

COOPER SQUARE RESIDENCE

CODE OF CONDUCT GUIDE

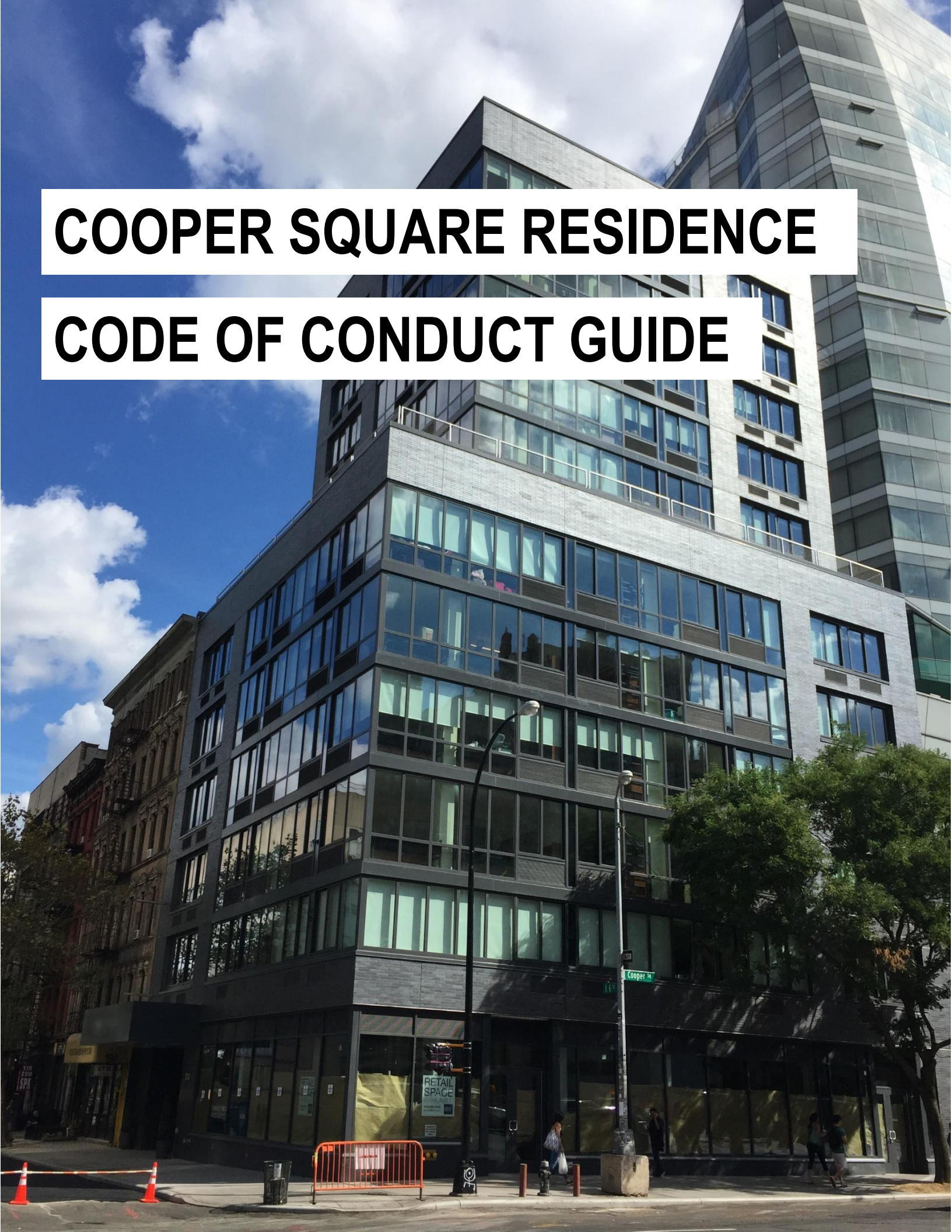


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POLICIES

As a resident at Educational Housing Services, you are a guest in our home, and we expect you to act responsibly and appropriately at all times. There are a few important policies that you need to be aware of and abide by to make our community a more pleasant experience for you and everyone else living in our residence. Please note that you agreed to the policies in this guide when you made your reservation and during your check-in process. Any violation of these rules, other policies or laws, whether included in this Guide or not, will result in the appropriate [disciplinary sanction](#) by EHS, your school, and possibly the legal authorities.

Living in a community involves learning to use new freedoms wisely and adjusting to a new environment where rules which may be different than ones you are accustomed. Most residents will make this adjustment without difficulty. A few residents are unable or unwilling to do so, and their behavior may interfere with the environment.

It is the responsibility of all our residents to become familiar with the policies in this guide and comply with them. Residents that do not comply with the EHS policies stated in this Code of Conduct Guide and [License Agreement](#) will face disciplinary actions. These sanctions might vary depending on the severity of the violation and are treated on a case by case scenario.

ABANDONED PROPERTY

COMMUNITY AREA

Residents are encouraged to keep personal items secure in their rooms. Public areas of the residences (including lounges, community bathrooms, hallways, etc.) are not intended for storage of personal belongings. Items found that are left behind in public space, given to security or an EHS staff member will be placed in a "Lost and Found" area for seven days. After this period, these items will be considered abandoned and will be discarded. If an item is left behind and taken by another individual, EHS will attempt to recover the item; however, EHS is not financially responsible for the item if it cannot be recovered.

RESIDENT ROOM

If a resident vacates an assigned space and leaves personal possessions whether intentionally or unintentionally, these items will be considered abandoned property. All items left behind will be removed, recycled or donated. EHS is not responsible for any items left in the rooms/residence and will not be responsible for the replacement or compensation of abandoned property.

