

# Jackson Court Handbook



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

Jackson Court Area Office  
114 O'Brien Hall  
PO Box 270463

**Area Office Phone:**  
(585) 276 – 4682

**Area Office Email:**  
[jackson@reslife.rochester.edu](mailto:jackson@reslife.rochester.edu)

**Office Hours:**  
Monday - Friday  
8:30 am - 5:00 pm  
Closed Noon-1 pm for lunch

**Service Desk Hours:**  
Monday - Friday, 5 pm – Midnight  
Sat/Sun, 12 noon – Midnight

## The Jackson Court Area Office

### Area Staff:

#### Jackson Court Area Coordinator (AC)

Emily Gaetano, M.S. | Office (585) 276-4682 | [egaetano@ur.rochester.edu](mailto:egaetano@ur.rochester.edu)

#### Jackson Court Area Secretary

Danica Brown | Office (585) 276-4682 | [danica.brown@rochester.edu](mailto:danica.brown@rochester.edu)

#### Graduate Head Resident (GHR)

Jinxi Yu - Anderson

Abdullah Abuomar- O'Brien/Wilder

#### Jackson Court RA on Duty

The Jackson Court RAs are on duty nightly from 8 pm - 8 am.

Anderson: (585) 355-7990

Wilder/O'Brien: (585) 363-0918

<b>Anderson RA's</b>		
Brighid	Bugos	Anderson 1 & 2
Angie	Cortez	Anderson 3
Alexander	Elchev	Anderson 4
Pericles	Gadri	Anderson 5
Vic	Cohen	Anderson 6
Justin	Landis	Anderson 7
Emma	Yeung	Anderson 8
Ritu	Peddinti	Anderson 9
<b>O'Brien RA's</b>		
Jacob	Rose	O'Brien 2
Ivana	Sanchez	O'Brien 3
Catherine	Milas	O'Brien 4
Elijah	Barnard	O'Brien 5
<b>Wilder RA's</b>		
Rusama	Haque	Wilder 1 & 2
Alexander	Martin	Wilder 3 & 4
Izzy	Bond	Wilder 5 & 6
Manuel	Gonzalez	Wilder 7
Lilli	Tam	Wilder 8
Kai	Avni	Wilder 9

#### The Area Office can help you with:

- Lost Keys/Conference Cards/Loaner Keys
- Room/Location Reservations
- Hall Council Information
- Special Interest Housing Information
- Greek Housing Information
- Check-In and Out Procedures

#### The RA's can help you with:

- Finding campus resources
- Roommate conflicts
- Engaging you and your floormates
- Resolving emergency situations
- And much more!

**Get to know your RA!**

**Environmental Service Worker (ESW) Staff:**

ESW Supervisor:

Kris Winters

Anderson ESW Staff:

Melinda

Robert

Wilder ESW Staff:

Andre

Pasang

O'Brien ESW Staff:

Casandra

**Facilities Staff:**

Building Mechanics:

Keith Hartzog

Tony Mormino

If you are in need of a repair or notice a maintenance issue, please call Facilities at (585) 273 – 4567 or submit a request online: [www.facilities.rochester.edu](http://www.facilities.rochester.edu)

**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 (main office) .....	(585) 275-3166
Security non-emergency .....	(585) 275-3333
Time and Temperature .....	(585) 274-TEMP
Registrar .....	(585) 275-8131
University Health Services .....	(585) 275-2662
University Counseling Center .....	(585) 275-3113
University IT .....	(585) 275-2000
Vending Machine Repairs or Refunds .....	(888) 361-9074

### **Leadership Ambassadors**

Jackson Court has two Leadership Ambassadors. The Leadership Ambassadors work together to plan events and hold regular meetings with their advisor. Events often include festivals and celebrations. All residents are encouraged to be involved in the planning by contributing ideas.

### **Laundry**

Laundry facilities are available in the basements of Anderson and Wilder and on the first floor of O'Brien Hall. Share these spaces and respect each other's items. Do not steal. Machines that are out of order should be reported to (585) 503-2361.

