



HVERFORD
COLLEGE

Residential Life

Handbook

2018-2019

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Welcome

The College believes that the experience of living in the residence halls with one's peers is an integral part of the educational process. Opportunities for personal growth and development and the broadening of horizons abound. It is expected that students in residence will work together, as members of the Haverford College community, to create a harmonious and positive living environment, while treating one another and College property with respect and care and in keeping with community standards and the Honor Code.

General Policies

Students coming to Haverford are given and assume much responsibility for their own behavior inside and outside of the classroom. With no residence assistants (RAs) or other staff living in the residence halls, students accept the responsibility to live up to and abide by the Honor Code and all policies, rules and regulations of the College. It is the responsibility of all students to read, understand, and abide by all policies and procedures in the Students' Guide as well as the Honor Code and to act within accordance of the College's community standards.

When it comes to the College's attention that a student's or group of students' behavior or life-style is creating an unsafe or unsanitary condition, is putting themselves or others at risk, or is unduly disruptive or inhospitable to the lives of others, they will be expected to cooperate with College officials to correct any problems to the College's satisfaction. Failure to do so could either jeopardize their right to remain in College housing or to obtain such housing in the future.

Student Behavior in Campus Housing

Students living in the residence halls accept their responsibility to adhere to the Honor Code to act in accordance with the Honor Code, treating each other, the community and the campus with mutual trust, respect and concern.

2. Social

Our community's social relationships are also based on mutual trust, concern and respect. We must consider how our words and actions, regardless of the medium, may affect the sense of acceptance essential to an individual's or group's participation in the community. We strive to foster an environment that genuinely encourages respectful expression of differing values in honest and open discussion. We recognize that acts of discrimination and harassment, including, but not limited to, acts of racism, sexism, homophobia, transphobia, classism, ableism, discrimination based on religion or political ideology, and discrimination based on national origin or English capability are devoid of respect and therefore, by definition, violate this Code. Upon encountering actions or values that we find degrading to ourselves and to others, we should initiate dialogue with the goal of increasing mutual understanding.

Section 3.05 Community Standards

As part of the Haverford community, we are obligated to reflect on our own actions as well as the actions of those around us in light of their effect on the community and confront others when their conduct disturbs us. We must also report our own breaches to Honor Council if it becomes clear through self-reflection or through expressions of concern by others that our academic or social conduct represents a violation of community standards. We are obligated to report ourselves even if doing so may result in a trial and the possibility of separation from the college.

When conflicts do occur, it is important to remember that the Honor Code requires students to try "to resolve conflicts by engaging others in dialogues that yield greater awareness for all parties involved." Students are reminded that resources are available if guidance would be helpful or is needed. These resources include but are not limited to Residential Student Liaisons (RSL), members of the Honor Council, members of the Residential Life Committee, Graduate Assistants, and the staff in the Office of Residential Life.

Responsibility & Liability

As part of the Haverford community, students living on campus assume a shared responsibility to treat their rooms, residence halls, and campus in general with respect and care.

Students are expected to keep their room, common areas, lounges, hallways, stairwells, and the residence halls in general – reasonably clean and in good order. Students' responsibilities also include, but not limited to the following: taking care of and the proper use of – including not moving it elsewhere – the College-owned furniture that has been assigned to them, and for the timely reporting of any housekeeping, maintenance, or Campus Safety problems in residence halls. Students are responsible for cleaning up after themselves by removing and properly disposing of their own trash, garbage, and recycling on a regular basis in order to avoid creating health and safety hazards for themselves or other residents.

For safe egress in an emergency, students are responsible for keeping their belongings out of hallways and stairwells.

Should it come to the College's attention that a student's or group of students' lifestyle is creating unsanitary and/or hazardous conditions, the student(s) will be expected to cooperate with College staff and/or administration to correct any problems to the College's satisfaction. Failure to do so may jeopardize the student's or group of students' right either to remain in current housing or to obtain such housing in the future. Students are also expected to respect the outside areas they use on the campus. Students are responsible for removing and properly disposing of their trash, garbage, and recycling when they outside, too, and for not causing harm to the campus grounds and property.

The College accepts no responsibility whatsoever for any damage to or loss of student property, wherever it is located, including the student storage areas. The College will not honor claims made against it for damage or loss.

Course Load and Campus Housing Privileges

According to College policy, "In order to maintain campus housing privileges, students must enroll for a minimum of three credits in any given semester regardless of whether they are on or ahead of schedule to graduate in the maximum of four years of study." For more information, please see the Haverford College Academic Catalog.

Physical Education Requirement

Students who have not completed the College's physical education requirement by the end of their sophomore year will retain their sophomore (rising junior) class status in subsequent Room Draws until their PE Requirement is completed. Once it is completed, students revert to the normal class status for whatever year they are. This pertains to Deferred Housing, as well. Retention of sophomore (rising junior) status is based on the information provided by the Athletic Department. Questions related to this requirement should be directed to the Athletic Department.

Right of Entry

Staff from Facilities Management, Campus Safety, IITS, Residential Life or contracted vendors occasionally have to enter a student's room, apartment, or suite to perform necessary routine inspections, maintenance, scheduled repairs, and to respond to a students' work orders. They will, whenever possible, try to contact the resident in advance to tell the student when they will enter and, when applicable, will be working in certain areas of a suite, apartment, or room. In some cases, they will leave a note explaining what work has been done and when they entered and left. Under no circumstances are employees or vendors allowed to search through closets, cabinets, or drawers or disturb any part of the room, apartment, or suite that is not the site of their designated work order.

If, in the process of making repairs, they see an item prohibited by the College, they are expected to notify the Director of Residential Life immediately. The Director of Residential Life will contact the Dean of

Student Life and the Dean of the College and the student will be called in for a conversation with one or more of these Deans and/or the Director of Residential Life. After this conversation, the student may be asked to remove the item and/or other action may be taken as circumstances warrant.

Entry in a Health or Emergency Situation

The College respects a student's right to privacy while they are living in the residence halls. There are, however, circumstances under which the College reserves the right to enter a student's room without the consent of the occupant if the College determines that entry is essential in order to provide for the general well-being and protection of the Haverford College community, its members, and property. The occupants will be notified in advance when feasible. Exceptions to the foregoing statement include emergency circumstances, such as immediate danger to the College community, its members and property, or the enforcement of a legal search warrant by the police.

Living at Haverford College

Safety in Campus Housing

Haverford College is committed to the safety and security of its students in residence. Installed and maintained in the residence halls are the following fire and life safety devices: Carbon Monoxide Detectors, Emergency Exits and Exit Signs, Fire Extinguishers, Smoke Detectors and Sprinklers.

Every student living in the residence halls and their guests play an important role in preventing fires and responding appropriately to life safety emergencies and each assumes the responsibility of complying with fire and life safety policies, procedures, and guidelines as put forth in the Haverford College Students' Guide and all Fire and Life Safety Device Policies.

All students are also expected to abide by all established and communicated fire safety procedures including the participation in fire alarm or evacuation drills. When the building fire alarm system activates, for any reason—drill or otherwise, all students and occupants of the building are required to immediately leave the building and not return until authorized to do so. It is prohibited to tamper with or render ineffective any fire or life safety device such as fire extinguishers, alarm systems and conduits, smoke and carbon monoxide detectors, sprinkler heads, strobes, devices, door closure hinges, and exit signs. Students should never cover, attach to, or hang anything from these fire and life safety devices.

Located in each student's room, HCA living rooms and bedrooms are single station smoke detectors. Single station means the smoke detector only protects the area in which it is located. If the detector activates, it will only sound in that area. It will not sound the building's main fire alarm system.

If you suspect the smoke detector is not operating properly or is sounding the low battery alert (an intermittent beep) please contact Campus Safety immediately (610-896-1111). Replacement smoke detectors or batteries are available 24 hours a day – 7 days a week.

Violations of these and related College policies and procedures are treated with the highest priority and carry serious consequences. Anyone found to have tampered with or otherwise rendered ineffective any smoke detector or other fire/life safety equipment – including the defacement of hallway exit signs, falsely activating fire alarms, discharging fire extinguishers, and activating fire suppression/sprinkler systems – in the residence halls, houses, and apartments WILL face the loss of their campus housing privileges. Depending on the circumstances, further action may be taken.

There will be no punitive action if the student calls to report an accidentally damaged or non-working alarm or other fire or life safety device or even one which you suspect might not be working properly. In the case of accidental damage, the student responsible will, however, be asked to pay the cost of the necessary repairs. Students are to call Campus Safety (601-896-1111) who will respond immediately 24/7 to repair smoke alarms. If you have any questions about any aspect of dorm fire safety equipment, please

do not hesitate to contact Mark Sweeney (msweeney@haverford.edu or 610-896-1111), the College's Safety Coordinator.

