

Dillon Hall Residences

Policies and Procedures

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Policies

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This handbook provides you with a guide to the most commonly enforced Policies within Dillon Hall, but is not all inclusive. Tenants who violate policy in this handbook may be evicted.

POLICIES

ALCHOLIC BEVERAGES

All students are subject to Massachusetts law, City ordinance and University regulations. The current Massachusetts drinking age is 21. Residents 21 years of age or older may possess and consume alcoholic beverages ONLY within their apartments with the door closed. Underage residents and their visitors may not possess or consume alcohol. Underage residents and their guests (regardless of age) may not be present in any residence hall room where alcohol is present. There are also reasonable limits to the amount of alcohol that an individual who is 21 years of older may possess in the residence halls at any given time.

The possession or consumption of alcoholic beverages in public areas (i.e. lounges, hallways, kitchens, game rooms, etc.) is not permitted. Public intoxication is prohibited. The sale, distribution or furnishing of alcoholic beverages to minors is prohibited.

Residents who choose to consume alcoholic beverages are responsible for their actions and should such behavior detract from the living environment, they will be held accountable. Residents are also responsible for making their guests aware of the alcohol policy and may be held accountable for any inappropriate actions of their guests.

APPLIANCES

For health, safety, and sanitation considerations, only the following appliances (other than the appliances already supplied) are authorized for use in the apartments: small electrical appliances that have a completely enclosed heating element and are UL approved (i.e. coffeemakers and popcorn poppers); and small refrigerators that meet these specifications:

Refrigerators

- Maximum size, internal dimensions of less than 4.0 cubic feet.
- Maximum of 2 running amps. Remember, your refrigerator must be unplugged during semester break periods.

Appliances that are not permitted in the apartments are microwaves, electric skillets, toaster ovens, electrical blankets, hot plates, items with exposed heating elements, air conditioners, and halogen lamps. The high potential of fire and damage from these items make these provisions necessary.

BICYCLES

Residents are permitted to store bicycles within their room. Any damages to the room caused by storage of a bicycle will be assessed to the resident. They should not be mounted to the wall or

ceiling. To insure safety within the halls and to avoid damage to the carpet or hallway, bicycles are to be walked –not ridden- within the halls. Fire regulations prohibit storing bicycles in hallways, stairwells, or public areas, except in designated areas.

COMPROMISING SECURITY

Residents who choose to endanger other residents by propping open exterior doors; lending their keys/ID cards out to anyone; granting access to nonresidents or tampering and/or damaging exterior doors, locks or security phones will have their leases reviewed, and/or be subject to criminal charges.

DARTS AND DARTBOARDS

Because of the potential for personal injury and property damage, darts and dartboards are not permitted in the residence hall.

DECORATIONS

Posters, pictures, and knick-knacks can make a resident feel more at home. Decorations are encouraged as long as they do not create health or fire hazards or damage to the room. Candles are not permitted, even if unburned. Alcoholic bottles may not be used for decorations or storage. Tapestries are permitted if they have been fireproofed and are labeled as such. No items may be hung from the ceiling or attached to the outside of student room doors. Nails, screws, and tacks on or in the walls, furniture or fixtures are prohibited. Only masking tape, double stick tape, or poster putty may be used on surfaces.

Residents can bring additional furniture, but remember all furniture and decorations are subject to the approval of roommates.

DRUGS

The use, possession or distribution of any illegal stimulant, depressant, hallucinogenic or narcotic drugs in or around the apartments is prohibited and will be reported to Fitchburg Police. Inappropriate use of prescription medication is also prohibited.

EXPLOSIVES, FIREWORKS, AND FLAMMABLES

The possession and/or storage of fireworks, explosives, gun powder, ammunition, or any flammables or material which may jeopardize the safety of others is strictly prohibited.

FIRE SAFETY EQUIPMENT

Fire alarm systems and fire safety equipment are provided for the protection of the residents. The fire extinguishers, smoke detectors, fire alarm horns, pull stations, and emergency exit signs are critical safety equipment. Tampering with fire safety equipment can result in criminal prosecution, or eviction. Where fire sprinklers exist, all sprinkler heads must remain free of obstructions to allow them to operate properly. Nothing may be attached, or placed against any part of the sprinkler system, this includes piping.

GAMBLING

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

HALL SPORTS

Due to the likelihood of property damage and the potential for personal injury, ball playing, squirt guns, water fights, and “horseplay” are not permitted inside the halls.

