



Guide to Residence Life 2013-2014

Updates include:

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Introduction

This Policy Guide is designed to serve as a source of information to you and to help you settle into the community as comfortably as possible. It contains information and guidelines that concern you, the resident. It is important that you read this handbook carefully and keep it for future reference. You will need to know much of the information it contains immediately – such as evacuation procedures, information pertaining to security, etc. Remember that you will not have time to read guidelines when an emergency situation occurs – so we urge you to familiarize yourself with this material **NOW**. If you have any questions or concerns, please let us know.

Mission

The Office of Housing and Residence life provides an on-campus living environment that is safe, secure, well maintained and which promotes personal growth, social development, the celebration of individual differences and academic excellence.

Section I:

Housing & Residence Life Staff & Resources

We want your stay on campus to be a positive one. To enhance your experience here, we provide a staff comprised of people trained to work in a living and learning setting.

Professional Staff

Associate Dean of Students/Director of Housing and Residence Life

Associate Director of Housing and Residence Life

Director of Residence Life

Assistant Director for Housing Assignments

These four members of the Housing and Residence Life Central Office staff have offices within the Housing and Residence Life Office on the first floor of Woodward Hall. Together they coordinate the overall effort of providing a positive living environment for our on-campus residents.

Area Director: Supervises the Resident Assistants and other student/grad staff. The AD's and their staffs are responsible for developing programs, counseling residents, and assisting residents in resolving roommate conflicts. They also work on facilities management, administration of housing operations, and share responsibilities for student development opportunities and activities. The AD's have offices in their respective buildings.

Support Staff

Unit Coordinator: This position handles billing transactions, housing information, time reports, etc.

Maintenance Mechanics: Respond to work orders and repair maintenance problems within the residence halls. They are assisted by the department's housekeeping staff.

Custodial Staff: Respond to work orders and repair maintenance problems within the residence halls. They are assisted by the department's housekeeping staff.

Student Staff

The Housing Administrative / Family Housing Coordinator: A Graduate Student at Rutgers – Newark who assists the Professional Staff in managing the office's student workers, as well as all aspects of Family Housing.

The Judicial Coordinator: A Graduate Student at Rutgers – Newark. This staff member assists with first level judicial violations within University Square and assists both Woodward and Talbott with additional tasks related to student policy violations.

The Academic Coordinator: A Graduate Student who oversees a special program in support of academics that has been designed for students residing on the Newark Campus. The Academic Coordinator provides tutoring for residents in writing, math, etc. and coordinates programs on general student development. This position also coordinates many of the community service initiatives of the department.

Assistant Area Directors (AAD): Undergraduate students who work along with the Area Directors. These students are chosen based on their past performance as RA's and ability to execute multiple administrative tasks, as well as support the Resident Assistants in their building.

Technology Consultant: An undergraduate student that is responsible for all technology projects for the Office of Housing and Residence Life.

Mail Clerks: Four undergraduate students who distribute mail/packages and forward mail when residents check out of the residence halls.

Resident Assistants (RA): Live with the residents within the residence halls. They are Rutgers – Newark students selected on the basis of their skills, interests, and abilities, which enable them to assist and advise students in obtaining the most from their experience on campus.

Resident Assistants are here to listen to your concerns and enforce University policies. They may also be contacted for maintenance requests and general questions or problems. There are 7 Resident Assistants in Talbott, 9 in Woodward, and 10 in University Square. RA's also facilitate, plan, and implement community development and educational activities within the residence halls. Programming provides a medium for individuals to gather and get to know each other and provides opportunities for socialization and exploration of different issues.

Housing & Residence Life Resources

RA Offices (Locations and Floors)

The Talbott RA office is located directly off the main lounge on the first floor. In Woodward Hall, the RA office is located on the first floor of Woodward Hall near the main entrance. University Square's RA office is located on the first floor next to the laundry room. An on-duty staff member can be found from 7pm to 11pm Sunday through Thursday in the office. Residents are encouraged to go to these offices to file maintenance requests, sign out equipment or to talk about issues that concern them. After 11pm the staff member on duty remains on-call in his or her room until 8am the next morning. Should any emergency arise on weekends (Friday through Sunday), a staff member is on call 24 hours. However, they do **not** sit in the office from 7pm to 11pm. They may be contacted for emergencies through the security officer in each residence hall.

Programming

The Office of Housing and Residence Life arranges various programs and activities throughout the year designed to enhance residents' out-of-classroom experience. Many of these programs, such as movies and gatherings, are held in the main and lounges while others are held on individual floors or elsewhere on campus. In addition, excursions to concerts, theater, sporting events, sight-seeing tours, etc., are arranged regularly. Residents are encouraged to attend these programs as each activity provides an opportunity to take a break from the pressures of academics, and fosters interaction with fellow residents. Information regarding upcoming events is posted on each floor. Resident Assistants are not the only members of the floor who can plan programs. Residents of the floor are encouraged to plan programs and events themselves. Residents may contact their RA for further details.

Floor Meetings

On a periodic basis, Resident Assistants will hold floor meetings to inform residents of upcoming events, explain basic community guidelines and expectations, and communicate other important information. These meetings offer you the opportunity to ask questions about housing policies and to meet staff members and other floor members. Questions, comments, suggestions, and constructive criticism are welcomed and encouraged.

Resident Hall Government and Organizations

Each resident hall has an organization that offers residents the opportunity to become involved in campus life. The Woodward Hall Council, Talbott Community Action Board and University Square's Hall Council, plan and implements social and educational programs to encourage residents to get to know each other and to have new experiences. These programs

supplement the programs and activities organized by the residence life staff members. **In addition**, they provide a forum for dealing with issues that concern residents. NRHH is the National Residence Hall Honorary. This is a Residence Hall organization with the main focus of recognizing the achievements of fellow residents on campus. The membership of NRHH represents the top 1% of the residential population. If you are interested in being a part of any of these organizations talk to your RA or AD for information. Being a part of one of these organizations can help develop valuable planning and leadership skills. Also, RHA, the Residence Hall Association is there to raise awareness in the residence halls, and to create more weekend opportunities for students living on campus.

Section II:

Policies & Procedures

Residents are responsible for reading and adhering to all policies. Failure to abide by these policies may result in judicial action. Residents are responsible for guests who violate any policy.

Alcohol Policy

NO ONE under 21 years of age may consume or possess alcoholic beverages. Hosts are responsible for all of their guests, including those who are under 21 years of age. Students who are over 21 may not consume alcohol in the presence of anyone under 21 other than their roommate. **INDIVIDUALS WHO ARE UNDER THE AGE OF 21 MAY NOT BE PRESENT WHERE ALCOHOL IS BEING SERVED OR CONSUMED OTHER THAN AS SET FORTH IN THE AFOREMENTIONED REGULATION.** Regardless of who may have specifically served alcohol to a minor, ALL students who are present while a minor is consuming alcohol are responsible. If all assigned residents to an apartment are under 21 years of age, the apartment is designated "dry", which means that alcohol is not permitted in that apartment.

In accordance with New Jersey Law, no open container of alcohol can be carried or consumed in any "public areas" -- that is, outside the apartment itself and outside of the buildings. Large quantity containers of alcoholic beverages (kegs, beer balls, punch bowls, etc. -- over 1 gallon) are NOT permitted in University Housing at any time. NO alcohol is permitted in Woodward Hall. Any Housing and Residence Life Staff member may terminate a gathering at any time.

Cyber Bullying Policy

Cyber Bullying General Definition: **Cyber bullying refers to any harassment that occurs via the internet, social media sites such as facebook/twitter/tumblr/etc, instant messages, cell phones or other devices. Communication technology is used to intentionally harm or threaten others through hostile behavior such as sending text messages and posting unwanted comments on the internet.**

The department of Housing and Residence Life will take all Cyber Bullying violations extremely seriously, and will not tolerate any behavior that threatens, hurts, or intends to threaten or hurt. In an incident that the Cyber Bullying Policy has been violated, Rutgers University Police Department can be called in, as well as the student(s) involved will face judicial charges for harassment and disruption to community charges.

Drug Policy

Any person who is in the presence of, illegally possesses, uses, manufactures, prepares, buys, sells, gives away, or otherwise dispenses any controlled or dangerous substance within any Rutgers – Newark Housing Facility, or on any Rutgers – Newark Housing Property becomes subject to eviction. In the event that a substance suspected to be illegal is found in or around the residence halls, Rutgers Police will be called to respond. If necessary, the allegedly illegal substance will be removed. Rutgers Police Department, Residence Life Staff, and the Dean of Students will take further action.

The presence of the odor of marijuana in a room or area of the residence hall, or the physical evidence of the use of drugs found in plain sight of the observer, however insignificant, including the presence of any kind or form of drug or drug paraphernalia, whether such is being used at the time of discovery or not, constitutes a violation of this regulation.

Domestic Violence Policy

Domestic Violence General Definition: **Domestic Violence is a pattern of physical, emotional, verbal, and sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Domestic Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person in the context of a dating, family, roommate or caretaker relationship.**

In a situation where one of these relationships have been claimed to have been affected by Domestic Violence, the Rutgers University Police Department will be called, and students can be potentially arrested for the violation of the rule. Please consult the New Jersey Domestic Violence Laws at http://www.njlaws.com/domestic_violence_in_new_jersey.htm

Policy Against Verbal Assault, Harassment, Intimidation, Bullying and Defamation

Statement of Principles

Intolerance, bigotry, and bullying are antithetical to the values of the university, and unacceptable within the Rutgers community. One of the ways the university seeks to effect this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, harassment, intimidation, bullying, and defamation is intended to inform students that the verbal assault, harassment, intimidation, bullying and defamation of others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against sexual harassment.)

Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of the university. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that the university is fair, humane, and responsible to all students.

A community establishes standards in order to be able to fulfill its mission. The policy against verbal assault, harassment, intimidation, bullying, and defamation seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the university community and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault which has the effect of inciting violence or causing undue alarm, even if communicative in nature, are not protected speech and are to be condemned.

Prohibited Conduct

The following are just some acts that, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the university) under the provisions of the University Code of Student Conduct. For more information on prohibited conduct, you can consult the University Code of Student Conduct or The Office of Housing and Residence Life's Guide to Residence Life handbook.

- Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse.
- Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university.
- Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm.
- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so
- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person.
- Such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
- Defamation, which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct as a "heinous act."

While any of the four categories of acts listed above is a separation offense, that, if proven, could lead to dismissal from housing and possibly a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct, clearly minor instances of such prohibited behavior should be resolved at the college level and not be treated as separation offenses requiring a university-level hearing. The initial judgments of whether a particular act is of a separable or nonseparable level are made by the appropriate university official and are subject to review by a designated judicial officer.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to the dean or the dean of students of their college, school or campus. In addition, it is strongly advisable that residents report to a member of the Housing and Residence Life staff (i.e. Area Director, Director of Residence Life) who are suited to effectively respond to such incidents.

Individuals who wish to discuss any matter with the police or if they feel they are in need of immediate police attention may contact The Rutgers University Police Department at (973) 353-5581.

Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

Guest Visitation Policy

The Office of Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. Further, the right of a student to live in reasonable privacy (in the judgment of a housing staff member) takes precedence over the right of his or her roommate to entertain guests. A guest is defined as any person who is not an assigned resident of a particular room. Parents, family members, friends, Rutgers students, and residents of other buildings are all considered guests and must follow this policy. Residents of the same building are also considered guests of rooms that they are not assigned to and should follow this policy. Although they are not required to sign into their assigned residence hall, residents are still expected to follow the other guidelines of the Guest Visitation Policy when visiting other apartments or suites. When you have visitors, please follow these guidelines:

- Each resident can sign in up to two guests if they live in Woodward and University Square and three guests (at any one time) if they live in Talbott & floors 12 and 13 of University Square.
- You are entitled to have guests 24 hours a day, but they must be escorted by you, their host, at all times. You are directly responsible for their actions. If the guest is found in the building without their host, they may be asked to leave the building and the host may lose his/her guest privileges.
- Overnight guests are welcome provided they abide by the guidelines set out in your contract and other University publications. The guest is not allowed to stay for extended periods, which constitutes a de facto subcontracting of university facilities. Should the guest be a source of complaints to members of the apartment, floor, or university staff, the guest will be required to leave the premises.
- One guest is allowed to stay 2 consecutive nights for Woodward and University Square (3 consecutive nights for Talbott & floors 12 and 13 of University Square) and no more than 6 nights total per month (9 nights total for Talbott & floors 12 and 13 of University Square) provided their stay does not present problems for roommates or university staff. Any guest who is signed in for longer than 3 hours (in total regardless of how many times she or he is signed in and out) between the hours of 10:00 p.m. on one day and 9 a.m. on the following day is considered to be an "overnight" guest.
- Talbott and floors 12 & 13 of University Square residents may apply for an Extended Guest Privilege by retrieving an Extended Guest Form from the Talbott Area Director. The form must be completed, signed by all roommates, and returned to the Area Director at least two business days prior to the guest's arrival. Extended Guest Privileges may be requested for no more than six consecutive nights.

The Guest Sign-in Process

- Each resident will sign his/her guest in at the security booth. The guest(s) will surrender a valid identification card (license, current college ID, non-driver ID) to the Security Officer at the front desk and receive a visitor pass. The host must also present a Rutgers University ID with the valid housing sticker.
- **If a visitor does not have a valid identification card (license, current college ID, non-driver ID), the guest will not be allowed into the building.**
- Underage visitors without an ID card may be signed into a residence hall with prior permission from the Area Director. This permission must be obtained in writing at least four days prior to the underage guest's arrival. This permission is given at the discretion of the Area Director and is not guaranteed.
- Upon departing the building, the host and guest will return the visitor pass and the Security Officer will return the guest's ID card.
- Expired or invalid identification cards will not be accepted. If your guest does not have the proper identification he/she will NOT be allowed access to the building under any circumstances
- Guests must be escorted by host at all times and must have the visitor pass in their possession at all time. Violators of the guest policy will result in the suspension of guest privileges.
- Guests who violate any housing policy are subject to immediate removal and permanent ban from all housing property. This decision will be made by the on call staff member at the time of the incident.

Policy for Gatherings

Registration Guidelines

- Gatherings MUST be held ONLY on Friday or Saturday nights and must end by 1:00a.m.
- The gathering MUST be registered by 3:00p.m. on the Wednesday prior to the gathering. This must be done with the Area Director of the building.
- The host(s) must be present during the entire gathering.
- The Office of Housing and Residence Life will determine how many gatherings will be approved on a given weekend. The staff shall consider such factors as events on campus, the number of gatherings already scheduled, and the judicial record of those registered.

General Guidelines

- ALL gatherings must be registered according to the guidelines listed below: Please be aware that alcohol is NOT permitted in Woodward Hall at any time.
- ALL gatherings are to be kept inside of your apartment or suite. Guests are NOT permitted to congregate in hallways or stairwells.
- ALL gatherings of six or more guests, excluding the actual number of residents assigned to the apartment or suite, MUST be registered. The maximum number of individuals, including the residents, is 16 for Talbott and University Square and 18 for Woodward (to comply with fire codes).
- Your door MUST remain closed to keep the noise down.
- ALL empty alcohol containers in Talbott and University Square (bottles and cans) MUST be removed from the building by 12noon the day following the gathering.
- Residence Life Staff Members are permitted to enter to check on the gathering.
- No gatherings are allowed during final exam or breaks.
- Any violation of this or any housing or university policy will be grounds for disciplinary action against the hosts and/or guests at the party and will result in immediate termination of the gathering and dispersal of guests. Non-student guests in violation shall be denied visitation privileges. Hosts are responsible for their guests, including any damages.

Termination of Gathering and Confiscation of Alcohol

This will take place if any one of the following conditions exists:

- Any alcohol policy violation occurs.
- Extending after hours.
- Number of guests exceed limit.
- Charging for the gathering.
- Unregistered gathering (1st one).
- Excessive noise (1 warning will be given).
- Rowdy and inappropriate behavior of guests taking place in and/or outside of the apartment or suite.
- Any other violation of the Housing Behavioral Code.

Posting Policy

Only authorized postings submitted to the Office of Housing and Residence Life by recognized student organizations and University departments should be posted. All postings that are not authorized will be removed and reported to the Student Life and Leadership Office and or Dean. Residence Hall floors should not be inundated with postings for one event. Posters will be removed shortly after the event has ended.

Pet Policy

NO pets of any kind are permitted in the residence halls or apartments. Experience has shown that pets cause clean-up problems, damage to furniture and carpet, create odors, aggravate allergies, and sometimes constitute serious health sanitary problems. As no pets are permitted, there is no need for pet supplies. Therefore, the following items are also prohibited: cat litter, saw dust, habi-trails, pet food of any variety, cages of any variety, tanks of any variety and fish bowls. Any tanks that hold water, regardless of the purpose, are prohibited as water leakage may cause serious water damage.

Prohibited Items

The following items are not permitted in any Rutgers Newark Housing facility for safety reasons. Additional items may be added at the discretion of the Office of Housing of Residence Life.

- Automobile batteries and acids.
- Candles, incense, Hookah / Shisha pipes, oil lamps, open flame devices. (including unused and packaged items)
- Illegal drugs and drug paraphernalia

- Hot pots, immersion coils, hot plates, Forman Grills (approved for Talbott and University Square kitchen areas only), hotdog or hamburger cookers, burners, portable stoves, or any kitchen appliance in a bedroom.
- Dangerous chemicals (including all flammable and combustible liquids and all gas-powered items)
- Any pet or laboratory animal.
- Homemade or modified electrical wiring, or extension cords over 6 feet in length, or extension cords running under rugs or closet doors.
- More than 3 electrical receptacles connected to 1 outlet.
- More than one microfridge provided by the University per bedroom in Woodward Hall.
- Non-university issued furniture, locks to doors, or refrigerators.
- Lofts, or any other structure, even if constructed with University issued property.
- Traffic signs.
- Fireworks, sparklers, smoke bombs and explosives.
- Waterbeds.
- Free weights, bench weights, bricks and other cinder blocks.
- Substances with offensive odors.
- Firearms, paintball guns, offensive or defensive weapons (even decorative items), and ammunition.
- Empty alcohol containers in Woodward Hall and in University Square and Talbott Hall when they constitute a health and safety issue.
- Real Christmas trees.
- Window air conditioners.
- Halogen Lamps.
- Five light multicolored incandescent floor lamps
- Power Tools
- Posters or other flammable materials covering more than 1/3 of available wall space.
- Wall hangings made of burlap, fishing nets, flags, wicker, or tapestries.
- Non University Issued Microwaves – prohibited in Woodward Hall and University Square. Only one per apartment in Talbott Hall and it must be located in the kitchen.
- Light dimmers, ceiling fans, or any other device that interferes with any building fixture
- Non University issued space heaters

Confiscation of Prohibited Items

Prohibited items that are found will be confiscated or disposed of. The Housing and Residence Life Office will store confiscated items where possible. Students may retrieve confiscated items only if they are taking them home or after serving the designated sanction for the possession of the prohibited materials. The Housing and Residence Life Office will discard any items not retrieved within two weeks of the date of confiscation. Returned prohibited items may not be brought into any housing facility. Should prohibited items be found a second time, they will again be confiscated and disposed of. Additional sanctions will be imposed. Confiscated items that are not retrieved within one week of the last day of the semester will be assumed abandoned and will be discarded by the Housing and Residence Life Office.

