs

The possession or use, without a physician’s prescription, of any drug defined as a controlled substance by federal, state, or local laws is strictly prohibited on the SUNY Polytechnic premises. Controlled substances are defined in broadest terms to cover narcotics, depressants, stimulants, and hallucinogens. Drugs or drug-related paraphernalia may be confiscated and used as evidence. (See also Student Code of Personal Conduct.)

Facilities and Services

Facilities and services provided by SUNY Polytechnic and CrestHill Suites in Albany include:

Bedroom furniture: bed, desk chair, window blinds, mattress, dresser, mirror, desk, closet, lamp/light, telephone service (CrestHill, Mohawk and Adirondack only), wireless LAN connection, wall-to-wall carpeting.

Living room furniture in suites and commons spaces: coffee table, couch, chair, window blinds, lamp/light, wall-to-wall carpeting (except in hallways of Mohawk and Adirondack suites).

Safety and security: 24/7 staffing, smoke and heat detectors, sprinklers, closed circuit security cameras covering quad and parking areas at the Utica site, locks on all doors, proximity card access to buildings. Proximity card access to the third floor of CrestHill Suites.

Other conveniences: residential parking (permit must be purchased and car must be registered in Utica, vehicle must be registered with CrestHill in Albany), cable TV, incoming mail and package service, utilities and laundry.

Fire Safety

Residents are required to abide by all fire regulations. SUNY Polytechnic is required by state law to conduct a minimum of three fire drills in the residence halls per academic year. CrestHill Suites staff will conduct a minimum of one drill per semester. When a fire alarm rings all residents must immediately vacate the building. Failing to do so during an alarm will result in disciplinary action. Residential life and housing or college staff may enter resident student suites and rooms to verify compliance. Tampering with fire equipment and/or non-compliance with fire regulations may result in disciplinary and/or civil action. The use of candles, potpourri burners, and incense is prohibited. Gas or propane grills, internal combustion engines, or tires may not be operated or stored in the residence halls or suites.

Each semester fire safety inspections are completed by residential life and housing staff in conjunction with the environmental health and safety officer. The State Fire Marshall conducts these inspections in both Utica and Albany. Students are given at least 24 hours' notice prior to inspections.

As outlined in the Student Code of Personal Conduct, actions that cause or attempt to cause a fire explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment, inappropriate/ or unauthorized activation of the fire alarm system or failure to evacuate SUNY poly buildings during a fire alarm are violations of the policy. Residential students who cause a false alarm via any of these actions, SUNY Polytechnic Institute 2017-2018 Student Handbook [29] including possessing or utilizing an item prohibited in these Residential Policies and Procedures may face conduct charges as well as residential restrictions and/or loss of privileges as imposed by the Assistant Vice President for Student Affairs as Chief Housing Officer and/or designee.

All policies and procedure as outlined in the Student Handbook and published by Residential Life, including Fire Safety regulations and restrictions as outlined in the Residential Policies and Procedures, apply to CrestHill residents residing on the SUNY Poly floor, even if those policies and restrictions do not apply to hotel guests on other floors of the hotel.

Guest Policy

All residential facilities have guest and visitation policies and required registration. This policy is intended to protect the rights of all residents in a suite and to support the academic mission of the residence halls.

SUNY Polytechnic Institute resident students are permitted to have guests and visitors under the following guidelines:

Guests

- a. A “guest” is defined as a currently enrolled SUNY Polytechnic student who is not a resident student of the building he/she is visiting.
- b. SUNY Polytechnic student guests are required to be registered with Residential Life if visiting a residence between the hours of midnight and 9:00am via the Online Residential Guest or Visitor Registration Form.
- c. SUNY Polytechnic student guests who are not a resident of the must be escorted at all times by a resident of the building they are visiting, regardless of the time of the visit.

Visitors

- a. A “visitor” is defined as an individual who is not a SUNY Polytechnic Institute student who is visiting a current student of SUNY Polytechnic Institute. Formerly enrolled students of SUNY Polytechnic Institute, alumni of SUNY Polytechnic Institute, family members and friends, including students of other colleges and universities are considered non-student “visitors.”
- b. At all times, all visitors must be registered with the Residential Life Office *prior to entering a residential complex*, through the Online Residential Guest or Visitor Registration Form. The hosting student must have permission from their roommate(s) in order for an overnight guest and/or visitor to stay in the room.
- c. Visitors with vehicles must obtain parking permits from University Police before parking anywhere on campus, including at the residences. Registered visitors and overnight guests are required to park in designated parking located in E, F, and J lots.