Fire Safety, Fire Prevention & Fire Alarms

Effective fire prevention occurs only when individuals are aware of the principal causes of fires and take certain simple steps to eliminate them. For residents' safety, individual rooms are equipped with electrically powered, individual single-station smoke detectors with 9-volt battery backup. Additionally, all public spaces in residence halls are equipped with smoke detectors and manual-pull stations, both of which set off the building alarms. These directly alert Campus Safety of the emergency. If the alarm in a student's room is triggered, the building alarms will not activate until either the student uses the pull-station or the smoke from the student's room activates a smoke alarm in the public halls. Haverford College has installed automatic fire sprinklers in all residence halls on campus. Fire sprinklers provide the highest level of life safety protection available.

The College prohibits the burning of candles, hot-plates, large refrigerators (in dorms without kitchens) and large high-wattage electrical appliances in College housing as these things can easily overload the electrical system and are known fire hazards. **Also prohibited is the use of halogen lamps and exposed light bulbs** as they have the potential to easily ignite wood, paper, and cloth. Students must not overload electrical outlets with extension cords or electrical strips and may never crush plugs or wires against electrical outlets with beds or other furnishings, as this is a fire hazard. An electrical fire can burn for hours unnoticed in the wall before breaking through and feeding on the oxygen and combustibles in the room.

Only safe, low-wattage appliances may be used in College housing: shavers, lamps, radios, televisions, stereos, computers, electric blankets, thermostatically controlled coffee makers and the like. If anyone in a student's room or apartment smokes, they should always use well-balanced, fireproof ashtrays — wastebaskets or combustible containers must never be used. Cigarettes of any kind, cigars, and anything else that is burned can easily fall into cracks in furniture or smolder at the bottom of a wastebasket and go completely undetected until a fire has started. Often the signs of such a fire do not appear until the room or apartment is vacant or, in the most tragic cases, until the occupants are asleep. Before leaving the room or going to bed, make sure there are no burning materials in ashtrays or wastebaskets. Smoking in bed should NEVER be done as the cigarette and/or its ash can ignite the mattress and/or bedding and causes just the kind of smoldering fire that kills without warning. For safety reasons, fire doors must always remain closed to prevent the spread of fires and should never be wedged open.

While the College does not prohibit the burning of incense at this time, it should be used with great care. Burning incense should not be placed on or next to combustible surfaces or left unattended. Not everyone enjoys the smell of incense and the smoke may be an irritant to those with allergies. Students should always check with fellow residents before using incense. Burning of incense is not permitted in designated smoke-free residence halls.

Security in Campus Housing

Security is the shared responsibility of every resident, and the College expects every student to take that responsibility seriously. Students should get into the habit of locking their dorm room doors and windows when leaving and should always lock the door before going to bed.

Students are expected to be responsible for who they let into the residence halls. Students should not let anyone into a building who they do not know or let anyone they do not know walk in behind them. Students living in HCA should keep both the main door and the door to the basement closed and locked in order to keep the building safe and secure. There are deadbolt locks on individual apartment doors. There are also special sash stops on first floor windows to limit the opening to 4" on the bottom windows and 4" on the top. Security screens have been installed in first floor windows in Gummere Hall, Henry S. Drinker House, and Leeds Hall.

Residence hall corridor doors are equipped to close automatically and all doors should lock immediately upon closing. The doors and windows in a student's room can all be locked from the inside. During the day, Campus Safety patrols HCA as part of its regular coverage of the campus. In the evenings, one officer patrols HCA exclusively from 8:00 p.m. to 4:00 a.m., seven days a week, year-round. For more information about campus security, see the Campus Safety section of the Guide.

OneCard Access to the Residence Halls

A student's OneCard opens the exterior doors of all residence halls. Campus Safety is responsible for OneCard building access. A student's OneCard is programmed to admit them into their residence hall. Students have 24-hour access to their residence hall building and reduced access hours to other residence halls – 2am on weekdays, and 3am on Friday and Saturday.

Upon their arrival on campus all incoming First-Year and new students are issued a student ID card (OneCard) that they are expected to accept and carry for all four years. Students are held responsible for lost or stolen OneCards and the costs of replacements.

Students must, for safety reasons, be aware of and accept responsibility for those who they allow to enter the residence halls and not allow anyone that they do not know in the residence halls nor allow to follow in behind them when entering the building.

Problems with OneCard building access should be reported immediately to John Castrege, OneCard Administrator, Campus Safety, 610-896-1111.

Keys, Locks, and Lock Outs

Facilities Management is responsible for keys and locks on campus. **Students living in College housing are required to pick up and carry their College-issued room key.** Each room key is marked with a unique identification number and each student is responsible for the particular room key assigned to them until it is returned to Facilities Management when a student moves out of their room. This key opens only that student's room and for those living in a suite or apartment it will also open the door to the suite or apartment. For safety and security reasons, keys and OneCards should not be left in a public area.

All students must formally acknowledge (register) the receipt of their room key by swiping their OneCard when they pick up their key. Early Arrival students must also formally acknowledge (register) the receipt of their key by swiping their OneCard with Facilities Management even if they received the key either from a coach or Campus Safety.

In the apartments at HCA, the secondary lock on the apartment door is a deadbolt lock, which operates on a special key held by Campus Safety and the maintenance staff. Students' keys cannot operate this lock. This deadbolt is only locked when the apartment is unoccupied such as during the Winter Break. Students should call Campus Safety to come lock this deadbolt when departing for vacation periods. The first student to return after a break will need to phone Campus Safety for the deadbolt to be unlocked.

Keys During Room Changes

Students who have been given permission to change rooms during a semester must make prior arrangements with the Office of Residential Life and Facilities Management Offices about new key pick up and the return of their old room key. Students changing rooms at the end of the fall semester are expected to complete their room change and return their old room key to Facilities Management *before* leaving for the winter break. Failure to return room keys necessitates lock changes and standard lock-change fees being levied.

Keys When Leaving Campus

Students returning to the same room after a regular break in the academic year do not return their key to Facilities Management. Students only turn in their room key when they move out of their room at the end

of the academic year or when there is an approved room change. Students leaving campus housing at the end of the fall semester for a semester abroad or to go on a leave or at the end of the academic year are required to return their room key to the Facilities Management Office *before* they leave campus. All keys issued during the academic year **MUST** be returned at the end of Semester II. The deadline for returning keys without penalty is 4:00pm on the Monday immediately following the closing of the residence halls for that semester. (Please note: The Winter Break and Summer housing each issue separate keys.) Each student is responsible for returning the individual key issued to them to the Facilities Management Office *only*.

If returning a key when the Facilities Management Office is closed, students should place their key in an envelope with the student's name and date on it and the sealed envelope deposited in the mail slot under the window at the entrance gate of the Facilities Management Complex. Small manila key envelopes are available outside of the Facilities Management Office's just beside the key drop slot. If a student must mail/send their key back, use of a guaranteed delivery service such as FedEx or UPS is recommended, as keys tend to tear out of regular envelopes during the automated metering of USPS mail. Students are to send keys back to the Facilities Management Office. Students whose keys have not been received by the Facilities Management Office by the stated deadlines will be charged the following late charges:

Semester I		Semester II	
December 24, 2018 – December 31, 2018	After December 31, 2018	May 20 – May 27	After May 27, 2019
\$50	\$125	\$50	\$125

Lockouts

Students living in all residence halls who are locked out of their building or room should call Campus Safety at 610-896-1111. An Officer will unlock the room when their normal duties permit. The Officer will need to see both the student's College ID (OneCard) and their College-issued room key. If the student does not have the key, they must sign a lock change form. The student must subsequently produce their key to the Facilities Management Office before 12:00pm (noon) the next business day or else the lock will be changed and the standard lock change fee will be charged to the student's account. If a student's class schedule prevents meeting this deadline, the student must call or email the Facilities Management Office, before noon, to set up an appointment for after that time to avoid paying this fee.

Lockout fee	Failure to produce key to Facilities Management Office before 12:00 p.m. next business day.
\$10 each time	\$125.00

Lost or Stolen Keys

Students are held responsible for lost or stolen keys and the costs of the lock change. If a student loses their room key or if it is stolen, they are expected to *immediately* report the loss to Facilities Management or to Campus Safety if after regular business hours. For security reasons, the College does not issue replacement keys and Facilities Management's on-site locksmith will change the lock as early as his schedule allows. While the student waits for the lock to be changed, they should leave their dorm room locked and should not stay in their room overnight until their lock has been changed.