In the event that the prohibited items are live animals, the resident must immediately remove the animals from the premises, and a sanction will be imposed. Should the same or any other live animals be found within the facilities on a second occasion, the minimum sanction will be jeopardy of eviction.

These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections.

Quiet Hours

Talbott Apartments have a policy of 24 hour quiet each day, 7 days a week, 365 days a year. Woodward Hall and University Square have a policy of quiet hours, Sunday through Thursday 10p.m. to 10a.m. except for floors specifically designated as 24-hour quiet floors. No music, voices, or other noises should be heard outside your room during quiet hours. Our communities have been created to foster a serious academic environment. All “non-quiet floors” are under 24 hour courtesy hours for the entire year. This means regardless of the hour, residents should be respectful of one another by lowering noise levels when asked by a fellow student. If (and only if) you have been unsuccessful in achieving a peaceful solution to a noise problem, your RA may be able to help. Remember that staff members are not “police” or “law enforcers.” They are students like you who work hard to create a positive environment wherein community members respect each other. We appreciate your adherence to these policies. Note: All floors are under 24 hour quiet during final exam periods at the end of each semester.

Failure to abide by this policy or involvement in other major violations during the exam period may result in immediate housing removal pending a judicial hearing.

Solicitation and Gambling

Residents are not permitted to use their room, suite, or apartment for any commercial purpose whatsoever. Solicitation by residents or guests is forbidden in the residence halls. Door to door advertising by outside vendors is not allowed. Gambling in any form in or around the Residence Halls is prohibited.

Staff/Student Entry into Apartments, Suites, or Rooms

Quality of life is everyone's concern: our staff's duties center around keeping the quality of life as high as possible. In order to improve our residents' living space, staff will need access to rooms, apartments, and suites. Staff will enter an apartment mainly for the reasons outlined below. However, there may be other instances where staff entry is necessary.

The reasons for these entries include but are not limited to the following: cleaning, extermination, student check-ins or when a condition exists, or has been observed, that is prohibited.

Staff members do not enter student apartments and suites alone for enhanced security. If it becomes necessary for a staff member to enter a suite or apartment for any reason, he/she will knock first, and key in if no one responds in a reasonable amount of time. Students may not refuse entry to a staff member for any reason once he/she has stated the purpose for entering.

If an apartment or suite is entered for the purpose of cleaning, notice will be given to residents to remove their personal belongings from the area to be cleaned. University Staff will remove belongings left behind. Depending on what must be removed, moving costs may be incurred by the owner of the discarded property. Reimbursements will not be made for materials that are discarded for this reason.

Missing Student

If a student is reported missing, the Office of Housing and Residence Life will conduct an initial investigation to make an attempt to find the student. This may include, phone calls, e-mails, calls to parents and roommates. If contact is not made, the Office of Housing and Residence Life will report this as a Missing Person report to Rutgers University Police Department within 24 hours of the initial missing report. RUPD will then proceed with a State and National Missing Person investigation according through the New Jersey State Police system. (New Jersey P.L. 2007, Chapter 279, an Act designated as "Patricia's Law")

Judicial Process and the Housing Behavioral Code

Judicial Process

A Residence Life Judicial System has been established to enable residents to learn from situations in which conflict arises or inappropriate behavior takes place. Conflicts between residents may occur when individuals decide not to abide by University rules and regulations or specific local, state, or federal laws. The system is designed to increase residents' awareness of specific regulations and the rationales behind them, to encourage individuals to take responsibility for their behavior, and to protect the greater community. The Housing and Residence Life judicial process is separate and concurrent from the University judicial process. Details about the University judicial process can be found at <http://polcomp.rutgers.edu>.

Housing Behavioral Code

Various rules and regulations for Housing and Residence Life are printed in many publications including this handbook and on the back of the Housing Contract. For the convenience of our resident students, we have included in this section the great majority of current Housing and Residence Life policies. In signing the Housing Contract and accepting a room assignment on campus, the student agrees to abide by these regulations and all others posted, or published in other publications (handbooks, fliers, booklets, newsletters, etc.).

Rutgers University Office of Housing and Residence Life reserves the right to change or alter any of the material presented in this publication at any time to ensure the proper conduct of the Residence Life Program and campus life in general. Any such changes or alterations will be preceded by written notice, and shall become effective 48 hours from the date of distribution of such notice to students. It is the sole responsibility of the student to read and understand all such notices; including all notices regarding closing or check out procedures. Failure to read and understand such notices shall NOT absolve any student of the responsibility for complying, or the consequences of failure to comply with such changes, alterations, or procedures. As all notices will also be posted in public locations, a student's claim not to have received written notice will NOT be sufficient grounds to absolve a student from responsibility for compliance. Postings, memos and other materials distributed by the Office of Housing and Residence Life will be kept on file.

To give all students in Housing at Rutgers University at Newark full opportunity to attain their educational goals and to protect the health, safety, welfare, property, and rights of students, the Housing and Residence Life Office has developed rules of conduct by which students are expected to abide.

Alleged infractions of these rules are adjudicated through the Housing Judicial System. This system emphasizes student involvement in the judicial process. The hearing bodies are not courts of law; hence the same rules of evidence do not apply as in a court. The judicial system relies on full and open discussion of cases with all parties concerned, to render a fair judgment. Such a judicial system does not preclude the informal handling of infractions if deemed appropriate and if considered satisfactory by all concerned.

The Housing and Residence Life judicial system adjudicates charges brought against any University resident for alleged infractions of the Housing Behavioral Code. In adjudicating those charges, it is the responsibility of the hearing bodies to determine whether the alleged behavior constitutes a violation of the rules of conduct. Charges must be put in writing and submitted to the appropriate administrative office.

Disciplinary Procedures and Principles of Due Process

To assure that due process is provided in adjudication of a violation, the following guidelines have been established for all hearings:

1. Charges may be requested against students by any member of the University community or campus visitor for alleged violations of Housing Behavioral Code which have been published in advance and made generally available.
2. Students are presumed innocent until proven responsible for a violation of the Housing Behavioral Code. Pending final action on a charge (including the appeal process), the status of the students is not altered, unless the continued presence of the students would constitute a clear and present danger to themselves, to the safety of others, to property of the University, or disruption to the community. In these instances, students may face summary action such as loss of contact with individuals, denial of access to facilities, or suspension from Housing pending the outcome of a formal judicial hearing. Students under summary action may request a meeting with the Associate Dean or designee concerning the basis for the summary removal. This meeting must take place no later than 5p.m. of the next business day following the date the student makes such a request, including days when classes are not in session. Students under summary action must have written permission from the Associate Dean of Students or designee in order to have access to facilities or property of the University, or to have contact with an individual on campus.

3. Charges against students must be in writing with sufficient particularity and in sufficient time (at least five calendar days prior to a hearing) to insure opportunity to prepare for the hearing. At the same time, the students are informed of their rights and of the judicial procedures to be followed. Charges shall be delivered by hand or mailed to the most recently recorded mailing address listed.
4. Students have the option of requesting to waive the 5 calendar due process in cases where they would prefer to have the hearing at an earlier date.
5. At any point after being charged, students have the right to a copy of all available reports that would be used in resolving the pending judicial charges.
6. All matters on which a decision may be based must be based on a preponderance of evidence. A preponderance of evidence is of greater weight or more convincing than the evidence that is offered in opposition to it. Preponderance of evidence may not be determined by number of witnesses, but by the greater weight of all evidence, which does not mean the greater number of witnesses, by opportunity for knowledge, information possessed, and manner of testifying (Henry C. Black, Black's Law Dictionary, 5th ed. West Publishing Co., St. Paul, 1979, p.1064). Students being charged must have full opportunity to present evidence, call witnesses, and question all witnesses presented, to respond to and ask questions, or to refuse to answer questions. Refusal to answer questions is not considered an admission of responsibility. Students charged have the right to review any written documents presented. If such documents are available prior to the hearing, students have the opportunity to review them at that time.
7. Students being charged have the right to be assisted by the advisor of their choice. The advisor must abide by the guidelines established for the hearing.
8. In a Conference - students may be accompanied by an advisor who takes no direct part in the meeting unless permitted by the hearing officer.
9. In a Hearing – an advisor takes no direct part in the proceedings unless permitted to do so and then only to the extent permitted by the chair of a judicial hearing.
10. These sanctions do not include all possible sanctions and is not a comprehensive listing. Warning means that further policy violations may result in probation. Probation means that further policy violations may result in eviction from university housing. Probationary status also means a lower priority when room placements are conducted.
11. Appeals for decisions must be submitted in writing within 24 hours of notice of hearing results.

