

**Thomas Jefferson University  
Department of Housing and  
Residence Life**



**The Martin Handbook  
For the residents of the  
Martin Residence Hall**

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# **THE MARTIN BUILDING**

The Martin Building is an 8-story office and residential building located at 201 S. 11th Street. The majority of rooms contain a bed, desk/desk chair, dresser, two roll-away drawers, and one micro fridge. Each floor is air-conditioned and includes common bath, shared shower rooms, a lounge, and snack kitchen. Other services include 24 hour front desk coverage, basement lounge with large-screen cable TV, a study room, a coin-operated laundry area, and vending machines.

The following policies and procedures are designed to provide a comfortable and safe living environment for all the residents. The policies in this book are not absolute or exhaustive. Each tenant is bound by the terms in his or her Housing Agreement and the University Code of Conduct. If you have questions regarding the information in this book, call the Housing Office, Monday through Friday, 9 a.m.-5 p.m. at (215) 955-8913.

## **I. TENANT RIGHTS AND RESPONSIBILITIES**

Members of the residential community of Thomas Jefferson University are expected to act in accordance with University policies and procedures. Tenant rights and responsibilities are the following:

### **A. RIGHTS**

1. The right to a residential environment conducive to academic pursuits
2. The right to notification of all residential charges and complaints against him or her
3. The right to timely and equitable adjudication of aforementioned charges
4. The right to appeal departmental decisions according to established procedures
5. The right to a timely and equitable appeal

### **B. RESPONSIBILITIES**

1. The responsibility to be fully acquainted with, and to comply with, University, departmental, and building policies and regulations as stated in the Housing Agreement, the Martin Building Handbook and the University Code of Conduct
2. The responsibility to respect the rights and property of other tenants and of the University

3. The responsibility to cooperate and be forthright with University officials

## **II. THE DEPARTMENT OF HOUSING AND RESIDENCE LIFE**

The Department of Housing and Residence Life is committed to meeting the needs of its individual tenants and the residential community. The Department consists of three coordinated areas designed to meet these needs: Housing Operations, Residential Property Management and Residence Life.

### **A. HOUSING OPERATIONS**

Housing Operations Staff address concerns regarding housing applications, contracts, assignments, and billing. The Director of Housing and Residence Life oversees the duties and responsibilities associated with these issues. The Director or a staff member is available Monday to Friday, 9:00 a.m. to 5:00 p.m. at:

103 Orlowitz Building  
1000 Walnut Street  
Philadelphia, PA 19107-5518  
(215) 955-8913

### **B. RESIDENTIAL PROPERTY MANAGEMENT**

The Assistant Director of Housing Operations oversees all operational aspects of the residential buildings and short-term housing. This includes coordination of custodial and maintenance services, management of the front desk staff and property development. A staff member is available Monday to Friday, 9:00 a.m. to 5:00 p.m.:

103 Orlowitz  
1000 Walnut Street  
Philadelphia, PA 19107-5518  
215-955-2890

### **C. RESIDENCE LIFE**

Residence Life focuses on quality of life in the residences. This includes coordinating the Resident Assistant staff (RAs), overseeing programming, providing counseling and advocacy, maintaining the residential judicial process,

publishing the residential newsletter and arbitrating conflicts. The Assistant Director of Residence Life oversees the Residence Life Program.

There are twelve Resident Assistants located on campus, seven of whom reside in the Martin Building (one per floor excluding the first which serves as short-term housing). The RAs are directly supervised by the Assistant Director of Residence Life. The Assistant Director of Residence Life is a live-in advisor, available after business hours to respond to emergencies. (Contact can be made through the RA on duty or the front desk). Residents can contact the Assistant Director directly during regular business hours Monday to Friday, 9:00 a.m. to 5:00 p.m. at:

103 Orlowitz  
1000 Walnut Street  
Philadelphia, PA 19107-5518  
(215) 955-1755

RAs provide information about the building, TJU, and Philadelphia; refer residents to University or community services; offer programs in the building, on campus and in the Philadelphia community; help residents adjust to university living; and, serve as a liaison between residents and housing management. RAs have meetings with residents to discuss building issues. Residents may, however, voice concerns anytime by reaching an RA individually or during floor meetings. The RA rooms are: 235, 335, 435, 535, 635, 735 and 835. You may contact the RAs by leaving a note in their mailbox or making contact through the front desk. There is an RA on call after regular business hours (Monday - Friday, 5pm-8am; Sat., Sun. & holidays - 24 hours/day). The RA on duty can be accessed via the Front Desk.

### **III. THE FRONT DESK**

Requests for services are handled at the Martin Front Desk. Please direct all requests for maintenance, custodial and other services to the Front Desk. The Front Desk Staff also sort and distribute mail (U.S. and University), provide information regarding the University and Philadelphia, collect housing fees and tend to the various building operations. The phone number of the Martin Front Desk is (215) 503-8511.

