



CURTIS
INSTITUTE OF MUSIC

Residential
Handbook

Lenfest Hall 2011-12

Welcome!

This Residential Handbook offers a comprehensive reference for living in Lenfest Hall. The Residential Handbook provides you with the policies, rules and regulations required for living safely and productively in a residential community. Upon signing your housing application/agreement, you agreed to follow the residential policies stated in this handbook.

These policies are designed to ensure a pleasant, safe, and equitable standard-of-living in your residential community for everyone. Have a happy and productive year, and do not hesitate to let us know how our programs, services, and facilities can best serve you.

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1. Access to Residence Floors

Residential floors access is restricted to residents of Lenfest Hall and certain Curtis staff and faculty. All others must be signed in by a resident or other authorized Curtis ID Card holder, and guests must show a photo ID and accompany their host at all times. Entry is controlled by card swipe through electronic portals.

See also Safety, Security, and Security Systems

2. Alcohol

The possession or consumption (and being in the presence) of alcoholic beverages is prohibited in Lenfest Hall, even if you are of legal age. Along with being a dry building, the Curtis Alcohol Policy also conforms to all local, state and federal laws. It is illegal for a person under twenty-one years of age to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages containing alcohol. Distribution of alcohol by sale or gift to persons under twenty-one is forbidden.

Curtis reserves the right to search bags, rooms and other personal belongings if there is suspicion of alcohol or other items not permitted in Lenfest Hall.

ALCOHOL AMNESTY POLICY - In cases of intoxication and/or alcohol poisoning resulting from drinking to excess off-campus, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend or acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to Curtis discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student. Read and know this policy as stated in the Curtis Code of Conduct, which is available on-line in its entirety, at

<http://www.curtis.edu/students/policies-procedures/student-life-policies/student-code-of-conduct/>

<http://www.uCurtis.edu/alcohol/policy.html> Additional information on prevention is available at <http://www.curtis.edu/students/policies-procedures/student-life-policies/drug-alcohol-abuse-prevention/>

3. Appliances and Prohibited Items

Computers, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacturer's label that shows the electrical ratings and listing by a nationally-recognized testing laboratory (e.g., ETL, UL, etc.). We strongly recommend the use of a surge protector(s).

Coffeemakers and Irons are permitted as long as they are equipped with automatic shut offs.

A microfridge is located in the common room of each suite. Avoid overloading circuits by using too many appliances or electronics at once. Avoid fire hazards created by overloading outlets or by using multiple power strips or extension cords to power electric items.

Space heaters may only be used when installed by Curtis Facilities personnel.

Certain items are prohibited in the residence halls for safety and security purposes. These include, but are not limited to, the following items: Air Conditioners; Alcoholic Beverages; Alcoholic containers or paraphernalia (including any type of posters); Ammunition; Blenders; Burners of any type; Candles or any live flame; Decorative Strings of Lights; Electric frying pans; Fireworks or explosives; Flame-Emitting Articles; Flammable liquids and other similar materials; Grills (indoor or outdoor) of any kind, including electric, gas or coal; Weapons of any type including sling shots, chukka sticks, knives, bows and arrows, or any other dangerous instruments; Illegal knives; Guns or firearms of any type (including BB guns, pellet guns, starter pistols, and water guns); Halogen lamps; Heating coils; Immersion heaters; Hookahs; Hot Flammable liquids; Hotplates; Illegal drugs; Incense; Lava Lamps; Microwaves; No extra furniture (sofas, beds, etc.) unless approved by student services/facilities staff; Ovens; Potpourri burners; Power tools (large); Rice cookers(there will be rice cookers located in the kitchen on the 5th floor for residents to use); Smoothie makers; Toasters (only permitted in the kitchen area of residence halls); Water gel bed; Weightlifting Equipment (large).

Lamps: A Special Safety Advisory

- The use of halogen lamps is strictly prohibited.
- Carefully read all safety instructions and warnings that accompany any lamp before use.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instructions.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in locations where they may be knocked over.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.

- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

Also see "Utilities"

4. Assignments

All students living in Lenfest Hall must sign an Occupancy Agreement. With this Agreement, a student is assigned a space in the residence. This Agreement constitutes a contract between residents and Curtis. It remains in effect in the event of an official room change. Assignments may not be transferred to another student. The agreement period begins on the Move-In date designated for the student resident and ends at noon on the Move-Out date designated for the student resident. These dates are set forth in Curtis communications, publications, and websites, as well as this Residential Handbook.

Curtis seeks maximum occupancy throughout the year. In the event that a vacancy arises in your room, you should expect a new roommate at any time. We will do our best to notify you in advance of the arrival of a new roommate. If you discourage or fail to accept an assigned roommate, you will be subject to disciplinary action that may include charges for lost rent, and/or termination of your Occupancy Agreement. Examples of discouragement include obvious and/or subtle verbal statements or occupying a greater area than your assigned space.

No change in room(s) occupancy shall be made without the prior consent of the assistant dean of residence life. Curtis reserves the right to change the capacity of the room(s) permanently or temporarily. Reassignment to another room is subject to availability, schedule, and authorization by the assistant dean of residence life.

5. Bicycles

Bicycles may be stored on bike racks located outside the building. They may not be stored or parked in hallways, staircases, or other interior public areas of the residence. No bicycle should be placed on or near outside entranceways, access ramps or railings, or in any manner that blocks access or egress for students with disabilities. Bicycles discovered in these locations may be removed and disposed of by Curtis personnel. Bicycles are a popular target for theft. Curtis recommends that cyclists use U-locks for securing bikes. Curtis is not responsible if your bike is damaged or stolen.

You are strongly urged to register your bicycle with the Philadelphia Police Bicycle Registration Program. Information and registration form are available on the Bicycle Club of Philadelphia web site at

<http://phillybikeclub.org/newbcp/events/fighttheft>

6. Charges

All residence charges are billed to the student account through the Business Office. Payment must be paid to that office, as per the instructions on the billing statement. Rent is payable by the semester and due September 2, 2011 for the fall semester and January 10, 2012 for the spring semester. Rent is established as a flat rate for the occupancy. Anyone granted permission from the assistant dean of residence life to arrive prior to the beginning or depart later than the end of the official occupancy period may be charged additional rent on a pro-rated basis.

Fees associated with residency in Lenfest Hall are not refundable once a student moves in. Charges and fines for damages, services, keys, and so on, which can be attributed to students during their residency are billed to the student. Students are expected to pay all residential fees by the due date. Failure to do so may result in termination of the Occupancy Agreement and/or denial of room selection privileges.

