



# Riverview Townhouses Housing Policy Guide 2011-2012

## Table of Contents

Welcome to Riverview Townhouses!	1
<b>I. Riverview Townhouses Staff and Office</b>	<b>1</b>
A. Riverview Director (RD)	1
B. Community Assistant (CA)	1
C. On-Duty Staff	2
D. Riverview Office	2
<b>II. Riverview Townhouse Housing Policy and Procedures</b>	<b>2</b>
A. Townhouse or Room Change Request Policy	2
B. Check-In	3
C. General Conditions	3
D. Room Rates and Refunds, Social Fee	3
i. Room Rates	3
ii. Refunds	3
E. Social Fee	4
F. Room Assignments	4
i. Room Assignment Notification	4
ii. Holding of Townhouse Room Assignments	5
G. Terms and Conditions of Occupancy	5
H. Withdrawal/Dismissal/Checkout Before End of Term	6
<b>III Riverview Townhouses Rules and Regulations</b>	<b>6</b>
A. Regulations	6
B. Confiscated Items	9
C. Inspection vs. Search	9
D. Search by Consent/Inspections/ Repairs	9
E. Search Incidental to Arrest	9
F. Search by Warrant	9
G. Service of Warrants or Other Papers	10
<b>IV. The Townhouses</b>	<b>10</b>
A. Appliances	10
B. Building Energy Conservation	10
C. Cable Television	10
D. Checkout at End of Spring Term	10
i. Leaving in May and Returning in August	11
E. Citizenship	11
F. Common Area Use (Exterior)	11
i. Outdoor Events/Activities and Exterior Noise	12
G. Common Area Use (Interior)	12
H. Damages	12
i. Damages and cleaning of townhouse bedrooms	12
ii. Damages to Common Areas	12
iii. Damage Charge Appeals	13
I. Decorating Townhouses	13
J. Disposal of Garbage	13

<b>K. Evacuation</b> .....	13
<b>L. Facilities Closet</b> .....	13
<b>M. Furniture and Equipment/Appliances for Townhouses</b> .....	14
<b>i. Bedroom</b> .....	14
<b>ii. Laundry Area</b> .....	15
<b>iii. Living Room</b> .....	15
<b>iv. Kitchen</b> .....	15
<b>N. Guest Policy for Riverview</b> .....	16
<b>O. Heating/Air Conditioning</b> .....	16
<b>P. Insurance</b> .....	16
<b>Q. Internet Service</b> .....	17
<b>R. Keys</b> .....	17
<b>S. Mail</b> .....	17
<b>i. Package Delivery Prior to Start of Contract</b> .....	17
<b>T. Maintenance</b> .....	18
<b>U. Meal Plan</b> .....	18
<b>V. Noise Disturbances</b> .....	18
<b>W. Painting</b> .....	19
<b>X. Parking and Speed Limit</b> .....	19
<b>Y. Pest Control</b> .....	19
<b>Z. Security System for Windows</b> .....	19
<b>AA. Storage</b> .....	19
<b>BB. Telephones</b> .....	20
<b>CC. Vacations and Breaks</b> .....	20
<b>DD. Lockouts</b> .....	20
<b>V. Security and Safety</b> .....	20
<b>A. Fire Safety</b> .....	21
<b>B. Security Tips for Personal Property</b> .....	21
<b>VI. Quick Reference to Student Responsibilities &amp; Requirements</b> .....	22

## **Welcome to Riverview Townhouses!**

Riverview at Delhi Inc. (henceforth referred to in this document as Riverview Townhouses) extends a warm welcome to you. We look forward to helping you make your experience one that is full of friendship and educational achievement in a more independent living environment. Riverview Townhouses holds its residents to high standards. This booklet contains the rules, regulations, policies and procedures necessitated by apartment living conditions. **You are responsible for familiarizing yourself with all the specifics for living in the Riverview Townhouses.**

While you live in Riverview Townhouses, you will learn to live alongside and respect people with different backgrounds, interests and values. This environment reflects today's diverse cities, neighborhoods and workplace which make the time spent at Delhi a unique and valuable preparatory experience.

The rules and regulations of Riverview Townhouses are designed to teach residents the basics of good citizenship such as positive community relationships and responsible care and use of facilities and energy.

### **I. Riverview Townhouses Staff and Office**

#### **A. Riverview Director (RD)**

The Riverview Director is a full-time professional staff member employed by the College Foundation and is responsible for the overall operation of Riverview Townhouses. The RD lives and has an office in Riverview Townhouses. The Riverview Director is also the Assistant Director of College Housing, whose main office is located in the Office of Residence Life, 111 Catskill Hall.

The RD manages a multitude of tasks, such as maintaining contracts and assignments, upholding community standards, coordinating maintenance and upkeep of the townhouses, enforcing the student code of conduct, supervising the Community Assistants (CA), and individually counseling or referring students to other services on campus. The RD is an advisor to students and coordinates the educational, social, cultural, and recreational programs in the townhouses.

#### **B. Community Assistant (CA)**

Community Assistants are upper-level, experienced student staff members assigned to live in Riverview Townhouses. CAs are carefully selected, full-time undergraduate students who are chosen for their communication and leadership skills and their ability to resolve problems and deal with emergencies. Their academic performance and their skills in developing and presenting programs to the townhouse community are also considered in the selection process.

CAs report directly to the RD. CAs organize events and programs, assist in enforcing policy, can help resolve problem situations, answer questions and point you to other sources that can assist you.

**If you have a question or problem, you should first contact a staff member. If you need to get in touch with someone urgently, you can call the Office of Residence Life at 607-746-4630.**

## **C. On-Duty Staff**

A Residence Director from the Office of Residence Life is on duty for all the residence halls and Riverview Townhouses from 5 p.m. to 8 a.m., Monday through Friday, and 24 hours a day on weekends. The Residence Director on duty responds to the more serious problems during duty hours.

Students in the townhouses should first attempt to contact their CA or desk staff in the Riverview Office. In case of emergency, students should contact University Police at 607-746-4700. Townhouse residents using the townhouse living room phone must dial 746-4700 and can not simply dial the extension.

## **D. Riverview Office**

The Riverview Office is located inside of the Community Building.

The Riverview Office publishes a newsletter periodically over the course of the semester, sent either in paper form or through campus email. All Riverview residents are responsible for the information contained within.

# **II. Riverview Townhouse Housing Policy and Procedures**

## **A. Townhouse or Room Change Request Policy**

**Please note that no townhouse or room change requests will be accepted from August 1 until after the end of the second week of classes. All changes after the opening of school must be requested through, approved by and coordinated through the Riverview Director.**

A student's townhouse and room assignment cannot be changed without serious cause. When a townhouse or room change is necessary, the following guidelines must be adhered to by each student involved:

1. No student may initiate a townhouse or room change between August 1 and the end of the second week of classes. In spring semester, no townhouse or room changes can be initiated from December closing until the end of the second week of spring term classes.
2. After the second week of classes, approval may be given, based on space availability, for a student to move and for the open space at Riverview to be filled. Decisions will be made on a case by case basis. Priority for townhouse or room changes will be determined by the Riverview Director.
3. Any room or roommate change request must have the approval of the Riverview Director and, if applicable, the Residence Director of any on-campus residence hall concerned.
4. Riverview reserves the right to fill all vacancies that occur throughout the academic year in accordance with current waiting list and room change procedures. The student(s) remaining in the townhouse must accept the roommate assigned by the Riverview Director. All room changes must be requested, approved and arranged through the Riverview Director prior to the actual move; only then may the physical move occur.