## IV. BUILDING SERVICES

- A. **CUSTODIAL SERVICE:** Custodians clean building common areas each weekday. Each resident is responsible for cleaning up after using common areas and for the upkeep of his/her room.
- B. **EXTERMINATION SERVICE:** The common areas are routinely inspected by the University's extermination services. If you detect vermin in your room or in the building, notify the Front Desk to arrange extermination. Tenants should be prepared to empty cabinets and drawers for proper service.
- C. **MAINTENANCE SERVICE:** The Martin Building is serviced by the Department of Facilities Services. Report any malfunction or breakage in the building to the Front Desk. Priority or routine requests that have been reported **within a 24 hour time period** will not be called in again in order to prevent multiple work orders being issued for the same request. Any outstanding maintenance or custodial items may be also be reported to the Assistant Director of Housing Operations.

Because the maintenance department is responsible for all University buildings, it is difficult to give an exact date and time when the work will be scheduled. While **immediate** situations are addressed within one to two business days, the usual turn-around time for **routine** maintenance is approximately two weeks. Therefore, once a work request is logged, please make sure to allow workers access to the unit and access to the particular problem reported (i.e. move furniture, remove breakable items from the area).

In addition, the maintenance staff are advised to leave a door knob tag stating that they were in the unit and the status of the work request (completed, parts needed, etc.)

- D. **TRASH:** Trash from common areas is collected daily. Residents are encouraged to discard room trash on a daily basis. Wastebaskets placed outside residential rooms by 7:00 a.m. weekdays will be emptied by Custodial Services. **Room wastebaskets must be returned to the room when emptied and should not remain in the hallways where they become a fire evacuation hazard.** Trash from the floor lounges is collected daily.

E. **RECYCLING:** Thomas Jefferson University is a recycling community. Bins for collecting glass, metal cans, and aluminum are placed on each floor in the kitchen areas. Tenants are requested to recycle paper/cardboard, plastic, glass, and aluminum. Bins are labeled to accept paper or, plastic, glass and aluminum. Comingling plastic, glass and aluminum is acceptable. Recycling materials that are contaminated by trash and discarded in the regular trash receptacles are not recycled. Please do your best to help preserve our precious resources.

F. **LAUNDRY:** Room B-9 in the basement is equipped with coin-operated washing machines, dryers and a change machine. For maximum efficiency, clean the dryer lint traps before and after each use. Please do not overload machines. Overloading stresses the machines and may damage your clothing. **Do not launder rugs, comforters, or quilts in these units.**

To obtain a refund of lost money due to machine malfunction, tenants may call Coinmach directly for reimbursement (1-800-232-WASH.) Coinmach, the laundry room vendor will then process refunds. If a machine is not working properly, please post an “Out of Order” sign on it and notify the Front Desk. The laundry room vendor usually takes one or two weeks to process refunds.

At the southwest end of floors 6, 7, and 8, there is a utility room with a large sink.

G. **THE LOADING ZONE:** Only Martin tenants or pre-approved service personnel can gain access to the loading zone on the south end of the building. Residents can access the loading zone by obtaining a temporary permit from the Front Desk. A valid picture I.D. must be left at the Front Desk while accessing the loading zone. Residents may only use this area for a limited time (up to one hour) while they are loading or unloading their vehicles. During move-in and move-out, the time may be briefly extended with approval from the Front Desk, by requesting another hour-long permit. This loading area is not for parking. Any person exceeding the time limit or using the area for parking may be ticketed or towed.<sup>1</sup>

H. **CARTS:** To facilitate moving, moving carts are available through the Front Desk on a first come, first serve basis. During periods of heavy demand, a time limit may be imposed by the Front Desk staff. An I.D. must be left at

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<sup>1</sup> During the Martin Building renovations, the loading zone area may be compromised. Please visit your front desk clerk for more information.

the Front Desk while a cart is in use. Do not leave the cart in the corridors where it could be an obstruction in case of fire or emergency. Carts must be returned to their basement storage area in order to have the I.D. returned.

- I. **LOST AND FOUND:** Items found in the building should be turned into the Front Desk. Items will be tagged and kept for 30 days. Items of value will be kept in the Housing Office, 103 Orlowitz, for safekeeping. After 30 days, unclaimed items will be returned to the finder, if desired. Inquiries about lost items should be directed to the Front Desk. Be prepared to give a written statement with detailed description of the item.

## **V. COMMUNICATION**

### **A. MAIL:**

A combination lock mailbox is assigned to each room. Residents are given the combination when they receive their room keys.

- 1) Use the following address for incoming mail:

Resident Name  
Martin Building, Room #\_\_\_\_  
201 South 11th St.  
Philadelphia, PA 19107-5595

- 2) Residents should not leave keys or valuables in the mailboxes.
- 3) House guests and/or subletting tenants can receive mail addressed to them in care of the tenant of record
- 4) Upon moving out, leave a forwarding address with the Front Desk. ONLY first class mail will be forwarded for up to one (1) year.

### **B. TELEPHONE/WIRED INTERNET:**

- 1) **Emergency** messages may be left at the Front Desk, (215) 503-8511.
- 2) Residents can have a phone in their rooms. Arrangements are contractual between the student and the telephone company. The University assumes no obligation. Telephone company employees will

be allowed access to connect or repair internal room phone lines only with the resident's authorization and accompaniment.

- 4) The renovated Martin units are wired for TJU Internet access. Contact JeffIT Support Services for Students at (215) 503-7600.