7. Cleaning, Housekeeping, and Pest Management

A. *Residents are expected to maintain a reasonable level of cleanliness in their room(s).* Housekeeping services are weekly and are limited to the suite's common space and bathrooms. In the event that health and safety standards are not maintained, Curtis will intervene. Possible actions can include suite/room cleaning at the resident's expense, disciplinary warning, reassignment and eviction. Residents will be billed for excessive trash or trash that is improperly disposed of. When one roommate moves out, those remaining are each equally responsible for cleaning the suite/room before they move out. If the apartment/room is not found to be in acceptable condition for a new resident, cleaning service will be provided and each resident will be charged. Curtis housekeeping service is provided five days per week (except holidays) for building common areas such as corridors, lounges, lobby areas, laundry rooms, and public rest rooms. Out of consideration for all residents, residents or guests using common areas such as kitchens, lounges or recreational space are expected to return the space to the condition in which it was found.

B. *Pests* - Poor cleaning and trash removal habits can create an environment that fosters the presence of pests, including bugs, roaches, mice, silverfish, etc. This is particularly true in a community living environment. You can minimize problems by being proactive:

- Take out trash and dispose of in proper containers or areas of your residence

- Keep areas clean, wash dirty dishes, wipe counters and vacuum or sweep often.
- Use sealed containers to store food items, condiments, etc.
- Never leave food in open containers; use glass, metal, heavy plastic or other sturdy, tightly-sealed containers.
- Do not store paper bags or cardboard boxes; they can provide harborage for roaches and mice.
- Use plastic trash bags for storage and for taking out trash.
- Should a pest control problem develop, submit a service request for pest management services.

Public Areas, Trash, Recycling and Personal Belongings:

Residents should not leave personal belongings in the hallways. They may obstruct exit routes in an emergency. Any belongings left in hallways will be considered trash and discarded. Trash should be disposed of in proper trash disposal areas and not left in hallways, lounges, elevator corridors and so on.

Curtis values sustainability and is required to comply with related initiatives per Pennsylvania state law and Philadelphia city ordinance. Please observe the recycling procedures. Instructions are posted on your floor. There are also locations throughout Lenfest Hall to recycle plastics, glass, metal, cardboard and paper. Non-recyclable materials should be disposed of in trash holding areas that are located on each floor. Be sure to bag your trash and place it in the trash holding area.

Disposal of sharp objects, glass, razor blades, syringes, needles, lancets: Any sharp object simply dropped in a trash bag can create a hazard for housekeepers and residents. Please dispose of any sharp objects such as broken glass, razor blades, syringes, or needles by placing them in a protective container and sealing the lid before discarding.

Failure to comply will result in disciplinary action. Unattended personal belongings left in hallways or public areas may be considered to be trash and disposed of as such.

8. Community and Residence Life Staff

In support of the Curtis artistic and academic mission, the Office of Student Services and Financial Assistance coordinates the hiring and training of resident assistants; creates innovative programs and opportunities for residents; provides academic counseling and crisis intervention; operates and oversees the computer labs, and networks. For more information contact the assistant dean of residence life.

Assistant Dean of Residence Life

A full-time professional *Assistant Dean of Residence Life* lives in residence at Lenfest Hall and provides leadership and professional expertise in the direction of resident assistants, program development and service delivery.

Resident Assistants (RA)

RAs are selected on the basis of their interpersonal skills and their ability to contribute to life at Lenfest Hall. They are specially trained to solve problems, resolve conflicts, and otherwise serve the needs of residents. They also assist in publicizing and implementing housing policies, enforcing rules, and planning activities.

You are an Important Part of Lenfest Hall

While Lenfest Hall is staffed by students and administrators who are committed to enhancing the residence experience, the most important participant is you. Your participation, ideas, and presence are essential to the creation of community. The staff is there to help residents meet each other and live together harmoniously, but the residents themselves are the keys to a community's success. You are encouraged to participate in activities and be part of the community.

Lenfest Hall Programming

There are numerous opportunities for residents to become involved in activities and programs. Getting involved in these functions is a great way for you to meet people and develop organizational skills. While RAs serve as a catalyst for many floor and building activities, you are encouraged to participate actively in and/or organize programs. Examples of student-initiated activities might include:

- Field trips to Philadelphia's cultural establishments/events
- Lectures
- Informal concerts
- Dramatic productions
- Career workshops
- Graduate school forums
- Dinners with faculty and administrators
- Game nights
- Movie nights
- Late-night get-togethers and other activities

Student Community Involvement

Curtis is committed to involving LH residents in the discussion of issues that affect the quality of their lives. RAs act as liaisons to administration on such topics as procedures, policies, and proposals for the residence. They meet

regularly to work on various residence issues, to develop activities, and to assist with staff assessment.

Posting materials at Lenfest Hall

Posting materials is permitted only in places designated, and requires approval of assistant dean of residence life prior to posting. Unauthorized posters may be removed. Students found to continuously break this policy will be subject to disciplinary action.

RAs will be responsible for posting and updating the bulletin boards on the 5th through 9th floors of Lenfest hall.

Computing Support

WiFi access is available throughout the building.

Computing Policies and Guidelines

Each person with access to the Curtis network is responsible for appropriate usage and, by his/her use, agrees to comply with all applicable Curtis policies and regulations.

9. Communication

Important information is sent primarily via email to your Curtis email address. Residents are expected to check their email account frequently for announcements and updates. Make sure that messages are not being filtered as spam or junk mail, and be sure that your email quota is not blocking incoming mail. Curtis students are expected to check the intranet on a daily basis for important announcements and updates.

10. Conduct in Residence

Curtis supports the following objectives:

- To support musical and academic pursuits in an environment where practicing, performing, reading, discussion, writing, computing, thinking, and studying can be accomplished without interference or disruption.
- To ensure that all residents live in a supportive, nurturing, and stimulating community in which individuality is valued and differences are respected.
- To provide all residents with a community in which their health, safety, and security are ensured by the responsible behavior of those around them.
- To provide all residents with an environment in which other residents show care for the facility and its equipment and in which equal access to facilities and services is guaranteed for all residents.

When you move into Lenfest Hall, you are joining a community that is musically diverse, varied in age and lifestyle, and multicultural in nature. The following policies cover some of the basic expectations relevant to maintaining appropriate student conduct within a comfortable and productive residential environment.

Accepting membership into the Lenfest Hall community as a student entails an obligation to promote its welfare by assuming the rights and responsibilities of student citizenship. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others. Failure to comply with Curtis policies, and city, state, or federal laws and regulations can result in disciplinary action within Curtis. In addition, the Philadelphia district attorney may prosecute criminal behavior.

The creation and maintenance of a safe and supportive residential community is everyone's responsibility. Following the policies and procedures previously outlined, and encouraging one's peers and guests to do the same, are steps that individual students can take to uphold community standards. Violations of residential community standards and other misconduct should be reported to residential staff for investigation and follow-up.

The authority to investigate and respond to violations of Curtis residence policies and procedures is delegated to the assistant dean of residence life, associate dean of student services, and the dean. In all cases, an attempt will be made to resolve a dispute or alleged violation by reaching a voluntary agreement. Repeated misconduct, serious offenses, and offenses by non-residents or in non-residence areas may be referred to the Office of Student Services for appropriate action. In addition, criminal activity in the residence is subject to criminal prosecution.