## B. Check-In

Students will receive information regarding checking into Riverview Townhouses with their assignment letter. Please follow these directions to avoid delays and confusion on your scheduled check-in day

**No provisions can be made for students who wish to arrive early.** Students with transportation problems should plan to take commercial transportation to Delhi and have their belongings shipped to their campus address or brought at a time convenient to them. Students who arrive before their scheduled check-in day and time may be refused access by staff. If access is granted due to extraordinary circumstances, a \$25.00 per day charge will be assessed and applied to their account; in addition, the student may be held liable through the campus judicial system.

Riverview staff will be on hand to make moving into the townhouses a smooth process. There is no move-in crew available and residents should plan accordingly.

## C. General Conditions

Students agree to abide by all rules and regulations concerning living in Riverview Townhouses as stated in this Riverview Townhouse Policy Guide and in the Student Code of Conduct as stated in the Student Handbook.

**The townhouse contract is binding for one academic year** (fall and spring semesters). Exceptions are made for students graduating at the end of the fall semester or entering the townhouse during the spring semester. The agreement period includes certain vacation periods or scheduled breaks. Townhouse residents are allowed to stay during the fall term and spring term breaks only if they notify the Riverview Director prior to the break. Residents must vacate townhouses during winter intersession, but do not need to remove personal items. If there are extenuating circumstances requiring a student to stay during any part of a break additional charges may be incurred.

## D. Room Rates and Refunds, Social Fee

### i. Room Rates

The cost for a townhouse single or double room is determined during the spring semester for the following academic year. Students are housed on an academic year basis and billed by the semester. Each student is required to pay a \$100 advance room deposit and apply to live in Riverview Townhouses. Successful applicants must have all bills due and payable prior to the first day of classes.

### ii. Refunds

**Any refund of the \$100 advance room deposit must be requested in writing prior to June 1 or within 30 days from the date of payment. Unsuccessful applicants to Riverview may transfer their \$100 room deposit to apply for a residence hall room on campus.**

Refunds, if any, after a student is registered and has occupied a room, are based upon the following listed circumstances:

1. **Academic and Disciplinary Dismissals** – A student who is dismissed from school for academic or disciplinary reasons prior to the end of the academic term shall be liable for all tuition, fees, and room charges for that term.

2. **Voluntary Withdrawal from College** – A student who voluntarily withdraws from the College will receive the following refund of their townhouse room charge based on the date on which personal belongings are removed from the townhouse and the check-out procedures are completed:
- First Day of Classes - 100% Refund
  - Week 1 - 85% Refund
  - Week 2 - 70% Refund
  - Week 3 - 50% Refund
  - Week 4 - 30% Refund
  - Fifth and Subsequent weeks – NO REFUND

For further information concerning refunds, please see the appropriate section of the Student Handbook.

## **E. Social Fee**

There is a non-refundable Riverview Townhouse Social Fee of \$25 per semester collected from each student on their bill from SUNY Delhi. This social fee entitles the students to participate in activities within or specifically for townhouse residents (e.g., BBQs, movies, shopping trips, contests, etc.).

## **F. Room Assignments**

Riverview Townhouses reserves the right to change room or townhouse assignments, to assign roommates, to consolidate vacancies, and to change occupancies as it deems necessary and without consent of the occupants. Riverview Townhouses reserves the right to assign new occupants to fill vacancies and to move students to fully utilize its townhouse facilities. All room and townhouse assignments are made by the Riverview Director. Residents are prohibited from taking a roommate or permitting any part of the room or townhouse to be shared by persons not duly assigned by the Riverview Director.

Students assigned to double occupancy rooms should expect a roommate. Students without roommates will be contacted by the Riverview Director and given a period of 24 hours in which to request a roommate or have one assigned to them or to move to a new assignment. Students in a double room without a roommate may only occupy their side of the room.

Riverview Townhouses reserves the right to change the occupancy of a room with an adjustment in room costs for all students involved. Any change in room rates occurring because of a change in the occupancy of a student's room becomes effective on the date that the change occurs.

Riverview Townhouses is committed to a policy of non-discrimination in all its operations and facilities. Assignments to the townhouses are not based upon race, religion, creed, color, or national origin.

### **i. Room Assignment Notification**

By late July, the Student Housing Management System will allow you to view your housing assignment (townhouse and room number), your roommate's name and contact information (if you are in a double), and other move-in information. **Please do not call the Riverview Office for this information.**

## ii. Holding of Townhouse Room Assignments

**Townhouse room assignments will not be held longer than the first day of classes.** Students who do not check into their assigned townhouse on time will forfeit their deposit, their townhouse assignment, and, if in a double, their roommate assignment. **Students who anticipate or experience a problem with their arrival should contact the Riverview Office in writing or at [ResLife@delhi.edu](mailto:ResLife@delhi.edu) to make special arrangements to have this date extended.** Failure to do so may result in the assigning of the room to a student currently on the waiting list.

## G. Terms and Conditions of Occupancy

Riverview Townhouses are an upper division community located next to Price Chopper. Riverview residents are part of the general Delhi community. Living in Riverview Townhouses is a privilege and residents are held to high standards of behavior.

Applicants to Riverview Townhouses must have demonstrated they are able to live independently and peaceably in a community of their peers. To be eligible to live in Riverview, you must have a combination of the following:

- Be a continuing student or eligible international or transfer student and have at least 15 earned academic credits as of the end of the fall 2010 semester.
- Have at least a 2.50 cumulative grade point average (GPA).
- Be in good academic standing with the college.
- Have no significant judicial history.

The Riverview Townhouse staff reserves the right to remove students from housing who are not actively attending classes or are registered for fewer than 12 credit hours each semester.

**Once a student enters into the Riverview Townhouse contract, they are financially obligated for the entire academic year.** Only students who transfer to another college at the end of the semester, graduate or leave for an internship may be released from their financial obligation pending approval from the Riverview Director.

**Each student living in Riverview Townhouses is responsible for keeping current on file with the Riverview Office their permanent home address (via the BroncoWeb) and their emergency contact information and a cell phone number if applicable (via the online Student Housing Management System).**

Failure to check into the assigned townhouse or room, reside in the assigned townhouse or room, or pay room charges does not release a student from the obligations set down by Riverview at Delhi Inc. for living in the Riverview Townhouses. Students who have applied for on-campus housing and who decide not to attend college, having previously been in attendance, must notify the Office of Counseling and Health Services for official withdrawal from the College. Until this is done, the student will be held responsible for the housing costs under the townhouse contract.

