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Welcome to the Rochester Institute of Technology (RIT) housing community. This document is part of the resident’s housing contract; it provides the terms and conditions for our community and defines the resident’s responsibility as a member of the community. By signing the housing contract and residing in RIT housing, the resident agrees to abide by the housing contract, this document, and all federal, state, and local laws, (available in RIT’s library, library.rit.edu) and University Policies (available at: https://www.rit.edu/academicaffairs/policiesmanual/).

Any resident found in violation of the Terms and Conditions of Housing or whose negligence causes damages to the facilities or harm to other members of the community may be subject to a student conduct hearing, Housing Selection privileges revoked, and/or additional fees. In addition, RIT Housing Operations may terminate the resident’s housing contract with or without appropriate notice.

These terms supersede any and all prior Terms and Conditions of Housing. Upon reasonable notice, RIT Housing Operations can modify the Terms and Conditions of Housing during the term of this agreement.

The housing contract and the Terms and Conditions of Housing do not constitute a lease. They confer a limited and revocable license to occupy RIT housing. This license can be revoked by RIT Housing Operations as provided in these Terms and Conditions of Housing.

Please refer to this document as a reference during the 2017–2018 academic year. For additional information on RIT Housing Operations, visit our website at housing.rit.edu.

1 | CONTRACT DEFINITIONS

1.01 Eligibility
A student is eligible for an RIT housing assignment if he/she meets one of the following criteria:
- enrolled in 12 credit hours or more (undergraduate), 9 credit hours or more (graduate), or full-time equivalent at RIT
- registered as a cooperative (co-op) student
- registered in a field-study instruction program
- part of a special RIT sponsored program approved by RIT Housing Operations

In addition, the resident must prevent and/or resolve holds placed on his/her student account during the contract period. The resident must maintain eligibility throughout the contract period.

RIT reserves the right to deny eligibility to a resident within its sole and exclusive discretion, for any reason whatsoever, including but not limited to disciplinary violations.

1.02 Students Under 18 Years of Age
A student who is under 18 years of age must have a parent/guardian read the terms and conditions of housing and sign his/her RIT housing contract.

1.03 Family Contract
A family contract allows for a spouse, domestic partner, or dependent of an eligible resident to live in an RIT apartment. Additional rent charges may apply (see section 5.04).

1.04 Contract Periods
RIT housing contracts are binding for the entire academic year (fall and spring semesters), including breaks. Upon receiving a housing assignment, a student is bound by the terms and conditions of their RIT housing contract. The summer contract period is binding for the period between the day after graduation to the official summer term move-out date or the date stated on the resident’s contract.

Any resident who lives in RIT housing as a requirement of his/her employment with an RIT department continues to be bound by the Terms and Conditions through the end of the his/her housing contract even if employment ends voluntarily, by termination, or by ineligibility.

1.05 Contract Cancellation
Any student who has submitted a 2017–2018 RIT housing contract with an expected fall term move-in date who decides before the first day of fall semester classes or their fall move-in date whichever occurs first, they no longer need RIT housing must cancel their contract. RIT housing contracts can be canceled via the housing portal at myhousing.rit.edu. A cancellation fee may apply See cancellation dates and related fees in this section and in sections 5.07, 5.08, and 5.12.

Cancellation Due Dates and Fees Fall (2171)

<table>
<thead>
<tr>
<th>No fee if you cancel by</th>
<th>$300 fee if you cancel from</th>
<th>$500 if you cancel from</th>
<th>$700 if you cancel from</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 01, 2017</td>
<td>May 02 – May 31, 2017</td>
<td>June 01 – July 31, 2017</td>
<td>August 01 – 27, 2017</td>
</tr>
</tbody>
</table>
If a student cancels due to one of the reasons listed here, there will be no cancellation fee applied.

**Active military service:** A resident called to active military service

**Academic suspension:** Verified in writing from the academic department or the Registrar’s Office

**Leave of Absence:**

**Co-op / Resident Teaching / Study Abroad:** Changes in co-op or program status verified in writing by the Co-op Office or academic department

**Marriage:** Certified by a marriage certificate

**Graduation:** Verified in writing from academic department

1.06 Residency Requirement

RIT requires first-year freshmen entering RIT from high school to live in the residence halls for their first academic year. Incoming freshmen whose credit hours rise above first year status due to AP courses or college courses taken while in high school continue to be bound to this residency requirement. First-year freshmen who submit a housing contract and are currently assigned to the residence halls wishing to commute (live with parents/guardians within a 30 mile radius) must be released from their housing contract. Please contact RIT Housing Operations for details. Released freshmen are held to the cancellation fee or termination fee and refund schedule (see section 5.12).

1.07 Subcontracts

A resident shall not assign, sell, sub-license, or transfer his/her assignment rights in the room, apartment, suite, or any part thereof. No resident may sub-license or loan his/her room, apartment, suite, or any part of his/her living quarters to anyone else. Individuals not on-contract for the room, apartment, or suite are prohibited from occupying the space.

1.08 Residence Hall Closing Fall to Spring Semester Break and Intersession

On Wednesday, December 20, 2017 at 10:00 a.m., the residence halls close for the break and intersession period. Once closed on December 20 there will be no access to the residence halls prior to Monday, January 18, 2018. Residence Life staff will check all rooms during this break.

If you are **NOT RETURNING** to RIT for spring semester, remove all of your items from your residence hall room and return your key no later than December 20th at 10:00 a.m.

If you are **ARE RETURNING** to RIT for spring semester classes, take with you just the items you are going to need for break and keep your room key.

Alternate housing is available at the RIT Inn & Conference Center for residence hall residents who are continuing on to spring semester classes who must stay through the break and intersession period. Residents should refer to section 5.19 and contact RIT Housing Operations no later than five business days prior to the break for information regarding alternate housing.

1.09 Semester Break and Intersession for Students in Apartments, University Commons, Global Village, RIT Inn, and Greek Circle

If you are **NOT RETURNING** to RIT for spring semester, you must remove all of your items from your RIT housing and return your keys no later than December 20th at 10:00 a.m.

If you are **ARE RETURNING** to RIT for spring semester classes, you may stay in your housing during the break and intersession period at no additional charge (see section 5.19) as this housing will remain open.

2 | ASSIGNMENT PROCESSES

RIT Housing Operations shall have the sole and exclusive discretion to determine all room, apartment, and suite assignments and reserves the right to assign to under-occupied units, change room, apartment, and suite assignments and/or re-assign these spaces.

RIT Housing Operations reserves the right within its sole and exclusive discretion, to consolidate residents and assignments and to assign a new resident into a room, apartment, or suite which falls below required occupancy at any time during the term of this housing contract. Residents may not refuse the addition of a resident assigned by RIT Housing Operations. Refusing the addition of a resident assigned by RIT Housing Operations shall be a material breach of this housing contract.
### 2.01 Required Occupancy Levels

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Perkins Green</th>
<th>Racquet Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>1 Bedroom</td>
<td>1 Bedroom</td>
</tr>
<tr>
<td></td>
<td>1 person</td>
<td>1 or 2 People</td>
</tr>
<tr>
<td>Double Room</td>
<td>2 Bedroom</td>
<td>2 Bedroom</td>
</tr>
<tr>
<td></td>
<td>2 People</td>
<td>4 People</td>
</tr>
<tr>
<td>Triple Room</td>
<td>1 or 2 People</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 People</td>
<td></td>
</tr>
<tr>
<td>Quad Room</td>
<td>4 People</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>RIT Inn</th>
<th>Riverknoll</th>
<th>University Commons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>1 Bedroom</td>
<td>4 Single Rooms</td>
</tr>
<tr>
<td></td>
<td>1 or 2 People</td>
<td>1 Person per room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Colony Manor</th>
<th>Global Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bedroom Lower</td>
<td>Studio</td>
</tr>
<tr>
<td></td>
<td>1 or 2 People</td>
</tr>
<tr>
<td>1 Bedroom Upper</td>
<td>4 Bedroom Suite with Kitchen</td>
</tr>
<tr>
<td></td>
<td>4 people</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>5 Bedroom Suite without kitchen</td>
</tr>
<tr>
<td></td>
<td>6 People</td>
</tr>
<tr>
<td>2 Bedroom Townhouse</td>
<td>5 Bedroom Suite with Kitchen</td>
</tr>
<tr>
<td></td>
<td>6 People</td>
</tr>
<tr>
<td>3 Bedroom Townhouse</td>
<td></td>
</tr>
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</tr>
</tbody>
</table>

### 2.02 Assignment Criteria

In making assignments to RIT housing, RIT Housing Operations will not honor any requests for assignments or room changes which discriminate on the basis of race, color, religion, national origin, ancestry, disability, sexual orientation, or gender identity or expression. Requests for assignment or room changes based on information found on the internet (e.g., Facebook, personal websites) will not be honored. Whenever possible, residents will be assigned to their preferred locations and/or with their preferred roommate(s). Freshmen entering directly from high school and residents returning from co-op will be guaranteed RIT housing; however, particular preferences are not guaranteed.