CONSOLIDATION

Please remember that the double occupancy rooms are intended for two residents respectively. When a vacancy becomes available in a shared space, another roommate or roommates will be found immediately. If you are in a shared unit that has a vacancy, or if you are scheduled to vacate, please be aware that we may show your unit to prospective residents. You will be emailed or telephoned first and if there is no answer

we will knock on your door before entering. You are permitted to only occupy your side of the room at all times.

Please do not allow guest(s) to sleep or settle into the unoccupied space/area, as we may have a new arrival. We will make every effort to give you at least 24 hour notice prior to your roommate's arrival.

COMMUNITY AREAS

COMMUNITY LOUNGES

There are community lounges (lower level and outdoor terrace) open to residents and meant for gathering, studying, and relaxing. All residents using these spaces must follow the below rules:

- Be respectful of others and mindful that this is community space.
- Be courteous during organized events.
- All activities held in common areas must have a person that oversees the event/activity.
- During events recreational activities are prohibited such as: video games, loud music, and loud conversations as it may be disruptive to the event.
- No tampering with the displayed artwork/decorations or televisions.
- Furniture must be utilized appropriately and cannot be moved from its original location.
- Please dress appropriately, wear shoes, shirts and pants/shorts/skirts at all times.
- Be responsible for your own personal items, should you leave something behind please read the following policy: [Abandoned property policy](#)
- Residents wishing to reserve any community lounge for an event, must request it by contacting the building Student Life staff.
- Clean up after yourself before leaving the lounge so everyone can enjoy a clean environment.
- No sleeping in public places.
- Public spaces are under 24 hour surveillance

OUTDOOR TERRACE

There is an outdoor terrace located on the 7th floor. There are tables and seating for your convenience. The terrace is open from 8am - 9pm. There is no alcohol or smoking allowed the terrace. Also, please be aware there are resident apartments on this floor as well, please respect their privacy. Should noise levels go beyond acceptable limits or residents misuse this space, we will have no choice but to close it permanently.

KITCHENETTE

There is a kitchenette in your suite and is provided for resident's in the suite to use. We ask that all residents abide by the simple rules below so everyone in the suite can enjoy the space:

- Clean up after yourself.
- Dispose of your trash in proper bins.
- Rinse out the sink and do not clog it by removing food from drain.
- Leave no trace of leftover food by wiping down counters
- Do not place any items near the stovetop.
- Be attentive to your cooking/food.

LAUNDRY ROOM

Please be mindful of your laundry. If you leave your laundry too long in a machine, someone may choose to move it for you. If you leave it unattended, EHS nor the Landlord are responsible for items damaged, stolen or removed. After 48 hours, the staff will discard any [items left unattended](#). If you are found guilty of damaging property and/or stealing you will be held financially and legally responsible and may face removal from the residence. Please remember you are on camera.

CRIMINAL BACKGROUND

Educational Housing Services does not permit persons who are required to register as sex offenders or major offenders under the laws of any state or nation to reside in any EHS residence. Any person requesting to live in EHS housing must disclose any such registration requirement. Failure to disclose will result in involuntary removal from EHS housing and forfeiture of any deposit or fees paid for housing.

EHS reserves the right on a case-by-case basis to deny the request of any person to reside in EHS housing or to involuntarily remove any person already admitted to EHS housing due to the conviction of any felony or misdemeanor offense which, in the judgment of the EHS, indicates that the person who has been convicted of such an offense has the potential to disrupt the normal functioning of EHS housing, engage in conduct that may endanger the health or safety of any person residing in EHS housing, including self, or otherwise negatively impact the residential community.

The decision of whether or not to deny the request for EHS housing or remove any person already admitted to EHS housing and the seriousness of the felony or misdemeanor offense or educational institution disciplinary infraction upon which such decision is based is at the sole discretion of the College and is not subject to appeal.

DAMAGES

If your suite or room has sustained damage beyond the usual wear and tear, the cost of the repair will be charged to you at the time of check-out or during your stay. Below is a list of charges for items within your room. Just because an item and charge is listed here, does not mean that you have that item in your room. You are, however, responsible for all items that are applicable to your room and residence.

DESCRIPTION	CHARGE
Air Conditioner Knob	\$20.00
Air Conditioner Unit	\$150.00
Base Molding	\$150.00
Basin	\$225.00
Bathroom Door	\$500.00
Bathroom Door Knob	\$50.00
Bathroom Door Saddle	\$150.00
Bathroom Floor Tiles (per tile)	\$50.00
Bed	\$250.00

Blinds (per blind)	\$100.00
Cable/Fittings	\$10.00 per fitting, plus repair
Chair	\$125.00
Closet/Armoire Door	\$200.00
Closet/Armoire Door Knob	\$50.00
Desk	\$300.00
Door	\$500.00
Door Defacement (inside/out)	\$150.00
Drawers for beds/desks/nightstands	\$75.00
Key Lock	\$400.00
Fire Evacuation Sign	\$50.00
Fire Safety Notice	\$40.00
Floor Tiles	\$150.00 per tile
Key Board Tray	\$50.00
Light Fixtures	\$150.00
Main Room Floor Tiles (per tile)	\$100.00
Mattress	\$150.00
Medicine Cabinet	\$250.00
Medicine Cabinet Mirror	\$100.00
Medicine Cabinet Shelves	\$25.00 per shelf
Microwave	\$150.00
Microwave Plate	\$50.00
Mirror	\$100.00
Paint/Repair Ceiling	\$250.00
Paint/Repair One Wall	\$100.00
Painting (Full Room)	\$350.00
Refrigerator	\$400.00
Refrigerator Shelving	\$75.00
Rod	\$25.00
Room Lighting Fixtures	\$150.00
Room Sign	\$75.00
Shelves	\$25.00 per shelf
Shower Fixtures	\$350.00
Shower Rod	\$25.00
Smoke Detector Device/CO2	\$150.00
Toilet	\$250.00
Toilet Paper Roll Dispenser	\$25.00
Toilet Seat Cover	\$25.00
Toilet Tank Cover	\$100.00
Towel Rod	\$25.00
Tub Re-glazing	\$350.00
Window Stoppers	\$150.00
Window/Glass replacement	Cost invoiced