Guest and Visitor Policies and Expectations

- a. The consent of roommates must be obtained before guests or visitors are invited to visit any residence.
- b. Resident students may not host overnight guests or visitors for more than three consecutive nights or more than six nights in any one calendar month, in total.
- c. A resident student may host no more than two guests and/visitors at one time.
- d. Persons who have been suspended or dismissed from SUNY Polytechnic Institute or the residence halls via sanctions issued through the Student Conduct System or who are persona non grata via University Police are not permitted in Oriskany, Adirondack or Mohawk residential facilities at any time without prior permission from the chief housing officer.
- e. Resident student hosts are responsible for the conduct of their guests and visitors and are advised to make their guests familiar with college policies and must escort guests and visitors AT ALL TIMES. Residents will also be held financially accountable for any damage caused by their guests and visitors. Residents will be charged via the Student Code of Personal Conduct for failure to escort guests and visitors. A resident may be charged with violations of the guest policy if
 1. The resident student provided access to guest or visitor and failed to escort him/her inside the complex
 2. It is determined that a host failed to escort a guest or visitor inside the complex
 3. It is determined that a resident student knowingly failed to report an unescorted guest or visitor

- f. Guests and visitors under 18 years of age must be accompanied by a legal guardian at all times while in the residence hall. (Does not apply to enrolled residential students who are under the age of 18.) Siblings may receive special permission to be guests of resident students with prior permission from the chief housing officer and advance notice to roommates, suitemates and or/the floor community.
- g. Prospective student visits and overnight visits must be officially scheduled with Admission or the Athletic Department. Required paperwork, including signature of the parent or legal guardian of the perspective student, must be filed with the Office of Residential Life and Housing 24 hours in advance. The student host is responsible for confirming that all roommates and/or suitemates approve of use of the room and/or suite as a host site for prospective students and for notifying roommates and/or suitemates of a prospective student overnight visit in advance. No other guests or visitors are permitted overnight when students are hosting a prospective student in the room (ORK)/suite (ADK/MOH.)
- h. Babysitting/childcare of a minor under the age of 18 for any length of time is not permitted in the residence halls.
- i. For social gatherings, maximum Mohawk and Adirondack suite occupancy has been established at 20 persons, including the assigned suite residents.
- j. Students are responsible for the actions of their guests and visitors and must accompany them at all times, for the duration of the visit. Students are responsible for informing their visitors of SUNY Polytechnic Institute rules and regulations.
- k. No student or their overnight guest or visitor may sleep overnight in public areas, including lounges.
- l. With the exception of family move in assistance, guests and visitors are not permitted prior to the first day of classes. Guests and visitors are not permitted during break periods, for those students who are approved to remain in residence. Guests and visitors are not permitted in the residences during the final examination period at the end of each semester.
- m. The use of residence hall laundry facilities are for resident students only. Theft of laundry services will be taken seriously. Non-residents who use laundry facilities, as well as the resident who provided access to the laundry room, will be charged with theft of services and other charges as appropriate via University Police and the Student Code of Personal Conduct.
- n. The Residential Guest and Visitor Registration Form is available with your Residence Life staff member in your complex. Student guests must be registered between midnight and 9am, visitors must be registered at all times.

This policy is intended to protect the rights of all residents in a suite and to support the academic mission of the residence halls. Therefore, residents and their guests/visitors must follow these policies:

- The consent of roommates must be obtained before guests are invited to visit.
- Resident students may not host overnight guests or visitors for more than three consecutive nights or more than six nights in any one calendar month. This total applies to all overnight guests or visitors the student hosts and is not a per guest total. A resident student may host no more than two overnight guests at one time.

- Persons who have been suspended or dismissed from SUNY Poly or the residence halls are not permitted in Oriskany, Adirondack, Mohawk or CrestHill residential facilities at any time without prior permission from the chief housing officer.
- Resident student hosts are responsible for the conduct of their visitors/guests and are advised to make their visitors/guests familiar with college policies. Residents will also be held financially accountable for any damage caused by their visitors or guests.
- *Persons under 16 years of age must be accompanied* by a legal guardian at all times while in the residence hall or at CrestHill. Underage siblings are not permitted to stay overnight or be in residence halls without a parent or legal guardian at any time.
- Babysitting/childcare for any length of time is not permitted in the residence halls or at CrestHill.
- The use of residential and CrestHill laundry facilities are for resident students only. Theft of laundry services will be taken seriously. Non-residents who use laundry facilities, as well as the resident who provided access to the laundry room, will be charged with theft of services and other charges as appropriate via University Police and the Student Code of Personal Conduct.
- Visitors and overnight guests at the Utica site are required to park in designated parking located in E, F, and J lots. Visitor and Guest parking is not available at CrestHill.
- For social gatherings, maximum Mohawk and Adirondack suite occupancy has been established at 20 persons, including the suite residents. Residents of CrestHill must comply with hotel maximum occupancy standards for rooms and suites.