Requests for any alterations in the contract will be considered on an individual basis by the Riverview Director. **Students requesting release from their Riverview contract must do so in writing before they vacate their townhouse assignment. Making a request does not ensure release from the Riverview contract.** Students should not make alternate housing arrangements until they receive official notification of their release.

## H. Withdrawal/Dismissal/Checkout Before End of Term

**A student who vacates his/her townhouse room before the expiration of an academic year will be fully liable for the applicable academic year charge for townhouse housing.**

Residents who are granted an academic leave of absence or withdraw from the College must check-out of the townhouse within 24 hours of the effective date of their leave of absence or withdrawal.

Dismissal or any other separation from SUNY Delhi shall automatically revoke a resident's occupancy of Riverview Townhouses. A resident who is dismissed or otherwise separates from school must vacate Riverview Townhouses within 24 hours of such dismissal or separation.

At the time of check-out, students must return their assigned keys. Lost or unreturned keys will result in a lock change and key replacement charge billed to the student's account. The bedroom must be left in the same condition as when you arrived and in proper physical condition by the resident(s) and all personal property must be removed from the bedroom and townhouse common rooms including living room, kitchen and bathrooms. Students must follow all checkout procedures issued by Riverview Townhouses. **Riverview Townhouses will not be held responsible for or place into storage any items left behind after checkout.**

## III Riverview Townhouses Rules and Regulations

The Riverview Director, the Coordinator of Judicial Affairs or the Vice President of Student Life's designee, reserves the right to remove a student from Riverview Townhouses and instruct them to find other accommodation, either on or off campus, if their behavior is deemed unduly disruptive or a danger to the well being, health, safety and security of themselves or others.

Students may be restricted from either residing or entering townhouses or residence halls on campus for violations of the rules stated in the Riverview Townhouses Policy Guide and/or the Student Code of Conduct.

**Note:** All expectations and regulations found in the SUNY Delhi Student Code of Conduct also pertain to students residing in the Riverview Townhouses though they are not reprinted entirely herein.

### A. Regulations

The following are prohibited in and around Riverview Townhouses:

1. Offensive or disorderly acts which interfere with the rights of any person are prohibited on campus, in or around Riverview Townhouses. Of special concern is excessive noise anywhere in or around Riverview.
2. Hazing in any form is prohibited and is considered to be an interference with the personal liberty of others. This includes any act of harassment or intimidation which may lead to personal injury or fighting, emotional disturbances, physical discomfort, or humiliation. Harassment also includes persistent ridicule or criticism, as well as playing abusive and humiliating tricks or pranks. Hazing involving the forced consumption of liquor or drugs for the purpose of initiation into, or

affiliation with, any organization is specifically prohibited and violates New York State Law as well as SUNY Delhi regulations.

3. Smoking in any building in the Riverview Townhouses is prohibited.
4. Consumption and/or possession of alcoholic beverages in and on the grounds of Riverview is prohibited.
5. Consumption and/or possession of illegal drugs and the possession or use of drug paraphernalia is prohibited in and on the grounds of Riverview and on campus.
6. Possession of property illegally procured (e.g., State, Federal, Local or miscellaneous signs or equipment) is prohibited in and on the grounds of Riverview.
7. Gambling is prohibited in and on the grounds of Riverview.
8. Solicitation and sales by residents or others is strictly forbidden in the townhouses unless approval is granted by the Riverview Director. Solicitors are required to acquire approval in advance and provide proof of approval upon request.
9. Culinary knives or tools approved for academic purposes that are stored in townhouse bedrooms and kitchens must be stored appropriately. Non-culinary designed knives are not permitted in Riverview.
10. Fireworks, firearms, weapons, air pistols, BB guns, and paintball guns are prohibited in and on the grounds of Riverview.
11. Explosive and dangerous chemicals are prohibited in and on the grounds of Riverview.
12. Charcoal grills are permitted on Riverview grounds as long as they are maintained properly, used with caution and stored only outside. All grills must be at least fifteen (15) feet away from the building at all times. Charcoal or any accelerant is not allowed to be stored inside the townhouses. Propane grills and tanks are not allowed.
13. Electrical devices which produce heat, such as space heaters, are prohibited in townhouses. The only exceptions are heating pads, electric blankets, irons (for clothing) and hair dryers and other hair implements. Students in possession of prohibited electrical devices will have them confiscated.
14. Candles, incense, flame-emitting and/or open element appliances, halogen lamps and extension cords are prohibited in townhouses. Surge protectors/power strips are allowed.
15. Large game machines (including billiard/pool and ping pong tables), table tools, fuel-driven engines or motors, and weight lifting equipment are prohibited in Riverview.
16. Occupying roof tops or window ledges is prohibited.
17. Students are reminded that any item dropped or thrown from a window or roof is a potential hazard. Such activity is strictly prohibited and violators will be charged as appropriate.

18. Refrigerators are prohibited in townhouse common areas except the refrigerator that comes with the kitchen. Students are discouraged but allowed to have 1 refrigerator per bedroom that is 4.0 cubic feet or less. Students can not add any refrigerator to the kitchen.
19. Animals and pets, **including academic related animals**, are not allowed in any part of Riverview at any time. Only fish living within a 10-gallon or less tank are permitted and only 1 tank per resident in bedrooms. Common areas are allowed to have only 1 tank by common consent of all townhouse occupants. If pets are suspected, responsible residents may be subject to charges for pest control in addition to disciplinary action. Damages to furniture, floors, walls and costs of pest control will be assessed at the discretion of the Riverview Director, and charges for replacement, repairs or services will be billed to the responsible party(s). If the responsible party is not identified, all occupants of the townhouse may be held accountable. This does not apply to residents with disclosed disabilities that require service animals. Arrangements for service animals should be made with the Riverview Office during the application process and prior to check-in.
20. Television aerials, masts and other radio or satellite transmitting or receiving equipment are prohibited. Citizen band/ham radio equipment that interferes with Riverview or SUNY Delhi communication equipment is likewise prohibited.
21. Ironing and washing should take place only in designated areas within townhouses. Laundry is not allowed to be hung outside. Only residents of the townhouse are allowed to use the washer and dryer of that townhouse.
22. Tampering with any Riverview or College-owned or -operated electrical device (e.g., computer, phone, cable system, thermostat, etc.) is prohibited.
23. Furniture must be left in the townhouse to which it has been allocated. Furniture is not to be disassembled, nor are mattresses to be removed. Damaging or moving Riverview property from its designated location is similarly prohibited. **Any bed not supplied by Riverview, including lofts and waterbeds, are prohibited. Students with medical needs should contact the Riverview Director for an exemption to this policy.**
24. Amplified music and equipment designed to amplify or broadcast music is prohibited.
25. Tampering with the window security of any townhouse window is prohibited.
26. Playing sports in the townhouses at any time is prohibited. Skateboarding in the townhouses or on grounds at any time is prohibited.
27. If you plan to bring a bicycle to Riverview, please note that bicycles may not be stored in hallways, stairways, or in any trafficked areas. A bicycle rack will be available on the grounds. Any bicycles left after checkout will be disposed of immediately.
28. Large group gatherings in excess of 16 people (including assigned residents) in Riverview Townhouses are prohibited. Any gatherings larger than this are deemed to be a fire and safety hazard and will be dispersed by staff.
29. Events for student organizations, recognized or unrecognized, may not be hosted in any Riverview townhouse. Student organization events may be hosted in the Riverview Community Room with proper prior permission from the Riverview Director.

