WELCOME TO THE FRESHMAN QUAD!

The Freshman Quad Area Handbook was created to assist you with understanding the ResLife Policy and Procedures for your community. It can be used as a tool to assist you with navigating your neighborhood as to: who, when and why you will need to contact various campus offices. Additionally, it provides insight to what constitutes as violations of some, not all, ResLife Policy and Procedures.
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Welcome to the Freshman Quad

Welcome to the Freshman Quad! All summer we’ve been looking forward to your arrival, and we’re glad to get to meet you at last. Your residence hall is full of enthusiastic staff and fascinating friends-to-be. We hope you’ll soon feel right at home.

This handbook will help you become more familiar with the building, its facilities, and residential policies. You will find information on everything from how to get your key replaced to where you can watch TV. This handbook is to be used in conjunction with other University publications, such as UR Here, the Residential Life Housing Contract, and the University of Rochester Official Bulletin. You will be held accountable for the information in this handbook, as well as any information regarding University rules and regulations printed in other publications. We encourage you to contact your Resident Advisor or any member of the Freshman Quad Staff if you need further assistance or have any other questions. We’re here to help!
The Office for Residential Life and Housing Services

The Office for Residential Life is responsible for all aspects of living in residence halls at the University of Rochester. This office ensures that residence halls are safe, as well as being an academically enriching environment. The Central Administrative Office is located in 020 Gates, Susan B. Anthony Residence Hall. The Central Residential Life Office can be reached by calling (585) 275-3166. The main office oversees all residential areas.

Central Administrative Offices

Laurel Contomanolis, Executive Director

Dan Watts, Director for Undergraduate Residential Life and Assistant Dean of Freshmen

Dr. Karen E. Ely, Director of Housing Operations

Robin Doughty, Coordinator of Off Campus Housing Programs

Dr. Robert E. Bones, Assistant Director for Graduate and Family Housing

Ed Feldman, Associate Director of Student Leadership Programs

Stefano Bastianelli, Systems Administrator

Fazeelah Chappell, Office Manager

Gina Elliot, Graduate Assignments Coordinator

Leslie Stevens, Undergraduate Assignments Coordinator

Linda Smith, Administrative Assistant

Residence Hall Staff

The Freshman Quad Office is responsible for the operation of the Freshmen Quad Residence Halls, which include Gilbert, Hoeing, Lovejoy and Tiernan. The Freshman Quad Office is open from 8:30 AM to 5:00 PM Monday through Friday. The office is located between Gilbert and Hoeing and can be reached from both faculty road and the inner quad. You can call the Freshman Quad Office at (585) 275-5685, or send an email to freshmanquad@reslife.rochester.edu, if you have any questions or concerns regarding the areas listed above.
**Freshman Quad Office Staff**

*Michael Pettinato, Assistant Director for Freshman Housing Programs*

Michael assists in the student life operations for all freshmen housing. He supervises the professional live-in staff and provides oversight and direction for the freshmen living programs in the Freshmen Quad and Susan B. Anthony halls. Michael is currently a PhD student in the Warner School.

*TBA, Resident Director*

There is a professional live-in staff for the freshmen quad. He/she oversees the Lovejoy RA staff and supervises the Graduate Head Residents for Gilbert, Hoeing, and Tiernan.

*Melanie Shiree, Freshman Quad Area Secretary*

Melanie is the first person you are likely to see if you come to the Freshman Quad Office. She manages the day-to-day administrative operations of the Freshman Quad Office.

*Student Office Assistants*

*Elias Flowers and Grace Peters*

Elias and Grace are undergraduate students who are tasked with providing information and support to residents and staff of the Freshman Quad.
Gilbert Hall
Named after Donald W. Gilbert, the first director of the Office of University Development and later the Dean of Graduate Studies, it is the largest residence on the Quad. It houses approximately 300 students, primarily in doubles and triples. Key features of Gilbert include the Gilbert Community Room (a large TV and game area with a connected outdoor patio) a conference room, a vending area, and a laundry room. Additionally, each floor has lounges and kitchenettes.

Tiernan Hall
Named for Martin F. Tiernan, a University trustee and benefactor, Tiernan houses approximately 180 students, the majority of which are in doubles. Each floor features lounges and kitchenettes to promote floor activities and community events. The main floor features the Tiernan Community room, a kitchen to support large activities, a conference room, and a large laundry, vending and study area.

Hoeing Hall
Named for Charles Hoeing, the first Dean of Graduate Studies at the University, it is a 170-student residence hall. Hoeing features floor lounges and kitchenettes to support communal activities. The main floor features a seminar room, a large laundry/vending area, and a study area.

Lovejoy Hall
Named for Frank W. Lovejoy, a trustee of the University and President of Eastman Kodak, it is a hall which houses 164 students. Lovejoy living areas include floor lounges and kitchenettes to support communal activities. The main floor features a classroom sized seminar room, group study room, music practice rooms, and a large laundry/vending/study area. Residents of Lovejoy agree to live a smoke-free lifestyle. Floors 1 and 2 are freshman floors, 3 and 4 are upperclassmen.
Freshman Quad Services and Staff

Freshman Quad Services
Residents may borrow cleaning supplies (mop and bucket, broom, dustpan), garbage bags, light bulbs, and entertainment equipment (board games and puzzles) during regular business hours: Monday – Friday between 8:30am – 5:00pm.