Housing License and Agreement

All students living on campus are required to sign a SUNY Polytechnic Housing License for a space, not a specific room. The housing license is for the entire academic year and cannot be canceled during this period as long as the student is registered full time for classes. Consult the license for further information regarding release and exemptions. Freshmen and sophomores are required to live on campus unless commuter approval or special off-campus exemption is requested and approved prior to the start of the academic year.

Keys/ID Cards

Keys/ID cards (proximity cards used to access residences) are provided for residents as a matter of convenience and security. The unauthorized use or reproduction of a key/ID card for any college room or facility is prohibited. Lost keys/ID cards must be reported to the residential life and housing staff or University Police immediately so that building, meal, and Wildcat Point services are immediately revoked from the card. Residents at CrestHill Suites must report lost hotel suite cards to front desk immediately. The loss of a residence room key at the Utica site will result in the re-keying of your room and all other rooms in the suite and all affected mailboxes. The resident is responsible for associated charges of \$150.00 per key. (See also, Security Policy)

Kitchens

Mohawk and Adirondack complexes provide minimal kitchenettes with stoves in the common area lounges. Oriskany Hall offers a full kitchen with full appliances. Residents of Oriskany have a kitchenette available on their designated floors. Residents at CrestHill Suites have a full kitchen in their suites. Kitchenettes are designed for students to supplement and enhance their

meal plans, not to replace them. Students are expected to take exceptional care in using these kitchens in a safe manner. Students who misuse the kitchens or fail to clean up after themselves will be subject to losing the privilege of using the kitchens and/or other disciplinary actions.

When determining interest in remaining in housing over breaks (when eligible to request break housing) or when requesting summer housing, students at the Utica site should consider that minimal cooking accommodations are available. Sodexo has limited or no hours of operation during breaks.

Laundry

Laundry facilities are available in each residential complex and at CrestHill Suites. Laundry facilities do not require coins or cards, as the service is included in the residential room rate. Laundry facilities are accessible 24 hours a day and are for resident students only. Residents who provide access to and use of laundry services to non-residents will be charged with theft of services.

Linen Service (CrestHill Suites only)

CrestHill Suites will provide linen service to all resident students as part of the housing services. CrestHill staff will enter student rooms daily to remove and refresh bathroom towels and washcloths. (See also, Trash Removal). Bed linens will be cleaned and replaced by CrestHill staff weekly. Bathrooms will be cleaned weekly. All residents are expected to comply and cooperate with CrestHill staff efforts to refresh linens and clean bathrooms by keeping suites and bedrooms; accessible, picked-up, cleanly and with countertops free of excessive personal toiletries and supplies. When CrestHill staff enter the suite to complete tasks related to linen service, trash removal and cleaning, residents are expected to be responsive, courteous and properly dressed.

Lofting and Bunking of Beds

Beds in double and triple rooms may be bunked or lofted by submission of a Work Order via the Residential Life Work Order System. Beds may be lofted or bunked only by Facilities staff. Not all SUNY Poly beds are able to be lofted or bunked. Only bunked beds with rails and lofts with rails and a safety support rail are eligible.

Noxious or Offensive Odors

A noxious or offensive odor is any aroma of such intensity that it becomes disruptive to others. Nearly any aroma can become noxious or offensive when it is overwhelmingly strong. Some examples might include incense, cigarette, cigar, or pipe smoke (*Note: smoking is prohibited in all buildings*); perfume, air freshening spray, or large amounts of dirty laundry or garbage. Residents are urged to use courtesy and good judgment about this potentially annoying concern. Residential life and housing staff members may ask residents to take corrective action if complaints about odors are received.

Occupancy (Maximum Occupancy per Fire Code)

In accordance with the residence hall guest policy and applicable fire/safety regulations, SUNY Polytechnic has determined the maximum occupancy for Utica residence halls:

Each residence hall suite including Mohawk, Adirondack, and Oriskany to be 20 persons (including those who are the resident students and including bedrooms). Suite residents are responsible for ensuring that this maximum occupancy is not exceeded. No resident is eligible to host more than 2 guests at any one time. (See **Guest and Visitor Policies and Expectations**)

- Each single bedroom to be five persons.
- Each double/triple bedroom to be nine persons.

