



RUTGERS

UNIVERSITY | CAMDEN

Office of Housing
and Residence Life

On-Campus Living Guide

Introduction

The On-Campus Living guide provides important information about housing, policies, contract terms and conditions, and community standards for all students residing on-campus at Rutgers University-Camden. You are responsible to know and adhere to all information that this guide contains.

We encourage you to familiarize yourself with this material before or as soon as you arrive on campus.

The Office of Housing and Residence Life reserves the right to change or alter any of the material presented in this publication at any time to provide the best campus living and learning experience possible for our resident students. The On-Campus Living Guide will be updated prior to the start of each semester. Additional changes or alterations will be preceded by written notice and shall become effective 48 hours from the date of distribution of such notice to students. It is the sole responsibility of the student to read and understand all such notices. Failure to read and understand such notices shall not absolve any student of their responsibility for complying with such changes and alteration.

Section 1: Mission, Non-Discrimination Statement

Mission Statement

The Office of Housing and Residence Life provides an on-campus living environment that is safe, secure, well maintained and which promotes personal growth, social development, the celebration of individual differences and academic excellence.

Non-Discrimination Statement

The Office of Housing and Residence Life provides Equal Opportunity Housing. On Campus accommodations are available to students regardless of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status.

Commitment to Diversity

Residents will participate in communities that bring together stakeholders with a large variety of social identities. We expect that our facilities be a space that respects all individuals and groups, and we encourage residents to engage in formal and informal multicultural education through exploration of their own identities and the identities of those around them (including but not limited to age, gender, biological sex, religion, race, ethnicity, physical and mental abilities).

Section II: Office and Personnel

We want your stay on campus to be a positive one. To enhance your experience here, we provide a staff comprised of people trained to work in a living and learning settings. The following individuals coordinate the overall effort of providing a positive living environment for our on-campus residents.

Vice Chancellor for Student Affairs. This person is responsible for the supervision of the Division of Student Affairs including OHRL, Campus Center, Student Involvement, Wellness Center, Disability Services, Dean of Students, International Students and Athletics & Recreation. The Vice Chancellor is responsible for the budget and strategic direction for the Division.

Assistant Director of Residence Life: This person is responsible for the overall resident population and supervises the HRLC and all student staff in the office. They ensure the residential programming on campus meets the academic and social needs of the community. They manage the after-hours crisis response staff and protocols and assist with conduct and CARES cases.

Assistant Director of Housing Administration: This person is primarily responsible for the budget processes of OHRL as well as other offices in Student Affairs. They complete the room assignments for on-campus residents and oversee the contract cancellations.

Housing and Residence Life Coordinator: This person is responsible for the overall management of the Welcome Desk operations in each lobby. They supervise the student staff and assist with residence life tasks as needed. They serve as point person for the summer guest and conference operations.

Graduate Program Coordinator (GPC): These positions work to supervise a group of student staff. The GPC and their staff members are responsible for developing programs, advising residents and assisting residents in resolving roommate conflicts. They also work on facilities management, administration of housing operations, and share responsibilities for student development opportunities and activities. The GPC also holds the Administrator On-Call (AOC) position and handles any crisis after hours.

Resident Assistant (RA): Each floor is assigned an RA, a student worker that has received significant training. The RA listens to resident concerns, provides guidance, and enforces University policies. They answer general questions and facilitate, plan, and implement community development and educational activities within the residence halls. This position is the first response for after hours crises.

Resident Services Coordinator (RSC): These students staff the Welcome Desks and have received training to coordinate office functions from the lobby of each residence hall (mail and package delivery, access to apartments/suites, and referrals) as well as to maintain and enforce policies.

Building Manager (BM): These students have received training in operations management and assist with flipping the lounge spaces for events, moving/assembling furniture, completing facilities inspections, and escorting vendors.

Main Office

The office is located on the 1st floor of 215 N. 3rd St in the main lobby. The standard hours of operation for the office are Monday through Friday from 9:00am-4:00pm.

The on-call staff are available after business hours between 4:00pm-9:00am, an 24 hours a ay on weekends and holidays. The on-call staff can be contacted via the Welcome Desk in the lobby of each building.

Phone: 856-225-6471

Email: housing@camden.rutgers.edu

Website: <https://housing.camden.rutgers.edu>

Preferred Communication

Residence Life staff will maintain office hours, however, it may not always be feasible to simply drop in and speak with them. For non-emergencies, we recommend that you schedule an appointment by contracting staff by email or scheduling through Navigate. Please note that our preferred method of communication is through your Rutgers University email. Email allows you to maintain a record of your communication and by using your Rutgers University email address, staff are also able to confirm your identity.

Section III: Facilities

Camden Tower

The ten-story Camden Tower features furnished suites, each having three bedrooms. The students in each suite share a living room, vanity area and bathroom. Each suite has controls for heat and air conditioning and high-speed wired and wireless connections for accessing the internet in all bedrooms and the living room. Each bedroom also has a shared micro-fridge.

All bedrooms contain the following items:

- Twin XL beds and mattresses
- Desks and desk chairs
- Closet space
- Dressers
- Microfridge

All living room areas contain:

- One three-seat sofa
- One two-seat loveseat
- Two sitting chairs
- Coffee table, two end tables, and two lamps

Note: In the Camden Tower some bedrooms feature lofted bed units where the bed, desk, dresser and shelf space are combined into one unit.

Ample gathering space exists on each floor of the building where residents can meet to socialize, study in groups, or find a quiet place alone. Additionally, there is a computer lab on the third floor and laundry room, community kitchen and programming space on the first floor. Mailboxes are located in the first-floor hallway near the Towers Lounge. The main gathering and programming

space in the Tower are located on the first floor, the Tower's Lounge. This room contains a full audio-visual setup complete with satellite programming and multiple entertainment options.

Camden Apartments

The Camden Apartments is a six-story building consisting of five floors of four bedrooms, 2 bath or 1 bath apartments. All apartments are fully furnished and feature a living room, kitchen with full size appliances, dining area, and bathroom with vanity area, in addition to the bedrooms. Each bedroom within the apartment has individual controls for heat and air conditioning, high-speed wired and wireless connections for accessing the internet.

All bedrooms contain the following items:

- Twin XL bed and mattress
- Desk and desk chair
- Closet space
- Dresser

All living room/kitchen areas contain:

- One three-seat sofa
- Two sitting chairs
- Coffee table and two end tables
- Breakfast bar with four stools OR dining table with four chairs
- Appliances: refrigerator, electric range, and microwave

There is a computer lab and printing station plus a laundry room on the first floor. Mailboxes for Camden Apartments residents are located on the first floor of the Camden Apartments near the elevators. The main gathering and programming space in the Apartments is located on the first floor, the Apartments' Lounge. This room contains a full audio-visual setup complete with satellite programming and multiple entertainment options.

330 Cooper

330 Cooper opened in 2012. Twelve stories of modern construction await the residents of 330 Cooper featuring a mix of three, and four-bedroom apartments. OHRL makes every effort to place graduate and law students on separate floors from the undergraduate students. All of 330 Cooper's apartments have large windows to allow plenty of natural light to enter, come completely furnished, and have full extra-long sized beds. Each bedroom within the apartment has individual controls for heat and air conditioning, connections for digital satellite television, and access to wired and wireless internet signal. The kitchens have wood cabinetry, solid surface countertops, and stainless-steel appliances including dishwashers.

All bedrooms contain the following items:

- Full XL size bed and mattress (84" x 57")
- Armoire Dresser
- Night table
- Dresser

All living room/kitchen areas contain:

- One three-seat sofa
- One sitting chair
- Coffee table

- Dining table with two chairs
- Stainless steel appliances: refrigerator, flat glass top electric range with oven, and dishwasher

There is a two-story club room containing audio/visual equipment on the second floor of the building, and both the second and third floors offer quiet study lounges with expansive glass window walls overlooking the campus. All of the floors of 330 Cooper also have study rooms where small groups can gather. The first floor features a laundry room, and student mailboxes are located in the main lobby.

Section IV: Contract Terms and Conditions

Rutgers-Camden Housing Contract Terms and Conditions Fall 2024 / Spring 2025

The Housing Contract is a legally-binding agreement between the student and the University. The resident agrees to services, policies, rules, and procedures that are, or may be, established concerning the operation of the Residence Hall. Residents are responsible for knowing and adhering to the policies, rules, and procedures stated in the housing contract, terms and conditions, On-Campus Living Guide, and Rutgers University Student Code of Conduct.

PART I

Section 1.1. Background and Purpose: The Housing Contract is a legally-binding agreement between the student and the University and carries financial obligation and strict cancellation policies. The resident agrees to services, policies, rules, and procedures that are, or may be, established concerning the operation of the Residence Hall. Residents are responsible for knowing the policies, rules, and procedures stated in the housing contract, terms and conditions, On-Campus Living Guide, and Rutgers University Student Code of Conduct.

Section 1.2. Declaration of Intent: Submitting an application for housing to the University means that you accept the terms of this Agreement and that you fully intend to occupy a room within a university residence hall for the full term of the Agreement, and that you have agreed the financial commitments attached to living on campus for the entire term of this Agreement.

PART II

Housing Section 2.1 Contract Type: It is important to keep in mind students who wish to live on-campus contract for their housing choices. As such, once the contract is submitted and accepted, the student is bound to certain terms and conditions of the contract, which include a responsibility to notify the Office of Housing & Residence Life of certain academic events, and fees for cancellation related to those events. We encourage and recommend that all students come to the Office of Housing & Residence Life and discuss with us decisions they plan to make that would affect their housing contract status in advance.

Section 2.2 Academic Year Contract: The Academic Year Contract permits occupancy beginning on your scheduled move-in day determined by your class standing and program and ending 24 hours after the students last final exam of the spring semester or by 5pm the next day, or if approved for graduation, 24 hours after your scheduled Commencement, in May.

The Office of Housing and Residence Life and all dining facilities will remain closed for all break periods during the fall and spring semesters and other times determined by the university. These breaks include Thanksgiving, Winter, and Spring Break.

****Break periods for the 2024-2025 academic year are as follows:**

Thanksgiving: November 28, 2024- Sunday, December 1, 2024

Winter Break: December 23, 2024- January 17, 2025

Spring Break: March 15, 2025- March 23, 2025

****Please note that the Office of Housing and Residence Life will follow the University operating status during break periods.*****

Section 2.3 General Conditions and Eligibility: Housing contracts are for the full term chosen by the student. Residents are to occupy the space they are assigned to by Housing & Residence Life. Changes to the bedroom, suite or apartment assigned by Housing & Residence Life must be formally requested and approved before any relocation takes place. Rooms are to be used by the assignees only. Residents must be officially registered for classes throughout the fall and spring semesters under full-time status. Residents who change their academic plan from full to part-time may be released from their housing contract and asked to vacate the halls and may be financially responsible for their contract. Residents must:

- have a cumulative Grade Point Average (GPA) of at least a 2.0
- be registered full-time in their program of study
- be in good financial standing with the university
- fulfill all obligations for Immunizations, Insurance, and adherence with Wellness Center directives

Section 2.4 Financial Aid: All financial aid applicants who plan to reside on-campus should check the appropriate box under HOUSING PLANS when completing the FAFSA (Free Application for Federal Student Aid). You will automatically be assigned a resident/on campus budget when your financial aid is processed. Any change to your residency status during the academic year must be reported to the Financial Aid Office immediately. A residency change will require an adjustment to your financial aid budget and may result in a change in your award status. The student bears all responsibility for notifying the Financial Aid Office of residency changes. Office of Financial Aid website:
<http://studentaid.rutgers.edu/>

Section 2.5 Meal Plan: All undergrad residents are required to purchase the minimum meal plan each semester designated for their academic program. All graduate and law residents are required to purchase a minimum meal plan designated for their academic program. Meal plan charges will be placed on a student's account with by the University for each term they are contracted to reside in on-campus housing and are payable in the same manner as tuition and other fees. Unused Raptor Dollars carry forward from Fall to Spring. All unused swipes and Raptor Dollars expire on the last day of the Spring semester. Up until the ninth week of classes (Fall- 11/4/2024 and Spring 3/24/2025) in a given semester a student may receive a pro-rated refund of the meal plan cost if the student follows the housing termination process outlined in Section 2.9. or a student's housing contract is terminated for other reasons. No pro-rated refund of a meal plan cost will be processed after the ninth week of classes in a given semester or if a student's housing contract is terminated for other reasons outlined in the

contract. If a student terminates their housing contract, but remains enrolled in classes, they can retain their meal plan and use it as a commuter student.