Housekeeping
The Environmental Service Worker (ESW) staff works to keep our residence halls safe, clean, and attractive. John Williams supervises a staff of 18 who clean your bathrooms, hallways, lounges, and public areas. They do not clean student rooms, and they are not responsible for cleaning areas that are excessively dirty or have been disrespectfully vandalized. The ESWs are on your hall every morning until early afternoon. We encourage you to get to know and appreciate these wonderful, hardworking people. These are the specific ESWs you might see on your hall:

<table>
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<tr>
<th>Name</th>
<th>Location</th>
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<tr>
<td>John Williams</td>
<td>Residential Quad Supervisor, all</td>
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<tr>
<td>Lucinda Cruz</td>
<td>Gilbert 3/4</td>
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<tr>
<td>Toni Dorsey</td>
<td>Gilbert &amp; Hoeing</td>
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<tr>
<td>Phillip Forte</td>
<td>All Quad</td>
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<tr>
<td>Philip Frasier</td>
<td>Lovejoy 1 &amp; Tiernan</td>
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<tr>
<td>Darryl Henderson</td>
<td>Lovejoy 1</td>
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<tr>
<td>Jimmie Graddic</td>
<td>Hoeing 2, 3, 4</td>
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<tr>
<td>Latrina Horn</td>
<td>Tiernan 2, 3, 4</td>
</tr>
<tr>
<td>Mary Anne Miller</td>
<td>Lovejoy 2, 3, 4</td>
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<td>Jamar Moore</td>
<td>All Quad Areas</td>
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<tr>
<td>Lashay Otis</td>
<td>Crosby All</td>
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<tr>
<td>Sam Scott</td>
<td>All Quad Areas</td>
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<tr>
<td>Sherran M. Singleton</td>
<td>All Quad Areas/Projects</td>
</tr>
<tr>
<td>Pamela Stanton</td>
<td>Gilbert Office, 2 &amp; 3 West</td>
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<tr>
<td>Gregory Walker</td>
<td>Gilbert 1, Hoeing 1</td>
</tr>
<tr>
<td>Toney Williams</td>
<td>All Quad Areas/Lovejoy Projects</td>
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Maintenance
The Quad has two building mechanics, Craig Attili and Warren Eckelberger. They repair normal wear and tear in each hall/house. There are two ways to request maintenance service: 1) call (585) 273-4567, or 2) place a work order online at www.facilities.rochester.edu. Craig or Warren will come and take care of the problem. Remember that the cost of any damage or repair that is beyond typical wear and tear may be applied to student term bills.
Graduate Head Residents

GHRs live on the Quad, supervise the RA staff, and provide support to their building’s community. You will see them at hall events. They are often involved in interesting graduate research, which you may want to ask them about. Take the opportunity to meet your GHR.

   Hoeing/Tiernan – Joshua Stone
   Gilbert – Griselda Paredes

Resident Advisors (RAs)

Each hall has a RA who lives on the hall and work closely with residents to help establish a healthy and enjoyable community atmosphere. These upper-class students are here as a resource and for referrals you may need. RAs are trained to advise you on most concerns and problems you may have in all areas including community building and conflict resolution. RAs are great contacts if you want to sponsor a hall program, need someone to talk to, or have an idea about the building. RAs are student leaders who care about the residence community and who wish to make a difference by serving that community.

For a list of RAs, please see Appendix A.
Leaders in Your Neighborhood

Hall Council
Hall council is comprised of elected representatives from the four freshmen buildings on the Quad. Each floor elects (or appoints) a representative and an alternate to represent the floor on the council. Together, the building organizes activities, allocates funds to various building activities, and advises the administrative staff, Resident Director and Graduate Head Resident on any issues. The councils' budgets are a portion of the student activities fee. Anyone may attend these meetings with comments or concerns. Interested in joining? Contact your Resident Advisor for more information.

D'lions (Short for Dandelions)
D'lions are upperclassmen chosen to promote school spirit and a sense of community through campus social events, athletics, and community service programs. They encourage interaction between students, the University, and the Rochester community. You can find D'lions in Gilbert, Hoeing, and Lovejoy floors 1 & 2 and Tiernan halls, helping students adjust to many aspects of college life. They typically decorate halls, coordinate celebrations for birthdays, assist with Orientation, and organize specific hall and campus-wide events, such as American Red Cross Blood Drives and other community service projects. For more information about the D'lions please visit their website: http://www.rochester.edu/reslife/freshmen/dlions.html. For a list of D'lions, please see Appendix A.
**Freshman Fellows**

The Freshman Fellows are upperclassmen with strong academic credentials and an impressive record of campus involvement. You can find them in Gilbert, Hoeing, Lovejoy 1 & 2 and Tiernan Halls. They applied to live in freshman housing areas so that they could help introduce first-year students to the rich array of academic, social, and co-curricular activities available on campus. If you are looking for a way to get involved, ask a Freshman Fellow. For more information about the Freshman Fellows please visit their website: [http://www.rochester.edu/reslife/freshmen/freshman-fellows.html](http://www.rochester.edu/reslife/freshmen/freshman-fellows.html). For a list of Freshman Fellows, please see *Appendix A.*

**EcoReps**

The EcoReps work to promote environmentally responsible behavior in the freshman residence halls. Through their training and knowledge, these students hold events to inform their hallmates about sustainability practices on campus. The program strives to create an environmentally literate student population, which will reduce the campus’ ecological footprint by advocating change in the behaviors and attitudes of our on-campus culture. For more information about the EcoReps please visit their website at: [http://www.rochester.edu/reslife/freshmen/ecoreps.html](http://www.rochester.edu/reslife/freshmen/ecoreps.html). For a list of Eco Reps, please see *Appendix A.*
Moving In/Moving Out

Check-In Procedure
Properly checking in allows us to fully assist you throughout your stay and is important for the management of the Freshman Quad. Residents must check-in to your residence hall and receive your room key. This occurs when you sign your Room Condition Form (RCF), which is a form that notes the state of your room before you arrive. It is important to inspect your room and note any damage, missing items or items in room that are not noted on the RCF such as hooks, mirrors affixed to walls, dressers or wardrobes that have been missed on the RCF. Note any discrepancies on the pink copy of the RCF and return the updated copy to the Quad Office within 48 hours of check-in. The pink copy will be filed in our office and compared to damages noted at the end of the year and may help you avoid being billed for damages, missing items or items included in room as listed above that you should not be held responsible for. If you find your room to be in the condition listed on the form, simply keep the pink copy for your records.

Check-Out Procedure
When the time comes and you are ready to move out of your room for the semester/year, you must check out properly. Please visit the Freshman Quad Office during business hours to complete the necessary paperwork and return your key. A proper check out requires your signature on the RCF, which signifies that you have left the premises and returned your key. Failure to do so will result in a $50.00 improper check-out fee in addition to a $125.00 lock change fee. If your plans are to check out either before or after normal business hours, please visit the office first during business hours, and receive an express check-out envelope. Return your key in the labeled express envelope by placing it in the key slot in the Freshman Quad service desk door before you leave. When you check out, any problems with the room (other than normal wear and tear) not previously noted on the RCF will be charged to your term-bill. You are responsible for the entire room, not just "your side". Upon end-of-year room
inspections items found to be left in your room will be donated to charity. Please note that you may be charged up to $75.00 for leaving the items without disposing of them properly.