Matriculated students will be given priority to RIT housing. Non-matriculated students may not be offered RIT housing. Returning, transfer, and graduate students are assigned RIT housing on a space-available basis; housing is not guaranteed.

Assignments to RIT housing are made using a student’s profile information.

### 2.03 Co-Habitation

RIT Housing Operations does not permit co-habitation (living with a student of a different assigned birth sex) in the residence hall rooms, with the exception of rooms in the gender-inclusive area.

### 2.04 Assignment Changes at the Resident’s Request

The Center for Residence Life and RIT Housing Operations regulate the number of assignment changes that are allowed during any term. Residents may not swap rooms, suites, or apartments without the prior approval of Residence Life or RIT Housing Operations staff. Additional rent and lock change charges may result if a resident makes an unauthorized move. For more information, contact your Residence Life Area Office or RIT Housing Operations.

### 2.05 Assignment Changes for Renovations, Refresh, and Repair

RIT Housing Operations reserves the right, within its sole and exclusive discretion, to re-assign a resident within RIT housing or to non-RIT temporary housing for reasons including, but not limited to renovations, refreshing, or repairing a room, apartment, suite, or nearby premises. If RIT Housing Operations initiates renovations, a refresh, or repairs, every effort will be made to minimize the inconvenience to the resident(s) and, whenever possible, advance notice will be given to the resident(s) as to the time and nature of the work to be done. Resident(s) shall not withhold payment of housing charges due to an assignment change for this reason.

### 2.06 Space Vacancy

RIT Housing Operations is not responsible for notifying residents of vacancies. Residents must keep the unassigned spaces vacant and available for new roommates at all times or be subject to additional charges (see section 5.17). A resident of RIT housing may not relocate to a vacancy in a different room, suite, or apartment without the prior approval from the Center of Residence Life and RIT Housing Operations. Additional rent and lock change charges may result if a resident makes an unauthorized move.
2.07 Roommate Additions to University Commons Suites
If a vacancy occurs in a University Commons suite, the current residents of the suite can complete a roommate add within 7 days of the vacancy occurring. If a roommate add is not completed within 7 days, RIT Housing Operations can assign a student to the space.

2.08 Roommate Additions to RIT Apartments
It is the responsibility of the resident(s) on contract in an RIT apartment to secure a new roommate(s) for a vacancy in the apartment. Each roommate addition must be completed within 7 days of the vacancy occurring. If a roommate add is not completed within 7 days and there is a demand for housing, RIT Housing Operations will assign a student to the space (see section 5.17).

Exception: 1 bedroom apartments in Colony Manor, Perkins Green, Racquet Club and Riverknoll

2.09 Mid-Year Assignments
When assigned to a vacancy during the academic year, the resident’s contract is for the remainder of the academic year. RIT Housing Operations will assign students to vacant spaces based on the contract dates using the criteria in section 2.02. RIT Housing Operations will notify the current occupants that a resident has been assigned to the vacant space(s) when possible. Residents cannot deny a newly assigned resident access; residents are expected to create a welcoming environment for a new roommate.

2.10 Summer Assignments
A summer housing contract must be submitted via the RIT Housing Operations portal myhousing.rit.edu. Summer housing is available in select areas of the residence halls, apartments, Global Village suites, and University Commons suites. RIT Housing Operations reserves the right, within its sole and exclusive discretion, to limit the number and type of housing options available during the summer term. Residents who will occupy the apartment/suites for the subsequent academic year will be given priority. Summer housing is not available at the RIT Inn & Conference Center. Roommate adds are not permitted summer term.

RIT Housing Operations reserves the right, within its sole and exclusive discretion, to have students move from their summer to fall assignment prior to the end of the summer term and to have students without a fall assignment move prior to the end of the summer term.

3 | CHECKING INTO HOUSING

3.01 Scheduled Move-In Dates
See below for scheduled move-in dates for each term.

» Fall (2171) Move-in dates for fall semester vary. Please visit http://www.rit.edu/fa/housing/content/move-in-move-out for a full list of fall semester move-in dates.

» Spring (2175) Monday, January 08-Sunday, January 14, 2018 Please visit http://www.rit.edu/fa/housing/content/move-in-move-out for additional information regarding spring move-in.

» Summer (2178) May 16, 2018

3.02 Key Pick-Up
All residents are required to check in at designated locations to obtain room, apartment, or suite key(s). Residents may not accept keys from roommates or former residents.

3.03 No-Show Dates and Fee
RIT housing will not be guaranteed if the assigned resident does not pick up and sign out a housing key from RIT Housing Operations by the following dates for the start of each term. In addition for fall semester, if the resident has an RIT housing assignment and is a registered student and fails to sign out a housing key by the specified date for the fall semester, a no-show penalty for $700 will be placed on the resident’s student account (see section 5.08).

<table>
<thead>
<tr>
<th>Fall (2171)</th>
<th>Spring (2175)</th>
<th>Summer (2178)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28, 2017</td>
<td>January 16, 2018</td>
<td>May 17, 2018</td>
</tr>
</tbody>
</table>

3.04 Documentation of Room/Apartment/Suite Condition at Check-In
Upon moving into an assigned space, Housing Operations has deemed that the space is acceptable and ready for move-in. Resident should submit a maintenance request at http://www.rit.edu/fa/housing/content/submit-maintenance-request if an item needs to be addressed.

3.05 Early Arrival
A resident may request to move in prior to the scheduled move-in date (see section 3.01). Approval for early arrival is determined on a case-by-case basis and early arrival housing is not guaranteed. Additional fees apply (see section 5.20).
4 | CHECKING OUT OF HOUSING

At the end of the resident’s contract period (see section 1.04) or on the resident’s move-out date, the resident must follow the proper check-out procedures below when vacating RIT housing. This process must be followed each time a resident vacates RIT housing.

» Remove all personal items from the room, apartment, or suite; belongings not removed will be considered abandoned and will be discarded at the resident’s expense (see section 5.11 and section 15.01).

» Return the space to move-in condition.

» Apartment residents: Prepare the space as outlined in the cleaning instructions document found at http://www.rit.edu/fa/housing/resources-guides

» Return key(s) in a completed key return envelope to the RIT Housing Operations office located in Grace Watson Hall.

» Keys can be returned 24/7 via the drop box outside the Housing Operations office in Grace Watson Hall. Failure to return keys upon move out will result in an improper checkout charge of $100. Keys that are mailed back after the move-out date will not be accepted.

» RIT Housing Operations will inspect the room, apartment, or suite upon the resident vacating. The condition of the room, apartment, or suite, including all furnishings and fixtures, and any damage which is determined by RIT Housing Operations to have occurred during the resident’s occupancy will be documented by RIT Housing Operations. Additional fees may be assessed for damage and/or failure to follow this procedure (see sections 5.09, 5.10, and 5.11).

5 | RENT, FEES, ADJUSTMENTS, AND CHARGES

5.01 Student Accounts
RIT Housing Operations, in conjunction with Student Financial Services, posts rents, fees, and adjustments to the students’ accounts.

5.02 Appeal of Housing Charges
An appeal of any charge placed on your student account by RIT Housing Operations must be initiated in writing to RIT Housing Operations within 60 days of the transaction date on the resident’s student account.

5.03 Rates
Refer to RIT Housing Operations’ web site at http://housing.rit.edu for the current rent rates.

5.04 Family Rent Rate
The family rent rate is billed each term and is equal to the term academic year rent rate multiplied by the required occupancy for the assigned unit.

5.05 Academic Year Billing
RIT rent charges are posted on a term basis. All rent and rent adjustment billing, as well as associated fees, will be posted to residents’ student accounts.

5.06 Summer Billing
All summer term RIT housing is charged as a lump sum on his/her student account based on the number of weeks the student states on their summer term housing contract. Charges are calculated based on the current summer term weekly rate. An adjustment, if necessary, will be made after the resident returns his/her key. See current rates at RIT Housing Operations or via our web site at http://housing.rit.edu.

5.07 Cancellation Fees for Fall Semester

<table>
<thead>
<tr>
<th>Cancellation Date Fee</th>
<th>$300 fee if you cancel from May 02 – May 31, 2017</th>
<th>$500 if you cancel from June 01 – July 31, 2017</th>
<th>$700 if you cancel from August 01 – 27, 2017</th>
</tr>
</thead>
</table>

No fee if you cancel by May 01, 2017

See section 1.05 for more information.

