



Monroe Community College

STATE UNIVERSITY OF NEW YORK

Alice Holloway Young Commons

Residence Hall Policy Manual 2023-2024

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Welcome to Residential Living at Monroe Community College

You've Arrived...

Monroe Community College is pleased to offer you the opportunity to live on campus in our state-of-the-art residence halls. Living in the halls, you will interact with students, staff and faculty to build a diverse living and learning community that will complement your educational experiences and contribute to your overall development as a college student.

As a resident, you will conveniently attend classes; take advantage of being near the learning centers and the library, as well as access comprehensive services outside the classroom. Co-curricular programs and activities, sporting events and cultural performances held in the evening and on weekends are just a quick walk across campus. Residence halls are more than just a place to live; they make an already great education even better.

I wish you much success while you attend Monroe Community College.

Warmest welcome,

Margaret Semmer, EdD

Provost and Vice President, Academic Services

Experience the Difference of Living and Learning at Monroe Community College

Welcome to your home away from home. We are pleased to be a part of your college experience. The Monroe Community College residence hall program is owned and operated by the MCC Association, Inc. Housing and Residence Life strives to provide a living environment that is comfortable, conducive to building a positive community, study and intellectual achievement. Our residence halls have a capacity of 772 residents. The Housing and Residence Life Office is located in 106 West Canal Hall, accessible by an external entrance facing the Canal Hall parking lot S and T. The hours of operation are Monday to Friday 9am to 5pm (hours are subject to change).

MCC is a center for learning for all of its students, therefore we believe in free inquiry and free expression. Students are encouraged to develop the capacity for critical judgment and to learn about themselves and others.

The freedom to learn depends upon appropriate, safe, non-prejudiced opportunities and conditions in the classroom, on campus, and in the larger community. Students should respect this environment and act with civility, courteousness, and responsibility.

With this in mind, the college policies and regulations are presented as the minimum code of orderly conduct at Monroe Community College. They should serve as a guide to obtaining freedom and to respecting the freedom of others.

Residence hall students are responsible for knowing and following all of the policies and regulations which appear in this handbook, the College Catalog, or any other official College or MCC Association, Inc., memorandum or publication.

The following information serves as a guide to living and learning at Monroe Community College. In it you will find information ranging from who makes up the Housing and Residence Life staff to where to get your mail. We hope that you will find this manual to be useful. However, it may not answer all of your questions or concerns. We strongly encourage you to contact your Resident Assistant or any other member of the staff for further information. The following information serves as a guide to living and learning at Monroe Community College. In it you will find information ranging from who makes up the Housing and Residence Life staff to where to get your mail. We hope that you will find this manual to be useful. However, it may not answer all of your questions or concerns. We strongly encourage you to contact your Resident Assistant or any other member of the staff for further information.

Housing Team

Director of Housing and Residence Life

The Director of Housing and Residence Life is responsible for all aspects of the Residence Life program at MCC. The Director provides direction for the training and programming activities. Additional responsibilities include housing management, technology management, housing appeals, budget, and program development.

Resident Directors (RDs)

The residence halls are supervised by five Resident Directors (RDs). RD offices are located on the first floor of each building. The RDs possess a Master's degree and/or a minimum of 2 years of experience in residential life. RDs are full-time professional staff members who reside in the buildings. Their primary responsibility includes supervising Resident Assistants (RAs) and Community Assistants (CAs), planning and participating in residence hall programs, and the management of the residence halls. They have posted office hours during the work day to respond to the needs of the residential students. **There is an on-call RD available from 5pm until 9am in case of an emergency.**

The Resident Directors work with the student staff members and students to establish and maintain a healthy and safe community in the residence halls. Residential students bring ideas for fun and new learning experiences; RDs help make it happen.

Resident Assistants (RAs)

Resident Assistants (RAs) are student staff members who live in the residence halls. As a member of the Housing and Residence Life staff, one RA is assigned to each floor. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues.

Community Assistants (CAs)

Community Assistants (CAs) are student staff members that assist the Resident Assistants with community development. The CA helps the Resident Director of the building with programming, information dissemination and creating a positive living environment. CAs do not have any policy enforcement responsibilities.

Night Desk Attendants (NDAs) & Public Safety 2s (PS2s)

Night Desk Attendants (NDAs) are students who assist in maintaining a safe and comfortable residence hall environment in the evening hours at the halls reporting directly to the Public Safety department. Public Safety 2s (PS2s) are part-time security officers who provide the same service during the overnight hours. The NDAs and PS2s are responsible for checking in each resident and their guest(s) according to established procedures. NDAs/PS2s have the authority to search personal belongings of any individual entering the residence hall(s). NDAs/PS2s may be asked to assist the Housing and Residence Life staff and Public Safety in responding to emergency situations.

Administrative Support

These individuals coordinate the daily activities in the office including answering questions, data processing, and are most likely the first people to greet you in the Housing and Residence Life Office.

Building Services

The Building Service staff is responsible for cleaning the hallways, lounges and other public areas. Part of responsible community living is picking up after personal items and not littering. The Building Services staff is **not** responsible for cleaning individual suites or bedrooms.

Housing and Residence Life Contact Numbers

Building	Office	Phone
Housing and Residence Life	Main Office	(585) 292-3674
Alexander Hall	Resident Director Office	(585) 350-3900
Pioneer Hall	Resident Director Office	(585) 350-3655
Tribune Hall	Resident Director Office	(585) 350-1100
Canal Hall	Resident Director Office	(585) 350-0838

Campus Living

Computer Services

Wireless internet is the primary service of internet in the residence halls. A limited number of rooms may be served via an Ethernet networking jack. There may be costs if there is no Ethernet currently connected to a suite. All MCC students receive a student e-mail account, which is used for registering residential students' computers. To utilize these services from individual bedrooms, bring a computer with wireless internet capabilities. In addition, there are a number of wireless public access locations across campus and in the residence halls. **External wireless routers are not permitted.** Please submit an MCC tech request for assistance with wireless connectivity issues.

Disclaimer for Student Email

The student e-mail system consists of around 25,000 accounts, which are automatically created and deleted based on student record information. There are no implied warranties or guarantees regarding the security and/or reliability of the system. While every effort has been made to maximize system uptime, reliability, and security, we cannot guarantee it. Further, while the student e-mail system is backed up, we will not restore individual e-mail accounts or messages. The backups exist for disaster recovery purposes: in case the server or servers crash, we can restore the entire system. Please keep your own backup copies of everything that is related to your class work as well as anything else that is important to you.

Deliveries

Residents who order food from off-campus must provide the vendor with their room number and contact phone number. The vendor will then call the resident when they arrive at the hall. It is the resident's responsibility to meet the delivery person in the first-floor lobby to pick up and pay for the food. No delivery person will be allowed to enter the living areas in the residence halls. Flower/Balloon vendors will need to follow the same guidelines for delivery.

Heating and Air Conditioning

For best heating results, do not block the air vents, and keep all windows closed. In the summer, air conditioning will not work properly unless the windows are closed. Rochester winters are cold; cooperation in helping to conserve energy is appreciated. If there are questions about heating/air units, please contact a member of the Housing and Residence Life staff for assistance.

Laundry

Card/coin operated washers and dryers are located on the first floor of each building. The laundry rooms are open 24 hours. Washers cost \$1.50 per load; dryers cost \$1.50 and run on a 50-minute cycle, with 25 cents for each additional 10 minutes. Please report any problems with the washers and dryers to a Resident Director immediately. The Resident Director will complete a form for any necessary refunds. Residents must go to the

R. Thomas Flynn Campus Center Service Desk to pick up refunds. Monroe Community College Association, Inc. is not responsible for lost, stolen or damaged items left unattended in the laundry room

Lobby

Each residence hall has a common area located on the first floor of each building. Canal Hall has a large lobby and conference room. Each lobby includes a TV with cable, recreational equipment and lounge furniture. The lobby is for the use of the residents and accompanied guests in that building. These rooms are for social and recreational use. Removal of lobby furniture is prohibited and will result in student conduct action. Sleeping in the lobby is prohibited. Programs and events planned in the lobby must be approved and registered with a Housing and Residence Life staff member. These events will be given priority over other daily activities.