The Freshman Quad Office is not responsible for determining which roommate is to be billed. Please discuss any potential billing dispute with your roommate before leaving and have him/her submit written documentation to: FreshmanQuad@reslife.rochester.edu regarding their role in the damage.

**End of the Year Damage Billing**

At the end of the year, your room will be assessed for any damages beyond normal wear and tear. If ResLife staff finds any damages, a fee will be charged to your term bill at the end of the semester. Damages will be split between the residents of a room. If there is building or hall damage, the fines will be split between the residents of the building or hall. A summary of damage(s) charged will be mailed to your home address. This statement is not the bill, but will itemize the damages and associated fees. It also outlines the appeals process if you feel that your bill is unjust.

**Decorating Your Room**

We understand you wish to make your room reflect your personality and taste. However, when decorating, you must observe fire safety policy (for the protection of you and your fellow hall residents) and must not permanently alter the room in any way. Remember the room must remain in good condition for future residents. If you damage or alter the room, you will be charged for the cost of the repair, restoration, or replacement.

- You may not use hardware, dart boards, paneling, tiling, invasive shelving, scoreboard, hooks, mirrors etc. affixed to walls, doors, floors, furniture etc.
- You may not paint your room. You are responsible for all the furniture in your room.
- You may put carpet on the floor, but you may not tack it down. Curtains are prohibited.
- Personal lofts are not allowed. Beds can be changed to one of the four height levels by reporting to the Quad Office to complete a work order. (Students are allowed one bed
height change at no charge – all subsequent requests will be charged $50). Please do not loft or de-loft your bed on your own.

· You may bring your own freestanding furniture. However, the furniture provided by the university cannot be stored and must remain in your room.

· Nothing may be hung from the ceiling or mounted on the walls or furniture with screws, nails, bolts, etc.

· Use of non-permanent adhesives such as 3M hooks or non-oil based Fun-Tac are permitted but are to be used at your own risk. Any wall damage sustained from removal of such products will be charged to your student term bill.

· Mounting a mirror to walls or furniture may be billed as damage if it is not removed at the end of the year.

· Upward facing halogen or incandescent lamps with open or grill covers are prohibited, regardless of wattage. Additionally, octopus type lamps and/or lamps with plastic shades are prohibited.

· All extension cords must be thick corded surge (on/off switch) protected extension cords.

· String lights are prohibited. Candles, incense, and oil lamps are prohibited.
Policy: Hanging items on walls in all student rooms

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.

Building Access

ID Cards
Your ID card allows you to get into your building at all hours. You may access any other residence building until 3:00 A.M. any other day of the week. Your card is also necessary to enter the Georgan Athletic Center. Additionally, your card is used to pay for meals at any of the dining centers with your meal plan, and to use UROS funds (for laundry, vending machines, bookstore purchases, etc). Your card is also used to check out library books, as well as for administrative functions (for example, certain offices on campus may require that you show your ID card). Please have your ID card on your person at all times, if asked to furnish your UR ID Card to a University Official you must comply.
**Lost IDs**

If you lose your ID, go to the ID Office Customer Service Center on the first floor of Susan B. Anthony Residence Hall. The center can be reached at (585) 275-3975 and is open weekdays from 10:00 A.M. to 7:00 P.M. and on Saturday from 10:00 A.M. to 2:00 P.M. They will replace broken cards free of charge. Lost cards cost $10 each to replace. Please report a lost ID to security (585) 275-3333 so that they can disable the card.

**Room Keys**

Each resident is given his or her own key. Your keys are your responsibility and it is not permitted to lend your keys to another student or guest at any time. It is strongly recommended that you purchase a key ring, lanyard, or key chain so that you remember to bring your keys with you at all times. Remember to always take your key when leaving your room, and do not rely on your roommate to keep the door unlocked for you. For safety reasons, your key does not have your room number printed on it. For your security, and the security of others, please do not loan your ID card or your keys to anyone. If your key is lost, please report it to the Quad Office as soon as possible. We will complete a lock change and your student term bill will be assessed $50 dollars during the academic year and $125 dollars at the end of the year starting on the last day of classes. You are responsible for returning your key when you move out.

**Lock-Out**

If you find that you have been locked out for whatever reason...

- First if possible, locate your roommate and have them open the door for you.
- If it is between the hours of 8:30 A.M. and 5:00 P.M. (Mon - Fri), you may go to the Quad Office and we will help you get into your room. All loaner keys MUST be returned to the Quad Office as soon as you retrieve your own room key.
- If it is between the hours of 8 P.M. and 8 A.M., find the RA on duty for your area (as noted on the duty schedule on your RA’s door).
- If there is no RA on duty, call Security at (585) 275-3333, and they will let you into your room as soon as possible.
Lost Keys

Please do not jeopardize your property, your roommate's property, and your safety by not reporting your key as lost. Please call Security Lost and Found to see if your keys have been turned in (585-275-3333). If you lose your key, or your key gets stolen, go to the Quad Office to order a lock change and to sign out a temporary loaner key. A lock change will be ordered if you do not return your "loaner" key within 48 hours and a $50.00 charge will be added to your term bill. You will receive a notice on your door from the Lock Smith informing you that your lock has been changed and must report to the Quad Office to pick up your new key. If you wait to report a lost key at the end of the year, please note that end of year lock changes are $125.00 and will be charged to your student term bill.


**YoUR Security**

**Emergencies**

Dial x13 from a campus phone. Public safety can also be reached at (585) 275-3333 for less urgent manners. **DO NOT DIAL 911.** Public Safety is able to respond to you faster than 911. Public Safety is also able to contact Strong Hospital if necessary. There are also blue light phones all over campus. You may contact security by lifting the receiver on any of these telephones and report your situations and type of assistance needed.

