Fraternity Quad/ Upperclass Apartments Area Office Phone: 585-276-6839
Located in B114 Sigma Epsilon House- Basement entrance off of Fraternity Road

Office Hours:
Monday – Friday
8:30am- 5:00pm
fraternityquad@reslife.rochester.edu

Upper-class Quad Staff
Resident Director:
Tim Popma

Graduate Head Resident:
Sheena O’Connor

Resident Advisors:
Burton 0: Keyu (Sky) Song
Burton 1: Will O’Brien
Burton 2: Emma Bowden
Burton 3: Mikako Hirata
Crosby 0: Michelle Aiyanyor
Crosby 1: Alex Montes
Crosby 2: Claire
Crosby 3: Matt Catarino

Environmental Service Workers:
Burton: Ronald
Crosby: Lashay

Facilities Mechanics:
Burton: Warren
Crosby: Craig
Emergency Information
In case of an emergency, call Public Safety at (585) 275-3333 or DIAL 911 and let the dispatcher know you are on UR Campus.

Illness or Injury
In the event that you become ill or injured and need help, notify your RA or, in case of an emergency, call Public Safety at (585) 275-3333. The Medical Emergency Response Team (MERT) and a Public Safety officer will respond. They will dispatch an ambulance as needed.

In the Event of a Fire
Safely evacuate the building when you hear the building fire alarm or the smoke detector in your room. If you see smoke: pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building and then call to notify Public Safety.

Lockouts
Carry your keys and University ID with you at all times. If you are locked out of your room and your roommate is not around, then you may borrow a loaner key for up to 24 hours from the Area Office during business hours. The on-duty RA can assist you between 8:00pm-2:00am Sun-Thur and 8:00pm-3:00am on Friday and Saturday. During any other time, call Public Safety for assistance.

Personal Safety
Always lock your room and carry your ID card with you. Do not prop building doors. Propping doors endangers everyone who lives in the house. When walking on campus, it is good idea to avoid walking by yourself. If needed, a campus escort service is available in the evening by contacting Public Safety. Note the location of the Blue Light Emergency Phones which give you direct access to UR Public Safety. If you are ever the victim or witness of a crime, call Public Safety as soon as it is safe to do so.

Room Changes
All room changes require prior approval from the ResLife Office located in Gates 020 in order to assure proper billing and accurate housing files. Once permission is granted, please complete the room change within 48-hours. This includes returning all keys and paperwork (Room Condition Forms) to the Area office.

Roommates/Housemates
Please speak with your RA if you need assistance mediating a dispute or any problems between the people with whom you live.

Student Furnishing

Student Furnishing
Do not remove furniture from your room and/or living area. Personal mattresses are not permitted unless approved by the Main Residential Life Office and University Health Services (UHS). UHS, (585) 275-2662.

Storage
There is no student storage available. All student possessions must be completely removed from your room at the time of your check-out. Failure to remove items from your room/house upon check-out will result in a financial charge (Abandoned Property) related to removing and disposing of those items.

Telephones
University telephones are no longer installed in every room. Due to increased use of mobile phones, they have been removed. If you need help setting up a personal phone in your room, please call Telecommunications at (585) 274-HELP.
**Trash**
All residents are responsible for removing their own garbage from their rooms. Efforts should be made to take large amounts of garbage to the appropriate outside trash compactor. Residents should also take care to keep hall trash to a normal level. Trash and messes that are above and beyond a reasonable amount can lead to a financial charge of the hall if it requires more work (time and personnel) than normal to clean.

**Recycling**
Residents are asked to be responsible for their own recyclables.

**Bike Storage:**
Bike racks are available at various locations around Burton & Crosby Halls. You are responsible for removing your bike upon check-out at the end of each semester. Bikes left after you have departed for the semester will be considered abandoned property. Locks are cut on abandoned bikes and those bikes are removed from the rack where they were left.

**Hall Government**
Burton/ Crosby Hall Council is a programming and governing group for the Area. They receive funds that can be used for programming and improving the community and area. Ask the GHR or RD for details.

**Laundry**
Laundry facilities are located the 0 floors of Burton and Crosby ($2.50/load) and dryers (no cost). Please see machines for instructions on usage and call facilities if the machines need to be serviced.

**Lost/Stolen ID Cards**
Lost/Stolen ID cards must be replaced at the Customer Service Center located in Susan B. Anthony Hall. The cost for a replacement card is $15.00.

**Packages**
The Area Office cannot (and will not) accept personal packages. All packages sent to you on campus must be addressed to your CPU box number. A photo ID is needed to pick up a package from the Todd Union Post Office.

**The Area Office can help you with:**
- Lost Keys/ Loaner Keys
- Program and Event Planning Information
- Special Interest Housing Information
- Greek Housing Information
- Check-In and Out Procedures

**Maintenance**
For any maintenance concerns, call facilities at 585-273-4567 or visit [http://www.facilities.rochester.edu/service_requests.html](http://www.facilities.rochester.edu/service_requests.html) for more information on submitting work orders. After you make a request, please remove personal belongings from the area that needs repair. In the event of a facilities related emergency, staff may enter your room to address the problem.

**Other Available Services:**
- For Cable problems, call (585) 756-5000
- For room changes, contact the main ResLife office at 020 Gates, SBA Hall (585) 275-3166.

**Upper-Class Quad RA on Duty:**
There is a RA on duty from 8pm to 8am, 7 days a week. The RA can be called in addition to Public Safety in addressing emergency situations and can act on behalf of Residential Life when needed. RAs hold a floor master, and can only access rooms on their own floor during the day. Duty RAs are able to let any student into their room after hours. RAs on duty conduct walk-throughs of each floor multiple times per
night every day of the week. The RA on Duty can be identified through posted signs outside each RA's door. This includes the name and contact information for the RA on duty.