5.08 No-Show for Fall Semester
RIT will charge a $700 no-show fee to students who are registered and have an RIT housing assignment who fail to sign out housing keys by August 28, 2017 (see section 3.03).

5.09 Failure to Move-Out on Scheduled Move-Out Day Rent
RIT will charge a resident $50 per day for each day beyond the contract termination date (move-out date) that he/she fails to vacate.

5.10 Lock Change and Lost Key Charges
RIT will charge a $100 lock change fee to residents who fail to return their keys when vacating housing. Keys that are mailed back after the move-out date will not be accepted.
In the event that a housing key is lost or stolen, it must be reported to RIT Housing Operations. A lock change will be completed. The charge for a lock change is $85. Failure to pick up the new key(s) after a lock has been changed will result in another lock change and additional charges.

If the resident has repeated occurrences of signing out a loaner key, this implies that the resident has lost a key and a lock change will be completed. The appropriate charges will be assessed to the resident’s student account.

5.11 Damage Charges
RIT will charge a resident a fee equal to the cost to repair or rectify any damage to RIT housing, other than normal wear and tear to the resident responsible for the damage. To the extent the responsible resident cannot be determined, all co-residents will be jointly and severally liable.

RIT will charge a resident a fee equal to the removal cost of abandoned property to the owner of the abandoned property. To the extent that the responsible resident cannot be determined, all co-residents on contract during the academic year will be charged for removal of abandoned items.

Charges assessed and totaled after the expiration of a resident’s housing contract constitute a debt payable by the resident immediately.

5.12 Termination Fee - Applies for Full Academic Year Including Breaks and Intersession
Any resident terminating his/her RIT housing contract to move to non-RIT housing (including the resident’s parent’s/guardian’s home) and remains a registered student (full or part time) will be charged a termination fee of one-half a term’s rent. In addition to the termination fee, a resident will be held to the refund schedule outlined in section 5.14. Students who terminate their RIT housing contract due to reasons listed in section 7.01 will not be charged a termination fee and will not be held to the refund schedule.

A current freshmen who remains a registered student is bound by the RIT residency requirement and may not terminate his/her housing contract to live in non-RIT housing without being granted a release (see section 1.06).

5.13 Prorated Rent Adjustment
RIT will adjust the rent amount for a resident terminating his/her housing contract and vacating housing as allowed for reasons listed in section 7.01. Adjustments will be based on a per day basis through the day the resident’s key(s) and key return envelope are returned to RIT Housing Operations.

After the fourth week no adjustment is given unless required under applicable law for students receiving Title IV funds. For further information, contact the Student Financial Services office.

5.14 Partial Rent Adjustment
RIT will adjust the rent amount for a resident terminating his/her housing contract and vacating housing for reasons other than those allowed in section 7.01. Adjustments, as outlined below, are based on the date that the resident’s key(s) and key return envelope are returned to RIT Housing Operations.

Refund Schedule

| First week of classes (85% refund) | Third week of classes (50% refund) |
| Fall | August 28 – September 3, 2017 | Fall | September 11 – 17, 2017 |
| Spring | January 16 – 21, 2018 | Spring | January 29 – February 4, 2018 |

| Second week of classes (65% refund) | Fourth week of classes (35% refund) |
| Fall | September 04 – 10, 2017 | Fall | September 18 – 24, 2017 |
| Spring | January 22 – 28, 2018 | Spring | February 05 – 11, 2018 |

5.15 Rent Adjustments for Roommate Addition
Housing charges may be adjusted for a roommate addition as of the date the new resident signs out his/her key(s). For occupancy requirements and rent rates, see sections 2.01 and 5.03.

5.16 Students on Co-Op/Study Abroad Rent
A resident whose co-op is located 45 miles or more from Rochester and requires the resident to relocate (not a co-op completed virtually) during fall semester may maintain his/her RIT housing contract and assignment. This option is also offered to students who go on study abroad. This option is not offered to students whose co-op is to be completed virtually or locally (within 45 miles of RIT). This option is not offered spring semester or summer term. Rent will be reduced for the term(s) that the resident is on co-op/study abroad to one-half the term’s rent of the type of housing the resident is assigned to. Resident will not have key or card access to housing during the term(s) he/she is on co-op or study abroad. Resident is not allowed back into the housing held until the official move in date of the term he/she is returning. Resident must notify RIT Housing Operations in writing at dkbapt@rit.edu to participate in this special option no later than two weeks prior to the start of the term that he/she is registered for co-op or study abroad.
5.17 Alternate Occupancy Rates — One Bedroom Apartments
One-bedroom apartments have the required occupancy of one person. The regular rent rate will be charged to the resident. If a second resident lives in the apartment the regular rent rate will be split between the two residents. When one of the resident’s contract ends, is terminated, or the resident does a room change, the remaining resident’s rent will immediately revert back to the regular rent rate. RIT Housing Operations will not assign a second student to a one-bedroom apartment unless the assignment is initiated by the current student.

5.18 Break Between Semesters Rent
Housing rent rates for each semester only cover periods when RIT is officially in session. Residents who maintain their RIT housing contract for the entire contract period (August 28, 2017 – May 12, 2018) will not be assessed additional charges during term break between fall and spring semesters.

A resident who remains in housing (has possession of housing key and items in housing) during the fall to spring term break period but does not return for spring semester classes will be charged $50 per day for each day of the break until the date the resident’s key(s) and the key return envelope are received by RIT Housing Operations.

5.19 Extended Stay Fee
A $50 per day fee will be charged to students who move-in prior to their scheduled move-in date. A $50 per day fee will be charged to students who stay beyond their scheduled move-out date.

5.20 Restitution Fees
RIT will charge each resident on contract in a room, apartment, or suite $100 in the event evidence is found that any building system (e.g., wireless devices, safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, telephone equipment, TV cable, computer cable or pathway, plumbing/electrical system, etc.) was tampered with or altered. A second violation will result in removal from RIT housing.

RIT will charge any resident found responsible of causing an avoidable fire alarm or falsely activating an alarm up to $200 for restitution. Resident(s) who cause an avoidable fire alarm (burned food, candles and incense, etc.) and then intentionally leave the area to avoid meeting with the Fire Department and emergency personnel may be subject to appearance tickets issued by the Town of Henrietta Fire Marshal’s office.

5.21 Internet Credit for Riverknoll Residents
Riverknoll residents may be eligible for a credit, not to exceed $185 per semester, to offset the cost of internet service purchased by the residents. This service must be accessible to all residents in the apartment. All credits for the academic year must be submitted by June 15, 2018. Only one credit per apartment, per semester will be given. Summer term refunds not to exceed $120 will be prorated if student with contract with service provider stays less than a full term. Credit will only be given to residents who hold the contracts with the service provider and the credit will be placed on their student accounts. No checks will be issued. Summer term credits must be requested by September 30, 2018. Please send one Spectrum (Time Warner) statement per semester via email to Donna Black in RIT Housing Operations at dkbapt@rit.edu.

5.22 Reserved Parking Credit for RIT Inn Residents
RIT Inn residents may be eligible for a credit, not to exceed the cost of a reserved parking pass per semester. Housing Operations will verify the purchase of a reserved parking pass at the end of each semester, credit will then be issued on students accounts. No checks will be issued.

5.23 Air Conditioner Fee
Resident owned air conditioners are only permitted if installed by RIT Housing Operations’ staff. By requesting that an air conditioner unit be installed, the resident(s) must complete an Air Conditioner Request Form. By completing the request form, the student(s) agree to pay a non-refundable charge of $125 per season, per air conditioner unit for installation, removal and utility expenses. This charge will be divided equally among the residents who have signed the air conditioner request form. Charges will be placed on each resident’s student account once the air conditioner unit is installed and inspected by RIT Housing Operations’ staff. All air conditioners are not allowed to exceed 5000 BTUs.

The installation and inspection of the air conditioner unit must be completed by RIT Housing Operations’ staff. Once completed, a sticker will be placed in the window of the apartment notifying RIT Housing Operations that this air conditioner unit has been installed and inspected properly. Air conditioner units will be removed by RIT Housing Operations if the Air Conditioner Request Form has not been completed or if the unit was not installed by Housing Operations staff.

The typical season for use of air conditioners is late April to mid-October. The non-refundable charge of $125 per season, per air conditioner unit applies to any air conditioner approved for installation between April and October regardless of the actual number of months the resident(s) uses the unit.