**Fire Alarms**

Take fire alarms very seriously, all students will be expected to evacuate the building. University and/or fire department personnel may enter rooms if there is a question of whether or not a student has evacuated the building. If students are found in the building by the Fire Marshall and Public Safety, the event will be documented and the student will have to attend a meeting to address the violation of the Standards of Student Code of Conduct. When safely outside, make sure to stand away from the building to ensure access for emergency teams. Please dress accordingly, especially during winter, as you may be outside for extended periods. For extended periods, it is recommended that you go to the lounge of another building. You will be let back in when the fire department decides it is safe. **Do not endanger and inconvenience fellow residents and yourself by triggering false alarms.** False alarms will be investigated and the people responsible will be subject to judicial action and a fee.

**Fire Safety**

Please take fire safety seriously. For information about rules and regulations, go to:

The Security of the Quad is up to You

- Do not prop the doors to the residence halls for any reason
- Beware of people who do not have proper ID and cannot enter the building. Letting such people in may compromise the security of the hall
- Whenever you see a propped door, un-prop it for your safety and that of others, and make sure the door is secure again
- ALWAYS lock your room when you leave and carry your keys with you. Most thefts occur when rooms are left unlocked, even for a few minutes
- Remember, if you cannot see your unlocked room, you cannot protect your belongings. Please lock your door even if you are going to the restroom, kitchen, lounge or just down the hall

Insurance for Belongings

Students’ personal property brought to the University is not covered for damage or loss by the University’s insurance. We strongly suggest that you review your parents’ homeowners/renters insurance to determine what is covered by that policy or what can be covered by a rider to that policy. Specifically review theft of your property, as many policies cover damage but not loss. The University has also identified additional sources that provide insurance coverage for residence hall students. The University usually mails this information to you during the summer. We do recommend that you review all the options and obtain coverage in case your property is damaged or lost.
Internet Security

- **Limit Social Networking Information** - Protect your personal information by limiting the disclosed amount of personal identifying information, and maintaining awareness of your privacy settings

- **File-Sharing** - Avoid peer-to-peer (P2P) networks and disconnect any file-sharing clients already installed on your system

- **Multiport Devices** - Don't install multiport network devices (wireless routers, switches, hubs, etc.) in your dorm room

- **Keep Your Computer Updated** - Visit www.rochester.edu/it/security/computer/download_av to download the University's free antivirus software

- **Lock Your Computer** - When leaving your computer unattended, physically lock it to prevent theft. Additionally, make sure the screen is locked to safeguard data

- **Log Off Public Computers** - When using a public area computer, be sure to completely log off when you are finished using it

- **Create Strong Passwords** - Create strong passwords that combine at least eight letters, numbers, and symbols

- **Scan Email Attachments** - Scan all email attachments before opening, to prevent the transmission of viruses

- **Keep Personal Information Safe** - Never respond to emails asking you to disclose any personal information. The University will never email you asking for your personal information

- **Back Up Important Data** - make backup copies of your important computer data, store them securely, and consider storing extra copies at another location
**Illness, Injury & Health**

If you need immediate medical attention, call Public Safety at x13 from any campus phone, from a blue light phone, or by dialing (585) 275-3333. They will dispatch the campus Medical Emergency Response Team (MERT) or an ambulance as necessary.

If you need non-immediate medical attention, contact University Health Services. You may call the River Campus location at (585) 275-2662. They are located in the UHS building next to Susan B. Anthony Hall. They are open from 9 A.M. to 9 P.M. Monday, Wednesday, and Thursday, 9 A.M. to 9 P.M. on Tuesday, and 8 AM to 5 PM on Friday. They are open from 9 A.M. to 5 P.M. on Saturday. On Sunday, they are open from 1 P.M. to 6 P.M. After these hours, you may contact the on-call physician at (585) 275-2662.

If you or someone you know is experiencing a mental health emergency, please call the therapist on-call at (585) 275-3113. To speak to a trained Lifeline volunteer, please dial (585) 275-5151.

The University provides one on one counseling, group counseling, and psychiatrist appointments through the University Counseling Center (UCC). All students are allowed ten free visits per year. UCC is located on the 3rd floor of the UHS building, and is open Monday through Thursday from 8:30 A.M. to 7 P.M. and Friday from 8:30 A.M. to 5 P.M. To schedule an appointment, please call (585) 275-3113.

If you think that you have been the victim of sexual assault or harassment, please call Public Safety at x13, or call (585) 546-2777 to speak with a trained volunteer.
YoUR Community

Statement of Communal Principles

➢ Fairness

The principles of fairness and openness are fundamental to the operations of this community—its processes for decision-making, problem solving, and doing the work of the institution. Every person has the right to, and should expect, fair treatment according to openly stated and clearly articulated expectations, policies, and procedures and in accordance with the fundamental rights and privileges of a free society. Every person is encouraged in parallel ways to use fair and open methods of communication and action, including wherever possible, those provided by existing institutional channels, in voicing concerns and seeking solutions to problems.

➢ Freedom

The freedom of all people in a community of learning to ask questions and to seek answers is essential and actively encouraged. Each person has the right to learn, teach, and work—to express themselves through their ideas and activities—without threat to his or her education or career progress or to that of others. Freedom of expression of ideas and action is not to be limited by acts of intimidation, political or ideological oppression, abuse of authority, or threat of physical harm and well-being.

➢ Honesty

Honesty and personal integrity are fundamental to all assumptions of participation in a community dedicated to the advancement of knowledge. Honesty advances our efforts as well as strengthens the interrelationships on which community is built. On the other hand, dishonesty undermines the search for truth and undermines the bonds between the persons who live, study, and work here. It further damages community by wasting the energy and educational opportunities of all involved.
➢ Inclusion
Our community welcomes, encourages, and supports individuals who desire to contribute to and benefit from the institution’s missions. Members of the University’s community come from different geographical areas, represent differences in ethnicities, religious beliefs, values, and points of view; they may be physically different, have different intellectual interests, or have different abilities. We not only welcome such differences in members of our community, but we also actively seek to include them in all aspects of the institution’s operations.

➢ Respect
Respect for the basic dignity of self and others are essential to this community. Every person has the right to be treated with respect, regardless of the many differences that distinguish individuals and groups. Respect involves showing regard for other’s well-being and safety as well as for their personal property, personal space, and for their living, learning, and working activities. In addition, members of this community also have a responsibility to respect the properties, and functions of the institution.