Reporting and Responding to Misconduct

Residents who have a dispute or grievance with another resident may informally discuss their concerns with any residential staff member, including an RA or the assistant dean of residence life.

Sanctions

Sanctions will be based on an educational model and may include, but are not limited to, confiscation, restitution, disciplinary probation, residence hall probation, parental involvement, counseling, letter of warning, completion of educational programming or service, loss of privileges, fines, removal from housing, suspension, or expulsion.

All sanctions will fall under a "Level" system, which was created to permit a student a teachable moment when policies are violated. Levels are assigned

based on the severity of the policy violation(s). Levels are not always assigned on a gradual basis; students can skip a level or jump to a Level II if the infraction is serious enough. If the policy violated is severe enough, residents may be placed on a Level III (which removes students from housing) even if the student has no previous violations.

Level I sanctions may include but are not limited to:

1. Alcohol and other drug information provided to student (for violations of the alcohol policy).
2. Letter of admonition for student signature, outlining consequences of further violations.
3. Fine of \$50.
4. Residence Hall or disciplinary probation.
5. Possible parental notification (written).

Level II sanctions may include but are not limited to:

1. Referral to counseling services for assessment OR required participation in an Alcohol and Other Drug Education Course sponsored by Curtis (for alcohol infractions).
2. Disciplinary probation or loss of some residential privileges.
3. Parental notification.
4. Fine of \$75.
5. Removal from residence.
6. In the event of no further disciplinary action, the sanction will be dropped to a Level I within one calendar year from the date of the infraction. The Level I will remain a **part of the student's record until graduation.**

Students are required to comply with all recommendations.

Level III sanctions may include but are not limited to:

1. Automatic referral to on- or off-campus counselor for assessment and possible treatment.
2. Disciplinary probation and/or removal from housing.
3. Parental notification.
4. Fine of \$100.
5. If there are no further disciplinary infractions, the sanction will be dropped to a Level I within two calendar years from the date of the infraction. The Level I will remain.

Students are required to comply with all recommendations.

A student against whom an allegation of offense is made has the following rights and obligations:

1. The right to be notified within a reasonably prompt time in writing of the complaints against him/her;

2. The obligation to cooperate with any investigation of complaints against him/her, including the obligation to be interviewed by Curtis;
3. The right to know the nature of any evidence against him/her; and
4. The right to confidentiality of information.

Curtis reserves the right to assign students to different rooms or to terminate Occupancy Agreements on an emergency or temporary basis if such reassignment or termination is necessary or advisable in the interest of health, safety, consolidation of resources, or the conduct of the residence program. When an allegation of misconduct is made against a resident, such measures may be implemented prior to completion of the procedures outlined above for resolution of such charges.

Records

Curtis will maintain records of all cases and policy violations.

11. Conflicts between Residents

Lenfest Hall is home to many students with diverse backgrounds and lifestyles. They all have a common desire to further their education at Curtis. With this in mind, it is essential that residents contribute to a harmonious living environment through their own responsible and respectful behavior.

Cooperative living should start with suite mates (and, if applicable, your roommate) as they have the most immediate impact on your daily life. Below is a list of a few common sources of conflicts. At the beginning of each semester, all suite mates will be required to complete a roommate agreement. In completing the agreement, you and your suite mates are asked to confront in advance some of the issues outlined below and to deal with them constructively by setting ground rules, with the hope that communication breakdowns and future conflicts will be avoided.

- Daily schedules: sleeping times, practicing, quiet hours, television viewing, study conditions.
- Guests: overnight guests, non-mutual friends, parties, privacy
- Housekeeping: making beds, cleaning common spaces and bathrooms, dusting, picking up clothes, interior decoration, micro fridge use, storing food, taking out trash.
- Personal habits
- Use of personal property: sharing, getting permission, respect for another's property
- Moods: grouchiness, silliness, depression, "taking things out" on one's roommate
- Values: prejudices, religion, philosophy, politics
- Shared interests – separate interests

Resolving a Conflict

Should you find yourself in a conflict with a roommate or neighbor, the following steps are suggested:

- Approach the individual to discuss the problem and attempt to reach an amicable compromise, keeping in mind that we all have different lifestyles and values.
- Ask your RA for assistance if your attempts to resolve the problem fail.

12. Dates: Curtis Dates 2011-12

Fall Term Move-In:

- International F-1 students (incoming first-year): Friday, August 26, 8 a.m. to 5 p.m.
- New U.S. students (incoming first-year): Sunday, August 28, 8:00 a.m. to 4:00 p.m.
- Returning U.S. & International Students: Thursday, September 1 through Monday, September 5, 8:00 a.m. to 5:00 p.m. daily
- Convocation and Fall Term Classes Begin: September 6

Thanksgiving Break: November 21-27

Fall Classes End: December 14

Final Examinations: December 15-17

Spring Term Classes Begin: January 11

Spring Term Break: March 19 -April 1

Classes End: May 6

Final Examinations: May 7-9

Spring Move-Out:

- Undergraduates: May 10 at 12 noon
 - Graduating Students: May 13 at 12noon
- Curtis Commencement: May 12, 2012

Summer Programs 2012: TBD

13. Directory of Phone Numbers

Michelle Mack, Assistant Dean of Residence Life	215-875-4202
Richard Woodland, Associate Dean	215-717-3143
Nan Alderson, Director of Facilities Operations	215-717-3168
Guard Desk	215-875-4200

14. Decorations and religious observances

Sticky Tack or similar putty type adhesives or Command™ hangers are the only recommended product for hanging decorations in student rooms. Scotch tape, masking, duct, adhesive tape, electrical tapes, hooks, nails, map tacks, push pins, brads, nails, glue or other similar items are not to be used for hanging room decorations. Use of these and similar items severely damage walls, and may necessitate the repainting of an entire room. Any wall damage will be charged to the residents of the room/suite.

Caution: Walls will not hold heavy objects.

Residents will be charged for damage to their walls. Residents may not paint walls or any part of their living area or furnishings. All painting must be done by Facilities department. Also see "Room Furnishings."

Holiday decorations: Cut trees are not permitted in Lenfest Hall resident suites or bedrooms. Other decorations must be flame retardant; check tags or wrappers prior to purchase.

Decorations must not be placed in front of exits. Electric light strings must not directly attach to metallic trees and/or decorations. If lights are utilized, they must be from a remote source. All lights must be tagged as having been approved by Underwriters Laboratories (UL). Discard damaged light sets (frayed wires, loose connections, broken/cracked sockets). All electrical decorations must be unplugged when unattended.

Winter seasonal holiday decorations composed of food items should be removed and disposed of before the Winter Break.

Also see "Walls."

15. Eligibility for Housing

Only Curtis students may occupy a room in Lenfest Hall. Unrelated members of the opposite sex will not be assigned to occupy the same room. Spouses, children, partners, and parents are not permitted to live at Lenfest Hall. Non-Curtis students are not permitted to live at Lenfest Hall.