5.24 Special Cleaning Fee Due to Animal
All residents of an apartment, room, or suite will be charged a special cleaning, if any type of animal is found to have resided in the unit for any amount of time. A second violation will result in removal from RIT housing (see section 9.09).
6 | TERMS AND CONDITIONS OF RIT DINING PLANS

6.01 General Terms and Conditions
By signing up for an RIT meal plan, the account holder agrees to abide by all policies, rules, regulations, and procedures of RIT Dining Services. The terms and conditions of RIT meal plans begins when the account holder’s meal plan account is opened by RIT Dining Services and ends when canceled by either RIT Dining Services or the account holder, or at the end of the spring semester. If the account holder notifies RIT Dining Services that they will attend summer classes, these accounts will be closed at the conclusion of summer classes. This also applies if a summer meal plan is purchased.

RIT dining meal plans, meal exchanges, dining dollars, and Tiger Bucks are placed on your RIT ID card. Dining accounts are non-transferable and an RIT ID card will be confiscated if used by an individual other than the person to whom the card was issued. Each student is responsible for safeguarding his/her RIT ID card. Should a card become lost or stolen, RIT and RIT Dining Services assume no responsibility for unauthorized purchases from the account prior to notifying RIT Dining Services of the loss. To report a lost/stolen card, account holders should contact RIT Dining Services at (585) 475-2228 or in-person at the Dining Services Office located in the Student Alumni Union (SAU), room A520 Monday through Friday from 8:00 a.m. – 4:30 p.m. RIT Public Safety may also be notified 24 hours a day, 7 days a week at (585) 475-2853. Upon notification of a lost/stolen card, RIT Dining Services or RIT Public Safety will deactivate the card, preventing its future use. Account holders are responsible for any usage on the card up until the time it was reported lost/stolen. Cards must be replaced to maintain access and service and a replacement card may be obtained at the Registrar’s Office. Replacement cards will be made in accordance with current policies regarding card replacement and the resident will be responsible for any replacement fees.

6.02 Mandatory Dining Plans (Freshman, Upperclassman, Greek, RIT Inn)
Dining Services plan participation is mandatory for all students assigned to RIT residence halls, including Greek houses and Greek free-standing with supplemental kitchens, and the RIT Inn & Conference Center.

Upon signing an RIT housing contract, a student’s dining account is opened and the account holder is immediately responsible for all meals/dining dollars used and posted against his/her account. Greek houses in residence halls and Greek free-standing with supplemental kitchens must participate in either a Greek dining dollars option or any other RIT meal plan. RIT Dining Services will deduct meal or food item purchases from the meal plan. Some non-food items are exempt from all discounting and require the collection of sales tax. The purchase of all non-food items, alcoholic beverages and tobacco products with a Dining Dollars is prohibited.

The meal plan week begins with Sunday breakfast and ends with Saturday dinner. Unused weekly meals are not refundable and non-transferable and cannot be used during breaks. The number of meals and meal exchanges are subject to adjustment when the university is not in session during breaks. The dining dollars portion of a meal plan ends with the last meal of each semester; however, upon notification RIT Dining Services will activate the following semester’s dining dollars account early so it may be used during the break in select dining service areas and vending machines. The meals and meal exchange(s) portion of a meal plan cannot be used during university break periods. Please note for fall semester all meal plans are activated for use for dinner on the first day of freshman move in; the Tuesday before classes begin.

6.03 Dining Dollar Plans
Students may sign up for a meal plans at mydining.rit.edu. Account holders will have that semester’s dining dollars selection deposited into his/her account. With the purchase of a meal plan the following semester, RIT Dining Services agrees to roll-over the unused balance until the end of the academic year as follows:

Freshman, Upperclassman, Greek, RIT Inn and Commuter Meal Plans
100% of the unused portion of the dining dollars plan balance and 100% of dining dollars voluntarily deposited will be rolled over at the end of fall semester. Any unused balance at the end of spring semester is forfeited.

Dining dollars balances cannot be transferred to a Tiger Bucks account. Tiger Bucks is a separate declining balance, taxable program used to purchase food and non-food items in on campus retail outlets and off campus partnerships.

6.04 Changes to Dining Plans
Changes to meal plans may only be made during the first week of each academic semester (fall and spring) until 4:30 p.m. the Friday of that week. Changes to meal plans must be made online at mydining.rit.edu. After the change period, you may only upgrade your meal plan to not incur a penalty.

Meal plans follow the official university calendar. The first meal of each semester is lunch/brunch the day before classes begin. The last meal is dinner on the last day of exams, unless otherwise posted. Summer term starts with breakfast on the first day of classes.

6.05 Deposits and Balance Verification
Visa/MasterCard and echeck deposits may be made anytime online at eservices.rit.edu. Cash, debit, check, and Visa/MasterCard deposits may be made in-person at Student Financial Services, located in the University Services Center (USC), Monday through Friday from 8:30 a.m. – 4:30 p.m. Students may verify an account balance anytime online at eservices.rit.edu or with RIT Dining Services, a cashier at any dining location, the RIT Inn, and Student Financial Services. Student accounts cannot be billed and must be paid in advance with cash, check, Visa, or MasterCard.
6.06 Refund Schedule

**Freshman, Upperclassman, Greek, RIT Inn and Commuter meal plans**

A refund of unused dining/dining dollars cannot be refunded unless a student is officially released from the residence halls or the RIT Inn either through 1) withdrawal from the university (graduation does not constitute withdrawal) or 2) academic or disciplinary dismissal. When released from the residence halls or the RIT Inn, the account holder may receive a partial refund on his/her meal plan in accordance with the refund schedule (see below).

**Dining Dollars voluntarily deposited**

A refund of unused dining dollars voluntarily deposited into the account is only available if the account holder 1) withdraws from the university (graduation does not constitute withdrawal); or 2) incurs an academic or disciplinary dismissal. The account holder may receive a partial refund on his/her dining plan in accordance with the refund schedule (see below).

<table>
<thead>
<tr>
<th>Weeks 1 – 7:</th>
<th>Weeks 8 – 14:</th>
<th>Weeks 14 – 16:</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of the unused dining/dining dollars charges are refunded.</td>
<td>50% of the unused dining/dining dollars charges are refunded.</td>
<td>There will be no refund.</td>
</tr>
</tbody>
</table>

Any unused balance at the end of the spring semester is forfeited. Refunds will be applied to the account at Student Financial Services.

7 | RESIDENT’S RIGHT TO TERMINATE HOUSING

7.01 Allowable Terminations

A resident may terminate his/her housing contract for the reasons listed in this section.

- **Active military service:** A resident called to active military service
- **Academic suspension:** Verified in writing from the academic department or the Registrar’s Office
- **Leave of Absence:**
- **Co-op / Resident Teaching/ Study Abroad:** Changes in co-op or program status verified in writing by the Co-op Office or academic department
- **Marriage:** Certified by a marriage certificate
- **Graduation:** Verified in writing from academic department
- **Withdrawal**

7.02 Termination On or After the Scheduled Move-In Date

Termination on or after the scheduled move-in date for reasons other than those listed in section 7.01 will result in a termination fee (see section 5.12). Any resident terminating his/her housing contract is expected to check out (see section 4) of housing within 48 hours of submitting official paperwork as required below or receipt of notice of suspension.

RIT shall not be liable for any personal conflicts among residents or with the guests or invitees of any one co-resident. Therefore, a conflict between residents does not constitute grounds for the termination of housing contracts.

7.03 Termination by First Year Freshmen with Residency Requirement

Freshmen who have not been officially released from their housing contract, are registered students (full or part-time) and check out of the residence halls before the end of the academic year will continue to be charged rent for the remainder of the academic year.

Freshmen who have been officially released from their housing contract, are registered students (full or part-time), and move to non-RIT housing (including parent’s) will be held to the refund schedule and assessed a contract termination fee (see sections 5.12 and 5.14).

7.04 How to Terminate

A resident can terminate a housing contract during the academic year by removing all his/her items from RIT housing and returning his/her housing key(s) by the specified vacate date for the term he/she is leaving. A termination fee may apply (see section 5.12).

8 | RIT’S RIGHT TO TERMINATE

8.01 Termination for Failure to Comply with Terms & Conditions of Housing

RIT Housing Operations may terminate a resident’s housing contract, with appropriate notice, for failure to comply with the Terms and Conditions of Housing.

8.02 Termination for Uncomfortable or Hostile Environment

Creating an uncomfortable or hostile environment for a new roommate is prohibited. If the behavior of a resident, resident’s dependent or spouse becomes a nuisance to the community or neighbors in the sole and exclusive judgment of RIT, RIT Housing Operations may result in removal from RIT housing and termination of the resident’s housing contract.
8.03 Termination for Fraudulent Action
Any type of fraudulent action by a resident related to information, processes, and official documents required by RIT Housing Operations is prohibited and may result in removal from RIT housing and termination of the resident’s housing contract.