## **B. Confiscated Items**

Prohibited items (e.g., pets, candles, etc.) that are found in the townhouses will be confiscated by Riverview staff during health and safety inspections, room visits, or when violations of College policy warrant entry into a townhouse. These items may be claimed by residents through the Riverview Director at the start of a break or the end of that semester. **Any confiscated items not claimed at the end of the semester will be disposed of at the conclusion of the semester.**

Unauthorized pets must be removed immediately by the resident or the pet will be removed by staff to the local Humane Society. Failure to remove an unauthorized pet within 24 hours or the re-appearance of a removed pet will result in the resident's removal from Riverview Townhouses.

## **C. Inspection vs. Search**

Part of the supervisory responsibility for the townhouses is a responsibility for student health and safety, as well as protection of property. To this end, public and private areas of Riverview Townhouses are regularly inspected. Whenever possible, inspection of a townhouse is accomplished with a resident present. Health and safety inspections will occur at the start of breaks or vacations and do not require the presence of the occupants of the room or townhouse.

The Riverview Director may give permission to Riverview or Residence Life duty staff to enter and search a student's townhouse and/or room under specific circumstances and with no legal ramifications. This right is seldom used and can be employed only when a suspicion exists that Riverview or College regulations and/or NY State laws are being violated, or in case of an emergency.

## **D. Search by Consent/Inspections/ Repairs**

Riverview reserves the right to enter and inspect student townhouses for the purpose of health and safety, to perform maintenance repairs, and in emergency situations. Every effort will be made to notify the student in advance of entry into occupied townhouses. In addition, campus police and other duly sworn law enforcement officials with proper warrants may enter and search a student townhouse and/or room. If University Police have reason to search a townhouse and/or room, they will first ask consent of the occupant and state the property for which they are searching. The student may deny the right to search unless a proper warrant is presented. Townhouses and/or rooms found to be improperly secured during breaks may be entered by an agent of the College to conduct a health and safety inspection. A report will be made and the unsecured townhouse or room will be secured.

## **E. Search Incidental to Arrest**

University Police may conduct a search incidental to arrest by warrant or for a crime committed in their presence.

## **F. Search by Warrant**

University Police may conduct a search when issued a search warrant by a court. This search can be conducted in the presence or absence of the occupant. If the occupant is absent, a copy of the search warrant can be obtained at the University Police office in North Hall.

## **G. Service of Warrants or Other Papers**

Whenever outside law enforcement agencies, process servers, or other legally authorized individuals are required to serve official papers or enforce arrest or search warrants, Riverview at Delhi Inc. will attempt to cooperate in order to minimize interference with campus activities and to protect all persons. In the case of students, Riverview or Student Life staff will assist in locating the students involved and will attempt to protect the rights of the students. This policy is not binding on external law enforcement agencies.

## **IV. The Townhouses**

Riverview maintains two seven-person townhouses that are fully ADA compliant, seven eight-person townhouses, and five ten-person townhouses. ADA townhouses have one accessible single room and one accessible double room on the first floor and two single rooms and one double room on the second floor.

Eight-person townhouses have four single rooms and two double rooms. Ten-person townhouses have six single rooms and two double rooms. Each townhouse has four full bathrooms, averaging 2-3 people per bathroom. ADA townhouses have two ADA compliant bathrooms on the first floor with “roll-in” showers.

Each townhouse has a washing machine and dryer, a living room and a kitchen equipped with stove and full-size refrigerator.

### **A. Appliances**

Residents are responsible for proper use of all appliances and/or reporting of necessary work orders.

### **B. Building Energy Conservation**

All residents are expected to conserve energy by keeping windows and front doors of townhouses closed when heating is in use. Thermostats for the townhouses are located on the first and second floors. Tampering with the thermostats may result in damage charges.

Please be aware that utility waste results in increased housing rates. Residents are encouraged to use energy-saving behavior in the regulation of heating and cooling of the townhouse.

### **C. Cable Television**

Access to enhanced cable service is provided free of charge in each townhouse bedroom and will be immediately available to you upon arrival. You must supply your own television and coax cables. As there is only one hookup per bedroom and one hookup per living room, you are encouraged to contact your roommate(s) prior to moving in to determine who, if anyone, will bring this equipment. You may, once you arrive, if you desire, contact the service provider directly to arrange for purchasing additional programming. Contact information can be provided by the Riverview Office.

### **D. Checkout at End of Spring Term**

At the end of your contract, please adhere to the following.

1. Contact your family, friends, magazines, creditors/loan officers, etc. to change/update your Farrell Hall mailing address.
2. Pack all personal property.
3. Clean your bedroom and common areas. Look for check out notices near the time of your contract agreement end date.
4. Remove all trash from the townhouse and place it inside the dumpster. All personal furniture and large items not provided by Riverview needs to be removed from the townhouse and/or disposed of properly.
5. Close the windows and turn off the lights.
6. Lock your bedroom and front door.
7. Return keys to the Riverview Office during office hours.

#### **i. Leaving in May and Returning in August**

If you are a resident of a Riverview Townhouse and you are checking out in May and starting a new contract in the same townhouse in August, you are responsible for the following:

1. Removing all personal property from your bedroom.
2. Removing all personal property from the common areas regardless.
3. Cleaning the common areas (your bathroom, kitchen and living room)

**No personal items can be stored in the townhouses after your contract end date. Any personal items found in a townhouse, regardless of occupancy in the fall, will be disposed of immediately. There are no storage rooms in Riverview. Residents need to make plans with a storage company to store personal items and furniture. Residents who fail to comply will be charged for removal of personal items via their SUNY Delhi Student Account.**

### **E. Citizenship**

The Riverview staff, custodial and maintenance vendors/contractors work very hard to maintain the high quality that you find in Riverview. It is an expectation that all those that utilize the facilities participate in the upkeep of them. For example:

- Be sure your individual townhouse is clean to avoid rodents and insects.
- If something in your townhouse needs to be repaired, please report it to the Riverview Office.
- All smokers should dispose of their cigarette butts in appropriate containers.
- If you notice a piece of garbage outside your townhouse, on the stairs or in the parking lot, pick it up and dispose of it properly.
- Be energy conscious. Turn off lights when you are not in the room and keep windows and front doors closed when the heat is on.

