

RESIDENCE LIFE YOUR GUIDE TO LIVING ON CAMPUS



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Welcome to campus life at NJIT. You are joining nearly 1,500 students who currently live in the residence halls. Since the first on-campus students chose to make NJIT their home over 25 years ago, thousands of men and women have discovered the benefits of campus life. The staff members in the Residence Life Office strive to create a living learning environment in the residence halls – an environment where every student thrives.

Living on campus at NJIT provides an on-campus learning environment that is welcoming to all students and fosters the development of residents through leadership opportunities, educational experiences and community involvement.

The residence hall experience will provide you with the opportunity to develop lasting friendships; learn about different people from diverse cultural backgrounds and increase your own personal growth. As a resident student, you will learn and grow with your residence hall community as you are provided with a variety of on-campus experiences. Living on campus at NJIT adds rich and exciting opportunities to your college experience.

THE RESIDENCE HALLS AT NJIT

Students who choose to live on campus will share their experiences with nearly 1,500 other students who live in NJIT's four residence halls. Because our students come to NJIT from around the corner and around the world, residence life provides an opportunity to exchange ideas and learn about people of many different cultures and backgrounds.

Redwood Hall is a coed facility that houses 200 full-time freshmen and some sophomores in double and triple rooms. Each room is furnished with a bed, dresser, desk, chair and lamp for each student. There are two large common bathrooms on each floor. A kitchen lounge with microwaves is located on the first floor. Room measurements are 11'6" x 18'9".

Cypress Hall is a coed facility that houses 430 full-time first-year, sophomore, junior, senior and graduate students in two-room suites. Suites consist of double and triple rooms. Each suite has a shared bath. Rooms are furnished with a bed, dresser, desk, chair and lamp for each student. There are two lounges with a microwave and sink on each floor. Double room measurements are 22'1/3" x 13'6" (bedroom) and 6'3/4" x 7'1/3" (foyer).

Oak Hall is a coed facility that houses 200 full-time sophomore, junior, senior and graduate students in two person rooms and four- and five-person apartments. Each room/apartment is furnished with a bed, dresser, wardrobe closet, desk, chair and lamp for each student. The rooms have stove tops, refrigerators, kitchen tables and chairs; the three- and five-person apartments also have ovens. The eighth floor is designated for graduate students. Two-person apartments end in room numbers 02, 04, 05, 06 and 07; three and five person apartments end in 00, 01, 08 and 09.

Laurel Hall is a coed facility that houses 600 full-time sophomore, junior, senior and graduate students in two-room suites. Suites consist of two double rooms, one double room with a single room, one double room with a triple room or two double rooms with a small lounge. Single rooms are reserved for returning upper class students. Suites are furnished with a bed, dresser, desk, chair and lamp for each student. Each suite has a shared bathroom. There are common lounges and kitchenette facilities on the first floor. The approximate double room measurements are 12' x 16" (bedroom) and 8' x 12" (foyer). Mattress sizes in all residence halls are approximately 36" x 80".



RESIDENCE COORDINATOR (RC)

The residence coordinator is a full-time, twelve month, live-in professional reporting to the assistant director of residence life. RCs are full-time professionals responsible for the day-to-day operations, upholding policies and educational and social functions of their areas. They are also responsible for the selection, supervision and training of the hall administrative assistants (HAA), resident or community assistants (RA, CA) and desk attendants (DA). The residence coordinator oversees the students and staff in residence halls housing 200-600 undergraduate and graduate students.

RCs also oversee the development of the residence hall community and supervision of paraprofessional staff. They serve as an active resource in the planning and developing of social, cultural, educational and recreational activities that enhance the educational experience in the residence halls.

HALL ADMINISTRATIVE ASSISTANT (HAA)

The hall administrative assistant is an undergraduate student who has experience as a resident/community assistant. HAAs work closely with the residence coordinator to manage a variety of administrative duties and assist with staff building activities.

RESIDENT ASSISTANTS (RA)

Resident assistants are students who are hired and trained by the Residence Life Office to assist students in the residence halls. RAs plan activities, serve as a referral, assist in resolving conflicts and work to foster a community atmosphere that is conducive to academic success and social interaction. Each RA is knowledgeable about available resources, crisis management and programming. There is at least one RA living on each floor in the residence halls. RAs are the students' first contact for any questions or concerns.

COMMUNITY ASSISTANTS (CA)

Community assistants are students that live in Oak Hall to assist Oak Hall residents. CAs plan activities, serve as a referral; assist in resolving conflicts and work to foster a community atmosphere that is conducive to academic success and social interaction.

DESK ATTENDANTS (DA)/DESK MANAGER (DM)

The desk attendants (DA) provide security for the residence halls by monitoring the main entrances and exits of the halls. DAs enforce the ID (No ID, No Entry) and guest policies.

The desk manager (DM) is responsible for assisting in the hiring, training, supervision and scheduling of the DAs.

Residence Life also offers students the opportunities to work as mail people, office assistants, web masters and van drivers. In addition, during the summer recess we have conference assistant and conference manager positions available.



The **DIRECTOR OF RESIDENCE LIFE** is responsible for the overall operation of the residence hall program. The director supervises the assistant directors, secretary and indirectly the residence coordinators and student staff.

The **ASSISTANT DIRECTOR OF RESIDENCE LIFE** is primarily responsible for administrative procedures, summer conferences, supervision of RC's, summer employment for student staff and the physical maintenance of the halls.

The **ASSISTANT DIRECTOR OF RESIDENCE LIFE** is responsible for housing assignments, living-learning communities and supervision of residence coordinators.

The **RESIDENCE LIFE SECRETARY** plays an important role in maintaining the day-to-day operations in the office. The secretary is responsible for assisting the students in answering questions concerning residence life and, when necessary, directing them to the person they need to contact.

The **MAINTENANCE/CUSTODIAL STAFF** are responsible for the general maintenance and cleaning of the residence halls. They are supervised by the Physical Plant Department. However, the staff works closely with the assistant director and the facilities assistant.

OFFICE HOURS

The Residence Life Office (Cypress Hall) has office hours Monday - Friday 8:30 am—4:30 pm

DUTY HOURS

RAs/CAs are on duty in each hall Monday - Friday, from 6:00 pm to 8:30 am and all day Saturday and Sunday. RAs maintain office hours from 8:00 pm to 10:00 pm on weekdays during the academic year. During holidays and when the University is closed, RAs/CAs are on 24-hour coverage. The duty RAs may be contacted by calling the residence hall desk. There is also one professional staff member on duty during non-business hours.

Please note, during the summer months (late May to mid-August), University business hours may change.



CHECKING IN

To check-in to your assigned residence hall room, go to the hall that you have been assigned. Check-in times are as follows:

Fall 2008

Upper Class Students:

- Sunday, August 24, 2008 from 9 am-5 pm & 8 pm-10 pm
- Monday, August 25, 2008 – Monday, September 1, 2008 from 10 am-4 pm & 8pm-10 pm

First-Year Students:

- Saturday, August 30, 2008 (Your housing assignment packet will have additional details about your specific check-in time.)

Residents must have a valid NJIT ID card to check into any residence hall and must present it to the residence life staff. At check-in, you will receive a room key or combination and a mailbox key. You will also sign a room inventory form. This inventory form is a checklist regarding the condition of the room upon check-in and an accounting of the room furnishings. If you find any discrepancies with the room inventory, you must discuss it with your RA within 48 hours of your check-in.

LATE ARRIVALS

If you have not checked into your room within 48 hours your scheduled check-in date, you will forfeit your room assignment and be charged the cancellation fee of \$750.00. Refer to Appendix A.