### **C. BULLETIN BOARDS:**

- 1) The bulletin boards adjacent to the elevators on the residential floors are for public information notices. Signs or flyers must be approved and stamped by the Residence Life Office. Approval for student organized petitions may be authorized on a case-by-case basis. Bring flyers to the Housing Office (103 Orlowitz). Please allow approximately 1 week for posting. **Signs or flyers alluding to or mention alcohol are prohibited from being posted on campus. Residence Life upholds the University Posting Policy.**
- 2) Housing Management reserves the right to deny the posting of material that is deemed either offensive or inappropriate. Housing Management reserves the right to remove items deemed offensive or inappropriate from tenants' doors, windows, or other communal areas.

### **D. TELEVISIONS:**

- 1) There are televisions with cable in the floor lounges.
- 2) There is a large screen TV with cable in the basement lounge which can be used by tenants and their guests when the lounge has not been reserved. A DVD player is available for group viewing through the front desk.
- 3) Residents may keep privately owned TV's in their rooms. Cable is not available in non-renovated rooms. **Martin renovated rooms are cable ready. Students who wish to purchase cable for their individual units should contact Comcast to arrange a time.** The University assumes no obligation. Cable company employees will be allowed access to connect or repair internal cable lines only with the resident's authorization and accompaniment.

### **E. PUBLIC ADDRESS SYSTEM:**

The enunciator system will be utilized in the case of an emergency and can be heard on the renovated floors. For the unrenovated floors, a RA or a trusted person would utilize a megaphone to inform students. All residents are advised to sign up to receive JeffAlert text messages (see page 13).

## **VI. FIRE SAFETY**

To prevent fires and to minimize injury and damage. Residents are to follow the following fire procedures calmly and swiftly. **Do not call to the Front Desk with questions. The phone lines must be kept clear for emergency purposes.**

### **A. DURING A FIRE ALARM:**

#### **1) FIND THE NEAREST STAIRWELL AND PROCEED TOWARD AN EXIT.**

The north stairwell is a fire retardant stairway and an exit from the building. This stairwell was designed to retard fire and smoke. If your access to the north stairwell is blocked residents can use the south stairwell but must evacuate the building via the first floor lobby. Do not attempt to use the elevators.

#### **2) EVACUATE THE BUILDING. HEAD TO THE RALLY POINT (THE RALLY POINT IS A DESIGNATED SPOT TO WAIT TO EVACUATE TO DURING EMERGENCIES TO HEAR FURTHER DIRECTIVES; FOR MARTIN THE RALLY POINT IS LUBERT PLAZA; THE CEMENT CIRCLE BY MARTIN, BEHIND THE LIBRARY AND THE ORLOWITZ RESIDENCE HALL).**

#### **3) WAIT FOR AN “ALL CLEAR SIGNAL” FROM A REPRESENTATIVE OF TJU OR THE PHILADELPHIA FIRE DEPARTMENT AND RE-ENTER THE BUILDING.**

When the bells are silenced and the a representative from TJU and the Philadelphia Fire Department give the all clear, the cause of the alarm has been investigated, the problem has been resolved and the residents many return to their rooms.

Give us a hand- If you are accidentally responsible for triggering a fire alarm, exit the Martin Building and inform a Housing representative once the Martin Building is deemed clear to enter by the Philadelphia Fire Department or a TJU Official.

## **B. IF YOU DETECT A FIRE:**

- 1) ACTIVATE A FIRE ALARM BOX**, to alert other residents to the danger. Fire alarm boxes are located throughout the corridors. Within ten feet of each stairwell there is a fire alarm box.
- 2) GO TO THE FRONT DESK AND REPORT THE FIRE.** Close your door and take your key (but don't waste time looking for it!).
- 3) EVACUATE THE BUILDING AND MOVE TO THE RALLY POINT.** Stay clear of the building to avoid falling glass or debris from upper floors.
- 4) DO NOT RE-ENTER THE BUILDING UNTIL THE PROPER TJU & CITY AUTHORITIES GIVE PERMISSION.**

**C. FIRE DOORS:** The fire exit doors set off an alarm when opened. Do not open them without permission from the Front Desk except during a fire alarm or emergency. The fire doors automatically release when the fire alarm sounds. During other emergencies the fire exit doors may be used by applying continuous pressure on the crash bar for 15 seconds. While applying pressure, a high pitched noise will sound. Continue to apply pressure until the door opens. From the 9th Floor Solarium, the door to the main roof is a fire exit (not the sunroof doors). In case of an emergency, exit and proceed across the roof to the north stairwell (a fire exit stairway) and proceed to the street level exit.

**D. EVACUATION:** Tenants must evacuate the building upon order by the Fire Department, Housing Management or designee.

**E. SMOKING:** TJU is a non-smoking environment. Smoking is prohibited in all University buildings including **residential rooms**. **If you and/or a guest choose to smoke, you must be at least 25 feet from any TJU building entrance. This includes all three residence halls.**

## **VII: EMERGENCY PROCEDURES**

### **A. SHELTER-IN-PLACE**

**SHELTER-IN-PLACE:** The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard residents during an emergency outside the

building by preventing or limiting the infiltration of hazardous materials into the building by closing windows and doors and shutting off air handling/HVAC systems, and by moving occupants away from perimeter windows and doors to safer locations in the building.