Judicial Sanctions

Each judicial case is different and the outcome of each case is based on the individual case. Possible sanctions for policy violators may be a drug and/or psychological counselor evaluation and subsequent meetings, community service, educational essay, disciplinary probation, etc.

Note that alcohol violations have set minimum sanctions. Those sanctions are as follow:

1st Offense: Semester Probation, Online Educational Module, Drug & Alcohol Counselor Evaluation

2nd Offense: Academic Year Probation, Online Educational Module, Drug & Alcohol Counselor Meetings

3rd Offense: Removal from Residence Hall

Temporary Removal and Notification

The Associate Dean of Students or designee may remove a resident from University Housing facilities if they are deemed to pose a clear threat to themselves or other persons and/or property of the University, or if they refuse to participate positively in processes intended to further the likelihood of roommate, apartment-mate, or suitemate cooperation and respectful co-habitation. Housing and Residence Life has the right and responsibility to relocate individuals when, in their judgment, such relocation will lead to a more appropriate academic/living environment for all involved. For psychological emergencies, a resident may be removed and required to see a University counselor for assessment. A possible non-remittance in the residence halls may occur if the Associate Dean and/or University Counselor do not see its appropriateness. Housing and Residence Life reserves the right to notify parent/guardian in cases where a resident poses a threat to his/her person (Privacy Protections provided by FERPA) and/or is removed from the halls. The Associate Director and Director may act on behalf of the Associate Dean in his or her absence.

Judicial Appeal Process

All students have the right to appeal any decision that is made during the initial hearing. Students must submit their appeal statement in writing through a link that is provided in their sanction letter from the initial hearing. An appeal is not a "re-hearing" of the case itself, but will be heard based on the following three points.

1. **Whether you received a fair hearing and were granted due process in your case**
2. **Whether the sanction imposed is reasonable in consideration of the policies that you were found to have violated**
3. **New evidence is introduced to your case.**

Students are allowed to bring a Hearing Advisor to the case, however, they may not participate in the hearing process. This advisor can be anyone you choose that might be able to advise you through the appeal process.

Parental/Guardian Notification

The Office of Housing and Residence reserves the right to contact a student's parent or guardian in a case where the judicial sanction can result in a Permanent Ban for Housing Privileges. These cases include but are not limited to first time drug charges, second or third alcohol violations, physical altercations, etc. Generally, when the Office of Housing and Residence Life staff makes a notification to a parent or a guardian, the student will be present during the notification.

Jurisdiction of Housing Behavioral Code

The following list establishes those offenses which fall under the jurisdiction of the Housing Behavioral Code: Any of the following actions, or the abetting, inciting, encouraging, or supporting of any of the following actions, constitutes an offense for which students may be subject to disciplinary actions up to and including termination of the housing agreement and removal from the residence halls.

Please note that your judicial history may result in you losing the right to reserve your room for the upcoming year.

Any student in the Housing and Residence Life Office may obtain specific details of the Residence Life Judicial Code.

- 1. Violation of Health and Safety Guidelines Including:**
 - 1a). Misuse or tampering with fire safety equipment including fire hoses, fire extinguishers, heat detectors, smoke detectors, fire alarms bells, pull boxes, exit lights, emergency lights, etc. This includes covering any of these items in any matter which impairs its functionality.
 - 1b). Failure to evacuate Housing facilities during fire alarms sounding, failure to respond to University Officials during fire alarms.
 - 1c). Use of any door locks other than those provided by University Housing.
 - 1d). Any accumulation or placement of trash, dirt, mold, mildew, etc. that is deemed to present a hygienic environment of less than acceptable levels.
 - 1e). Starting a fire on University premises or causing fire through negligence.

- 2. Violation of Building Security and Safety Guidelines Including:**
 - 2a). Improper and/or inaccurate signing in and out of all guests to a facility or the failure to sign a guest in or out.
 - 2b). Failure to escort guests at all times while in a housing facility.
 - 2c). Non-adherence to Fire Code for maximum number of guests per apartment.
 - 2d). Assisting a guest to illegally gain access to a Housing facility
 - 2e). Possession of a key to any residence facility/apartment/suite other than the one to which student is currently assigned or the loaning of a university key to anyone for any reason.
 - 2f). Removal of window screens.
 - 2g). Possession of the loaner key for longer than five minutes.

- 3. Violation of Noise Related Policies:**
 - 3a). Placement of speakers in windows facing the outdoors.
 - 3b). Playing of stereos, radios, etc., or speaking at a volume sufficient enough to be heard within any other building or adjoining room(s).
 - 3c). Shouting or otherwise making noise from windows or doors of a residence facility that is of sufficient volume to be heard within any other building or adjoining room.
 - 3d). Playing of musical instruments in the residence halls areas surrounding residences at a level disruptive to classes or individuals within the buildings.

- 4. Violation of Guidelines Regarding Visitation of Guests Including, But Not Limited to:**
 - 4a). Permitting extended use of University Housing Facilities (including rooms) to any visitor, either student or non-student, when such use, because of its duration or frequency, constitutes a de facto subcontracting of University facilities to an unauthorized person.

- 4b). Permitting use of University Housing facilities for any period of time to any visitor, either student or non-student, when such use becomes a source of complaint to the roommates, members of the floor, or University Staff. Host resident-students retain complete responsibility for the behavior of their guests.
 - 4c). Exceeding the allotted number of guest per person, two (University Square & Woodward) and three (Talbot & Floors 12 & 13 of University Square).
 - 4d). Exceeding 16 persons per Talbot and University Square gathering, including the actual number of residents, or 18 persons per Woodward gathering, including the actual number of residents.
 - 4e). Having a gathering or creating a disturbance during final exams or break periods. (Violators are subject to immediate removal from housing prior to hearing.)
- 5. Violation of Alcohol Guidelines:**
- 5a1). Regarding the use of alcohol on University property:
Consuming or permitting to consume alcoholic beverages on University property in a manner that is NOT in full compliance with University regulations as well as local, state, and federal laws include:
 - 5a2). Possession or consumption of alcohol by any individual under the age of 21 years (residents who are under 21 years of age may not host guests or gatherings where alcohol is present as they would be legally in possession of the substance in their apartment and may not legally possess it).
 - 5b1). Consumption of alcohol in "public areas" of the housing facilities including: hallways, stairwells, elevators, lounges, lobbies, the grounds surrounding the housing facilities, etc.
 - 5b2). Being present while a minor is consuming alcohol, regardless of who may have specifically served alcohol to a minor.
 - 5c). Possession and/or consumption of alcohol in Woodward Hall.
 - 5d). Being intoxicated on Residence Life property.
- 6. Violation of other Housing Regulations:**
- 6a). Removal of University property from common areas, student rooms, apartments, or suites.
 - 6b). Unauthorized transfer from one housing assignment to another, or refusal to comply with mandated relocation of a room assignment.
 - 6c). Use of University Housing facilities to conduct any type of business or gambling operation.
 - 6d). Obstructing the entry or assignment of a new roommate through any means including the rearrangement of a room which prevents use by another authorized resident.
 - 6e). Non-cooperation with a University staff member.
 - 6f). Refusal to comply with a request by the University staff to enter a suite, apartment, or any room therein.
 - 6g). The willful failure or refusal to testify as a witness at a Housing or University student Disciplinary Hearing, or knowingly providing false testimony or evidence at such hearing.
 - 6h). Smoking in any public area, apartment, or suite.
 - 6i). Playing of sports in the hallways or any common areas within the Housing Facilities (including roller skating and skate boarding).
 - 6j). Verbal abuse or harassment of any student or member of the University community, which includes racially/sexually offensive comments.
 - 6k). Behaving in a manner which disrupts the daily routine of the residences or the dining halls
 - 6l). Violation of established rules for individual residences, apartments, or suites (i.e. quiet hours, substance-free units, roommate agreements, etc...).
 - 6m). Forgery, alteration, or misuse of University documents, records, or identification, or knowingly furnishing false information to the University.
 - 6n). Obstruction or disruption of any function of the University in pursuit of its purposes.
 - 6o1). Use of force against the person or property of any member of the University community or against the person or property of anyone on University premises, or the threat of such force.
 - 6o2). Commission of any act or conspiring to commit any act, that injures, degrades, or intends to injure, frighten, degrade, disgrace, or infringe upon the rights or freedoms of any person within the University or Residence Hall Communities, including all visitors to the University or guests of any member of the aforementioned communities.
 - 6p). Theft of, or intentional or negligent damage to, University property, or property in the possession of or owned by a member of the Rutgers community.
 - 6q). Unauthorized entry into, unauthorized use of, or misuse of University property.
 - 6r1). Possession, use, manufacture, preparation, buying, selling, giving, or otherwise dispensing any controlled or dangerous substance within any Housing facility or any Housing property.
 - 6r2). Being present while a any controlled or dangerous substance is used, manufactured, prepared, bought, sold, given, or otherwise dispensed within any Housing facility or any Housing property.