Mail Service

Each resident is assigned a mailbox and receives a key upon arrival. All mailboxes are located near the main entrance of each building. Mail is delivered daily, with the exception of Saturdays, Sundays, federal holidays and during breaks when the halls are closed. There will be limited mail service during Intersession. Stamps may be purchased at the R. Thomas Flynn Campus Center Service Desk. If there are any questions concerning mail delivery or if your mail key is lost/stolen, please contact an RD. When a resident receives a package, a slip will be placed in the resident's mailbox, and residents will be able to pick it up during posted pick up hours. Mail will not be forwarded over College breaks or beyond July 1 following the close of the academic year.

Mail may only be picked up from the residence halls. No mail will be distributed to residence hall students from the campus mailroom or the Housing and Residence Life Office. Please note: mail takes up to two days to arrive in residence hall mailboxes once it has arrived on campus.

Mailing Addresses for Residents

The correct mailing address for residents is as follows:

- Pioneer Hall Residents
Name
50 Pioneer Hall Box (Number to be assigned upon arrival)
Rochester NY, 14623
- Alexander Hall Residents
Name
51 Alexander Hall Box (Number to be assigned upon arrival)
Rochester NY, 14623
- Tribune Hall Residents
Name
52 Tribune Hall Box (Number to be assigned upon arrival)
Rochester NY, 14623
- Canal Hall Residents
Name
53 Canal Hall Box (Number to be assigned upon arrival)
Rochester NY, 14623

Every resident is responsible for checking their on-campus mailbox daily. Important, dated intercampus mail may be sent to residents via resident mailboxes. The students MCC email is the official form of communication.

All mail keys must be returned to an RD before leaving school or a \$25 lost key charge will be assessed to the resident's account. Please complete the mail forwarding form online before departing from the residence halls.

All mail received at the end of the academic year will be forwarded until July 1. After July 1, all mail and packages received at the residence halls will be marked return to sender. If mail or packages cannot be forwarded or returned to sender, Housing will attempt to contact the student via the phone numbers listed in Banner. If the package goes unclaimed for thirty (30) days Housing and Residence Life will discard the item. Residents can refer to the Housing and Residence Life web page for updates and information on mail service.

Meal Option

MCC residents are not required to have a meal plan to live in the residence halls. Residents do have the option to add cash to their ID cards and use it as a pre-paid dining plan. The plan will be available in the dining facilities on the Brighton Campus. For more information and questions please contact Sodexo Dining Services at (585) 282-2513. Residents can refer to the Housing and Residence Life web page for updates and information regarding meal options. For some students, a Financial Aid meal plan may be an option. Please ask your Financial Aid representative.

Parking

All Brighton Campus Traffic and Parking Regulations are in effect and applicable for on-campus residents.

You pay a transportation fee which covers your parking on campus. You must register your car with the Parking Services office. Please go to building 1, room 102 to speak to a representative from parking services or go to [MCC Parking](#) to register your car.

Each resident will be permitted to register one vehicle. Residence Hall parking is restricted to designated residence hall parking lots. Parking is only allowed in the lot for which the permit is issued. The only exception is a resident who has registered with the Parking Office as a person with a disability and whose vehicle has a valid handicap permit displayed. From 5pm until midnight, residents may park in other parking lots on campus with a valid parking permit. Failure to abide by residence parking policy may result in the vehicle being ticketed and/or towed at the owner's/operator's expense.

Non-college community members visiting campus may either park in a metered parking spot (available in R, S, and T lot) or obtain a visitor parking pass and park in designated areas. Visitor parking passes must be obtained by a residence hall student at the Bursar's Parking window located on second floor in building 6. Visitor passes are \$2.00 each and valid for one day only. Each resident is permitted 25 visitor passes per semester. Residence hall guest passes are valid for the first three rows of Lot E only. Additional last-minute passes may be purchased for \$5.00/night in a vending machine located outside of the Building 4 Theater.

For the security and safety of all college community members, driving and parking along the inside of the residential quad is strictly prohibited. Violators may be ticketed/towed at the owner's/operator's expense if cars are parked illegally.

For questions about parking passes, parking tickets, parking regulations and appeals, please contact the MCC Parking Office at 585-292-2700 or visit the office at Building 7-341.

Pest Control

Please notify a Housing and Residence Life staff member if there is any problem with insects or rodents in a room or suite. A service request form must be submitted for a member of the pest control staff and a housing staff member to enter the room or suite during regular business hours to address the problem. Residents do not have to be present, but make sure an accurate description of the problem is given. All non-perishable food should be stored in airtight containers and be well wrapped. No food is to be placed on windowsills. Food must be properly stored or discarded during vacations. If pest control is contacted for an issue that a student is responsible for, all costs will be passed on to that student.

Recreation

There are numerous outdoor activities and clubs on campus. The Rochester region provides ample opportunity for activity year-round. From snowboarding to swimming to a myriad of festivals, concerts and museums, there are many options available.

On campus, residents have access to the Human Performance Lab and PAC Center, a state-of-the-art workout facility located in Building 10, as well as two gymnasiums, lighted tennis courts, an indoor walking track, playing field, a Frisbee golf course and an Olympic-sized swimming pool. It's all free!

An intramurals program is offered year-round. Residents who are interested in participating in the intramurals program should contact the Athletics Department at 585-292-2869 for more information.

A break room is located in the R. Thomas Flynn Campus Center Building 3-138. Pool tables and video games are available along with a TV lounge space.

Telephones

Residents are encouraged to provide the college with a contact telephone number via the student information system. On campus departments, faculty and staff will utilize this number to contact residents.

Trash & Recycling

Please dispose of all trash in the large black trash bins in the trash rooms located on the first floor of each of the four buildings. Please rinse and place all cans, bottles, cardboard and paper in the appropriately marked green recycling bins in the trash rooms. Please use correct receptacles and see posted signage for additional information about recycling. Additionally, each individual suite is equipped with a small green recycle bin. This can be used to transport recyclable materials to the trash rooms, but should always be returned to the suite, as residents are responsible if it is not there at the end of the year.

Vending

Vending machines are conveniently located on the first floor of each residence hall. A selection of snack items and cold drinks are available 24 hours a day in these machines.

If a machine is broken, please go to the R. Thomas Flynn Campus Center Service Desk or see a member of the Residence Life staff. Be as specific as possible about which machine is not working and about the nature of the problem. If a machine fails to dispense a product, please report the loss to the R. Thomas Flynn Campus Center Service Desk.

Safety and Security

The College has an outstanding security record. This is due to our excellent Public Safety staff and procedures, as well as from features like secure card access readers, blue light emergency phone stations, state-of-the-art smoke/heat alarm systems, camera monitoring system, and 24-hour Public Safety surveillance around campus.

Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Housing and Residence Life staff member or Public Safety.

Public Safety

The Public Safety Department provides security and related services to the college community seven days a week, 24 hours a day. All Public Safety Officers are Civil Service employees and must successfully complete the Police Recruit Training Course at the Public Safety Training Center. This is the same course attended by all police officers in Monroe County. No other college in Monroe County maintains this standard for their security or public safety officers. Officers have also been trained in emergency medical procedures, first aid, CPR and Critical Incident Command.

Public Safety Officers have armed Campus Peace Officer status in accordance with New York state law. They conduct foot, bike, and vehicular patrols on campus and at satellite locations, 24 hours a day. On campus, Public Safety Officers enforce all laws and regulations, both of the college and the State of New York. The Public Safety Department works very closely with the Brighton Town Police Department and other local and state law enforcement agencies to assist them with incidents that may occur off-campus.

Potential criminal actions and other emergencies on campus can be reported by any student, faculty member or employee directly to the Public Safety Department. It is extremely important to notify Public Safety so they are aware and involved with any action or investigation. **If dialing from a Brighton Campus phone, dial 2911. If dialing from a cell phone or off campus line, dial 585-292-2911.** Brighton Public Safety are located in building 21-140. Emergencies can also be reported by using blue-light courtesy phones, located throughout campus. Upon receiving a call, officers are dispatched immediately to the site of the complaint.