➢ Responsibility
Freedom and responsibility are two sides of the same coin. To uphold this kind of freedom of expression and action in the public arena, each person has the responsibility to own his or her ideas and actions as well as express them in ways that do not limit or threaten others’ freedom to learn, teach and work. This means that ideas and actions are neither anonymous nor isolated. To act or express one’s ideas openly and in a responsible manner enhances the learning and growth of all. On the other hand, to act or express one’s ideas in an irresponsible manner impinges on other’s rights and freedom to learn and grow.

Everyday wear and tear on rooms will be repaired at no charge. The Customer Service Call Center is open 24/7/365, simply call ResLife Facilities Customer Service at (585) 273-4567. Depending on the issue at hand, the damage will generally be repaired in a few days.
**Posting Policy for Residence Halls**

Advertising is strictly limited to bulletin boards in residence hall areas. Posting is not allowed on doors, windows, bathroom mirrors, floors or rugs, in elevators, or in stairwells. Advertising may not be slid under student room doors. Promotional literature for recognized student organizations, approved student programs, and campaign posters may be distributed on residence hall bulletin boards unless the board is specifically for a particular use (i.e. RA, Hall Council, or EcoReps). When posting on bulletin boards, only one advertisement per organization is allowed. Groups must not cover up other ads when posting their own advertisements. Staples, thumb tacks, and painters tape are approved methods of hanging advertisements. *Do not use duct tape or packing tape.* Promotional literature posted on any surface other than bulletin boards will be removed by the Res Life staff. Commercial advertising is not permitted in any residence hall building. Such advertisements will be removed by staff and companies run the risk of being banned by the college.

**The Bathrooms**

Each hall has its own shared bathroom. Bathrooms are designated male and female, and you may only use the restroom designated for you. There are no unisex bathrooms. Please respect others' privacy and this policy. Please keep them clean. Housekeeping will provide weekday service to all the bathroom facilities on the Quad. However, they should not have to clean up bathrooms that have been abused - nor should you have to find your bathroom in an unacceptable condition. Please remember that these are shared facilities. Please respect the communal nature of the bathrooms, flush toilets, do not leave toiletries, or other items in the bathrooms.
**Hallways**

Please respect your community by taking ownership of the hallway, which is a shared space. Please report vandalism or maintenance concerns to the Quad Office immediately (585) 275 – 5685 or freshmanquad@reslife.rochester.edu. You share responsibility for the condition of the public areas. Please do not let guests disrespect your home. You are responsible for your guest and their actions. Also, do not place shoes, furniture, or personal items in the hallway. They are a fire/safety hazard and at risk for theft.

**Laundry**

Laundry facilities are located on the ground floor of each building. Since they are front loading, they only require 4 tablespoons of detergent, which is poured into the top dispenser. Using too much detergent will result in soapy, wet clothes. Each load of wash is $2.50. You may activate the washers with quarters or your UROS account (ID). Dryers are free. Please do not leave your clothes unattended. Others may remove your clothes if they sit in the washer for a prolonged period after the cycle. If you are not sure how to do laundry, ask your RA or D’lion for some helpful hints. If a washer or dryer is broken, please report it to (585) 275-VEND (585-275-8363).

**Cleaning Your Room**

It is a common courtesy to the person you live with to keep your room clean. That includes washing your dishes and clothes, tidying up your side of the room, and getting rid of trash. Please be very careful about keeping open food or trash around, to avoid attracting pests. You can borrow cleaning equipment (vacuums, brooms, dust pans, mops, buckets, garbage bags, etc.) from the Quad Service Desk. All equipment must be returned within 24 hours. Failure to return the equipment can lead to being banned from future use of equipment. The Quad Service Desk is open Monday – Friday from 8:30am – 5:00pm.
Garbage
Gilbert, Hoeing, Lovejoy, and Tiernan are equipped with trash rooms to dispose of your garbage. Ask an RA about the exact location of this room. Never place trash from your room in the bathroom or kitchen wastebaskets. Never place bags of trash in the hall assuming they will be picked up - they won't. Odors spread; please be respectful of others and be mindful of what you leave in the garbage. Your trash/recycling bins are your responsibility. Do not leave them out in the hallway or in the trash room.

Recycling
Each hall has a recycling center (usually near the main trash room or in the floor kitchen) with recycling bins for paper, plastic, and metal. DO NOT PUT GARBAGE IN THESE BINS; garbage will contaminate the recyclables and they will not be used as a result. Please do not leave your bins in these rooms. There is no maid service and you will be billed for their loss.

Pest Control
Unfortunately there are instances when pest control may be needed. If so, contact Environmental Health & Safety at (585) 275-3241 and they will place a work order for a pest control technician to visit your room. To prevent any pest problems, remember to keep areas with food clean, dispose of trash regularly, keep bathrooms clean, and keep food in airtight containers.
UR Dining Options

Kitchens
Each floor kitchen is for the shared use of the entire community. The kitchen will be closed and locked if this privilege is abused or if the kitchen fails to remain sanitary. Wash your dishes. Do not leave your dishes in the kitchen. Anything left out can be considered abandoned and others may view it as fair game or the cleaning staff may throw it out. Do not dump food or cooking oil down the drain of the kitchen sink. It will clog the sink and result in community damage billing. Please use the trash cans in the kitchens. The floor will be charged for repairs beyond normal wear and tear.

Vending Machines
The lowest floor in each residence hall houses vending machines. Machines are ID card accessible. You may use your UROS account to buy anything in the vending machine. You may also use change or dollar bills in these machines. These machines are run by an outside agency. Any problems should be reported by calling (585) 275-VEND. In the event that you need a refund, contact the I.D. Office at (585) 275-3975.

Ordering from Off Campus
You are free to order pizza and other assorted delivered food. The delivery person will call you from your hall’s main entrance when they arrive. You will then meet him/her to get your food. Some commonly used numbers can be found at the end of this document.
**On Campus Dining**

There are many dining venues where you can use your dining plan. These include Pura Vida in the BME Optics Building, Hillside in Susan B. Anthony Hall (Sue B), Douglass, Wilson Commons, Danforth and Connections. Many of these locations offer a wide variety of food, ranging from vegan and vegetarian entrees to gluten free meals, soups, salads, ethnic foods, sandwiches, etc. If you need to alter your dining plan or add money to your UROS account, visit the customer service center on the 1st floor of Susan B. Anthony hall or call at (585) 275-3975.