- 6s). Knowing possession or use of explosives, dangerous chemicals, or weapons on University property or at a University function.
 - 6t). Repeated willful violations or repeated disregard of established University rules and regulations regardless of the seriousness of the individual offense involved.
 - 6u). Any heinous act committed against the University or any member of the University community.
 - 6v). Failure to pay all or part of Housing and Residence Life room charges, fees, or fines.
 - 6w). Any act of Sexual Assault or Nonconsensual Sexual Contact. In New Jersey, the law defines sexual assault as the penetration, no matter how slight, in which physical force or coercion is used or in which the victim is physically incapacitated. Penetration is defined as vaginal intercourse, cunnilingus, fellatio, or anal intercourse between two persons or the intersection of a hand, finger, or other object in the anal or vagina by either the actor or upon the actor's instruction (NJSA 2c: 14-1). Criminal sexual contact, which is a legal subdivision of sexual assault, is legally defined as "intentional, non-consensual touching by the victim or actor, either directly or through clothing of a victim's or actor's sexual organs, genital area, inner thigh, groin, buttock, or breast of a person, for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor."
 - 6x). Harassment that is statutorily defined by New Jersey Law to mean, and here means, purposefully making or causing to be made a communication or communication anonymously or at extremely inconvenient hours, in offensively coarse language, in any other manner likely to cause annoyance or alarm, subjection, or threatening to subject course of conduct, or of repeatedly committed acts with purpose to alarm or seriously annoy any other person (N.J.S.A. 2c:33-4).
 - 6y1). Any harassment of an individual through the use of any electronic, written, verbal or other form of communication.
 - 6y2). The unauthorized use of another student's University issued IP address and/or email account.
 - 6z). Possession of any item prohibited in this Handbook, the Housing Agreement, University Regulations, or by state or federal statute.
- 7. Failure to abide by any Rule, Regulation, Policy, or Directive Issued by the Office of Housing and Residence Life.**
- 7a). Students must comply with all directives issued by the Office of Housing and Residence Life and any of its staff. Failure to abide by an official directive will result in disciplinary action.

Section III:

Resident Information

Having Roommates

Part of living in the residence halls is sharing space with other people, which can possibly cause conflicts to arise. Your RA will encourage you to fill out a room/suitemate contract at the beginning of the semester. This contract is designed to foster communication between roommates about their lifestyles. Conflict may result when anger gets out of control. To avoid such conflict, consider the following confrontation advice.

Before Confrontation:

- Know what it is you are angry about. Don't argue for the sake of arguing; it takes away from your credibility when you want to be seriously heard.
- Think about what you want to accomplish. Do you want to let your feelings out, or is there a point you want to discuss?
- Try to pick a time and a place where you can talk without embarrassing the other person. Make the same allowance for him or her. If you set the scene completely to your advantage, the other person will know it and may attack you for your unfairness, even if he or she is unaware of it.
- Center discussion on the intention of resolving the issue. Plan for coffee, a walk, or some activity together afterward.

During the Confrontation:

- Allow for time to talk and resolve differences. Don't wait until bedtime to begin the argument. If you share a room, don't argue in the dark. It is important to see the face of the person you are arguing with. You learn a great deal about what a person means by watching their facial expressions.
- It is always a good idea to use the other person's first name during any conversation, but especially when you are arguing. Using first names makes everyone act more humanely toward each other.
- If during the argument you feel overpowered or overwhelmed by the other person, say so and ask for the courtesy of speaking your mind without being interrupted.
- When you listen to the other person, see if you can understand what he/she wants and why. Understanding his/her needs, will allow you to understand his/her actions.
- People frequently disagree over the facts. From time to time everyone distorts facts. We all tend to believe what supports our side of the question and doubt what weakens it.
- No one really enjoys being angry and few people feel entirely comfortable expressing anger. However, angry feeling should be let out and shared with the person who caused them as soon as possible.

Mediation Process:

Sharing close quarters, having different eating habits, and maintaining various sleeping schedules are some of the many factors that may contribute to a stressful living situation. If disagreement factors occur between roommates, all students involved must first discuss the situation. Initiating a conversation with your roommate may do this. One model you may follow in confronting a situation is to say:

"When you (state the hurtful action done by another), I feel (state your feeling). What I would like is (what you would like to happen in the future).

If you find that these discussions are unproductive, contact your Resident Assistant to mediate the conversation. Should the RA feel the situation warrants further intervention, the Assistant Area Director (AAD) or Area Director (AD) will manage the mediation.

Only after mediation processes have been exhausted will anyone be considered for a room change. Rooms are limited and changes are only made in extreme circumstances. The Office of Housing and Residence Life encourages you to discuss all problems – no matter how small - amongst all suite or apartment residents to assure a pleasant environment.

- **Please note that under NJ State Law, any physical violence or harassment between roommates, current dating partners, or former dating partners is considered domestic violence and will automatically become a police matter.**

Room Condition Reports (RCR'S)

Room and apartment / suite inspections are completed when you move in and out. Please review the inspection form with a staff member and sign it. When you move in, you should bring to the staff member's attention any existing damage or missing articles – these should be noted on the RCR. When you checkout, the suite / apartment will be inspected and later

compared with the condition of your room at check-in on the RCR. Any damage beyond normal wear and tear will be billed to you. If you move without permission or without following formal procedures, you will be billed for damages to the room you are contracted for not the room you inhabit. Please refer to the back of your RCR for further information.

Repairs and Maintenance

If you have a maintenance problem, contact the RA on duty (after 7:00pm), the RA on your floor, or the Office of Housing and Residence Life in Woodward during business hours. A staff member will fill out a maintenance request, which will then be forwarded to the Housing Maintenance Mechanic. Be as specific as possible. The staff member may need to verify the need for maintenance prior to filling out a work request – to do this he or she may need to examine the problem. Residents of the same apartment should NOT submit duplicate reports of the same problem. Repairs are handled as soon as possible. However, any problems occurring on the weekend/holidays must wait until at least the next working day to be dealt with (unless the problem is an emergency ex. heating, burst pipe, etc.). Once again, you must report repair requests to the RA, NOT directly to the Maintenance Mechanic.

Repairs that you or your roommates request grant appropriate personnel the authorization to enter your apartment. Additionally, if routine repairs not reported by you are urgent, a repair person(s) will be scheduled to enter your apartment during regular working hours. These are 8:30am to 3:30pm Monday through Saturday. These hours may be more limited during the summer.

Check-out Procedures

If you have received permission from the Office of Housing and Residence Life to cancel your contract or if it is your scheduled check-out period (i.e. finals week in December/May), you must do the following:

- Remove all personal belongings from the building.
- Clean your room and common areas of the apartment / suite.
- Clean marks from walls, ceilings, floors, carpet, furniture, counter tops, etc.
- Empty and clean all cabinets.
- Clean all appliances: refrigerator, oven, stove, and broiler pan. They should be in spotless condition.
- Assemble all beds and return all furniture to its original condition and location.
- Vacuum the carpeting.
- Request an appointment with an RA prior to departing. At this time, the RA will review your Check-In Room Condition Report and re-inspect your apartment or request and Express Check Out with the RA on duty or Security Officer.
- Return all apartment/suite, bedroom, and mailbox keys (if applicable), and housing sticker to the staff member checking you out. When you return your keys and sticker you will receive either a Room Condition Report or Express Check Out receipt.

As stated in your housing contract, all residents with academic contracts must move out within 24 hours of their last final exam or by 12:00PM on the last day the Halls close, WHICHEVER comes first. Graduating students may remain, if you live farther than 50 miles from the university, in housing until 6:00PM on commencement day, or by 10:00AM the day after commencements that are held after 6:00PM (providing all appropriate request procedures have been followed). ALL other graduating students MUST check out within 24 hours after their last exam or by 12:00PM on the last day the Halls close, WHICHEVER comes first.

Please follow these guidelines -- if you do not, you will not be considered officially checked-out, and will continue to incur housing charges. Failure to return keys will result in an immediate lock change, with the cost charged to the student. Loss of a housing key must be reported immediately to the Housing and Residence Life Office.

Damage Billing Policy

Each student is responsible for the room and apartment/ suite in which she or he resides, and possesses an equal share of responsibility for the “common areas” (living room, bath, and kitchen, if applicable). In addition, each resident is equally responsible for common areas shared with other residents outside the apartment, i.e. hallways, stairwells, the ground floor lobby, floor lounges, elevators, and common space rooms. Since only residents and their guests (they have assumed responsibility when they signed them in) have access to the facilities, damage and/or repair costs (including labor) are divided up among community members if the responsible parties do not admit their involvement. Residents who choose to express check out waive their right to appeal damage billing charges for their area.

Regarding Your Apartment and Room

- You are assessed a damage charge for any changes or damages to your room.
- You are assessed a shared charge for common area changes or damages should one or more roommates not assume the responsibility.
- You may not paint your apartment/room. If you do, it will be repainted and you will be charged for materials and labor.
- Hang picture frames from the installed brackets. Do not put holes in your walls.
- Do not use adhesives, tapes, self-stick pegs or hooks on the walls, doors, etc.

Billing Policy

The resident will be billed in accordance with the damage or loss, including labor administrative costs and materials required to return the apartment to its original condition. Payment must be made to the housing office. A hold will be placed on the student records until payment for all charges is received. A hold on your records may not allow you to register for classes, receive transcripts, apply for financial aid, or graduate from the university.