RESIDENCE HALL CONTRACT

Once you take possession of your room key or combination, you are responsible for your room. Students may cancel their housing contract by contacting the Residence Life Office in writing. Students will be charged up to their check out date, plus one half of their remaining contract for cancellation.



You are encouraged to personalize your room in order to feel comfortable. Bring your favorite photos and posters, a new comforter, area rugs and meaningful items that make you feel at home. You will need to bring your own linens, pillow and telephone. Dresser and closet space is limited in your residence hall room, so we suggest that you bring only the clothing items you need for a season. Additional storage space is not available.

EACH NJIT RESIDENCE HALL HAS:

- Air-conditioned rooms
- Single, double and triple occupancy bedrooms
- Twin/single beds (approximately 80" long)
- Curtains or blinds on all room windows
- Carpeting
- Dressers, desks, desk chairs, lamps, wardrobes/closets in each room for each person
- Data jacks for each person
- A telephone jack
- Study/social lounges in residence halls
- Pay phone on each floor
- An entrance intercom system
- A microwave oven on the first floor
- A television lounge with a large screen TV
- Vending machines (snack/beverage)
- Laundry rooms with washing and drying machines
- Elevators
- Game room with ping-pong, foosball and/or pool table
- Restrooms on first floor
- Mail room
- Cable

IN ADDITION, OAK HALL HAS:

- Single, double and triple occupancy bedrooms
- Kitchenettes



GETTING YOUR MAIL

Each residence hall has its own address. Mail is delivered Monday through Friday. In most cases, mailboxes are shared with your roommate(s). Mailboxes are located in the lobby of your residence hall. A mailbox key is assigned to you at check-in. *Express Mail and United Postal Services packages are delivered directly to your hall. *Your presence is required to receive person-to-person mail.

Your mailing address:

Cypress Hall, Room #
NJIT, 180 Bleeker St.
Newark, NJ 07103-3914

Redwood Hall, Room #
NJIT, 186 Bleeker St.
Newark, NJ 07103-3915

Oak Hall, Room #
NJIT, 155 Summit St.
Newark, NJ 07103-3505

Laurel Hall, Room #
NJIT, 141 Summit St.
Newark, NJ 07103-3513

PARKING

The parking deck is located across from Oak and Laurel halls. To park on campus, you must purchase a parking decal. Below are fall 2007-spring 2008 rates. Fall 2008 rates will be available during July 2008. You can visit the parking website at www.njit.edu/parking.

Full-time students – \$125 per semester

Part-time students – \$65 per semester

TELEPHONE SERVICE

There is a pay phone on every other floor of the residence hall. You may have a phone line installed in your room by contacting Verizon (1-800-427-9977), when you arrive.

CABLE SERVICE

Each room is cable-ready and receives a programming package that includes Basic and Family channels along with HBO as the premium channel.

**RESIDENCE HALL CHECKLIST**

We recommend you bring the following items when you move into your room. We have items such as vacuum cleaners available in each hall; however you may want to bring your own.

- Desk lamp or reading lamp
- Light bulbs
- Linen – sheets, blankets, towels, etc. (extra long)
- Pillows and pillow cases
- Posters, art objects or decorative pieces to give your room a personal touch
- Small plastic bucket for carrying toiletries to the shower
- Alarm clock
- Laundry bag, detergent, fabric softener – coin machines are available in each building
- Clothes
- Clothes hangers
- Games and sports equipment for outside use
- Academic equipment – dictionary, notebooks, paper, books, calculator, etc.
- Snacks
- Reading pillows
- Hair dryer
- Headphones for the stereo and television
- Telephone – phone service and hook-up can be arranged with Verizon
- Key/combo lock to lock dresser
- Vacuum cleaner
- Surge protectors (highly recommended)
- Coaxial cable wire (to connect from the wall to the TV)

ITEMS SPECIFIC TO HALLS

- Supplies to clean the bathroom and room – Oak, Laurel and Cypress halls
- Kitchen necessities – Oak Hall
- Toilet paper – Oak, Laurel and Cypress halls

For a list of prohibited items, see page 21.



The residence life staff at NJIT is committed not only to helping you develop intellectually and emotionally, but also to helping you grow and learn in your residence hall community. A large part of your daily living experience involves interacting with your roommate(s). The roommate relationship is one of the most important relationships you will establish in your college career.

Upon moving into your room, it is important to spend some time getting to know your roommate(s). Discuss expectations right away to set ground rules and begin a dialogue regarding how your room will be used. This is also a good time to complete a roommate agreement. You can find details about the roommate agreement on the next page. Some discussion items include:

- Daily Schedules - sleeping times, study times, quiet hours, TV viewing, stereo use and volume, etc.
- Personal Habits - smoking (not allowed in the building), singing, exercising, snoring, gossiping, etc.
- Guests and Visitation - friends in the room, overnight guests, etc.
- Privacy/Personal Time
- Housekeeping - making beds, cleaning rooms and bathrooms, wall decorations, refrigerator care, etc.
- Sharing - use or non-use of each other's clothes, records, food, etc.
- Moods - grouchiness, illness, sadness, jealousy, etc.
- Phone Use - taking messages, paying the bill, keeping track of toll calls, etc.
- Rules and Regulations - alcohol, smoking, visitation, etc. (Remember, you are held accountable for anything that goes on in your room.)
- Values - prejudice involving race, religion, politics, lifestyle, goals, etc.

ROOMMATE AGREEMENTS

Your RA/CA has roommate(s) agreements for you to fill out. The above questions are just a few of the items that the agreement addresses. If a problem develops between you and your roommate(s), your RA/CA can offer suggestions or spend time with you and your roommate(s) to help resolve the problem. You can print the roommate agreement from our website (www.njit.edu/reslife/).

HALL COMMUNITIES/COMMUNITY STANDARDS

From the time you move into the residence hall until the time you leave at the end of the year, a community is being built on your floor and within your hall. Your community is made up of students and staff from different cultures, socioeconomic levels, races, religions and lifestyles.

As a member of a community, you will have the opportunity to create a set of standards for your floor. These standards serve as agreements as to how all the members of the floor community will treat one another. Standards may change as your community grows and changes, but it is important to realize that as problems arise on the floor, it is the responsibility of the floor members, along with the members of the hall staff, to help you work toward a resolution. Together, you and your floor members can create a positive, supportive and enjoyable living experience in the residence halls.

COMMUNITY STANDARDS MEETINGS

RAs/CAs have floor meetings monthly for residents to discuss community standards issues on their floors, and to give residents pertinent information, discuss upcoming events and review policies and procedures. Each community standards meeting is vital. Community standards meeting times are determined at the first community standards meeting. Residents should contact the RA/CA to find out what was discussed, if they miss a meeting. All residents are responsible for obtaining and following the information/changes to community standards. Accountability meetings are called as deemed necessary. Any resident may call a community standards meeting whenever they feel one is needed.

ROOM CHANGES

If a resident wants to change his/her room, he/she will have the opportunity to do so within the first three weeks of each semester, if space is available. It is the responsibility of the resident to get written approval from the assistant director prior to making the change. Illegal room changes may result in a \$25.00 fine. Look for information posted within the residence halls each semester.

ROOM INSPECTIONS

The RC and/or an ARC, along with the RA/CA, inspect each room every semester. Residents are notified in advance of such inspections. Signs are posted informing students that inspections will take place within a two-week period. The residence life staff enters a room even if residents are not present. The residence life staff looks through each room inspecting for illegal items, cleanliness and safety issues.

The residence life staff makes a note of any damages and confiscates any illegal items. Failure to pass room inspections may result in fines of up to \$50, referral to the Residence Hall Peer Review Board, sanctions or dismissal from the residence halls. If a resident's room fails inspection, the room is re-inspected within seven days. If the room fails the second time, the information is forwarded to the Residence Life Office for further action.