**Useful Campus Numbers:**
College Center for Academic Support (585) 275-2354
Bursar's Office (585) 275-3931
Campus Bookstore (585) 275-4012
Center for Excellence in Teaching and Learning (585) 275-9049
Facilities (585) 273-4567
Financial Aid (585) 275-3226
ID Office (585) 275-3975
Interfaith Chapel (585) 275-4321
Library – Circulation Desk (585) 275-4471
Parking Office (585) 275-3983
Pest Control (585) 275-3241
Post Office (Todd Union) (585) 275-3991
Residential Life Office (585) 275-3166
Security non-emergency (585) 275-3333
Time Warner Cable/Internet (585) 756-5000
Time and Temperature (585) 274-TEMP
Registrar (585) 275-8131
University Health Services (585) 275-2662
University Counseling Center (585) 275-3113
University IT (585) 275-2000

**Residential Life Policy Information**
The following is a partial listing of the policies of most day-to-day concerns for residents:

**Fire Safety**
Candles, incense, propane, charcoal, lighter fluid, fireworks, or any open-coil and open-flame devices are not allowed in our halls. Please be aware of everyone’s safety. If you cover a smoke detector you are endangering the lives of everyone else. Violations of this kind may lead to removal from housing. For more information regarding non-allowed items, please visit: [http://www.safety.rochester.edu/fire/ResLife Guidelines.html](http://www.safety.rochester.edu/fire/ResLife Guidelines.html).

**Quiet and Courtesy Hours**
Quiet hours are in effect Sun – Thurs, 12am to 8am. Fri and Sat quiet hours are 2am to 10am. Courtesy hours are 24 hrs a day. Please note: A resident’s right to study or sleep takes precedence over another’s right to make noise.

**Alcohol and Drugs**
The legal drinking age in New York State is 21 years of age. Residents of legal drinking age may consume alcohol in the privacy of their room.

- Underage drinking is a violation of State law and University policy. Residents who violate the law and the policy will be subject to disciplinary action.

- Funnels, beer-pong (Beirut) tables, other drinking game paraphernalia, kegs, mini-kegs, beer balls, boxed wine, and other multi-serving containers are also PROHIBITED.

- Hosts are responsible for the behavior of their guests at all time. Please consult the Alcohol Policy for these standards.

- Please consult the Alcohol Policy (located in the Student Code of Conduct) for further information regarding unacceptable behavior related to alcohol consumption (whether of legal drinking age or not).

- All illegal substances (any drug not prescribed to you) and all drug paraphernalia are PROHIBITED.

**Social Gatherings:**
Parties are NOT allowed in Burton & Crosby Halls. While we encourage our residents to be social, they should do so without breaking any University, State, or
Local laws (including, but not limited to underage drinking, drinking games, and/or noise policies). Social gatherings will be asked to disband if there are any disturbances to the community.

**Fire Equipment**
Every room and public area in the house has a smoke detector and every floor is equipped with a pull station. Tampering with any of this equipment endangers all residents. Do not cover the smoke detector, hang things from it, or in any way hinder the unit from working. Penalties for tampering with or for pulling a false alarm may include removal from housing and/or criminal charges. This includes failure to evacuate the building during an alarm.

**Pets (Fish Only)**
No air-breathing pets allowed. The only pets allowed will be fish in a small aquarium (no larger than a 5 gallon tank). Dogs, cats, rabbits, ferrets, insects, spiders, and snakes are strictly prohibited in student housing. Consequences for breaking this policy could include removal from housing.

**Smoking**
All UR undergraduate housing is smoke-free. You may NOT smoke in your room, the bathroom, or anywhere else in the building. If you choose to smoke outside you must be 30-feet from the entrance of any building.

**Vandalism**
Replacement/repair costs for damage in community building areas (hallways, stairwells, foyers, etc.) may be divided among the residents of the building if the responsible parties cannot be identified. This billing includes removal of trash left after check out. Vandalism is preventable damage.

**Courtesy Phones**
Phones have been installed in several locations. Respect them and use them to make local calls. Public Safety can be called by dialing 5-3333 from these phones.

**Visitation**
With the advanced permission of the roommate, residents are allowed to have an overnight guest for up to 3 consecutive nights and NO more than 4 nights in a calendar month.

Additional information about policies and procedures can be found in UR Here, the Student Handbook, your housing contract or visiting www.rochester.edu/reslife

**Bar-be-cues**
Charcoal grills and gas grills are permitted but MUST be used 30 ft. away from the buildings. Please store all flammable material off campus or buy-and-use immediately. The owner of the grill may be subject to disciplinary action if not in compliance with UR policies. For more information please review our Environmental Health and Safety guidelines: www.safety.rochester.edu

**Policy: Hanging items on walls in all student rooms and public areas of house**

Residential Life and Housing Services has a firm and uniform policy prohibiting the use of nails or thumb tacks to hang posters or pictures in student rooms. Please use 3M command strips, poster putty or blue masking tape (commonly known as painters making tape).

There are lots of older buildings on our campus (both residential and classroom), many of them dating back to times when asbestos was commonly used as a fire
retardant, insulation and sound retardant in many building materials. We do not know all the places asbestos may be on our campus. We do know that if it is left undisturbed, it poses no threat to health.

Cutting, drilling, or even pounding a nail into a wall can potentially release asbestos fibers into the air if they are present. Larger breaches (a large hole punched in a wall) can potentially require a costly abatement process (billed to the responsible student) and residents may need to be relocated if that were to happen.