Southside Area Handbook 2021-2022

Everything you need to know about your new home!

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

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

More information online at
www.rochester.edu/reslife
SOUTHSIDE PROFESSIONAL STAFF

- **Dan Watts**, Director for Residential Life, Email dan@ur.rochester.edu
- **Michael Pettinato**, Associate Director for Residential Life, Email mpetting@reslife.rochester.edu
- **Beth Bolinger**, Area Coordinator, Hill Court & Southside, Email beth.bolinger@rochester.edu
- **Elvet Frank**, Hill Court & Southside Area Secretary, Email efrank@reslife.rochester.edu

THE GALE AREA OFFICE CAN HELP YOU WITH:

- Lost Keys/Loaner Keys
- Room/Location Reservations
- Leadership Ambassador Information
- Program and Event Planning Information
- Special Interest Housing Information
- Check-In and Out Procedures

GRADUATE HEAD RESIDENT

The GHR lives in Southside in the maisonettes, supervises the ARA staff, and provides support to their area’s community. They will attend hall events, do building walkthroughs to check facilities, and assist with any hall conflicts or concerns. Take the opportunity to meet your GHR for the 2021-22 school year, Marcos Coto.

SOUTHSIDE APARTMENT RESIDENT ADVISORS 2021-22

- deKiewiet 1-2: Jacob Zweifel
- deKiewiet 3-4: Adame Temesgen
- deKiewiet 5-6: John Petrarca
- deKiewiet 7-8: Pamela Alvarez
- deKiewiet 9-11: Hiba Ahmed
- Maisonettes 361-492: Jacob Zweifel
- Valentine 1-2: Epiphany Adams
- Valentine 3-4: Ichchha Pradhan
- Valentine 5-6: Jason Salmanowitz
- Valentine 7-8: Timothy Lai
- Valentine 9-11: Heather Shi
- Maisonettes 221-352: Epiphany Adam

ARA DUTY HOURS ARE 8:00PM-8:00AM. THE ARA ON DUTY PHONE NUMBER IS 585-413-8896. ADDITIONALLY, THE SOUTHSIDE SERVICE DESK IS STAFFED BY THE ARA ON DUTY FROM 8:00PM-9:00PM. THE SERVICE DESK PROVIDES TOILET PAPER AND TRASH BAGS TO SOUTHSIDE RESIDENTS.

LEADERSHIP AMBASSADORS

Southside is served by the Southside Leadership Ambassadors. Leadership Ambassadors organize activities, allocate funds to various building activities, and advise the administrative staff and Area Coordinator on any issues. They function as a component of the Residence Hall Association (RHA). Their budgets are a portion of the student residential activities fee. Interested in becoming a Leadership Ambassador? Contact your Resident Advisor for more information.
**IMPORTANT INFORMATION**

**Fire Safety**
Safely evacuate the building when you hear the building fire alarm or the smoke detector in your room. Use the stairwells. Be sure that you know their location. NEVER USE AN ELEVATOR IN THE EVENT OF A FIRE! If you see smoke, then pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building.

**Illness or Injury**
In the event that you become ill or injured and need help, notify your ARA. 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.

**Lockouts/Lost Keys**
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 Gale Area Office (Located in Hill Court) during office hours. Otherwise the ARA on duty will let you in between 8pm and 2am. Only resident(s) officially assigned to the room/suite will be let in. Public Safety will only respond to lockouts after 2am. Lost keys will result in a lock change, and you will be charged $90 for a two-room apartment and $120 for a three-room apartment.

**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 $10.00.

**Personal Safety**
- Always lock your room and apartment/suite door and carry your ID card with you.
- Do not prop doors. Propping doors endangers everyone who lives in the area.
- When walking on campus, it is good to use the “buddy system.”
- Additionally, a campus escort service is available evenings by contacting Security.
- Note the location of the Blue Light Emergency Phones which give you direct access to UR Security.
- If you are ever the victim or witness of a crime, call Public Safety.

**Room Changes**
All room changes require prior approval from the Central Residential Life Office located in 020 Gates (Susan B. Anthony Hall), in order to assure proper billing and accurate housing files. Once permission is granted, please complete the room change within 48-hours, return all keys, and paperwork to the Area office in order to avoid additional charges.