Once each year a shelter-in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

- B. DURING A SHELTER-IN-PLACE EMERGENCY:** Building management will announce when a shelter-in-place emergency is occurring. When an emergency is announced occupants should immediately go to their designated shelter location. Building management will ensure that air-handling systems are shut down. Residents are advised to become familiar with each building's Shelter-in-Place plan. Visit the TJU Security website <http://www.jefferson.edu/security/preparedness.cfm#sip>

According to Philadelphia Fire Code Section F-409 Shelter Area should be predetermined and have as few windows, vents, and doors as possible. The shelter area must also contain a water supply for both drinking and toilet facilities. The Martin Residence hall shelter location: **Hallway corridors and/or the Martin lower level lounge.**

If a Shelter-in-Place emergency is announced:

1. Close your window and enter the hallway making sure each individual unit door remains shut.
2. Once you are in the hallway, ensure that common area windows in the hallway and kitchenette are closed. (If applicable, close the kitchenette door).

If you have any questions about the DHRL shelter-in-place plan, please call the Assistant Director of Residence Life at (215) 955-1755 in advance of a crisis.

### **C. ACTIVE SHOOTER/LOCK DOWN**

**Lockdown** – A procedure used when there is an immediate threat to building occupants. Students, faculty and staff would be instructed to secure themselves in the rooms they are in and no one should leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove or evacuate any innocent bystanders from immediate danger to an area of safe refuge. Most commonly used to secure areas not directly impacted by an incident occurring inside a building

**Lockout-** Allows no unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by Jefferson Security or Administrators. This procedure allows the occupants of a building to continue as normal, but curtails outside activity. Most commonly used when an incident is occurring outside a building.

## C. JEFFALERT

**JeffALERT:** The University can send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices, such as cellular phones, landline phones, fax machines and PDAs. TJU Security, University Officials, and DHRL urge each resident to register (i.e. update cellular phone numbers, office numbers and landlines) so that security officials can effectively notify building residents during an emergency situations.

**Students-**JeffALERT will use the information you provide in Banner Web for cellular phones and land lines. Information provided in Banner Web updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. You do not need to take any action for this.

**Faculty & Staff-**JeffALERT will use information and faculty and staff provide in the PeopleSoft system. Residents are advised to keep all emergency contact information up to date. Information provided in PeopleSoft updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. Residents need not take additional action for this.

**Wills Eye-**Will Eye Post Doctoral fellows should contact TJU Security to learn more about how to obtain JeffALERTs.

## VIII. BUILDING SECURITY

Security Officers make rounds throughout the entire University 24 hours/day. A security officer routinely stops into the Martin Building lobby several times a day. This officer helps maintain the general security of the building and the safety of the tenants. Due to the high volume of visitors to the building, employees and tenants are **required** to show their Jefferson Photo ID upon entering the building. All long-term tenants will be issued a color-coded residential I.D. label to assist the Front Desk with monitoring building traffic. The label should be affixed to the TJU ID (Martin - yellow.)

During non-business hours the front doors are locked. Tenants are provided access by **utilizing their student id or the front desk**. The Front Desk is staffed

24 hours a day, seven days a week. **Do not allow strangers to access the building or elevators.**

- A. STRANGER ON THE FLOOR:** Report any intruder on the floor to the Front Desk immediately. In case of an emergency, TJU Security can be reached directly at 215-955-8888 or by dialing 811 if calling from a campus phone.
- B. TENANT DOORS:** Each tenant door is equipped with a peep hole, a lock and a chain lock. Please use them.
- C. RIGHT OF ENTRY:** Thomas Jefferson University retains the right of entry into individual rooms, with as much advance notice as possible, to maintain order as outlined in the Housing Agreement.
- D. ROOF:** The entire roof area is for "Authorized Personnel Only." Tenant access is prohibited except in the case of an emergency. (See Fire Safety, VI, C.)

*The Department of Housing and Residence Life, in conjunction with the Department of Security, offers informational safety programs throughout the year. These programs cover personal safety issues related to city life and to apartment and residence hall living. Residents are encouraged to attend.*

#### **VIV. FEDERAL LEGISLATION AND PRIVACY**

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**A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** FERPA is a federal law administered by the Family Policy Compliance Office in the US Department of Education. Representative of the Department of Housing and Residence Life work to uphold each resident's privacy, therefore, information may not be shared with outsiders without explicit permission from the tenant.

**B. MISSING PERSON CONTACT:** In Compliance with FERPA, residents of Jefferson's on-campus housing may elect to identify a specific person to be contacted by the institution within 24 hours of being reported missing. If a person is not specifically elected for this purpose, employees of the Department of Housing and Residence Life or other University officials will contact the general "emergency contact" person designated by the tenant on their DHRL emergency contact card and/or in Banner.