The college encourages accurate and prompt reporting of all crimes or suspected criminal activity. **Reports may be made anonymously** via the webpage [Silent Witness \(www.monroecc.edu/go/witness\)](http://www.monroecc.edu/go/witness) or by calling the **Crime Stoppers confidential tip line** at **(585) 292-3636**. You can also **download the MCC RAVE Guardian App** on your phone or tablet **where you gain report incidents anonymously**.

Crime Prevention Tips

People who see an opportunity for gain may take advantage of it. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs.

Crime reduction on campus requires the continued active support of the College community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

Personal Safety...What You Can Do

The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

At Home, Your Apartment, or Residence Hall Room

- Keep doors and windows locked when at home to keep out unwanted visitors
- Lock all doors and windows whenever exiting. Even the best locks won't work if you do not use them
- Don't automatically open the door when someone knocks. Use the peep hole in the front door to see who is there
- When strangers ask to use personal phones, offer to make the necessary call but don't let the person into the room
- Do not loan room keys to anyone

When Walking

- Know the locations of blue-light courtesy call boxes along daily routes
- Plan routes in advance. Stay away from alleys, fields, and dark areas. Avoid shortcuts
- Walk on lighted walkways on campus. Use the Public Safety Escort Service
- Don't walk alone. Walk with a friend, especially at night
- Use RTS buses. Wait for the bus with a friend
- If being followed, change directions and head for a public place
- Have keys ready to enter a car, room, or apartment immediately
- Don't accept rides from strangers. Don't hitchhike

If You Are the Victim of a Crime

Notify the authorities at once. If the incident happened on campus, call Public Safety at x2911 from any **Brighton Campus telephone. If dialing from a cell phone or off campus line, dial (585) 292-2911.** If the incident happened off campus, contact the local law enforcement agency serving that area.

MCC provides a wide variety of security services and prevention programs to everyone in the campus community. Although everyone is ultimately responsible for their own physical safety, learning and practicing the basic precautions will enhance every student's well-being.

Other Safety-Related Information

Class Cancellations. A listing of daily class cancellations is available at [Class Cancellations](#). Found in the A-Z index; C; Class Cancellations. Please utilize local television, radio or the MCC website for closing information. Please refrain from calling the media or the College.

Closed Campus Hours. College community members are prohibited from entering any campus building, excluding the residence halls, between midnight and 6am. In addition, college community members are restricted from coming to campus anytime the college is closed.

Emergency Messages. If someone needs to contact a resident in case of an emergency, call the Office of Student Services at (585) 292-2052. Public Safety will try to reach the resident. After 5p.m., Public Safety should be contacted directly at (585) 292-2075.

Escorts. Public Safety Officers can escort college community members who are on campus and who request their services. Call (585) 292-2911 to utilize this service.

Housing Information

The Alice Holloway Young Commons consists of 772 beds located throughout four buildings; Pioneer Hall, Alexander Hall, Tribune Hall and Canal Hall. There are three types of suites. The first type houses four residents and each student has their own individual bedroom. The second type houses four residents in two double-occupancy rooms. The last type houses five residents in two double-occupancy rooms and one single room. Please note regardless of size or location, the cost of all single rooms is the same. Specifically, the D bedroom in Pioneer, Alexander and Tribune Halls measure 102 sq. feet which is eight sq. feet less than the A, B and C bedrooms.

The approximately 1,100 square-foot suites include a kitchen, two bathrooms, a common kitchen/living room, and bedrooms. Each suite is also equipped with internet connectivity. Cable is provided free of charge in the suite common room and to each resident in the bedroom. Premium cable features are available for an extra fee

The suites are furnished with living room and bedroom furniture including:

- Living Room
Couch, two chairs, coffee table and two end tables
- Kitchen
Full-size refrigerator/freezer, electric stove with oven, microwave, dishwasher, some garbage disposals, a breakfast counter and stools
- Bed Room Furnishings per Student
Height adjustable bed frame (w/extra-long mattress-36"x80"), wardrobe closet (w/mirror), desk (w/lamp), desk chair and two nightstands

The first level of each building has a lounge, a laundry room, recycling/trash area, a mailroom and the RD and RA offices.

2023-2024 MCCA Housing License

1. Students who have applied for housing, submitted a \$200 housing/security deposit and are matriculated full-time at Monroe Community College (the “College”) are eligible. "Full-time" is defined as - twelve (12) credit hours or more; this includes hours added during the drop-add period. Students must meet all health requirements and be in good conduct standing. To be eligible for a room assignment, students must be registered full-time. Students must be enrolled full-time each semester to reside in the residence halls. If a resident falls below the credit hour requirement during the semester, eligibility to reside in the halls may be revoked and this agreement terminated by The MCC Association, Inc. (the “Association”).
2. Current students are eligible for the intersession option if enrolled for three (3) or more credits during intersession and if they are returning for spring semester. Students must complete and submit an intersession application with the required intersession housing fees. Housing fees for intersession may not be covered by financial aid. Applications must be submitted to the Campus Center Service desk with payment by the deadline
3. The cost of housing for 2023-2024 is \$3475.00 for the Spring 2023 semester. Each room is single occupancy; this does not include intersession. Fall 2023 rates will be released prior to the end of the fall 2023 semester. The housing agreement will be binding for the entire academic year; therefore, students will be financially responsible for both semesters unless the Housing and Residence Life Department is able to re-establish occupancy. Students requesting to vacate due to graduation, internship, military enlistment or transfer must notify Housing by December 1st, or the first business day of December, and provide supporting documentation by January 15, 2024. Payments are due by the published payment deadlines. Students who fail to make payment by the due date(s) may have an academic hold placed on their account or their housing contract cancelled. Students intending to pay for housing, tuition and fees with financial aid are encouraged to file for financial aid no later than March 11, 2023. Any balance due after estimated aid is applied must be paid before students will be admitted into the residence halls. If the balance due is not paid within 15 days after the scheduled occupancy date, the Association may reassign the room. In such circumstances the Association will retain the student’s housing/security deposit, and the student will remain financially obligated as and to the extent provided in paragraph 5 under “Refunds and Forfeitures”, below.
4. Students must be 18 years of age by December 31, 2023 to reside in the residence halls; exceptions by permission of Director of Housing and Residence Life.
5. The Association reserves the right to make room assignments and reassignments as necessary.
6. Housing is limited; students are not guaranteed a room, a specific room assignment, or a specific roommate.
7. Residents are permitted to have a vehicle on campus but must park in the designated areas for residential students. Parking permits can be purchased for an additional fee per semester paid at the Campus Center Service desk.
8. Health requirements are mandatory and must be complete prior to admittance into the residence halls. New York State Public Health Law 2165 requires all post-secondary students attending colleges and universities to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or a signed waiver). Immunization for Hepatitis B is strongly recommended. For more information, visit [Health Services \(www.monroecc.edu/depts/stuhealth\)](http://www.monroecc.edu/depts/stuhealth), or by phone at (585) 292-2018.
9. Proof of current comprehensive insurance coverage is required. Residents covered by health insurance that is equal to or more comprehensive than the policy available through the College must certify to that effect to receive a waiver. Students must submit the name and policy number of their insurance carrier to the Health Services Office. The purchase of student health insurance coverage through an identified vendor is available at an additional cost to the student.
10. Individuals who, in the opinion of the Vice President for Student Services endanger the health and safety of oneself or others are not eligible for residence housing. Registered Sex Offenders at risk to re-offend

according to New York State law or the law of any other jurisdiction represent an immediate risk or clear and present danger and are not eligible for residence housing.

11. This housing agreement is not a lease, does not create an interest or right in real property, and may be terminated by the Association as provided herein or in published Association or College policies, procedures, rules and/or regulations.