CrestHill Suite residents must comply with hotel maximum suite and room occupancies posted and published by CrestHill and no resident is eligible to host more than 2 guests at any one time. (See **Guest and Visitor Policies and Expectations**)

Personal Property/Personal Belongings

SUNY Polytechnic does not accept liability for residents' personal property. The institution shall not be liable to residents or guests for damage to personal property caused by water, theft, rain, fire, steam, sewer, pipes, plumbing, refrigerators, laundry machines or dryers. Students at both Utica and Albany sites are advised to seek insurance for personal belongings. Liability for risk, injury and/or damage to personal property are expressly assumed by the student.

Personal items not removed from the room after a student has checked out or withdrawn from SUNY Polytechnic are considered discarded items. Reasonable attempts will be made for up to two weeks following the departure of a student or a student's failure to return to contact the resident advisor to retrieve the items. Items not picked up after two weeks will not be stored.

Pest Control

Residents experiencing infestation problems with any pest should immediately report the problem to the Assistant Vice President for Student Affairs. All students must comply with the requirements of the pest control program as they are communicated to them in response. Residents may not refuse to follow a pest treatment program and must properly prepare for any University official or pest control officer acting to inspect or manage a pest report. Residents may not remove any pest control device placed by the institution or by a company contracted by the institution.

Pets

Except for non-carnivorous fresh water aquarium fish, pets are not permitted to visit or be kept in the residence halls. Fish must be kept in aquarium tanks of less than 10 gallons. Specially trained companion dogs for disabled persons and therapy animals are not classified as "pets" under this policy. Please consult the Assistant Vice President for Student Affairs and the Disability Services director for questions regarding pets in residence under Americans with Disabilities Act (ADA).

Prohibited Items

Students are prohibited from possessing the following items in residence halls: space heaters, incense, firearms or other weapons, immersion heaters, open fires, cooking appliances, air

conditioners, hot plates, explosives, dartboards, extra furniture (unless specifically approved), ceiling fans, and halogen torchiere lamps.

Extension cords are prohibited; however, UL approved, electrical, polarized, grounded power strips with fuses (or circuit breakers) are acceptable. Daisy chaining power strips are prohibited. The maximum amperage of such devices may not exceed 15 amps.

Quiet Hours/Courtesy Hours

Residence halls provide environments conducive to study and sleep, as well as social interaction. At all times each resident is expected to be courteous of others by monitoring noise levels so others are not disturbed and by responding to requests to be quieter.

The residential life and housing office has outlined specific quiet hours which are designed to support an environment to study and sleep.

Quiet Hours:

Sunday through Thursday, 11 p.m. to 8 a.m.

Friday and Saturday, Midnight to 8 a.m.

Courtesy hours exist at all other times and are a minimum condition to allow residents the right to study and sleep.

During finals weeks, 24-hour Quiet Hours are in effect. Each resident is expected to initially confront any noise problem that is of concern to him/her and to call upon the staff if assistance is needed.

Recreation and Weightlifting Equipment

Students are prohibited from playing sports or rough-housing in the halls as this is not conducive to the indoor learning environment and may cause damage inside the building. Prohibited recreation indoors includes, but are not limited to, tossing, bouncing, or kicking a ball or frisbee, roller blading, biking, using a scooter, using nerf guns, water guns or water balloons.

Residents are prohibited from engaging in outdoor recreation activities in the vicinity of the residence hall area if the activity presents a danger to personal safety or property or a disruption to the academic living environment. Residents are urged to be respectful of others and to use good judgment when participating in outdoor recreational activities near the residence halls.

The use or storage of athletic free weights and weight benches in suites at CrestHill, in the residence halls or in the residence hall area is prohibited.

Repairs

Residents are responsible for immediately reporting needed repairs for their suite or room and all fixtures, furniture, fire and safety equipment, and effects therein to residential life and housing staff. CrestHill residents must report the need for repairs to the front desk staff at CrestHill and are encouraged to also report the repair to SUNY Poly Residential Life staff for follow up, as well. Prompt notification is required to prevent serious problems from developing. Students are

prohibited from doing their own repairs in SUNY Polytechnic-owned housing or at CrestHill Suites. Spackling, painting, and any other repairs are prohibited.