INCENSE/NOXIOUS ODORS

The burning of incense is not permitted. The odor may be disagreeable to other residents and the live coal is a fire hazard.

INSURANCE

Dillon Hall does not carry insurance to cover loss or damage to residents’ personal effects. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense. To insure the safety of your belongings: Remember to always lock your room door when you leave your room. Dillon Hall does not assume responsibility for loss of or damage to personal property.

KEYS

Each student is issued their own room key and front door key or ID card with door access upon checking into the apartments. Tenants are responsible for their keys/ID cards and are to carry them at all times. The exterior building doors are locked 24 hours a day. For security reasons, tenants are not to loan or duplicate keys/ID cards.

Report all lost keys/ID cards immediately to your Landlord. You may be issued a temporary key. For the safety and security of you and your roommate, your lock to your room will be changed, if you do not return the temporary key within three (3) days. There is a charge for replacing a key.

If you should lock yourself out of your room, the following persons should be contacted in the order listed to obtain assistance:

1. Your roommate/suitemate
2. Resident Assistant on Duty
3. The Building Manager

Please remember that the building staff consists of students and their schedules do not permit them to be available at all times.

Request for doors to be opened is restricted to the door of the room of the person who is making the request. Doors to another person’s room will not be opened for any reason.

LOUNGE/PUBLIC FURNITURE

Public area furniture is provided for the use of all residents and may not be taken to student rooms. A charge may be assessed if public area furniture is found in student rooms.

MAINTENANCE

Dillon Hall employs a maintenance and custodial staff to keep the halls in good physical condition. Requests for maintenance can be emailed to Tiffany.Tavares@lowfielddevelopmentllc.com or by calling (978) 537-0770. Work orders for needed repairs can be placed between the hours of 8am – 4pm, Monday through Friday. The custodial or maintenance staff will then make necessary repairs.

MUSICAL INSTRUMENTS

Due to the disturbance that musical instruments create for other people, the playing of musical instruments in the resident hall rooms is prohibited. Contact Dillon Hall's Administration concerning possible practice locations.

OPEN FLAMES

Due to the danger presented by open flames, candles and other such items may not be used in resident's room.

PETS

For health and sanitation reasons, ALL pets are prohibited.

PHYSICAL ABUSE AND HARASSMENT

Any resident involved in abuse or harassment, including verbal abuse or threats, of another person will have their Lease agreement reviewed for termination.

PUBLIC AREA DAMAGES

At the start of the academic year, the physical condition of the public areas (hallways, carpet, lounges, etc.) on each floor will be recorded. If a resident is found destroying or defacing Dillon Hall property, he/she will face eviction and make restitution for the damages. The defacing of Dillon Hall property includes the use of any writing implement on any room door, wall, or clean surface not meant for this purpose.

Residents are responsible for the actions of their guests in and around the apartment and common areas and will be held financially responsible for all damages caused by their guests. Residents and guest can also be charged by the Fitchburg Police for damage to Dillon Hall property.

QUIET HOURS – 24 HOUR COURTESY HOURS

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn and study. The enforcement of quiet hours is the responsibility of each resident.

Quiet hours are in effect daily from 9 p.m. to 9 a.m. This is the usual time when most residents will sleep and study. However, courtesy hours are in effect at all times. You should expect to be able to study anytime. Please observe from your neighbors or roommate if they ask you not to disrupt their study time, regardless of the time of day. You would expect them to observe similar requests from you.

One purpose of the apartments is to provide comfortable living accommodations for all residents. Any action that interferes with a resident's right to study is a violation of this standard and may be subject to eviction. Stereos, video games, televisions, and voices should be kept at a level which confines the noise within that room. If you wish to turn up the volume, you should use headphones. If you are unsure about what is an acceptable level of noise, please see your Resident Assistant.

During examination periods at the end of each semester, quiet hours are in effect 24 hours a day. In the event that a resident violates this regulation, the individual may be required to vacate the apartment.

ROLLER BLADING/SKATE BOARDING

Due to damage and safety concerns, roller blading/skate boarding within the residence halls is strictly prohibited.

ROOM CHANGES

Room changes may take place as space is available and after occupancy has stabilized, which is usually two weeks after the start of the semester. You are encouraged to discuss room changes with your roommate. The student seeking the room change should contact his/her Landlord, who will initiate the room change process. You will receive notification if the change is approved. Do not move until notified that the change is approved. If you move without prior approval from your Landlord, you may be assessed a fine, required to return to your original location and/or face disciplinary action.