Refunds and Forfeitures

1. This license is binding for the academic year, excluding intersession. Official College vacation periods are not included in this agreement for accommodations and such periods are not covered by the fees established in this agreement.
2. The Association will retain a student's housing/security deposit and (subject to paragraph 5 below) housing fee, and terminate the agreement, if a student living in the residence halls:
 - a) withdraws from the College; or
 - b) is removed from housing; or
 - c) is withdrawn from the College; or
 - d) voluntarily leaves housing; or
 - e) is no longer eligible for housing or otherwise becomes ineligible for housing.
3. Students who choose to terminate their license during residency or whose licenses are terminated by the Association in accordance with this agreement, will forfeit their housing/security deposit. Students who are called to military service are exempt.
4. The housing/security deposit will be refunded if a room is not available and the student requests a refund in writing.
5. If a student withdraws/terminates the housing agreement other than by reason of being called to military service, or if the agreement is terminated by the Association as provided by its terms, the student will be financially obligated for the housing fee until the Housing and Residence Life Department is able to re-establish the occupancy.
6. This agreement is binding. Occupants agree that housing and tuition fees will be paid by due dates and accept liability for any collection costs as a result of failure to pay, including, without limitation, collection agency fees, court costs and attorney's fees.
7. Students whose payment for housing includes approved financial aid will be fully obligated to pay the balance of any housing fees as a result of financial aid that does not materialize or for which the student is deemed ineligible (as a result of withdrawals, drops, failure to meet academic progress, or other reasons).
8. The housing/security deposit is not considered advance payment of the housing fee. The housing/security deposit will be cashed and/or charged and retained by the Association as a guarantee against damage to the room, residence property or furnishings. The housing/security deposit will be refunded within ninety (90) days of the expiration of the agreement provided damage charges have been paid in full and there is no additional damage or housing related fines/charges. All damage charges associated with the suites or common area damages will be split equally and charged as fines against each suitemate's housing/security deposit unless otherwise resolved with the suite residents and the Housing staff. Damage in public areas of residence hall buildings will be assessed at the discretion of the Association. The Association, Inc. reserves the right to deduct any funds still owed to the Association from the housing/security deposit (ex. Financial Aid Meal Plan, Bookstore credit, emergency student loan, etc.). In the event that the housing/security deposit does not cover the amount for which the student is responsible, the student will pay the shortfall to the Association on demand.
9. An appeal for a housing fee refund should be directed in writing to the Housing Refund Appeals Committee, Office of Housing and Residence Life. Appeals for a refund of housing fees after check-out must be received within 14 business days of the check-out date. Appeals received after the deadline will be denied.

Appeals must include all supporting documentation at the time of the appeal. Appeals received without proper documentation and appeal form may be denied. Appeal letters must be written by the student; those written on behalf of the student will be denied. The decision of the Appeals Committee is final.

10. Residents will receive no reduction or refund of housing fees, nor will the Association or the College be liable to any resident, as a result of interruption of services to utilities, appliances, or other equipment due to repairs, defects or circumstances not caused by the gross negligence or willful misconduct of the Association or the College.

Inspection and Occupancy

1. The Association reserves the right to allow authorized personnel to enter into the living area or resident's room at any time.
2. Public Safety and Residence Hall staff may, at any time and for any lawful reason, deny person(s) access to the residence halls and/or require person(s) to leave college property.
3. Residents may not assign, sublease or otherwise transfer their rights of occupancy created by this agreement in whole or in part. Any purported assignment, sublease or transfer will be void.
4. All residence hall students are responsible for the whereabouts, possessions and behaviors of their guests.
5. All person(s) entering the residence halls are **required** to present a valid photo ID and may be subject to search of person or property. No weapons, alcohol, drugs, or non-tobacco smoking products or paraphernalia are permitted on the premises for any reason.
6. The Housing and Residence Life Staff will inspect the room and suites weekly, and as otherwise required as determined by authorized Staff to be necessary or advisable in the interest of health, safety and/or compliance with Association and/or College policies, procedures, rules and/or regulations.
7. The residence hall buildings will only be used for residential purposes; no solicitation or commercial use of the property is allowed.
8. During the fall semester, residents may move into the halls prior to classes during designated times. Residents must vacate the halls during the Thanksgiving Recess and at the close of the Fall semester students must vacate the halls 24 hours after their last final exam. Residents enrolled in intersession classes and who have paid the additional housing fees by the deadline may return the day before Intersession begins; all other residents may return the day before classes begin for the spring semester. Residents must vacate the halls during Winter and Spring recesses. At the end of the Spring semester, residents must vacate the halls 24 hours after their last final exam. Any exceptions to this policy must be approved by the Director of Housing and Residence Life or his/her designee. Any personal belongings remaining in the resident's assigned room following the applicable departure time (or earlier termination of occupancy as provided in this agreement) may be disposed of by the Association in its sole discretion without further notice to the resident.
9. A resident choosing to terminate the housing agreement is required to meet with the Director of Housing and Residence Life or designee to discuss the financial consequences. If a housing agreement is terminated for any reason, the resident must return all keys or other access control devices to a Housing and Residence Life staff member and vacate his/her room immediately.
10. Students who reside in the residence halls must comply with the College's Student Handbook, the Association's Housing and Residence Life Policy Manual, and all other applicable College and/or Association policies, procedures, rules and/or regulations. Any violations by students which pose a risk to health or safety may result in immediate termination of this agreement. In addition, students may be removed from the residence halls (and their housing agreements will be terminated by the Association) as provided in the College's student disciplinary procedures and/or other applicable College and/or Association policies, procedures, rules and/or regulations.

11. Neither the Association nor the College will be liable for any personal injuries sustained by resident or by any of resident's guests or invitees in or about resident's room, suite or other areas in or about the residence hall, or for any loss of, damage to or theft of resident's personal belongings or those of resident's guests or invitees, resulting from any cause whatsoever unless the injury, loss, damage or theft is caused by the gross negligence or willful misconduct of the Association or the College. The resident releases the Association, the College, and their respective trustees, directors, officers, employees, agents, contractors and representatives from any and all claims resident may have in the future, waives all such claims, and agrees not to sue the Association, the College, and/or their respective trustees, directors, officers, employees, agents, contractors and/or representatives for any such claims, for liability arising out of any such injury, loss, damage or theft, including but not limited to claims arising out of the negligent acts or omissions of any or all of the foregoing persons/entities or others.

Miscellaneous

1. The Association's exercise of, or failure to exercise, any right or remedy under this agreement will not be considered a waiver of any other right or remedy or of the right to exercise that or any other right or remedy in the future. Any change to this agreement must be in writing and signed on behalf of the Association to be effective. This agreement will be governed by, and construed in accordance with, the laws of the State of New York, without regard to its conflicts of laws principles. Jurisdiction of any litigation with respect to this contract will be in New York, with venue in a state or federal court of competent jurisdiction located within the geographic boundaries of the federal Northern District of New York. If any portion of this contract is held invalid by a court of competent jurisdiction, the remaining terms will continue in full force and effect.

Policies

The following are residence hall policies, which apply to all residence hall students, their guests, and visitors in the Alice Holloway Young Commons. In addition to the residence hall policies, all residents must follow all Monroe Community College Conduct Regulations, as outlined in this handbook.

The following list of prohibited behaviors is provided as fair notice of the types of conduct which may result in judicial action and is an extension of the Monroe Community College Conduct Regulations. This list is not all-inclusive. If at any time a student feels they are being unjustly or inappropriately addressed it is expected that the student will conduct themselves in a respectful and dignified manner, and will bring formal complaint against the addressing staff member by notifying the staff member's immediate supervisor.

Personal Hygiene

1. I acknowledge that I will strive to follow these best practices on personal hygiene to protect myself and others.
- ☐ Clean up after myself in shared bathrooms and use a shower caddy to transport toiletries. (*We recommend that personal items may not be stored in shared suite bathrooms.*)
 - ☐ Wash my hands often with soap and water for at least 20 seconds.
 - ☐ Avoid touching my eyes, nose, or mouth with unwashed hands.
 - ☐ Clean AND disinfect frequently touched surfaces daily such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - ☐ Cover my mouth and nose when I cough or sneeze.
 - ☐ Avoid public spaces and avoid close contact with people who are sick.
 - ☐ Follow state guidelines regarding break periods and travel.
 - ☐ Stay in my room if I am sick and avoid contact with others.

2. I understand that the MCCA is unable to provide cleaning supplies to students and that I must establish my own appropriate supply.
3. I understand that, while the MCCA staff will clean common areas of the residence halls (entranceways, hallways, lobbies, etc.), I am responsible for cleaning my own bedroom, bathroom, kitchen, etc.