8.04 Termination for Financial Hold
A resident with a financial hold on their student account may be removed from RIT housing.

8.05 Termination for Harboring Ineligible Residents
Harboring ineligible students/non-students is prohibited and may result in removal from RIT housing and additional charges for rent. Individuals not on contract for the room, apartment, or suite are prohibited from occupying the space.

8.06 Termination for Violation of RIT’s Student Code of Conduct
If a resident is found to be responsible under RIT’s Student Conduct Process, RIT Housing Operations may terminate the housing contract prior to expiration of the term. The foregoing also applies to all members of the resident’s non-RIT family residing in the apartment. In exceptional circumstances involving dangerous behavior or the potential for it to occur, a resident may be asked to leave RIT housing in consultation with the Center for Student Conduct and Conflict Management Services.

RIT Housing Operations may terminate a housing contract prior to its expiration and remove a resident from his/her room in the event the resident’s behavior is or has the serious potential to become a danger to himself/herself or others.

The reasons for terminating a resident’s contract for endangering behavior must be set forth in writing and approved by the Director of the Center for Residence Life and the Director of RIT Housing Operations in consultation with Student Affairs. Once approved, the resident may be required to leave RIT housing immediately and, if necessary, may be removed by RIT Public Safety, even though he/she may appeal the decision subsequent to leaving. A resident whose contract has been terminated for endangering behavior has 10 business days after termination to appeal the decision in accordance with the appeal provisions contained in the RIT Student Conduct Process.

Upon notification of an interim suspension or other action that might require a temporary move as required by Student Affairs/Student Conduct, RIT Housing Operations reserves the right to add the cost of temporary housing to the resident’s term rent.

9 | FACILITIES AND SERVICES

9.01 Utilities
Utilities are provided by RIT. Residents are requested to conserve energy when possible by keeping windows and doors closed and lights turned off when not in use. Water service is provided by RIT.

9.02 TV
The monthly charge for Philo and DirecTV service (Maximum of one service outlet per apartment) is provided by RIT.

9.03 Internet Service
All RIT housing has wireless access, with the exception of the RIT Inn and Conference Center and Riverknoll. Additionally, Ethernet jacks are provided by RIT throughout RIT housing, except in the Riverknoll apartment complex.

If a resident lives in Riverknoll and subscribes to high speed internet access service, the resident may be eligible for a credit (see section 5.22) towards the cost of this service. This service must be accessible by all apartment residents.

9.04 Keys
All RIT housing keys, which include residence hall, RIT Inn, University Commons, Global Village, apartment, Greek Free Standing, and Colony Manor and Perkins Green mailbox keys, are the property of RIT Housing Operations and must be returned to RIT Housing Operations along with a key return envelope on the contract end date or the resident’s move-out date, whichever comes first. Retaining keys beyond the move-out date does not extend the housing contract. Failure to return keys by the move-out date will result in additional charges (see section 5.10). Any unauthorized possession, duplication, distribution, use, or swapping of room keys, exterior door keys, mailbox keys, RIT keys, or master keys is prohibited. Residents must carry their keys at all times and lock their doors when they leave their rooms, apartments, or suites. Residents moving from one RIT housing to another must pick up their new housing keys and return the key(s) for the housing they have vacated within 48 hours of the move or a lock change will be completed and charged to the residents’ student accounts. Failure to pick up and sign for RIT housing keys does not release residents from their rent responsibilities.

In the event that a housing key is lost or stolen, the resident must report it to RIT Housing Operations and a lock change will be completed. Key replacements and/or lock changes resulting from a lost or stolen key will result in additional charges (see section 5.10).

Altering any lock in RIT housing or installing additional locks without permission from RIT Housing Operations is prohibited.

Defacing a key is prohibited.
9.05 Air Conditioned Apartments/Suites
Air conditioners in apartments, University Commons, Global Village, and Greek houses are turned off in October and turned back on in the spring. Per manufacturer recommendations, to avoid damage to the unit, these types of air conditioners should not be operated when the ambient temperature drops below 52 degrees Fahrenheit. While operating air conditioners, please keep room/apartment/suite windows closed to avoid damage to the air conditioning unit (see section 5.11).

9.06 Non-Air Conditioned Apartments/Residence Hall Rooms
Residents in apartments that do not have air conditioning may request to have a personal air conditioner they purchased installed in the apartment by completing an air conditioning request form available at either RIT Housing Operations office and online at http://housing.rit.edu. If approved, additional fees will be charged (see section 5.23). All air conditioners will be scheduled for removal during the month of October. Residents may not install personal air conditioners without approval from RIT Housing Operations. Personal air conditioners are not allowed in residence hall rooms.

9.07 Appliances
Residence Halls
Cooking meals in residents' rooms is not allowed. Microwave ovens are prohibited in residents' rooms. Only microwave ovens purchased by RIT Housing Operations can be used in public areas.

Any hot beverage appliance that has an automatic shut off can be used in a student room. Appliances that are intended to be used for cooking are prohibited; examples are, but not limited to, rice maker, toaster, toaster oven, cake pop, George Foreman grill, etc...

Refrigerators, 5 cubic feet or smaller, are allowed in residents' rooms.

Apartments/Suites and Global Village
Microwaves are permitted in apartments and Global Village and University Commons suites.

RIT Inn
Cooking meals in resident's rooms is not allowed. Microwave ovens are prohibited in resident's rooms. Only microwave ovens purchased by RIT Housing Operations can be used in public areas.

Electric tea kettles and coffee pots with automatic shutoffs are allowed to be used within student rooms and in the lounges at the RIT Inn. Appliances that are intended to be used for cooking are prohibited. This includes, but is not limited to, toasters, toaster ovens, hot plates, George Foreman grills, rice makers, etc.

Refrigerators 5 cubic feet or smaller, are allowed in residents' rooms.

9.08 Pets and Service Animals
No pets or animals, except fish and service and assistance animals, are allowed in RIT housing (see section 5.24). Piranhas, oscars, and other carnivorous fish are not allowed. The tank size may not be larger than 10 gallons. Any damage caused by a fish tank will be charged to the resident(s).

A resident with a disability who would like to request the use of a service or assistance animal due to their disability must contact the Director of Disability Services. Animals not approved by Disability Services as a service or assistance animal will be considered pets and excluded from housing.

A resident with a service or assistance animal is responsible for the following:

» Making sure the animal is house broken.
» Taking the animal away from housing, parking lots, and commonly used walkways to relieve itself and cleaning up after the animal.
» Keeping the animal under control at all times while on campus.
» Keeping the animal clean, well groomed and free of pests.
» Keeping the animal's living space clean.
» Ensuring the health, safety, and humane treatment of animal.
» Not leaving animal unattended or in the care of someone else for more than 24 hours.
» Any damage caused by the animal to either persons or property.

9.09 Storage
No storage is provided for residents in any RIT housing. Under no circumstances are utility or furnace rooms, entrances, hallways, and lounges to be used for storage. Colony Manor basements and townhouse crawl spaces may not be utilized for living or storage space by residents. In addition, storing of items (boats, furniture, building material, etc.) outside is prohibited.

Residents living in RIT housing during the summer term are prohibited from storing another resident's personal belongings.
9.10 Housekeeping
Residents acknowledge acceptance of the room, apartment, or suite in its present condition, agree to maintain the room, apartment, or suite and leave it at the termination of the contract in move-in condition. Reasonable wear and tear is anticipated.

Residents are, at their own expense, responsible for cleaning their assigned room, apartment, or suites. Residents must remove waste materials regularly and maintain sanitary and safe conditions acceptable to RIT Housing Operations and Center for Residence Life.

Specific cleaning responsibilities to return the apartment to move-in condition can be found at https://www.rit.edu/fa/housing/resources-guides. Each resident is responsible for keeping all provided appliances in clean, sanitary condition as well as for taking reasonable care in the operation and use of the appliances. If a fire alarm is determined to have been caused by a dirty stove, the resident must clean the stove before using it again or within 24 hours, whichever comes first. If the stove is not cleaned within 24 hours, RIT Housing Operations will have the cleaning completed at the resident's expense. Charges for cleaning will be placed on the resident's student account.

Only appliances purchased and installed by RIT Housing Operations are permitted in apartments/suites.