The Residence Halls

Haverford offers a wide variety of housing options: apartments, suites, doubles, and singles. We are fortunate to have a high percentage of single rooms that are configured in a variety of ways. Students can choose from living arrangements that include single rooms, double rooms, suites –groupings of single rooms some with a common lounge, on-campus apartments with kitchens and single-use bathrooms, and houses that were originally private dwellings.

The traditional style residence halls are: Barclay, Gummere, Kim, Leeds, Lloyd, the North Dorms (Comfort, Jones and Lunt), and Tritton. The houses are: 710 College Avenue, 773 College Avenue,

Cadbury, Ira de A. Reid, Drinker, La Casa Hispanica, and Yarnall. The Haverford College Apartments (HCA) is comprised of 21 garden-style buildings. Twenty buildings at HCA are used as student housing with five (5) of these designated for first-year housing (HCA # 22, 26, 34, 38, and 42). Our Graduate Assistants live in HCA # 812. The Conferences and Events Office coordinates the use of HCA # 812 and #23 2C.

In addition, we also have Special Interest and Community Housing. **Cadbury House** is a quiet, substance-free residence. **La Casa Hispanica** supports the endeavors of students actively engaged in organizing programs concerned with the cultures and civilizations of the Spanish-speaking world. **Ira de Augustine Reid House/Black Cultural Center** is a residential space for students invested in the histories, legacies, and traditions of the African diaspora as well as a cultural center for the campus community. **Q House** is a residential community of LGBTQ students and allies.

This year, 2018-2019, we have five (5) Community Houses located in the residence halls. Four Community Houses are located at HCA and one in Yarnall. **Ehaus**, located on the 1st floor of HCA #23, is a co-op that works to create an environmentally sustainable way of living and bring awareness to the campus. **Existence as Resistance House**, located on the 1st floor of HCA #14, aims to create a space in which identities are not seen through a single lens, but instead, through a multidimensional perspective. **Quaker House**, located on the 1st floor of HCA #15, aims to create a focus on the centeredness and nurturing that occurs when Friends gather intentionally. **Music and Arts House**, located on the 1st floor of HCA #50, organizes concerts, open mic nights, film screenings, and other music and art events throughout the year. **Nerd House**, located in Yarnall, aims to provide an alternative to the usual Saturday night social scene. Particularly catering to the Trico nerd community, Nerd House provide a safe space where guests are encouraged to socialize in a welcoming, substance-free environment. “Nerd” is understood to be anyone who has passions and interests that lie outside of what can be found in mainstream weekend parties.

IMPORTANT NOTE: HCA basements are not designed to be used as social spaces, and students are prohibited from using them as such. The only exceptions are #19 and #50. Other social spaces include Gummere basement, Barclay 1st floor lounge, Lunt 1st floor lounge. There is a computer lab in the basement of HCA #30.

Housing Accommodations

Haverford College is committed to ensuring equal and meaningful access to all campus programs, activities and services for all students. Access and Disability Services (ADS) supports this by providing accommodations and resources for students with disabilities.

All requests for housing accommodations go through the Office of Access and Disability Services (ADS), which works closely with the Office of Residential Life. This collaboration allows the College to better meet students’ needs for residential modifications. All students requesting housing accommodations *must* submit the “**Housing Accommodation Request Form**” and provide appropriate documentation to the Office of Access and Disability Services.

Access and Disability Services (ADS) will evaluate each accommodation request and the supporting documentation. Please visit the [Access and Disability Services website](#) for complete information about housing accommodations, documentation guidelines, and necessary forms.

If you are requesting housing accommodations due to an asthma or allergy condition, you must print out and have your health care professional fill out the “**Verification of Disability Form for Housing Accommodation for Asthma and Allergy Conditions**” found on the ADS website. For these conditions, a physical letter from your physician or health care provider is not accepted.

Important Note: Students seeking housing accommodations must submit their request and current documentation each year and by the stated deadline. Make sure to check the ADS website for housing accommodation deadlines. Accommodation requests received after the deadline cannot be guaranteed.

Returning students must submit the “Housing Accommodation Request Form” and provide appropriate documentation for campus housing for the following academic year. This allows for time prior to the Spring Room Draw for students to talk with the Director of Residential Life about their housing needs, options, and how to obtain these accommodations. Students who have an approved accommodation **must** meet with Nathan Diehl, Director of Residential Life.

All incoming first-year students must submit the “Housing Accommodation Request Form” and appropriate documentation by the deadline and must also make note on the Residential Life “Housing Questionnaire” if they need any kind of special housing considerations or accommodations (e.g., accessible bathroom, carpet-free, first-floor room, air conditioning, access to a kitchen, etc.) even if they have been in touch with other offices. Students who are unsure if they are eligible for or want a housing accommodation should still make note on their housing questionnaire of any special consideration or accommodation they might require. The Office of Residential Life will talk with you about housing options.

Housing Accommodations - Air Conditioning

Due to the generally mild climate in Haverford, PA, most residence halls do not have central air conditioning. Students with allergies or asthma generally do well in this environment without any special arrangements. However, the College will accommodate students with a documented need for air conditioning due to a disability or medical condition.

Students with a housing accommodation for air conditioning are expected to participate in Room Draw since this does not substantially limit their choices. It is the student’s responsibility to select housing in a residence hall that can accommodate this need.

All residence halls **except** Gummere Hall can accommodate the need for air conditioning but in different ways. It is up to students to familiarize themselves with this information and the rooms available in the Mid-Year and Spring Room Draws, and make their choices according to what works best for them.

Kim and Tritton Hall: These residence halls have air conditioning but students cannot control or change the temperature.

Comfort, Jones, and Lunt Hall: Portable (roll-in type) air conditioner units are supplied. Students have full control over the AC unit temperature settings in their room.

All other residence halls (except Gummere): Window air conditioner units are supplied. Students have full control over the AC unit temperature settings in their room.

Students with an approved housing accommodation for air conditioning will be provided with one AC unit for their bedroom (with the exception of in Tritton and Kim). The AC unit will be in place at the beginning of the Fall semester and will remain in place until the end of the Spring semester.

First-Year Housing

All incoming first-year and new students (transfers, exchanges) are required to live on campus so that they may fully take part in all of the First-Year programs, and become acquainted with the Haverford community. The only exception to this is if a student has special circumstances and received permission by their dean and has been approved for an accommodation to live at home or off campus.

All incoming first-year students are required to complete a Housing Questionnaire form by mid-June. Using this information, the College assigns students to Customs groups in one of the first-year residence halls. While we understand there are numerous reasons students might want to request a specific residence hall, we place a greater value on the people who will shape your community rather than the building in which you will be living.

First-year students are assigned housing in one of four locations: Barclay Hall, Gummere Hall, the Haverford College Apartments (HCA) #22, 26, 34, 38, or 42, and Tritton Hall.

Living among first-year students are upper-class students including Customs People (CPs) and Upper-Class Advisors (UCAs). Customs People are there to answer first-year students' questions, assist them with problems and/or direct them to the right resources when needed, and help them transition to life at the College. UCAs are selected by the Dean's Office because of their knowledge of the curriculum and academic requirements. They, along with first-year faculty advisors, help first-year students plan their academic programs. UCAs do not take the place of the faculty advisors assigned to all first-year students. Instead they offer additional information and help insure that first-year students and faculty advisors are in close contact throughout the year. The residential life system, consistent with Haverford's long-standing commitment to student self-governance based on a comprehensive Honor Code, does not have live-in peer or professional staff.

All first-year housing is designated smoke-free housing. First-Year students are expected to remain in their assigned first-year housing for the entire academic year.

First-Year Housing Bathrooms

One Customs group has bathrooms that have been pre-designated as all-gender bathrooms. Five Customs groups – those in HCA – have bathrooms that are single occupancy bathrooms and are single-gender by apartment. Eighteen Customs Groups have bathrooms that have not been pre-designated.

Upon arrival at Haverford, one of the first decisions first-year students living in the eighteen Customs groups in which the bathrooms have not been pre-designated or are at HCA is whether the bathrooms on the hall will be designated as all-gender or single-gender bathrooms. These Customs groups do a blind vote in order to keep people's preferences confidential. Many halls have more than one bathroom/set of showers. If the hall has only one set of bathrooms/showers other alternatives can be arranged, such as specific bathroom hours for each gender. In essence, the Customs group works as a hall community in order to arrange a situation that fits everyone's level of comfort.