Housekeeping

To prevent unnecessary maintenance costs, and to help you live in a clean home, we have developed the following guidelines:

Kitchen:**ELECTRIC RANGE:**

- Reflector pans – located under the surface heating elements to catch excessive spillovers. They should be washed weekly or as needed with soap and water or a scouring pad.
- Broiler pan and racks – Should be cleaned after each use. Drain fat; cool pan and rack slightly. Sprinkle with detergent, add warm water. Wash and scour if necessary.
- Oven interior – Follow the instructions inside the oven door and on the panel to facilitate effective cleaning. Do not use cleaning powder or harsh detergents that can cause scratching.
- Floor – Sweep and mop the floor weekly (or more), with a cleaner for floors and walls. Follow directions carefully.
- Trash – Remove all trash regularly. In Talbott, do not dispose of cans or boxes (including pizza boxes) down the chute. They will clog the compactor and render it unusable. Please separate your trash before disposal.

REFRIGERATOR:

- Keep the temperature on #5.
- Keep freezer set on “C”.
- Wash unit with soap and water.
- Dry with paper towels or dry cloth.
- Do NOT use cleaning powders or harsh abrasives that can cause serious scratching on surfaces.

Bathroom:

- Toilet Bowls – Sanitary napkins and tampons must not be flushed down the toilet as they cause blockages. Cleaning once a week with commercial cleanser or disinfectant is urged.
- Tub/Shower – Scour after each bath or shower with a cleanser; periodic cleaning of the strainer to remove hair is recommended – simply lift tub stopper, clean, and replace.

Living Room/Bed Room Lamps:

Use low wattage bulbs 50-60 watts. Heat from higher wattage bulbs can melt the plastic domes and bulb-holders. No Halogen Lamps allowed.

Carpets:

Vacuum the carpets periodically. Iron on an ironing board, not the carpets or sofas (you will burn them). Spills can cause permanent damage to the carpets. If something spills on the carpet, apply a dry towel, then a wet towel to clean it to make it spotless. If necessary, rent a carpet shampooer. Be careful not to spill liquid bleach on the carpets.

Sofas and Lounge Chairs:

They can be vacuumed or brushed cleaned weekly. Stains or spots can be removed by washing with a wet towel or a mild spot remover. DO NOT use chemicals or bleaches on the upholstery.

Furniture:

We recommend periodic dusting of the furniture. Don't use adhesive tapes, stickers, pins, or staples on the furniture.

Final Tips:

ALL roommates are responsible for cleanliness. We suggest that you sit together and devise a rotating schedule of who cleans what and when. Finally, inspection is not limited to these items. The whole apartment should be clean.

Housing Reassignment and Notification of New Roommates

The Office of Housing and Residence Life reserves the right to reassign any student to another space for reasons of disciplinary action, safety, health, unresolved conflict, or to achieve maximum space utilization. If a space becomes available in an apartment/suite, the Housing and Residence Life Office reserves the right to move a student into that space. When possible, 24 hours notification will be given to current residents informing them that they are receiving a new

roommate. Occasionally it becomes necessary to move students into the building or to relocate them within a very short period of time. The Office of Housing and Residence Life reserves the right to move students without any notification to current residents if necessary.

Keys and Lockouts

You are issued a key to your apartment/suite and bedroom upon check-in (mailbox key if applicable). These keys must be returned to the staff member assisting with your checkout when you vacate the residence. You will not be considered checked out until you return your keys and anyone who fails to turn in their keys by the assigned date will be assessed a housing charge until they are returned.

If you lose a key or fail to return keys when moving out, the following charges will be assessed: \$65 for a bedroom key, \$10 for a mailbox key and \$80 for an apartment / suite key. Prices are subject to change. All keys remain the property of the University and may not be duplicated. Possessing duplicate keys may result in referral to the University Police for possible violation of state statute 2C: 5-7, "possession of keys designed for use on state property." All residents are required to report the loss or theft of keys immediately due to safety concerns to the other members of the community.

If you are accidentally locked out of your room, contact the security officer in Talbott, Woodward, or University Square. To gain access to a loaner key you will be required to give your Rutgers University ID to the security officer. You must return the key within 5 minutes, and may not leave the building with the loaner key.

Laundry and Vending Machines

- Laundry and vending machines are located on the first floor of the residence halls.
- Please do not overload the machines – you will get poor results and you may damage the machines. For best results, empty the lint filter in the dryer before you attempt to dry your wash.
- Do not leave your laundry unattended. The wash cycle is complete within about 30 minutes, while the drying process takes about 60 minutes. Please remove your laundry from the machines as soon as the cycles are completed. Remember that others need to use the laundry facilities.
- If a laundry or change machine does not work after you have inserted your money, you may obtain a refund by calling 1-800-927-9274 or e-mail service@caldwellandgregory.com.
- For vending machines refunds, residents should contact the Purchasing department on the 2nd floor of Blumenthal Hall.
- All residents are issued an "add-value" laundry card at check-in. These cards may be used to add money onto your card for doing laundry. Lost cards may be replaced by using the debitek card machine in the laundry room for a fee of \$3.

Mail

For Talbott, Woodward, and University Square, each apartment or suite is assigned a mailbox and corresponding number. Your mailing address is as follows:

FOR TALBOTT: YOUR LEGAL NAME
 101 BLEEKER STREET, # ____
 NEWARK, NJ 07102

FOR WOODWARD: YOUR LEGAL NAME
 91 BLEEKER STREET, # ____
 NEWARK, NJ 07102

FOR UNIVERSITY SQUARE: YOUR LEGAL NAME
 155 UNIVERSITY AVE., # ____
 NEWARK, NJ 07102

Do not include "Talbott", "Woodward", "University Square", "Rutgers University", or you may not receive your mail. Your room number must appear on all your mail, but **do not** use the word "box." This could cause your mail being forwarded to a Newark post office box. If you receive mail not intended for you, place it through the mailroom chute. Packages may be collected from the Package Room in Woodward Hall during posted hours with an ID and signature. The only individual authorized to pick up a package is name on the package. For any temporary or permanent absences please fill out a change of address card at the local post office or call 973-693-5235.

Move-In Carts

There are move-in-carts available at the security booth or RA office for moving your belongings or groceries. Leave your ID with security before taking one. Also, return the cart as soon as you're done so it is available for others. Keeping a cart may result in disciplinary action.

Parking

Residents requiring parking may purchase parking from room 209 in Blumenthal Hall on a first come, first serve basis. Residents may opt to purchase parking for 12 months; partial contracts are also available. Parking locations and/or rates are subject to change without notice. Please contact Parking and Transportation Services at 973-353-1839 or for more information go to parking website at <http://nwkparking.rutgers.edu/>

Recycling

We are mandated by law to recycle certain materials. There are three basic categories:

- Paper Only – includes envelopes, letter quality paper, computer printouts, and notebook paper. The “paper only” container is located in the trash disposal rooms on each floor. Do NOT include paper towels, napkins, newspaper, or cardboard boxes.
- Aluminum and Glass – includes aluminum beverage cans, glass bottles, and jars. These should be deposited in the container labeled “aluminum and glass” found in the trash disposal rooms. DO NOT include tin foil or steel food cans.
- Magazines and Newspapers – these may be stacked neatly in the corner of the trash disposal rooms.
- All other materials such as plastic, kitchen garbage, steel cans, etc., may be thrown down the garbage chute or placed neatly in the regular trash bin on your floor. Please bag all garbage and tie it securely prior to throwing it down the chute or leaving it in the bin. Boxes should be flattened.

Room Selection Process

Current residents who are interested in living on campus next year must obtain a Housing Application and participate in the Room Selection Process, which occurs in the Spring Semester. The Undergraduate Room Selection Process is based on a Point System (below). Our office has calculated a number of points for each resident. You will receive your points one week before room selection. Points for each category will be totaled (this determines your # of priority points for Room Selection). After receiving your points, find a group of people you would like to live with. For everyone wishing to reside in the same apartment/suite, individual points will be calculated together. We encourage you to organize into groups of four for Talbott and University Square to fill a complete suite/apartment. (University Square also has some six person apartments available.) You then must all get together and fill out the Group Value Form. The groups with the most points will have a priority in this process. **The graduate room selection process is based on priority and is revised yearly based on need.** Residents will receive room selection information before the process begins. All current residents must be in good standing with the Office of Housing & Residence Life to participate in the Room Selection Process.

Sample Undergraduate Room Selection Information

- Each student will be assigned a number of points (See other side for specific details). You will receive a copy of your points a week before Room Selection begins. At that time you will have a chance to review your points and notify the office of any errors. Most of that information will be collected from various departments.
- You will be responsible for submitting the Community Involvement Form by a certain date to secure additional points. Late forms will not be accepted. These forms along with other Room Selection forms and the Housing Application will be made available on-line several weeks prior to Room Selection.
- You will need 3 other students for your group. Single Apartments will be assigned to groups of students with the highest point value who will be 21 before January 18th.
- Each student must fill out a Housing Application and submit it with the other students in their group. Each group will also need to fill out a Group Value Form that will total the number of points that each student has in their group. Commuters will be able to be pulled into a group. They will receive a minimum # of points.
- Final Note... You must be in good financial standing with the university in order to participate in this process. If you have a financial or administrative hold for any reason you cannot sign up for a room for next year. If you miss this process you will be placed on the waiting list.

