Hill Court Area Handbook

2017 - 2018

Everything you need to know about your new home!

Hill Court Area Office
112 Gale House, PO Box 270462
Rochester, NY 14627

8:30am – 5pm Weekdays
Phone: 585-273-5853
E-mail: hillcourt@reslife.rochester.edu

More information online at
www.rochester.edu/reslife

Like us on Facebook!
www.facebook.com/HillCourt1718
Hill Court Area Staff:

**Resident Director**
Sarah Fabianski - (585) 273-5853
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**Assistant Director**
Thomas Rouse - (585) 273-5853
thomas.rouse@rochester.edu

**Graduate Assistant**
Katie Lloyd- (585) 273-5853
HillCourtGA@ur.rochester.edu

**Secretary**
Elvet Frank - (585) 273-5853
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**Super Ecoreps**
Kathleen Bisson – Chambers
Bright Inc – Fairchild
Roxana Kazemi – Fairchild
Mohammad Ali Raza – Fairchild

**Resident Advisors**
Chambers 10s&20s: Jonathan Lopez
Chambers 30s&40s: Emma Bowden
Fairchild: Eddie Sambrano
Gale 10s&20s: Alexa Annotti
Gale 30s&40s: Jaren Ashcraft
Kendrick: Maggie Bentley
Munro: Marcelo Guerra Gonzalez
Slater 10s&20s: Katie McKendrick
Slater 30s&40s: Pech Chhun

*The Hill Court RAs are on duty every night from 8pm to 8am. If you need to contact the RA on duty, please call the RA Duty Phone at 585-354-6306.*
**ESW and Maintenance**

The Environmental Service Worker (ESW) staff works to keep our residence halls safe, clean, and attractive. Benjamin Beback supervises a staff 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:

- Earl – Chambers
- Eric – Fairchild
- Carlos – Gale
- Tong – Kendrick
- Daphne – Munro
- Guilford – Slater

**Hall Council**

The Hill Court Hall Council plans events and hold regular meetings that are open to all residents. Events often include activities and celebrations. All residents are encouraged to be involved in the planning. Elections for Executive Board positions will be at the start of fall semester.

Hall Council is advised by the Graduate Assistant, *Katie Lloyd*. She can be contacted at HillCourtGA@ur.rochester.edu or by calling the area office at 585-273-5853
Locations of Useful Things:

Common Kitchens

Cooking is permitted in designated cooking areas. Residents are responsible for cleaning the kitchen and their dishes immediately after use. If used improperly, kitchens may be closed. Community kitchens are available in the Gale Seminar Room (room reservation needed) and Kendrick Game Room (accessible by swiping ID card).

Laundry

Campus laundry is free to residents using ID cards. Laundry rooms are located in the Fairchild and Munro tunnels. Please share these spaces and respect the property of others. Machines that are out of order should be reported to (585) 503-2361.

Reservable Rooms

Hill Court has several rooms located in the Ground Level (also called the tunnel) which can be reserved for use by groups and organizations who live in Hill Court. Please note that only a Hill Court resident can reserve a room. The rooms are:

- Chambers Media Room
- Gale Seminar Room
- Slater Community Room

Please contact the Area Office during business hours to reserve a room or get more details.

Trash/Recycling

All residents are responsible for removing their own garbage from their rooms, apartments, and suites. In Hill Court, trash chutes are located on each floor for garbage disposal. Pizza boxes and other large items should not go down the chutes or placed in hallways. Take large items to the refuse rooms located in the tunnel area. Recycling bins are located on the first floor of each building.

Vending

There are several vending machines located in the tunnel at the ground level of Hill Court. Here you can find snacks and drinks conveniently any time of day. However, your meal plan (declining) cannot be used at these machines.
Area Resources:

Bike Storage
Limited bike storage is available at the bike racks outside the 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.