For some, it may be uncomfortable to share opinions and preferences so publicly, even if they feel strongly about one side versus another. For a number of reasons, some students would prefer to live in housing with all-gender bathrooms. This process may be especially uncomfortable for students who feel that revealing their preference publicly to their Customs group might "out" themselves in relation to their gender identity, or gender expression. **With this sensitivity in mind, and in keeping with the mission of the College to be an inclusive and welcoming community for all, the Office of Residential Life will, in one of the twenty-four Customs Groups in first-year housing, formally pre-designate the bathrooms as all-gender in advance of first-year student's arrival on campus.** Incoming first-year students are asked on the Housing Questionnaire about their level of need and comfort level regarding all-gender and single-gender bathrooms.

Upper-Class Housing

The housing system, consistent with Haverford's long-standing commitment to student self-governance based on a comprehensive Honor Code, does not have live-in peer or professional staff.

Haverford has a long-standing tradition of offering all-gender housing to upper-class students. Upper-class students choose with whom they wish to live with regardless of gender identity or gender expression. All upper-class housing is offered as all-gender housing. Upper-class students who must be assigned to their housing, for example from the Deferred Housing Assignment List or due to a room change, are asked of their preference to live in all-gender housing or in single-gender housing. No student, without their consent, is assigned to all-gender housing.

Bathrooms in upper-class residence halls are all-gender bathrooms.

Meal Plan

All first-year and new (transfer, exchange and guest) students are required to be on the full meal plan for their entire first year. The full meal plan provides you unlimited access to all meals, guest passes, and access to meals at Bryn Mawr College and Swarthmore College. Students seeking to eat at Swarthmore need to see Pat Callaghan to get paper passes (pcallagh@haverford.edu; 610-896-1108).

All upper-class students living in College housing are required to be on the full meal plan unless they live in the following meal plan optional housing: 710 College Avenue, 773 College Avenue, Ira de A. Reid or HCA, where they may choose to go off of the meal plan.

Prior to the start of each semester, all upper-class students are pre-assigned a meal plan via Housing Director. Students living in meal plan optional housing or off-campus housing are pre-assigned the *85 Declining Balance* meal plan. All other students are pre-assigned the *Traditional* meal plan. Students are permitted to change their meal plan or opt out of their meal plan. Students have until the first day of classes to make a meal plan change in Housing Director via their student housing portal (haverford.edu/housing).

Laundry

All residence halls, *except* Drinker House, have laundry rooms equipped with washers and dryers. Laundries are located in the basement areas of Barclay, Gummere, all HCA buildings, Jones, Comfort, La Casa Hispanica, Leeds, and Lunt. Laundries are located on other floors of 710 College Avenue, 773 College Avenue, Cadbury House, Lloyd, Ira Reid, and Yarnall. Laundries in Kim and Tritton Halls are located on each of the two floors (two per floor). Washers are equipped for warm water washing and cold rinse. A coin machine is available in the Campus Center. Please report problems with the coin machine to Geoff Labe.

There are 14 laundry locations that will have OneCard readers. These locations are the basements of HCA # 11, HCA # 22, and HCA # 35, Comfort, Jones, Lunt, Lloyd, Tritton, Kim, Barclay, Gummere, and Leeds.

Work orders for laundry machine issues should be submitted via email to hc-laundry@haverford.edu.

Mail

Central Services handles all incoming, outgoing, and interoffice mail for faculty, staff, and students. The Mail Room and campus mailboxes are located on the ground floor of the Whitehead Campus Center. Campus mailboxes are assigned to all Haverford students each year. All mail from the College is sent to students' campus mailboxes. A student's mailing address is:

Student's Full Name
Haverford College
370 Lancaster Ave.
Haverford, PA 19041-1392

Your mail must have your full name. Please do not use an alias or nickname. Please do not use your mailbox number, residence hall name, or room number as a part of your address.

Room Draws

Upper-class students choose their housing by participating in a process called Room Draw. Each upper-class student desiring campus housing must participate in the Room Draw process. **Two Room Draws are held during the academic year.**

Upper-class students choose their rooms for the following academic year by participating in a process called Spring Room Draw. The Spring Room Draw process begins in March-April when the Guidelines and the Room Draw Calendar, are posted online with hard copies available at the Office of Residential

Life. The Room Draw Calendar lists all deadlines, dates, times & locations of all Room Draw events. The Special Interest Housing and Community Housing application processes take place in March. The five (5) Rounds of Draws for rooms take place in April. Please refer to the calendar if you have questions about Room Draw dates or deadlines and contact the Office of Residential Life (hc-reslife@haverford.edu) if you cannot find the answers there.

The Mid-Year Room Draw process begins in November when the Mid-Year Room Draw Guidelines and Calendar are posted online. Mid-Year Room Draw is limited to upper-class students and is for those students who will be returning to campus for Semester II (e.g., students returning from any kind of leave e.g., International or Domestic Study Abroad, College or Dean's Leave) who are seeking campus housing for Semester II or those wishing or needing to switch their campus housing for Semester II.

The Residential Life Committee members run the actual room draws and have a voice in housing decisions. All students participating in the Room Draw process acknowledge, by their signature on forms and applications, their responsibility to read, understand, and abide by all policies and procedures in the Mid-Year and Spring Room Draws' Guidelines and the Honor Code.

The Room Draw Guidelines establish the policy by which the Haverford community both applies for and selects housing. However, the Guidelines cannot cover every single circumstance that may arise regarding the room draw process. Working closely with the Office of Residential Life, the Residential Life Committee plays an active role in all aspects of housing and reserves the right, by virtue of Students' Council appointment of the Co-Chairs, to adjudicate over such ambiguous cases in keeping with the letter and spirit of the guidelines as well as the Honor Code. The Office of Residential Life and Residential Life Committee strive to achieve decisions that are equitable and fair to the parties involved as well as to the Haverford community as a whole. While specific rules and procedures may change slightly every year, each student desiring a room on campus must participate in the Spring Room Draw process and follow all policies and procedures to be guaranteed housing the following fall. Students who have not obtained housing by the end of the Spring Room Draw rounds and want campus housing in the fall must fill out a Deferred Housing Assignment Form and submit it to the Office of Residential Life by the deadline. Students who have participated in Room Draw, filled out, and submitted the Deferred Housing Assignment Form by the stated deadline are guaranteed housing. Rooms invariably open up during the summer, and the College has been able to house all those requesting housing, who have met the Deferred Housing List requirements and deadlines. There is, however, no guarantee of the kind or location of the available housing or that Emergency Housing spaces may not have to be used. Students who request housing but who have not met the above requirements are not guaranteed housing.

Questions regarding Room Draw should be directed to the Residential Life Committee at hc.reslifecommittee@gmail.com or if of a confidential nature Nathan Diehl, Director of Residential Life (610-896-1298 or ndiehl@haverford.edu).

Eligibility for Room Draw

A student's status at the college must be active (i.e. not on a leave). A student's status is based on the information provided by the Registrar's Office at the time of the Room Draw they wish to enter. Questions related to status should be directed to the Registrar's Office.

A student must have met all financial and library obligations to the College by the stated deadline in the Room Draw Guidelines to be eligible to participate in Room Draw. Questions related to financial obligations should be directed to Barbara Wilson, Student Accounts, Business Office (bwilson@haverford.edu or 610-896-1251). Questions related to library obligations should be directed to Dawn Heckert, Magill Library (dheckert@haverford.edu or 610-896-1163).

Class Year used in Room Draw

A student's class year is based on the information provided by the Registrar's Office at the time of the Room Draw. If you are unsure about your class standing, please see the Registrar and verify your class standing. It is a student's responsibility to ensure the accuracy of their class year, at the time of the Room

Draw, on all forms and application. Questions related to class year should be directed to the Registrar's Office.

Housing Exchange with Bryn Mawr and Swarthmore Colleges

Haverford, Bryn Mawr, and Swarthmore Colleges participate in a housing exchange whereby students may apply to live at one of the other campuses. There must be an even exchange of students between the Colleges for the exchange option to be offered and the number of spaces available is based on the number of students who sign up in any given year. Students interested in this option must contact the Office of Residential Life. Students who participate in the exchange agree to live in this housing for the entire academic year. Any student (HC, BMC, SC) living on another tri-college campus is required to be on their home College's full board plan. Information on this program is contained in the Spring Room Draw Guidelines. These students are expected to conduct themselves according to the codes of conduct at their new campus.

Giving Up Campus Housing

Students who take housing in the Room Draw and then decide to give up their campus housing and live off campus must notify the Office of Residential Life by the stated deadline. There will be a \$200.00 fine if this deadline is not observed.