During break periods room inspections occur immediately after classes have concluded.

ROOM MAINTENANCE

All repairs and maintenance are completed by NJIT through Physical Plant and/or contracted vendors. Authorized representatives of NJIT reserve the right to enter a room for facility inspection for reasons of health, safety, maintenance and damages. Such entry is confined to reasonable hours, except in the case of an emergency. Privacy considerations concerning proper knocking and identification are observed. Entry without notice may occur in emergencies, and for routine and immediate maintenance. Repairs that occur within a room will be noted on a maintenance tag left on the door for the residents.

Maintenance repairs should be entered via the Residence Life Office's Web page at <http://www.njit.edu/reslife>.

ROOM SELECTION

Each spring semester, residents have the opportunity to participate in the room selection process for the following academic year. Students who choose to take part in room selection have an opportunity to choose their own rooms and roommate(s).

VACATION PERIODS

Halls are open for Thanksgiving, Easter, winter and spring breaks and included in the 9 month residence hall contract. Resident students are allowed to enter and exit the hall as during the regular semesters.

TWELVE MONTH CONTRACTS

Residents are offered the option of taking twelve month contracts for an additional fee. This option includes housing for winter and summer breaks. There is an additional charge of \$1000 per semester billed to the student. This is a discounted rate. Individual charges for summer break are well above this amount. More details of the twelve-month contract are outlined on page 49 (Appendix A).

NJIT ACTIVITIES

As a member of a residence hall community, it is important for all members to become actively involved in activities both inside and outside the residence halls. NJIT regularly sponsors plays, lectures, seminars, musical performances, athletic events, festivals and fairs. More than 100 clubs, organizations, professional and honor societies, fraternities and sororities also sponsor events.

RESIDENCE HALL ASSOCIATION (RHA)

All residents are welcome to become Residence Hall Association (RHA) members. The purpose of RHA is to represent all resident students in matters and affairs with the administration and other organizations concerning or affecting the quality of living on campus. RHA meets on a weekly in the campus center. Meeting times will be posted in your residence hall lobby area or you may contact your RA/CA for additional information.

HALL COUNCIL

All residence hall residents are eligible to become members of the Hall Council (HC). The goal of the HC is to improve the conditions of the halls, provide a voice for the residents and promote activities that interest the resident population. The HC provides funded activities for all residents. Each residence hall has its own HC. Each floor of a residence hall elects student(s) to act as representative(s) for their floor in HC meetings. Students also have the opportunity to run for HC executive board positions. Meeting times will be posted in your residence hall lobby.

RESIDENCE HALL PEER REVIEW BOARD

The Residence Hall Peer Review Board is a disciplinary board consisting of residents and RAs/CAs who are concerned about their environment, residence hall standards and the behavior of individual residents. The board supports the Residence Life Office's efforts to make the residence halls a community where residents take an active role in being responsible for the hall's development and the actions of its residents. Contact your hall office if you are interested in participating.

NJIT CAMPUS SERVICES**Dining on Campus**

All first year students and sophomores (determined by credit hours) living on campus are required to purchase a meal plan. Juniors, seniors and graduate students are not required to purchase a meal plan. Meal plans are billed each semester. Please see the meal plans under the rates table on our website.

IDENTIFICATION CARDS

To obtain your NJIT ID, you must go to the Security Systems Department located in Laurel Hall on the corner of Summit Ave and Warren St. You must have a valid NJIT ID and hall sticker for access into the residence halls. Your RA will pass hall stickers out at the beginning of each semester. You are required to present your NJIT ID to enter all residence halls and special events on campus. Your ID also serves as your meal card. All members of the NJIT community must present their NJIT ID on request of any NJIT official.

SECURITY

NJIT has a professionally trained campus police force on-duty 24 hours a day, seven days a week. A desk attendant is available 24 hours a day, seven days a week in each of the residence halls. Anyone entering an NJIT residence hall, including residents, must have a valid NJIT ID to use the card access system. Nonresidents must leave photo ID at the front desk and wait for their host to escort them into the building.

INSURANCE

NJIT does not carry insurance for individuals' items in a residence hall room. It is recommended that you try to attach your belongings to your parents' insurance or obtain renters insurance to cover your personal belongings.



POLICIES

The following information is designed to help you understand the policies and procedures governing the residence halls. NJIT students are subject to all federal, state and local laws regarding criminal and civil conduct. The Residence Coordinator (RC) or designee, or the Residence Hall Peer Review Board. When serious policy violations occur, a case may be referred to the Dean of Students Office or the Professional Code of Conduct Committee. Please refer to <http://www.njit.edu/reslife> for the most current policies. For further information regarding NJIT policies, refer to the NJIT Student Handbook available in the Dean of Students Office or visit <http://www.njit.edu/doss>.

ADVERTISEMENT AND POSTING

Advertising and Posting for Outside Vendors and Student Groups not affiliated with Residence Life. Posting of any type of publicity in the residence hall area is limited to the bulletin boards on each floor and in the lobby areas (nothing can be hung on individual apartment/room front doors). The bulletin boards are available to all University recognized student groups and campus offices. All postings must be approved and stamped by Residence Life before distribution. The following guidelines and criteria are necessary for approval to post or distribute publicity in the residence halls:

- The flyer/poster being requested for approval must be brought to Residence Life Office (located in Cypress Hall) before distribution Monday- Friday from 8:30 am to 4:30 pm.
- If approved, it is the responsibility of the requesting person or group to take the approval publicity and make the appropriate number of copies needed for posting or distribution in each residence hall. Thirty eight (38) copies are needed to post on each bulletin board by all elevators in all buildings.
- One flier per organization; per event; per bulletin board and no more that two fliers per organization on each bulletin board.
- All copies that the person or group would like hung must be brought back to the Residence Life office
- No publicity should be hung anywhere other than in the designated areas in each residence hall.
- Nothing should be slid under or posted on room/suite/apartment doors or posted on the front doors of any building.
- Graphics should be clear, concise and appropriate, in accordance with the previously stated items.
- Nothing can be placed in mailboxes unless each item is addressed to a specific building and room.

Failure to comply with this policy will result in a written warning from the Residence Life Office. If a group or organization is found repeatedly disregarding this policy, that group or organization's material may be banned from posting. All material that does not comply with the above regulations will be immediately removed.

ALCOHOL

Because the majority of residence hall students are under 21 years old, it is important that all students understand the rules and policies of the University and New Jersey state law regarding alcoholic beverages and the way in which residence hall staff and Public Safety will enforce these rules and policies. Violation of the below policies will result in a referral to the Residence Life Office.

A. Possession

- 1) Persons who are 21 years of age or older may possess and consume alcoholic beverages, but only in the individual residence hall rooms of students 21 years of age or older.
- 2) Consumption or distribution of alcoholic beverages is not permitted in any location other than in the individual residence hall room of students 21 years of age or older.
- 3) The possession of containers that previously contained alcohol is not permitted by individuals less than 21 years of age. This includes bottles filled with sand, highlighted water, etc.
- 4) The collection of monies prior to or during any function in the residence halls where alcoholic beverages are served is not permitted.
- 5) Any student observed bringing alcohol into a residence hall will be confronted by a staff member to determine if the student is of legal age to possess alcohol.
 - a. If the student is 21 years of age or older, he/she is reminded that distribution of alcoholic beverages to minors and intoxicated persons is a policy violation.
 - b. If the student is under 21 years of age, the alcoholic beverages will be poured out by the student.