Section 2.6 Payments: Housing charges are placed on a student's account with the University for each term they are contracted to reside in on-campus housing, and are payable in the same manner as tuition and other fees. The student bears all responsibility for ensuring they have sufficient financial aid or resources to pay for the housing they have contracted for. Students must remain current with all financial obligations with the University. A financial hold will be placed on student records for nonpayment of any housing fees. Residents must be in good financial standing with the university and failure to do so may result in removal from on-campus housing.

Section 2.7 Students Returning to On-Campus Housing: During the Spring semester, you will receive full instructions pertaining to rules, obligations, and deadlines pertaining to contracting for housing for the next academic year. Full details for processing and making requests are included in the renewal instructions. Deadlines included in this information must be adhered to by all students. The University does not guarantee housing or room assignments beyond the terms of your current contract.

Section 2.8 Non-Returning Students: Students that do not plan to attend classes after the end of the fall semester, or will graduate in December of an academic year, must officially cancel your housing contract, and check out of your room with the Office of Housing & Residence Life by the last day of the fall term pursuant to terms in Section 2.9. The Termination of Contract form is available on our website. Financial charges will continue into the spring semester until the office has received a signed Termination of Contract form, any keys provided have been returned, the housing sticker has been removed from your Rutgers ID card, and all personal belongings are removed from the facility.

Section 2.9 Canceling Your Housing Contract: Requests to cancel the Housing Contract must be made in writing to the Office of Housing & Residence Life by completing a Termination of Contract Form. This form is available on our website. A cancellation fee will be applied based on the date of the release. Please note: writing or telephoning another University department, withdrawing from classes, or leaving the University will not automatically result in the cancellation of your housing contract. The student bears all responsibility for officially notifying Housing & Residence Life of their desire to cancel the housing contract and leave campus housing by completing the Termination of Contract Form and are responsible for all housing charges up until the date a signed Termination of Contract form, any keys provided have been returned, the housing sticker has been removed from your Rutgers ID card, and all personal belongings are removed from the facility. Move-out is defined as all personal items have been removed from their assigned space, and room keys have been returned to Housing & Residence Life. Only the student who signed for the housing contract may cancel the contract; parents, relatives, or legal guardians may not cancel the contract for the resident. The decision to release a student from a housing contract will be made by the Housing Appeals Committee.

August 15th, 2024, 11:59pm- no fee

August 16th, 2024- \$600.00

NOTE: The day the resident accepts their room key is considered their move-in day. Once a resident has accepted a room key, they are responsible for paying a daily rate, in addition to the cancellation fee.

Section 3.0 Refunds: Students who notifies the Office of Housing & Residence Life in writing of their intent to leave housing before the expected end date of their contract and follows the steps outlined in Section 2.9, or a student is forced to vacate on-campus housing for a variety of reasons (withdrawal, non-registered status, etc.) may be eligible for a refund. Several components make up the total charges a student pays for housing, and not all of these are refundable. Additionally, any refund is subject to a cancellation fee for release from the contract as outlined in Section 2.9 Cancelling Your Housing Contract. The University reserves the right to place additional housing charges upon a student who has left housing because of withdrawal or de-registration if he or she becomes an active student or re-registers for classes during the same academic year. After the ninth week of classes in each semester (Fall- 11/4/2024 and Spring 3/24/2025), no refunds of any housing fees paid will be processed. If charges have not yet been paid, a hold will be placed on the students records until payment is made in accordance with the University Hold Policy. Students evicted from housing for disciplinary reasons or suspended or expelled from the University will not receive a refund of housing fees. Further, the student evicted at any time from housing for judicial reasons will be responsible for the full cost of their housing for the remainder of the contract period. Requests for refunds or charge adjustments must be requested in writing to the Campus Dean of Students and processed before June 1st of the fiscal year in which the charge occurred. After June 1st, of the present academic year requests for refund or adjustment will be denied.

Section 3.10 Move-In: Students are to follow the schedule below. Information will be sent via e-mail to all students assigned to on-campus housing spaces prior to any scheduled move-in period and is posted online at housing.camden.rutgers.edu. The student bears all responsibility for planning to arrive on their scheduled move-in day during the scheduled move-in time to accept their room assignment.

Fall 2024 Move-In Dates are:

8/16 Law School Students

8/16 Fall In-Season Student Athletes

8/21 and 8/22 All Graduate Students and All International Students

8/28 First Year Undergraduate Students

8/30 All continuing or returning or housing Undergraduate Students

Early Arrivals are not permitted. We will not be able to accommodate early arrivals. Students needing to arrive to campus early are encouraged to seek alternative overnight accommodations.

Late Arrivals are not permitted. Students that arrive for move-in outside of the approved move-in period/schedule will not be accommodated.

A \$600 fee will be assessed for arriving outside of your assigned time.

Section 3.11 Checking-Out of On-Campus Housing: Students departing the residence hall at the end of the academic year, at the end of their designated housing contract period, or during the academic year for any reason must check out at the Office of Housing & Residence Life during posted business hours. The student bears all responsibility for planning in advance to complete the check-out process at the office before departing campus. Housing & Residence Life includes the return of any keys issued, the removal of all personal belongings from the assigned housing space, and removal of the housing sticker from the residents Rutgers ID card as part of the check-out process. Failure to return the room key(s) provided will result in a lock change for the affected area(s). The full cost of the lock change will be

placed on the students account. All students on an Academic Contract must vacate their assigned housing space within twenty-four hours after their last final examination of the spring semester, with all rooms vacated no later than 5pm on the day following the last examination as listed in the University calendar. Students are required to follow any additional instructions for check-out issued by the Office of Housing & Residence Life. Graduating students may remain in housing until 5pm the day following Commencement. Housing & Residence Life reserves the right to assign graduating students to other space in the residential facilities after the last day of finals at its sole discretion.

Section 3.12 Room Condition: A mandatory part of the check-out process requires that students leave the room to which they have been assigned in move-in condition. Move-in condition assumes that all trash and personal items have been removed, no damage has been done to the furnishings provided or walls during the students length of stay, and that all items and furniture that were present in the room at move-in are in place upon check-out. Personal items remaining in the room after a student has checked-out will be discarded, and a disposal fee will be assessed. Students assigned to a particular bedroom, suite or apartment are all responsible for the condition of the area(s) they live-in and shared areas (common spaces). Housing & Residence Life inspects all suites and apartments following a student departure to record the condition. Students departing suites or apartments that are determined not to be in move-in condition will be assessed fines to cover the costs of returning the suite or apartment to move-in condition. The fines will be placed directly on the students account. Residence Hall buildings are small communities, and all its members are responsible for helping to maintain the overall cleanliness of the community. We must all work together to provide the best atmosphere possible to allow us to accomplish our goals while we are here; we all must Own Our Community.

Section 3.13 University Access to Student Apartments: The Office of Housing & Residence Life is always mindful of the expectation of privacy each student has for their personal living space. Whenever possible, our staff tries not to enter suites and apartments without providing advance notice to the residents that would be affected. Whenever possible, and for large-scale projects or inspections, the Office of Housing & Residence Life will provide advanced notice to residents where the service is being provided. Designated University officials have the right to enter any part of the University or University related premises. This right includes, but is not limited to, providing custodial services, maintenance, and repair services, as well as inspections for fire and safety violations, damages, to assess and fill vacancies or to inspect cleanliness in suites and apartments. In an emergency, reported or reasonable suspicion of a policy violation, or at the request of a resident of the room, University officials may enter the apartment or suite without advance notice. In addition, the University may require that certain maintenance services, repairs, extermination, etc. take place in a student's room, suite, or apartment regardless of whether the student has requested or desires the service. The entry policy of the Office of Housing and Residence Life is to lock bedroom doors behind us as we leave your space, regardless of whether the door was locked or not when OHRL staff entered. This is done in consideration of your private property and space. All residents are reminded to always carry bedroom/suite keys on them. Students may not refuse entry to a staff member for any reason once they have stated their purpose for entering. Outside contractors who need to enter any student personal spaces will always be escorted by Office of Housing and Residence Life staff members.

Section 3.14 Students with Disabilities and Housing Accommodations: If you have questions or would like to request housing accommodation related to a diagnosis or disability, please reach out to the Office of Disability Services for more information. Conversations and information are kept confidential. All accommodations will be shared with the Residence Life staff. You can contact The Office of Disability Services by sending an email to disability-services@camden.rutgers.edu or by calling 856-225-6954.

Section 3.15 Smoke Free Buildings: All on-campus housing facilities are smoke-free. Smoking is not permitted in any area of the buildings, including lounges, hallways, stairwells, laundry rooms, bathrooms, kitchens, elevators, trash rooms, mechanical rooms, storage closets, and lobbies. Students, staff, and/or faculty who smoke in unauthorized areas of the Residence Halls may be subject to University-imposed sanctions. Additionally, there is no smoking permitted within 50 feet of any of our entrances. Electronic smoking devices are also prohibited in the same locations and in the same manner as set forth above. In accordance with Section 47 of the New Jersey Marijuana Regulatory, Enforcement Assistance, and Marketplace Modernization Act, the use of marijuana is prohibited in any indoor or outdoor space on all Rutgers campuses throughout the State of New Jersey. January 1, 2023, smoking, as well as the use of all tobacco products, including e-cigarettes and smokeless tobacco products, is prohibited on all Rutgers campuses and university off-campus sites, all residents are responsible for complying with Rutgers University Policy 20.1.22.

Section 3.16 Pet Free Buildings: No pets are allowed in residence halls or apartments. The Office of Disability Services may recommend accommodation for service dogs (including those in-training) and emotional support animals. Where no pets are permitted, there is no need for pet supplies; therefore, the following items are also prohibited: cat litter, saw dust, habit-trails, pet food of any variety, cages of any variety, tanks of any variety and fishbowls. Any tanks that hold water, regardless of the purpose.

Section 3.17 Fire Prevention and Fire System Information: University fire safety regulations are enforced by certified Fire Inspectors of Emergency Services with the Department of Emergency Services.