Students who take housing in the Room Draw or via the Deferred Housing Assignment process and then decide to they will be taking a Leave of Absence are asked to let the Office of Residential Life know as soon as they have made their decision. According to College policy, "Since the number of students admitted for any fall term depends upon the number of students returning, a student who requests a leave of absence late in the summer has effectively denied someone else a place at the College. If that student has also been assigned College housing, that student is severely inconveniencing other students. Thus, a fine of \$500 may be imposed upon students requesting leaves of absence after August 1 of any given year." For more information, please see the Haverford College Academic Catalog.

Off-Campus Housing

First-year students and new students (transfers and exchanges) must receive their dean's permission to live off campus. Upper-class students may live off campus and are asked to notify the Director of Residential Life in writing of their intention to do so by the deadline stated in the Room Draw Rules for the semester in question. All students choosing to live off campus must also notify the Business Office (Barbara Wilson, Students Accounts, bwilson@haverford.edu). Because room and board fees are refunded on a pro-rated basis, notification to the Business Office must be made prior to the start of the semester to insure that a full refund is given.

All students living off campus are required to provide and keep updated their off-campus address in their student record in Bionic. It is the student's responsibility to make these notifications.

Students with questions should contact the Office of Residential Life (Stokes Hall 022, 610-896-1298 or hc-reslife@haverford.edu).

Room Changes

All incoming first-year and new students are expected to remain in their assigned housing for the entire academic year. It is recognized that problems can arise between students living in close quarters. The College believes that working these problems out, or making every effort to do so, is part of a Haverford education. Customs People act as resources to assist first-year students in working out their problems. Room changes are made only as a last resort (and if spaces are available elsewhere) and only after students have made every effort to work things out utilizing the procedures for handling roommate or similar conflicts. The procedures can be obtained from the Customs People, the Dean of First-Year Students or from the Office of Residential Life. The College realizes that there are times when differences

are so deep and unyielding that a workable living arrangement is simply not possible. When that has clearly been determined, students may meet with the Director of Residential Life to discuss options and make arrangements to switch rooms if another, more satisfactory, space is available. If a room change is arranged, the student is responsible for making arrangements to move and return the old room key by the date agreed upon with the Director of Residential Life and Facilities Management or the lock will be changed and a lock-change charge levied.

Upper-class students may request a room change during a semester by contacting the Director of Residential Life or may enter the Mid-Year Room Draw to change rooms between semesters. If a student is given permission to change rooms, the student is responsible for making arrangements to move and return the old room key by the date agreed upon by the Director of Residential Life and Facilities Management or the lock will be changed and a lock-change charge levied. Students changing rooms between semesters are required to complete their move **before** the residence halls close at the end of Semester I.

All students changing and leaving their room are expected to leave their rooms clean and in the condition in which they found it in upon their move in. All College issued furniture should be in place, trash and recycling properly disposed of, and the room cleaned up. **Students are billed for damages, leaving their housing so dirty that extra cleaning is needed, and/or missing furniture based on the results of the inspection. Students are, also, held responsible for and billed for all damages, extra cleaning needed, or missing property in their common areas/rooms or apartment furniture.**

Opening & Closing of Residence Halls

All residence halls open and close according to the College's master calendar and students are expected to make their travel plans accordingly.

Each semester, the residence halls officially open for returning students two days before the first day of classes. Please check out the Academic Calendar for dates pertaining to when classes start and end. For Semester I only, incoming First-Year residence halls officially open the Wednesday before classes begin for the start of the Customs program. Please refer to the [Residential Life Calendar](#) for more information, details and updates. Students are not permitted in the residence halls before the official opening or after the official closing unless they have prior authorization from the Office of Residential Life. Unauthorized students found in the residence halls when not permitted will be fined \$250.00 and asked to immediately leave the residence hall.

Break Notices

Residence halls remain open during the Fall, Thanksgiving and Spring Breaks. However, the Dining Center is closed and no food service is provided. Not all College offices are open during the breaks. Students may find out what is open and closed by visiting the Office of Residential Life website.

Residence Halls close for the Winter Break at 12:00pm (noon) on the Saturday immediately following the official end of Semester I, and all residents must leave by this time. Any student, who believes they have a legitimate need for special accommodation to stay beyond this deadline, must contact the Office of Residential Life, as soon as possible. Students will not be permitted to stay overnight in their own room but will be housed in Winter Break housing as space permits. The residence halls remain closed and locked for the winter break. Requests to retrieve any belongings from the residence halls during this time must be made to the Office of Residential Life. Permission is only given in cases of an emergency (e.g., to retrieve forgotten medication or a passport). If permission is given, the student must make contact with Campus Safety to arrange for a mutually convenient time to be let in to the residence hall and for Campus Safety to lock up and re-secure the building. There may be a charge for this service.

Students are not permitted in the residence halls over the winter break unless they have been pre-approved for winter break housing. Unauthorized students found in the residence halls will be fined \$250.00.

Early Arrivals

Only pre-approved students are permitted to arrive on campus early.

Students with permission to return early for Semester I are pre-approved UCAs, CPs, HCOs, ISRPs, SRPs, PAFs, AMAs, Customs Program support, TRICO participants, Haverford Horizons participants, PCOP, ISO participants, athletes on certain teams and students taking classes at Penn that start before Haverford classes do. Incoming first-year students (traveling alone and directly to Haverford from afar) can request a one-time permission to arrive one day early. This permission does not extend to Semester II or any subsequent years.

Students with permission to return early for Semester II are pre-approved athletes on certain teams, students taking classes at Penn that start before Haverford classes do, and a limited number of international or other students who due to extenuating circumstances are not able to go home or find other accommodations during the break. The latter two groups are required to go through a formal application process to determine eligibility. Please see the section on Winter Break Housing for more information.

Winter Break Housing

During the Winter Break, a limited amount of housing is provided for approved athletes, international students who due to extenuating circumstances are not able to go home and cannot find other accommodations for the break, students who are taking classes at Penn that begin before classes at Haverford do, and in cases of other extenuating circumstances.

Information about Winter Break Housing will be sent out to all students in October of each year. The Office of Residential Life coordinates winter break housing for all other eligible students. Students requesting Winter Break Housing must fill out and submit the Winter Break Housing Application form by the deadline. The Office of Residential Life reviews each application and lets each student know if their application for winter break housing has been approved or not. **Please note: Submitting an application does not guarantee housing and it is recommended that students have a backup plan for winter break housing in case their application is not approved.** The Office of Residential Life will assign approved students to their Winter Break housing and send out housing assignments.

IMPORTANT NOTE: Winter Break housing is solely for the use of those Haverford students who have applied and been approved for winter break housing. Guests are not permitted to stay in winter break housing. Students who, during Spring Room Draw, or the Deferred Housing List, apply for and choose housing in designated winter break housing are responsible for knowing, understanding and agreeing to abide by the guidelines and policies of this housing. Each Fall, year-round and winter break residents will receive information and instructions about winter break housing, how it works, and who will be living in these dorms.

Designated Winter Break Housing buildings include 710 College Avenue, Henry S. Drinker House, Yarnall, and all upper-class apartments at HCA. **Please note that this is subject to change.** This means that students living in these designated winter break buildings understand and willingly accept that approved students will be, or may be (depending on numbers), living in your housing during the winter break.

Summer Housing

The Conferences & Events Office coordinates all summer rentals at HCA. During the summer break, a number of apartments at HCA are available for Haverford students (and BMC students, if space permits) to rent on a short-term commercial basis. All leases end in late July/early August. Information and details

involving summer commercial rentals can be found on Conferences and Events website and questions should be directed to hcsummerhousing@haverford.edu.

Policies

Guest Policy

Students living in College housing are permitted to have guests stay in the residence halls but they must check with all roommates, suite-mates, apartment-mates and have their consent before inviting anyone to stay. Guests may **stay no more than one week** and repeat visits by the same guest are strongly discouraged, in fairness to roommates and others living in the residence hall.

Students are responsible for their guests at all times and must ensure that their guests know and are willing to comply with all rules that apply to their on-campus stay, including the Honor Code. Guests are expected to pay for all meals. In the event that a guest causes damage to College property and refuses to accept the responsibility, the student host(s) will be held responsible.

The College reserves the right to ask a guest to leave.

Party Registration and Responsibilities

Party and social space reservation responsibilities and guidelines can be found at the following location on the Student Engagement & Leadership website: <https://forms.haverford.edu/view.php?id=177114>.