16. Emergencies, Fire, Evacuation and Shelter in Place Drills, and Fire/Smoke-Producing Articles

In ANY emergency, call 911:

Disciplinary action, fines and possible legal action can be taken against residents or their guests for:

- ignoring evacuation procedures
- placing false alarms
- interfering with fire alarm or other alarm systems,

- interfering with smoke and heat detection systems
- interfering with sprinkler system components, including hanging anything on sprinkler system fixtures
- tampering with, covering or removing fire bells, horns, strobes,
- tampering with or removing fire hoses, extinguishers, and fire-fighting equipment

These are all serious fire code violations. Violators will be fined and must bear the cost of inspecting, recharging, repairing, and replacing the equipment. Tampering with life-safety systems poses a direct threat to each resident and is thus subject to disciplinary action, including the possibility of eviction and criminal prosecution by the city Fire Marshal.

Residents should not leave personal belongings in the hallways as they may obstruct exit routes in the event of an emergency. All belongings left in hallways will be considered trash and discarded.

Residents are responsible for their guests'/visitors' safety and behavior.

Residents should prepare for emergencies in advance by familiarizing themselves with evacuation and shelter in place procedures, routes and locations.

Residents are registered in Curtis's emergency notification program.

Fire Emergencies

In case of fire, follow procedures below:

Be Prepared:

1. Know the location of alternate means of exit.
2. Know the procedures posted on the inside of your front door and the elevator lobby.
3. Know the location of alarm pull stations, usually near an exit. Fire extinguishers are strategically placed throughout the building. There is a fire extinguisher in the closet in the common area of each suite.
4. Always keep fire doors closed to prevent infiltration of toxic gasses, fumes and smoke.
5. Maintain visibility through fire door windows: do not hang signs, posters or notices on the windows.
6. Report vandalism of all fire equipment to an RA.

On Discovering a Fire:

1. Notify persons in the immediate vicinity.
2. Leave immediately.
3. Sound the fire alarm, and then call 911 on a school phone located in a safe area.

5. Close all doors as you leave.
5. Do not use elevators.
6. Vacate the building.
7. Contact Security at 215-875-4200.

When the Alarm Sounds:

1. Awaken suite_mates, inform them of the alarm and leave immediately.
2. Be prepared to take directions from building staff, and fire and police personnel.
3. Dress appropriately for the current weather. You may need to leave the building and wait in a remote location before being readmitted. Shoes and a coat are essential. Take a wet towel (optional) and your keys and Curtis ID card.
4. Vacate the building if the emergency requires.
5. Do not use elevators.

After a Fire:

All fires, no matter how small, should be reported.

Evacuation/Fire Drills

In accordance with the Philadelphia Fire Prevention Code, (Chapter 4, Section F-405) for High Rise Buildings, fire drills shall be conducted annually on each work shift. We are to follow the foregoing fire evacuations.

There will be an “all clear” issued, via the public address system to advise persons in the fire drill exits to return their floor upon completion of the drill.

The date and time of fire drills will always be announced in advance. If you hear fire alarm and there has been no prior notification, you must assume that there is a real fire emergency.

- Evacuation drills are held to educate and prepare residents to follow safety procedures. Drills are required by the fire code and are scheduled to comply with this code. Drills are not scheduled to take place in the middle of the night.
- Fire emergency procedures pertinent to each residence are posted on the back of room doors. If you do not find a Fire Evacuation Procedures sticker on the back of your front door, fill out a service request. Participate in drills so you will know what to do.
- Fire code requires that residents leave their rooms during emergency drills.
- Stairwell exit doors are to be used only in such an emergency. These doors, marked FIRE EXIT ONLY, can activate an alarm when opened.
- Special procedures for fire and other emergencies applicable to your residence will be distributed as appropriate.

- Failure to evacuate when requested, or to follow other instructions by emergency personnel may result in disciplinary action and criminal prosecution.

Emergency “Shelter in Place” Procedures:

- “Shelter in Place” drills are held to prepare residents for events involving a widespread release of airborne contaminants or other types of emergencies occurring outside of the residence.
- Notices of shelter drills will be posted at building entrances prior to the drill. Alternative communications in the building will alert residents as to the drill’s start. Each suite has an intercom and you will hear an announcement through the intercom speakers. RAs or other Curtis staff will knock on room doors to alert you of the drill.
- Shelter procedures are residence-specific and will be communicated via staff. You will be directed to an identified shelter area in the building.
- In a shelter drill, you will remain in the building shelter location. Therefore, you should bring medications, bottled water, food such as power bars or other nutrient rich snacks, flashlight and batteries, cell phone, blanket. Dress appropriately and always bring your keys and Curtis ID card.
- In an actual emergency it may not be known how long you will need to remain in the shelter location. You should familiarize yourself with restroom locations outside of your suite and on other floors.
- Prior to leaving your suite, close and latch all windows, turn off window or wall AC units, and close the doors to rooms and your suite.
- Remain in the building. The entrance to the building will be closed and no one will be allowed to enter or exit. Air conditioning and heating systems may be shut down to minimize air exchange.
- You will be allowed to return to your room only when an announcement has been made that the emergency or the drill is over.

Fire- or smoke-producing articles

Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and **candles** are prohibited in Lenfest Hall. Possession of woks, potpourri burning units or other fire-starting devices/substances is prohibited in the building, as is their use in residential suites or on the outdoor terrace space.

Violators are subject to judicial action and criminal prosecution.

Candles

Candles are prohibited in Lenfest Hall, as they present a safety and fire hazard. Violators are subject to judicial action and criminal prosecution. Any exceptions to this policy (such as celebrating religious or other observances) must be approved by the assistant dean of residence life.

17. Energy Conservation: Reduce, Reuse, Recycle

With your help, conserving energy can reduce operations costs and soften Curtis's impact on the environment. Here are some ways in which you can make a difference:

- Use your heating and cooling system properly—use lower settings when not in the room. Close windows when the heat and air conditioner are in use to conserve energy.
- Turn off appliances when not in use, including lights, computers, and other electronics. If possible set the computer to an energy saving mode.
- Use energy efficient appliances whenever possible. Use the minimum necessary wattage in light fixtures.
- Don't leave water running.
- Take shorter showers. This can significantly reduce the energy used to heat water.
- Use cold water and cold water detergent when doing laundry.

18. Firearms, Dangerous Articles and Substances

Possession, storage, and/or use of a firearm(s) of any description (including, but not limited to, air rifles, airsoft guns, paint ball guns, pellet guns, pistols, ammunition, gunpowder, etc.) in Lenfest Hall is prohibited and subject to immediate termination of the Occupancy Agreement and removal from residence, as well as judicial action and criminal prosecution.

In addition, possession, storage or use of a dangerous weapon (including but not limited to clubs, dangerous knives, martial arts weapons), hazardous chemicals or biological substances, explosive devices of any description (including but not limited to fireworks, regardless of size or type), incendiary devices specifically modified to be used as weapon, hunting equipment, and other dangerous articles, weapons, or substances, and the use of Bunsen burners in Lenfest Hall is prohibited and subject to immediate termination of the Occupancy Agreement and removal from residence, as well as judicial action and criminal prosecution.