Additional resources on the Emergency Services website at <http://rues.rutgers.edu>

NOTE: Resident students can view the fire evacuation plan for the building they are assigned to live in online. Please visit: <https://halflife.rutgers.edu/fireplans> to view the plans. You will need your NetID and password to login. Residents are mandated to evacuate the building immediately if you hear the fire alarm sounding. Individuals who misuse or tamper with any of the fire safety equipment, systems, or processes in place to protect students face immediate removal from housing, disciplinary action under the University Code of Student Conduct, as well as fines and prosecution. Students found in violation of any of the prohibited items will be issued a violation documenting the offense and will be referred to Housing & Residence Life for disciplinary action. Students will be issued a Fire Code Violation Follow-Up Form, which must be completed and returned to Housing & Residence Life verifying that the violation has been corrected. Students that commit subsequent offenses face further disciplinary action up to and including removal from on-campus housing. Fire Safety Violations are issued to the student responsible for the offense. When it is not apparent to the Fire Inspector who was responsible, the violation will be issued to all occupants of the room. Residents are reminded that under the provisions of the New Jersey Uniform Fire Code (N.J.A.C. 5:70-2.13) they may be held financially liable for the actual costs of extinguishing a fire directly, or indirectly, caused by a violation

which had been cited and remained unabated at the time of the fire and additional dedicated and compensatory penalties in accordance with N.J.A.C. 5:70-2.12A.

Section 3.18 Immunization Requirements: Rutgers University requires all students who live in university housing receive vaccinations to ensure the safety of our on-campus community. Information and requirements are found here <https://wellnesscenter.camden.rutgers.edu/immunization-requirements-faq/> Students must submit the proper documentation to the Wellness Center unless directed otherwise no later than July 15, 2024. To this end, the University is requiring, with very limited exceptions, all students, including residential students, to be fully vaccinated against SARS-CoV-2 (COVID-19) coronavirus. Proof of vaccination will be required to receive a key and move into any University residence hall.

Sections 4.00 Diversity Statement: Rutgers, The State University of New Jersey, is committed to making diversity a way of University life, where all members of the University community feel welcome, valued, and respected. Residents will actively participate in creating a welcoming on campus living community. We expect that our facilities be a space that respects all individuals and groups, and we encourage residents to engage in formal and informal diversity education through exploration of their own identities and the identities of those around them (including but not limited to age, gender, biological sex, religion, race, ethnicity, physical and mental abilities). This behavior is specified in the Student Code of Conduct, which all students must adhere to. Therefore, conduct that violates the rights of other individuals is grounds for immediate termination of your housing contract and/or the withdrawal of future university housing privileges. In addition, such conduct may result in university disciplinary action under Rutgers Student Code of Conduct. More information on the disciplinary process can be found here.

Section 5.00 Liability: The University does not assume responsibility or liability for any resident, residents guest(s), or other persons losses or injuries, including, but not limited to the loss of money or valuables, the loss of or damage to property, the cost of replacement for such losses, or injuries, personal or otherwise, sustained on or about the residence hall premises. The University will not assume any liability under this Agreement and is not responsible for accidents, personal injury, or illness sustained by the student, guests, or visitors. The undersigned releases the University, its officers, agents, and employees from any liability on any account. The University will not be liable for loss or damage to any article of personal property anywhere on the premises due to insufficient or excessive heat, cold, smoke, fire, water, steam, electrical surge, the elements, actions of third persons, or for ANY REASON. The University recommends that the resident contact their personal insurance carrier concerning the availability of protections against such losses and injuries, such as renters or personal property insurance.

The University is not responsible for loss, theft, or damage to a residents personal property. Residents are advised to keep their suite/apartment secure and carry personal property, renters, or homeowners insurance to cover their personal items while living on campus. Information on this type of insurance is on our website at <http://housing.camden.rutgers.edu> and from many private insurance carriers. Many homeowners insurance policies provide coverage for students belongings while they are away at

college. Families should check with their insurance company for more details and ensure coverage is available.

SPECIAL ADDENDA FOR FALL 2024/SPRING 2025

Addenda Section 1.1. Important Notice: An inherent risk of exposure to the SARS-CoV-2 coronavirus and the disease it can trigger, COVID-19, exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. Residence Life will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of disease within residence halls.

Addenda Section 1.2. Hold Harmless: You agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, Claims) resulting from or arising out of your use of space within a University residence hall, including those related to the potential exposure to contagious viruses like the SARS-CoV-2 coronavirus, and to indemnify and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your use of the residence hall, and/or your breach of the terms and conditions of this Agreement. You understand that by residing in a university residence hall, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to communicable diseases, including but not limited to the SARS-CoV-2 coronavirus.

Addenda Section 2.1. Special COVID-19 and Public Health-Informed Policies: The University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident within a University residence hall, communicable diseases may impact your housing experience should an outbreak occur. The following policies and guidelines are incorporated into this Agreement and are applicable to all residents. To the extent necessary, we will update you with information about specific health and safety guidance important for our residents.

Addenda Section 2.2. Health and Safety: All members of the Rutgers community students, staff, and visitors are required to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard within residence halls and the University may request or require a resident to leave on-campus housing on a temporary or permanent basis if the University reasonably concludes that their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University as it relates to a public health crisis. This guidance may evolve as a public health crisis evolves and may include, but is not limited to, social distancing, limitations on public gatherings, wearing a face covering, diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations and/or restrictions on guests in the residence halls, and quarantine / isolation / separation requirements (including before or upon arrival to campus). Adherence to any health and safety requirements that the University reasonably deems appropriate applies to all residents, staff, guests, and visitors and extends to all aspects of residential

living, including bedrooms, bathrooms apartment kitchens, living rooms, community kitchens, lounges, computer rooms, courtyards, and other common spaces.

Addenda Section 2.3. De-Densifying Efforts: Residents may be required to comply with any de-densifying efforts needed on campus due to a public health emergency, including, but not limited to, the relocation of all or some residents to alternative housing. Relocation does not constitute the termination of a residents housing contract. In the event Residence Life must relocate residents as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, the University may offer impacted residents fair and reasonable reimbursement as appropriate and based on information available at that time and provided that the resident has removed their belongings and returned their key to the applicable Campus Residence Life Service Office.

Addenda Section 2.4. Termination: Upon reasonable notice, the University reserves the right to terminate the Agreement due to public health emergency needs. In the event the University terminates the Agreement due to public health concerns, the University may offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time and provided that the resident has removed their belongings and returned their key to the applicable Campus Residence Life Service Office.

Section V: Policies

Throughout this On-Campus Living Guide, standards and policies are presented and detailed that help to protect university property or student safety, security, personal property and right to a positive learning environment. These guidelines are considered part of the rules and regulations that govern the residence halls. As policy violations and failures to uphold community expectations are discovered, they are reported to the campus Office of Community Standards who will investigate cases and determine if disciplinary action should be implemented.

When students choose to accept admission to Rutgers University, they accept the rights and responsibilities of membership in the University's academic and social community. As members of the University community, students are expected to uphold our stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

In addition to this guide, the Student Code of Conduct contains general guidelines that are also applicable to residential living, and students are required to adhere to those policies as well.

Accidental Damage Policy

Students are expected to take responsibility for any damage, even accidental damage, which they cause to University property or the property of another resident or guest. This could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system by accident. The student who caused the damage will be expected to cover the cost of repair or replacement for the

University or other residents. Students who refuse to take responsibility for damages they cause accidentally will be referred to the Office of Community Standards to determine responsibility. Those who cannot afford the costs will be allowed to enter into a payment plan.

Alcohol and Other Drugs Policy

Residents must adhere to the Code of Student Conduct in regard to alcohol and other drugs. Residents must abide by all federal and state laws regarding the distribution, possession and consumption of alcohol and other drugs. Residents in violation of this policy are subject to eviction from University Housing.

The presence of the odor of marijuana in a room or area of a residence hall, or the physical evidence of the use of drugs found in plain sight of the observer, however insignificant, including the presence of any kind or form of drug or drug paraphernalia, whether such is being used at the time of discovery or not, constitutes a violation of this policy. Under current guidance, the odor of marijuana will be treated as a smoking violation within the residence halls. No search for marijuana will be conducted. Marijuana, in amounts of six ounces or less, found during a visual search, or during a health and safety inspection is subject to confiscation by OHRL administrators. Amounts found to exceed six ounces are subject to removal by RUPD. Students who are found in the presence of marijuana or drug paraphernalia are in violation of the University Drug policy. Rutgers University has a zero-tolerance policy for drug use of any kind within any University property.

Some of the prohibited actions include, but are not limited to:

- Illegal distribution or possession of alcohol, narcotics, or other drugs.
- Selling, transferring, or exchanging something in return for narcotics, prescription medications, or illegal substances on University property or between members of the University community.
- Providing or facilitating the consumption of alcohol by any person without taking reasonable and prudent precautions to insure that the person is of legal drinking age in New Jersey.
- Sharing medical marijuana with individuals who do not have a medical marijuana prescription.
- Possessing or consuming alcohol under the legal drinking age of 21.
- Possessing alcohol in areas of campus where alcohol is not permitted. Alcohol is not allowed in apartments/suites where all residents are under the age of 21.
- Unlawfully possessing or using drugs, narcotics, controlled substances, or paraphernalia.
- Misusing or misappropriating any prescription, over-the-counter medication, or legal substance.
- Possessing or using medical marijuana on any Rutgers University property.
- Residents who are 21 year of age or older may not consume alcohol in the presence of anyone under 21 other than their roommate(s).
- Residents and guests who are under 21 years of age may not be present where alcohol is being served other than as set forth in the aforementioned clause.
- Large quantity containers of alcoholic beverages (kegs, beer balls, punch bowls, etc. – over 1 gallon) are NOT permitted in University Housing at any time.

Animal Policy

No pets are allowed in residence halls or apartments. The Office of Disability Services may recommend accommodation for service dogs (including those in-training) and emotional support animals. You must receive official written approval from both The Office of Disability Services and the Office of Housing and Residence Life before bringing an emotional support animal into the residence halls.

Emotional Support Animal: An emotional support animal (ESA) is an animal that a treating doctor or mental health professional has determined helps a person with a disability by improving at least one symptom of that person's disability. An ESA is used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. Your housing provider is not automatically required to waive its no-pet policy to accommodate your ESA.

nj.gov/oag/dcr/downloads/fact-ESA.pdf

Service Animal: Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

https://www.ada.gov/regs2010/service_animal_qa.pdf

Where no pets are permitted, there is no need for pet supplies; therefore, the following items are also prohibited: cat litter, saw dust, habi-trails, pet food of any variety, cages of any variety, tanks of any variety and fish bowls. Any tanks that hold water, regardless of the purpose, are prohibited as water leakage may cause serious water damage.

Any resident found with an unauthorized animal will be subject to an immediate \$150 fine. This fine will be applied for each infraction in addition to an investigation through the Office of Community Standards.

Bicycles

While on campus your bike should be locked. Bicycles cannot be left in stairwells, hallways, or any passageways in buildings, and bicycles must never be chained to stair banisters. Bicycles may be kept inside a suite or apartment with the consent of all roommates and must not obstruct entry to or exit from the suite or apartment. For the protection of all residents, bicycles may not be operated within the residence halls.

Rutgers University Police Department offers a free registration and engraving program to all Rutgers students, which can be used for added security for your bike. Please contact RUPD dispatch at (856) 225- 6009 for more information or to set up an appointment.

Cancelling Your Contract

A student contracting for on-campus housing accommodations accepts and is committed to those accommodations for the entire contract period. The Housing Contract does provide for early termination, but only in accordance with specific reasons or extenuating circumstances. If you decide that you want to leave on-campus housing before your contract is scheduled to end or end your contract after it has been submitted, you will need to request to be released from the Housing Contract. Cancellation of the housing contract may have a significant financial impact and will affect your financial aid package; we want every student to be informed before they make this decision. If a student requests cancellation of their housing contract after November 9th (in the fall semester) or after March 19th (in the spring semester) no credit will be issued.