B. Underage:

- 1) If a student under 21 years of age is found in possession of alcoholic beverages whether the container is opened/unsealed or closed/sealed, the student will pour out the remaining alcoholic beverages.
- 2) If students under 21 years of age are in a room where open/ unsealed containers of alcohol are present, the minors will be considered to have been provided with, and in possession of alcohol, and appropriate charges will be filed for everyone involved. In a roommate/suitemate situation when no one else is present and where one student is under 21 and the other is 21 or older the presence of alcohol is permitted.

C. Common Areas:

- 1) Students are not permitted to be intoxicated in public areas. The symptoms of alcohol intoxication include but, are not limited to, being disruptive, slurring words, stumbling, vomiting, or being unconscious.
- 2) If a student is 21 years of age or older, he /she may transport alcoholic beverages to his/her room through common areas as long as it is in the original closed container.
- 3) No alcohol may be stored in the foyer area of rooms in Cypress and Laurel Halls.

D. General Guidelines:

- 1) Residents will be held responsible for activities that occur in their rooms, and will be referred to the Residence Life Office, if guests are in violation of alcohol policies.
- 2) In enforcing alcohol policies, residence hall staff is required to check student's ages. It is the student's obligation, when asked, to provide proof that he/she is of legal age to possess alcoholic beverages.
- 3) Failure to with the direction of or to comply older, he/she may transport alcoholic beverages to his/her room through common areas as long as it is in its original, closed container. It will be presumed that any container other than the original, closed container connotes the individual has been or will be consuming the beverage in other than an individual residence hall room. It is permitted for persons who are 21 years of age or older to possess and consume alcoholic beverages, but only in the individual residence hall rooms of students 21 years of age or older.
- 4) Kegs containing alcoholic beverages and beer balls are not permitted in or around residence halls.
- 5) In enforcing alcohol policies, residence hall staff is required to check students' ages. It is the student's obligation, when asked, to provide proof that he/she is of legal age to possess alcoholic beverages.
- 6) If a student under 21 years of age is found in possession of alcoholic beverages, the student will pour out the remaining alcoholic beverages (open or closed).
- 7) No alcohol may be stored in the foyer area of rooms in Cypress and Laurel Halls.
- 8) If students under the age of 21 years of age are in a room where open containers of alcohol are present in the room, the minors will be deemed to have been provided with, and in possession of alcohol, and appropriate charges will be filed for everyone involved. This does not apply to a roommate/suitemate where one student is under 21 and the other is 21 or older and the roommates/suitemates are the only persons in the room.

- 9) Any party or gathering at which the rules and policies regarding alcoholic beverages have been violated will be terminated and all alcohol will be poured out or confiscated. Those students in violation will be referred to the Residence Life Office.
- 10) It is the responsibility of the students living in the residence halls to maintain the spirit and letter of the above policies. It is the responsibility of the residence hall staff to assist students in this regard and to deal with alleged violations when they occur.
- 11) Students who are intoxicated in a public area may be referred for public drunkenness. This includes being disruptive, stumbling, unconscious, vomiting and/or slurring words.
- 12) Failure to comply with the direction of or to present identification to University officials acting in the performance of their duties is a violation of the Professional Code of Conduct.
- 13) Supplying false information, such as name, age, etc., to University officials who are acting in the performance of their duties is a violation of the Professional Code of Conduct.
- 14) The Office of Public Safety may be involved for arrest, transportation to a hospital, for support, etc. in any of the above situations.

CLEANING

NJIT residents are responsible for cleaning their rooms (including bathrooms and foyers in Cypress, Laurel and Oak hall). The Residence Life Office provides vacuum cleaners that can be signed out at each residence hall office. These vacuums can only be signed out for a period of 30 minutes and should be emptied before returning it to the office. However, if a vacuum cleaner is not available, the student is still responsible for cleaning the room. Once each semester and at semester breaks, residence life staff performs Health and Safety inspections of each room to look for cleanliness, safety issue, and illegal items. The residence life staff makes note of any damages and confiscates any illegal items. If a resident's room fails inspection, the room is re-inspected within seven days. If the room fails a second time, it may result in fines, referral to the Residence Hall Peer Review Board or the Residence Life Office, sanctions or dismissal from the residence hall.

COMMERCIAL ENTERPRISES/SOLICITATION

The use of University facilities and/or property for commercial sales activities by individuals or non-University organizations is prohibited. University organizations, within the limits established by this policy and other University regulations, and with appropriate approval, may sell materials to support the purpose of their organization. Solicitation by residents or guests is forbidden in the residence halls. Door-to-door advertising by outside vendors is not permitted.

DAMAGE

Common Areas - Damages to residence common areas that occur through vandalism may be charged back to the individuals involved, the floor or hall. The Residence Life Office staff prefers to charge the individuals who are responsible, rather than assess damages to the residence community. If you have information concerning damages in public areas, please share it with your RA.

Student Rooms – Residents are encouraged to personalize their rooms, but caution should be taken so that NJIT property is not damaged. The room and room furniture cannot be painted or altered permanently in any way. Damaged or missing furniture will be billed to the residents of the room. When hanging posters, do not damage the walls. Nails, hooks, etc., are not allowed. If there are any damages to NJIT property, that student is subject to disciplinary action and repair/replacement costs.

DRUGS

Any NJIT student who illegally possesses, uses, manufactures, prepares, buys, sells, gives away or otherwise dispenses any controlled dangerous substances may be suspended or dismissed from the residence halls and/or NJIT. In the event that illegal substances are suspected in the room, NJIT Public Safety is called to respond. The Residence Life Office and the Dean of Students Office will take further action. The possession of paraphernalia for illegal drugs is strictly prohibited.

FURNITURE

- All Student Lounges – Lounge furnishings are placed in public areas for the use of students and visitors. The furniture in these lounges cannot be removed. The only exception to this is the two lounges in Laurel Hall by room 101 and 135.
- Student Rooms – University furniture or furnishings may not be removed from your room. Mattresses are to be used only on bed frames and not to be placed on the floor. Beds may be bunked and bed pegs are available from the Residence Life Office in each building. All beds must be free standing on the floor, supported by legs attached to the bed frame. Personal furniture and furnishings cannot be stored and must be removed from the residence halls at the time of checkout. A charge will be assessed for removing items you leave behind. Damaged or missing furniture will be billed to the residents of the room. Because of excessive weight and potential for damage, liquid-filled beds and other liquid-filled furniture are not permitted. Lofts are forbidden, as they violate fire codes.

FIRE SAFETY

- Candles, incense, potpourri or other flame-emitting articles are prohibited in residence halls.
- Small personal appliances that are approved by the Underwriter's Lab (UL label) may be used in the residence halls unless otherwise stated. Electrical equipment such as hot plates, hot pots, halogen or other high-intensity lamps, immersion heaters, grilles, space heaters, crock pots, air conditioners, electrical blankets, rice cookers, and toaster ovens are not permitted. Soldering irons may be stored in residential rooms, but cannot be used in the halls. One microwave, up to 1000 watts/9.5 amps, is permitted in each room. One toaster/toaster oven, one rice cooker and one crock-pot, in Oak Hall only, are permitted in each room. Appropriate University personnel will confiscate any of the above items found in the residence halls. Confiscated items will be returned at the end of the semester or at break periods (Thanksgiving or Spring Break) for residents to take home (off-campus).
- Extension cords or multi-plug outlets are not permitted. Power strips may be used. A power strip should not be plugged into another power strip.
- Students may rent (through NJIT's approved vendor) one MicroFridge (a 2.1 cubicfoot refrigerator with a 0.7 cubic-foot freezer and 0.6 cubic-foot microwave). Students may bring two 1.7 cubic-foot refrigerators or one 4.0 or less cubic-foot refrigerator per bedroom. Information regarding rentals may be obtained from the Residence Life Office.
- The use of or installation of wood, paneling and/or tiles is prohibited unless approved by the University.
- Gasoline, benzene, chemicals and other flammable liquids are strictly prohibited.
- To comply with state fire regulations, fire drills will be conducted in all residence halls twice a semester. Everyone present in the building during any alarm must vacate the building according to instructions. Rooms may be checked during fire alarms to ensure compliance. Failure to vacate the building will result in disciplinary action.
- Fire alarms and fire extinguishers are located on every floor in each building. Smoke/heat detectors are found in student rooms and hallways. Tampering with equipment is a serious matter that could jeopardize the safety of a number of people.
- Tampering with any of this equipment can result in severe disciplinary and/or criminal action.
- Your room is equipped with a smoke detector which operates independently from the main fire alarm system. The detector is for your safety. If you experience a problem, contact your RA or the residence hall office immediately. Alarms that start to beep intermittently require a new battery. Please notify the office or your RA and one will be installed for you.
- Nothing is to be strung across the room for the purpose of decorations. This includes holiday lights and sheets and other materials attached to the ceiling.
- Setting or fueling a fire, no matter how large or small, is strictly prohibited.