OTHER CHARGES

DESCRIPTION	CHARGE
Building ID	\$10.00
Improper Checkout fee	\$150.00
Unauthorized Appliance	\$100.00
Cleaning Fee	\$100.00
Bulk Item Removal	\$100.00
Furniture Disassembly	\$150.00
Room Key	\$50.00
Bedroom Key	\$50.00
Alcohol Policy - No Alcohol	TBD

DEMONSTRATIONS AND RALLIES

Educational Housing Services believes that members or groups within the EHS community have the right to express their views on a particular issue or cause. Demonstration and rallies, however, should not interfere with the operation of the residence or the institutions it serves. EHS has an obligation to protect the safety and welfare of its residents, staff, and surrounding community. Therefore, demonstrations and rallies must be nonviolent and considerate of the rights of all members of the EHS community. Demonstrations, rallies, and distribution of materials are permissible in properly designated areas, provided the following procedures are complied with:

PROCEDURE

- Members of the EHS community (residences and staff) must seek approval to use EHS-designated property and/or facilities for staging a demonstration or rally.
- Advance notice of a demonstration or rally and the expected number of participants as well as what actions the participants intend to take must be submitted in writing by completing the Demonstrations and Rallies form. This form can be requested by emailing StudentLife@studenthousing.org. This form will be reviewed by the Senior Vice President of Student Life.
- Once approval is granted for a demonstration/rally, individuals organizing the event are responsible for insuring that it is conducted in a responsible manner.
- In order to preserve an atmosphere in which a free exchange of ideas may flourish, it is necessary that standards of behavior be maintained to ensure the safety of all members of the EHS community and the unimpeded operation of the company. Hence, EHS reserves the right to take steps to address inappropriate conduct.
- The location of a demonstration/rally will be clearly defined by the Senior Vice President of Student Life. Participants of a demonstration/rally may not block access to the residence facilities. EHS reserves the right to cordon off these specific sites.
- Educational Housing Services reserves the right to notify the local police in advance of a demonstration/rally. The police may be on call to prevent any infraction of local laws.
- If the demonstration is to be held on the street, the New York Police must be notified and a permit must be secured depending on size of demonstration.
- Only EHS residents may participate.

Note: Failure to comply with the above guidelines constitutes a breach of agreement and may lead to the cancellation of any demonstration/rally.

DISCIPLINARY SANCTIONS

Residents can expect fairness from the EHS staff in addressing alleged violations of the Residence Policies and terms. Failure to comply with the terms of a sanction will be considered further violation and may result in additional, extended and more severe sanctions.

Below are sample actions that a resident can be sanctioned when violating any EHS policy or procedure. Keep in mind that your school/company might have additional Disciplinary sanctions.

Sanctions may include, but are not limited to:

- Written Warning
- Disciplinary Fines
- Educational Projects
- Community Service
- Referral for Substance Abuse Evaluation, Education and/or Treatment
- Referral for Personal Counseling
- Restitution for Damages
- Disciplinary Probation
- Required Room or Building Reassignment
- Loss of Guest Privileges
- Probation
- Suspension from the Residence
- Expulsion from the Residence without a refund
- Referral to Public Law Enforcement Agencies
- Parental Notification

DISRUPTIVE CONDUCT

Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. No resident shall create a condition that endangers or threatens the safety or well-being of himself/herself or others - this includes EHS staff members, security guards and building staff.

INTERFERENCE

No resident shall intentionally or recklessly interfere with an Educational Housing Services Staff member or other college officials exercising her/his assigned duties.

ELECTRONICS

Educational Housing Services is not responsible for any personal electronic equipment, including computers, brought into the residence. All residents should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

FILMING AND PHOTOGRAPHY

Filming or photographing in the common areas of EHS facilities (e.g., lounges, hallways, and elevators) is generally prohibited. Special permission may be granted to residents at EHS who wish to film or photograph at EHS to fulfill course-related assignments.

Resident filming/photographing at EHS is subject to the following:

- Filming/photographing may be performed only in the designated areas approved.
- Rooms must be reserved for filming/photographing.
- Filmmakers and photographers must obtain the written consent of anyone who is filmed or photographed.
- Any exceptions must be approved in advance in writing by an Associate Director.

INSTRUCTIONS:

- Residents must complete and sign the [Resident Film/Photograph Request Form](#).
- All participants must be at least 18 years old. Any non-resident participants must go through standard building security procedures and must provide identification to enter the residence.
- Residents must complete a [Release Form](#) for each person participating in the filming or photographing (including crewmembers and people being filmed/photographed). The EHS Release Form is not in lieu of any release forms or other documentation the resident may need from their school.
- No identifying marks of EHS or the building may appear in the film or photos and there must be no indication that the filming or photographing is being done at an EHS facility or the name of the building (e.g., The St. George or The New Yorker or Cooper Square). No references to EHS or the name of the building shall be permitted.
- No nudity, indecency or pornography is permitted.
- The completed request must be submitted for approval to the Associate Director within your building.
- A room reservation must be made for the times indicated. No films or photographs may be copied or uploaded to the internet or sent via MMS or email or other electronic transmission, except in strict compliance with course requirements. To the extent the resident wishes to submit the film or photographs for purposes outside of course requirement, prior written approval of the EHS Senior Vice President of Student Life and General Counsel must be obtained.