You can request a release from the Housing Contract by completing a Request for Termination of the Housing Contract form <https://housing.camden.rutgers.edu/cancellation/>. Only the student named on the housing contract may request cancellation of the housing contract- a parent or guardian is not able cancel the student's contract. Withdrawing from the University, transferring between campuses, or enacting other academically related changes to your student status will not automatically cancel your housing contract. Refunds/adjustments must be requested in writing and processed before the close of the fiscal year in which the student charge occurred. Requests for refunds/adjustments will not be considered following June 1st of each year. The student bears all responsibility for notifying the University of their intent to leave housing and are responsible for all charges up until the date official written notification is received. Students submitting a cancellation will be charged a \$600 cancellation fee.

In all cases below, after move-in day, the student will still be responsible for paying the daily rate that applies to the housing space they have occupied.

- Graduation from Rutgers University
- Transfer to another Rutgers campus
- Entering Military Service
- Withdrawal from the University
- Academic Dismissal
- Participating in a University approved study abroad program
- Death of an immediate family member/guardian
- Long-term hospitalization of the student or other extenuating medical condition

Community Living

Living Together: Living with roommates can be the beginning of lifelong friendships, and provides the opportunity to interact with others from various cultures and backgrounds. Living together also requires some adjustment for everyone. This guide outlines many rules, standards, and expectations that may affect your personal lifestyle and the services that affect your comfort. Use this guide as the baseline for discussing roommate expectations in your suite or apartment. Depending on where you live, you may experience problems initially with noise, reasonable privacy, disagreements, guests and visitors, and other areas. Everyone must adopt an attitude of cooperation and caring to make a living area comfortable and conducive to good study habits. You must resolve to care about

your neighbors, to be aware of what is going on around you, and to be helpful and considerate. An effort must be made to communicate openly and to express feelings in a constructive manner. You must also be willing to adjust your living habits to some degree. If everyone adopts a cooperative, thoughtful attitude, adjustment to living with other people will be easy, and productive.

NOTE: Room changes due to conflicts can only be made on a space available and case-by- case basis.

Roommates & Conflict Resolution: All people who live together will disagree from time to time about something. Most disputes result from a lack of genuine communication between the parties involved, or anger that has been permitted to get out of control. Keep the following in mind as you begin to solve conflicts with your roommates:

- *Before attempting to resolve the dispute:*
 - Know what it is that upsets you. Don't argue for the sake of arguing; it takes away from your credibility when you want to be seriously heard.
 - Think about what you really want to accomplish. Do you just want to let your feelings out, or is there a point you want to discuss? Have a reasonable idea in mind about how you think to best resolve the dispute before beginning the conversation.
 - Try to pick a time and a place where you can say what you need to say without embarrassing the other person. Make the same allowance for them to present their feelings and ideas back. If you set the scene completely to your advantage, the other person will know it and may attack you for your unfairness, even if they are unaware of it.
- *During dispute resolution:*
 - Allow time to talk and resolve differences. Don't wait until bedtime to begin the argument. If you share a room, don't fight in the dark. It's important to see the face of the person you are arguing with. You learn a great deal about what a person means by facial expressions.
 - It is always a good idea to use the other person's first name during any conversation, but especially when you are arguing. Using first names makes everyone act more humanely toward each other.
 - If during the argument you feel overpowered or overwhelmed by the other person, say so and ask for the courtesy of speaking your mind without being interrupted. Avoid name calling, profanity, and other negative language so that attention can be focused on what the issue at hand is and how best to come to a resolution.
 - When you listen to the other person, see if you can understand what the other person wants and why. Understanding their needs, will allow you to understand their actions.
 - Be aware when the conversation is moving off in tangents not related to the initial dispute. Take time to pause and bring the discussion back to a point on the path to resolution.

Mediation Process: At a certain point, discussions between roommates trying to settle disagreements on their own may become unproductive. Housing & Residence Life staff are trained in trying to move parties involved in a dispute beyond the impasse, and help to reach a final solution. Please seek out our assistance via your Resident Assistant to begin a mediation conversation. Should the RA feel the situation warrants further intervention, an administrator may become involved to help solve the

dispute. Only after the mediation process has been exhausted will anyone be considered for a room change. The residence hall rarely has vacant spaces available and room changes are only made in extreme circumstances. The Office of Housing & Residence Life encourages you to discuss all problems – no matter how small – amongst all suite or apartment residents to assure a pleasant environment for everyone involved. Living with a roommate can be a highly rewarding experience if you are equipped with the tools to extract the best from this close relationship. Our staff is available to assist roommates in working through disputes on their own or in a structured environment where a staff member is actively involved. If you feel the conflict is more than you can handle alone, let a staff member know so that we can assist.

Note: Students that cause unreasonable disruptions within their suite, apartment, floor, or building, and refuse to participate in the process intended to further roommate, apartment-mate, suite-mate, or community cooperation and respectful co-habitation will face disciplinary action.

Personal Property Protection: The University is not responsible for loss or damage to a resident's personal property, regardless of the circumstances that cause the loss or damage. Residents are advised to carry personal property or renters' insurance; information on this type of insurance can be obtained via the Housing & Residence Life website or through many private insurance carriers. Many students' belongings are already covered by their parents' or legal guardians' homeowner's insurance policies. Each student and/or family should contact their insurance company for more information, to determine if this coverage applies to on-campus living situations, or to inquire if any additional coverage needs to be purchased. Housing & Residence Life advises students to take valuables with them when leaving housing during break periods or for extended absences.

Student Illness & Injury: Any person that has an emergent medical or psychological condition should immediately contact the Rutgers Police Department at 856-225-6009, or call 911, for assistance. You can also dial "8" from any campus telephone to reach RUPD. Residents who become ill or injured while living on-campus should seek assistance from a Housing & Residence Life staff member who can assist in contacting the Rutgers Police Department for assistance in receiving medical care from Student Health Services or emergency medical responders. Staff members can also help the student as they attempt to notify relatives or University personnel with the consent of the affected resident. After residents have obtained emergency assistance, be sure to inform Housing & Residence Life staff of the situation. Roommates can also play a role in helping the people they live with connect to the medical attention they may need. Many students each semester face medical or psychological events that may not be obvious to anyone except someone that sees them daily and knows their regular patterns. If you are living with someone who appears to need assistance, please inform a Housing & Residence Life staff member of the situation. As part of our normal operating procedure, students that are transported from the building for medical attention will be contacted by a staff member upon their return to the residence hall to see if any additional campus resources should be offered or made available to them. At times, a referral to the Wellness Center may be suggested or required depending upon the nature of the medical treatment received.

REMINDER: All Rutgers students are required to have medical insurance coverage by law. This coverage may be through a plan provided by a parent or guardian or may be through a plan provided to Rutgers students. Remember that you have this coverage and use it when needed. Please visit the Wellness

Center Services website or office for additional details and information about insurance coverage options.

Missing Students: As members of a larger community, we all carry a responsibility to look out for those around us. Roommates do not always possess a deep bond with each other, but we encourage residents to interact with their roommates on a regular basis to foster respect for each other and to learn each other's normal habits. If you should learn that a roommate may be missing, has not been seen in their room for a few days in a row and contact with the individual cannot be established, or has not been seen on campus or attending classes as they normally would, report this information to a Housing & Residence Life staff member immediately. The University has a missing student procedure it must follow once this information is received but needs the assistance of students in the residential community to take action.

Taking Care with Sharps: Students who use injected medication, such as insulin, are required to dispose of hypodermic syringes in approved sharps containers. This ensures the safety of all of our students and staff responsible for waste disposal. Students who require such containers can obtain them at no cost from Student Health Services. Hypodermic syringes should be placed in the sharps container; full containers should be returned to the health center for proper disposal. Questions can be directed to Wellness Center, 2nd Floor, Camden Campus Center, (856) 225- 6005.

Special Circumstances: As members of the student services field, Housing & Residence Life works daily to meet the needs of our students. However, we can only work with what we know. We encourage residents to inform a Housing & Residence Life staff member of any special medical, mental, or physical conditions that you may have so that we can continue to provide high levels of service to our community. The Wellness Center offers many services to students that can help to start or continue personal medical care during your college years. As always, the confidentiality and privacy of students will be maintained.

Cyber Bullying

Cyber bullying refers to any harassment that occurs via the internet, social media sites such as Facebook/Twitter/Tumblr/Snapchat/etc., instant messages, cell phones or other devices.

Communication technology is used to intentionally harm or threaten others through hostile behavior such as sending text messages and posting unwanted comments on the internet. Housing and Residence Life will take all Cyber Bullying violations extremely seriously, and will not tolerate any behavior that threatens, hurts, or intends to threaten or hurt. In an incident that the Cyber Bullying Policy has been violated, Rutgers University Police Department can be called in, as well as the student(s) involved will face conduct charges for harassment and disruption to community.

Displaying Empty Alcohol Bottles Policy

To avoid disagreements regarding violations of the alcohol policy, the display or public placement of empty alcoholic beverage containers not limited to bottles, cans, and cases are prohibited in public areas and student rooms, which includes containers used as decoration. This applies to all residents regardless of age.

Disruptive Behavior

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others. Students whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community. If the disruption constitutes a violation of law, the Rutgers University Police Department will be notified.

Domestic Violence

Domestic Violence General Definition: Domestic Violence is a pattern of physical, emotional, verbal, and sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Domestic Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person in the context of a dating, family, roommate or caretaker relationship. In a situation where one of these relationships have been claimed to have been affected by Domestic Violence, the Rutgers University Police Department will be called, and students can be potentially arrested for the violation of the rule. Please consult the New Jersey Domestic Violence Laws at http://www.njlaws.com/domestic_violence_in_new_jersey.html

Drinking Games

Drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited, regardless of age.

Environmentally Conscious

Rising tuition and housing costs are problems faced by most universities, and Rutgers University is no exception. One of the main factors contributing to these increases, especially when speaking of residence hall occupants, is spiraling utility rates. To minimize the effects of rising costs and reduce our carbon footprint, we ask that residents do a few things to use less energy:

- Turn off lights, appliances and electronics when not in active use: Radios, television sets, heaters, air conditioners, computers, computer monitors, video game systems, etc.
- Shut down your computer when not in use, or use the Power Management functions, such as 'sleep mode' on your computer, to maximize energy savings.
- Plug all electronic equipment, such as computers, cell phone chargers, iPod docks, video game consoles and other electronics, into a power bar that you can switch off — this is easier than unplugging electronics individually and helps reduce phantom power.
- When purchasing additional appliances for your suite or apartment, select Energy Star certified appliances to reduce energy consumption. Energy Star Website: <http://www.energystar.gov/>
- Close doors while heat or air conditioning systems are running in your apartment. Turn off heat and air conditioning when you are not in your apartment.
- Use the blinds provided in your suite or apartment to control the amount of sunlight entering your living space. Limiting sunlight may result in a cooler room that may not need air conditioning.

- Do not place bedding, furniture, or other items against radiators or air conditioners. The items prevent air from circulating freely and lessen the efficiency of the heating or cooling units.
- Use the dishwasher provided in your apartment kitchen to clean dishes in batches rather than hand-washing dishes individually to reduce water consumption.
- Pay attention to the temperature you set the air conditioning/heating unit to in your bedroom and living room. We recommend using 74 degrees during the summer months when it is warm outside, and 72 degrees during the winter months when it is cold outside.
- Report maintenance issues as soon as you notice them.