1. If the tenant is determined to be under 18 years of age, the student's parent or legal guardian will be contacted within 24 hours if the student is determined to be missing.
2. Please be advised that the emergency contact person (or person the tenant has

**C. CLERY ACT:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is federal legislation that was developed in 1990 after the rape and murder of Jeanne Cleary who was a 19 year old first-year student at Lehigh University. The rape and murder occurred at the hands of another student Joseph Henry in her residence hall. The Act was originally named the Crime Awareness and Campus Security Act. The Clery Act requires the local police and security to report all crimes that occur on and around campuses so college students, staff, faculty and employees are provided with pertinent information to improve safety and security measures.

In compliance with this act, TJU Security creates an annual security report which is made accessible to students and employees alike. Also, TJU Security posts crime & apprehension logs on a monthly basis which are available at [www.jefferson.edu/security](http://www.jefferson.edu/security). TJU Officials are required to investigate any incident that involves an alleged crime on campus.

## **IX. COMMON AREAS**

In a communal setting, the cohesiveness of each floor is dependent upon the commitment of each tenant. Each tenant is to treat other residents with respect and consideration. Few areas cause greater problems than abused common areas. Remember that you are sharing the lounges, bathrooms, television and other facilities with everyone.

### **A. LOUNGES AND KITCHENETTES:**

- 1) The building's kitchens are not conducive to large meal preparation. Please be diligent in keeping area clean and ready for use by the next resident. Report any custodial problems to the front desk clerk.
- 2) Please follow these rules when using the freezers or refrigerators:
  - a. Label food items with your name and date of storage.
  - b. Do not use shopping bags to store food. It deters ventilation.

- c. Do not use a disproportionate amount of space. The units are shared by all floor residents. Do not store more than 3 days worth of food.
  - d. Dispose outdated food.
  - e. Keep food properly wrapped or covered.
  - f. Remove food when leaving the building (for a few days or move-out).
  - g. Do not take other residents' food.
  - h. Unlabeled, abandoned, improperly wrapped or spoiled food may be disposed of by you, a custodian or Housing and Residence Life Staff.
- 3) All items stored in the cabinets should be clean and fully sealed in plastic containers to prevent vermin.
  - 4) Dishes and pans should be washed before leaving the lounge. Dirty and unattended cooking items may be discarded by the Custodial or Housing and Residence Life Staff in the process of maintaining the lounge area. **Pots and pans are not to be left out in common areas. They must be stored in cabinets and labeled properly or stored in the residents' rooms.**
  - 5) Clean up after yourself when using the sink, range top, toaster and microwave ovens.
  - 6) Discard food scraps and trash into the trash cans. Do not leave food in the sink.
  - 7) Recycle metal and aluminum cans, glass bottles and jars.

## **B. BATHROOM FACILITIES:**

- 1) Wipe up water on the floor. Report plumbing problems to the Front Desk so that custodial and/or maintenance can be notified.
- 2) Take personal belongings with you. The bathrooms and utility rooms are not meant for storage of personal belongings. These items are subject to disposal. Management cannot accept responsibility for items stolen, damaged, or discarded.
- 3) Dispose of trash in the wastebaskets or appropriate containers.

## **C. BUILDING LOUNGES:**

- 1) **FIRST FLOOR CONFERENCE ROOM:** The study lounge is available for Martin Residents and their escorted guests only. A maximum of three guests may be escorted to the first floor study lounge.

Martin residents are eligible to reserve the lounge. However, certain rules do apply. If a resident does not show up with a 15 minute grace period of the time they made the reservation for their reservation shall be null and void and other residents shall be permitted to either reserve or utilize the lounge. Also, students should not be allowed to reserve this lounge beyond a maximum of 3 hours. Personal items are the responsibility of the residents and should not be left in the lounge. The lounge is not to be used as personal storage.

- 2) **The 9th Floor Solarium**--The 9th floor Solarium (rooftop lounge) can be accessed by the south stairwell. The study lounge is only for Martin Residents and their escorted guests. A maximum of three guests may be escorted to the Solarium by a Martin tenant. The Solarium is intended for quiet study. Study groups are encouraged to use other facilities
- 2) **Lower Level Multi-Purpose Room**--The Lower Level Lounge, located at the far north end of the building, can be accessed by elevator or by the lobby stairway. It has a Ping-Pong table, pool table, foose ball, cable TV, kitchen area with stove, vending machines and dining tables.

## **X. SOCIAL LOUNGES**

The Barringer, Martin and Orlowitz Buildings (and weather permitting, the Orlowitz Courtyard), contain social areas for tenants who wish to hold private gatherings. There is no charge for reserving these areas for private use, however, use is limited to residential tenants (other inquiries may be considered by the Department of Housing and Residence Life administration). Please note that the Martin Solarium is available for reservations by Martin tenants only. If a person or group who reserves any common space does not show within a 15 minute grace period of the time they requested the space for, their reservation shall be considered null and void. Other residents shall be allowed at that time to use the space or make a reservation.