FIRE EQUIPMENT

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing smoke alarm from rooms (this includes taking out batteries or removing from hard wire)
- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems

Any action by a resident that places other residents at risk will result in the violator being held financially responsible to all costs associated. Additionally, the violator will be subject to [disciplinary action](#) taken by EHS, their school and/or legal authorities.

FITNESS CENTER

By residing at the Cooper Square Building, EHS residents have access to the Fitness Center located in the lower level. EHS requires all residents that move into the building to accept our EHS Fitness Center Waiver which can be viewed by [clicking here](#). Educational Housing Services makes no representations, warranties, guaranties or promises regarding the Fitness Center at the Cooper Square building, including its facilities, services, availability or otherwise and EHS shall have no liability for any injuries occurring as a result of a resident's use of the fitness center. You are only permitted to use the Fitness Center if you have signed a release. Access is a privilege and can be taken away if residents don't follow EHS policies. Resident's guests are not permitted to use the Fitness Center.

EHS does not operate, manage or control the fitness center. The fitness center at Cooper Square is entirely independent of EHS. Residents will not be entitled to any monetary compensation or damages from EHS, and EHS shall be held harmless, in the event of any temporary or permanent closure of, or reduction in amenities available at the fitness center. EHS does not assume any responsibility, risk or liability for your use of the fitness center and hereby expressly disclaims the same. By using the facility, you agree to the terms of this paragraph.

MEMBER CONDUCT

- No cell phone or camera use is allowed in the facility and residents should not take videos or photograph anyone using the Fitness Center.
- Training of residents within the fitness center is not allowed. If found doing so the trainer and resident may lose access privileges.
- No smoking, drugs, or alcohol are permitted and residents may not use equipment while under the influence.
- No loud and/or abusive language.

- No vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of the Fitness Center. If residents are found tampering with any equipment, they will be charged with all fees associated with the repair.
- Residents should not remove materials, equipment or property from the Fitness Center without authorization.
- Indecent exposure, voyeurism, exhibitionism, or other lewd and lascivious acts is not allowed
- Residents should wear a shirt and closed-toed athletic shoes.
- Skateboards, hover boards, in-line skates, roller skates, scooters or other sports equipment are not allowed within the facility.
- Sleeping in the Fitness Center or any communal area is not allowed.
- Everyone must clean up after oneself while using any part of the facility; this includes re-racking weights when finishing a set in the free weight area.

GUEST POLICIES

This policy exists to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Keep in mind that being and/or having a guest is a privilege and not a right. Regardless of length of stay, the guest is expected to abide by all college, building and EHS policies, procedures, regulations and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violates any EHS/school or building policy while in EHS housing is subject to penalties including EHS and/or school disciplinary procedures and/or legal penalties and will be asked to leave the residence. EHS and/or schools that work with EHS have the right to ban any guest. The management maintains 24 hour security in the lobby as well as surveillance cameras in all elevators and common lounges.

The following conditions must be met:

- NO guests under the age of 18 are permitted to be an overnight guest.
- It is the responsibility of the host to meet his/her guest in the lobby and to remain with that person at all times when the guest is in the residence.
- If the host departs the building the guest must also depart and is not permitted back into the residence until the host is able to personally escort them.
- All guests must register at the security desk by showing proof of a valid unexpired photo identification card.
- When the guest leaves the residence they must be escorted to the lobby by the host and must sign out with security.
- No person who is required by law to register as a sex offender may be a guest in any EHS residence.

DAYTIME GUESTS

Provided that there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term daytime guests who stay between the hours of 6am and 12am. Short term guests must leave the building by midnight or they will be considered an overnight guest.

OVERNIGHT GUESTS

An overnight guest is a guest who is in the residence between the hours of 6am and 12am, regardless of whether they stay for a few hours, or sleep in the room overnight. In consideration to the rights of roommates and other residents, there are limits to the duration and frequency of such visits. A resident may have only one overnight guest at any given time.

Residents are not allowed to have overnight guests during their first week at the residence. This allows new residents to socialize with their roommates, as well as become better acquainted with the residence community. Please note, that a resident's school/university may have additional guest policies that may also be in effect.

Procedure

All residents must fill out an Overnight Guest Form for their guest regardless of guest's length of stay. All overnight guests must be approved by EHS and/or school staff. To obtain an Overnight Guest Form you can stop by the Student Life Office to pick one up or email us at CooperSquare@studenthousing.org and we will send you a copy. No guest may stay longer than seven (7) nights per month with the same or different hosts. A resident is only allowed to have up to seven (7) nights of overnight guests per calendar month.

- **Guests For One to Three Nights**
Forms for overnight guests staying for more than 1-3 nights must be submitted at least one hour before the office closes for the same day of the overnight guest.
- **Guests For Four to Seven Nights**
Forms for overnight guests staying for more than three consecutive nights must be submitted 24 hours prior to the guests' arrival. Guests must also be approved by roommate(s).

Failure to complete and submit the form in a timely manner may result in guest not being allowed into the building and a **\$5 penalty**, to be paid within 72 hours.

Occupancy

- No single room can have more than one (1) overnight guest on any given night (one per resident).
- No double room can have more than two (2) overnight guests on any given night (one per resident).
- EHS do not provide beds, bedding, or ID/key cards for guests of any kind.

Conduct:

All guests are expected to abide by all college, building and EHS policies, procedures, regulations and standards. Remember, having a guest is a privilege not a right and EHS reserves the right to refuse any guest that is deemed inappropriate for the community.

- A non-resident may not be an overnight guest in the residence for more than seven (7) nights per calendar month, regardless of the host.
- All residents are legally and financially responsible for the conduct of their guests.
- While in the building, guests **MUST BE ACCOMPANIED** by their host all times.
- No person who is required by law to register as a sex offender may be a guest in any EHS residence.