Right of Inspection/Health and Safety Inspections

SUNY Polytechnic reserves authorized employees' the right to enter residence hall suites at any time to ensure the safety and well-being of members of the college community and the good condition of SUNY Polytechnic property, and for the following purposes: housekeeping, maintenance, damage inspection, occupancy and vacancy determination, emergencies, investigation of suspected violations of the Student Code of Conduct and/or the Housing and Dining License and for announced health and safety inspections.

At the close of the residence halls and during breaks, the residential life and housing and facilities staff will enter rooms to check for plugged-in appliances, trash, open windows, lights, unlocked doors, etc.

Each semester the residential life and housing staff will conduct health and safety inspections at all residences. Rooms are inspected for illegal or inappropriately used electrical appliances and/or health and safety hazards, including assessing cleanliness. Any violation will result in disciplinary action against the resident and possible confiscation. Inspection periods will be announced a minimum of 48 hours in advance. It is preferred that students be present during inspections. If residents are unable to be present following attempts to reschedule a convenient time for all, staff will enter rooms in pairs. When conducting health and safety inspections, and before entering a resident's premises, residential life and housing staff will knock and announce themselves. Items in plain view that are specifically prohibited or pose an immediate danger to the room, safety or life will be removed.

Students will be given written notice of the outcome of the inspection, and given 24 to 48 hours to address violations, including cleanliness concerns.

Sales and Solicitation

Solicitation and/or sales by residents or outside agents are not permitted in the residence halls or on the third floor at CrestHill Suites. On the Utica site, the posting of any advertisement or non-college related material must be authorized by the Office of Campus Life in accordance with the Campus Posting Policy. Campus Life approved postings can then be submitted to the Office of Residential Life and the Resident Advisor staff will post signs in approved locations. For more information, please refer to the Campus Posting Policy.

Postings at the CrestHill site are submitted to and approved by the Residence Director.

Postings will only be hung in the residence halls or on the SUNY Poly floor at CrestHill Suites if they are submitted a minimum of one week in advance of an event or activity.

Screens and Windows

The removal, loss, or damage of a window or screen from student rooms or suites is prohibited and may result in installation/replacement charges and disciplinary action. The throwing of

objects from windows and the placing of any objects outside the window, including aerials, banners, flyers, and other equipment, is prohibited.

Security

SUNY Polytechnic and CrestHill Suites have provided each residence with various security systems which are designed to enhance the safety of the residents. However, security and safety is a shared responsibility between SUNY Polytechnic and students residing in the residential facilities. Therefore, residents are required to comply with policies in order to maintain the security of the buildings.

Residents are required to keep their room/suite and exterior building doors locked at all times when they are not present. Residents are strongly advised to insure all of their personal property against loss, damage, and/or theft by appropriate individual or family insurance coverage.

Residents and their guests will be subject to conduct referral if they attempt to bypass the residential security systems in any of the following manners;

- A. Entering or leaving a residence hall via a window or unauthorized door.
- B. Entering a secured area behind someone (also known as “tailgating”) in order to obtain access to an area not authorized
- C. Allowing any person without access, and who is not a guest for whom the student is responsible, to enter an area.
- D. Using another student’s key or ID card.
- E. Allowing another student to use a key or ID card, including to utilize laundry facilities.

Snow Removal

In order to keep parking lots open to traffic, emergency snow removal procedures are enacted in the Utica site residence hall parking lots during the winter months. Residents may be required to move vehicles from the parking lots in the residence hall area during the snow removal process. Vehicles that are not moved may be ticketed and/or towed away for impoundment. (Note: The student is responsible for applicable charges.) Residents will be notified by advance posting for snow removal.

Students approved for parking at CrestHill Suites must comply with hotel policies, procedures and requests for compliance with snow removal at the hotel parking lot.

Failure to comply with snow removal directives may result in student conduct charges.

Summer Occupancy

This license is in effect for students who request and are approved for housing for the summer session. Summer housing is offered only to students on campus for an approved academic purpose, and the student must be a full time resident student in the proceeding spring and following fall semester. Students requesting summer housing will be reassigned to campus suites designated for that purpose. In addition to students, conference guests may occupy certain residence hall rooms during the summer months. Therefore, summer students may be subject to special policies and regulations related to conference groups housed on campus. In addition,

students may be required to move to accommodate maintenance work in the residence halls. Fire and safety regulations and health regulations prohibit the cooking of meals in the residence hall suites, including during the summer months. Students may prepare light snacks within rooms and suites. There is also a kitchen unit in the common area of each residential complex.