Community Living Understanding and Expectation

It is understood that each resident is a member of the living and learning community of the Alice Holloway Young Commons residence halls. As a member of this community, each individual has certain rights as a resident and as a student. Each individual must recognize that other members of this community have these same rights, and that their rights stop where another's rights begin. For this reason, it will be important that each individual learn to compromise with others in order to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience. As a member of this community, residents agree to abide by local, state and federal laws, as well as by the Residence Hall Policies and Monroe Community College Codes of Conduct at all times.

Alcohol and Other Drugs

The use, sale, transfer, possession or being in the presence of alcoholic beverages in the residence halls or on College premises is prohibited, regardless of age. No alcohol beverage containers or drinking game devices or paraphernalia are allowed in the residence hall or on the College premises, regardless of age.

Individuals involved with the illegal possession, use, sale, transfer, and/or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the residence halls without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to residence hall and college student conduct action.

Alcohol/Substance Abuse Sanction Model

First Violation*

- Residence Hall Probation- Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- Fine: \$50 alcohol; \$100 substance and/or paraphernalia
- Possible referral to the Office of Housing and Residence Life
- Possible referral to the Vice President for Student Services Office (for serious violations)
- Possible Residence Hall Suspension or Removal
- Possible Suspension from the College

Second Violation*

- Heightened Residence Hall Probation- Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- Fine: \$100 alcohol; \$150 substances and/or paraphernalia
- Referral to the Office of Housing and Residence Life
- Possible referral to Vice President for Student Services Office
- Possible Residence Hall Suspension or Removal

- Possible Suspension from the College

*These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, you may also be suspended or removed from the residence halls and/or referred to the Vice President for Student Services Office for additional sanctions outlined in the College's Conduct Regulations.

Cooking

Cooking is allowed only in suite kitchen areas. Residents are encouraged to cook with the kitchen appliances provided in the residence halls. It is expected that residents wishing to cook will apply all fire safety precautions and observe good cooking practices. ***It is required that residents regularly clean the stove drip pans to prevent residue build up that could result in excessive smoke or fire.*** Housing reserves the right to replace and charge students for drip pans that are excessively dirty and could create a cooking hazard. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking.

1. UL-approved sealed-unit coffee makers and toasters are allowed to be used in the kitchen area. The use of any other cooking appliances is prohibited in all suites including, but not limited to, hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich, and quesadilla makers, oil fryers or auxiliary heaters.

Damages and Vandalism

Residential students are responsible for any loss/damage to personal property, College property, or property of the MCC Association, Inc.

Anyone causing damages, whether intentionally or by accident must report the incident to their Resident Director. Damages occurring during the academic year will be invoiced to the resident. Vandalism to common area property will be assessed and divided equally among all resident students living in the building. All damage deemed vandalism by the Housing and Residence Life staff will incur a base charge per incident based on building occupancy.

Residential students are responsible for any damage to their bedroom. Any damage to common areas that cannot be attributed to individual resident(s) will be considered the joint responsibility of the residents of the hall or suite. The repair/replacement costs will be charged to the residents by dividing the total cost equally by the number of residents in the hall or suite involved.

Outstanding fees in excess of \$200 will result in a hold preventing the resident from adjusting their class schedule. Outstanding fees less than \$200 will result in a hold preventing the resident from obtaining a college transcript. Unresolved balances may be referred to a collection agency and residents will be responsible for all associated collection fees.

We recommend that all residents obtain renter's insurance to protect their belongings in the event of theft or damage. The MCC Association, Inc. will not compensate residents for loss or theft of personal property in the residence halls.

Below is a list of ***approximate*** repair costs for commonly damaged items:

- Chair (upholstered)\$400.00
- Clean appliance (oven, stove, refrigerator).....\$35.00 each
- Clean bathroom.....\$40.00
- Clean common area in suite.....\$100.00
- Desk\$467/00
- Desk chair\$115.00
- Drip pans\$20.00 per set
- Kitchen bar stool.....\$100.00

• Dresser wardrobe	\$750.00
• Lockset for mailbox	\$25.00
• Lockset for suite/bedroom	\$175.00
• Light fixtures.....	\$40.00
• Mirrors	\$60-200
• Paint room.....	\$50.00/wall
• Recycling box	\$15.00
• Remove trash	\$25.00/each bag
• Remove personal items	\$25.00 & up
• Repair hole in wall (depending on size)	\$30.00 to \$175.00
• Replace bed board.....	\$100.00
• Replace bedroom door	\$180.00 to \$250.00
• Replace mattress	\$130.00
• Replace microwave.....	\$150.00
• Replace window blinds	\$50.00/per window
• Replace window screen.....	\$50.00
• Smoke/CO2 detector	\$100.00
• Sofa (upholstered).....	\$800.00
• Thermostats.....	\$100.00
• Toilet paper dispenser	\$40.00
• Towel Bar.....	\$40.00
• Window glass.....	\$95.00 to \$150.00

Fire Safety Rules

The residence halls are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building as a result of negligence, misuse or abuse can range from \$200 to \$1000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Housing and Residence Life staff. Residents will be subject to a fine.

- For the protection of residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of New York State law. At no time should anything be hung from a sprinkler head.
- Stairwell doors leading to hallways should be kept closed
- Hallways must be kept clear at all times. Furniture and personal belongings such as trunks, boxes, and drying racks may not be placed in the hallways
- Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)

- Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the bedroom or common area to the door.
- Only store-bought curtains hung on tension rods may be used as approved window coverings
- Wall decorations are limited to 10 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 18 inches below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchier lamps. No hot plates, toaster ovens, George Foreman and similar grills, electric frying pans or auxiliary heaters are to be used; coffee pots should be used only on the kitchen counter
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside each building. See Bicycle policy for more information.
- Only MCC Association, Inc. wiring is allowed in residence hall rooms with the following exceptions: U.L. listed power strips with circuit breaker, and power surge protection. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed. Extension cords are prohibited
- Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be ran through the ceiling tiles
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in the building
- Motorized vehicles, including motorcycles, mopeds, electrical scooters and motorbikes, are not allowed in or near the residence halls
- Do not leave food unattended in the microwave or on the stove

Holiday Decorations

- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building.
- Please refer to posted policy regarding holiday decorations during the month of December.

Fire Evacuation Procedures

The fire alarm system in the residence halls is directly connected to the Monroe Community College Public Safety Dispatcher and is monitored 24 hours per day.

- When the alarm sounds, all occupants must vacate the building quickly and safely and meet in the following areas:
 - Pioneer Residents will meet in Parking lot R
 - Alexander Residents will meet in Parking Lot D (MCC Child Day Care parking lot)
 - Tribune Residents will meet in Parking Lot R
 - Canal Residents will meet in Parking Lot T
- The Fire Department, Public Safety as well as Housing and Residence Life staff members will ensure that the building has been properly evacuated

- Residents found in the building or propping emergency exit doors during an alarm will be subject to conduct sanctions
- The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, Public Safety or a Housing and Residence Life staff member acting for the Fire Department

Fire Safety Sanctions

Building Fire Alarm Activation

- First time violation: \$200 fine and residence hall probation issued to the suite or responsible resident(s)
- Second time violation: \$500 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls
- Third time violation: \$1000 fine, referral to the Office of the Vice President for Student Services and suspension or removal from the residence halls

Failure to Evacuate

- First time violation: \$200 fine, residence hall probation and an educational project
- Second time violation: \$300 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls
- Third time violation: \$500 fine, referral to the Office of the Vice President for Student Services and suspension or removal from the residence halls

Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Doors/Apparatus

- First time violation: Minimum \$500 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls
- Second time violation: Minimum \$500 fine, referral to the Office of the Vice President for Student Services and suspension or removal from the residence halls

Smoking in the Building

Smoking is prohibited on campus at Monroe Community College, including electronic cigarettes (see Tobacco Free Policy). Regardless of alarm activation, if it is determined that smoking has occurred inside the suite, all residents may be subject to the following sanctions:

First Violation*

- Residence Hall Probation- Duration based on severity of the incident and resident's judicial history
- Fine: \$100.00
- Educational sanction/referral
- Possible referral to the Office of Housing and Residence Life

Second Violation*

- Heightened Residence Hall Probation- Duration based on severity of the incident and resident's judicial history
- Educational sanction/referral

- Fine: \$150.00
- Referral to the Office of Housing and Residence Life

*These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, you may also be suspended or removed from the residence halls and/or referred to the Vice President for Student Services Office for additional sanctions outlined in the College's Conduct Regulations.