Eviction

Students that are evicted from housing for disciplinary reasons or who have been suspended or expelled from the University, will not receive a refund of any housing fees. Further, the student evicted at any time from housing for judicial reasons will be responsible for the full cost of their housing for the remainder of the contract period. Students are responsible for providing all requests for refunds or charge adjustments in writing and processed before June 1st of the fiscal year in which the charge occurred. After June 1st, requests for refund or adjustment will be denied.

If you are accused of a violation of the Student Code of Conduct and the sanction includes Eviction, your case will be reviewed by the Campus Dean of Students overseeing OHRL. The Campus Dean may impose interim restrictions while your case is being adjudicated. Such restrictions may include a residence hall suspension, termination of housing contract, or mandated room reassignment. These restrictions shall be enacted when the Campus Dean of Students determines there is a reasonable basis to conclude that the student presents a substantial and immediate threat to themselves, to others, or to University property if the student is allowed access to the resource being restricted. You will have TWO WORKING DAYS to appeal this decision in order to stay in the facility while your disciplinary case is adjudicated.

Fire Safety

Due to the extreme dangers presented by fire hazards in student rooms, the University will continually monitor all living areas through Residence Life Staff visits and formal, unannounced inspections by representatives of the University Fire Department, Residence Life and University Facilities. Fire extinguishers, smoke and heat detectors, fire alarm bells, and pull stations are critical to life safety and should never be damaged, vandalized, or misused. State and Federal laws require stiff penalties for the abuse of these items. Do not place combustible articles on radiators or radiator covers. Do not attach anything to the ceiling light fixture or ceiling mounted sprinklers and/or smoke detectors. Do not overload electrical outlets. Multiple plug adapters are permitted ONLY when not more than two (2) appliance cords are attached. Only one (1) plug adapter is permitted per wall receptacle. For a full list of prohibited items, visit: <http://ruess.rutgers.edu/fireguide.php>.

Guests

A guest is The University's policies on guests and visitation are anchored in our belief and practice of *community over individual*; a sentiment that positions community needs as priority over any individual need. The policy also supports a commitment to residence hall security, the privacy rights

of roommates and building residents, the health of the community, and the preservation of an atmosphere conducive to academic achievement. Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. Further, the right of a student to live in reasonable privacy (in the judgment of a housing staff member) takes precedence over the right of their roommate to entertain guests.

A guest is defined as any person who is not an assigned resident of a particular room. Parents, family members, friends, Rutgers students, and residents of other buildings are all considered guests and must follow this policy. Residents of the same building are also considered guests of rooms that they are not assigned to and should follow this policy. Although they are not required to sign into their assigned residence hall, residents are still expected to follow the other guidelines of the Guest Visitation Policy when visiting other apartments or suites.

Who is not eligible to enter as a guest?

- Minors 16 and under are not permitted entry under any circumstances.
- Any individual who has been banned from OHRL, the campus or the university.

Limits

A Resident student may have up to two (2) guests signed in at a time in the residence halls.

Process

All guests are required to sign in and out at the provided Kiosks and must provide either a physical state ID, a federal ID, or a Rutgers ID.

The sign in process all guests must follow is:

1. Guests, escorted by the resident who will serve as the designated host, will sign in at the kiosk where they will complete an attestation form and they agree to follow the guest visitation policy.
2. Guests will then proceed to the lobby desk where the sign in process will be completed.
3. The staff at the desk will take the guest's physical ID, then sign in the guest under the resident. The guest will receive a printed Guest Badge from the lobby desk.
4. To checkout, the guest will return to the lobby desk and hand in their Guest Badge and the staff will then hand back the physical ID, and officially check out the guest in the RU Lobby system.
5. The guest must then vacate the building.
 - a. Each guest must have a single, designated resident-host. Assisting another host's guest in entering the building may result in loss of guest privileges for both that resident and the resident-host.

Hall Sports

For the safety of other students and the integrity of our facilities, residents may not engage in any sporting activities within the residence hall rooms, lobbies, lounges, hallways or other public areas. Sporting related activities include but are not limited to the following: rollerblading, Frisbee, hockey, golf, bowling, as well as the use of skateboards, scooters, bicycles, or water guns of any kind. Students

found in violation of this policy will be responsible for any damage caused by their conduct. In accordance with the Residence Life Accidental Damage Policy, students will be held accountable for any damages to the facility as a result of any in-hall sporting activities.

Housekeeping, Trash Removal, and Recycling

Residence Hall buildings are essentially small communities, and all its members are responsible for helping to maintain the overall cleanliness of the community. Rutgers-Camden may only be your home for a short period of time, but it is a home that you must share with others who expect a certain standard of living. We must all work together to provide the best atmosphere possible to allow us to accomplish our goals while we are here; we all must "Own Our Community." To assist in this ownership, professional staff members clean corridors, stairwells, lounges, and other public areas daily. However, residents are responsible for putting bagged trash and recycling in marked containers and cleaning after parties or other gatherings. Do you have the supplies needed for maintaining your suite or apartment?

Below is a list of recommended must-have supplies for your apartment/suite; these are not provided by Housing & Residence Life:

- Paper towels
- Toilet paper
- Rubber gloves
- All- purpose cleaner
- Trash bags
- Trash cans: kitchen, bathroom, bedroom
- Bathtub/tile cleanser
- Mr. Clean Magic Eraser pads
- Baking soda (great for removing odors from refrigerators and is an eco-friendly cleaning product)
- Swiffer mop and supplies
- Toilet bowl brush
- Dishwashing detergent (for residents of 330 Cooper)
- Dish soap
- Broom and dust pan
- High- efficiency laundry detergent
- Lysol wipes and disinfectant spray

Independent Living

Living in a residential community requires students to take independent responsibility for their own self- care and the impact of their behavior on others. Student self-care includes, but is not limited to the following: getting enough rest, eating well, maintaining personal hygiene, managing illnesses, and seeking the appropriate care wherever necessary. Students are encouraged to use the many resources on campus prepared to assist them in this goal of independent living. Students who are unable to care for themselves or whose behavior disrupts the community may be asked to adhere to

an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community.

Laundry

Laundry use for resident students at Rutgers-Camden is included in the cost of housing. The first floor of each residence hall has a laundry room where residents can wash and dry their clothes. Residents are asked to be considerate of machine usage, remove laundry at the end of each cycle, and help to keep the laundry rooms clean. The laundry facilities within the residence halls are for the usage of on-campus residential students only. Residents are not permitted to launder clothing on the behalf of a non-resident student or guest. Residents must utilize Speed Queen to reserve their laundry machines. Residents may not remove items that they do not own from machines as this will be considered a violation of the laundry policy. Violation of this policy will result in disciplinary action for theft of University services.

Setting up your laundry account : Our laundry vendor has switched to using a smartphone app to manage laundry machine use. To access your provided laundry funds, search for the app Speed Queen.

- Log In (do not Sign Up) using your Rutgers email address. The password is RUIDWASH (example: 123456789WASH) which can be reset at any point. Each resident will be provided \$125 of laundry credit per semester. If a student is concerned about running out of laundry credit, they can report to the OHRL office to request additional funds be added.
- All of the washing machines are high-efficiency and use less detergent and water. The manufacturer strongly recommends using detergent designed for use in high- efficiency (HE) machines. Instructions on how each machine works are posted in the laundry room. Failure to follow the instructions posted could result in damage to the machines, extended drying times, sudsy clothing, etc.

Guidelines for Usage of the Laundry Rooms: Keep in mind that all residents need to use the laundry rooms. Be sure to do laundry at times when you will be readily available to move your washed clothes from the washing machine to the dryer once the cycle is complete, and then able to remove your dried clothing from the dryer to allow others to complete their laundry. Laundry machines lock to prevent others from removing your clothing. Failure to remove clothing items after the conclusion of a washing or drying cycle may result in your clothing being removed by another resident in order to use the machine, despite this being prohibited. Do not remove or touch other residents clothing. Any clothing left for 24+ hours in a machine will be discarded by OHRL custodial staff.

- No one likes to do laundry in a dirty environment. Do your part to keep the laundry room clean by placing trash, lint, used dryer sheets, etc. in the trash cans provided.
- Always empty the lint trap in the dryer after completing a load of laundry. Check the lint trap prior to starting your drying cycle and remove any excess lint.
- If you spill detergent in the laundry room, be sure to clean it up to avoid slip and fall accidents and alert Housing & Residence Life when large spills occur so they can be addressed promptly.
- Check the pockets of your clothing to ensure lipstick, pens, highlighters, money, small electronic devices, etc. are not entering the machines.

Lockout

Since the Rutgers Camden residence halls are a home away from home for adults, we believe in fostering an environment of responsibility. As such, residents are expected to carry their keys and ID with them any time they leave their room, exiting the building or not. So that this privilege is not abused, the following policy is in effect.

- The resident should first contact their roommates and have them bring the ID to the resident, if the ID is in the apartment.
- Come to the Welcome Desk to complete an official lockout. The RSC/RA will escort the resident to their room with the master key and unlock the door for the resident.
- No ID or ID failure would need to be resolved during the hours Impact Booth is open. If not, then the resident is issued a temporary front door key. The resident must obtain a new RUID card and return the front door key by 4:00pm the following business day.

The following are the service fees associated with multiple uses of the lock-out service when provided by the OHRL or any of its staff:

- 1st time=courtesy
- 2nd, 3rd, 4th, 5th, etc. time=\$20.00

Note: Lock-out service requests between 12am and 8:30am are all done for a charge of \$25.00, after the first courtesy service.

Mail & Package Delivery

Housing & Residence Life and the Campus Mailroom have created an effective solution for residents to receive mail and packages while living on-campus. Each resident can request a mailbox number where they can receive standard mail; the format for this address is below. The address for large packages or for items delivered via expedited courier services (i.e. FedEx, UPS, DHL) may be different depending upon which building you are assigned to. Standard delivery mail is deposited Monday-Friday by mailroom staff to the resident's mailbox located in the hallway near the Towers Lounge or Camden Apartments elevators. You will need to use the combination provided to you by the mailroom staff to open your mailbox. Large items and expedited delivery items are accepted by Housing & Residence Life staff and secured behind the security desk in the residence hall lobby. Please visit the Housing & Residence Life welcome desk located in the main lobby to receive your packages.

If you have any questions about Campus Mail Service, please contact the mailroom at (856) 225- 6447. Please note, the Office of Housing and Residence Life is not responsible for any packages that are received through the Campus Mail Services.

Move In Bins

Move-in bins are available for use by request at the Welcome Desk in each lobby. Students wishing to check out a cart must check out the cart and return in within 2 hours.

Move In

Move-in windows (consisting of a date and time frame) have been set for each incoming group of residents based upon academic calendars, any possible orientation programs that Housing & Residence Life has been notified about, and the operational demands on our housing buildings and ability to have them prepared for arrival. You can conveniently find this listing of information via the website. Move-in dates and times are firm. We need you to plan ahead and make necessary arrangements so that you arrive on your scheduled day, during your assigned time window. If you fail to arrive as required, an Improper Move-In Fee may be assessed, as noted below. If you have an extenuating circumstance that will affect your move-in date and/or time as assigned above, or if you have an academic or student leadership commitment or responsibility and would like to request an alternate move-in date and/or time, you may do so by contacting OHRL in writing. Note that this is only a request. Housing & Residence Life will respond via e-mail only. Please do not call the office to request a move-in date or time change. The improper move-in fee is \$500.00.

