Burton and Crosby Halls house entirely upper-class students and are located in the heart of campus. Both residence halls are a traditional corridor style and consist of single and double student rooms. Additionally, the Inter-Class Living Community (ICLC, Crosby 1) and GreenSpace (Burton 1) are two of many special interest housing groups on campus for students seeking involvement and leadership opportunities within their residence hall.

**Fraternity Quad/ Upper-class Apartments Area Office**  
Located in B114 Sigma Phi Epsilon House  
(Basement entrance on Fraternity Road)

**Office Hours:**  
Monday – Friday: 8:30am- 5:00pm  
Phone: 585-276-6839  
fraternityquad@reslife.rochester.edu
The Office for Residential Life and Housing Services

Burton and Crosby Halls are all upper-class corridor style buildings located in the Quad and are overseen by the Resident Director of the Fraternity Quad. The Fraternity Quad and Upper-Class Apartments Area office ensures that residence halls are safe and foster an academically enriching environment. We encourage you to contact your Resident Advisor or any member of the Quad Staff if you need further assistance or have any other questions. We’re here to help!

Professional Staff:

Amin Rashid, Assistant Director
B114 Sigma Phi Epsilon House
Arashid2@reslife.rochester.edu

TBD, Resident Director
B114 Sigma Phi Epsilon House

Graduate Head Resident (GHR):
The GHR lives in Burton Hall and supervises the RA staff in addition to providing support to their building’s community. You are likely to see your buildings GHR at RA programs, Hall Council events or welcoming residents!

Sophia Fallon, GHR for Burton and Crosby Halls
Advisor, Love Burby Hall Council
sfallon2@u.rochester.edu

Resident Advisors (RAs):
There is an RA on duty daily from 8:00pm – 8:00am. 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 can help if you are locked out of your room during duty hours and Public Safety should be contacted at all other times. Additionally, RAs on duty conduct walk-throughs of Burton, Crosby and Lovejoy Halls nightly to ensure Residential Life and college campus policy are being followed. The RA on duty can be reached at 585-489-4134. In case of an emergency, call Public Safety at (585) 275-3333 or DIAL 911.

Timothy Kwan, Burton 0
Tkwan3@u.rochester.edu

Jin Kim, Lovejoy 1
Jkim342@u.rochester.edu

Madison Carter, Burton 1
Mcart12@u.rochester.edu

Sophia Turbide, Lovejoy 2
sturbide@u.rochester.edu

Andrew Duffy, Burton 2
aduffy@u.rochester.edu

Malcolm Suterland-Foggio, Lovejoy 2
Msuther4@u.rochester.edu

Sarmishtha Prathivadhi-Bhayankaram, Burton 3
sprathi2@u.rochester.edu

Armen Soukiazian, Lovejoy 3
asoukiaz@u.rochester.edu

Shirley Hoang, Crosby 0
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Sydney Stremick, Lovejoy 3
sstremic@u.rochester.edu

Andrew Duffy, Burton 2
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Thandie Ramme, Crosby 1
tramme@u.rochester.edu

Brian Filipiak, Lovejoy 4
bfilipia@u.rochester.edu

Milagros Luna, Crosby 2
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Nicole Hesse, Lovejoy 4
nhesse@u.rochester.edu

Akshay Desai, Crosby 3
Adesai16@u.rochester.edu
RESIDENTIAL LIFE SERVICES

Bed raising/lofting
All of the beds in the Burton and Crosby Halls are able to be lowered and raised. Lofting is not guaranteed but all requests are reviewed and completed if possible. If you are interested in raising, lowering or lofting your bed you will need to go to the area office and submit a facilities request. You cannot submit requests to raise, lower or loft your beds using the online facilities system or by calling. Once your request is received, facilities will stop by your room and determine if the request is able to be completed.

Bike Storage
Bike racks are available at various locations around the Quad and/or may be stored in your room (with the permission of your roommate and as long as it does not leave marks). Bike storage is never permitted in public areas (stairwells, lounges, hallways, railings, etc.). Bikes in these areas will be removed by Public Safety. 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 and those bikes are removed from the rack where they were left.

Kitchens
Every floor in the Quad is equipped with a kitchen located generally in the center of the floor. Please use any cooking appliances (except microwaves) in the kitchen area and NOT in your room. Pest problems may result if people leave dirty dishes, food, or garbage, and kitchen privileges may be revoked for the entire floor. Food should NEVER be left unattended while cooking. Dishes or items left in the kitchen will be thrown out after 3 days.

ALWAYS FOLLOW SAFETY RULES WHEN COOKING & CLEAN THE KITCHEN WHEN YOU ARE FINISHED!

Laundry
Laundry machines are free with use of your ID card during the academic year. There is a laundry room on the ground floor (Burton & Crosby 0). The washer cycle is between 36-40 minutes and the dryer may be used up to 60 minutes. Please remove your clothes from the machines as soon as they stop. If you don’t, you risk someone else removing and placing them on a table or, worse yet, stealing them. Also, be sure to clean out your own lint from the dryer lint screen. If there is a problem with one of the machines, please hang an “Out of Order” sign on it and report it to the Services Division (585-275-8363) during regular business hours.