19. Guests

Visitors to Lenfest Hall residences must sign-in with a photo ID and be accompanied at all times by a host who carries a valid Curtis ID. A host is responsible for their guests at all times. Guest visitation can be a particularly sensitive issue. It is the responsibility of the resident host to familiarize guests with the Curtis's expectations and regulations. Your privilege to have guests requires consideration of your roommate, floor mates, and other community members, and at any time is subject to the following limitations:

- 1) A resident may not pressure or force suite/roommates or anyone to tolerate the presence of a guest.

- 2) The presence of guests must not restrict free access of legitimate occupants to all common spaces and to any private space they may have, or create any situation that infringes on the right of suite/roommates or floormates to remain undisturbed in any residence.
 - 3) The presence of a guest in any suite must not be constant or continuous beyond three (3) days unless an exception is granted by other suite mates, resident assistant, and assistant dean of residence life.
 - 4) Residents may not host more than two (2) guests at any one time.
 - 5) A guest may not occupy a student's room when the student is not present; a resident may not give a guest his or her room key or Lenfest Hall swipe card to enter Lenfest Hall or the suite.
 - 6) The resident must accompany the guest inside buildings. The actions of the guest are the resident's responsibility. The resident host will bear the cost of any fines or charges incurred by their guest.
 - 7) During low occupancy periods and hours between 11pm-8am, only Lenfest Hall residents may sign in a guest.
 - 8) Any violation of the Occupancy Agreement or Curtis policy by a guest of a resident is the responsibility of the resident. Any disciplinary action taken in response to the behavior of a guest will be taken against the resident.
 - 9) Guests must have a valid photo ID.
 - 10) Guests may not sign in other guests
 - 11) Guests may not sleep in public spaces or utilize the public spaces for personal activities during their stay.
 - 12) Curtis reserves the right to deny access to any guest if it is reasonably determined that such person has disturbed, or is likely to disturb or disrupt, other students residing in Lenfest Hall.
 - 13) Any violation of Housing or Curtis policies by a guest of a resident is the joint responsibility of the guest and the resident.
- (See also Safety, Security, and Security Systems)

20. Harassment

Students should immediately report an incident of harassment to a staff member. Issues of concern include, but are not limited to, sexual, racial, and religious harassment, and harassment based on sexual orientation. Individuals and groups can be the targets of harassment, and harassment can occur via social networks, phone, mail, e-mail, or face-to-face.

Curtis regards such behavior as a violation of the standards of conduct required of all persons associated with the school. Persons engaged in such harassment within a Curtis setting are subject to the full range of internal disciplinary actions, including eviction from the residence and/or separation from Curtis. Likewise, acts of retaliation will be subject to the same range of disciplinary actions. In addition, some forms of harassment can constitute a

criminal act and may lead to arrest and prosecution by the Philadelphia District Attorney.

Victims of any form of harassment may take their concerns or complaints to any resident assistant or members of staff. As always, if you feel threatened or in danger, call 911.

21. Information Assistance

Resident assistants, the assistant dean of residence life, and associate dean of student services and financial assistance can offer daily, front line, 24-hour assistance to residents at Lenfest Hall. They can handle most residential concerns and provide services including the loan of keys, guest access and passes, lost and found, game equipment, etc.

Personal deliveries to students may not be left at the guard desk.

Deliveries:

Any delivery to Lenfest Hall for a student must be picked up within 3 days. Perishables such as flowers will be disposed of if not claimed.

22. ID Cards & Room Keys

Swipe card access to your suite and room key will be issued to you upon your arrival at the beginning of the occupancy period. When you move out of your room at the end of your occupancy period, you must check out with the assistant dean of residence life and hand in your room key. **Until you return your key, your move-out is not complete.** You will be billed a \$100/day late move-out fine. In addition, if the keys are not returned within 7 days of the date you should have moved out, the lock core will be changed at your expense, a fine of \$130.

Lost Keys and Ids

Report lost keys immediately to the assistant dean of residence life. The lock core to your room will be changed and a new room key issued. Residents will be billed \$90 to cover the labor and material for cutting the key and changing the core. If a mailbox key is also lost, residents will be billed another \$90 to cover the labor and material for cutting the key and changing the core. In some situations only a duplicate key will need to be ordered, residents in this case will only be billed \$15.

Report lost Ids cards immediately to the security desk. Residents will be issued one free replacement Id card. After the one free replaced, residents will be billed \$15 for a replacement card.

Lock-Outs

If a resident is locked out of their room their first point of contact should be their roommate(s). For lock outs Monday through Friday 9 a.m. to 5 p.m., residents should see the assistant dean of residence life for assistance. For lock outs, Monday through Friday 5 p.m. to 9 a.m. and all day Saturday and Sunday, residents should go to the RA on duty for assistance. Disciplinary action may be taken against abusers of the lock out policy.

23. Mail

Mail for the residents of Lenfest Hall will be delivered by the US Postal Service to the mailboxes in the mail area on the ground floor of Lenfest Hall.

Proper form of address is used. It is essential that the resident's registered name and box number appear, or mail may be returned to sender.

Arrival of packages, including express mail and parcel deliveries such as, will be communicated via email notification. Retrieve packages promptly, as those unclaimed after 5 business days are returned to the sender. COD mail is not accepted, and staff will not hold packages or money for mail pick-ups.

Valuable or important items should be sent via USPS registered, certified, or express mail, FedEx, or UPS etc. in which some form of signed receipt is necessary. Valuables should be insured.

Forwarding Mail: When changing rooms or moving, remember to leave a forwarding address with the assistant dean of residence life. To avoid interruption in mail delivery, enter your summer address before the last day of classes. If you need to update your summer forwarding address during the summer, notify the assistant dean of residence life. Be aware that the United States Post Office does not forward mail outside of the U.S.

24. Maintenance and Repairs

You may report individual room problems or common area problems via the Curtis Facilities on-line form. You will get a confirmation email containing a request number after submitting your request. After hours or in the event of emergency, contact the RA on duty. Specify the floor, area, and needed repair if the issue is an emergency.

Typical emergency repairs are:

- Plumbing problems that cause flooding
- Non-functioning toilets
- Immediate health and safety hazards such as sparking electrical outlets or fixtures.

Curtis reserves the right to conduct facility improvements, repairs, and preventative maintenance in the interest of safety and comfort for the Lenfest Hall community. We cannot guarantee reassignments should such repairs become necessary. We will attempt to forewarn students regarding disruptions of environment and/or service. However, we cannot guarantee that we will be given the opportunity to do this in every case. Students may be moved temporarily or permanently if needed. Every effort will be made to permanently relocate students to comparable space(s) if such space is available.

Reporting computing, video or networking issues:

Network issues: Problems with wireless network access in Lenfest Hall should be reported to the assistant dean of residence life.