Fire Safety Tips

- Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door to see if there is smoke
- If you cannot get out of the room and your room is filled with smoke, put your head out a window to breathe. Wave a towel or other object to let the firefighters know that you are trapped
- Put a damp towel over your mouth and nose to keep from breathing smoke
- Crawl or stoop low on the floor to avoid smoke inhalation
- If you are trapped and there is a phone nearby, call Public Safety
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors
- Do not use the elevators
- Call Public Safety to report the fire from a safe location

Full Time Status

Residents must be enrolled full-time each semester to reside in the halls. "Full-time" is defined as twelve (12) credit hours or more that includes hours added during the drop-add period. If a resident falls below the credit hour requirement, they may be removed from the residence halls.

It is strongly recommended that residents enroll for a 15 to 18 credit hour load. This would provide a safeguard so that a resident does not fall below full-time status (12 credit hours), if a schedule is adjusted.

There are a number of ways a resident can drop below full time:

- Drop/Add
- Withdraw
- Faculty member can withdraw a student

A resident should not fall below twelve (12) credits without prior approval of the Director of Housing and Residence Life or his/her designee. Residents are encouraged to respond to all notices regarding registration status. Failure to respond will result in denied or limited access to the residence halls or removal from the residence halls.

Gender Inclusive Housing

The Office of Housing and Resident Life at Monroe Community College (MCC) strives to offer every residential student a placement that feels safe, comfortable and supported. Gender Inclusive Housing will be open to all residents, including first year students (who are over the age of 18). Gender Inclusive Housing allows same gender roommates, opposite gender roommates or other gender-identified roommate pairings. This community is designed as an intentional living community affirming the cultural experiences of lesbian, gay, bisexual, transgender, intersex and questioning residents as well as their allies. Residents must self-select the Gender Inclusive Housing option on their housing application; this community will not be forced upon any student.

Gender Inclusive Housing is first come first serve and is limited based on interest. The Housing and Residence Life Office discourages all students in romantic relationships from living together on campus. Additionally, while we do not force students to speak to their parents about their housing options, we strongly encourage students to communicate with their parents so they can fully support the decision to live in Gender Inclusive Housing. Any student requesting Gender Inclusive Housing will be contacted before an assignment is made and may be asked to provide supplemental information. We do reserve the right to change a student's assignment at any time for any reason.

Gender Inclusive suites are equipped with four single bedrooms and two bathrooms, which are shared by members of the suite. Anyone requesting Gender Inclusive Housing must be able to pay for housing at the single room rate. If suitemates are requested as part of the housing application process, all students must select the Gender Inclusive Housing preference. Returning students who select Gender Inclusive housing will be auto-placed into housing with this designation and unable to choose for themselves a building and room.

Guest/Visitation (Day and Evening)

A resident's right to privacy and comfort takes precedence over the community member's privilege to have guests.

- It is important for suitemates to discuss visitation and to arrive at an agreement acceptable to all roommates in the suite.

A non-resident is defined as any person who is not a designated resident of that suite.

Non-residents are prohibited from visiting/residing in the residence halls for more than three days within a two-week period.

Non-residents must possess a valid photo ID (driver's license, work/college ID) and be signed in at the front desk between the hours of 6:00pm and 6:00am.

- If a non-resident is in a residence hall prior to sign-in hours and stays after sign-in hours begin, the guest and host are expected to return to the sign in desk and sign in.
- Non-residents must be in the presence of the host resident at all times.
- Non-residents may not use a resident's keys or swipe card.
- The storage of guest/visitor property within the suite is prohibited.

Residents/Hosts will be subject to student conduct sanctions and/or a fine, if the guest visitation period is exceeded.

The visitation policy will be **strictly** enforced.

Any non-resident can be asked to vacate the residence halls at the discretion of a Resident Director, Public Safety or the Director of Housing and Residential Life at any time. **Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the residence halls** as well as the courtyard area of the residence halls. **Failure to abide by this issuance may result in the arrest of the individual and judicial action upon the host.**

Non-residents must comply with all college policies and residence hall rules/regulations. Residents that host non-residents are responsible for the non-residents' behavior. Non-resident, MCC students can be held accountable for their actions through the MCC Code of Conduct. If a non-resident creates a disruption and affects a roommate, suitemate(s), other residents, or the community, they may be asked to leave the halls and the resident may be held accountable for their actions. In cases where a non-resident damages property or violates hall/college policy, the resident host may be subject to student conduct sanctions and/or restitution. This includes items found during searches.

- All non-residents must wait for their host to be signed in. Guests must be escorted at all times and are expected to wait in the front desk area until their host is present.

- Residents will be limited to signing in two (2) non-residents or guests from another building
 - There is a 12-person occupancy limit on 4-person suites.
 - There is a 15-person occupancy limit on 5-person suites.
- All non-residents, including parents and family members, will be required to sign in at the front desk. Any exceptions will be made by the Resident Director on duty.
- Hosts will be required to bring their MCC IDs to the front desk when signing in non-residents.
- All non-residents will be required to present a valid photo ID at the front desk. The ID must be a college ID, driver's license or other appropriate form of identification.
- All non-residents must be registered at the front desk during desk hours.
- Residents signing in a non-resident as an overnight guest must do so at the time of registration at the front desk.
- Overnight non-residents are permitted, but may not reside in any suite for more than three days in any given two-week period.
- Guests who fail to sign out of the residence halls at the sign-in desk prior to the end of desk operations will be considered an overnight non-resident.
- Guests who stay past 1:00 a.m. will be considered as an overnight guest
- Any guest or resident entering the residence hall(s) is subject to search by authorized personnel.
- Children under the age of 16 visiting the halls must be accompanied by a parent or guardian and may only visit between the hours of 8:30 a.m. to 8:00 p.m. Any child may be asked to leave the halls at the discretion of a Resident Director, the Director of Housing and Residence Life or Public Safety at any time. Any exception to this policy may be made by one of the aforementioned parties.

The sign in desks are staffed daily from 6:00 p.m. to 6:00 a.m. Times are subject to change based on staff coverage, however, all guests are still expected to be signed in and sign out.

Hall Openings/Closings

The Residence Hall move-in dates for residents is the Sunday before Labor Day for the Fall semester and the day before classes begin for the Spring semester during designated times. Alternate arrangements following the identified check in times will need to be coordinated with the Housing and Residence Life Office. Residents must vacate the halls 24 hours after their last final exam during the fall and spring semesters. **Residents will be charged \$25 per half hour after the building closes if they fail to vacate- not to exceed \$200.** Any exceptions to this policy must be approved by the Director of Housing and Residence Life or his/her designee, a minimum of one week in advance.

Residents must vacate the halls during all college vacation periods.

When leaving for the vacation periods, residents are responsible for the following:

- All windows and doors must be closed and locked
- All window blinds must be drawn
- Clean the room and suite; empty wastebaskets, remove all perishable food items from refrigerators and rooms and take all trash to designated location
 - There is a \$25 fee for each bag of trash that has to be removed from the suite
- All electronic appliances, excluding housing issued refrigerator, microwave and oven, must be unplugged. Personal mini-refrigerators only need to be unplugged during winter break.

- Take all personal items that will be needed during the break period. ***Residents will not have access to their room or suite during the break period.***
- Set thermostat in the suite to 65 degrees and set to auto.
- Remove all valuable personal belongings. The MCC Association, Inc. is not responsible for lost or stolen property

A Housing and Residence Life staff member will check each room and suite to ensure that the above guidelines have been followed. All prohibited items will be confiscated.