### **A. Reservations**

To reserve the Martin Basement Lounge, Martin Solarium, Barringer or Orlowitz lounge/courtyard, complete a registration form at the Front Desk of each building. Reservations will be granted in order of inquiry via the completed reservation form. Reservation requests must be submitted five business days prior to the date of the intended event. You will receive a copy of the confirmed reservation. The reservation form contains an alcohol permit section. Alcohol may be served at events when written approval has been received from the Department of Housing and Residence Life administration. (See Proprietary Policy, 1X, D)

## **B. Alcohol**

Approval for serving alcoholic beverages will be dependent on the nature of the scheduled event, expected attendance, and adherence to DHRL procedures. There will be no alcohol approval for gatherings with over 25 persons (residents and non-residents) and 50 persons (if all are building residents). The quantity of alcohol permitted will be reasonably limited based on the actual attendance at an event. The tenant sponsor must adhere to the policies and procedures contained in the Student Alcohol Policy #702.28. No alcohol is permitted in the Martin Solarium. To receive an alcohol permit, fill out the alcohol permit section of the lounge reservation form and make an appointment with the Assistant Director of Residence Life, 215- 955-1755.

## **C. 24 hour Open Lounge Policy**

The Martin basement, Orlowitz and Barringer lounges are open for general tenant use, 24 hours per day. Should a reservation time conflict with general tenant occupancy of either lounge, the person with the reservation obtains priority use of the lounge. A schedule of lounge reservations is available at each building's Front Desk. Reservations for events are only eligible until 11 p.m. each evening.

## **D. Regulations**

Tenants are expected to clean up after the event (and in Orlowitz, lock the doors.) Tenants are to conduct themselves responsibly while using the lounges and terminate events by 11:00 p.m. With the written permission of the Assistant Director of Residence Life, exceptions can be made to the 11:00 p.m. time limit. Tenants using the Barringer lounge for general purposes must register with the Front Desk. Abuse of the lounge may result in termination of reservation privileges and/or other disciplinary action.

## **E. The Martin Pool Table**

The Martin Basement Lounge contains a pool table for tenant enjoyment. Martin, Barringer, and Orlowitz tenants may use the pool table on a sign-in, first come, first served basis. Residents may accompany a maximum of three non-tenant guests to the Martin basement lounge. Barringer and Orlowitz residents are not permitted beyond the basement and 1st floor lobby area of the Martin Building unless escorted by a Martin tenant and officially registered in the "Guest" Log at the Front Desk.

### **POLICY:**

The use of the pool table is for Martin, Barringer and Orlowitz tenants. This includes long-term tenants, short-term tenants, and permanent, full-time building employees who are tenants on floors 1, 2, and 3. Guests of residents must be accompanied by the

resident at all times. Barringer and Orlowitz residents are not permitted beyond the basement and 1st floor lobby area unless escorted by a Martin tenant and officially registered in the “Guest” Log at the Front Desk.

1. The use of the pool table is granted on a first come, first served basis.  
The Martin basement lounge is open for general tenant use, 24 hours/day. The pool table can be used whenever there is not a reserved function in the lounge. Reserved functions have priority use of the lounge.
2. Individuals may be asked to discontinue playing if a complaint is received from other lounge users.
3. The tenant must leave a Jefferson ID or room key at the front desk in exchange for the pool table equipment. The ID/room key will be returned to the tenant when the equipment has been returned to the front desk.
4. Individuals using the Martin basement lounge must comply with all lounge policies and procedures established by the Department of Housing and Residence Life. The University, Housing Management and/or Residence Life Staff reserve the right to disband any activity if problems arise during the activity that indicate it would be in the individuals’ or the University’s best interest to do so.
5. Abuse of the pool table, equipment or lounge may result in termination of playing privileges and/or other action under the Residential Intervention Process.

**Individuals using the Lounges must comply with all lounge policies and procedures established by the Department of Housing and Residence Life. The University, Housing and/or Residence Life Staff reserve the right to disband any approved event if problems arise during the activity that indicate it would be in the participants’ or the University’s best interest to do so. In addition, failure to comply with DHRL security policies/procedures may result in termination of reservation privileges and/or other action under the Residential Intervention Process and/or the student disciplinary procedures as presented in the *Statement of Student Rights, Freedoms and Responsibilities*.**

## **XI. GUEST POLICIES**

All efforts to register guests in the building are done for the general safety and protection of tenants and not meant to infringe upon your privacy.

## **A. GUESTS ENTERING THE BUILDING:**

- 1) Residents must sign-in their guests, and each guest must leave a valid photo ID at the Front Desk before the guest can enter the building.
- 2) Guests must be escorted by their host at all times while in the building. Guest privileges are limited due to space constraints and visitation may be denied if tenant usage is impaired.
- 3) Residents should not abuse their overnight guest privileges (whether in a private or shared room). Overnight guests strain the capacity of the floor's communal areas. Contracts clearly indicate the number of occupants in each room and the extended stay of a visitor violates this contract. **Children are not allowed to stay overnight in the Martin Building.**

**B. HOST RESPONSIBILITY:** Residents are responsible for the conduct of their guests. Each resident will be accountable, financially and judicially, for the actions of their guests. Residents must accompany guests at all times.

**C. GUEST EVICTION:** Housing Management or designee reserves the right to deny admittance or evict any guest who is judged to be disruptive or potentially dangerous.