FIREARMS AND FIREWORKS

The possession, carrying, or use of firearms (including pistols, rifles, shotguns, dart guns, paint guns, blow guns or ammunition), bows and arrows, handbills, dirk knives, razors, switchblades, other dangerous knives, fireworks, firecrackers, explosives or other dangerous weapons including martial arts equipment is prohibited in University residence halls.

GAMBLING

Gambling of any kind is not permitted in the University residence halls or anywhere on campus. Bribery for residence life privileges is also forbidden.

GUEST AND VISITATION

Guests are permitted in NJIT residence halls, but unlawful occupancy by a person not paying to live in the halls may result in judicial action. A guest is defined as a person visiting a resident of the residence hall at the resident's invitation. Guest and visitation policy violations may result in disciplinary action up to and including suspension of all guest privileges, as well as sanctions for violations for the behavior of the guest(s).

- All guests must sign in and out of the building with their host present. Hosts must accompany their guests at all times while they are in the building.
- Students are permitted to have guests in their rooms only if there is no objection from their roommate(s).
- Any student who brings guests into the residence hall is responsible for making relevant NJIT regulations known to the guest and must accept responsibility for their guest's conduct.
- All guests under the age of 15 must be accompanied, at all times, by an adult and are not permitted to enter the halls without prior written permission from a Residence Life professional staff member.
- Guests are not allowed in the residence halls without their hosts.
- Guests must provide a valid NJIT ID, valid high school or college ID or a valid drivers license (photo or non-photo). IDs are kept at the desk for the duration of the visit. If the guest does not have one of these three forms of ID, the visitor may display a passport, green card, employment ID or birth certificate to gain entrance into the residence hall. However, these forms of ID cannot be left at the front desk.
- Guests must check out of a building each time they leave (i.e. going to the Café) and take their ID. Unclaimed ID's are not the responsibility of the Residence Life Office.
- As a resident, you may not use your NJIT ID to sign in your guest(s). Guests must present their own identification.
- Each resident may have up to three guests (signed-in or not). A total of eight people may be in a room/suite/apartment at one time (including residents). This means, there may be no more than eight people total in a Redwood room, no more than eight people total in both rooms of a Cypress/Laurel suite or no more than eight people in an Oak apartment (except for Oak 105, x08, and x09 rooms where there may be 10 people total.)
- Overnight passes are not required for guests who spend the night; however, guests are not permitted to stay more than two nights per week. Guests may not move from one host's room to another in order to extend their stay in the residence halls. The Residence Life Office reserves the right to deny entry to any and all guests without prior warning.

HARASSMENT AND ALTERCATIONS

Assaulting, physically/verbally abusing, threatening, harassing, stalking, intimidating, coercing or otherwise endangering the welfare of any person (including, but not limited to, acts of discrimination, sexual harassment or assault) is prohibited. Students may contact a Residence Life staff member, Dean of Students or Public Safety to report any of the above violations.

IDENTIFICATION

Students must carry a valid NJIT ID card at all times when entering or exiting a residence hall. To enter the building, students must use the ID card to “swipe in.” Residents must first swipe their ID through a scanner outside of the building. The ID card must then be given to the desk attendant (DA) so they can verify the identification and they will swipe the student into the lobby area. Any guests with the resident should be signed in at this time. Lastly, the student will swipe to exit the lobby and enter the residential part of the building. Misuse of the NJIT ID, noncompliance with a desk attendant (DA) and/or failure to carry the NJIT ID will result in disciplinary action.

In addition:

- Failure to comply with the directives of University officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so is prohibited.
- Students may not use false identification/information to gain access to someone’s room.

KEYS AND COMBINATIONS

Residence hall keys (room or mailbox) may not be duplicated. Room combinations may not be shared with non-residents of a room. A fine and/or disciplinary action will result from possession of illegal duplicates or unauthorized possession of any NJIT keys or combinations. If a key is lost or not returned at checkout, the cost of a lock change is \$50. Mailbox locks are \$15. When residents move from a room, the combination to that room will be changed. Only authorized NJIT personnel may change the combination to a room/suite. If a student has a problem or forgets the combination, see the staff in the building office (NJIT ID is required).

LOCK-OUT AND COMBO POLICY

For Rooms with Keys:

- If someone is locked out of their room, resulting in the RA having to let them in with a key, the person will be charged \$5.
- If both roommates are present and become locked out then it will be a \$5 charge (\$2.50 each).
- People will not be charged if there is a fire alarm and they become locked out due to the alarm going off.

For Combo Rooms:

- If an authorized room change has occurred, then people will not be charged for a combination change. The combination will be changed automatically.
- If a combo change is requested, then the charge will be \$5 for an inside door and \$10 for an outside door. If a resident wants to have a combo changed due to another room/suitemate giving out the combo(s), the person who gave it out will be charged. If responsibility is not taken, both individuals shall be charged.
- If the outside door has to be changed, then each person in that suite will be charged \$2.50.
- If an inside door is being changed, then each person in that room will be charged \$2.50.

NOISE

- Floors designated as quiet floors have 24-hour quiet hours for the entire academic year. This means that no noise should be heard outside of a resident’s room. Stereos, TVs, conversations, etc., should be kept at a minimum volume level.
- All non-quiet floors are under 24-hour courtesy hours. Specific quiet hours for these floors will be discussed at community standards meetings. Courtesy hours require residents to lower the volume to a tolerable level when it may affect other students. It is important to remember that everyone has a different schedule for studying, working, sleeping, classes and quiet personal time. Be considerate of these varying schedules.
- All floors are under 24-hour quiet hours during final exam periods beginning at 10 pm the night before Reading Day. During quiet hours no noise should be heard outside of a resident’s room. Stereos, TVs, conversations, etc., should be kept at a minimum volume level.

In addition to courtesy/quiet hours:

- Stereo speakers may not be placed in windows or aimed toward the outdoors.
- Students may not shout or otherwise make noise from the windows or doors of a residence hall that is of sufficient volume to be heard from another building.

PETS

· Pet animals are not permitted in residence halls for reasons of sanitation and safety. One ten-gallon (or less) tank for fish is permitted.

PROHIBITED ITEMS

The following items are not allowed in the residence halls. The list is intended to be a guide as to the types of items that are prohibited. If any of these items are found in your room they will be confiscated and it will constitute a violation of Residence Hall Policies and may result in referral for disciplinary action. Confiscated items will be returned at the end of the semester or at break periods (Thanksgiving or Spring Break) for residents to take home (off-campus). If items are not picked up by Memorial Day they will be discarded.