Health and Safety Inspections

The college expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents within a suite to maintain a clean and healthy living environment. To ensure that this standard is met, the Housing and Residence Life staff will conduct:

- Weekly “walk-throughs” to make sure the suites common areas are kept in a safe and sanitary condition; this “walk-through” may include individual bedrooms when it is necessary to visually inspect fire safety equipment
- New York State fire safety inspections of the entire suite, usually once per year

If a problem is noted in the room/suite, residents will be given a verbal/written request to rectify the situation by a specific date. At that time, the room/suite will be re-inspected. Failure to correct a documented problem may result in judicial action.

Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

Any fines that are imposed by the New York State fire inspector will be billed directly to the resident(s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount will be split equally among the members of the suite.

Keys and IDs

Residents will be issued one key, which will open the outer door to their suite and their assigned bedroom. It is the resident’s responsibility to carry their keys and MCC Student ID at **all** times and present IDs when requested by a college official, member of the Housing and Residence Life staff or employee of the Monroe Community College Association, Inc. Residents must report lost/stolen keys to a Resident Director or the Office of Housing and Residence Life immediately. The resident will sign out a temporary key until the lock change is completed. A locksmith will change the locks on the suite door and all bedroom doors in the suite within a reasonable timeframe of the resident reporting the key lost or stolen. In addition, all suitemates will be issued a new key. If a room/suite key is lost/stolen, the entire suite must have a lock change. A lock change fee of \$175.00 for will be billed to the resident for immediate payment to Campus Center Service Desk (Building 3 Atrium). There will be no refund once a lock change has been requested.

Lost mailbox keys will be replaced for a fee of \$25.00 and will be billed to the resident for immediate payment to Campus Center Service Desk. Failure to return keys at the time of checkout will result in lock change fees. Residents may not allow anyone to borrow their housing issued keys or student ID card. Duplication and unauthorized use or possession of college or residence hall keys is prohibited. Violation of these policies will result in student conduct action.

Residents must use their student ID card to gain access to the residence halls. A lost/stolen/broken ID card may be replaced for a fee of \$10.00 through Photo ID located in Building 3 room 139A. Photo ID may be reached at (585) 292-2555. If you have any issues with your student ID, please contact your Resident Director or the Office of Housing and Residence Life for assistance.

Lock Blocks

Lock blocks may be placed in all suites and/or unoccupied rooms of suites during break periods. The Department of Housing and Residence Life reserves the right to place lock blocks on resident rooms and/or suites for failed response to official communication attempts by the college or Monroe Community College Association, Inc. personnel or at any other time deemed necessary by the aforementioned parties. A notice will be placed in the student's mailbox to inform the resident(s) of what action needs to take place to regain entry to their room/suite. Attempts to gain access to a suite or room while a lock block is in place may result in damage to the door or lock. All damage will be charged to the responsible party and student conduct action will apply as well.

Lockouts

Residents who are locked out should contact an RA. If an RA cannot be contacted, the resident should contact an RD. If an RD cannot be contacted, the resident should contact Public Safety at (585) 292-2912. Student ID must be presented at the time of the lockout. Housing and Residence Life staff members will only let residents into their assigned room. Staff members will not give residents access to other resident's rooms. Staff will not unlock doors for guests. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their keys. Residents who cannot produce their keys may be charged for a lock change. ***Lockout assistance will be completed at the earliest time feasible to the Housing and Residence Life staff or Public Safety.*** Leaving room/suite doors unlocked is dangerous and also places all suitemates' belongings at risk.

Maintenance Problems

If any Monroe Community College Association, Inc. property in a room/suite needs repair, residents must visit the [MCC Facilities website \(www.monroecc.edu/go/fixit\)](http://www.monroecc.edu/go/fixit) to submit a work order online. Residents failing to report maintenance problems could be held responsible for any resulting damages. All repairs must be done by authorized college personnel only. Any unauthorized repairs may result in judicial action. If the request has not been completed within five (5) working days or if you are unable to log into the website, please notify an RD. For all after-hours maintenance-related emergencies, contact Public Safety from the halls (585) 292-2911. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.

Mandatory Hall/Floor Meetings

During the semester, certain floor and hall meetings will be designated as "mandatory" by the Housing and Residence Life staff. Residents must attend mandatory hall/floor meetings with their Resident Assistant and/or Resident Director. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.

Medical Transport Policy

If you are transported to the hospital for any reason, you are required to follow up with the appropriately recommended office upon your return. Depending upon the severity or nature of the incident, follow up may be required prior to your re-admittance to the residence halls and parents/guardians may be contacted by college or residence life staff. Additionally, conduct sanctions could be assigned for transports that occur as a result of policy violations.

Prohibited Items

The following are prohibited in or around the college residence halls and violators are subject to immediate action and/or removal by college personnel. The Department of Housing and Residence Life reserves the right

to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Housing and Residence Life staff.

1. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors)
2. Animals or pets of any kind including snakes and turtles (small 5-gallon fish aquariums are permitted-one per resident)
3. Any type of smoking substance or inhalant, any tobacco products (cigarettes, cigars, chewing tobacco, electronic cigarettes, marijuana).
4. Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals)
5. Dartboards of any kind including magnetic, felt or plastic tipped darts
6. Electric blankets or air mattresses
7. Electrically amplified instruments, including DJ equipment and drum sets
8. Extension cords or multi-plug outlets, plug-in air fresheners (power strips and surge protectors are permitted)
9. Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall
10. Federal, state, college, local or other signs
11. Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives, and archery equipment
12. Halogen lamps, black lights, lava lamps or other high-intensity lamps including torchier lamps, spider lamps or any upward facing bowl lamps
13. Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters and refrigerators exceeding 4.0 cubic feet
14. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water/food fights, or horseplay, including bouncing or throwing any type of ball, skateboarding or utilization of any other recreational device with wheels
15. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated “non-alcoholic”)
16. Live-cut Christmas trees and flammable decorations
17. Neon signs
18. Strings of lights (including holiday and rope lights)
19. Waterbeds, air mattresses, hot tubs, jacuzzies and non-college lofts and cinder blocks
20. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars etc.)
21. Wireless routers from external providers
22. Personal mattresses, without medical documentation
23. Tattoo equipment may not be used in the residence halls

24. Sexually explicit material in the common area of the suite

Publicity and Posting

The Department of Housing and Residence Life must approve all promotional material posted or distributed in the residence halls. Only events that meet one or more of the following criteria will be allowed to be advertised in the residence halls:

- Sponsored by a recognized MCC club, organization, or department. “Sponsored” means to have a financial and/or production involvement with the event
- A function taking place on any MCC campus

Materials in violation of the above policy will be removed. Promotional materials for other area college events or non-college groups may be posted in the residence halls with permission from the Director of Housing and Residence Life or his/her designee.

General Posting Specifications

- The standard size of 8.5 by 11” for flyers is encouraged
- 22” by 28” is the maximum size allowed for any flyers or posters
- Publicity/Posters will be secured with tacks or approved tape only
- Publicity/Posters are not permitted on glass, painted areas, wood, or metal/concrete pillars or walls, except in designated areas, unless otherwise approved by a Resident Director
- Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion, or sexual orientation will not be accepted or tolerated
- Posting should not imply the consumption of alcohol or contain sexually explicit material
- It is the responsibility of the requesting person or group to make the appropriate number of copies needed for posting or distribution
- Nothing should be slid under room/suite doors or posted in the front doors of any building or on individual suite or room doors
- Graphics should be clear, concise and appropriate, in accordance with the previously stated items
- Nothing can be placed in mailboxes unless each item is addressed to a specific building and mailbox number

Quiet Hours

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates, suitemates or other residents. Excessive noise and disorderly behavior will not be tolerated.

Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken. In addition to courtesy hours, specific quiet hours are as follows:

- 10:00 p.m. to 9:00 a.m. on Sunday-Thursday nights
- 12:00 a.m. (midnight) to 9:00 a.m. on Friday and Saturday nights

During quiet hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet

hours pertain to the interior and surrounding areas of the residence halls including, but not limited to, the Quad area and the areas immediately surrounding all residence halls.

During posted final exams periods, quiet hours will be 24-hours a day.