## **XII. PROPRIETARY POLICIES**

These policies relate to contractual relationships and to fire, safety, and maintenance standards. Residents and their guests must comply at all times with the terms and conditions of their contracts as well as the proprietary policies. Failure to comply will result in disciplinary action via the Residential Intervention Process.

**THE FOLLOWING ARE PROPRIETARY POLICIES** (References to residents in the following text indicate both residents and their guests):

**A. UNAUTHORIZED AREAS:** Residents may not enter unauthorized areas of the building.

- B. PERSONAL CONDUCT:** Residents are to act responsibly and may not interfere with the rights, comfort, safety, and convenience of their roommate or other students. Excessive noise and disorderly behavior are strictly prohibited.
- C. NOISE:** Residents must comply with any request for reducing noise and volume. Furthermore, there are special courtesy hours on the residential floors between midnight and 6:00 a.m., Sunday to Thursday night. During this time, noise must be limited to the confines of each room.
- D. ALCOHOL:** *In accordance with Pennsylvania State Law, no individual under 21 years of age may possess or consume alcoholic beverages in or on University property.* Residents 21 and over may possess and consume alcohol responsibly in residential rooms. Alcohol possession or consumption in any public or common area (hallways, lounges, outside lawns, patios and student rooms with the doors open) is prohibited. **Non-residents are not permitted to bring alcohol into the building.**

Individuals under 21 years of age who are found possessing or consuming alcohol in the building will be asked to dispose of the alcohol immediately and will be subject to disciplinary action.

The University provides two areas in the Martin Building that can be reserved by residents for group use (please refer to VIII. COMMON AREAS, C: Building Lounges). Alcohol may **ONLY** be served at approved events scheduled for the basement lounge area. **Alcohol is not permitted in the 9th floor Solarium.**

Approval for serving alcoholic beverages will depend on the nature of the scheduled event and its expected attendance. There will be **NO** alcohol approval for gatherings with over 25 persons (residents and non-residents) and 50 persons (if all are building residents). The quantity of alcohol permitted will be reasonably limited based on the actual attendance at an event.

The University, Housing Management and/or Residence Life Staff reserve the right to disband any approved event if problems arise during the activity that indicate it would be in the participants' or University's best interest. Any unapproved group gatherings in the lounge where alcohol is present will be immediately disbanded and residents will be subject to disciplinary action.

- E. DRUGS:** In accordance with State and Federal Laws, residents and their guests may not possess or utilize any mood-altering substances or non-

prescription drugs other than over-the-counter medications. Violators of the law will be subject to disciplinary action.

**F. ATTIRE:** Tenants should wear proper attire when in public areas.

**G. PHOTO ID POLICY:** In accordance with University Policy 119.03, all residents must carry a TJU/TJUH Photo Identification Badge to access on-campus buildings including the residence halls. The Jefferson photo identification badge is a white plastic card with a photo, employee name, licensure and job description, where applicable, as well as the department name. The reverse side of the Photo identification badge will contain an alphanumeric bar-code identifier for use in various areas of Jefferson (Library, C.S.O., computer log-on, etc.). In addition there will be an encoded magnetic stripe, which will permit access to various locked areas (e.g. Residence Halls, E.R., labs, etc).

1. Passing an ID to a friend or family member is a violation of the Jefferson Photo ID Policy. If a non-resident is found with a resident's ID, the ID will be confiscated until the resident can retrieve and sign for the Photo ID with a representative of the Department of Housing and Residence Life (usually front desk staff.) Each tenant is responsible for maintaining a secure environment in the residences.
2. To protect your photo ID, do not place it on your key chain, your back pant pocket or anywhere where pressure will be placed on your card. Jefferson photo IDs should not be stored or placed next to credit cards.
3. If a card malfunctions and does not release the door, please let the Front Desk Staff know. Front desk staff can assist in verifying your identity and helping a resident gain access to the building.
4. Residence Hall clearances are managed by The Department of Housing and Residence Life. Requests to update, remove or change existing residence hall clearances can be made in the Housing Office, Orlowitz Suite 103.
5. Wills Eye Post-Doctoral Fellows and other eligible nonaffiliates who live on campus must obtain a non-affiliate photo identification badge. These individuals are required to visit the Housing Office upon arrival and retrieve a signed non-affiliate endorsement form. This signed document can be **presented to a representative of the TJU Photo ID Center. Non-affiliate photo identification badges will expire at the end of the lease agreement and are not renewable.** The Photo Identification Center, under whose authority identification badges are prepared and issued, manages all Photo ID printing and pricing.
6. It is important that on-campus residents are extra diligent in upholding the Photo Identification policy and carry a TJU photo identification badge at all times. If a

7. Students will receive a photo identification badge on the first day of class. While it is not a requirement, on campus residents who move into the Residence Halls prior to the first day of class may choose to obtain a photo identification badge in advance. Please call or visit the Housing Office to learn more about this process.

Photo ID Center Jefferson Medical & Health Science Bookstore  
1009 Chestnut Street  
Philadelphia, PA 19107  
(215) 955-7942  
(215) 923.1844 (F)

Monday through Friday: 7:00 a.m. to 5:30 p.m.

Saturday: By Appointment Only

No Temporary ID Badges will be issued on Saturday.