Keeping the buildings looking and functioning like new is not easy. Take positive ownership of the place you live in and keep it looking as attractive as it was when you arrived.

### **F. Common Area Use (Exterior)**

Outdoor common areas such as green space (grass), sidewalks, roadway and parking lots must be kept free of obstacles (i.e., furniture, bikes, grills, etc.) for the safety of all residents of Riverview. Damage to the exterior of the building (including littering) may result in charges to residents. Personal items may not be stored outside the townhouses.

Maintenance work on vehicles on Riverview property is strictly prohibited. Water hoses may not be hooked up to the exterior water sources of the building for the use of cleaning or recreation.

#### **i. Outdoor Events/Activities and Exterior Noise**

Riverview residents are responsible for themselves and their guest(s) in ensuring that any approved outside event results in an expeditious and complete clean up of the area. No resident or event is allowed to generate noise audible to the other townhouses and the nearby residential houses, either from inside or outside of a townhouse. This includes car speakers, stereo systems, musical instruments, etc. Violations of these policies may result in loss of townhouse privileges as well as more severe sanctions.

### **G. Common Area Use (Interior)**

All interior common areas and/or entrances, ramps and breezeways outside townhouses are to be kept clear of personal belongings and trash. Any townhouse with personal belongings or trash blocking the interior common areas will be given one warning to rectify the situation. A possible cleaning charge and judicial action will be imposed for additional or continuing property left outside of Riverview, including personal property and trash. The charge will be split equally among the residents, with a minimum charge of \$25 per resident.

### **H. Damages**

#### **i. Damages and cleaning of townhouse bedrooms**

It is the responsibility of all townhouse residents to keep their rooms and townhouse common rooms clean and neat and to maintain a basic standard of health and safety. Minimum standards of cleanliness will be set and assessed by Riverview staff and are applicable to and include but are not limited to bedrooms, bathrooms, living room, and kitchen. At move-in, a bedroom and townhouse condition report is completed for each room and the townhouse. When a student moves out of a room or townhouse, a member of the Riverview staff will inspect the room and townhouse for damages and estimate the cost for repairs.

Damages to the room that are beyond normal wear and tear will be billed to the individual(s) assigned to the room. Damages to the townhouse common area that are beyond normal wear and tear will be billed to all townhouse residents at that time unless individual responsibility can be determined. Application date of damage charges to accounts may vary according to assessment of individual contractors. If individual responsibility cannot be established, all occupants of the room/townhouse will be charged the total cost of the repair divided by the number of residents in the room/townhouse.

Cleaning required because of abuse of facilities, not leaving the townhouse cleaned as it was at the beginning of the fall semester, or trash left in the room or townhouse common areas will also be charged to the occupants. The charge will be split equally among the residents, with a minimum charge of \$25 per resident.

#### **ii. Damages to Common Areas**

When a common area, such as the bathroom, hallway or living room or kitchen, is found damaged or vandalized during scheduled inspections, each resident that lives in that townhouse is billed a share of the cost for repair or replacement. Please be aware that trash left behind after checkout, spills, or a mess of any kind in any townhouse room is considered vandalism. To avoid being billed, residents must properly dispose of their trash in the Riverview dumpster, clean up messes

that occur, and report any acts of vandalism or damage witnessed to a CA or the Riverview Director.

### **iii. Damage Charge Appeals**

Students with unpaid charges on their account, either for bedroom or townhouse common area damages, will not be able to receive grades or transcripts or register for classes for upcoming terms. Students appealing damage charges must do so in writing to the Riverview Director by July 1, 2012. Appeals should be emailed to [ResLife@delhi.edu](mailto:ResLife@delhi.edu) or mailed to Riverview Office, c/o Residence Life, 111 Catskill Hall, 2 Main St., Delhi, NY 13753.

## **I. Decorating Townhouses**

Decorations, including holiday decorations, are permitted inside townhouses, but not outside. All electric decorations must show the Underwriters Laboratory's mark that they are "UL Listed." Check all decorations before hanging. Live trees are prohibited.

Indoor decorations are left to the residents' discretion, provided that they are used as intended by the manufacturer, without overloading power strips, surge protectors or electrical outlets. Indoor decorations that show through the townhouse windows may need to be removed at the Riverview Director's discretion. The display of alcohol posters, signs or advertising outside doors and windows is prohibited. Indoor decorations that cause any damages will result in damage charges.

Halogen lamps are a fire hazard and therefore strictly prohibited in townhouses and will be confiscated immediately by staff.

## **J. Disposal of Garbage**

All garbage must be contained in securely sealed plastic bags. A dumpster is located on Riverview grounds and all household garbage should be placed **in** it (not next to it) for pick up by our garbage disposal vendor. Door-to-door pickup is not provided. Residents may be charged for trash and/or property left outside of townhouses, buildings or dumpsters.

Tips for Keeping Your Townhouse Clean:

- Keep trash cans in your bedroom, bathroom and kitchen and use trash can liners in all of them.
- Maintain a shopping list with trash can liners or recycle shopping bags.
- Create a trash disposal schedule shared between roommates.

## **K. Evacuation**

If residents need to evacuate their townhouse in the event of an emergency, they should not congregate in the parking lot area but remove themselves to either the grassy area across from their townhouse or the Riverview Community Building.

## **L. Facilities Closet**

Residents are prohibited from entering or storing items inside communication closets, mechanical and/or furnace rooms located inside your townhouse. Property will be removed and disposed of if discovered.

## M. Furniture and Equipment/Appliances for Townhouses

Please feel free to arrange furniture as you like, although you may not remove any furniture from the townhouse. Storage for unwanted assigned or personal furniture is not provided. Personal furniture provided by the resident must meet the NY State fire code. Please see [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=347](http://www.suny.edu/sunypp/documents.cfm?doc_id=347) for more details regarding the *Minimum Living Standards*. Any furniture that does not meet code will be removed in order to be in compliance with NY State Fire Code. In particular, the part of the *Standards* that is applicable follows:

### Policy

#### I. Minimum Living Standards

Each president shall ensure that the conditions under which students live in the State University of New York (University) residence halls are conducive to their health, safety and general habitation as well as the educational mission of the campus. Minimum guidelines are provided for the implementation of overarching standards that govern the operation of on-campus residence halls. The standards shall be promulgated to the students in the campus catalog, appear in the campus handbook and in other appropriate electronic communications to the students.

- A. The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards;
- c. All furnishings and equipment supplied by the University should meet at least the minimum applicable fire and safety code standards in the Fire Code of New York State. Upholstered furniture shall meet all standards as described by the **California Standard 117** for fully sprinkled buildings and California Standard 133 for all other buildings. Specific attention should be given to those sections on furnishings and equipment promulgated in the Fire Code of New York State.

#### 2. Use of Private Equipment and Appliances

- a. Students shall adhere to all applicable safety codes and health standards in the use of private equipment and appliances (where permitted).
- b. All such appliances shall be grounded or if not grounded constructed to meet electrical safety codes in such a way as to prevent electrical shocks.”