Student Life, in conjunction with JSAAPP, Quaker Bouncers, and Campus Safety, require that all party hosts adhere to the following guidelines when hosting a party or social activity. The guidelines are as follows:

- You acknowledge that the legal drinking age in the state of Pennsylvania is 21+.
- You are responsible for the safety and well-being of your guests for the entirety of the party.
- You are responsible for the physical party space, including set-up, breakdown, and cleanup.
- You are aware that campus staff will be walking through the party space in the days following the event and you can be contacted if they have any concerns.
- Signing the Party Notification Form indicates that you're the contact for a party.

Pet Policy

Small fish, small birds, and small reptiles are allowed as long as roommates and/or suite-mates/apartment-mates do not object, the pet is in good health and does not pose any health risk, and the pet and its surroundings are kept clean and odor free. Students are responsible for keeping their pet in good health, their surroundings clean, and any damage a pet may cause. **The College reserves the right to ask that the pet be removed if problems arise.**

Students are prohibited from having any fur-bearing animals in the residence halls. In addition, any pet/animal that is illegal in the state of Pennsylvania, is not allowed on campus. It is the student's responsibility to check on the legality of their pet. Any student found to be keeping a fur-bearing animal or any prohibited animal in any of the residence halls must remove the pet immediately. If the student does not comply, they will be fined \$100.00, lose their right to live in College housing, and must move out within two days.

The only exception to this rule is for an ADS approved Housing Accommodation for a service or support animal.

Roof Policy

For safety and security reasons no one, except College-authorized personnel, is allowed on a roof or ledge of any residence hall or campus buildings. The College cannot stand by and allow students to put themselves at risk of permanent injury or death. **Anyone found on the roof or attempting to climb**

to the roof of any campus building will be removed from campus and placed on a College leave of absence.

Smoking Policy

The College has adopted a smoking policy to protect individuals who do not wish to be exposed to smoke of any kind. All non-residential buildings have been designated “smoke-free areas”. No one may smoke inside any such building, and smokers should take care not to cause others discomfort when smoking too close to an entrance of such a building.

Students’ Council was given the responsibility by the College to determine the smoking policy within the residence halls.

The Smoking Policy (adopted by Students’ Council, December 2015): Smoking in College housing is a privilege, not a right. To best balance respect for personal decisions with concerns about the needs and health of community members, Students’ Council has delegated the administration and oversight of smoking in the residence halls to the Residential Life Committee. The Residential Life Committee is responsible for designing residential housing options, as well as a room draw selection process, that considers the needs of the student body as a part of the broader College community. The Residential Life Committee is also responsible for the appropriate communication of such housing options and selection processes. For the purposes of this policy, the emissions generated by e-cigarettes and/or personal vaporizers are considered equivalent to smoke.

Amendment to the Smoking Policy (adopted by Students’ Council, October 2011): Let the Smoking Policy be amended to reflect that all first-year residential buildings are smoke-free spaces, effective with the Class of 2016. This policy applies to all residents and guests, regardless of class year, and includes spaces such as individual rooms, common rooms, hallways, stairways, bathrooms, etc. Smoking will still be allowed outside of first-year buildings, although the interior courtyard of Tritton shall be smoke-free. Smoking of any kind is not permitted in these smoke-free spaces.

Residential Life & the Smoking Policy

The Residential Life Committee has clarified the Smoking Policy, by renaming and reinforcing the smoke-free housing designations, and setting up a mechanism to empower non-smokers and support confrontation within the context of student self-governance in the residence halls and through Haverford values of trust, concern, and respect and the Honor Code.

In order to reduce the amount of these encounters, establishing a space where smokers know they won’t be disturbing other people will enhance the likelihood that heavy smokers will not be housed in smoke-free housing.

A Memo of Agreement must be submitted to the Office of Residential Life by every residential area, each semester, detailing their agreement regarding smoking in general, regardless of smoking intent.

This Memo of Agreement, delineating the agreement must be drawn up and signed by all and this agreement filed with the Office of Residential Life before smoking occurs. It is important to note that this Memo of Agreement may be renegotiated (including disallowing smoking) at any time throughout the year.

A preliminary conversation about any smoking request (and a tentative Memo of Agreement) should be had right after the Rounds of Room Draw is completed. This would give students who hope to smoke the chance to trade housing during Room Trading period, if their neighbors do not wish to have smoking in their housing area. The conversation and Memo should be finalized in the Fall immediately upon arrival. Honor Council members have offered to act as resources for students who would find it helpful to have a facilitator or mediator in these discussions.

The first serious violation of the agreement will result in a mediated discussion with involved parties, Res. Life and/or Honor Council. A second violation will be reported to Honor Council and may result in a housing change and/or loss of housing privileges.

Smoke Free Housing	Undesignated Smoke – Free Housing
Smoking is prohibited/never permitted under any circumstances. The dorm is and will remain smoke-free. No smoking will be tolerated. In spaces that are designated as smoking-free housing students and their guests assume the responsibility and are trusted to not smoke anything in this housing. In spaces that are designated as smoking-free housing students and their guests assume the responsibility and are trusted to not smoke anything in this housing.	The default is that smoking is prohibited. Upon consensus with your respective floor, smoking may be permitted only in agreed upon circumstances but smoking is not a guaranteed privilege. A Memo of Agreement must be submitted to the Office of Residential Life each semester, detailing their agreement regarding smoking in general, regardless of smoking intent.
<p>No smoking of any kind is permitted in:</p> <ul style="list-style-type: none"> • Barclay • Cadbury House • Comfort • Jones • Gummere • HCA #22, 26, 30, 31, 34, 35, 38, 42, 804 • Kim (including interior courtyard) • Tritton (including interior courtyard) • 773 College Ave • La Casa • Yarnall 	<p>No smoking of any kind is permitted unless upon consensus in:</p> <ul style="list-style-type: none"> • 710 College Ave. • Drinker • Leeds • Lloyd • Lunt • HCA # 10, 11, 14, 15, 18, 19, 23, 46, 50, 800, 808
<p>Violation: Students are required to self-monitor. Inability to adhere to the designation will require a mandatory discussion with the Office of Residential Life regarding housing privileges. This discussion may result in resolution or loss of campus housing.</p>	

Important Note: Where smoking is agreed upon, smokers should take steps to curtail smoking behaviors that may be hazardous or unwelcome to residents in residence halls. Smokers must make sufficient efforts to avoid setting off smoke detectors, but in no way should smoke detectors be disabled or tampered with. Smokers should try to ventilate smoke away from hallways and other rooms and use ashtrays for safe disposal of items.

Why We Have a Policy

According to the Preamble of the Haverford College Honor Code, “If a diverse community is to prosper, its members must attempt to come to terms with their differences; this goal is only possible if students seek mutual understanding by means of respectful communication.” One way in which our community is diverse is the decision of whether or not to smoke cigarettes or other substances. Some members of the community smoke frequently; some smoke only occasionally; some do not smoke but are not bothered by those who do; and some cannot be around smoke at all for either health or personal reasons. It is important for those of all opinions about smoking to be able to live together in a way that respects everyone’s choices without imposing on the rights of others.

Smoke travels beyond the confines of individual rooms, groups of rooms, or apartments, and it has free reign in the corridors and stairwells. Smokers can create unpleasant and often hazardous living conditions for non-smokers. If you smoke, you must recognize the right of fellow community members to have a healthy, smoke free residential environment. Smoking in college student housing is a privilege, not a right.

The College has adopted a smoking policy to protect individuals who do not wish to be exposed to smoke of any kind. All non-residential buildings have been designated “smoke-free areas.” No one may smoke inside any such building, and smokers should take care not to cause others discomfort when smoking too close to an entrance of such a building. We must strive to protect the health of those who choose not to be subjected to smoke.

Storage Policy

Effective Spring 2018, the College will no longer offer on-campus storage of student belongings. The ultimate goal is to liberate space and resources for more constructive and sustainable purposes that will enhance student life at Haverford. Student’s Council, the Residential Life Committee, the Student Life Office and Facilities Management will work together to create opportunities for students to weigh in on new ideas for the future use of these spaces.

For students for whom this shift presents a financial hardship, the College has identified three on-campus storage options that will remain available: 1. Barclay basement storage room 2. Gummere basement storage room 3. HCA 30 basement storage room. You may apply through LIFTFAR to request access to these spaces.