**Refrigerators and Appliances**

The use of cooking and heating devices is prohibited in student rooms; students should use approved cooking devices in the floor kitchens, which are equipped for such use. No cooking devices with an exposed heating element (e.g. hot plates, immersion coils, toasters) are allowed in the building, nor are George Foreman-style grills. Refrigerators up to 4.3 cubic feet are allowed as are small household microwaves.
Living in a Community

Living in the University Residence Halls will provide you with a lifetime of wonderful friends, experiences, and memories. However, in order for this community to be open, productive, and safe, there must be some community standards in place. This is a short list of some of the rules and regulations of residence hall living.

Quiet Hours

Quiet hours run from midnight to 8:00 A.M. Sunday-Thursday and 2:00 A.M. to 10:00 A.M. Friday and Saturday. However, your floor community has every right to extend these hours by working with the RA. Once set, the new hours must be posted and all members of the community informed and stamp of approval receive by all. Please be respectful of your neighbor’s requests. During quiet hours, noise should be contained in your room with the door closed. If your noise can be heard in the hallway or by your neighbors, you are being too loud. During finals the halls observe 24-hour quiet hours.

24 Hour Courtesy Hours

It is expected that you maintain courtesy hours for 24 hours each day. This means respecting other residents and their needs. Please be aware of the noise level on your floor even during non-quiet hours. If someone asks you to lower the noise level of your TV, conversation, sound system, etc, please do so.

We expect students to take the initiative to confront noise problems within their areas. If they do not feel comfortable doing so, students should contact their RA.
Public Area Damage
The hall community shares responsibility for corridors, lounges, kitchens, bathrooms, etc. Any anonymous damage or vandalism will be assessed and the charges will be divided among the residents of a particular unit (wing, floor, building, area depending on the situation). Therefore, be aware of what goes on in your area and do not hesitate to confront someone on a matter that may ultimately end up affecting you. If you have any reservations about confronting someone, please consult your RA, who will be able to advise you.

Candles and Incense
Decorative or not, all varieties of these items are NOT allowed and are considered a fire safety violation. Oil lamps are also prohibited.

Smoking
All residential housing is smoke-free. Additionally, the residents of Lovejoy have taken a pledge to be smoke-free. Smoking of any substance is prohibited in all interior areas of all residence halls and the Fraternity Quad, including student rooms and within 30 feet of all housing facilities. Hookahs must be approved by the Office of the Dean of Students before use. You can reach the office at (585) 275-4085 or stop by the office to retrieve the registration form, they are located at 507 Wilson Commons.

Alcohol & Other Drugs
The Quad Residence Halls abide by all New York State regulations regarding alcohol. In New York, the legal age for possessing or consuming alcohol is 21. Therefore, all freshman halls (Gilbert, Hoeing, Lovejoy 1-2, Tiernan, and SBA) are dry. Alcohol is prohibited in individual rooms and all public areas (hallways, lounges, bathrooms, kitchens, etc.). Common containers, such as beer balls and kegs are strictly prohibited. Possessing, giving away, selling, serving, or using controlled substances or other illegal drugs (including marijuana) on the Quad is prohibited, as is the possession of any drug paraphernalia.
**Pets**
The only pets allowed in on-campus housing are fish in a small aquarium (5 gallon tanks or smaller). Also, it is important to remember that during winter break, the heating systems will be shut down. Please be prepared to make arrangements if you have fish in the dorms.

**Weapons**
Weapons are strictly prohibited. This includes, but is not limited to: paintball guns, nun-chucks, knives, swords, and guns. All ammunition for any weapon is also prohibited in any of the residence halls. If any weapons are found, security will confiscate the items.

**Overnight Guests**
You must seek permission from your roommate for any visitor staying overnight. **No guests are allowed to stay for more than three consecutive nights**, and students are not allowed to host guests for more than four nights in any calendar month. You are responsible for all the actions of your guest. It is important to note that you will be held accountable if your guest violates any Standard of Student Code of Conduct or ResLife Policy and Procedures, regardless if your guests are UR or Non UR Students.

**Visitors**
There can only be twice the number of occupants plus one extra person in a student room at any given time. A double room could have 5 people total in the room (2 residents x2 +1) and a triple room can have 7 people total. Singles can have a total of 3 people. Residents must entertain additional visitors in the public lounge areas.

**Bicycles**
Bikes may be stored in your room (with the permission of your roommate and as long as it does not leave marks) or locked on a bicycle rack. Bike storage is never permitted in public areas (stairwells, lounges, hallways, railings, etc.). Bikes in these areas will be removed by Public Safety.
**Room Assignments**

When making room assignments, we try to take into consideration the preferences you indicate on your application/contract and related materials. Due to high demand for certain spaces, we may only be able to honor your second or third preference. Rooms are restricted on the basis of gender only. We do not collect information, assign rooms, or make changes on the basis of race, religion, sexual orientation, national origin, or other such factors. Students with medical problems which require special housing placement should contact the Residential Life Office. We will provide information on the required medical review process by the University Health Service or the University Counseling Center to secure special placement. Upperclassmen are able to select which room and with whom they wish to live with as part of the room draw process.

**Room Changes**

There is a two-week waiting period before any room change will be considered. If you wish to request a room change, please talk to your RA, GHR, or Resident Director first. Many things can be solved through a mediation session between roommates and a staff member. It is easier to talk to someone than it is to move your entire room across campus or, for that matter, even down the hall. A room change should be considered only as a last resort. All room changes MUST be requested through and approved by the Central Residential Life Office in 020 Gates.

**Room Furnishings**

The residence halls provide window coverings, a TV/data connection, and basic furniture. You accept responsibility for loss or damage to furnishings, whether from carelessness, vandalism, or accident.