25. Move-Out and Move-In

An official check in takes place when a resident picks up keys and signs his/her data card. An official check out occurs when the resident returns keys and signs out on the data card upon Move Out. The resident assistant must be the resident's initial and final point of contact. Here, your official move-in and move-out time is recorded, and keys are dispensed and returned and all transactions recorded.

Move-Out Checklist and Procedure

It is important to follow proper move-out procedure so that you do not incur additional rent charges and other unanticipated fines.

- Residents should not leave personal belongings in the hallways either as they're packing or in disposal. Items left thus may obstruct exit routes in the event of an emergency. All belongings found in hallways will be considered trash and discarded.
- Residents must turn in their room and mailbox key. Not returning them indicates that the resident is retaining occupancy of the room.
- Failure to check out by the scheduled move-out date will result in daily fines and additional rent charges. In addition, a minimum of \$90 will be charged to cover the cost of changing the room lock.
- Arranging to have mail forwarded.
- The resident's space should be left clean, and all belongings and trash should be removed. Storage areas, drawers, closets, shelves etc should be checked to be sure that they are clear of all belongings and trash.
- Micro-fridge must be completely emptied and cleaned (turned to low with the door closed).
- Residents should turn off all lights and turn thermostat to off. When one suite/roommate moves out while the other(s) remains, each is equally responsible for cleaning the room(s) so that it is unacceptable condition

for new residents. Should residents fail to fulfill this obligation; cleaning service will be provided at the expense of each resident.

Students are jointly and severally liable for all damage that is caused to the suite(s)/room(s) or any furniture/furnishings/fixtures therein. Students are liable for the cost of repairing damage to the suite(s)/room(s) and building in case of fire, smoke, etc, if caused in violation of the Occupancy Agreement.

- Residents must vacate at the time noted on the last day of their occupancy period. Curtis is not responsible for belongings left in rooms or storage areas past the move-out date. Items not removed on time will be removed and disposed of at the resident's expense.
- After move out, facilities staff will inspect each unit for repair needs, damage, and furnishings. In case of damage to a room or its furnishings, or missing inventory, associated charges will be applied to the resident financial statement.
- Failure to move out within the prescribed period will result in a \$100 per day fine, plus daily rental fees and possible eviction, in which case Curtis will not be responsible for resident belongings and reserves the right to confiscate and dispose of such belongings.
- Move-Out times and dates are firm. They are communicated widely throughout the year and are agreed to at the signing of the occupancy agreement, and again at Move In. Residential staff may employ aggressive measures, such as calling security, to ensure compliance if necessary.

Early Move-In and End-of-Year Move-Out Extensions

The Office of Student Services reserves the right to extend or deny early Move-In privileges to incoming residents, as well as to accommodate or deny requests to remain in residence beyond the end of the occupancy agreement. The opportunity to move-in early or stay late may be dependent upon off-term utilization of the facility, including construction, Curtis events, or other factors. Residents who are granted either early arrival or a move out extension are expected to follow all relevant procedures and recognize that failure to do so will result in additional charges and possible eviction.

26. Noise

Suites/rooms shall be used for living and study purposes. Excessive noise can be annoying and should be discussed with the person(s) creating the disturbance and/or the residence staff. If, after reasonable warning, a student persists in creating excessive noise, administrative or disciplinary action (e.g., possible confiscation of equipment, fines, or eviction) may be taken. See Quiet Hours.

27. Non-Discrimination Policy Statement

Curtis values diversity and seeks talented students, faculty and staff from diverse backgrounds. Curtis does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class status in the administration of its admissions, financial aid or in its employment practices. Questions or complaints regarding this policy should be directed to the associate dean of student services and financial assistance.

28. Occupancy

1. Occupancy Periods

Once a resident picks up keys or occupies a space, the Housing Occupancy Agreement cannot be cancelled. The Agreement remains in effect for the entire occupancy period, beginning on the move-in date of the resident and ending on the move-out date of the resident.

2. Early Termination of Occupancy Agreements

Early termination of an Occupancy Agreement must be approved by the assistant dean of residence life.

To terminate your Agreement, you must:

- a. Complete the early termination application, obtain the appropriate signatures and return the form to the assistant dean of residence life.

If your early termination is granted, you will be contacted in writing by the assistant dean of residence life. Once granted approval, you must:

- 1) Vacate your room
- b. Return your keys to the assistant dean of residence life

Rent will be prorated when all steps of the Early Termination process are completed. No refunds will be given after the tenth week of classes of each semester. In all cases, except official graduation, there is a \$100 cancellation charge.

Early Termination of Occupancy Agreements

After a resident has: a.) assumed occupancy; b.) picked up keys; or c.) activated door access, the resident cannot cancel his/her Occupancy Agreement. A resident may request and be granted an *Early Termination of the Occupancy Agreement*, but only for the following reasons below and under the circumstances stated. Those who check out and leave for unauthorized reasons, or without following proper procedures, will continue to remain responsible for housing fees for the full term of the Occupancy Agreement. The resident's room space may be reassigned at the discretion of Curtis.

A. Leave of absence/withdrawal:

A resident who leaves Curtis for a leave of absence or withdrawal must vacate the room, leaving it in good order, return room and mailbox key, and officially check out with the assistant dean of residence life within 48 hours after the effective day of the leave/withdrawal or by the end of the semester, whichever is sooner. Termination is not effective and rent will not be prorated until all steps have been completed. However, no refunds will be made after the tenth week of classes of each semester. Residents will be charged \$100 for termination. For summer session housing, please refer to the Summer Occupancy Agreement.

B. Loss of Eligibility for Campus Housing.

- 1) Curtis reserves the right to terminate this agreement and repossess rooms for failure to pay Curtis fees or for violation of Curtis policies, or when a resident is no longer a full-time registered student enrolled at Curtis.

- 2) Students deemed ineligible for Curtis housing or denied housing privileges for violations of the Occupancy Agreement remain financially liable for the entire term of their agreement.

Early termination of an Occupancy Agreements must be approved by the assistant dean of residence life.

To terminate your Agreement, you must:

- 1) Meet one of the above requirements
- 2) Complete the early termination application, obtain the appropriate signatures and return the form to the assistant dean of residence life.

If your early termination is granted, you will be contacted in writing by the assistant dean of residence life. Once granted approval, you must:

- 1) Vacate your room and return your keys to the assistant dean of residence life

Rent will be prorated when all steps of the Early Termination process are completed. No refunds will be given after the tenth week of classes of each semester. In all cases, except official graduation there is a \$100 cancellation charge.

29. Pets

Pets are not permitted in Lenfest Hall. Persons with a disability and requiring a dog with them to live independently are the only exception to this policy. In these cases, medical documentation must be provided and approved by Curtis. If an exception is granted, the dog must be properly cared for and groomed. The dog must be contained within the resident's room so as not to

disturb other residents. Any damage to Curtis furnishings or additional cleaning required will be charged to the resident. Failure to comply with these guidelines may result in disciplinary action.

Discovery of an illegal pet will result in a \$50/day fine until the pet is removed. Curtis may remove illegal pets.