Move Out

Students departing the residence hall at the end of the academic year, at the end of their designated housing contract period, or during the academic year for any reason must check out at the Office of Housing & Residence Life welcome desk in the lobby between 6:00am- 10:00pm. The student bears all responsibility for making arrangements office before departing campus. Checking out includes the return of any keys issued, the removal of all personal belongings from the assigned housing space, and removal of the housing sticker from the resident's Rutgers ID card as part of the check-out process. Failure to return the room key(s) provided will result in a lock change for the affected area(s). The full cost of the lock change (labor and parts) will be placed on the student's account. All students must vacate their assigned housing space within twenty-four hours after their last final examination of the spring semester, with all rooms vacated no later than 5pm on the day following the last examination as listed in the University calendar. Students are required to follow any additional instructions for check-out issued by the Office of Housing & Residence Life. Graduating students may remain in housing until 24 hours after commencement ceremonies but should pay attention to postings in the building regarding permission to remain after the end of final exams. Housing & Residence Life reserves the right to assign graduating students authorized to remain in housing between the end of final exams and commencement to other space in the residential facilities after the last day of finals at its sole discretion. The improper move-out fee is \$500.00.

Noise

Every student living within a residence hall at Rutgers University has the right to privacy in their own room. Just as a student has the right to reasonable protection against unwarranted physical intrusion, he or she also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of their choice, etc. within the privacy of their own room, reasonably free from disruption resulting from the activities of others. No time of day or day of the week may curtail these rights.

- Noise, particularly sustained, must not be readily audible within the private living quarters of other students.

- Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls outside of designated practice rooms.
- The general noise level within the hall must be such that it does not interfere with the above-mentioned rights.
- Sustained, loud noise originating outdoors but audible within residence halls or other University buildings will not be allowed.
- Noise emanating from within one hall must not be audible within any other hall or University building.
- Shouting or otherwise making noise from windows or doors of a residence facility that is of sufficient volume to be heard outside or within any other building/adjoining room.
- No amplified sound is permitted at outside events without the prior permission of the Director of Residence Life or designee.
- All residence halls have quiet hours, except for floors specifically designated as 24-hour quiet floors. Designated quiet hours are as follows:
 - Sunday through Thursday: nightly from 10:00p.m. to 9:00a.m. Friday and Saturday: nightly from 12:00a.m. to 9:00a.m.
 - 24-hour Quiet Hours are in effect during reading days and exam periods.
- Failure to abide by this policy or involvement in other major violations during the exam period may result in immediate housing removal pending a conduct hearing.

Pest Services

Housing and Residence Life has contracted with Western Pest Services to provide regular pest extermination services for residence hall buildings. Doing your part to keep your living space clean assists us in keeping pest problems out of your living area and permits the hired company to provide the best possible application of pest elimination materials. All requests to have your area serviced by pest control should be submitted via an online maintenance request.

Posting Policy

Only authorized and approved postings provided to Housing and Residence Life, by recognized student organizations and University departments, will be posted in the residence halls. All postings that are not approved will be removed and reported to the appropriate personnel. OHRL will only display postings that have been provided 7+ days from the event.

Prohibited Conduct

The following are just some acts that, even if communicative in nature, are prohibited

- Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse
- Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university.

- Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm.
- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so.
- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person.
- Such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
- Defamation, which is defined here to mean, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct as a "heinous act."

While any of the categories of acts listed above is a separable offense that, if proven, could lead to dismissal from housing and possibly a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct. Minor instances of such prohibited behavior should be resolved at the college level and not be treated as separation offenses requiring a university-level hearing. The initial judgments of whether a particular act is of a separable or non-separable level are made by the appropriate university official and are subject to review by a designated conduct officer.

Prohibited Items

The following items are not permitted in any Rutgers Camden Housing facility for safety reasons. Additional items may be added at the discretion of Rutgers University and/or Housing and Residence Life. Visit <http://rues.rutgers.edu/fireguide.php> for a more comprehensive listing of prohibited items.

Some prohibited items include, but are not limited to:

- Automobile batteries and acids.
- Candles, incense, Hookah / Shisha pipes, oil lamps, wax melting devices, and open flame devices. (Including unused and packaged items.)
- Hot pots, immersion coils, hot plates, hotdog or hamburger cookers, burners, portable stoves, or any kitchen appliance in a space other than a full kitchen.
- Dangerous chemicals. (Including all flammable and combustible liquids and all gas- powered items.) Fireworks, sparklers, smoke bombs and explosives.
- Homemade or modified electrical wiring, extension cords over 6 feet in length, or extension cords running under rugs or closet doors.
- More than 3 electrical receptacles connected to 1 outlet.
- More than one micro fridge provided by the University per bedroom
- Non-university issued furniture, locks to doors, or refrigerators.
- Lofts, or any other structures, even if constructed with University issued property.

- Traffic signs, waterbeds, power tools.
- Exercise equipment: weights of any type, pull-up bars, bricks and any type of cinder blocks.
- Substances with offensive odors.
- Firearms, paintball guns, offensive or defensive weapons (even decorative items), water guns and ammunition.
- Empty alcohol containers in the Residence Halls constitute a health and safety issue.
- Real evergreen trees.
- Window air conditioner units and non-university issued space heaters.
- Halogen Lamps and 5 light multicolored incandescent floor lamps.
- Posters or other flammable materials covering more than 1/3 of available wall space.
- Wall hangings: including burlap, fishing nets, flags, wicker, or tapestries.
- Light dimmers, ceiling fans, or any other device that interferes with any building fixture.

Prohibited items that are found will be confiscated and/or disposed of. Any prohibited substances or paraphernalia will be handed over to the Rutgers University Police Department to dispose of; residents will not be permitted to retrieve these items. Housing and Residence Life will store confiscated items when, and if possible, for two weeks so long as the possession of the items does not pose an immediate threat to the Rutgers University community. Students may retrieve confiscated items only if they are taking them home or after serving the designated sanction for the possession of the prohibited materials. Housing and Residence Life staff will discard any items not retrieved within two weeks of notification. Returned prohibited items may not be brought into any housing facility again. Should prohibited items be found a second time, they will again be confiscated and disposed of immediately. Additional sanctions will be imposed. In the event that the prohibited items are live animals, the resident must immediately remove the animals from the premises, and a sanction will be imposed. Should the same or any other live animals be found within the facilities on a second occasion, the minimum sanction will be in jeopardy of eviction.

These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections. It is the responsibility of each resident to ensure that their space and the common area is free of prohibited items. Prohibited items identified in a common area may require an investigation involving all residents of the unit, including those without personal ownership of the prohibited item.

Refunds

Refunds of housing charges paid to the University are processed when a properly requested cancellation is received by Housing & Residence Life in writing with intent to leave housing before the expected end date of his or her contract, or a student is forced to vacate on-campus housing for a variety of reasons (withdrawal, non-registered status, etc.). Several components make up the total charges a student pays for housing, and not all of these may be refundable. Additionally, any refund due to the student may be subject to a cancellation fee for release from the contract as outlined in the section "Cancelling Your Housing Contract." The University reserves the right to place additional housing charges upon a student who has left housing because of withdrawal or de-registration if he or she becomes an active student or re-registers for classes during the same

academic year. After November 9th (in the fall semester) or after March 19th (in the spring semester) no refunds of any housing fees paid will be processed. If charges have not yet been paid, a hold will be placed on the student's records until payment is made in accordance with the University Hold Policy.

Repairs and Maintenance Requests

Housing & Residence Life coordinates the effort to keep residence hall buildings clean and well-maintained. An expressed part of our mission is to ensure that all residence hall buildings, including their common spaces and student living areas, are in the best condition possible so that students can focus their attention on the academic pursuits that brought them to Rutgers. Our staff monitors the condition of the common areas daily, but we require the assistance of students to report the condition of living spaces once they become occupied. Informing Housing & Residence Life of a maintenance issue or repair needed in your apartment is easy to do and can be done 24-hours per day. To make requests for repairs in your apartment or suite please utilize the online maintenance request system on our website at <http://housing.camden.rutgers.edu>. Once we receive and review your request, a member of the Housing & Residence Life staff may contact you or visit your apartment to gather additional information to properly address the problem you have reported. We will then coordinate the repair process and report the progress back to you via the online request system.

Resident Access

Access to residence hall buildings is monitored 24 hours a day, 7 days a week, by a shared system between OHRL staff and Rutgers Security Officers to ensure the safety of the on-campus community. The following guidelines regarding access are in place:

- Residents must swipe at the main entrance to the building
- Residents will follow the queue towards the lobby desk
- Residents will present a Rutgers University ID card affixed with a housing validation sticker for the current semester and physically hold up the id for examination by the staff at the lobby desk.
- Residents are required to report loss or theft of their University ID card immediately to the Office of Housing & Residence Life.
- Residents are not permitted to have more than one Rutgers ID card at a time. If you were provided a replacement card, but then recover your original ID card, turn the original card into the Impact Booth located in the Camden Campus Center for demagnetization and destruction. All Rutgers ID cards remain the property of the University and must be surrendered upon demand. Failure to abide by a request to surrender multiple ID cards will result in a referral to the Office of Community Standards.

Key/Swipe Cards: Residents of 330 Cooper will use their Rutgers ID cards to access the main entrance, the main elevator lobby and the front door to their apartment and will have a bedroom key for their bedroom door lock. Any keys issued to a student are to be returned to Housing & Residence Life upon move-out, or earlier if so requested. Swipe access for residents of 330 Cooper will automatically terminate on the last day of the contract term.

- No student may possess more than one key for the room currently assigned. If provided a temporary key, but the original key is recovered, the temporary key must be returned to Housing & Residence Life.
- Loss of a key will result in a lock change, and the student will have a charge placed on their account for materials and labor for changing the lock.
- Stolen keys must be reported to the Rutgers University Police Department. Students must submit a copy of the police report to the Office of Housing & Residence Life to be considered for a waiver of the fee associated with a lock change.
- All keys and ID cards remain the property of the University and may not be duplicated.
- Any individual possessing duplicated keys may be referred to the University Police for possible violation of state statute 2C: 5-7 (possession of keys designed for use on state property).
- The swipe readers, locks, and doorknobs provided in residence hall buildings may not be removed or altered. Residents are prohibited from installing additional locks or replacing University-provided locks with a personal door lock. Students failing to adhere to these guidelines may be held financially responsible for material and labor costs to return doors and locks to normal working condition.
- All of the main entrance doors in 330 Cooper lock automatically upon closure. Housing & Residence Life requires that residents not prop open their main entrance door as this negates the security benefit a locked entrance door provides and is a fire code violation.
- No student may possess a key to any residence facility other than the one to which they are currently assigned.

Resident Parking

On-campus parking, including the issuance of permits and citations, for the Camden campus falls under the authority of the Parking Department, located within the Rutgers University Police Department.

Learn more online at <http://parking.camden.rutgers.edu>

General resident parking guidelines:

- Parking spaces are available on a first-come, first-served basis. Residents are not assigned specific parking spaces but are provided parking in specific areas.
- Spaces marked “Reserved” in Lots C10, C12 and C13, require special permits. These spaces are not for student use and are subject to ticketing, booting and towing.
- Motorcycles, mopeds, and other items propelled by a combustion engine are not permitted inside any residence hall building. Please consult with the Parking Department to learn about parking arrangements for these vehicles.
- Visitor/Guest parking is also available on campus. Please contact the Parking Department for more information at 856-225-6137 or <http://rudots.rutgers.edu>.

Room Assignments and Change

Housing & Residence Life facilitates the assignment of students to on-campus housing spaces.