- Any guest who engages in volatile behavior, EHS reserves the right to report that individual's behavior to their home institution.

HARASSMENT AND INTIMIDATION

Residents living in any EHS residence have the right to live free of intimidation, harassment or bullying. If after an investigation, EHS determines that a resident is harassing, bullying, or intimidating another resident, EHS may take appropriate action to cause such behavior to cease including, without limitation, terminating the License Agreement and right to be in the residence.

THREATS AND VIOLENCE

Do not engage in, or threaten to engage in, any behavior that endangers the health or safety of another person or oneself.

HEALTH AND SAFETY

In the event that adequate health and safety standards are not maintained or that the condition of the room discourages roommates, EHS will take [disciplinary action](#). Residents are expected to [clean up](#) after themselves. An inability to do this or any deviation from a reasonable disposal method will result in cleaning fees assessed to the resident in addition to sanctions. EHS reserves the right to enter resident rooms at any time without warning to inspect and assess health and safety conditions.

In order to determine compliance with the rules or with federal, state and local laws and to check for any repairs needed, we conduct Health and Safety Inspections a minimum of once per semester and when there is a reasonable cause to believe that a violation has occurred or is taking place. EHS personnel may obtain evidence while conducting the inspection, which may later be used by the law enforcement agencies in the prosecution of criminal behavior. Please [click here](#) to visit the Health and Safety procedures. Any confiscated item will be donated to local charities or discarded immediately.

If it is found that a resident's room is not up to health and safety standards (i.e. cleanliness, hazardous wiring, etc.) the resident will be given 24 hours to correct. If, upon re-inspection, the room still does not pass, the resident may be fined, face probation sanctions and/or be evicted.

Residents are not authorized to have any of the following items;

- Halogen lighting equipment
- Electric or gas-powered heaters
- Candles, incense, pipes (including water pipes or bongs)
- Flammable decorations such as Christmas lights etc.
- Furniture, refrigerator or microwave (not provided by EHS)
- Illegal substances of any nature
- Explosives, fireworks or [weapons](#) of any kind
- Smoke laden materials/vapors, fog machines, and/or instruments
- Hover boards, self-propelled scooters

Weapons include instruments used to inflict harm, or that could reasonably cause fear or inflictions of harm, and any item that may be deemed weapons under applicable laws, including but not limited to a pistol, revolver, shotgun, rifle, firearm, stun gun, BB or pellet gun, taser, electronic dart gun, and other instrument that launches a projectile by pressure resulting from combustion of propellant material, including a weapon related to or using air, sound, flare, hunting, or springs; bombs, grenades, mines, explosives, or incendiary device (which can include "ignition devices", aerosols and fireworks) and daggers, stilettos, swords, switchblade knives, gravity knives having a blade exceeding four inches in length; and including parts, components, spare parts, or ammunition relating to the above. A disarmed weapon is a weapon.

If these items are found in the room they will be confiscated. Residents will be given seven (7) days to determine where to send their items. After this time period all items will be disposed of. Please note that alcohol, drugs or drug paraphernalia will be disposed of immediately.

CLEANLINESS

You are responsible, and you share responsibility with your roommate(s), for keeping your room clean and free of any damage. We do not provide cleaning services in the residence. Dirty or untidy rooms can cause roommate problems as well as extermination issues. [Click here](#) for our Health & Safety policies.

IDENTIFICATION CARDS AND KEYS

All ID/keys are the property of EHS, and must be returned when you finish your stay with us. Lost or stolen ID/keys should be reported immediately to the EHS Student Life Office, replacement cost for the ID is \$10.00 each and replacement cost for apartment and room key is \$50.00 each (rates subject to change). By presenting a police report to our Student Life Office we will waive this fee for the first lost card. Do not install any additional lock(s) on your room. Residents are not allowed to lend their EHS ID/Key to anyone. If someone is found with an EHS ID/Key that doesn't belong to them, the resident will face [disciplinary sanctions](#) including possible expulsion and the ID/Key will be confiscated.

LOCKOUTS

Please understand that it is your responsibility to carry your ID and key with you at all times. If you are locked out, please follow these steps:

- All residents should go to the Security Desk in the Lobby if office is closed.
- You will need to show valid ID.
- Security will escort you to your room.

ID Cards: Should any resident lost their EHS ID card, there will be a \$10.00 replacement fee.

Key Replacement: Should any resident lose their keys, there will be a \$50.00 replacement fee per key.

Lock Change: Should any resident damage their lock they will be billed a \$400.00 replacement fee.

INTOXICATION

Intoxication whether from alcohol, narcotics or prescription medicine, is not acceptable justification for irresponsible or inappropriate behavior. Residents of legal age who consume alcohol are expected to do so

in moderation and in a manner that ensures other residents' rights to privacy, sleep and study. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, they will seek medical attention by calling 911. Residents will be financially responsible for the costs of the medical care including ambulance and/or hospitalization and will face [disciplinary action](#). In addition, loud or disruptive behavior, interference or drinking habits that are disruptive or injurious to the health of individuals will not be tolerated and [disciplinary action](#) will be taken which could lead to removal from the building and forfeitures of all monies paid.

ALCOHOL

Residents are required to abide by all federal, state and local laws and regulations and the policies of Educational Housing Services and their school regarding the use, sale, and distribution of alcoholic beverages. The Cooper Square Residence is a dry building, which means that NO ALCOHOL is allowed anywhere in the residence. All residents, regardless of age, must refrain from bringing alcohol into the building those who violate this policy will face [disciplinary sanction](#).

