

# First-Year Quad Area Handbook



## **Everything you need to know about your new home!**

Welcome to the First-Year Quad! We have 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.

The First-Year Quad Area includes four halls: Gilbert, Tiernan, and Hoeing that house all first-year students. 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.

**Quad Area Office**  
**100 Gilbert Hall**  
**Box 270466**  
**(585) 275-5685**  
**[freshmanquad@reslife.rochester.edu](mailto:freshmanquad@reslife.rochester.edu)**  
**Monday-Friday 8:30am-5:00pm**

The First-Year Quad is part of a larger undergraduate housing area. We are home to just under 800 students. All matters pertaining to life in the First-Year Quad are handled by the Quad Area Office. This 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 First-Year Quad Staff if you need further assistance or have any other questions. We're here to help!

### **Professional First-Year Quad Staff**

- Director for Residential Life and Assistant Dean of First-Years
- Associate Director for First-Year Housing Programs
- Area Coordinator, First-Year Quad
- Quad Area Secretary

### **Graduate Head Residents**

GHRs live on the Quad, supervise the RA staff, and provide support to their building's community. They will attend hall events, do building walkthroughs to check facilities, and assist with and hall conflicts or concerns. Take the opportunity to meet your GHRs

### **Resident Advisors (RAs)**

Each hall has RAs who work closely with residents to help establish a healthy and enjoyable community atmosphere. RAs are student leaders trained to advise you on most concerns and problems you may have, including community building and conflict resolution.

### **First-Year Fellows**

The First-Year Fellows are upperclassmen with strong academic credentials and an impressive record of campus involvement. They applied to live in first-year 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.

### **EcoReps**

The EcoReps work to promote environmentally responsible behavior in the first-year residence halls. 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.

### **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 typically decorate halls, coordinate celebrations for birthdays, assist with Orientation, and organize specific hall and campus-wide events.

### **Housekeeping**

The Environmental Service Worker (ESW) staff works to keep our residence halls safe, clean, and attractive. John Williams supervises a staff of ESWs 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*. We encourage you to get to know and appreciate these wonderful, hardworking people.

### **Maintenance**

The Quad has a number of building mechanics including Ralph Villa and Don VanArsdall. They repair normal wear and tear in each hall. Please note, furniture removal is NOT permitted. For other maintenance requests, there are two ways to process a work order: 1) call (585) 273-4567, or 2) place a work order online at [www.facilities.rochester.edu](http://www.facilities.rochester.edu). For bed height changes and detripling furniture request please come to the office as the phone and online work order system does not handle those requests.

**Leadership Ambassadors**-The First-Year Quad Leadership Ambassador team is comprised of three first-year students who make the area a better place to live. The council organizes activities, allocates funds to various building undertakings, and advises the administrative staff and Graduate Head Residents on area issues and concerns. The council's budget comes from student activities fees.

## FINDING YOUR WAY AROUND THE QUAD

(An abbreviated list of some of the most useful and hidden places in the Quad.)

### Service Desk

The RA service desk is attached to the Area Office and opens for larger processes such as end-of-year check out.

### Vending

Vending machines are located near the laundry on the first floor of all buildings.

### Laundry

Laundry machines are free with use of your ID card during the academic year. There is a laundry room on the first floor of each hall in the Quad. 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 laundry company during regular business hours using the phone number posted in your laundry machine. Please note that as UR facilities does not manage these machines, you must call the company to have them fixed.

### Kitchens

Every floor in the Quad is equipped with a full-service 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. Personal items should not be left in the kitchens after use. 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!

### Checking-out items from Quad Office

Games, some cooking supplies, and brooms/vacuums are available for 2 hour sign-out at the Area Office. Be prepared to leave a form of ID behind to rent any available items.

### Lounges

- **Floor Lounges:** There is minimally one floor lounge on each floor, Gilbert has 2-3. They can be used for meetings and other social events. There is a kitchen nearby, so hall dinners and late-night study snacks are encouraged. These lounges are available on a first come, first served basis.
- **First Floor Conference Rooms:** These conference rooms are reservable for meetings through the Area Office but are mostly used for studying.
- **Gilbert and Tiernan Community Lounges:** These Community Lounges are large gathering and programming spaces. These floors are not reservable for any groups outside of residence life staff.

### Grill

The grill located on the Quad is available for use on a first come, first serve basis. Please note: if you purchase lighter fluid or charcoal for use with the grill it may not be stored in any residential area or room on the quad. If you use the grill it is your responsibility to follow all fire safety and sanitation regulations.

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

### 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. Any bikes left over the summer will be deemed abandoned and donated.

## 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.

### Smoking

All residential housing is smoke-free. Smoking of any kind is **prohibited** on campus grounds. This includes use of electronic cigarettes and vaporizers both inside and outside of the halls. Please note that vaporizers can and will set off the fire alarm system and it is against the law to cover a smoke detector in a multi-person dwelling such as a residence hall.

### 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 first-year halls 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.

### 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. 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.

### 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 to remove fish from your room during winter break.

### Overnight Guests

You must seek permission from your roommate for any visitor staying overnight. **No guests are allowed to stay for more than two 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.