- Air conditioners
- Appliances that do not have on/off switches
- Candles, fireworks and explosives, oil lamps, incense or other open flame or ember devices
- Dartboards
- Electrical wiring that is homemade or otherwise modified or transformed
- Empty alcohol containers (unless the resident is over 21 years of age)
- Extension cords or multi-plug outlets (power strips are permitted)
- Exterior television, radio antennas, satellite dishes or any hardware that protrudes from a window or attaches to the exterior of a residence hall; hanging any objects out of windows
- Firearms and other weapons
- Gasoline, benzene, flammable liquids, chemicals
- Halogen lamps or other high-intensity lamps
- Heating and cooking appliances such as hot plates and pots, electrical blankets, heating coils, soldering irons, immersion sun lamps, toasters, toaster ovens, rice cookers, crock-pots, grills and space heaters. Note: one toaster/toaster oven, rice cooker and crock-pot is allowed in each Oak apartment.
- Hookahs
- Illegal drugs and/or drug paraphernalia
- Internet hubs
- Kegs and beer balls (empty or full)
- Kerosene lamps
- Lighted cigarettes, cigars, specialty cigarettes
- Liquid-filled furniture
- Live-cut Christmas trees and flammable decorations
- Lofts of any type
- Microwaves over 1000 watts or 9.5 amps
- Mattresses (unless for medical reasons approved by Residence Life)
- Televisions exceeding 42 inches
- Neon signs and strings of lights (i.e. Christmas lights)
- Pets or wild animals (fish are permitted)
- Refrigerators exceeding 4.0 cubic feet in size (only one per bedroom is permitted)
- Stickers placed on walls, windows and/or furniture
- Traffic or construction signs
- Weightlifting apparatus (barbells, free weights, Soloflex machines, etc.)
- Speakers over a 1000 watts

RECREATIONAL ACTIVITIES

Playing of sports, including but not limited to: hockey, cycling, in-line skating, scooters, football, skateboarding, baseball, lacrosse, Frisbee throwing, tennis, bowling, etc. are prohibited in the residence halls. The use of water guns and/or water balloons is restricted to outside the residence halls.

RESTROOMS

All restrooms in Redwood Hall are for a single gender and marked as such. No one of the opposite gender is allowed in those restrooms at any time. The same goes for the public restrooms in Cypress, Laurel and Redwood halls. For suites in Cypress, Laurel and Oak, please be considerate of your roommate/suitemates and discuss bathroom usage by the opposite gender to prevent issues from developing later.

SMOKING

Smoking (including cigarettes, cigars, pipes, etc.) is prohibited in all University buildings. This includes all offices, hallways, restrooms, elevators, meeting rooms, lounges and individual rooms. Residents caught violating this policy will be subject to disciplinary action.

WINDOWS AND SCREENS

To protect draperies, sills and to help conserve energy, windows should be closed when you are not in your room. Screens/blinds may not be removed from windows nor may any items be placed/thrown out the window. Screen/blind removals are subject to disciplinary action and a fine of \$15. Damaged screens/blinds will result in a minimum fine of \$40 for each. People throwing items out the window will result in probation and/or suspension from the residence halls. No antennas or satellite dishes are to be strung/mounted out of the windows. For fire safety reasons nothing can be hung on a window or hang in front of the window. The curtains and blinds provided in each room are fire resistant.

DAMAGE PROCEDURES**Damage Assessment**

After check-out, the RA/CAs, and RCs go through each residence hall room to assess damages and cleaning charges. This assessment, plus the total common area damages, is charged to the student's account.

Damage Billing

If a student damages NJIT property, that student is subject to disciplinary action and repair costs. All common area damages in the residence hall are assessed as they occur.

PROCEDURES FOR POLICY VIOLATIONS

Policy violations that occur in the residence halls are documented on a Residence Hall Incident Report. (Examples of incidents include illegal parties, drugs, confiscated equipment, sports in the halls, etc.).

SUMMARY OF PROCEDURES

After an incident is documented on a Residence Hall Incident Report, a copy of the incident report will be given to the RC (or designee) of the particular hall where the alleged incident occurred. The RC (or designee) reviews the report and sends a letter to the resident requiring a meeting to be scheduled to discuss the alleged policy violation. Failure to attend any scheduled meetings with the RC (or designee) can result in additional disciplinary action including temporary restriction from the residence halls.

During this meeting, the student indicates if he/she is responsible or not responsible for the behavior as indicated in the incident report. If the student admits that he/she is responsible, the RC (or designee) notifies the student of the administrative decision and any sanctions within five business days of the meeting. If the student pleads not responsible for the violation, the student may choose to have the incident adjudicated by the RC (or designee) or have it heard by the Peer Review Board. The RC (or designee) may also refer incidents to the Peer Review Board directly. The student is sent the peer review board procedures prior to the meeting. The incident report and all evidence is forwarded to the peer review board adviser and reviewed by the members of the peer review board.

In all cases:

- All damages or fines are charged to the student's account; the student is notified that he/she must pay these charges to the Bursar's Office. The student must provide a receipt of payment to the Residence Life Office within 10 days of the letter.
- An appeal of the decision may be made on the basis of 1.) a question of fact, 2.) a question of procedure or 3.) severity of the sanction. The appeal must be made in writing to the director of residence life within three business days. Failure to comply with the sanctions levied by either the RC or the Peer Review Board may result in additional sanctions including, but not limited to, possible loss of housing.

HOUSING PROCEDURES**Check-In Procedures**

Read the "Moving into the Residence Halls" section.

Check-Out Procedures

To check-out of the room at the end of the semester, residents can either make an appointment with their RA/CA to check-out or complete an express check-out.

For an express check-out:

Check-out within 24 hours of last exam or by the designated date and time. If there are special circumstances contact the RC by a designated date.

- Pack up all belongings.
- Make agreements with roommate(s) to clean the room.
- Make sure all belongings are out of the room, and the room is clean.
- Return the mailbox and room keys in the “Express Check- Out” Envelope to the residence hall office.
- Complete forwarding address information.

For check-out by a RA/CA or Residence Life staff member:

- Make an appointment to check-out with the RA/CA.
- Check-out within 24 hours of last exam or by the designated date and time. If there are special circumstances contact the RC by a designated date.
- Pack up all belongings.
- Make agreements with roommate(s) to clean the room.
- Make sure all belongings are out of the room, and the room is clean.
- Walk through the room with the RA/CA and sign the inventory form.
- Return the mailbox and room keys.
- Complete forwarding address information.
- A residence life staff member will check the room and make a damage assessment after the express check out information is received in the office.

After all students have completed check-out, the ARC/RC assesses each room for damage and/or cleaning charges. These charges are automatically placed on the resident’s bursar account. Residents are notified of the charges and the appeal process by mail in early June.

Improper check-out will result in a \$25 charge. Late check-out will result in a \$50 charge. Failure to return room keys will result in a \$15 charge.

HOUSING CONTRACT

For the full text of the housing contract, see Appendix A.

SAFETY AND SECURITY**Doors**

Propping doors open severely compromises the security of the residence halls. If a door is propped open, remove the prop, pull the door closed and the door will lock itself. Do not prop doors open.

Fire Safety

When a fire alarm sounds, ASSUME the alarm is real. Residents and their guests must evacuate the building immediately.

Failure to exit the building during a fire alarm results in disciplinary action. If a resident fails to comply with fire drill regulations, sets a fire, sets off a false alarm or empties a fire extinguisher, he/she is subject to eviction and criminal prosecution and/or disciplinary action.