Room Consolidation

The Office of Housing & Residence Life reserves the right to reassign residents to different rooms, floors, buildings in an effort to consolidate space whenever it is deemed appropriate to do so. Any such reassignments will be preceded by notification and shall become effective within 24 hours of such notice.

SAMPLE POINT SYSTEM...SUBJECT TO CHANGE

Housing & Residence Lottery Point Assignment Chart		
Item	Description	Point Assignment
Academic Classification (End of Fall Semester)	Less than 12 credit hours completed	0
	At least 12 credit hours completed	1
	At least 36 credit hours completed	2
	At least 60 credit hours completed	3
	At least 80 credit hours completed	4
	Honors or Carr Society	3
	Junior or Senior Nursing Student	3
	EOF Nursing Student	3
On Campus Residency	Number of regular semesters, including the current one that the student has lived on campus. Semesters do not need to be consecutive, and summer semesters are not included.	1/2 point for each semester
	Distance from Home	1 for 35 miles or less, 2 for over 35, 3 for international
Campus Involvement (current year)	*Executive Board Member of a Student Organization	1
	*Student Organization Member	2
	Athletics	3
	*Community Service (3 hours or more-volunteer; not paid)	1
Residence Hall Involvement (current year)	Active member of Hall Council	1 point for each semester
	Executive Board Member of Hall Council/CAB	1 point for each semester
	Program Attendance (current year) (Attended 5-10 programs)	1
	Program Attendance (current year) (Attended 11 or more programs)	2
Grade Point Average	Earned GPA of 2.0 – 2.9	1
	Earned GPA of 3.0 – 3.4	2
	Earned GPA of 3.50 – 4.0	3
Judicial Matters (within current or previous 3 semesters)	No disciplinary action (pending or resolved) on file with the Residence Life Office or the Dean of Students Office	3
	Two or fewer minor violations	2
	Four or fewer minor violations	1
	Housing Probation	0
Your Total		?

Section IV:

Campus Safety

Be Street Smart...protect your self with common sense.

- Walk a steady pace and in a confident manner (Criminals look for the most vulnerable victims).
- Be aware of your surroundings – stay in well-lit areas
- Be conscious of people loitering on the streets
- Stay with the crowd. There is safety in numbers. If you feel that you are being followed, look for and enter: open restaurants, stores, public buildings, etc.
- Persons should carry wallets in their pockets, not in their purses.
- Carry your purse close to your body. Purse snatchers like easy targets.
- Do not put all your money in one pocket, and do not carry large sums of cash.
- When driving, keep the doors locked. Don't leave packages or valuables in view.
- Be aware of the campus shuttle service.
- Do not wear jewelry that will draw attention to you in an unsafe place.
- In case of an emergency utilize the Blue Light Emergency Phones on campus.

Energy Conservation

Rising tuition and housing costs are problems faced by most Universities, and Rutgers University is no exception. One of the largest factors contributing to these increases is utility rates. These are real costs that are passed along directly to students. To minimize the effects of rising costs:

- Be alert to energy abuse and waste that you cannot control and report them to your RA.
- Turn off unnecessary lights, radios, television sets, stoves, heaters, and so forth.
- Turn off the lights to the trash disposal room after you leave.
- Close all windows and exterior doors to efficiently utilize heating or air conditioning.
- Secure your refrigerator door to prevent air leakage.
- Keep refrigerator set on 5, and the freezer settings on C The energy saver switch inside the refrigerator (located on the top left-hand side) should be left on normal.
- Cook with low to medium heat.
- Set thermostat at 72 degrees all year round.

Fire Safety – Residence Hall Evacuation Procedures

BEFORE A FIRE:

Know the location of all exits from the building.

IF YOU DISCOVER A FIRE OR SMELL SMOKE:

Sound the building fire alarm. Know the locations of the fire stations and how they operate. Do not attempt to fight a fire.

WHEN THE FIRE ALARM SOUNDS ON YOUR FLOOR

The Residence Halls are equipped with a high rise fire alarm system. This means that if an alarm is activated on a floor, the floor above and below it will sound as well. The only time the entire building fire alarm sounds is in an actual fire or if the alarm is activated on the first floor. **Leave immediately when the fire alarm sounds on your floor.** Close all doors behind you. Use the nearest safe exit. Upon leaving the building, proceed to a safe location as directed by staff. If there is inclement weather the locations are as follows: Talbott and University Square the evacuation location is Stonsby Commons. Woodward it is the Paul Robeson Campus Center. Do not attempt to re-enter the building until you are told that you can do so by University Police.

DO NOT USE THE ELEVATOR:

Elevator shafts are like chimneys; smoke and heat could enter the shaft thereby asphyxiating the occupants of the elevator.

FEEL THE DOOR THAT LEADS FROM YOUR ROOM:

If the door feels hot: Do not open it. If you become trapped and cannot reach the fire exit, keep the door closed and seal any cracks. Use the building intercom or phone to contact security, or your phone to contact University Police, 973-353-5111. Give the name and location (building, floor, and room #). If you do not have a phone, go to the window and signal for help using a white or light colored fabric. DO NOT JUMP. The fire department will be in the building within minutes to assist you.

If the door feels cool: Open it cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit.

IF CAUGHT IN SMOKE OR HEAT:

Stay low where the air is better; take short breaths (through your nose), until you reach a safe exit or area of refuge.

WARNING:

Failure to evacuate during an alarm may result in judicial action.

IMPORTANT:

Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If you observe these doors propped open, please close them and report it to Residence Life Staff and/or University Police. Tampering with doors may result in eviction from University Housing and possible suspension or expulsion from the University.

Fire Emergencies

If you discover a fire:

1. Activate the nearest fire alarm.
2. Follow evacuation procedures.
3. Notify staff and the security of the exact fire location.

Fire Prevention Tips

The following tips will help diminish the probability of fire:

- Do not leave cooking or electrical appliances unattended.
- Do not light candles, or any uncovered flame.
- Never drape anything over lamps or onto lighting fixtures.

Fire Safety Equipment

Fire extinguishers, sprinklers, heat detectors, smoke detectors, fire alarms, pull boxes, and exit lights are located on each floor. Fire safety equipment should only be used in emergencies. Misuse, tampering, or covering fire safety equipment may result in immediate eviction from housing, University disciplinary action, possible fines and prosecution through the state legal system.

Health and Fire Safety Inspection

Signs will be posted informing residents the week of inspections. RAs have a two-week period to complete the inspections. The exact day for each apartment will not be provided. During Health & Safety inspections staff will look for prohibited items, cleanliness, and safety violations. If your room / apartment fails inspection, staff will re-inspect it within a few days. Failure to pass inspections may result in billing for services, judicial action and sanctions, dismissal from the residence halls or any combination of these. If you fail a second time, you will face disciplinary action up to and including eviction and fines.

Personal Property Insurance and Safety

While Housing and Residence Life strives to make our halls as safe as possible, do not assume that every resident and guest is free from temptations. We strongly recommend that you subscribe to some type of personal property insurance. You can do this by either checking your parents' homeowner policy to see if your possessions are insured away from home, or you can compare coverage and premium rates with neighboring agencies. We strongly recommend the Personal Effects Insurance Coverage designed exclusively for Rutgers Students. You are responsible for your property, the Housing Office is not. In addition, we suggest the following tips to increase the safety of your personal property:

- Lock your suite/apartment doors as well as your bedroom door.
- Secure personal items of value when you are not using them. Within Woodard Hall safes are available for yearly rentals. In Talbott and University Square we suggest a small lock box or safe.
- Identify your property with an engraver. Your driver's license number is an excellent means of identification. Engravers are available at the Rutgers Police office.
- Avoid leaving your valuables scattered around.
- Keep only small amounts of money in your room.
- Report any stolen property to the security booth, RA, and University Police immediately.

Personal Health Insurance

All Rutgers-Newark residents must be insured either through the health center, or covered by their parents' or personal insurance plans. Insurance coverage will allow you to utilize the convenient area facilities. The University Health Plan covers all full-time students, except University College students. University College residents, if not covered by an outside insurance plan, should take the University Plan Option. Brochures are available from Health Services.

Regular Scheduled Pest Extermination

To keep roaches, mice, and other unwanted pests from sharing your apartment, a contractor accompanied by one of our staff members will periodically treat your apartment. A posting will announce when the exterminator will treat your floor.

To request that the exterminator visit your apartment, you must stop by the security booth and add your information to the Extermination Log. The Exterminator services the residence halls every Friday.

Security

All residents are required to have a Housing Identification sticker on the Rutgers University ID, which must be shown to any staff member upon request. Residents are required to show their IDs to the security officer each time they enter Woodward, Talbott or University Square. If at anytime you lose or misplace your ID, you must stop by the Housing and Residence Life office to obtain a temporary ID, which normally expire after 24 hours. This policy has been established to ensure the safety of all residents.

The Intercom/Phone System and Emergency Cord/Button

Each Talbott apartment has an intercom located in the kitchen/living room area. It is used by the security officer to announce your guests or to call a resident who needs to be reached by the staff or security. You should be judicious in your use of this system. Restrict its use to emergencies. In University Square and Woodward, each suite/apartment will have a campus phone line to reach security and campus offices. Make sure to bring a phone to use the campus phone system. The Misuse of these items may result in eviction from University Housing.