Storage Guidelines:

- Haverford College provides storage for student possessions solely as a convenience to those students who wish to store personal possessions over the summer and who are given permission by LIFTFAR and the Office of Residential Life based on established criteria.
- Haverford College is not responsible for damage, loss or theft of any stored items, either on campus or off campus. Students are advised to obtain their own appropriate insurance should such insurance be desired.
- For the storage program to work, the full cooperation of all students using storage areas is necessary. Students are responsible for storing their belongings in a neat and orderly manner, and are asked to store in the most compact ways in order to leave room for others to store their items. Items no longer wanted should be donated, taken home, or thrown away. Students agree to respect the belongings of others and the storage areas when placing items in storage areas. Students agree to shut and securely lock the doors to the storage room(s) when leaving.
- Students who utilize on-campus LIFTFAR storage agree and understand that:
 - They are not permitted to store hazardous, illegal, or damaged items or food of any kind.
 - Belongings left outside of the approved storage areas will be removed and discarded.
- On campus storage is limited to LIFTFAR approved students only.
- There are no specified limits on the number of items a student may store. Students are asked that in fairness to their fellow students, to limit what is stored so that others may have the opportunity to store items as well.

How to Store:

- All items must be stored in enclosed containers. Plastic bins are recommended since storage areas are located in basements.
- All items must be labeled with name, class year, number of boxes (#1 of 4), and housing. Labels can be picked up from the Office of Residential Life, Stokes 022.
- Items found outside of approved storage areas will be removed and discarded.
- Mini fridges must be cleaned before storing. The door must be propped open when stored.
- Registered bikes can be stored in bike sheds. Unregistered bikes will be removed over the summer.

- Students agree to retrieve their belongings from storage areas no later than one week after the start of classes in the fall.

Types of Storage:

- LIFTFAR Storage: HCA 30 basement storage room, Barclay basement storage room, and Gummere basement storage room.
- High Security Storage: Valuable items may be store in High Security Storage. Limited space is available in the Campus Safety Office (GIAC).
- Temporary Transitional Storage: This type of storage is to be used by students living at HCA during the summer. Please see Transitional Storage section below for more information.

Closing of Storage Areas:

- All storage areas will be closed and secured for the summer on Sunday, May 19, 2019 at 3:00pm. After the storage areas close, they will not be opened until Sunday, September 1, 2019 when the residence halls officially re-open.
- Exceptions include:
 - Temporary transitional storage
 - Early Arrivals

Temporary Transitional Storage:

- Students who will be living at HCA over the summer often need, at both ends of the HCA summer rental period, a place to store items they will need during the summer.
- When:
 - End of Semester II to the beginning of the HCA summer rental period.
 - End of HCA summer rental period to the beginning of Semester I.
- Students should store the items they need for the summer in HCA 10 & HCA 18 basement storage rooms. They are to store these items in transitional storage before moving out of their campus housing at the end of Semester II. They will be given access to retrieve their items on the day they are to move into their summer housing. At the end of the summer, they will be given access to store their items back in HCA 10 & 18 basement storage rooms.

Off-Campus Storage:

The list below reflects some of the off campus storage companies in the area. This list is for informational purposes and does not imply an endorsement of these companies by Haverford College. Students are not permitted to hire or use storage or moving companies that drop off/pick-up Pods and the like.

UPS Storage	http://ultimatecollegestorage.com	484-222-6102
Mr. Storage	https://www.mrstorages.com	267-767-7217
School Storage	https://schoolstorage.com	610-239-0200
The College Butler	https://www.thecollegebutler.com	800-203-8514

Questions:

If you have any questions regarding academic year storage, please contact the Office of Residential Life at hc-reslife@haverford.edu. If you have questions regarding storage during the summer months, please contact the Conferences and Events Office at hcasummerhousing@haverford.edu.

In Your Room & On The Hall

Building Code

For fire safety and building code reasons students are not permitted to construct any type of wall to create another room or bedroom space. Any privacy “screen” must be free standing, no taller than a standard 6’3

panel folding screen, and meet safety standards. Questions pertaining to building codes and what is permitted should be directed to Facilities Management at facilities@haverford.edu. Questions pertaining to Fire Safety should be directed to Mark Sweeney at msweeney@haverford.edu.

Beds

All College-issued beds are extra-long in length (36" x 6" x 80"). Some students consider bringing and using their own platform/loft bed frame and/or mattress in place of the College-issued ones. Platform/loft beds are permitted only if they have first been inspected, meet code and are approved by the Facilities Management Office and Mark Sweeney (Fire Safety Officer). It is the student's responsibility to contact the Facilities Management Office and Mark Sweeney and set up the inspection. If these do not meet the approved standards and codes, the student must be immediately remove these items. If approved, the student must properly store the College-issued bed frame, complete with original springs, during the academic year and return it their room at the end of the year. Failure to do so will result in a charge to the student for the cost of their replacement and/or for the labor costs of staff needing to return these items to the room.

Health, safety and structural concerns make it necessary to prohibit water beds, hot tubs, Jacuzzis, and other such devices from all residence halls and apartments. If you are wondering whether a particular device falls within this restriction, please check in advance with Facilities Management.

Furniture

Only College-issued furniture is permitted in the residence halls. The residence halls are furnished each year for the new resident(s). The College provides each student with a bed, desk, chair, wardrobe and closet. The College does not provide pillows, bed linens, a wastebasket, lamps, or other incidentals. All windows have either shades or blinds and some rooms are carpeted or have area rugs. Students are not permitted to appropriate additional college furniture from other student rooms. Students are expected to leave College furniture in their room/apartment. College-issued living room or lounge furniture is for common use and should not be appropriated for personal use. College-issued furniture is designed and intended for use only within the residence halls – in bedrooms or common rooms. It is not to be taken outside and used on the lawns nor placed in basements. If a student wishes to use their own personal furniture outside, they must return it to the appropriate place within their building when leaving the area. Unattended furniture will be confiscated, and there will be a pickup and re-delivery charge.

Cooking

Cooking is permitted only in the kitchens of the following residence halls: 710 College Avenue, 773 College Avenue, Ira de A. Reid House, and the Haverford College Apartments (HCA), and the kitchenette in Yarnall. Upper-class students living anywhere other than 710 College Avenue, 773 College Avenue, Ira de A. Reid House, or HCA must be on the full meal plan.

Microwaves are provided in the central hallways of Barclay, Gummere and Lloyd; in the kitchenettes in Kim and Tritton Halls, and inside the suites of the North Dorms. Students may provide their own small microwaves for use in other dorms. Microwaves must be connected directly to an outlet or through, at most, one heavy duty, appliance-type extension cord (12 gauge wiring or larger) and used in accordance with their instructions. Students are reminded that they must always and at all times watch over and attend to the food or drink they are cooking or heating.

Gas Stoves

All apartments at HCA are furnished with a natural gas stove for cooking. All stoves are ignited either by automatic pilot lights or electronic means. Electronic ignition stovetops may only be ignited by the built-in igniter. The igniter is activated by turning the dial all the way to the left until it starts clicking. After the burner has been ignited, the dial should be turned back. Stoves that ignite by a pilot light are turned on by turning the knob to the desired level of heat. The top burner will then light. The oven will also light automatically by turning the dial.

Escaping natural gas is very volatile; please make it a habit to turn off the gas completely when you are done cooking. Students must always and at all times watch over and attend to the food or drink they are cooking or heating.

If a student smells gas, they should make sure none of the gas jets on the stove are turned on and unlit as well as check that the pilot light is burning. There is a pilot light underneath the cover on the top of the stove and one in the oven.

If the gas smell is inexplicable, students should immediately call Facilities Management at 610-896-1100. If no one answers, or if the call goes to voicemail, please immediately call Campus Safety (610-896-1111) – they are available 24/7. Please be prepared to give your name, building #, and apartment #. **If the smell is heavy, open windows and doors and immediately leave the apartment.**

Refrigerators

Students are permitted to have mini refrigerators (no larger than 4 cu. ft.) but they assume responsibility for any damages caused by the use of a refrigerator (e.g., carpet or other damages from leaking water, etc.). Students living in all residences, *except HCA*, should defrost their refrigerator often, and are required before Winter Break begins to remove all perishables from, defrost, clean, dry, and disconnect their refrigerators. Students living in HCA do not have to defrost the refrigerators, as they are self-defrosting.

Refrigerators may not be placed in public areas, with the sole exception of in-suite common rooms. Refrigerators found in public places will be removed by Housekeeping and the owners will be fined \$50.00. Refrigerators left after the College closing at the end of the academic year will result in an additional \$25.00 fee to the owner, for a total of \$75.00.

The College assumes no liability for damages to or loss of removed refrigerators.