Fire Exit Procedures

1. THINK, AND THEN RESPOND QUICKLY BUT SAFELY. Common sense could save your life.
2. DRESS FOR THE WEATHER. Toss a towel around your neck in case you encounter smoke while exiting.
3. BEFORE OPENING YOUR DOOR, FEEL IT. If it is hot, stay in your room and call 596-3111 to let them know where you are. Trained fire rescuers will assist you.
4. IF IT IS NOT HOT, OPEN IT SLOWLY. If there is no smoke or visible fire, proceed to the nearest exit.
5. IF YOU ENCOUNTER SMOKE WHILE EXITING, DROP, STAY LOW AND CRAWL TO THE NEAREST EXIT.
6. ONCE OUTSIDE, CYPRESS/REDWOOD HALLS REPORT TO THE CAMPUS CENTER AND LAUREL/OAK HALLS REPORT TO THE PARKING DECK. FURTHER DIRECTIONS WILL BE GIVEN AT THIS POINT.
7. ONCE OUTSIDE, REPORT ANY INFORMATION RELATED TO A FIRE/SMOKE, FELLOW STUDENTS STILL INSIDE, ETC., TO ANY STAFF AT THE SCENE.

Key, Combination and ID Use

Residents are urged to exercise extreme caution by safeguarding their keys and combinations, and should carry them at all times. Disciplinary action will be brought against any resident who gives his/her keys and or combinations to anyone who does not live in that room.

Search and Seizure

NJIT recognizes residents' right to privacy, but maintains the right for its authorized personnel to enter residents' premises for the following reasons:

- without notice in an emergency involving danger to life or property;
- upon notice for the purpose of health and safety inspections;
- for routine and immediate maintenance;
- without notice when a condition is observed that is prohibited by the Residence Life Contract, NJIT or residence life regulations; and
- when it is reasonably believed that a resident is using the assigned space in a manner contrary to the provisions of the Residence Life Contract and Residence Life or University policies.

Occupants need not be present for staff entry into rooms or searches for any of the above reasons. Residence hall staff always knocks and announce entry. Residents are not permitted to enter another student's room in the absence of the occupants. An individual or general room search by NJIT professional staff and police officers is conducted only after approval from the dean of students is secured, or a legal search warrant is obtained. Object(s) of the search, as well as other prohibited items, will be removed. Items that may be legally possessed, but are not permitted in the residence halls, will be returned to the student at the end of the semester or end of interim periods.

Theft

All thefts should be reported to the residence life staff and Public Safety Department immediately. The Residence Life Office and NJIT are not responsible for loss of or damages to, any personal property. Because there is the possibility of theft and damage, residents are requested to check their family insurance policy to see if it covers any losses, or to obtain rental insurance.

Hall Closing Information

The residence halls at NJIT remain open for Thanksgiving, winter and spring breaks. Winter break is included in your academic year contract.

FREQUENTLY CALLED NUMBERS

(Area code is 973)

Admissions.....	596-3300
Bookstore.....	596-3200
Bursar	596-3148
CAPE	596-2992
Campus Center Desk	596-3605
Career Development.....	596-3100
Computing Services.....	596-2900
Counseling.....	596-3414
Center for First Year Students	596-2881
Dean of Student Services	596-3466
EOP Office	596-3690
Financial Aid	596-3479
Fleisher Athletic Center	596-5730
Health Services.....	596-3621
Honors College	596-5780
Library	596-3206
Media Services	596-3005
Murray Center for Women in Technology.....	596-4885
Public Safety (Emergency)	596-3111
Non-emergency	596-3120
Registrar	596-3236
Residence Life Office.....	596-3039

Residence Halls:	Desk:	Office:
Cypress Hall.....	642-7161.....	596-5403
Laurel Hall.....	596-5792.....	642-7271
Oak Hall.....	596-5636.....	596-5653
Redwood Hall.....	596-3040.....	596-5414

Theatre.....	596-3455
Upward Bound	596-5841

You can e-mail the Residence Life Office at reslife@njit.edu and visit the NJIT home page at <http://www.njit.edu>.

TWELVE-MONTH CONTRACT

The University shall provide the resident with the use of a residence hall space 24 hours before classes for the student's specific school or program year begins and ends on July 31, 2009 for students not returning to housing for the next year. Students returning to housing for the 2009 - 2010 academic-year may remain in housing through the beginning of the new lease period. Changes to the chosen occupancy period may not be made after October 31, 2008. Residents may be required to move to another location during the winter and summer breaks.

ALL CONTRACTS

Residents who have not taken possession of their room within 48 hours of the check-in date will forfeit their room assignment and will be charged the \$500 cancellation fee. Written notification from the University to a Resident of his/her removal and prohibition from University Housing may also terminate the contract.

In consideration of either the academic-year or twelve-month housing assignment, the Resident agrees to:

1. Pay the Residence Hall room charge for an entire year (less the \$50 deposit).
2. Purchase a meal plan (except junior, senior and graduate students).

TERMS AND CONDITIONS OF CONTRACT

2008-2009

RESIDENCE CONTRACT

This document constitutes a contract between the undersigned student-resident (hereinafter called "Resident") and the New Jersey Institute of Technology (hereinafter called "University"). It sets forth the terms and conditions under which the resident will occupy the premises in University residence facilities. THIS CONTRACT IS SUBJECT TO THE AVAILABILITY OF SPACE AT THE TIME THIS CONTRACT IS RECEIVED BY THE RESIDENCE LIFE OFFICE. THE UNIVERSITY PREFERENCE IS TO PROVIDE ACCOMMODATIONS TO FULL-TIME MATRICULATED STUDENTS FIRST.

Housing Information

1. Residents are assigned roommates without regard to race, color, national or ethnic origin, religion, physical disability or sexual orientation.
2. University housing contracts for **new students** (i.e. non-continuing students) who have submitted an online contract and the \$50 housing deposit (excluding summer) are assigned according to the application date, distance from the University and student need.
3. University housing contracts for **continuing students, both residents and commuters, summer housing do not require a \$50 housing deposit.**

TERMS OF CONTRACT

Academic-Year Contract (9-Month)

The University shall provide the resident with the use of a residence hall space for **one academic-year** or balance remaining at the time of assignment. **This period does NOT include summer break.** The contract period commences on the day before the start of fall classes and ends on the last day of exams at the end of the semester or 24 hours after a resident's last exam, whichever is earlier.

Twelve-Month Contract

The University shall provide the resident with the use of a residence hall space 24 hours before classes for the student's specific school or program year begins and ends on July 31, 2009 for students not returning to housing for the next year. Students returning to housing for the 2009 - 2010 academic-year may remain in housing through the beginning of the new contract period. Changes to the chosen occupancy period may not be made after October 31, 2008. Residents may be required to move to another location during the summer break.

Summer Contract

University shall provide the resident with the use of a residence hall space during the summer session. The contract period commences and ends on dates agreed upon.

- Summer housing assignments are planned for the Laurel Hall extension – subject to change.
- Residence Life must receive a copy of your summer school registration for classes outside of NJIT.
- Students or **visitors** requesting housing without taking classes must provide a written letter from their employer. Except NJIT Co-Op's, Residence Life will verify employment with Career Development Services.
- Full payment or arrangements must be made prior to check-in. If not, your housing may be canceled.
- Spring 2008 residents of Laurel Hall that will continue housing for the summer are not guaranteed the same room.
- Rooms will be assigned on a first-come, first-serve basis until all allocated rooms have been filled. You may request another summer housing resident as a roommate. However, it is not guaranteed.
- If you are on a twelve-month contract, you are automatically signed-up for a summer assignment. If you are not returning for the fall semester your contract **ends on July 31, 2008**. You are expected to checkout on or prior to that date unless arrangements have been made.
- Single rooms may be assigned by one of the following criteria:
 - a current resident is staying through closing and for at least summer session one **or**
 - it is a summer resident's fall assignment and they are staying for the entire summer period **or**
 - the individual is part of a conference group or visiting intern.
- Applications will be accepted throughout the summer. If submitted on or before April 14, you will receive summer assignment information on or before May 2. All others will be notified prior to their scheduled check-in date.