**Furniture Removal**

You are not permitted to move furniture from public areas into your living space, nor may you remove room furniture from your living space. Disciplinary charges and a service fee will be assessed for return of furniture.
**Room Condition**

You (and your roommate(s), if any) are responsible for leaving your space in the same condition in which it was found upon moving in (as stated on your Room Condition Form completed at check-in). Charges will be assessed for:

- repainting and refinishing
- repair or replacement of damaged or missing furnishings and equipment
- special cleaning necessary due to misuse of facilities
- removal of any extra furniture, abandoned property, or large quantities of trash or other unusual conditions requiring correction

You are responsible for notifying your Residential Life Area Office immediately upon discovering any deteriorated or altered room condition. Appeals of charges must be submitted within 45 days of the posted charges.

**Hooks**

Removable adhesive hooks are permitted on the back of your room door (up to 2), on the inside of wardrobe doors (up to 2 per resident), and on the side of wardrobe (up to 2 per resident). At check-in, you may find hooks already in your room, it is important to note these on your room condition form to avoid damage charges at the end of the year. Upon check-out, any hooks in the room aside from these parameters may lead to damage charges which will be split amongst all roommates.
Room Entry

It is the University’s intention to assure all reasonable privacy in student rooms. When appropriate, reasonable advance notification will be provided before entering a student room. However, the University reserves the right to enter your room without notice for verification of occupancy and other Residential Life administrative functions; for performance of protective housekeeping or maintenance functions; for health and safety inspections; to protect life, limb, or property; to assure compliance with Housing Contract conditions as well as State, Federal, and University regulations.

Room Modification

You are not permitted to modify your room, doors (on either side), furnishings, telephone, ResTV and ResNet equipment, or any other part of the building. Nor may you authorize anyone to do any of these things. Occupants will be assessed charges for any modification that requires correction.

Prohibited Possessions

The following are not permitted anywhere in any University residential building:

- firearms and other weapons (including, but not limited to, paintball guns, ammunition, nun chucks, and knives)
- explosives, fireworks, candles (burned or unburned), incense, or open flames
- gasoline or other flammable liquids; chemicals or hazardous materials
- motorcycles or other fuel-powered vehicles
- cooking equipment and appliances except where there are specifically designed facilities for them
- items with an exposed heating element are expressly prohibited (hot pots, immersion coils, toasters and toaster ovens, etc.) as are George Foreman-style grills
- space heaters, halogen lamps, appliances that are not UL listed
- pets not allowed under the Residential Life pet policy (see below)
- window-mounted air conditioners
upward facing lamps, “octopus” style lamps, or plastic lamp shades of any kind or wattage
personal lofts
controlled substances and related drug paraphernalia
alcoholic beverages, except in accordance with state, local, and University regulations
Extension cords (only heavy-duty, surge protected cords are allowed)
decorative light strings
any other materials or items representing a danger to the University community

**Prohibited Behavior**
Any of the following constitute a violation of University regulations and of the terms of the
Residential Life Housing Contract:

vandalism
any form of threat to other persons or property
excessive noise or disruptive behavior
smoking inside any building, or within 30 feet of any building
misuse of the residential or University computer networks
tampering with facilities or equipment
being on roofs, ledges or porticos; removal of window screens and window stops; throwing or propelling objects from buildings
leaving or storing bicycles or other items in stairways, stairwells, hallways, entryways, or other public areas (items will be removed)
any other behavior which constitutes a perceived or actual danger or threat to property or persons
horseplay, sports, etc. within residence hall buildings
propping exterior doors into the building and doors leading into the core
solicitation in or around the residence hall
gambling
Additional rules and regulations are contained in the *Official Bulletin* of the University of Rochester, in the Office of the Dean of Students’ *Handbook on Student Discipline*, the Residential Life *Housing Contract*, the Residential Community Standards materials, the Residential Network Acceptable Use Policy, and other notices from the Residential Life Office.

**Communication & Entertainment**

**Mail**

All student mail and packages addressed to you should be sent to your CMC box. This includes flowers, birthday items or special gifts, etc. There is a package store at the Todd Union Post Office that receives/ships UPS/FedEx packages. You will be notified by email if any package is received in your name. Please bring your ID card to pick up packages. To pay for mail services such as stamps, special envelopes, and lost post office keys, you can use cash, check, or your UROS account. Credit and Debit cards are not accepted. Unfortunately, you cannot purchase money orders through UROS.

**Student Telephone Service**

Courtesy telephones are located on each floor of the residence halls. You can make outgoing calls, but cannot receive incoming calls. Additionally, many of the academic buildings also have courtesy telephones.

- Courtesy telephones are labeled with emergency call information, as well as their last 5-digits of the telephone number.
- Calls between telephones on the University telephone system use the 5-digit extension. Local service is accessed by dialing 9 and the 7-digit local number
- Toll-free (8xx) numbers can also be dialed from courtesy telephones
- Long-distance calls may be made using a calling card with a toll-free access code
- University IT partners with cellular service providers to offer discounts for students
Students can go online for in-room telephone and voicemail service by submitting the student telephone service contract. Go to www.rochester.edu/it/ncs/telephone_services.html.

**ResNet (Computers)**

Many of the buildings also have wireless access. When you connect via a wireless network, you will be prompted for your netID and password. The ResNet help desk is available to assist you with any problems you may have with the internet connection. You may contact them with questions at (585) 273-5154 or at resnet@reslife.rochester.edu

**ResTV**

Each room is equipped with cable television. You can find the cable jack on the underside of the heating panel, usually located near the windows. You need to bring your own television and cable cord. Several basic cable channels are provided.

**Grill**

The grill located on the Res Quad is available for use on a first come, first serve basis. The Quad Area hall councils, residential life staff, and special interest housing groups may reserve the grill with at least 24 hours notice by contacting the Freshman Quad Area office at FreshmanQuad@reslife.rochester.edu. Please note: if you purchase lighter fluid or charcoal for use with the grill it may not be stored in any residential area on the quad. If you use the grill it is your responsibility to follow all fire safety and sanitarian regulations which may be found online at:

Fire safety: [http://www.safety.rochester.edu/fire/BarbecueGrill.html](http://www.safety.rochester.edu/fire/BarbecueGrill.html)

Sanitarian: [http://www.safety.rochester.edu/sanit/tfeapplication.html](http://www.safety.rochester.edu/sanit/tfeapplication.html)
Freshman Quad Programming Spaces

To reserve a space in the Freshman Quad Residence Halls* for a planned activity, email the freshmanquad@reslife.rochester.edu.