Residents wishing to bring in private furniture must verify from the manufacturer if that piece of furniture meets **California Standard 117**. If it does not, it is not allowed in Riverview.

Common areas are restricted from being utilized as sleeping quarters. No beds may be used in living rooms or kitchens. Residents who are found to be in violation of this may be subject to disciplinary action.

#### i. Bedroom

Riverview provides the following for each student in their assigned bedroom:

- an extra-long twin bed and mattress (81”x31”)
- a desk, desk carrel and chair
- a dresser
- a closet for hanging clothes

In addition, each bedroom contains window blinds, an overhead light and a wastebasket.

**Furniture is not to be removed from the room to which it is assigned. Any bed not supplied by the College, including lofts and waterbeds, are prohibited. Students with medical needs should contact the Riverview Director for an exemption to this policy.** Students should plan their accessories accordingly.

You need to provide your own linens, mattress cover, blankets and bedspread. The size of a townhouse mattress is 81”x 31,” which is longer than a usual twin bed mattress. Thus, it is suggested that you use either flat sheets or fitted bottom sheets in the extra-long twin size.

With the exception of specially designed micro-fridges, microwaves are not allowed in the townhouse bedrooms. To minimize possible pest problems, residents are strongly urged not to eat or store food in bedrooms.

## **ii. Laundry Area**

Each townhouse has a washing machine and dryer near the entrance of the townhouse. Although there is no charge, only that townhouse’s residents are permitted to use those machines. **The machines are not high capacity and residents need to exercise care in using them by putting in smaller loads than they might have been accustomed to while living in the residence halls.**

## **iii. Living Room**

Each living room is equipped with a couch and stuffed chairs. Residents are responsible for the care and condition of all living room furniture. Stains, marks or damages will result in cleaning or damage charges. If an item cannot be completely cleaned and the damage repaired, residents will be charged a replacement cost of the item.

**Residents are strongly encouraged to cover upholstered furniture with blankets or commercial sofa/chair covers to aid in preventing damages.**

## **iv. Kitchen**

Each kitchen is equipped with an electric stove, refrigerator and sink, in addition to a kitchen table and chairs. Cabinet space is limited and residents should coordinate with each other regarding dishes and usage.

Residents are reminded that food needs to be disposed of in the garbage and should never be put into the sink drain. In particular, food scraps, rice and noodles must be disposed of in the garbage. Grease or other used oil should be cooled and then disposed of in the garbage, not poured down the sink. Any repair costs to plumbing resulting from improper disposal of food or food by-products will be charged to all townhouse residents.

Electrical cooking appliances (e.g., microwaves, toasters, rice cookers, George Foreman grills, etc.) are allowed only in the kitchen. Residents may have only **one** of an appliance type, i.e., **one** microwave, **one** toaster, etc. Residents are expected to maintain all personal appliances properly (for health and safety standards) and remove them when they vacate the townhouse. Any cooking device requiring an open flame or that is gas-operated is not allowed. Residents are encouraged to contact each other prior to moving in to arrange who will bring which appliance to prevent any multiples.

**Since each townhouse has a full kitchen with a refrigerator, it is strongly recommended that residents NOT bring personal refrigerators for bedrooms, in order to increase floor space and lessen transportation issues.**

## **N. Guest Policy for Riverview**

1. Townhouse residents may have a guest by registering them with the Riverview Office at least 24 hours prior to the arrival of their guest. All overnight guests must have an overnight pass. An overnight guest is anyone, other than your housemate, that remains in a townhouse overnight. Guests should not have use of resident's keys.
2. Temporary parking passes may be obtained by guests from University Police. The guest must present a valid overnight pass in order to receive a parking pass from University Police.
3. Guests are prohibited from operating washers and dryers within townhouses. Any damage or misuse of the apartment washer and dryer will be charged to townhouse residents.
4. No one under the age of 18 is permitted in Riverview at any time, unless the person is a full-time student enrolled at SUNY Delhi. Exceptions can be made with the approval of the Riverview Director or during special College functions and events.
5. Students are responsible for the behavior of their guests (whether staying overnight or not) and may be held accountable through the campus judicial system if their guest(s) violate Riverview or SUNY Delhi College regulations.
6. Overnight guests are limited to a stay of no more than four nights per month and must be approved by all occupants of the townhouse. No more than two guests per student are allowed during any one visit.
7. Guests who are not officially registered may be removed from Riverview.
8. Overnight guests are not permitted during final exam periods.

## **O. Heating/Air Conditioning**

All townhouses have central air conditioning and heating. Riverview townhouses are supplied heat and hot water with gas. Although gas does not have a smell naturally, an additive is in the gas that smells of rotten eggs. Any resident who smells "rotten eggs" in their townhouse or on the grounds should report it immediately to the Riverview Office or staff.

## **P. Insurance**

**Riverview is not liable for damage that occurs to personal property as a result of, but not limited to, flooding, items left unattended, fire, doors left unlocked, acts of nature, acts committed by other persons, theft, misuse of appliances, or utility failure.**

Check your homeowner's policy for renter's coverage. If you are not covered, we strongly suggest that you purchase renter's insurance.

If additional coverage is necessary to insure your property in your townhouse, you may contact National Student Services Inc. at 1-800-654-6814, or on their web at [www.nssinc.com](http://www.nssinc.com). They supply

low-cost insurance to students for their personal property. It is wise to keep a record of the serial numbers of personal property.

## **Q. Internet Service**

Wireless internet service is provided. You may, once you arrive, if you desire, contact the service provider directly to arrange for purchasing a hardwire service. Contact information can be provided by the Riverview Office.

## **R. Keys**

Each student will be assigned a key to their room and to the townhouse front door upon check-in. You are responsible for locking your bedroom door, front door and for carrying your key at all times. If your key is missing, you should inform the Riverview Office immediately. Students who lose their key or do not return their key at the end of the spring semester (or when they check-out of the townhouse) will be charged for the lock change and key replacement. **Neither townhouse front door nor bedroom key may be duplicated** or given to anyone else and must be returned at the end of the year or upon withdrawal. Key replacement charges will vary according to the number of new keys needing to be made. For example, if a front door key is lost in an eight-person townhouse, eight new keys need to be made. If a bedroom key is lost, 1-2 new keys need to be made. Charges will reflect this accordingly.

## **S. Mail**

All students have their own mailbox in Farrell Hall where personal mail, as well as intercampus communications, will be delivered. Mailbox numbers and combinations are issued in the Student Mail Room on the second floor of Farrell Hall during the New Student Orientation Program on move-in day. Hours of operation for the Student Mail Room are posted outside the Mailroom.

To ensure prompt service and to avoid errors, your mail should be addressed as follows:

Your Name  
Box #  
2 Main St. – Stop 1  
Delhi, NY 13753-1144

All UPS parcels, Federal Express mail, insured/certified mail or large packages are delivered to the Student Mail Room. **The Riverview Office will not accept packages for residents.** A notice is placed in your mailbox to notify you if you have received mail that requires a signature or items that are too big for the mailbox. These items may be picked up at the Student Mail Room window during operating hours. Please remember to bring your ID with you.