All Contracts (excluding Summer)

Written notification from the University to a Resident of his/her removal and prohibition from University Housing may also terminate the contract.

In consideration of either the academic-year or twelve-month housing assignment, the Resident agrees to:

1. Pay the residence hall room charge for an entire contract (less the \$50 deposit).
2. Purchase a meal plan (except junior, senior and graduate students).

Residents are billed these charges **per semester** by the Bursar's Office.

PAYMENT AND CANCELLATION

For All Students (excluding Summer) – There is a **\$750.00 cancellation charge** for all students canceling their contracts **PRIOR** to September 1, 2008. Students who check into the residence halls prior to the official residence hall check-in date will be charged up until the date of check-out plus one half of the remainder of their contract.

In all cases: (excluding Summer)

Residents may cancel their contract by contacting the Residence Life Office in person or in writing. Residents canceling their contract must complete an official check out and that will determine the final date of the resident's occupation of the residence hall space. **Residents canceling their contract after September 1, 2008 will be charged to the final date of their official check-out plus one half of the remainder of their contract.**

Students applying for spring 2009 housing will be charged \$750.00 cancellation charge prior to the official residence hall check-in date. Students who cancel after this time will be charged to the final date of their official check-out plus one half of the remainder of their contract. Any resident who cancels after the close of the fall semester will be billed the weekly rate to the date of check out for winter housing and one half of the remainder of

their contract.

Summer Housing Contract – There is a \$150 cancellation charge for all students canceling their summer contracts prior to check-in. Residents who have not taken possession of their room within 48 hours of the checkin date will forfeit their room assignment and will be charged the \$150 cancellation fee in addition to losing their deposit, if any. Written notification from the University to a Resident of his/her removal and prohibition from University Housing may also terminate the contract.

The Resident Agrees:

1. To be accountable for his/her behavior and the behavior of all guests.
2. To abide by the policies and procedures contained in the contract, "Residence Life at NJIT" and "Student Handbook", including all amendments and modifications that may be made during the year.
3. To abide by all Federal, State and Local laws.
4. To reside in the assigned room with the assigned roommate and to vacate and remove all personal property upon termination of this contract.
5. To abide by all policies regarding changing room assignments. Approved room changes occur during a specific time period each semester. The assistant director must approve room changes.
6. To not allow anyone other than the assigned roommate to live in the room.
7. To assume all responsibility for personal belongings. The University is not responsible for damage or loss to Resident's personal property regardless of cause. Residents are strongly encouraged to carry personal insurance to cover their personal property while located at NJIT.
8. To keep the room or suite clean and fit for habitation. The Resident will be responsible for all damages to University property or premises as a result of the Resident's neglect or willful behavior.
9. To complete all property records within 24 hours of occupying a space. These forms, countersigned by an Residence Life staff member will be the basis for damage assessments.
10. To be held responsible for damages to common areas when individual responsibility is not implicated.
11. To not loan out, duplicate or share keys or room combinations and to report lost or stolen keys or combinations immediately.
12. To not smoke inside any residence hall, whether a public or private room.
13. To abide by quiet hours or community standards for your floor.
14. To abide by the Guest and Visitation Policy.
15. To not have pets, other than fish in a 10-gallon or less tank.
16. To not have, use or possess firearms, ammunition, other weapons, nor flammable materials or substances (i.e. live Christmas trees, gasoline, fireworks, candles, oil paint thinner, etc.).
17. To not use halogen lamps.
18. To not use microwave ovens over 1000 watts or 9.5 amps in student rooms.
19. To not use high wattage electrical appliances (i.e. hot plates, toaster ovens, air conditioners, more than two refrigerators exceeding 1.7 cubic feet each or one exceeding 4.5 cubic feet per room). Oak Hall has some exceptions that are outlined in "Residence Life at NJIT."
20. To not use external antennas.
21. To not have liquid-filled beds or lofts.
22. To not paint on any surfaces and/or fixtures.
23. To not remove or open window screens or to pass or throw anything through windows.

The University:

1. The University recognizes Residents' rights to privacy but maintains the right for its authorized personnel to enter Residents' premises for the following reasons: (1) without notice in an emergency involving danger to life or property; (2) upon notice for the purpose of health and safety inspections; (3) for routine and immediate maintenance; (4) without notice when a condition is observed that is prohibited by this contract, University or Residence Life regulations; and (5) when it is reasonably believed that a Resident is using the assigned space in a manner contrary to the provisions of this contract, University or Residence Life policies.
2. Reserves the right, in the interest of safety, to remove prohibited items without advance notice. Items will be stored, until they can be retrieved and removed from the residence halls. Items not picked up by Memorial Day will be discarded. (End of confiscated semester).
3. **Shall not be responsible for damages caused by:** failure of water supply, electrical current or heating/cooling system; presence of bugs or vermin; nor injury to a Resident, his/her guest or the property of the Resident or guest.
4. Agrees to exercise every reasonable caution to safeguard the health safety and property of each Resident and will make a good faith effort to repair **properly reported** defects or deficiencies in the residence halls.
5. Agrees to provide the Resident with a meal plan, while classes are in session at the Resident's expense.
6. Reserves the right to take appropriate disciplinary action, including immediate termination of the contract and immediate eviction from University housing for conduct which is found by the University to be in violation of the University's policies and/or contract or which is otherwise detrimental to the health, safety and welfare of the Resident or others, or disruptive of the housing environment. In the event disciplinary action results in eviction and/or termination of contract, the resident shall still be responsible for payment of the contract in full.
7. Reserves the right to move a Resident from one room to another when the University determines that the move is in the Resident's best interest or those of his/her fellow students and/or the University.
8. Reserves the right to reassign Residents during the semester in order to consolidate vacant spaces and to increase room occupancy.
9. Reserves the right in its sole discretion to remove a Resident from University housing and terminate the contract for failure to meet financial obligations to the University.

Any Resident whose contract is terminated is responsible for all financial obligations as stipulated herein and is required to vacate the room within 48 hours or as stated in writing by the University.

This contract includes all policies, procedures, rules and regulations contained within "Residence Life at NJIT" <http://www.njit.edu/reslife/policy.php> or actual PDF file: <http://www.njit.edu/reslife/docs/2007-reslife-at-njit.pdf>

1. (i.e. live Christmas trees, gasoline, fireworks, candles, oil paint thinner, etc.).
2. To not use halogen lamps.
3. To not use microwave ovens over 1000 watts or 9.5 amps in student rooms.
4. To not use high wattage electrical appliances (i.e. hot plates, toaster ovens, air conditioners, more than two refrigerators exceeding 1.7 cubic feet each or one exceeding 4.5 cubic feet per room). Oak Hall has some exceptions that are outlined in "Residence Life at NJIT."
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2. Reserves the right, in the interest of safety, to remove prohibited items without advance notice. Items will be stored, until they can be retrieved and removed from the residence halls. Items not picked up by Memorial Day will be discarded.
3. **Shall not be responsible for damages caused by:** failure of water supply, electrical current or heating/cooling system; presence of bugs or vermin; nor injury to a Resident, his/her guest or the property of the Resident or guest.
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NJIT home page: <http://www.njit.edu>
Residence Life home page: <http://www.njit.edu/reslife/>