- Any liquor that is found in the building will be confiscated and poured out.
- Kegs, beer balls, and other mechanisms or devices that promote the purchase, storage and distribution of alcoholic beverages in bulk quantities, or that allow unregulated access to alcoholic beverages by any means, are prohibited.
- Alcoholic beverages may not be sold or distributed by a resident or guest in any residence. This prohibition includes, but is not limited to, parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought
- Residents found to be intoxicated (including those who have to seek medical treatment for intoxication) may be subject to the appropriate [disciplinary sanction](#) by Educational Housing Services, your school and by legal authorities.
- Public intoxication is prohibited. Anyone violating this policy may be arrested or transported to the hospital at his/her own expense and will face judicial sanctions.

Please note: If you are contracted through your school to live at EHS and your campus permits alcohol in their dorms the non-alcohol policy still applies. Security and the EHS staff reserve the right to refuse access to anyone attempting to bring in alcohol.

DRUGS

Residents are required to abide by all federal, state and local laws and regulations and the policies of Educational Housing Services, regarding the use, sale, and distribution of controlled substances despite its changing legal status in other jurisdictions. Marijuana is an illegal substance in the State of New York and is strictly prohibited in any residence. There is no legal medical marijuana in the state of New York regardless of the legality of medical marijuana in other jurisdiction. If we find any resident or visitor to a residence room to be in possession of or using, selling or distributing marijuana or other controlled substances (or in the case of prescription drugs, without a valid prescription) within any residence, we will contact the New York City Police Department. Your license agreement will be immediately terminated, your rights to live in any EHS residence will cease and all monies paid forfeited and you will be required to vacate the premises.

INTERNET ACCESS TERMS OF SERVICE

All residents are required to accept the [Internet Access Terms of Service](#). This Agreement takes effect when you sign the EHS Check-in form upon move in and will remain effect until you vacate EHS housing. [Click here](#) to view this agreement.

The terms and conditions of the Internet Access Agreement may be modified and revised from time-to-time with notice provided to you of such modification or revision. Your continued use of the services will constitute your agreement to the agreement as modified or revised.

You agree to use reasonable care while using any equipment provided to you and you will not tamper with, damage, remove, or move the equipment. Also, you are required to promptly notify EHS of and pay for any damage you cause or any third party causes to the equipment. In addition, you provide permission for EHS' employees, agents, contractors, and representatives to enter your room without prior notice to install, maintain, inspect, repair and remove the equipment.

To the extent you would like to permit someone else to use your computer to use the internet service, you should ensure that that person is aware of the terms and conditions of this Agreement, and agrees to abide by them. If he or she refuses to agree to the terms and conditions herein, you should not permit him or her to use the internet services.

In addition, EHS reserves the right to terminate or restrict your use of the internet services, without notice to you, for any or no reason whatsoever.

Pay for any fees for third party services (for example, music downloads) that you use, and comply with the terms of use applicable to the third party internet services.

MAINTENANCE

If you discover an issue in your room that needs attention from maintenance staff, please report it to the Student life Office. If the office is closed please send an email to CooperSquare@studenthousing.org.

Neglecting to report a problem (leaky faucet, water damage, etc), could lead to further, more complicated problems. If you damage anything, you will have to repay the building for the cost of repairs (or replacements). If the resident is found responsible for causing the issue (i.e. flushed paper towels or hard objects down the toilet), you may be responsible for the costs of cleaning and repair. EHS cannot service or repair any furnishings or equipment provided by residents.

Residents are not permitted to paint or make any alterations to their rooms. Do not put any nails, screws, hooks or any sticky substances in/on the wall. You will be responsible for any damage caused to the room. [Click Here](#) to learn how to request a repair.

NOISE

You live in a community where it is essential that you respect your neighbors. Please keep sound levels low within your room and comply with requests to reduce intrusive noise levels. New York City ordinances require quiet hours from 11pm - 9am. Regardless of the hour, courtesy policies are always in effect. Please respect your neighbor's space. Repeated violations of the noise policies will subject you to [disciplinary sanctions](#). We want to provide residents with an atmosphere where they can relax and study. Please adhere to all signage concerning noise and quiet hours.

AMPLIFIED SOUND AND MUSICAL INSTRUMENTS

The residences are not designed for playing amplified musical instruments or high watt stereo equipment. Residents who wish to play or practice should wear headphones or muffle their instruments.

COURTESY AND QUIET HOURS

It is expected that each resident will extend courtesy and consideration and be sensitive to the needs of other residents at all times. Courtesy Hours are in effect at all times in the residence. Each resident and his/her visitors have the responsibility to act with consideration toward other individuals who choose to study or sleep. Quiet Hours are defined as periods of time when noise will be kept to a minimum to allow study and sleep. Quiet hours are in effect each night from 11pm to 9am. Radios, stereos, and televisions must be played at lower volume levels that will not disturb other residents.

If a sound can be heard through the walls to another resident or from the hallway, it is considered too loud.

PARENTAL NOTIFICATION

We reserve the right to contact the parent(s) or guardians(s) of residents under the age of 21 involved in dangerous and/or inappropriate behaviors that are threatening to oneself or others. EHS staff members will make a decision on whether to contact parents depending on the severity of the situation.

PROHIBITED ITEMS

There is a refrigerator, microwave and a stovetop range provided for you in your suite.

The following items are prohibited, if found in your room there will be a penalty fee of \$100.00, disciplinary action will be taken and item(s) will be confiscated, donated or discarded:

- Halogen lighting equipment
- Electric or gas-powered heaters
- Candles, incense, smoking and/or drug paraphernalia of any kind
- Flammable decorations such as Christmas lights etc.
- Furniture or microwave not provided by EHS.
- Illegal substances of any nature

- Explosives, fireworks, weapons of any kind, smoke laden materials, and/or instruments
- Hover boards, self-propelled scooters

You are allowed to have the below items in your suite:

- Electric Kettles automatic shut offs
- Irons with automatic shut offs
- Crock pots
- Hot air popcorn popper
- Curling Irons with automatic shut offs
- One cup coffee maker such as a Keurig

BURNING SUBSTANCES

Burning any substance in the residence is not permitted. This includes, but is not limited to, burning of candles, matches, water pipes and incense. Water pipes, candles and incense are prohibited in the residence, if found, these will be confiscated and disposed of by staff.