Ultimately, Housing & Residence Life is the final authority over where students are placed in the residence halls.

Housing & Residence Life reserves the right to reassign students to alternate spaces.

Students should not coerce, intimidate, or force another assigned student out of a room. No student may change bedroom, suite, or apartment assignments without first obtaining approval from the Assistant Director. A room change freeze is enacted at the start of each semester for 2 weeks in order to allow the department to identify vacant spaces. An unauthorized move will result in fines up to \$200. We encourage students to bring any concerns about their living situation to a Housing & Residence Life staff member. We are all here to assist you. If you desire to move from one bedroom to another or from one apartment/suite to another, you will need to contact Housing & Residence Life in writing to begin the process. A meeting with an administrator will be scheduled to learn the cause of the requested room change and to provide options based upon the circumstances disclosed by the student. All changes must be completed in this manner to avoid fines. Students will be required to return to their assigned space if involved in an unauthorized room change.

Room Condition

A mandatory part of the check-out process requires that students leave the room to which they have been assigned in move-in condition. Move-in condition assumes that all trash and personal items have been removed, no damage has been done to the furnishings provided or walls during the student's length of stay, and that all items and furniture that were present in the room at move-in are in place upon check-out. Personal items remaining in the room after a student has checked-out will be discarded, and a disposal fee will be assessed. Students assigned to a particular bedroom, suite or apartment are all responsible for the condition of the area(s) they live-in. Roommates should discuss with each other prior to check-out who among them is to ensure that the common area(s) are left in proper condition prior to all residents departing and who is responsible for any damage there may be in the area. Housing & Residence Life will inspect suites and/or apartments following a student departure to record the condition. Students departing suites or apartments that are determined not to be in move-in condition will be assessed fines to cover the costs of returning the suite or apartment to move-in condition. In all cases Housing & Residence Life will attempt to determine if an individual student or students are responsible for the condition of or damage to a room, and bill only those individuals. However, if individual responsibility is unable to be determined, or if no student acknowledges responsibility for the condition of the suite or apartment, all residents of the affected bedroom, apartment, or suite will share any move-out fees assessed equally. Although you may not have specifically chosen your roommates, students living together are all responsible for the condition of the room.

Each student should complete a Room Condition Report on Roomcompact to document any conditions they feel are not suitable or "move in" ready. OHRL will use the form during move out inspections to determine damage billing charges. Room Condition Reports must be submitted within 24 hours of a student's move in in order to be valid.

Room Consolidation

University Housing has the exclusive right to consolidate resident rooms in order to maintain occupancy and accommodate additional students in University housing. In units where vacancies exist, a resident may be asked to relocate to a similar room within University housing, if possible. This can occur during the semester, in between semesters, or over break periods. Consolidation may occur

within the same residence hall or between residence halls. Please note, a student must adhere to all room consolidation requests from OHRL.

Room Selection

Room selection occurs at the end of April. This is a privilege awarded to students in good standing to be able to select the space they want for the upcoming academic year through the oncampus portal. To be eligible to participate, residents must be in good financial standing, good judicial standing, and hold above a 2.0 GPA. Students not eligible to participate will be assigned a space by OHRL based on the preferences the student listed in their application and the availability of space.

Smoking Policy

Smoking is prohibited in all areas of all residence halls and apartments. The use of e-cigarettes is also prohibited. In accordance with Rutgers University Policy 10.2.14-Alcohol and Other Drugs Policy for Students: "Smoking of tobacco products and the use of electronic smoking devices is prohibited in any portion of a building that is owned and operated by Rutgers, The State University of New Jersey (N.J.S.A. 26:3D-17). This includes classrooms, lecture halls, auditoriums, residence halls, gymnasiums, playing fields, and other recreational areas. Smoking is also prohibited in all university-owned or leased vehicles. In addition, smoking and the placement of ash urn receptacles is prohibited in areas deemed to be main entrances to buildings owned and operated by the university. (Section 60.1.10, Smoking Policy)." Any resident that is found to be smoking inside the apartment will be documented for a policy violation. Smoking devices such as hookahs and smoking pipes are not permitted in the residence halls.

Solicitation

No door-to-door soliciting, or canvassing is allowed in residence halls or apartments at any time. This includes, but is not limited to, sliding flyers under the doors within the residence halls.

University Access to Student Apartments

The Office of Housing & Residence Life is always mindful of the expectation of privacy each student has for their personal living space. Whenever possible, our staff tries not to enter suites and apartments without providing advance notice to the residents that would be affected. Situations may arise that necessitate staff entering without written notice being given to the student. Housing & Residence Life staff will always knock multiple times before entering an occupied space. If a resident is not present, designated University officials are still permitted to enter. Whenever possible, and for large-scale projects or inspections, the Office of Housing & Residence Life will provide advanced notice to residents where the service, or inspection, is being provided.

Entry Policy: Designated University officials (Including but not limited to: Resident Assistants, Graduate Program Coordinators, Building Managers, Maintenance Mechanics, etc.) have the right to enter any part of the University or University-related premises at any time. This right includes, but is not limited to, providing custodial services, maintenance and repair services, as well as inspections for fire and safety violations, damages, to assess and fill vacancies or to inspect cleanliness in suites and apartments. In the event of an emergency, reported or reasonable suspicion of a policy

violation, or at the request of a resident of the room, University officials may enter the apartment or suite, and will do so without advance notice. In addition, the University may require that certain maintenance services, repairs, extermination, etc. take place in a student's room, suite, or apartment regardless of whether the student has requested or desires the service, or gives permission to enter the space. OHRL staff will leave a notice on the door each time they enter to inform the residents of the purpose of the entrance if a current occupant of the space was not present at the time of entrance.

University Code of Student Conduct

All Rutgers University students must adhere to the University Code of Student Conduct. All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (<http://policies.rutgers.edu>) for the official, most recent version. Please note that violations of the University Code of Student Conduct will supersede violations of Residence Life policy.

Other Important Policies from the Code of Student Conduct

- Acts of Dishonesty
- Safety Violations Physical Misconduct
- Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, and Related Misconduct
- Bullying, Intimidation, and Harassment
- Defamation Hazing
- Theft or Damage to Property
- Disruption and Disorderly Conduct

Students who believe themselves to be victims of a Code of Conduct violation, including violations of policies relating to verbal assault, harassment, or defamation should report such incidents to Office of Community Standards community.standards@camden.rutgers.edu

Vandalism

Vandalism is defined as any intentional behavior which causes damage, policy, or is reckless or negligent, in that a reasonable person would know that engaging in that behavior could cause damage. Students are expected to refrain from behavior which can damage their residence or the belongings of others, including Rutgers University property. In addition, students should choose their guests carefully, as they are responsible for the behavior of their guests in their residence. Students will be billed for the costs of any vandalism which they cause or may be caused by their guests. In addition, students responsible for vandalism are subject to residence hall discipline which can include mandatory service to their community, possible counseling and potential removal from the residence halls.

Verbal Assault, Harassment, Intimidation, Bullying, and Defamation

Intolerance, bigotry, and bullying are antithetical to the values of the university, and unacceptable within the Rutgers community. One of the ways the university seeks to affect this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital

status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, harassment, intimidation, bullying, and defamation is intended to inform students that the verbal assault, harassment, intimidation, bullying and defamation of others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against sexual harassment.)

Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of the university. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that they can to ensure that the university is fair, humane, and responsible to all students. A community establishes standards in order to be able to fulfill its mission. The policy against verbal assault, harassment, intimidation, bullying, and defamation seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the university community and are fully encouraged but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault which has the effect of inciting violence or causing undue alarm, even if communicative in nature, are not protected speech and are to be condemned.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to the dean of student life or the dean of students of their college, school or campus. In addition, it is strongly advisable that residents report to a member of the Housing and Residence Life staff (i.e. Assistant Director, Director of Residence Life) who are suited to effectively respond to such incidents. Individuals who wish to discuss any matter with the police or if they feel they are in need of immediate police attention may contact the Rutgers University Police Department at (973) 353- 5111. Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

Weapons

A "weapon" can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; knives (other than kitchen knives); martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property. All types of guns (including paintball guns, airsoft guns, pellet guns, etc.), bows and arrows, tasers, and all other weapons are prohibited in residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in a manner of a real weapon is also prohibited in residence halls. Any student or guest in possession of an illegal weapon in a residence hall or apartment will face possible arrest. All Residence Life staff members are required to notify the Rutgers University Police Department if they become

aware of the presence of any weapon inside the residence halls at any time. Students share a large part of the responsibility for ensuring that the community they are a part of remains safe. Residents that have questions about weapons or need to disclose information about the use or possession of a weapon on university property, are encouraged and required to consult a Housing and Residence Life staff member or the University Police for assistance. All residents are expected to disclose knowledge of weapons within the residence halls.

Section VI: Personal Safety and Fire Safety

Living in an Urban Environment

A few tips to consider for your personal safety while navigating any city:

- Walk a steady pace and in a confident manner (Criminals look for the most vulnerable victims).
- Be aware of your surroundings – stay in well-lit areas
- Be conscious of people loitering on the streets
- Avoid using alcohol, drugs, or other substances that could lessen your ability to sense your surroundings and make you an easier target for a crime.
- Stay with the crowd. There is safety in numbers. If you feel that you are being followed, look for and enter open restaurants, stores, public buildings, etc.
- Carry your purse close to your body. Purse snatchers like easy targets.
- Do not put all your money in one pocket, and do not carry large sums of cash. When driving, keep the doors locked.
- Don't leave packages or valuables in view.
- Do not wear jewelry that will draw attention to you in an unsafe place.
- Report suspicious activity to law enforcement immediately. When on-campus, keep the following in mind:
 - RUPD offers walking escorts to and from buildings on campus and to vehicles parked in the parking lots. You can call RUPD Dispatch for an escort at (856) 225- 6009.
 - If you find yourself in an unsafe situation while on campus, locate a Blue Light Emergency Phone which will provide direct access to RUPD.
 - Do not prop open building, apartment, or suite doors, and do not provide residence hall access to strangers.
 - Do not leave property unattended or unprotected.
 - Do not tamper with the security features of University buildings.

Fire Prevention and Fire System Information

The Department of Emergency Services works with Housing & Residence Life to ensure students have a safe living environment when it comes to fire prevention and life safety. This section will discuss specific information regarding this topic, but additional information and resources can be found on the Emergency Services website at <http://rues.rutgers.edu>

NOTE: Resident students can view the fire evacuation plan for the building they are assigned to live in online. Please visit: <https://halfife.rutgers.edu/fireplans> to view the plans. You will need your NetID and password to login.

Important Information to Highlight in Advance:

- If you discover a fire, activate the nearest fire alarm pull station and evacuate the building.
- All residents should be aware of the location of fire extinguishers, fire alarm pull stations, and emergency exit routes from your suite or apartment so that you may act promptly in any emergency.
- Every apartment equipped with a kitchen is also equipped with a fire extinguisher.
- Every apartment has a fire evacuation plan on the back of the main entrance door. This plan notes the locations of emergency exits, fire alarm pull-stations, and fire extinguishers on your floor.
- If you hear the fire alarm sounding, evacuate the building immediately. You must evacuate within 4 minutes.
- Individuals who misuse or tamper with, including covering, any of the fire safety equipment, systems, or processes in place to protect students face immediate removal from housing, disciplinary action under the University Code of Student Conduct, as well as possible fines and prosecution.
- If you have information about the location of an actual fire or a potential fire hazard, notify the security officer working at the security desk of your building, or any Housing & Residence Life staff member.
- Smoking is not permitted within any residence hall building or area.
- Residents will be held responsible (both disciplinary and financial) for damages resulting from negligent use of cooking facilities in the residence hall.