Residents may not paint, wallpaper, remodel, or make any structural changes to their rooms, apartments, or suites. Posters, photographs, paintings, etc. should be hung using 3M Command Strips. The use of contact paper on shelves or walls is prohibited. Duct tape may not be adhered to any surface in RIT housing. Residents shall not erect or attach any exterior wires, aerials, signs, etc., about the rooms, apartments, suites, or the premises.

All trash/debris must be disposed of in the dumpsters provided. Trash/debris may not be left in the common areas of the complex. Under no circumstances are residents to leave refuse in cartons or otherwise outside the dumpsters. In addition, no garbage can or refuse container of any kind, other than those provided by RIT, may be placed anywhere outside on the premises. Residents are responsible for picking up all garbage and debris outside their apartments or suites.

Facilities Management Services custodial staff cleans suite bathrooms and all public areas in the residence halls only. Residents shall be financially responsible for all damage to rooms, apartments, or suites including, but not limited to, walls, floors, appliances, plumbing, heating, air conditioning, and ventilation systems (see section 5.11).

9.11 Pest Control
RIT Housing Operations utilizes services of an exterminating company to help keep the environment pest free. Residents share in the responsibility of keeping their areas clear of debris that may encourage pests to manifest.

When there is a concern regarding any type of insect or pest, residents should contact RIT Housing Operations. Residents may be held responsible if the cause of the pests/insects was a direct result of living conditions or contaminated furniture/bedding brought into RIT housing.

9.12 Care of Ceilings
Residents are strictly prohibited from affixing any object, allowing any objects, water, or any other liquids to come in contact with, or painting any ceiling areas.

9.13 Windows, Screens, and Balconies
Window screens must remain permanently in place to fulfill their purpose and to avoid loss. A fee will be incurred for screens that need to be replaced or reinstalled due to resident misuse (see section 5.11). No material (cardboard, foil, etc.) can be placed in windows or off balconies. Nothing may be hung, attached, or stored on any balcony. No resident may hang laundry or shake rugs from a window or off a balcony. Tampering with windows is prohibited. No sign, signal, advertisement, flag, banner, or illumination of any kind shall be placed on or out any window or other part of the premises without the written approval of RIT Housing Operations.

9.14 Furniture
Residents may not disassemble or remove any existing furniture or fixtures from their assigned housing. Lofts are not permitted and may not be constructed in residence hall rooms or apartments. To gain additional space for storage under beds, bed risers may be purchased and utilized to raise moveable beds as high as eight inches from the floor. No oversized or heavy furniture is permitted in any RIT housing. Water beds are strictly prohibited. No structural changes to rooms, apartments, suites, or public areas are allowed, including the attachment of furniture to walls, floors, or wall coverings of any type. No furniture may be removed from public areas. Wall shelves are not allowed in RIT housing. The use of temporary or permanent hot tubs is prohibited in RIT housing or about the premises.

9.15 Entry for General Maintenance
RIT, its agents, or representatives may enter any room, apartment, or suite to prepare a room/space for a new resident, to check the condition of the space and its furnishings, or to make necessary repairs to a space or equipment therein, including ISP and cable TV connections at any time, with or without notice. No permission to enter the room, apartment, or suite is required from the residents.

9.16 Entry to Prospective Residents or Buyers
RIT, its agents, or employees reserve the right to enter, upon a scheduled appointment, any room, apartment, or suite for the purpose of displaying the same to prospective residents or buyers. No such appointment shall be necessary if this contract has been declared in default or if the resident abandoned the room, apartment, or suite.
9.17 RIT Inn Pool
RIT Inn residents may only swim in the indoor/outdoor pool when a lifeguard is on duty. RIT Inn residents and their guests are required to follow all of the posted policies related to the pool, sauna, and whirlpool.

9.18 Parking
Residents and their guests shall comply with RIT’s parking and traffic regulations at all times. Please refer to the Parking and Transportation website at http://www.rit.edu/parking.

Driving or parking on lawns, other landscaped areas, and walkways is prohibited. All vehicles owned by residents shall be properly licensed and registered with RIT. Any unlicensed vehicle will be towed and/or stored at the owner’s expense. With the exception of flat tires, vehicle repairs including, but not limited to, oil changes are prohibited on all RIT property. Likewise, vehicles damaged in off-campus accidents or events may not be towed to RIT property to await repairs. RIT prohibits the storage of boats and campers in parking areas. Snowmobiles, three-wheelers, and mini-bikes are prohibited on RIT property.

Each apartment complex has designated visitor parking. Visitors staying longer than 24 hours are expected to leave a clearly visible note inside the windshield stating the dates the vehicle will be parked on the premises and the apartment number where they can be reached should it be necessary to move the vehicle. Residents are responsible for moving their vehicles and those of their guests to designated areas during snow removal or risk towing and storage fees.

9.19 Grills and Picnic Areas
Personal grills cannot be stored in rooms, apartments, suites, or on balconies. Grills can only be used if they are located a minimum of 20 feet away from the building.

Residents of the residence halls and RIT Inn & Conference Center may request a grill for temporary use from Facilities Management Services. Grills are reserved, delivered, and picked up through Facilities Management.

Residents must keep designated picnic areas and grills clean and free of litter and debris.

9.20 Bicycle Racks
Bicycle racks are available within all RIT housing areas/complexes for student use. RIT Housing Operations is not responsible for lost, stolen and/or damaged bicycles. See section 15.01 for removal of abandoned/lost/improperly stored bicycles.

10 | USE OF SPACE

10.01 Commercial Business
Residents shall not use RIT housing, Ethernet, mailbox, or any part of RIT premises for any commercial business or purpose. RIT housing is for residential use only.

11 | CODES OF CONDUCT FOR RIT HOUSING

11.01 Community Expectations for All RIT Housing
Residents are expected to conduct themselves in a manner to allow for the quiet enjoyment of the property and premises that is deemed reasonable by RIT staff for a residential housing facility. Conduct which infringes upon the rights of others to a quiet living environment that supports residents’ academic pursuits is not acceptable under any circumstances.

In addition, a current resident of RIT housing is expected to create a welcoming environment for a new roommate assigned to his/her room, apartment, or suite.

A resident’s right to sleep or study takes precedence over another resident’s desire to have guests, watch television, play music (including musical instruments) etc., in the room, apartment, or suite. Denying a roommate access to the room, apartment, or suite or interfering with a roommate’s right to study or to sleep is prohibited.

The Center for Residence Life and RIT Housing Operations staff reserve the right to remove materials deemed offensive that are facing a public area including, but not limited to, doors and windows.

Providing false information, lying, forging, or any other type of misrepresentation concerning a violation of policy, when questioned by a Center for Residence Life or RIT Housing Operations staff member or any other RIT official, is prohibited. Any act that violates RIT housing policies or endangers the health, safety, or well being of any person is prohibited. Intentionally or recklessly causing physical harm to any person, including assault, harassment, or creating a threatening situation is prohibited. Sexual, racial, disability, sexual orientation, religious harassment, or verbal abuse to others will not be tolerated on the RIT campus. Entry into unauthorized areas (roof, boiler room, storage room, other resident apartments/suites/rooms, ball room, etc.) without proper permission from RIT officials is prohibited.
The denial of access to all public areas, except when they are in use for authorized and registered activities, is prohibited.

Theft, vandalism, and damage of property are prohibited.

11.02 Visitation/Overnight Guests
Residents have guest privileges. A guest is defined as any person present in a room, suite, or apartment who does not hold a valid housing contract for that particular residential space. This includes current RIT community members and non-RIT affiliated persons. Visitation by opposite sex guests on single-sex floors and rooms, apartments, or suites is allowed. Guests must not compromise the personal or academic well-being of room/suitemates or other building residents.

The following conditions and procedures apply to the hosting of guests:

» Consent for a guest’s visit must be granted by all room, suite, or apartment residents.
» Hosts must strictly respect the privacy and right to normal use of the room, apartment, or suite by roommates.
» Guests must be accompanied by their host at all times. Hosts are prohibited from providing their guests with keys or use of their University ID to access rooms, residence halls and/or apartments.
» A guest(s) visit may not exceed three (3) consecutive nights, and may not total more than six (6) nights per calendar month except by special written permission from the resident’s Residence Life Area office.
» Guest(s) may not move in his/her belongings.
» Guest(s) may not sleep in any public areas.
» The resident, as host, assumes full responsibility for their guest’s behavior. It is the responsibility of the host to ensure their guests are following all published RIT policies including the RIT Standards of Conduct and Housing Operations Terms & Conditions of RIT Housing.
» Hosts may be held responsible for the behavior of their guests through the RIT Student Conduct Process.
» If a guest is not affiliated with RIT, they are required to obtain a parking permit for their vehicle in-person with the RIT Parking & Transportation Services office located in Grace Watson Hall. The office is open from 8:00 a.m. - 5:00 p.m., Monday – Friday. The RIT resident may also attain a permit for their guest at the parking office prior to the visit.
» If a guest utilizes a service animal, the guest must advise Disability Support Services in advance of their visit. The office is located in the Student Alumni Union – Room 1150, and is open 8:00 a.m. – 4:30 p.m., Monday-Friday. Their phone number is 585-475-2023; email is SA-DisabilityServicesOffice@rit.edu.