### **i. Package Delivery Prior to Start of Contract**

Neither Riverview or the College has storage or receiving facilities for student belongings. If you need to send any personal belongings to campus, you should have them arrive after you have settled in (no earlier than the first day of classes). Most students use either the US Postal Service or United Parcel Service (UPS). For the services of other shipping agencies, you will need to check with them directly regarding their delivery policies. Packages/trunks must be properly marked with your Farrell Hall address as indicated above.

## **T. Maintenance**

Townhouse residents are required to clean their own townhouses. No custodial staff cleans the townhouses during the time that the townhouses are occupied. Please refer to the section on garbage disposal for more information. Emergency cleanups are the responsibility of residents.

Damaged or broken items should be brought to the attention of Riverview staff. Riverview does not have maintenance staff on call, unlike the residence halls. When a maintenance request is made with the Riverview Office, staff will contact the appropriate individual vendor or contractor to coordinate a response. Response times will vary accordingly. Residents are strongly encouraged to maintain good care of townhouse facilities to avoid damage charges and delays in contractor response times.

## **U. Meal Plan**

Students living in Riverview are not required to purchase a meal plan. Special meal plans are available for Riverview residents and plan descriptions are available at the MacDonald Hall Dining Center, the CADI Office in Farrell Hall, or on the CADI website: <http://www.delhi.edu/cadi/>. There is no CADI dining location in Riverview.

The cancellation period for optional meal plans ends with the close of business on the 10th day of scheduled classes. After the cancellation period, no refunds will be authorized except for voluntary withdrawal or dismissal from the College. Refund schedules may be obtained from the CADI office.

CADI is a not-for-profit auxiliary corporation that provides many campus services, including ID cards and dining services for the students living in the townhouses and residence halls. The CADI office is located in Farrell Hall, telephone 607-746-4750. Office hours when school is in session are M-F 8:00 a.m. - 4:30 p.m.; during intersession, M-F 8:00 a.m. - 4:00 p.m. Their website is: <http://www.delhi.edu/cadi/>.

## **V. Noise Disturbances**

SUNY Delhi is committed to the concept that college residence halls and townhouses compliment and foster the academic and intellectual development of students. It is expected that Riverview Townhouses will be conducive to studying, especially in the evenings, and maintain good relations with neighboring community residents and businesses.

All townhouse residents are expected to respect the community in which they live, including all the residents of Riverview and Delhi community neighbors. Any noise violation as determined by the Riverview Director, Community Assistant, University Police, or as reported by another townhouse resident or Delhi community neighbor, will be investigated. When a noise problem initially arises between Riverview residents, within or between townhouses, residents are required to first notify their neighbor or roommate themselves to communicate the issue. If the problem persists, a complaint can be filed with the Riverview Office during the weekday or with a Community Assistant on-duty after hours.

Any noise violation during quiet hours, occurring between the hours of 10 p.m. and 10 a.m. Sunday night through Friday morning and 12 midnight to 12 noon Friday night through Sunday morning, will fall under the accepted definition of "disturbing the peace." Violation(s) of this section may result in

immediate action as well as disciplinary sanctions. Residents must report complaints as they occur, not after the fact, with the office, Community Assistant or University Police.

Common noise disturbances are caused by speakers installed at windows, floors and walls; running and yelling in the townhouse and grounds; and subwoofers. Stereos, CD players, radios, TVs, etc. will be confiscated if the Riverview Director determines them to be a nuisance.

If noise problems persist with a resident or townhouse, Riverview reserves the right to administratively remove residents. Loud noise and disorderly behavior is not accepted at any time either in or on the grounds of Riverview Townhouses. Please refer to section F Common Area Use (Exterior) for more information.

**The obligation to maintain a quiet atmosphere precedes and takes priority over all social functions and gatherings.**

## **W. Painting**

Residents are not allowed to paint any part of the townhouse interior or exterior. Damage to painted surfaces will result in damage charges for both patching of damage and painting.

## **X. Parking and Speed Limit**

Riverview residents with vehicles are required to purchase the correct parking permits from University Police and abide by all Riverview traffic regulations, including parking and speed limits. **The speed limit at Riverview is fifteen (15) miles per hour.** Only vehicles with correct parking permits are allowed to park in Riverview. Guests must receive a guest parking permit from University Police in order to park at Riverview. Riverview is not liable for any vehicle damage, and it is strongly recommended any valuables stored in vehicles not be in plain sight.

## **Y. Pest Control**

Townhouse residents are required to keep their townhouse in a clean and sanitary manner to discourage pests. Residents who fail to comply will be charged the cost of pest control and elimination. Regularly scheduled preventative pest control may occur during the vacations and breaks to minimize residential contact with pest control chemicals.

## **Z. Security System for Windows**

Townhouse residents with bedrooms on the first floor should make sure their windows are locked when they are not in the townhouse. Residents are encouraged to use the window security device that prevents a window from being forced open from the outside. Riverview Townhouses is not responsible for a breach in or a resident's failure to utilize this security system.

## **AA. Storage**

Students are urged to bring only those items appropriate to each season (e.g., do not bring skis in August). **Riverview does not store student belongings during the summer recess, even when a resident will occupy the same townhouse in fall. Items unclaimed at the end of the semester will be disposed of immediately by Riverview staff as no storage room exists in Riverview.**

## **BB. Telephones**

Each townhouse bedroom is provided with one telephone jack, but it is not active. You may, once you arrive, if you desire, contact a service provider directly to arrange for service and to activate the bedroom jack. You would also need to provide your own phone to plug in. A cordless phone is permissible, **as long as it does not operate at the 2.4 GHz level**, so as not to interfere with the wireless computer network. Double room occupants should coordinate these matters with each other.

There is one active jack located in the living room with a Riverview-provided telephone for emergency purposes. Residents cannot remove this phone for any reason.

## **CC. Vacations and Breaks**

Riverview Townhouses are closed during winter intersession and summer recess only. Residents wishing to stay during other breaks only need to inform the Riverview Office that they will be present during the break.

At the end of each semester all residents except for graduating seniors must vacate their townhouse no later than 24 hours after their last exam. Students who are graduating must vacate their townhouse no later than 6:00 p.m. following commencement services. Riverview officially closes for maintenance, cleaning, and renovation during winter intersession and summer recess. Students will not have access to their townhouse or campus mailboxes during winter intersession. **Only those students (e.g., international students, athletes) who have approval from the Riverview Director will be allowed to stay in the townhouse over the winter intersession period.** There may be an additional daily charge for students who stay over the break period.

## **DD. Lockouts**

Since Riverview Townhouses are an independent living facility, we do not have staff available at all times to let you into your room or townhouse if you find yourself locked out. We strongly suggest that residents carry their keys on them at all times since there may be significant delay in finding a staff member that is free to let you in. Please know that multiple lockouts may result in your removal from Riverview.