Lounges
There is one large lounge in each of the residence halls and they are located on Crosby 0 and Burton 1. They can be used for meetings and other social events. Additionally, there are lounge areas in each kitchen so hall dinners and late-night study snacks are encouraged. These lounges are available on a first come, first served basis.

Maintenance
For any maintenance concerns, 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.
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.

Recycling
Residents are asked to be responsible for their own recyclables. Recycling bins are in every student room and are located around the house, generally located near the trash bins. Only appropriate items, as listed on the information sheets located near the bins, should be recycled. If you are missing a recycling bin, please contact the area office at (585) 276-6839.

Trash
All residents are responsible for removing their own garbage from their rooms. Please take your garbage to the appropriate receptacles located throughout the building. For larger items you will need to move the items to the receptacles located between Burton and Lovejoy Halls. Facilities can assist in the removal of these items however, you may be subject to additional fees. Trash and messes that are above and beyond a reasonable amount can lead to a financial charge of the house if it requires more work (time and personnel) than normal to clean.
AREA RESOURCES

The Area Office can help you with:

- Card Access Issues
- Lost Keys/Loaner Keys
- Loaner Cleaning Supplies
- Program and Event Planning Information
- Special Interest Housing Information
- Upper-class Housing Information
- Fraternity Quad Council

Card Access
Card access is granted to every resident of Burton and Crosby Halls. Other campus residents have access to any residence hall until 3:00am when card access is restricted to residents only. If you are having issues accessing your building, please contact the Fraternity Quad and Upper-class Area Office or the Main Residential Life Office located in 020 Gates Hall in Susan B. Anthony Hall.

Cleaning Supplies
The area office has a limited supply of cleaning supplies that can be checked out to individual students. Cleaning supplies available for loan include but are not limited to: mops, buckets, brooms, dust pans, garbage bags, wet wipes and a vacuum. Supplies are signed out on a first come first serve basis and are required to be returned to the area office within 24 hours. If the item is not returned within the designated time frame you will be subject to fees in order to replace the missing supply. These are communal for everyone in the Fraternity Quad and Upper-class Apartment Area so please return items in a timely fashion in good condition so that other students have the opportunity to utilize them.

Hall Council
Hall council is comprised of elected representatives from the upper-class buildings on the Quad. (Burton, Crosby and Lovejoy Halls). Together, they organize activities, allocate funds to various building activities, and advise the administrative staff and Resident Director on any issues. The councils' budgets are a portion of the student residential activities fee. Anyone may attend these meetings with comments or concerns. Interested in joining? Contact your Resident Advisor for more information.

Lost/Loaner Keys
If you have lost your key or have been locked out of your room and need access you can stop by the area office and sign out a loaner key. Loaner keys cannot be signed out for more than 24 hours at a time and if not returned during the 24-hour timeframe the office will submit a lock change that will be billed to your student account. Lock changes are $50.00 during the year and increase at the end of the year.

Loaner keys will only be given to the occupants of the room and will not be given to friends, family, etc. If you are locked out and cannot come to the area office you are welcome to call or send a friend to the area office and a staff member will come over to unlock your door for you. If a staff member comes to let you in your room you must be present for security purposes.

Program Planning and Space Reservations
There are no reservable rooms in Burton or Crosby Halls. Lounges are in each building and serve as a common space to all residents. Event will occur in these spaces frequently but are handled on a first come, first serve basis. If you wish to check the availability of a space, the Resident Director can provide a schedule of regular meetings held in these spaces and the times that they occur.
UPPER-CLASS QUAD BUILDING POLICIES

Facility Access and Misuse
All common spaces are available for student use. Areas such as attics, rooftops, and balconies in addition to any other area designated as unsafe by Residential Life staff are off limits to students. Any student that is found to be accessing these spaces will be subject to the conduct process.

Grills
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

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. If you are locked out of your room outside of normal business hours, call Public Safety for assistance. If you do not return your key within 24 hours you may be subject to a lock change and all associated fees.

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 Residential Life Policy and Procedures, regardless if your guests are UR or Non UR Students.

Quiet and Courtesy Hours
Quiet hours are in effect Sunday – Thursday, 12am to 8am., Friday and Saturday quiet hours are 2am to 10am. Courtesy hours are 24 hours a day. Individual houses cannot determine their own quiet hours and must comply with the university designated days and times of quiet hours. 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. Please note: A resident’s right to study or sleep takes precedence over another’s right to make noise.

Smoking
All residential housing is smoke-free. Smoking of any kind is **prohibited** on campus grounds. 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.

Social Gatherings
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). Lounges and other common spaces in the residence halls cannot be used for social gatherings with alcohol even if all residents are over the legal drinking age. Social gatherings will be asked to disband if there are any disturbances to the community.