Room/Suitemate Concerns:
» Whenever a resident has a concern about the presence of a guest in the room it is recommended that s/he approach the room/suitemate that the guest is visiting to express their concerns and to seek to resolve the issues.
» If Residence Life or Housing Operations receive a complaint that the presence of a guest is unreasonably interfering with the academic or personal well-being of residents or that room/suitemates are unable to agree on the time, date, frequency, and duration of each other’s guests, Residence Life staff may restrict the presence of guests in that room/suite/apartment until such time that the room/suitemates are able to come to a mutually satisfactory agreement about visitation.
» As deemed appropriate, such matters will be addressed through informal discussions among room/suitemates or with the assistance of Residence Life staff members. Should such efforts fail, Residence Life staff shall have the authority to establish reasonable parameters for visitation and all residents of that room/suite/apartment will be expected to adhere to those terms. Failure to abide by those terms will result in the matter being referred to Student Conduct.

11.03 Parties/Gatherings
All private parties/gatherings must be contained inside of one room, apartment, or suite. A party/gathering in a residence hall or RIT Inn room is limited to 12 guests inclusive of residents. A party/gathering in a Global Village suite is limited to 14 guests inclusive of residents. A party/gathering in any other apartment or suite unit is limited to 25 guests inclusive of residents. A party/gathering in a Greek Free Standing house is limited to 100 guests inclusive of residents.

Private outdoor lawn, block, or building parties/gatherings are strictly prohibited.

All privately sponsored parties/gatherings must be by direct personal invitation only. General “come all” posters, flyers, or mass electronic communication invitations are not permitted.

Residents who sponsor parties/gatherings are responsible for all aspects of the party/gathering including, but not limited to, behavior of participants and guests, limiting attendance, proper age verification of guests, paying for all damages, and ensuring that all of RIT’s policies and regulations are maintained.

Residents who host private parties/gatherings where alcohol is served or consumed assume full responsibility and liability for compliance with all RIT policies and procedures and all applicable federal and New York State laws.
Noise from apartment/suite parties/gatherings must be minimized. Music and noise that disturbs residents of adjacent apartments/suites or sound directed out windows is prohibited. Residents must take immediate action in response to any complaints received as a result of a party. If necessary, residents should enlist the assistance of RIT Public Safety.

No resident or guest may charge any individual an entrance fee (commonly known as a “cover charge” or “donation”) to gain access to a party/gathering.

11.04 Sports Play
Sports playing is not allowed anywhere inside RIT housing, lobbies, tunnels, hallways, or walkways. Only Frisbee, hackie sack, and four-square are allowed in the residence hall quad areas.

The use of skateboards, bikes, roller blades, roller skates, scooters, or similar devices in any area of RIT housing or tunnel areas is prohibited. Use of such items on roadways or walkways requires extreme caution. Skateboards, roller blades, etc., are not permitted around any of the building perimeters, interior or exterior stairways, entrance ways, breezeways, or residential quads.

The use of squirt guns and Nerf guns are not allowed anywhere inside RIT housing, including the tunnels. Paintball guns are prohibited.

11.05 Quiet Hours
Violation of established RIT housing quiet hours is prohibited. There are mandatory quiet hours for RIT housing each evening that are to be observed throughout the academic year; they are 11:00 p.m. to 7:00 a.m. Sunday through Thursday and 1:00 a.m. to 7:00 a.m. Friday and Saturday. Any community may choose to vote on and enforce stricter quiet hours. Twenty-four hour courtesy hours are always in effect. During exam weeks all areas observe 24-hour mandatory quiet hours.

11.06 Solicitation
Solicitation or canvassing of any kind by a resident or others, without the prior consent of RIT Housing Operations and the Center for Residence Life, will not be permitted in, or about the premises. Any money-making form of business operated from RIT housing is prohibited. Proselytizing (religious solicitation) is prohibited.

11.07 Smoking
Smoking cigarettes, electronic cigarettes, and/or vapor cigarettes is prohibited in RIT housing. Smoking is only permitted in designated areas outside (see section c16.0 Tobacco - Restricted University Policy). Any resident who violates this policy will face a student conduct hearing or termination of his/her housing contract and, in addition, will be charged the cost of the special cleaning process to convert the room, apartment, or suite back to a non-smoking space.

12 | REQUIREMENTS FOR SAFE LIVING

12.01 Unauthorized Entry and Door Propping
Unauthorized possession, duplication, or use of keys/swipe cards to any university premises or unauthorized entry to or use of university premises is prohibited. Door propping and lock/latch tampering which breaches facility security and the safety of occupants is prohibited.

12.02 Insurance
RIT strongly recommends that a resident's possessions be covered by an adequate insurance policy. RIT is not liable for any damage to the resident's property anywhere on the premises, (e.g., damage to clothes in laundry machines, water leaks, fire, flood, food loss, etc.) or the loss or theft of property either in the resident's room, apartment, suite, or outside his/her housing. RIT requires residents to keep their doors locked at all times to prevent theft. RIT is not liable for any damage to the resident's property by another resident or any third party. All personal valuables should be identified and labeled. Further information is available from RIT Housing Operations or the resident's family insurance agent.

13 | FIRE SAFETY AND CODE COMPLIANCE

Residents shall give immediate notice to RIT Public Safety and RIT Housing Operations of fire, accident, damage, discharge of fire extinguishers, and dangerous/defective conditions.

When an alarm is activated, all occupants must vacate the building. Refusal to leave a building during a fire alarm, to cooperate with any reasonable request by an RIT official, or to produce identification upon request, is prohibited. A resident with disabilities must contact RIT Disability Services, RIT Housing Operations, Center for Residence Life, and RIT Public Safety prior to move in if assistance during an emergency/fire alarm is needed. Necessary precautions for safe departure will then be put in place for the resident in case of emergencies. Likewise, a resident whose mobility becomes impaired during his/her stay in RIT housing is required to notify RIT Disability Services, RIT Housing Operations, Center for Residence Life, and RIT Public Safety so assistance during an emergency can be given if needed.

Deaf/hard-of-hearing students will be assigned housing with strobed fire alarms.
A resident found responsible of causing an avoidable fire alarm or falsely activating an alarm may be charged up to $200 in fire alarm fines (see section 5.21). The host resident is responsible for a guest that falsely activates an alarm.

Resident(s) who cause an avoidable fire alarm (burned food, candles and incense, etc.) and then intentionally leave the area to avoid meeting with the Fire Department and emergency personnel may be subject to appearance tickets issued by the Town of Henrietta Fire Marshal’s office.

### 13.01 Entry for Monthly Inspections

RIT Housing Operations staff will enter all apartments/suites on a monthly basis for the purpose of inspecting fire alarm systems, including, but not limited to, fire extinguishers, smoke detectors, sprinklers, and CO detectors (where applicable). These inspections are required by the Office of Fire Prevention and Control (OFPC). Residents are not required to be home at the time of the inspection. RIT Housing Operations will leave a notice in the housing if no one is home at the time of inspection.

### 13.02 Entry for Prospective Resident

RIT Housing Operations, reserves the right to show the apartment to a potential resident. Every effort will be made to notify you in advance.

### 13.03 Entry for Emergency Reasons

RIT Housing Operations, RIT Public Safety, and Center for Residence Life reserve the right to enter into RIT housing for emergency reasons without prior notification. RIT, its agents, or representatives will lock the housing upon leaving it. RIT may enter to search the resident’s housing only with the resident’s permission, a warrant, or authorization from the Vice President of Student Affairs or Senior Vice President of Finance and Administration.

### 13.04 Tampering, Altering, or Changing Building Systems

Tampering with, altering, or changing any building system (e.g., wireless devices, safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, carbon monoxide detector, telephone equipment, TV cable, computer cable or pathway, plumbing/electrical system, etc.) is prohibited. Strobe lights, smoke detectors, sprinklers, etc. cannot be obstructed by any material or object. Tampering with any emergency equipment is prohibited and the responsible resident may face Student Conduct charges, restitution charges, and/or termination of his/her housing contract (see section 5.21).

