

Upper Class Quad Area Handbook



The Upper Class Quad includes Burton, Crosby, and Lovejoy Halls aka Loveburby. This handbook will help you become more familiar with your building, its facilities, and residential policies. 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.

Fraternity Quad/ Upper Class Apartments Area Office Phone: 585-276-6839

BURTON AND CROSBY ONLY

Office Hours:

Monday – Friday 8:30am- 5:00pm

fraternityquad@reslife.rochester.edu

First Year Quad Area Office Phone: 585-275-5685

LOVEJOY ONLY

Office Hours:

Monday – Friday 8:30am- 5:00pm

freshmanquad@reslife.rochester.edu

Upper-class Quad Staff

Resident Director for Burton & Crosby: Avery Moses

Resident Director for Lovejoy: Rose Piacente

Graduate Head Resident for Burton & Crosby: Sophia Fallon

Resident Advisors:

Burton 0: Jaclyn Capita

Burton 1: Arif Kodza

Burton 2: Kathryn Lambert

Burton 3: Zoe Black

Crosby 0: Angelo McCullough

Crosby 1: Maralmaa Erdenebat

Crosby 2: Svarina Karawanyun

Crosby 3: Akshay Desai

Lovejoy 1: Nate Barnes

Lovejoy 2: Sophia Turbide & Marcos Andres Coto Jean

Lovejoy 3: Shelley Chen & Hia Ghosh

Lovejoy 4: Tanvir Singh & Sydney Rae Stremick

Environmental Service Workers & Mechanics:

Burton: Mohammed; Warren

Crosby: Fikret; Ralph

Lovejoy: Pedro & Jim; Warren

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, call the RA on duty 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 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 your Area Office during business hours. The on-duty RA can assist you with a lockout between 8:00pm-2:00am. During any other time, call Public Safety for assistance.

Personal Safety

Always lock your room and carry your ID card with you. You are responsible for your room access and any activity that occurs within your room. Do not prop any building doors. Propping doors endangers everyone who lives in the building. 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 020 Gates in order to assure proper billing and accurate housing files. All communication paperwork must be submitted directly to the main Residential Life Office, 020 Gates, for approval. Once permission is granted, please complete the room change within 48-hours. You will receive notification of your room change approval and you will need to go to the area office of your new building and pick up your new key. You will be asked to complete a room condition form and return a sheet that denotes any prior damages in your room prior. You will have 24 hours to move your items from your old room to your new room. Once you have completely moved out of your old room you will go to your area office for your old building and check out. This

includes returning all keys and paperwork to your Area office.

Roommates

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

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) which can be reached at (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.

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 the Upper Class buildings. 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 Council

The Loveburby 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 RDs for details.

Laundry

Laundry facilities are located the 0 floors of Burton and Crosby, and the 1st floor of Lovejoy, where it is free to all residents during the academic year. Please see machines for instructions on usage and call facilities if the machines need to be serviced. Clothing and other items that remain in the laundry room for a time period of over 2 weeks will be removed and taken to the area office.

Kitchens

Kitchens are provided for residents to use and are a community space. There is a stove, full size refrigerator/freezer (Burton & Crosby only), microwave as well as a sink available for student use. As kitchens are community spaces, please be sure to leave this area neat and clean for others. Due to sanitation concerns, kitchen access can be restricted if the space does not remain clean for all to use.

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
- Special Interest Housing Information
- Upper-class Housing Information
- Check-In and Out Procedures

Maintenance

For any maintenance concerns, please call facilities at 585-273-4567 or visit 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 with or without the resident present.

Other Available Services:

- Cable problems, call (585) 756-5000
- 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 RAs door. This includes the name and contact information for the RA on duty.

Residential Life Policy Information

The following is a partial listing of the policies of most day-to-day concerns for residents:

Quiet and Courtesy Hours

Quiet hours are in effect:

- 12am to 8am Sunday – Thursday
- 2am to 10am Friday and Saturday
- Courtesy hours are 24/7

Please note: A resident's right to study or sleep takes precedence over another's right to make noise.

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.

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/ResLifeGuidelines.html>.

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, or Lovejoy 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 house. If you choose to smoke outside, you must be at a designated smoking area.

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 excessive trash or messes throughout the year or anything left after check out. Vandalism is preventable damage.

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

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.