Tobacco Free/E-Cigarette/Non-Smoking Policy (Residential Facilities)

The purpose of the non-smoking policy is to limit exposure of the SUNY Polytechnic residence hall community to the second-hand effects of tobacco use and to reduce the risk of fire in and around the residence halls. Tobacco is defined as all tobacco and tobacco-derived products intended for human consumption, including but not limited to cigarettes, e-cigarettes, cigars, hookah or water-pipe devices, pipes, smokeless products, clove cigarettes, bidis, kreteks, electronic cigarettes, smokeless tobacco (chew) and snuff.

Smoking and the use of e-cigarettes can activate fire alarms systems in all dormitories (or other campus buildings) and is prohibited. These devices produce enough vapor to activate smoke alarms. Activation of smoke alarms results in evacuation of the building. Multiple false alarm evacuations may cause people to respond slowly or not at all when a real fire emergency is occurring. In addition, the Maynard Fire Department responds to these alarms whenever they occur. These firefighters put their lives on the line when they respond and are here to protect our community.

Significant and increasing disciplinary action will result from the future activation of fire alarm systems due to prohibited smoking and e-cigarettes.

Cleaning and maintaining e-cigarettes indoors can also trigger the fire alarm. PLEASE DO NOT perform maintenance on your e-cigarettes indoors.

- Absolutely no tobacco products or smoking will be permitted inside any residence hall room, suite or building (including entry canopy).
- Smoking is not permitted within 25 feet of residential buildings.
- Students are responsible for the proper disposal of waste associated with tobacco use in campus-provided receptacles.
- Students are responsible for notifying their guests of the tobacco/smoking policy and ensuring they are abiding by the policy.
- Damage/cleaning charges, restitution to the fire department for response services as well as conduct charges may apply to students who choose to violate the tobacco policy.
- Hookah's and similar devices hold ashes that are a fire risk even when not lit. These items are prohibited from the residence halls and CrestHill Suites even when not in use.
- This policy stresses the rights of residents to enjoy a tobacco-free environment in the residence halls. It relies on the cooperation of the entire college community. It is the responsibility of all members in the college community to observe the tobacco policy and to direct those who choose to use tobacco products to do so only in the designated smoking areas.
- CrestHill Suites maintains a zero tolerance policy for smoking of any kind at the hotel. Students residing in the CrestHill facility are subject to the consequences of smoking as

issued by the hotel staff, and will lose their housing at CrestHill immediately upon discovery of smoking activity.

Trash Removal – Utica Residences

Residents are responsible for taking their trash to the designated dumpsters. Personal room trash must be taken directly to the building dumpsters and may not be deposited in the common trash cans of kitchenettes or lounges in any facility. Bottles and cans should be returned immediately and not stored in the residence hall suites. (Also see Alcohol Policy: Displays.) Residents who do not dispose of their trash in designated containers may be referred for disciplinary action. Residents should review notices outlining the program. Trash cannot be placed in hallways, stairways, lobbies or outside for any length of time.

Trash Removal – CrestHill Suites

CrestHill staff will enter student suites and bedrooms every day to dispose of trash. Students are expected to expect and comply with daily room entry for trash pickup (see also, Linen Service). Bottles and cans should be returned immediately and not stored in the residence hall suites. (Also see Alcohol Policy: Displays.) Residents who do not dispose of their trash in designated in-suite containers may be referred for disciplinary action. Trash cannot be placed in hallways, stairways, lobbies or outside for any length of time.

Winter Break Occupancy

Residence halls will remain open during the fall and spring semesters. Residence halls are officially closed during the winter break. Residents housed during break periods must be on the campus for an approved academic purpose and pay an additional pro-rated charge determined by the SUNY Polytechnic, payable in advance. Specific accommodations for the winter break may be limited and break housing may not be offered in the resident's regularly assigned room. Graduating students eligible to remain for Commencement ceremonies are required to vacate the residence halls by 5:00 p.m. on graduation day. Exceptions may be granted by the Assistant Vice President for Student Affairs or designee.

Calendar of Residence Hall Occupancy

Calendars of Occupancy and Calendars for Sodexo and Chartwell's Dining Services are available under each residence at www.sunypoly.edu/residential_life.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice.

At the CrestHill site, students licensed for their housing by SUNY Polytechnic are permitted in the common areas of the first floor and on the third floor only. Residential students are not permitted in the hotel guest suite areas of the first and second floor.