## **V. Security and Safety**

The College maintains a staff of University Police Officers who are on duty 24 hours a day. Officers are equipped to deal with security problems or obtain help during emergency situations. Officers make security checks of Riverview Townhouses several times during the night. The University Police office is located in North Hall and their telephone number is 607-746-4700. Using a townhouse phone line, you must dial 746-4700. Calls made from Riverview to 911 will be received by the local 911 response center and forwarded to SUNY Delhi University Police.

Townhouse residents are responsible for the security of their individual townhouses by locking the front door. Any suspicious activity or persons should be reported to Riverview staff or University Police immediately.

## **A. Fire Safety**

1. Know the location of the fire extinguishers and pull alarms in your townhouse.
2. Every resident must evacuate the entire townhouse building during fire drills and alarm activations.
3. Wastepaper baskets and trash cans should not be used as ashtrays outside. Please use proper receptacles when disposing of lit smoking materials. There is no smoking in Riverview.
4. Do not take chances with fire. Even a small fire can get out of control. If a fire should occur, activate the fire alarm by pulling the fire alarm pull station.
5. Cooking in resident bedrooms is prohibited. Cooking appliances are also prohibited in student bedrooms, including but not limited to a hotplate, George Forman grill, rice cooker, or stand-alone microwave oven.
6. Candles, incense, flame-emitting and/or open element appliances, halogen lamps and extension cords are prohibited in townhouses.
7. Giving false alarm of fire, tampering with fire protection equipment or any fire alarm device (e.g., pull station, smoke detector, heat sensor, etc.) is prohibited.

## **B. Security Tips for Personal Property**

Residents should plan to take valuables home and lock their bedroom door during holidays and vacations.

The following are some tips to help avoid theft:

1. Always keep the front door locked. Someone alone in a bedroom may not be able to hear anyone coming in through the front door.
2. Record the numbers of all your credit cards and checking accounts. Also, keep a list of the addresses of these companies and banks so that they may be notified if credit cards are lost or stolen.
3. Keep money and valuables in a secure place. Students should not keep excess amounts of cash in their rooms and are strongly encouraged to open a bank account if they do not already have one.
4. Keep bedroom doors locked whenever unoccupied, when you leave the townhouse or when you are sleeping.
5. If keys are lost or stolen, notify the Riverview Office or staff immediately so that a lock change can be done. Though there is a charge for a lock change, residents' personal safety is more important. Front door lock changes will receive priority and may result in higher charges if after hours.
6. First floor residents should make sure their windows are locked and secure when they are not in the room.
7. Any resident who is a victim of a crime should notify a Community Assistant, the Riverview Director or University Police immediately.

## VI. Quick Reference to Student Responsibilities & Requirements

You are responsible for familiarizing yourself with all the specifics for living in Riverview, as contained in this guide and as described in the Student Code of Conduct (found in your SUNY Delhi Planner and online at [http://www.delhi.edu/campus\\_life/judicial\\_affairs/](http://www.delhi.edu/campus_life/judicial_affairs/)). Following is an incomplete summary of some of the major items.

1. The townhouse contract is binding for one academic year (fall and spring semesters). Any request to be released from the contract (lease) must be made in writing and addressed to the Riverview Director. There is no guarantee you will receive a release.

A student who voluntarily withdraws from SUNY Delhi College prior to the end of an academic term may or may not receive a refund of housing fees, depending upon the date of withdrawal (see schedule in Section II of this guide).

A resident who loses student status prior to the end of an academic term through academic or disciplinary dismissal will not be permitted to remain in Riverview but will still be liable for all charges for that term.

2. Each student living in Riverview is responsible for keeping current on file with the Riverview Office their permanent home address (via the BroncoWeb) and their emergency contact information (via the online Student Housing Management System).
3. You are responsible for locking your townhouse front door, bedroom door and carrying your keys and student ID card at all times. Neither key may be duplicated or given to another person. If your key is missing, you should inform Riverview staff immediately. Students that lose or do not return their assigned key when they check out of the townhouse will be charged for the lock change and key replacement. Cost will vary according to the number of keys needing to be replaced. It is the responsibility of all residents of a townhouse to make sure front doors are properly closed and locked.
4. The Riverview Director assigns students to specific rooms within the townhouses. Residents are prohibited from taking a roommate or permitting any part of the room to be shared by persons not duly assigned by Riverview. Residents do not have a right to refuse a duly assigned roommate. During the period between the initial room assignments prior to the term through at least the second week of classes, no room or townhouse change requests will be accepted. Once this freeze is lifted, requests may be made to the Riverview Office.
5. Residents are allowed to stay in their townhouse during all breaks except winter intercession and summer recess. All students may leave their belongings in their townhouse over academic year breaks, provided they are returning to school at the end of the break period. No student or any of their belongings may remain in any townhouse during summer recess.
6. Neither Riverview Townhouses nor SUNY Delhi College can store student belongings. Any confiscated items or items left in townhouses or otherwise unclaimed at the end of the semester will be immediately disposed of as there is no storage facility at Riverview to store items even temporarily.
7. Each resident is responsible for the condition of their townhouse common areas, bedroom and the furnishings within. Riverview property is not to be removed from the room or townhouse to which it is assigned. Missing furniture or damages beyond normal wear and tear, including

cleaning, will be billed to the individual(s) assigned to the room or townhouse. If individual responsibility cannot be determined, each occupant of the room or townhouse will be charged the total cost of repair or replacement divided by the number of residents of the room or townhouse.

8. Offensive or disorderly acts, hazing or harassment in any form, gambling, tampering with any Riverview or SUNY Delhi College-owned or -operated electrical device (computers, telephones, cable systems, thermostats, etc.) are strictly prohibited on Riverview property.
9. Unauthorized solicitation or sales are prohibited from Riverview. Approval may be granted by the Riverview Director. Solicitors are required to acquire approval in advance and provide proof of approval upon request.
10. There is no smoking in Riverview Townhouses. Alcohol, illicit drugs, and alcohol and drug paraphernalia are prohibited from the townhouses and grounds. Weapons of any sort are also prohibited. In addition, the following items are prohibited from townhouses and will be confiscated (judicial action may also follow):
  - extension cords
  - weapons of any kind, firearms, BB guns, airpistols, paintball guns
  - fireworks
  - halogen lamps
  - candles, incense
  - weights
  - overstuffed, non-fire-resistant furniture
  - space heaters
  - skateboards
  - non-culinary knives and unsecured power tools.
  - amplified music and equipment designed to amplify or broadcast music
  - alcohol, drugs, alcohol or drug paraphernalia (including “decorative” items)
  - any pet other than fish kept in a 10-gallon tank or smaller
  - any refrigerator not supplied by Riverview over 4.0 cubic feet or with more than a 1.2 amp electrical draw
  - 2.4 gigahertz cordless phones (interferes with the wireless network)