EHS reserves the right to enter the rooms at any time without warning if EHS has a reasonable suspicion that burning substances is occurring.

FIREARMS AND EXPLOSIVES

Firearms, paintball guns, bow and arrows, ammunition, fireworks, gasoline and other combustible or explosive items are prohibited from the residence. If any of these or similar items are discovered, local authorities will be contacted.

OUTSIDE FURNITURE

Outside furniture is prohibited in the residence. We do not allow outside furniture in order to ensure fire safety and cleanliness of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for its occupants. However you are allowed to bring a Television as we do not provide one.

EHS may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason. Residents are responsible for removing outside furniture from their room when they move out of the building or they will be charged for its removal.

WEAPONS

Weapons include instruments used to inflict harm, or that could reasonably cause fear or inflictions of harm, and any item that may be deemed weapons under applicable laws, including but not limited to a pistol, revolver, shotgun, rifle, firearm, stun gun, BB or pellet gun, taser, electronic dart gun, and other instrument that launches a projectile by pressure resulting from combustion of propellant material, including a weapon related to or using air, sound, flare, hunting, or springs; bombs, grenades, mines, explosives, or incendiary device (which can include "ignition devices", aerosols and fireworks) and daggers, stilettos, swords, switchblade knives, gravity knives having a blade exceeding four inches in length; and including parts, components, spare parts, or ammunition relating to the above. A disarmed weapon is a weapon.

If you have any questions, please email CooperSquare@studenthousing.org. [Click here](#) for more information on Outside Furniture and [Health and Safety Information](#).

PETS

For the sake of cleanliness and safety, residents are not permitted to have pets or animals of any kind, including fish and reptiles, at any time in the building. Residents found with animals in their custody will be subject to [disciplinary sanctions](#) and will be required to remove the pet immediately.

RECREATION

Playing any sports in the hallways, lobbies or lounges is strictly prohibited.

BICYCLES & ROLLERBLADES

You are permitted to have a bicycle, rollerblades, and skateboard; however, you must store them in your own room (Note that if you have a roommate you will have limited space). You are NOT ALLOWED to ride them anywhere inside the building including the lobbies. Any bicycle, roller blades, and skateboard (or anything else, including doormats) left outside in the hallway is a safety hazard and will be promptly confiscated.

GAMBLING

Gambling in your room or anywhere within the residence is not permitted.

HOVER BOARDS

Due to recent concerns surrounding hover boards, self-propelled scooters and similar devices, they are prohibited to be stored or used in any part of the residence.

RESTRICTED AREAS

Residents are strictly prohibited from going into certain areas including but not limited to: electrical closets, storage closets and areas in the lower/basement level. Residents cannot take emergency exits unless there is an emergency.

ROOFTOPS

Residents are strictly forbidden to be on the roof at any time for any reason (except by the request of a New York Fire Official). Any violation of this policy will lead to [disciplinary sanctions](#).

RIGHTS AND RESPONSIBILITIES

Each resident living in an Educational Housing Services facility possess specific individual and group rights and responsibilities which serve to guide housing personnel in making decisions concerning resident welfare and behavior.

Each resident has the right to engage in activities that are part of Educational Housing Services. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights and responsibilities that are associated with community living.

RESIDENTS HAVE THE RIGHT...

- To have free access to their living accommodations.
- To live in a clean and secure environment.
- To written copies of housing rules and regulations, or individual building policies which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free of intimidation or harassment.
- To enforce the housing agreement/contract.
- To direct access to staff, which provides assistance, guidance and support as needed.
- To equitable treatment when behavior is in question.
- To host guests, within established guidelines.
- To individual and group educational and developmental opportunities in their living community.

RESIDENTS HAVE THE RESPONSIBILITY...

- To adhere to rules and regulations.
- To comply with reasonable requests made by EHS staff and those appointed by them.
- To meet expected room payments.
- To monitor and accept responsibility for the behavior of their guests when applicable.
- To respect the rights of others, as stated above.
- To report violations of rules and regulations to appropriate staff.
- To express themselves individually or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior when applicable.
- To contribute positively to the community by participating in educational and developmental activities.
To abide by all applicable city, state, and federal laws.

ROOM ASSIGNMENTS

Room assignments will be made solely by Educational Housing Services and/or by your school/company. Both reserve the right to change room assignments as reasonably required and will do its best to accommodate roommate requests. EHS cannot provide you with your roommate information prior to your arrival because of changes that may occur before you arrive. We primarily focus on gender, age, school/internship, and then we take into consideration any other special requests.

In the event of a roommate conflict, EHS and/or your school/university reserves the right to relocate one or all roommates to another room equal to resident's current rental payment. Roommate changes are subject to a full review by the EHS Associate Director.

If EHS determines that you do not fit into a positive environment or if we consider that you are a threat to our EHS community, this will constitute termination of your contract. EHS reserves the right to terminate your contract if it is determined that you cannot fit into the community in a positive manner.

ROOM ENTRY

Residents living in the residence can expect a level of privacy in their rooms, as well as in the community at large. However, Educational Housing Services reserves the right to enter rooms without notice to room occupants for reasons related to safety, maintenance, alteration, security, health, violation of drug and alcohol policies, fire-code compliance, facility maintenance, violation of burning substance policy, legal, reasonable cause, or discipline. In such cases, entry shall be preceded by a knock and verbal identification.