\*Note - Please see individual machines for proper usage.

### **Cooking**

Limited cooking is permitted in designated cooking areas (i.e. kitchens). Residents are responsible for cleaning the kitchen and their dishes immediately after use. Kitchens may be closed due to improper use.

### **Multiple Locations for Reservations**

Multiple spaces within Jackson Court are reservable through virtual EMS. The Area Office is also happy to assist you with walk-in/same-day reservations. Please stop by the office during regular business hours to do so. These spaces are available for reservations:

- O'Brien Dance Studio
- O'Brien Music Practice Room
- O'Brien Conference Room
- Jackson Court Fireplace - Reservations should be submitted at least five business days before the event; if it is less than that, they need to be done in person at the area office to see if possible. No reservation of less than three business days will be considered. Only those students who have participated in Fireplace training will be allowed to reserve the space. **The fireplace is available on Monday – Saturday 6 pm – 11:45 pm and Sunday 2 pm – 8 pm**

- Music Practice Room – Book through MIF directly

<https://www.musicinterestfloor.net/practice-room.html>

### **Jackson Court Service Desk**

The Jackson Court service desk is located on the first floor of O'Brien Hall. General services include campus information, equipment sign-out, and check-in/check-out assistance. The service desk is closed during Thanksgiving, winter, and spring breaks.

### **O'Brien Bike Room**

O'Brien has an indoor bike room on the first floor that is available for all students to sign up for. To reserve a space, please fill out the form in the link below. Within two business days you will be given a space number and card access to the room if there are spaces available.

<https://app.smartsheet.com/b/form/da065b5175d44209a10c131f103c37a1>

### **Quiet and Courtesy Hours**

Quiet hours are in effect Sun – Thurs, 12 am to 8 am.

Fri and Sat quiet hours are 2 am to 10 am. Courtesy hours are 24 hrs a day.

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

## **Residential Life Policy Information**

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

### **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 suite with other of age peers.

- 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 times. Please consult the Alcohol Policy for these standards.
- All illegal substances (any drug not prescribed to you) and all drug paraphernalia are PROHIBITED.

### **Social Gatherings**

Parties are NOT PERMITTED in the residence halls. Parties are defined by behavior and atmosphere, as well as excess of 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.

### **Bar-be-cues**

Charcoal grills are permitted but MUST be used 30 ft. / 10 meters away from the buildings. Feel free to use the BBQ grill next to the sand volleyball court behind Anderson or to set up a charcoal grill away from the building. Coals should be emptied into exterior (metal) trash containers. Call facilities/Somerset 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.

### **Fire Safety**

Candles, incense, propane, charcoal, lighter fluid, fireworks, or any open-coil and open-flame devices, taping door handles and tampering with door handles 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 else. Violations of this kind may lead to removal from housing.

### **Fire Equipment**

Every room/suite/apartment 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.

### **Jackson Court Fireplace/Grounds**

This should be done through virtual EMS if you are a student organization (please be sure the person who is fire trained is used for the contact information) or by stopping into the area office to see the Area Secretary. Reservations should be submitted at least 5 business days before the event, if it is less than that they need to be done in person at the area office to see if it is possible. No reservation less than 3 business days will be considered.

Only those students who have participated in Fireplace training will be allowed to reserve the space. Training lists will be maintained with the Jackson Court Area Office and shared with the WC Reservation Coordinator and EHS. The trained student must be at the event reserved for the entire time.

Burning books, furniture, paper, or non-sanctioned combustibles is **PROHIBITED**. Do not deface or otherwise vandalize this space. Be safe and courteous when using it.

### **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, suite, or bathroom. The campus has changed to tobacco-free. If you choose to smoke tobacco it must be in a designated spot on campus, or off campus property.

### **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 trash left after check-out, including cinderblocks. Cinderblocks are prohibited from the residence halls. Vandalism is preventable.

### **Visitation**

With the advanced permission of the roommate/suitemates residents are allowed to have overnight guest 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, Student Handbook, your housing contract or visit:  
[www.rochester.edu/reslife/](http://www.rochester.edu/reslife/)