- Reservations must be made at least one day in advance and are on a first-come, first-served basis, for one-time events
- Events requiring tables/chairs require at least 3 days advanced notice
- No groups may reserve recurring scheduled meeting spaces. Only academic related events (recitations, study groups, etc) may schedule space for recurring events.
- Reserved space is for UR undergraduates/faculty/staff only.

Rooms Available for Reservation

Outside events are subject to local noise curfew hours and are also on a first-come, first-served basis.

<table>
<thead>
<tr>
<th>Location</th>
<th>Room Type</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gilbert Hall</td>
<td>Community Room (k)</td>
<td>(Occupancy 75)</td>
</tr>
<tr>
<td>Gilbert Hall</td>
<td>Conference Room (a)</td>
<td>(Occupancy 15)</td>
</tr>
<tr>
<td>Hoeing Hall</td>
<td>Conference Room (e, a)</td>
<td>(Occupancy 15)</td>
</tr>
<tr>
<td>Lovejoy Hall</td>
<td>Seminar Room (e, a)</td>
<td>(Occupancy 30)</td>
</tr>
<tr>
<td>Tiernan Hall</td>
<td>Community Room (k)</td>
<td>(Occupancy 100)</td>
</tr>
<tr>
<td>Tiernan Hall</td>
<td>Conference Room</td>
<td>(Occupancy 15)</td>
</tr>
</tbody>
</table>

(a) Academic/meetings only, (e) wireless and ethernet connection available, (k) Kitchen available
Important Phone Numbers

On Campus

· University Operator (M-F, 8:00 am-5:00 pm), x0
· Public Safety, (585) 275-3333
· Security (Emergency Only), x13
· Chase Bank (at the post office), (585) 275-4560
· Information Technology, (585) 274-4357
· Quad Office, (585) 275-5685
· Post Office, (585) 275-3991
· Bookstore, (585) 275-4012
· Facilities, (585) 273-4567
· Common Connection, (585) 275-5911
# Appendix: Freshman Hall Leaders

<table>
<thead>
<tr>
<th>Building</th>
<th>Last Name</th>
<th>First Name</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOVEJOY</td>
<td>Downing</td>
<td>Garrett</td>
<td>RD</td>
</tr>
<tr>
<td></td>
<td>Sun</td>
<td>Jiacheng</td>
<td>142-151</td>
</tr>
<tr>
<td></td>
<td>Meyers</td>
<td>Kyle</td>
<td>204-223</td>
</tr>
<tr>
<td></td>
<td>Grewal</td>
<td>Simranjit (Simi)</td>
<td>241-253</td>
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<tr>
<td></td>
<td>Debossu</td>
<td>Charlotte</td>
<td>304-323</td>
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<tr>
<td></td>
<td>Forney</td>
<td>Megan</td>
<td>341-353</td>
</tr>
<tr>
<td></td>
<td>Guo</td>
<td>Zunran (Albert)</td>
<td>404-423</td>
</tr>
<tr>
<td></td>
<td>Sandridge</td>
<td>Yasmeni</td>
<td>441-453</td>
</tr>
<tr>
<td>TIERNAN</td>
<td>Stone</td>
<td>Josh</td>
<td>GHR</td>
</tr>
<tr>
<td></td>
<td>Newman</td>
<td>Justin</td>
<td>152-162</td>
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<tr>
<td></td>
<td>Ballou</td>
<td>Sierra</td>
<td>201-235</td>
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<td>Dan</td>
<td>251-262</td>
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<td>Vislosky</td>
<td>Ryan</td>
<td>301-335</td>
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<tr>
<td></td>
<td>Sun</td>
<td>Jiahui (Jenny)</td>
<td>351-362</td>
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<tr>
<td></td>
<td>Wright</td>
<td>Katheryn (Angel)</td>
<td>401-435</td>
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<tr>
<td></td>
<td>Wamuhu</td>
<td>Stephanie</td>
<td>451-462</td>
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<td>HOEING</td>
<td>Stone</td>
<td>Josh</td>
<td>GHR</td>
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<td>Subramanian</td>
<td>Suraj</td>
<td>116-125</td>
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<td>Hill</td>
<td>Josh</td>
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<td>Gershteyn</td>
<td>Anna</td>
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<td></td>
<td>Lam</td>
<td>Teresa (Tess)</td>
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<td></td>
<td>Contento</td>
<td>Nick</td>
<td>416-425</td>
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<td>Building</td>
<td>Last Name</td>
<td>First Name</td>
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<td>----------</td>
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<tr>
<td>GILBERT</td>
<td>Paredes</td>
<td>Griselda</td>
<td>GHR</td>
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<tr>
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<td>Thomas</td>
<td>Courtney (CJ)</td>
<td>145-158</td>
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<tr>
<td>w/long</td>
<td>Forestiere</td>
<td>Annamarie (Annie)</td>
<td>162-194</td>
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<tr>
<td>short</td>
<td>Castano</td>
<td>Juan Pablo (JP)</td>
<td>212-222</td>
</tr>
<tr>
<td>east</td>
<td>Slavin</td>
<td>Hannah</td>
<td>233-253</td>
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<tr>
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<td>Karve</td>
<td>Ria</td>
<td>261-272</td>
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<tr>
<td>west</td>
<td>Hargrove</td>
<td>Daniel (Dan)</td>
<td>283-293</td>
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<tr>
<td>short</td>
<td>Nortz</td>
<td>Bonnie</td>
<td>312-322</td>
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<tr>
<td>east</td>
<td>Jo</td>
<td>Aaron</td>
<td>333-353</td>
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<tr>
<td>long</td>
<td>Abrams</td>
<td>Scott</td>
<td>361-374</td>
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<tr>
<td>west</td>
<td>Nason</td>
<td>Leah</td>
<td>383-393</td>
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<tr>
<td>short</td>
<td>Nair</td>
<td>Monica</td>
<td>412-422</td>
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<tr>
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<td>Gay</td>
<td>Garrett</td>
<td>433-453</td>
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<tr>
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<td>Rosenstein</td>
<td>Adam</td>
<td>461-474</td>
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<tr>
<td>west</td>
<td>Carter</td>
<td>Madison</td>
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