Educational Housing Services reserves the right to enter into any resident's room without prior notice. Entry may be made even if a resident is not present. Such entry does not include the authority to search personal belongings in a resident's desk, closet, bureau, etc. However, it does provide authority to perform necessary functions such as safety, maintenance, and room inspection. At the time of such entry, any prohibited articles that are in plain sight may be reported and confiscated.

TRESPASSING

You are not permitted to enter into, attempt to gain access to, forcefully/passively access another resident's room or any other restricted area of the residence without a written permission by EHS. Those that attempt to gain access without express written or in-person verbal communication will be held responsible for breaking-and-entering.

ROOM CONDITION REPORT (RCR)

Once you move in, it may be required that you complete a Room Condition Report within 24 hours of your arrival. An EHS Staff member will give you this form upon your check-in. Upon completion of your room condition report, the Student Life Staff will report any work requests that you noted on the report. In the event you do not complete a Room Condition Report you may be liable for any pre-existing damage to the room.

You are responsible for reporting any damage that may be in your room upon move in, as the semester continues we will keep a record of any work orders reported. Failure to do so may cause you to incur damage costs at the end of your stay. [Click here](#) to learn how to report a repair.

SECURITY

Security personnel are posted at the entrance of the building. Do not congregate around this area. Please be mindful of your behavior at all times and note that there are surveillance cameras throughout the building.

SEXUAL HARASSMENT POLICY

Sexual harassment is prohibited by Title VII of the 1964 federal Civil Rights Act, New York State Human Rights Law and, in some instances, local law (for example, the New York City Administrative Code). Educational Housing Services is committed to the principle that no employee, resident, or applicant for employment should be subject to sexual harassment. Educational Housing Services strives to provide residences, workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and of Educational Housing Services policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Educational Housing Services will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including expulsion from an Educational Housing residence and from employment, if an employee of Educational Housing Services. Educational Housing Services does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly. All findings will be turned over to the appropriate authorities for adjudication.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for employment or academic decision; or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

EXAMPLES OF SEXUAL HARASSMENT

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship. A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct.

The following examples of conduct may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons; this includes resident rooms
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

Educational Housing Services, its employees, and residents also must be aware of the need for freedom of inquiry and openness of discussion in their educational pursuits and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic/resident life can thrive.

COMPLAINTS

We highly encourage you to contact your College or University – Student & Judicial Affairs Departments if you have any questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment. However you are strongly encouraged to contact immediately the appropriate agency listed below:

Company/School	Who to Contact	Contact Information
Educational Housing Services	Associate Director	Phone: TBD Email: Coopersquare@studenthousing.org
Educational Housing Services	Director Of Public Safety Fred Neglia	Phone: 212-977-7622 Ext. 3624 Email: publicsafety@studenthousing.org
New York City Police Department		Phone: 646.610.5000 or by dialing 311
NYC Commission on Human Rights (NYCCHR)		311 or 212-306-7450 Website: www.nyc.gov/html/cchr
NOW NYC Hotline		Phone: 212.627.9895

Call 911 only for emergencies and imminent physical danger to yourself or another

SIGNAGE

Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room, door or the building (including signage inside your room if it can be viewed from the outside) is prohibited, as is attaching or hanging any projections (radio or television antennas, awnings, flags, banners, etc.) on the outside walls or windows of the building.

BULLETIN BOARDS/E-BOARDS

Bulletin boards are located on each floor and are intended to provide a space to publicize community events and provide necessary information to the community. The information distributed via the EHS Student Life bulletin boards and e-boards must be done so with the consent of an EHS staff member. Please note that any information posted around the residence without the consent of Student Life will be removed. Vandalism of any bulletin boards/ e-boards will be subject to [disciplinary sanctions](#).

SMOKING

Smoking tobacco or any other substance (and including “vaping” or the consumption or use of electronic cigarettes) is not permitted in your rooms or anywhere else in the building. If you need to smoke, please do so outside the building but do not loiter directly in front the building, and do not block the entrances.

SOCIAL MEDIA

Please note that it is possible that a staff member may unintentionally encounter inappropriate resident conduct, or such conduct may be brought to the staff member’s attention by another. In general, a resident’s conduct in non-EHS affiliated online communities should not be subject to EHS [disciplinary sanctions](#) unless the information relates to documented incidents which occurred within an EHS property or the conduct seriously affects the resident’s position as a member of the community. Note, however, that this policy reflects EHS and does not necessary reflect the policies of your school or employer.

SOLICITATION

It is prohibited to conduct any business or commercial enterprise from the building. You are prohibited from unauthorized solicitation, membership recruitment, subscription, polling, posting, placing materials underneath doors, canvassing, and commercial sale of products, services, or tickets in any residence. Additionally, under no circumstances is prostitution or escort services permitted in the residences at any time.

STORAGE

There is no extra storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available and anything left behind will be considered abandoned (see [Abandoned Property](#) section) and you will incur appropriate charges. You may check out

local storage spaces such as City Closets or Manhattan Mini Storage for your storage needs, but EHS makes no representations or warranties about their services and assumes no liability for personal property stored off-site.

VANDALISM

Any resident who defaces public property or any area in any residence (or the surrounding neighborhood) will be subject to [disciplinary sanctions](#), appropriate fines, and responsible for cleaning and repairing the defaced area.

OUTDOOR TERRACE

Even a small item that falls or is thrown out of your window can seriously injure or even kill a pedestrian. You are NOT permitted to remove or tamper with these safety devices. Additionally you should NEVER throw anything out your window or place any items on the ledge outside of your window. Any violation of this policy, you will be subject to the fullest extent of the law.