Residence Hall Check-In/Check-Out Procedures

Upon occupancy of a room/suite, residents will be required to review a room condition report that has been completed by a Housing and Residence Life staff member. This report should be reviewed thoroughly and accurately with great detail and previous damage items included. Residents will have one week to complete their room condition reports online, using the following steps:

1. Log into Housing Self-Service
2. Scroll over “More Tasks”, select “Room Condition”
3. Review the items listed and their condition
4. Save your response – agree or contest

Failure to complete this process will forfeit your ability to appeal damage charges.

Upon check-out of the room/suite, a preliminary check-out will be conducted by a Housing and Residence Life staff member. The preliminary check-out does not serve as the final damage assessment to the room/suite. After the halls are closed, a thorough inspection will be conducted where the current condition of the room/suite will be compared to the original room inspection report filled out when the resident moved into the room/suite. If items are lost, missing, damaged, or not left in good condition, charges will be incurred and they will be deducted from the housing/security deposit. Damages that incur a cost greater than the housing/security deposit amount will be billed to the resident’s account.

To avoid unnecessary charges during check out, be sure to follow all of the guidelines provided by the Housing and Residence Life staff. Residents who improperly check out of the residence halls will forfeit the opportunity to appeal any damages or fees. Upon leaving, the room and suite must be clean and free from all trash and personal items. Any items that are found after keys are turned in will be discarded and a fee will be charged against resident’s security deposit.

Residents must turn their suite and mailbox keys in to a Housing and Residence Life staff member. Residents may also utilize express check-out. Residents will be assessed a fee for keys that are lost or not returned at check-out.

A resident choosing to terminate the housing agreement is required to meet with the Director of Housing and Residence Life or the designee to be advised regarding the financial responsibility.

Room Changes

Residents may not change rooms without the prior approval of the Department of Housing and Residence Life. Residents requesting room changes may contact the Department of Housing and Residence Life for more information. Room changes are not allowed during the first two weeks of each semester. Room changes are also not permitted during the last four weeks of the spring semester.

Room Decorating

Residents may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. It is important to remember when hanging items on the wall, to use substances that will not damage the wall, i.e., nails, hooks, sticky adhesive, etc. Nails and hooks are not allowed. If the room or furnishings are damaged in any way, the resident will be billed and may be subject to student conduct action.

Additionally, residents may not cover their walls or hang from their ceilings, items such as tapestries, sheets, canopies and fishnets. Window curtains must be manufacturer-made and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors. Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 18 inches below the ceiling height.

Products for Hanging Posters

We recommend the following products for hanging pictures/posters on the wall to avoid excess damage. These items are widely available in the bookstore, or the hardware aisles at Home Depot and Wal-Mart:

- Tacks/Push Pins
- OOK® Picture Hangers and thumbtacks (for hanging items on sheetrock walls)
- 3M Command Adhesive™ (for hanging items on metal doors or wood furniture)
- Snap Hook™ (suction hanger, useable on metal and glass surfaces)

Tips to Avoid Excessive Damage Charges

- Do not use scotch or masking tape
- Do not use sticky, gum like adhesive substances on any surfaces
- Do not use sticker decals, bumper stickers, etc. on any surfaces

Room Entry

The Department of Housing and Residence Life reserves the right to authorize personnel to enter into any area of a suite in the absence of the resident. The authorized personnel include, but are not limited to: professional members of the Student Services staff, Resident Assistants, Resident Directors, the Director of Housing and Residence Life, Public Safety, and repair/maintenance personnel.

Housing and Residence staff will inspect rooms during weekly safety inspections, semester breaks, and other times designated by the Director of Housing and Residence Life. Please see the Health and Safety Policy for more information.

If it is believed that an immediate danger exists in a bedroom or suite, staff will contact Public Safety for assistance. Examples of these situations include, but are not limited to; fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Staff or residents may be asked to assist in an emergency situation requiring room entry which threatens immediate harm to the safety of the individuals.

Staff may also enter into a resident's room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to, unattended stereos, televisions and alarm clocks.

State and federal laws govern entry of police officers and Public Safety officers into a resident's room for purposes of investigation. This includes, but is not necessarily limited to, officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony is being or has been committed by the individual therein.

Room Furnishings

Each resident room is fully furnished. Mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The Housing and Residence Life staff will take inventory during check-in and all items recorded on the inventory form must remain in the room

at all times. Residents may be limited in the amount of personal furniture in each room/suite. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra-long twin mattress pad for their bed. Residents in double rooms may bunk their beds by obtaining the proper equipment from their Resident Director. **Room furniture may not be dismantled** at any time for any reason and **must stay in a resident's personal bedroom**. Common area furniture **may not** be placed in a resident's personal bedroom.

Only MCC Association beds and mattresses are permitted. Furniture supplied is known to meet flame spread and smoke retardant requirements. Air mattresses or personally supplied furniture may compromise this requirement.

Sexual Misconduct

Please refer to the [College Sexual Conduct Policies and Procedures \(www.monroecc.edu/go/titleix\)](http://www.monroecc.edu/go/titleix) located on the Title IX website and elsewhere in this manual.

Smoking

Smoking is **not permitted** anywhere on campus including the residence halls. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs, electronic cigarettes and burning candles or incense. Please refer to the Tobacco Free Policy for additional information as well as sanctions for smoking in the Fire Safety policy.

Solicitation

Solicitation and sales of any service or product door to door in a residence hall or by way of the college telephone or mail system is prohibited. Solicitation and sales by registered student organizations of any service or product in the lobby of a residence hall must have the approval of the Director of Housing and Residence Life at least one week prior to the planned sale. Commercial sales will not be allowed from individual resident rooms or other areas within the residence halls. Residents may not use residence hall rooms or residence hall telephone numbers as a place of business or for the purposes of solicitation or for any purpose other than as a residence. Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence halls or resident mailboxes.

Storage

Storage of resident belongings outside of the resident rooms is not provided. Contact the Housing and Residence Life staff for information about off-campus storage solutions. The MCC Association, Inc. assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in the residence halls during a regular semester, during a summer session, or over a vacation period. Housing and Residence Life staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from the residence halls or who vacate their residence hall rooms for any other reason. Storage of guest/visitor property in a room/suite is prohibited.

Suite Agreements

The Housing and Residence Life staff will assist residents with establishing community living standards within their suites by conducting suite agreement meetings as necessary. If it is determined that a suite agreement is needed, residents are required to attend the agreement meeting and participate. Failure to comply with the agreement or reasonable request to create one may result in further documentation and a possible conduct violation.

Tobacco Free Policy

Monroe Community College (MCC) supports a healthy, sustainable environment for the college community and is committed to preparing our students for increasingly tobacco-free workplaces. Therefore, tobacco use is

prohibited on all college owned and leased property, both indoors and outdoors. This includes but is not limited to:

- All buildings on the Brighton and Damon campuses, Applied Technologies Center and Public Safety Training Center.
- Off-site and leased locations such as the Economic Development & Innovative Workforce Services facility.
- Outside property owned and leased by the college including open land areas, woods, fields, patios, parking lots, sidewalks, roads, loading docks and building entrances.
- All vehicles owned and leased by Monroe Community College or its affiliated organizations.
- College-sponsored events at all locations.

All tobacco products in use must be properly disposed of prior to entering any college property or exiting a personal vehicle. The College requires college community members to respect private property bordering all College locations by refraining from trespassing for purposes of tobacco product consumption. The sale, free distribution, related advertising or sponsorship of tobacco products is also prohibited on college property.

Windows/Window Blinds

Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a window sill or building ledge is prohibited. Screens may not be removed from the windows. A fine will be assessed for all missing, removed or damaged screens, as well as for individuals who attempt to enter or exit a suite or building through a window for unapproved purposes.

All rooms/suites are furnished with window blinds. The blinds furnished to each room must remain installed at all times. Tension rod with manufactured curtains is permitted. All other curtains that require drilling, nails or screws are not permitted; bed sheets, tapestries, or other large coverings are not permitted.

Residence Hall Student Conduct Regulations

Please view [MCC Student Code of Conduct \(https://www.monroecc.edu/depts/student-rights/student-code-of-conduct/\)](https://www.monroecc.edu/depts/student-rights/student-code-of-conduct/) for the College's Code of Conduct.