Smoke Caused by Cooking

In Talbott and University Square Apartments, and the Woodward kitchen, it is your responsibility to exercise caution while cooking (**no cooking is permitted in Woodward suites/rooms**). However, if something burns causing excess smoke, be careful that the fire alarms are not unnecessarily set off. If food is burned and it is determined that there is no real fire, do the following:

- Switch on the kitchen fan and open all windows to allow the smoke to clear out.
- Keep the door to the apartment closed – opening it will set off the building alarms, which will require evacuation of the building. Unnecessary evacuation is inconvenient, and invariably results in apathy in response to fire alarms – this is obviously a dangerous situation should a real fire occur. Therefore, please be careful, and do not leave cooking unattended. Should a fire, excessive smoke, or setting off of the sprinkler system occur as a result of your action and/or negligence, you will be responsible for the damages and may face disciplinary action.
- If you do accidentally set off an alarm please contact security immediately to let them know of the exact location of the alarm.

Section V:

Campus and Area Resources

Counseling Services - Blumenthal Hall.....(973) 353-5805

Trained psychologists are available to all full-time Rutgers students in the Office of Psychological Services in Blumenthal Hall. These therapists are equipped to help you deal with the pressures of academic life, including those pressures arising from personal, family, and career choice crises. For more information: <http://counseling.newark.rutgers.edu>

Dining Services - Robeson Center.....(973) 353-5999

HOURS FOR STONSBY COMMONS:

Monday through Friday

Breakfast: 7:30am to 11:30am

Lunch: 11:30am to 1:30pm

Dinner: 4:30pm to 7:30pm

Tuesday through Thursday

Stonsby Diner: 9:00pm to 12:00am

Saturday and Sunday

Brunch: 11:30am to 1:00pm

Dinner: 5:00pm to 7:00pm For more information: <http://robeson.rutgers.edu>

Gymnasium - Golden Dome.....(973) 353-5474

The Rutgers Golden Dome offers Nautilus bodybuilding equipment, weight-lifting equipment, saunas, an indoor pool, basketball, volleyball courts, tennis courts, racquetball and handball courts, and intramural sports activities. Locker rooms and rental of sporting equipment are available. For more information: <http://scarletraiders.rutgers.edu>

Alcohol & Drug Education - Blumenthal Hall.....(973) 353-1236

A full-time Alcohol/Drug Counselor is available to all full-time students. Student Health Advocates work with the counselor to provide educational programming on a variety of health education issues to the Rutgers-Newark community. In addition, individual alcohol/drug counseling, and student peer support groups (AA, ACOA, etc.) are coordinated by the Alcohol/Drug Counselor. For more information: <http://counseling.newark.rutgers.edu>

Health Services - Blumenthal Hall.....(973) 353-5231

Rutgers Health Services offer students general medical and gynecological services. The staff includes physicians, nurses, psychologists, psychiatrists, and a pharmacist. Students who contract prolonged sicknesses like mononucleosis or chicken pox will be expected to return home to recuperate. Please note: All full time students have health insurance coverage. If an ER is used without a referral, go to Health Services for a claim form and send it with the bills to the student health insurance. For more information: www.newark.rutgers.edu/healthcenter

Int'l Student Advisor - Smith Hall.....(973) 353-1427

The International Student Services Office assists students from abroad with all matters of special concern to them, and serves as a referral source to other University offices and academic departments. The Director provides direct support with immigration, personal, and other nonacademic matters.

Rutgers Bookstore - Bradley Hall.....(973)-353-5377

The Bookstore offers a wide variety of items, including textbooks, stationery, calculators, shirts, mugs, the New York Times Bestsellers, and more. Their special order service can get you any book in the continental USA and Europe.

Shuttle Buses and Transportation

The shopping shuttle bus is currently available for residents to reach grocery stores and shopping centers. The Shuttle runs on Sundays from 12pm to 7pm and Wednesdays from 7pm-11pm in the nearby town of Kearny. Please see postings for updates.

A free shuttle bus service is available to Rutgers University students Monday through Friday. The shuttle service is for the exclusive use of Rutgers and NJIT students, faculty, staff, and their guests. Proper identification in the form of an ID card must be presented to enter the shuttle. The shuttle bus departs every 15 minutes from Conklin Hall, University Avenue, and proceeds to other designated stops including Broad Street, Harrison and Penn Station. Availability is subject to change.

Shuttle schedules and services are available at University Police Headquarters, lobby of residence halls, Paul Robeson Campus Center, Blumenthal Hall, shuttle bus, or at the Public Safety website: <http://nwkpolicerutgers.edu/shuttle.html>

Section VI:

Things to See and Do

Newark

Sports

Minor League Baseball:

Newark Bears

Ticket Info: (973) 483-6900

<http://newarkbears.com>

Museums & Libraries:

Newark Museum

49 Washington St.

(973) 596-6550

www.newarkmuseum.org

Art and Entertainment:

New Jersey Performing Arts Center

36 Park Place

1-888-GO-NJPAC

www.njpac.org

Theaters & Galleries:

African Globe Studios

1028 Broad St.

(973) 624-1584

Basketball:

New Jersey Nets

Ticket Info: (201) 806-7273

www.nba.com/nets

NJ Historical Society

52 Park Pl.

(973) 596-8500

www.jerseyhistory.org

Newark Symphony Hall

1020 Broad Street

(973) 643-8014 – Box Office Number

www.newarksymphonyhall.org

Aljira, Contemporary Art

561 Broad St.

(973) 622-1600

www.aljira.org

Hockey:

New Jersey Devils

Prudential Arena

Ticket Info: - (201) 507-8900

<http://www.prucenter.com/>

Newark Public Library

“The State’s Largest Library”

5 Washington Street

(973) 733-7784

www.npl.org

Newark Screens

360-364 Springfield Ave.

973-642-5555

(2 for 1 Tuesdays)

For more information about what’s going on in Newark, go to www.gonewark.com

New York

Sports

Major League Baseball:

The New York Yankees

Ticket Info: (718) 293-4300

www.newyorkyankees.com

The New York Mets

Ticket Info: (718) 507-8499

www.newyorkmets.com

Basketball:

The New York Knicks

Ticket Info: (212) 307-7171

www.nba.com/knicks

The New York Liberty

Ticket Info: (212) 307-7171

www.wnba.com/liberty

Ice Hockey:

The New York Rangers

Ticket Info: (212) 307-7171

<http://newyorkrangers.com>

The New York Islanders

Ticket Info: (516) 794-9300

<http://newyorkislanders.com>

Football:

New York Giants

Ticket Info: (201) 935-3900

<http://giants.com>

New York Jets

Ticket Info: (201) 935-3900

<http://nyjets.com>

Soccer:

New York Red Bulls

Ticket Info: (201) 935-3900

<http://www.newyorkredbull.com>

New York Magic

Ticket Info: (212) 447-0932

<http://nymagicsoccer.com>

Museums:

Metropolitan Museum of Art

1000 Fifth Ave. @ 82nd St.
New York, NY 10028-0198
(212) 570-3828
www.metmuseum.org

Museum of Television & Radio

25 West 52nd Street
New York, NY 10019
(212) 621-6800
www.mtr.org

Museum of Natural History

Central Park West at 79th Street
New York, NY 10024-5912
(212) 769-5100
<http://www.amnh.org>

Zoos:

Bronx Zoo

Bronx River Parkway & Fordham Rd.
Bronx, NY
(718) 367-1010
www.bronxzoo.com

Central Park Zoo

1 E 65th St
New York, NY 10065
(212) 628-9224
www.centralparkzoo.com

Music:

Lincoln Center

62nd and 66th Streets and Broadway
(212) 875-5050
www.lincolncenter.org

Carnegie Hall

7th Ave. and 57th St.
(212) 247-7800

Theater:

Broadway and Off Broadway Shows
Telecharge: (212) 239-6200
Ticketmaster: (212) 307-7171
www.broadway.com

For Discounted Broadway Tickets go to TKTS at Times Square (47th and Broadway)

Dance:

New York Ballet

Columbus Ave. and 64th Street
(212) 870-5570
www.nycballet.com

City Center

131 West 55th Street
(212) 581-1212
www.citycenter.org

Talk Shows and Live Tapings:

Saturday Night Live

30 Rockefeller Plaza
New York, NY 10016
(212) 664-3056
Must e-mail snltickets@nbcuni.com
during the month of August to
get a ticket to the show

David Letterman

Ed Sullivan Theater
1697 Broadway
New York, NY 10019
www.cbs.com/latenight/lateshow

Late Night with Jimmy Fallon

30 Rockefeller Plaza
New York, NY 10112
(212) 664-3056

The View

Tickets for the View
320 West 66th St.
New York, NY 10023
<http://abc.go.com>

Good Morning America

Broadway & 44th St
New York, NY
(212) 465-7384

Today Show

30 Rockefeller Plaza
New York, NY 10016
<http://today.msnbc.msn.com/>

Live with Regis and Kelly

LIVE Tickets
P.O. Box 230-777
New York, NY 10023-0777
(212) 456-2410
<https://register.go.com/regisandkelly/tickets/index>

The Daily Show, John Stewart

513 West 54th Street
New York, NY
(212) 586-2477
requesttickets@thedailyshow.com

For more information about New York go to www.nyc.com