Check out items (games, kitchen equipment, etc.)
Various items are available for Hill Court residents to sign-out. These items include cleaning supplies, cooking supplies, and games. Contact your RA or the RA on duty (after 8pm) to sign-out any of these items. Items can be borrowed for up to 24 hours.

Gale Study Room
There is an open study space located in the Ground Level under Gale Hall. This space has tables and seating space for residents to utilize for studying. This space is open at all times and does not need to be reserved to use.

Grills
Charcoal grills are permitted but MUST be used outside the halls and 30 ft. / 10 meters away from the buildings. Feel free to use the BBQ grill in front of Gale, or to set up a charcoal grill away from the building. Coals should be emptied into exterior (metal) trash containers. Call Facilities for charcoal removal. 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.

Kendrick Game Room
There is an open game room located in the Ground Level under Kendrick Hall. This space has a foosball table, a ping pong table, kitchen, television and lounge space to relax. To access this room, residents can use their ID cards to swipe in. Please note that the room is closed from midnight-8am each night.

Munro Practice Room
There is an open practice space located in the Ground Level under Munro Hall. This space can be used for music practice and is open to any Resident of Hill Court. Please note the practice room is open at all times and does not need to be reserved to use.
Area Unique Policies:

Balconies

Balconies are both a privilege and responsibility:

- NY State Fire Safety Law states: smoking of any kind and the use of grills is PROHIBITED on balconies.
- Do NOT leave University furniture on the balconies. Furniture left on the balconies, and damaged by weather, will be replaced and the members of the suite will split the cost of the replacement.
- Bikes are not allowed to be stored on balconies as they could inhibit egress during a fire.
- Throwing garbage, bottles, personal items, or furniture from the balconies will not be tolerated.
- All suites on the side of the building where garbage has been thrown will be subject to billing for the maintenance of the area by the Grounds crew.

Cooking

Cooking is permitted in designated cooking areas. Residents are responsible for cleaning the kitchen and their dishes immediately after use. If used improperly, kitchens may be closed. Community kitchens are available in the Gale Seminar Room (room reservation needed) and Kendrick Game Room (accessible by swiping ID card).

Fire Safety

In the event of a fire, safely evacuate the building when you hear the building fire alarm or the smoke detector in your room. Use the stairs. Be sure that you know your closest exit. If you see smoke, then pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building, and call to notify Public Safety.

Illness or Injury

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

Laundry

Campus laundry is now free to residents using ID cards. Laundry rooms are located in the Fairchild and Munro tunnels. Please share these spaces and respect the property of others. Machines that are out of order should be reported to (585) 503-2361.
**Lockouts**

Carry your keys and ID with you at all times. Do not attach your keys to your ID card. If you are locked out, you may borrow a loaner key for up to 24 hours from the Area Office during office hours. Otherwise the RA on duty will let you in during standard duty shifts. Only resident(s) officially assigned to the room/suite will be let in. Public Safety will only respond to lockouts in an emergency. Lost keys will result in a lock change, and you will be charged $50 for a room key and/or $75 for a suite key. Any lock changes that need to occur after closing (lost keys), will incur an addition fee.

**Maintenance**

Call facilities customer service for all work orders and facilities requests at (585) 273-4567. If you experience a water leak, loss of power, or other urgent disruption of services, call the facilities number and the RA on duty. If this occurs after hours, the facilities customer service representative will still submit a work order and help determine if on-call personnel should be alerted. Please remove personal belongings from the area that needs repair. In the event of an emergency, staff may need to enter your room.

**Packages/Mail**

The Area Office CANNOT accepts personal packages or mail. All mail and packages sent to you on campus must be addressed to your CMC box number. Packages can be picked up from the Todd Union Post Office using a photo ID.

**Storage**

There is no student storage available. All students’ possessions must be removed from all areas at the time of check-out. Failure to remove items from your area will result in fines for Abandoned Property along with other possible charges based on the overall condition of the vacated room or suite. There are some exceptions for Greek Organizations with approval.