30. Placement of Advertising Posters in Lenfest Hall:

Unauthorized posters will be removed, and students responsible may be fined. Placing materials of any sort under residents' doors is not permitted. All posters and posted materials must be approved by the assistant dean of residence life.

31. Use of Public Space

Permission must be obtained to utilize either indoor or outdoor residential space for formal or informal organized activities. To reserve indoor space contact the assistant dean of residence life.

32. Quiet Hours

Whatever other functions an institute or residence hall may serve, its essential role is to provide an atmosphere conducive to study and practice. Curtis requires that students demonstrate the mutual respect and consideration that neighbors or members of any community owe to one another. Residents are asked to refrain from yelling out of windows and down hallways, blasting stereos or having loud gatherings in their rooms. Quiet Hours, established by Curtis, are 10 p.m. – 9 a.m., Sunday through Thursday; and 12 a.m. to 9 a.m., Friday and Saturday. Quiet Hours means no loud talking in the hallways and lounges, and no sound to be heard outside your room during the entire time period. It is the responsibility of all residents to hold one another accountable for maintaining quiet hours.

At all times Lenfest Hall observes a "Courtesy Policy." The "Courtesy Policy" policy ensures that all students have the right to request that others respect their right not to be disturbed by loud voices, music, or other noises. Students are expected to comply with requests from their peers to turn down music or to refrain from activity which is disturbing to others.

33. Roofs and Windows

Throwing or hanging things outside any window, from the terrace or roof is dangerous and prohibited. Failure to comply will result in disciplinary action.

34. Room Changes

Students experiencing suite/roommate problems may contact their RA or the assistant dean of residence life for assistance with problem resolution. Unapproved room changes are prohibited. Based on occupancy numbers

room changes may not be available throughout the year. Failure to comply will result in disciplinary action.

35. Room Entry and Inspection

Curtis recognizes and respects each resident's desire for privacy, especially within the context of a group-living environment. It is occasionally necessary for Curtis to exercise its contractual right to enter a room in the interests of maintaining an environment that provides for the health, safety, and welfare of residents individually and as a community. In such instances, students are expected to cooperate with Curtis personnel as they perform their duties. The following procedures have been developed as a guide for employees of Curtis and for Lenfest Hall residents to ensure the performance of duties and to maintain your privacy:

- Rooms shall be entered in your absence by authorized Curtis personnel when there is cause to believe a situation exists that may jeopardize the health, safety, and welfare of your community, cause damage to a room or its furnishings, or in order to perform housekeeping, inspection, or maintenance functions. Written notification regarding purpose of entry will be left in your room. The room shall be entered only after an effort is made to alert residents within by knocking, loudly announcing staff presence, and waiting long enough for a resident to respond. Generally, Curtis personnel will not enter rooms after business hours except in an emergency where inspection of a room or several rooms may be required, or to insure the well being of a resident or the resident's belongings.
- All staff members and contractors working in student suites/rooms are expected to clearly display identification. Residents are entitled to ask to see such identification.

36. Room Furnishings

Each student is supplied with a bed, desk, wardrobe, chest of drawers, and desk chair. Suites and rooms have wall-to-wall carpeting and window shades.

ANY ALTERATIONS to the room including its walls, floor, ceiling, doors, wiring, plumbing or furnishings are prohibited. Residents may not change or alter the existing facilities and must abide by the following policies:

- Putting tape, decals, chalk, or other decorations or items on the exterior of a room or building, including windows, doors, entry ways, or floors is prohibited.
- The resident is responsible for all furnishings provided. Due to space limitations and work constraints, furniture that belongs in the room cannot be stored by Curtis. Furniture left in public areas will be removed with the costs charged to the resident.
- Residents will be charged for any furniture that is missing at the end of the occupancy period.

- Residents may not remove residence furniture, equipment, or property; they may not alter floors, ceilings, or doors of any suite or room, including painting or making structural repairs or modifications. The resident of record is liable for any damage or alterations incurred during the occupancy period.
- No partitions (structural repairs, modifications, or freestanding pieces) are permitted in Lenfest Hall, as they damage walls, ceilings and floors, and pose a safety hazard.
- Residents may not add locks, alarms, or chains to their doors, as they hinder access by authorized personnel.
- Waterbeds are not permitted in Lenfest Hall.
- Altering or tampering with network, electrical, plumbing, circulation, or other building systems is prohibited.
- Residents are not permitted to perform maintenance or repairs. Curtis authorized personnel must do all work to rooms, fittings and furnishings.
- In addition to not making alterations to their room, or attempting to make repairs to their room, students should not use any chemicals such as drain cleaners (like Drain-O), pesticides (like Raid) or other harsh chemicals or cleaning supplies. Students should ALWAYS contact Facilities Services for repairs to their room.
- Removal of common-area or common-use furniture, equipment, or fixtures is forbidden, as they are intended for use by everyone. A minimum of \$50/day fine will be levied against a resident if they remove the above items.
- Residents are not permitted to remove any music stands, chairs, or other furniture/equipment from the classrooms, dining hall, or other common areas of Lenfest Hall. If items are found in a resident's room or living area, a minimum fine of \$50/day will be levied.

37. Room Inventory and Condition Form

All residents will be required to complete a Room Inventory and Condition Form (RICF). The RICE informs new residents of the furniture provided for your room type as well as a brief description of the anticipated condition. This form also provides documentation of and missing furniture or damage discrepancies that you wish to be documented. This may protect you from being charged for noted items at move-out. If you have not reported discrepancies in your room's condition and furniture placement inventory, and damages are found during the Move-Out inspection, you will be charged for damages and missing furniture.

38. Safety, Security, and Security Systems

Curtis has numerous systems, resources and personnel dedicated to maintaining a safe building, however, residents must play their part by

observing security procedures and practices, in consideration of their classmates and in order to minimize personal harm or loss. For the protection of all residents of the building and their personal property, you are expected to cooperate with the security program. The following are security regulations enforced by Security and Student Services. It is our expectation that all residential students follow these regulations:

- Keep exit doors closed and locked at all times.
- Refrain from lending out or duplicating your key.
- Do not give your Curtis ID Card to anyone for building access.
- Register guests with Security and escort all guests at all times.
- **Keep your room door locked at all times** (even while inside the room).

All access, security, and guest procedures in this handbook are extremely important and were developed with the security of our residents in mind.