ROOM CONDITION

The condition of each room/apartment is checked at the beginning and end of each semester. To avoid being charged for damages for which you are not responsible, you should carefully check the Statement of Conditions Sheet provided by your Landlord to make certain all existing damages are noted on the sheet. Any damages, which take place in your room, will be assessed to you and your roommate(s).

ROOM ENTRY

Dillon Hall respects the tenant's right for privacy within the group living-learning environment and will strive to protect and guarantee this privacy. This policy is designed to ensure only legal and appropriate entry into a resident's room by specifically authorized staff, and to define the conditions under which authorized personnel may enter a student's room.

Rooms may be entered under the following conditions:

- To provide room maintenance inspections, repair service or safety inspections.
- When there is a reasonable cause to believe that laws are being violated.
- For an emergency situation that requires that the room be entered.
- When a resident vacates a room for a break period, authorized personnel may enter a room to provide room maintenance inspections, repair service or safety inspections.

Illegal materials or items in plain view will be removed if they are noticed in the course of a room maintenance or vacation inspection, or in response to a violation. The resident will receive written notification of this action.

A tenant's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the residents ample opportunity to open the door. If no response is received, the room may be entered under the four conditions listed above. Before entering a room with the use of a key, staff members will identify themselves.

ROOM FURNITURE

Each tenant room is provided with one desk, chair, dresser and bed per student. All furniture provided by Dillon Hall must remain in the tenant room in which it has been placed. Under no circumstances can the furniture be removed from the premises. Unfortunately, there is insufficient storage space in the building to allow us to offer storage of furniture or other items.

Water beds are prohibited in student rooms.

SCREENS

Screens are not to be opened or removed from windows. For safety reasons, ledges are not to be used for storage, nor are students allowed to walk or sit on ledges. Tenants will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges. Removal of the screen will result in a \$25 fine and a charge to repair/replace damaged screens.

SIGNS, PICTURES, AND POSTERS

Massachusetts State law prohibits the removal of traffic and/or street signs. Therefore, traffic or street signs are not permitted in the apartments. Pictures and other material that may be considered objectionable should not be displayed in areas that may be visible outside the tenant room. Signs are not allowed as window displays.

SMOKING

The smoking of tobacco products is NOT permitted inside apartments or public areas, including: stairwells, hallways, lounges, etc.

SOLICITATION AND SELLING

For reasons of resident privacy, safety and security, door to door solicitation of any type is prohibited. Report any solicitors to the staff immediately.

TELEPHONE HARASSMENT

Massachusetts State Law provides that a person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication, makes a phone call, whether or not a conversation ensues, commits harassment, a misdemeanor, and may face prosecution by the Landlord through the courts and disciplinary action. Report all incidents of phone harassment to Fitchburg Police Department.

VISITATION/GUEST

Visitors or guest are defined as persons who are not assigned occupants of the specific room, or apartment in question.

Overnight guests may stay any night of the week for a maximum of two (2) nights within a ten (10) day period, with the consent of the roommate(s) and approval of the Landlord.

Consideration for roommates dictates that guests do not infringe on the rights of the tenants.

Therefore, all guests, regardless of sex, must be approved by all residents of the apartments.

Guest must abide by all policies of Dillon Hall, and hosts are responsible for the conduct of their guests.

VISITOR HOST/ESCORT

All guest must have a resident of Dillon Hall as a host, and must be escorted by the host at all times. Any person without a host will be escorted from the building. Residents are responsible for anyone they escort into Dillon Hall.

The following guidelines are to be followed at all times:

- Guest is met at the front door by the host
- Guest must be escorted by the host at all times

Residents who violate visitation/host policies may face eviction. Guest who violate visitation/host policies may lose their privilege of entering Dillon Hall.

WEAPONS

Weapons such as firearms, knives, bows and arrows, as well as any ammunition, are prohibited in Dillon Hall. Be aware that according to Massachusetts law it is a violation to possess a weapon on campus, except for Campus Police Officers. Residents are permitted to carry pepper-spray, as long as they comply with Massachusetts law, which includes a permit to carry. Laser pens are permitted as long as they are being used for their designed purpose. Improper use of laser pens will result in disciplinary action.