Trash and Recycling

Trash and recycling bins are distributed throughout the residence halls, except at HCA where recycling and trash dumpsters are located outside. There are three outside locations at HCA: in the small parking lot beside HCA #10, on Hannum Drive in the bay in front on HCA #30 and #34, and on Hannum Drive behind HCA #50. Students should familiarize themselves with their location and are expected to remove and properly dispose of trash, garbage and recyclables on a regular basis in order to avoid creating health and safety hazards and to avoid attracting rodents. Students living at HCA should bag their trash in plastic bags and tightly seal it before placing the trash in the outside dumpsters.

In the North Dorms, the trash and recycling bins are located in the cubby area of each suite.

Television

Television service is provided in specific communal locations on campus. Cable television service is available for purchase **only** to students living in HCA. Students should be aware that the company providing cable service has publicly stated that it will prosecute every time it finds an illegal hookup. Satellite dishes are not permitted in or around any of the residence halls, including HCA or houses. Residents will be held responsible for all damages resulting from placement, use, or removal of a satellite dish.

Room Condition Form

Facilities Management makes every effort to ensure that you will move into a room that is clean, in good working condition, and has the standard College-issued furniture. If you find any damages in your room or if something is missing or not working properly, we ask that you let us know of these pre-existing problems that need to be fixed by filling out Facilities Management's Room Condition Form online. All students moving into a new room should fill out and submit this online form within seven (7) days of moving in.

You will get an electronic copy emailed to you for your records. The Room Condition Form lets Facilities know what needs immediate attention. It provides you the opportunity to log any existing issues with your space and is your proof of the condition of the room at the time of your moving in. Please take the time to inspect your room, suite bathroom, living room, hall living room and hallway. Itemize damages to the surfaces or contents of these areas on the form. If the Room Condition Report is not submitted, it will be assumed that all furniture was present and the room and furniture were in excellent condition at the time you moved in.

Facilities Management inspects all dorm rooms and common areas at the end of the academic year or when a student moves out of his/her room during the year to assess damages and missing property. Students are billed for damages and/or missing furniture based on the results of the inspection. Students are, also, held responsible for and billed for all damages or missing property in their common areas/rooms or apartment furniture. Charges are assessed to the individual or group of students who occupied the damaged room. Charges are added to their Incidental Account. Any student who feels they have been unfairly charged for damages may discuss concerns with the Director of Residential Life.

Damages

Students are billed for damages, extra cleaning, and/or missing furniture based on the results of the inspection. Common charges include:

- Cleaning (for excessively dirty areas), Common rooms, Bedrooms, Entire apartment
- Painting entire rooms and touching up
- Repair/Replace broken windows, broken furniture, carpet
- Removal of tape, stickers, nails, screws, and removal of furniture and/or unclaimed items.

Room Decorations, Painting, and Wall Hangings

Room, suite or apartment decorations are encouraged as a means of personalizing a living space. Please note that certain things are not permitted and only certain things are permitted to be used to attach items to the walls and doors in the residence halls.

Students are not permitted to paint, write, or otherwise mark on any surface inside or outside of any residence hall or campus building. Any costs involved in the restoration of these areas or furnishings to their original condition will be billed to the student. In those cases, when individual accountability cannot be determined, all residents of a floor or building will be billed.

Students are only permitted to use the following, and according to where they are living, to attach memo boards, posters, and similar items to walls and doors as outlined below.

Permitted on Walls/Doors	Prohibited on Walls/Doors
<ul style="list-style-type: none"> • Painter's Tape • Picture hanging strips (e.g., 3M Command picture hanging strips) • Post It notes 	<ul style="list-style-type: none"> • Nails • Thumb tacks • Tape, other than Painter's Tape • Poster putty
<ul style="list-style-type: none"> • Painter's Tape • Post It notes 	<ul style="list-style-type: none"> • Nails • Tape, other than Painter's Tape • Poster putty

Housekeeping & Maintenance

Facilities Management's Housekeeping staff maintain common areas, i.e., stairways, hallways, front stoops, and bathroom facilities in the residence halls. No housekeeping service is provided in student rooms.

Housekeeping routinely stocks and cleans bathrooms in all residence halls, except at HCA. Students should keep personal belongings and toiletries in a basket so that they can be easily moved by Housekeeping staff during regular cleaning. During Winter Break, when Housekeeping cleans the bathrooms, all personal articles, including baskets, must be removed and stored in the student's room. Those items left in the bathroom during the Winter break will be discarded by Housekeeping.

Students living at HCA are responsible for all cleaning in their own apartments. During the Winter Break, Housekeeping cleans the kitchens and bathrooms. Housekeeping provides students living at HCA with toilet paper, light bulbs, and a shower rod and curtain.

Students living in all campus housing are responsible for removing their own trash and recycling and for cleaning up after themselves if something spills in the stairwells, hallways or basements. Housekeeping is not responsible for cleaning up after students or removing their trash and/or recycling in any location inside or outside of the residence halls. **Students are not to leave any trash in the hallways or stairwells.**

Students are required to keep College-issued furniture, personal belongings, refrigerators, bicycles, trash, etc. out of these spaces, as they are emergency egresses. Housekeeping regularly cleans these spaces and will discard any items left there.

Housekeeping provides and maintains a vacuum cleaner for each hall group and at HCA, a vacuum cleaner is provided for each building.

Housekeeping is also responsible for pest control in the residence halls. Please contact Facilities immediately if you see or suspect pests or bed bugs. The sooner Facilities knows about a situation, the sooner they can assess and address it. <https://www.haverford.edu/facilities-management/services>

Facilities Management's Maintenance Division provides comprehensive maintenance services to the residence halls. These services are provided by a staff of carpenters, painters, locksmiths, electricians, plumbers, maintenance mechanics, and HVAC technicians to ensure a safe and pleasant educational environment. The maintenance staff also conducts routine preventive maintenance checks on various electrical, mechanical, and architectural systems in all campus buildings.

Housekeeping & Maintenance Work Orders

Submitting a work order in any form gives automatic permission for a Housekeeping or Maintenance Worker to enter the student's room in order to perform the repair, whether or not they are present. Workers will aim to not enter a student's room prior to 10:00am and leave a tag on the door when the work is completed to announce that they have responded to your request. Work orders should be submitted via email to facilities@haverford.edu

In your email, please provide your name, your campus housing, what the issue is, exact location of the problem, and when you first noticed the problem.

If the problems persist please contact Office of Residential Life at 610-896-1298 or hc-reslife@haverford.edu.

Maintenance Repairs, Backlog, and Priorities

Generally, requests for maintenance and repairs take precedence over requests for alterations or improvements. All work requests received by Facilities Management are assigned a priority based on the following criteria:

Priority 1 - All work relating to personal safety, security, loss or damage to buildings/property

Priority 2 - All work relating to restoring essential services necessary for normal classroom, administrative, athletic, and dining operations; setting up for specific events which must be completed by a specific time.

Priority 3 - All other work on a first in, first out basis.

The Facilities Management Department is budgeted to provide basic maintenance, repair, and operational functions to enhance the College's physical environment. Budgetary restraints precluded accomplishing everything that needs to be done. As a result, Facilities Management has a backlog of maintenance and repair needs. Work is completed as prioritized above or otherwise if special funding becomes available. In view of this backlog, Facilities Management must direct its resources to the most acute problems and may not be able to take care of every request that it receives.

Heating & Energy Conservation

Students are expected to help conserve energy by turning off lights whenever possible and keeping windows and entrance doors closed during the winter months. Heating vents must be left open and unobstructed in order to have the system work properly and maximize efficiency. Students living in all residence halls occupying a room that has drafty windows should contact Maintenance at facilities@haverford.edu. Heating in all campus buildings and residence halls, except HCA, Special Interest houses, and Yarnall, are centrally regulated with energy conservation practices, and are modified depending on the time of day and occupancy. Students living in HCA and in the Special Interest Houses regulate the temperature in their apartments and houses with the thermostats located in each apartment or house. If a student living in HCA thinks their furnace may not be working, they should turn the thermostat switch below the room temperature displayed on the thermostat, count to ten, then turn the switch back up to the desired temperature, and wait five minutes for the furnace to turn on. This procedure resets the safety setting on the heater and the furnace should come on in about five minutes. If it does not, there is a problem and you should contact Facilities Management. Thermostats are very sensitive and can be easily damaged. Please do not tamper with the thermostat case, or hang anything from or place anything on the thermostat. Due to the local fire codes, the use of space heaters is absolutely forbidden in College housing.

As part of our commitment to sustainability and carbon neutrality, we are monitoring and displaying energy use to encourage the campus to reduce consumption. Explore the [Haverford College Building Dashboard](#) to find out how your building is performing, compare your buildings consumption to others, get ideas for changes you can make in your daily habits, commit to conserve, and share with the community what you are doing to contribute to the effort.