Access to Residence

- Entrances to Lenfest Hall are monitored 24 hours a day.
- The building has a card-reader-controlled access system in place that validates the Curtis card holder before permitting entrance through a turnstile/portal.
- Residents are asked to cooperate with the security guards as they are required to verify the ID for each person entering a residence. Guards must screen students with every entry, regardless of how well they know the resident or how often the resident enters the building
- Each student must possess and carry his/her Curtis ID card. An individual must display his/her Curtis ID card when requested by a security guard. Should a resident lose or forget his/her Curtis ID card, the security guard will use an alternate method of verifying identity and granting access, to be used only in the short term. Lost cards must be reported promptly.
- Curtis ID cards are non-transferable. Those found to be fraudulently using a Curtis ID card to gain access will face disciplinary action. A Curtis ID card used by anyone other than the owner will be confiscated. Confiscated Curtis ID cards may be picked up at Curtis Facilities. Anyone who fails to produce a Curtis ID card, photo ID or who creates a disturbance about the procedure is subject to disciplinary action and/or fine. Residents who consistently fail to produce a Curtis ID card may face disciplinary action.
- Access/egress is gained through the Locust Street entrance only 24/7. The Latimer Street entrance is open to swipe card access only beginning at 7 a.m. and is completely locked down at 10 p.m. and alarmed for security purposes. Latimer Street is also open on occasions

requiring loading or unloading equipment or instruments. Residents should not exit via alarmed doors unless instructed to do so during a building emergency/evacuation.

- On the floors, students are advised to keep their doors locked at all times. Theft of unattended items is one of the most frequent forms of theft. Residents shouldn't leave unattended items in public spaces such as lounges, lobbies, computer labs, or in an unlocked room, even for a brief period of time. Curtis is not responsible for items removed or stolen from student rooms in the event a door was left unlocked.

Residential Security Systems

The security systems and procedures in the residence are designed for the protection of all residents. Abuse of staff and/or vandalism will not be tolerated. Students identified as vandalizing or damaging portals, exterior building doors or locks, room locks or doors, security alarm systems, turnstiles, emergency telephones, or other portions of a security system are subject to disciplinary action and will bear the cost of repair. It is against policy to use a Curtis ID card that has been tampered with or one that does not belong to the bearer. Violations of security policies may be referred for disciplinary action within the Curtis. Sanctions for security violations may include fines, Curtis probation, and residential reassignment or eviction. A violation of a Curtis policy may also constitute a crime under state law. On-site monitoring of security systems and activity may be carried out throughout the year.

39. Smoking

Lenfest Hall is a smoke-free building. Smoking of any substance is prohibited in all residential buildings, the Terrace and outdoors within 20 feet of windows and doors. This policy encompasses the use of hookahs and other smoking paraphernalia. Those who violate this policy may face disciplinary action, fines, and possible termination of their Occupancy Agreement.

40. Solicitation and Business Activity

According to Curtis policy, residence space must be used only for study and living purposes and not as sales rooms, offices, service areas, or for storage of merchandise. Soliciting and peddling in the residence are prohibited. Curtis Police should be contacted to report illegal soliciting of any kind.

41. Sports Activities

Sports activities are prohibited within Lenfest Hall, including but not limited to the outdoor terrace, hallways, lounges, suites, and other indoor areas. Sports activities include but are not limited to bouncing or throwing balls or frisbees, rollerblading, skateboarding, and bike riding.

42. Storage

Curtis does not provide storage for resident belongings during the academic year, break periods or summer. Curtis will not be liable for loss of, theft of, or damage to articles left in storage. It is wise for you to have belongings covered by insurance. **Any belongings left in a resident's room after they move-out** will be considered trash and will be disposed of at the cost of the resident.

43. Student Health Concerns in Residence

Issues involving residential students with health concerns are reviewed individually, with a support plan developed by Curtis and health consultants with concern for confidentiality and the best interests of all parties involved.

Immuno-compromised students may require and be granted special housing arrangements to protect themselves for medical or emotional reasons. Fear of a resident with a non-contagious medical condition including HIV, AIDS, and hepatitis B is not considered a basis for release from the Occupancy Agreement. In these circumstances, residential officials will not allow concern or suspicion about the health of residents to result in a demand that suspected residents be tested, relocated, isolated, ostracized, segregated, or excluded from residence against their wishes. Requests for room assignments and changes are considered in accordance with established residence policies, depending on the availability of rooms. Professional staff from our partners at Penn Student Health Services is available and prepared to respond to or refer inquiries from students.

Penn Student Health Services can be reached at 215-746-3535.

44. Student Telephones

Curtis does not provide phone service for residents of Lenfest Hall. All students residing in Lenfest Hall are required to own and use a mobile phone.

45. Substance/Drug Abuse

The possession, sale, or use of narcotics or other controlled substances in Lenfest Hall, as elsewhere on campus, is illegal, unless possession and use conform to a physician's orders and prescription. Students found in possession of illegal substances or found under the influence could face the following consequences: disciplinary action, removal from housing and criminal prosecution.

46. Terrace and Multipurpose Room

The Terrace on the 5th floor is designed to be a gathering place for students, faculty, staff and friends of Curtis. Students are reminded that there may be many different members of our family on the Terrace at any time. Please

refrain from foul language, annoying others, rough housing and similar behavior. No one is permitted to walk on the ledge by the plantings. The plants are not to be touched or cut by anyone other than assigned staff. Any problems in this area should be brought to the attention of the assistant dean for resident life or other staff member as soon as possible.

The Multipurpose room of the 5th floor is designed specifically for student use. This lounge area should be a place where friends can hang-out, work together on assignments, relax and take a break during the day. Please be respectful of other students in this room. Please refrain from foul language, annoying others, rough housing and similar behavior. Any problems in this area should be brought to the attention of the assistant dean for resident life or other staff member as soon as possible.

Both areas may be used for Curtis events and will be clearly marked as “Closed for Special Event.” We will try and give advance notice when events are scheduled. During these periods, these areas are not open to general student use.

47. Vacation, Holiday, and Break Periods

Lenfest Hall will remain open during semester breaks, winter break, and over the summer. Residents looking to stay in Lenfest Hall over break periods are required to submit an application to the assistant dean of residence life. Permission will be granted on a case by case situation. Please note that services in Lenfest Hall are limited over break periods.

Residents needing summer housing must also submit an application to the assistant dean of residence life. Summer housing may be limited due to projects and summer programs taking place in Lenfest Hall. Over the summer, residents might be asked to move to accommodate summer program residents.

48. Vandalism

No student shall perform or permit damage, removal, or unauthorized addition to any furnishings, equipment, or property belonging to Curtis. Defacing interior or exterior room or building walls, floors, ceiling or other structures or surfaces with chalk, marker, paint, pen or other substances may be construed as vandalism and action will be taken accordingly. Charges for missing or damaged items will be assessed at replacement cost, including any necessary labor. Disciplinary action, including fines and/or eviction, is possible. In addition, the individual may be subject to criminal prosecution (i.e., institutional vandalism, criminal mischief) and possible fines.

49. Walls

Sticky Tack or similar putty type adhesives or Command™ hanging products are the only methods recommended product for hanging decorations in student rooms. Scotch tape, masking, duct, adhesive tape, electrical tapes, hooks, nails, map tacks, push pins, nails, glue or other items are not to be used for hanging room decorations. Use of these or similar items severely damage walls, and may necessitate the repainting of an entire room. Painting your own room or residential area is prohibited. Unauthorized painting or residential areas will result in a fine, and additional charges for repainting the area. Any wall damage will be charged to the residents of the room.