University fire safety regulations are enforced by certified Fire Inspectors of Emergency Services. Students found in violation of any of the items listed below will be issued a violation documenting the offense and will be referred to Housing & Residence Life for disciplinary action. Students will be issued a Fire Code Violation Follow-Up Form, which must be completed and returned to Housing & Residence Life verifying that the violation has been corrected. Students that commit subsequent offenses face further disciplinary action up to and including removal from on-campus housing.

Fire Safety Violations are issued to the student responsible for the offense. When it is not apparent to the Fire Inspector who was responsible, the violation will be issued to all occupants of the room. In these circumstances, all students are responsible for ensuring the violation has been corrected and for the appropriate follow-up with Housing & Residence Life. Students who believe their involvement has been inaccurately documented must submit an explanation in writing and return it to Housing & Residence Life staff member within 10 days of the Notice of Fire Safety Violation issuance. While not all students may be responsible for creating the Fire Code Violation, it is your responsibility to know and understand the policies regarding Fire Safety and to ensure that items in the room do not pose a fire hazard. If a student is found to not be responsible for the violation, the roommate will assume the full responsibility for correcting the violation. Residents must discontinue use of cited hazards immediately but are allowed seven (7) working days to remove the prohibited item(s) from the residence hall. In addition, residents are reminded that under the provisions of the New Jersey Uniform Fire Code (N.J.A.C. 5:70- 2.13) they may be held financially liable for the actual costs of extinguishing a fire directly, or indirectly, caused by a violation which

had been cited and remained unabated at the time of the fire and additional dedicated and compensatory penalties in accordance with N.J.A.C. 5:70-2.12A.

Safety Information and Equipment

University housing units are protected by complete fire suppression systems, fire detection and alarm systems consisting of manual pull stations, heat and smoke detectors in all common areas and storage spaces, local-sounding smoke detectors in all sleeping rooms, and audible evacuation alarms. All residence hall fire alarm systems are electronically monitored at University Police Headquarters, providing immediate notification of an alarm condition and resulting in an expeditious response to the potential emergency. Fire extinguishers are provided in all residence hall common areas, kitchenettes, and in the kitchen areas of all apartments. This equipment is critical to life safety and should be used only in emergency situations.

Mandatory Evacuation of Residence Halls during Fire Alarm Activation

Residents are advised that pursuant to University and State fire safety regulations, upon the activation of the building fire alarm system all occupants are required to immediately evacuate the building and to remain outside until directed to return by the fire official in command at the scene. This regulation pertains to residents of residence hall buildings, suites, and University apartments, whether occupied by undergraduate or graduate students. Emergency evacuation drills are conducted twice each semester to familiarize residents with evacuation procedures and equipment. During an evacuation, you are required to follow emergency procedures and staff instructions. Residents who do not evacuate are subject to disciplinary action.

NOTE: All Residents must vacate the residence hall within 4 minutes from the beginning of the alarm!

Smoke Caused by Cooking

Regardless of which residence hall you live in, please exercise caution when cooking. Be present when food is cooking so that you can adjust the heat or remove items from the cooking appliance if they begin to burn. If something does burn causing excessive smoke, ensure there is no real fire. Then, do the following:

1. Turn on the air conditioning/heating unit to filter out the smoky air.
2. Keep the door to the apartment or suite closed. Opening the door will allow smoke to escape into the hallway triggering the fire alarm system for the building, which will require evacuation and fire department response.
3. Notify the security desk/RUPD of the situation

Items and Actions Not Permitted Under University Fire Safety Regulations

The following is a list of actions and items that are not permitted in residence halls in accordance with University Fire Safety Regulations. All are hazards to life safety and will be cited by the Fire Safety Inspectors.

- Arranging bed or furniture in a manner that reduces the required width of the exit
- Hanging items from the sprinkler head or pipe, heat detector, smoke detector or alarm
- Using items with electrical wiring that is "homemade" or otherwise modified unattended cooking or open flames

- Chaining a bicycle to the exit way element
- Tampering with building fire alarm system
- Discharge of Fire Extinguisher
- Failure to evacuate building during an actual fire alarm or evacuation drill, failure to exit within 4 minutes
- Possession of a gasoline powered motorbike within building
- Possession or evidence of prohibited electrical appliances in prohibited areas.
- Possession of an excessive quantity of combustible materials on walls or ceilings. Posters, fish nets or tapestry
- Overloading of electrical receptacles, “cube taps”, unfused power strip or surge protector (more than three appliances per outlet, or multiple plug adapters or power strips with more than two cords attached)
- Accumulations of flammable liquids or materials.
- Smoking or evidence of smoking
- Use of electrical cords over 6 feet in length (all electrical cords must be in plain view and cannot be run under rugs or closet doors, nor secured to building surfaces or furniture.)
- Possession/use of personal space heaters
- Possession/use of hot plates, immersion coils, or hot pots not meeting University specification (listed below)
- Possession/use of candles of any type (The use of candles in university housing rooms for religious purposes is prohibited due to the fire hazard this practice creates. Alternative appliances - electrically powered - exist to permit the resident to observe religious holidays without creating a fire hazard.)
- Possession/use of oil lamps, fireworks, sparklers, incense, smoke bombs
- Use of wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments
- Combustible materials of any type are prohibited when attached to room ceiling
- Posters and decorations with combined coverage of more than one-third of the available wall space are not permitted
- Possession/use of all flammable and combustible liquids (including art supplies such as thinners, solvents, etc.)
- Possession/use of chemicals
- Fused, multi-outlet surge protectors commonly used for protection of personal computers are permitted. However, multi-outlet surge protectors may not be plugged into an existing power strip (piggybacking), nor shall more than one (1) fused multi-outlet power strip be plugged into a building wall outlet.
- Surge protectors or power strips without built-in fuses are not permitted
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building fixture.
- Combustible or plastic lampshades or light fixture covers.
- Torchiere lamps with Halogen bulbs, including lamps with guards. Halogen desk lamps and styles other than torchiere floor lamps are permitted.

- Traffic and road signs observed in university housing rooms will be reported to the Rutgers University Police Department. Misappropriation of traffic and road signs may result in motor vehicle accidents, injuries, and even fatalities. Students in possession of traffic and road signs are subject to prosecution.

Decoration Fire Safety Guidelines (Including Holiday Decorations)

- In corridors, only aluminum foil is permitted on doors or walls to prevent a fire from obstructing a major exit way component.
- Readily ignitable materials such as evergreen branches, boughs, etc. are prohibited in sleeping areas as well as in hallways, corridors, stairwells, or other means of egress. Combustible material such as wrapping paper, fabrics, etc. are prohibited when fastened to doors as well as when attached to walls or ceilings of corridors, stairways or other common areas designed as exit ways.
- Candles in any form are prohibited throughout all resident halls and apartments. Electric light Menorahs are permitted.
- Combustible party decorations, gift wrappings, etc. must be disposed of promptly after use in the dumpsters provided outside of the residential buildings.
- No decorations may be placed over light fixtures, fire detectors, or on fire sprinklers or sprinkler piping. Live Evergreen Trees - Live evergreen trees are not permitted inside student suites or apartments.
- Artificial Holiday Trees - Artificial holiday trees must bear Underwriter's Laboratory (UL) listing labels for fire resistance. Artificial trees meeting this requirement are permitted in all areas, subject to the following safety guidelines.
- The artificial tree must be placed in a suitable stand to prevent it from falling. The tree may not obstruct any corridor, exit doorway, or other means of egress.
- No flammable decorations, combustible tree skirts or decorative gift packages may be placed on or under an artificial holiday tree except in an area protected by automatic sprinklers.
- Only UL listed lighting sets may be used and they shall not be decorated with paper or other combustible materials.
- Only non-combustible trimmings are permitted.
- Prior to departure for winter recess, all holiday decorations must be removed from the residence hall. Decorative lights shall be turned off when occupants are not in the immediate area of the tree.

Holiday Lighting Sets

If you have questions regarding your holiday decorating plans or materials, please see any member of the Housing & Residence Life staff for clarification.

- All holiday lighting sets must bear UL listing tag
- Lighting sets are prohibited in corridors.
- All lighting sets must be physically examined before use to detect frayed wiring and other conditions which might create a shock or fire hazard. Defective sets must be discarded; sets showing evidence of repair are not permitted in the residence hall.

- Lighting sets may be utilized on artificial trees or placed around room windows. Lighting sets are prohibited around room doorways.
- All lighting sets displayed in sleeping rooms must be turned off when the room is unoccupied.
- Lighting sets displayed on artificial trees located in lounges must be turned off when the room is unoccupied during hours of darkness.
- Lighting sets may not be in contact with draperies, paper, or combustible decorations.
- Lighting sets may not be hung from ceilings.
- All electric lighting sets must be removed from the residence hall when departing for winter recess.

Inspection of Residence Hall Suites and Apartments

Housing & Residence Life is committed to providing safe residence hall facilities that allow students to focus on and achieve their academic pursuits while engaging in a variety of experiences outside of the classroom that support learning and personal growth. Knowing that students and their visitors sometimes use campus facilities in ways that are not appropriate and infringe upon the safety of the residential community requires that Housing & Residence Life inspect suites and apartments to be able to address safety issues and help students learn to live in a community setting safely. These Health & Safety Inspections are conducted under specific criteria noted below.

- Inspections commence after 10:00am and end by 7:00pm, and whenever possible, the inspections are done in teams.
- Housing & Residence Life staff are instructed to look for conditions or items in rooms that could present a safety hazard to the individual resident or residential community as referenced throughout this guide that are in plain view. The inspection is visual- staff will not touch personal items, open closet doors or furniture, or look under beds.
- The staff will generally inspect the life safety equipment and appliances provided in a suite or apartment by the University to note that they are in place and operating properly. This would include smoke detectors, fire extinguishers, air filters, room phones, kitchen appliances, etc.
- While completing the Health & Safety Inspection, if the staff member observes a violation to another section of this guide it will also be documented and addressed.
- If reasonable suspicion that a policy violation exists that could threaten the health or safety of the community, the inspection may take place outside of the normal hours and without advance notice.
- Once the inspection is completed, if a violation is found, follow-up correspondence will be sent to the affected resident(s), including detailed information on how to correct the issue and the deadline for the correction to take place. Failure to correct the violation will result in a Code violation and referred to Community Standards.
- The staff member completing the inspection will lock the doors to all unoccupied residence hall suites or apartments following inspection as a security measure.
- If an item that is deemed to be an imminent threat to the health and safety of the community is identified, University Staff or the Rutgers University Police Department may confiscate the item in question.

Department of Emergency Services Inspection

Enforcement of State and University fire safety regulations is the responsibility of the Department of Emergency Services. University Fire Inspectors are state certified Fire Officials with full authority to enforce the provisions of the New Jersey State Uniform Fire Code and established University fire safety regulations. University Fire Inspectors are obligated to inspect all University buildings, including every residence hall suite and apartment. Due to the magnitude of this task, and to ensure the highest level of safety for all residents, fire inspections are unannounced. Inspections will be conducted during normal weekday business hours. Suites and apartments will be entered for the purpose of conducting the unannounced fire safety inspection even in the absence of the resident. As a security measure, doors to all unoccupied residence hall suites or apartments will be locked upon the departure of the Fire Inspector (even if the door was found unlocked).