### 13.05 Colony Manor Basements

RIT’s terms and conditions strictly prohibit the use of Colony Manor basements for sleeping quarters and/or for storage of beds, mattresses, bed frames, futons, or hide-a-beds. Storage of items within the utility area of the basement (delineated by a painted red line on the floor) is strictly prohibited. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

### 13.06 Use of Living Room/Common Space as a Bedroom

Residents may not utilize the common area or living room area of an apartment/suite as a bedroom.

### 13.07 Bedding and Mattress Guidelines

RIT Housing Operations requests, for safety purposes, that only mattresses purchased by RIT Housing Operations be used where beds are provided. Only mattress pads (egg crate and all foam mattress pads/toppers) that have this information on the tag are approved: “Notice this article meets the Flammability requirements of California Bureau of Home Furnishings technical bulletin 117.2013”. Electric blankets are not allowed in any RIT housing. Nothing can be placed on the bed platform in the residence halls except a mattress.

### 13.08 Lighting

Decorative lighting sets and rope lights must be LED and bear UL listing tags and are only allowed in moderation. Lighting sets are prohibited in corridors and around room doorways. Lighting may not be in contact with draperies, paper, or combustible decorations, may not be hung from ceilings, and cannot be attached using tacks or nails. Torchiere or any style lamp(s) that use a halogen bulb 300 watts or more is prohibited. Torchiere style lamps that use a compact fluorescent or incandescent bulb are permitted.

### 13.09 Wall Hanging and Apartment Decorations

Posters, and other combustible decorations cannot exceed 10% of the aggregate area of the walls. Hangings must be placed directly against a wall and should not interrupt the operation of the smoke detector. Nothing can be attached in any way to or on the ceiling, or to fire sprinkler heads where that equipment is provided. Items may not cover outlets, emergency switches, or safety equipment.

Fabric materials, such as banners, flags and tapestries are prohibited.
13.10 Additional Items and Actions Prohibited in RIT Housing

Items and actions prohibited in RIT housing include, but are not limited to:

- Possession or use of candles or other open flame devices
- Incense and potpourri
- Free-standing walls or dividers
- Setting materials on fire and possession or use of flammable or highly combustible material
- Fog machines and similar devices
- Portable space heaters (unless provided by RIT Housing Operations)
- Kerosene heaters and exterior fireplaces (chimineas, patio fire pits, etc.)
- Extension cords and multi-plug adapters. Residents may use a UL-listed plug strip that has a circuit breaker. No more than one strip can be used per outlet. The strip should not pose a safety hazard.
- Flammable liquids, propane tank, fireworks, explosive devices, canned or compressed gases, poisons, highly combustible substances, chemicals, etc.
- Possession or use of gasoline/electric powered vehicles, engines, or power tools regardless of their state or dismantlement.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
- With the exception of cell phones, electronic equipment capable of transmitting radio waves of any frequency (e.g., shortwave, citizen, or amateur bands) are not permitted without written permission from Jeremy Babcock, Executive Director of Housing Facilities (jjbapt@rit.edu). External aerials, masts, satellite dishes, etc. cannot be mounted on any permanent structure.
- Falsely reporting a fire, bomb threat, serious injury, or any emergency situation.

13.11 Emergency Switch

Bedrooms at University Commons and Global Village are furnished with a switch which, when activated, will sound an alarm indicating an emergency within that particular bedroom/suite.

13.12 Security Cameras

Security cameras are located throughout the first floor, building entrances, and laundry rooms of several RIT residence halls, Global Village, apartment areas, and suites. Information recovered from these cameras can be used to investigate possible violations of law and/or RIT housing or other university policies.

13.13 Balconies

Nothing can be hung, attached, or stored on balconies (this includes the RIT Inn & Conference Center, Racquet Club, and Colony Manor).

14 | COMPLIANCE WITH LAWS

14.01 Federal, State, and Local Laws

All federal, state, and local laws of the Town of Henrietta are also in effect on the RIT campus. Violations of these laws are also violations of RIT policies and can result in arrest by outside law enforcement, or in a student conduct hearing by RIT. Failure to comply with any authorized personnel will result in a student conduct hearing by RIT. RIT expects each resident to assume the responsibility to protect his or her own individual rights as well as rights of others. Any person violating any individual’s rights will face appropriate action (see section 8.03).

14.02 Alcohol and Drug Regulations

Residents and guests of RIT housing shall abide by RIT’s policies, procedures, and regulations, and local, state, and federal laws regarding alcohol and drug use. Behavior which is dangerous to oneself or others and/or disturbs the learning and living environment in RIT housing resulting from the use, sale, service, or possession of alcohol or illegal drugs is prohibited. Such behavior will result in RIT Public Safety intervention and campus disciplinary action. Violations of the New York State drug laws are prohibited. This includes the use, sale, or possession of any illegal drug, plant, narcotic, or controlled substance. Personal use of prescribed drugs is allowed. The making of alcoholic beverages including beer, wine, or liquor is prohibited. Drug and alcohol paraphernalia (beer funnels, beer pong tables, bars, bongs, pipes, etc.) is not allowed in RIT housing.

Residents violating the RIT Student Alcohol and Drug Policy will be subject to the campus student conduct process as defined in RIT Policy D18.0, and to the student conduct actions and sanctions described in this policy. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.
Residence Halls, Global Village, Greek Circle
The consumption, possession, or evidence of alcoholic beverages, including empty alcohol containers, is prohibited in all RIT residence halls (including Greek houses and house basements), Global Village, and Greek Circle regardless of the resident's age or circumstances. Alcohol may not be illegally used, possessed, manufactured, or exchanged on RIT owned or operated property or at RIT sponsored events. No alcohol may be sold or exchanged for money on RIT property or at RIT sponsored events without a New York State liquor license. The RITZ Sports Zone and the Global Village restaurant will continue to be licensed premises and will be permitted to serve alcohol to individuals who are at least 21 years of age.

RIT Inn and Apartments/University Commons Suites
If the resident is age 21 or older and resides at the RIT Inn or in an RIT apartment/suite he/she may possess and consume alcohol in his/her room, apartment, or suite. No alcohol is permitted in common or public areas. Bulk containers of alcohol (kegs, beer balls, or other containers of alcohol that exceed a quart or one-liter) are prohibited in all RIT housing. Open containers of alcohol are not permitted outdoors, on a balcony, or in common or public entrances, hallways or stairways. RIT reserves the right to revoke alcohol privileges for any area of campus at any time.

15 | LIABILITY

15.01 Abandoned Property
RIT Housing Operations and its employees and agents assume no responsibility for loss, damage, or destruction to personal property left behind in a resident's assigned room, apartment, suite, or any other location on the premises.
Locked and unlocked bicycles left at racks or other fixed objects (e.g. trees, railings, etc.) will be considered abandoned/lost or improperly stored as defined by this policy. RIT Housing Operations Facilities staff will attach an “Abandoned/Lost Bicycle Notice” or “Improper Bicycle Storage Notice” on a bicycle deemed to be abandoned/lost or improperly stored to notify the owner that the bicycle is subject to removal. After seven days, a bicycle tagged with a notice will be removed from the location by RIT Housing Operations by whatever means necessary. RIT Housing Operations is not responsible for damage caused during the removal of a bicycle. Removal of the “Abandoned/Lost Bicycle Notice” and “Improper Bicycle Storage Notice” from the bicycle will not constitute a claim of ownership by the owner. Additionally, failure of the bicycle owner to receive said notices shall not be a valid defense to actions taken by RIT Housing Operations staff in removing a bicycle.

To prevent the removal of a bicycle, the owner must remove the bicycle or personally contact the RIT Housing Operations Facilities Office at (585) 475-6579 and present reasoning as to why the bicycle is not abandoned, lost, or improperly stored. Bicycles that block egress and violate code regulations will be immediately removed.

Any bicycle or item confiscated by RIT Housing Operations will be considered abandoned if not claimed and picked up by the owner within 90 days of confiscation. The owner must provide proof of ownership to claim the confiscated bicycle/item. Per RIT Housing Operations policy, any confiscated item not claimed within 90 days will be turned over to the Monroe County Henrietta Sheriff’s Department and will be unrecoverable from that point on.

15.02 General Liability
RIT shall not be liable for any personal injury to any resident or any damage to or loss of resident's property including, but not limited to, any injury, loss, or damage caused by burglary, assault, vandalism, theft, or any other crimes. All personal property placed or kept in RIT housing or in any space or anywhere on the adjacent premises of RIT, shall be at resident's sole risk and RIT shall not be liable for any damages to or loss of, such property.

RIT requires residents to keep their doors locked at all times. Residents are encouraged to secure renters insurance or similar coverage to cover any loss or damage to personal property.
HOUSING OPERATIONS
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