**Roommates/Apartment-mates**
Please speak with your ARA if you need assistance mediating a dispute or any problems between the people with whom you live. Disputes such as but not limited to: cleanliness, guest policy, noise etc.
RESIDENTIAL LIFE AND AREA SPECIFIC INFORMATION

The following is a partial listing of the policies of most day-to-day concern for residents. For more information please refer to the University Residential Life and Center for Student Conflict Management Websites.

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 and/or in their apartment unless they are with students who are not of age.

- 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 tables, other drinking game paraphernalia, kegs, mini-kegs, beer balls, boxed wine, and other multi-serving containers or things that encourage over-consumption are also prohibited.
- Hosts are responsible for the behavior of their guests at all times. Please consult the alcohol policy for these standards.
- All substances (including marijuana, any drugs not prescribed to you, and all drug paraphernalia) are prohibited.

Barbecues
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

Bike Storage
Bike racks are available outside of Southside at various locations. Bikes left after you have departed for the semester will be considered abandoned property.

Cleaning/Damages
To maintain proper health and sanitation requirements please clean your apartment regularly. This includes your personal room as well as the shared spaces. Your apartment should be left in move-in ready condition (thoroughly cleaned and all trash and personal belongings removed) when you move out. Failure to do so will likely result in additional cleaning and/or abandoned property fees.

Cooking
There are kitchens in the apartments. Residents are responsible for cleaning the kitchen regularly and working out schedules for kitchen sharing. You are permitted to have small kitchen appliances that make sense to use in a kitchen (toaster, blender, ext). You may not use these appliances outside of the kitchen.
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.

Packages/Mail
The Area Office CANNOT accept 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.

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.

Quiet and Courtesy Hours
Quiet hours are in effect Sunday-Thursday 12am-8am and Friday-Saturday 2am-10am. Courtesy hours are 24hrs a day. A resident’s right to study or sleep takes precedence over another’s right to make noise.

Smoking/Vaping
All UR undergraduate housing is smoke-free. You may NOT smoke in your room, common area, or bathroom. Smoking is also prohibited everywhere on campus grounds except for designated smoking areas. If you wish to smoke, you must do so off campus or in a designated smoking area http://www.rochester.edu/tobaccofree/

Social Gatherings
Parties are not permitted in the apartments. Parties are determined by behavior, atmosphere, and room occupancy. 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. The amount of people in your apartment can never be greater than 5 for a two-person apartment and 7 for a three-person apartment.

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.

Student Furnishing
Do not remove furniture from your room and/or living area. Do not take furniture out of the lounges or other public spaces. Personal mattresses are not permitted unless approved by O20 Gates and Disability Services and Support, (585) 876-5075.
Trash/Recycling
All residents are responsible for removing their own garbage from their rooms, apartments, and suites. In Southside trash chutes are located on each floor for garbage disposal. Pizza boxes, cardboard boxes and other large items should not go down the chutes or placed in hallways. Collapse all boxes and take them to the refuse rooms located in the tunnel area. Recycling bins are located on the first floor of each building.

Vandalism
Replacement/repair costs for damage in community building areas (hallways, stairwells, foyers, etc.) may be divided among the residents of the building if the responsible parties cannot be identified. Vandalism is preventable.

Visitor Policy
Guests may visit for up to 72 hours at a time with PRIOR approval from all roommates/ suitemates. Please note: A resident’s right to privacy (be it a roommate or a suitemate) takes precedence over another’s right to visitors. Visitors may be asked to leave immediately if policies are being broken. Please communicate with your room/suitemates before inviting guests into your room/suite. Cohabitation is prohibited.

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

Useful Campus Numbers
College Center for Academic Support- (585) 275-2354
Bursar’s Office- (585) 275-3931
Campus Bookstore- (585) 275-4012
Center for Excellence in Teaching and Learning- (585) 275-9049
Facilities- (585) 273-4567
Financial Aid- (585) 275-3226
ID Office- (585) 275-3975
Interfaith Chapel- (585) 275-4321
Library - Circulation Desk- (585) 275-4471
Parking Office- (585) 275-3983
Pest Control- (585) 275-3241
Post Office (Todd Union)- (585) 275-3991
Residential Life Office- (585) 275-3166
Public Safety (585) 275-3333
Time and Temperature- (585) 274-TEMP
University Health Services- (585) 275-2662
University Counseling Center- (585) 275-3113
University IT- (585) 275-2000