### XIII. THE RESIDENTIAL INTERVENTION PROCESS

The Residential Intervention Process is designed to respond to tenant needs; violations of university, departmental or building proprietary policies, and, behaviors that compromise the well being of the tenant and/or the residential community. Interactions that occur throughout the process will not be made available as public record.

The Residential Intervention Process consists of four successive tiers: 1) Resident Assistants, 2) Assistant Director of Residence Life, 3) Director of Housing and Residence Life, 4) Associate Vice President of Facilities Management.

#### **Resident Assistants**

The primary intervention is the initial action or response taken by the Department of Housing and Residence Life in responding to infractions and inappropriate behaviors.

Primarily, Resident Assistants conduct the interventions. The Assistant Director of Residence Life, the Director of Housing and Residence Life, or other authorized departmental personnel may also conduct interventions.

For minor infractions (i.e. initial noise complaints or smoking in common areas,) the intervention process may not go beyond the first tier. Instead, the incident will be responded to with limit setting, a verbal warning or (in the case of multiple party disputes) mediation. For all offenses and potentially serious misconduct (or behavior that compromises the well-being of the tenant or the community,) the Resident Assistant is required to notify the Assistant Director of Residence Life to coordinate an appropriate primary intervention or refer the incident to the second tier. Regardless of the nature of the incident, or if the incident is resolved in the first tier, the Resident Assistant is required to complete an incident report. This will enable the Assistant Director of Residence Life to track repeated offenses and respond accordingly.

### **The Assistant Director of Residence Life**

The second tier of the Residential Intervention Process rests in the position of the Assistant Director of Residence Life. The Assistant Director of Residence Life or designee may adjudicate or intervene with cases at the primary response level (i.e. direct intervention or immediate referral from Tiers I or III or secondary response level (i.e. repeated infractions.) A student who is dissatisfied with the response given by Tier I may also petition to the Assistant Director of Residence Life or designee.

The Assistant Director of Residence Life or designee may use the following interventions: advising/limit setting, mediation, verbal warning, counseling or counseling referral, written reprimand, restriction of privilege, educational referral, monetary restitution, residential community service, residential probation and college/department head referral. If the violation warrants action on a more severe level, the Assistant Director of Residence Life will refer the case to Tier III, the Director of Housing and Residence Life. If appropriate (i.e. roommate conflicts, etc.) the case may be handled by mediation conducted by Residence Life staff and coordinated by the Assistant Director of Residence Life.

The Assistant Director of Residence Life will maintain all intervention documentation. Information may be shared with college deans and/or department chairs when deemed appropriate by the Assistant Director of Residence Life. Residents' behavior in the residence halls must comply with, University, Departmental building policies and regulations as stated in the Housing Agreement, the residential building Handbook and the University Code of Conduct as the residence halls are deemed part of the University community.

### **The Director of Housing and Residence Life**

The third tier rests in the position of the Director of Housing and Residence Life. The Director of Housing and Residence Life is authorized to either adjudicate or intervene with cases as the primary response (i.e. direct intervention or immediate referral from Tier II) the secondary response (i.e. repeated infractions that have been previously adjudicated at Tier II) or through the process of Tier II appeal. The Director of Housing and Residence Life reserves the right to intervene at his or her discretion. Action or inaction on behalf of the college(s) or the tenant's respective department does not preclude departmental interventions and actions.

The Director of Housing and Residence Life may use any of the interventions available to the Assistant Director of Residence Life plus the following: relocation, refusal to permit renewal of *Housing Agreement* and termination of university housing. The Director of Housing and Residence Life may refer cases for counseling to the Assistant Director of Residence Life if he or she deems it appropriate.

If an individual disagrees with the decision of the Director of Housing and Residence Life, he or she has the right to petition for an appeal with the Associate Vice President of Facilities Management.

## Associate Vice President of Facilities Management

The fourth tier of the Residential Intervention Process is used when a petitioner appeals the decision of the Director of Housing and Residence Life. A written petition must be submitted to the Associate Vice President of Facilities Management within 10 business days of the decision of the Director of Housing and Residence Life. Upon such review, the Associate Vice President of Facilities Management may:

- 1) Affirm the decision of the Director of Housing and Residence Life or require the Director of Housing and Residence Life to reconsider the decision
- 2) Reduce the severity of penalty imposed by the Director of Housing and Residence Life.

In reaching a decision, the Associate Vice President of Facilities Management may discuss the case with any statement-providing witness, the petitioner and/or any member of the Department of Housing and Residence Life.

If the Associate Vice President of Facilities Management affirms or reduces the penalty given by the Director of Housing and Residence Life, the student will be notified in writing of this decision.

If the Associate Vice President of Facilities Management requires the Director of Housing and Residence Life to reconsider he or she may address the Director of Housing and Residence Life directly or in writing to present his or her concerns. The Director of Housing and Residence Life may reconsider and modify his or her decision or remain resolute. The resulting decision is then reported to the Associate Vice President of Facilities Management for final review.

The review by the Associate Vice President of Facilities Management must be completed within 10 business days from the date the Director of Housing and Residence Life resubmits his or her decision.

Procedure for Effecting the Decision: The Tier IV decision shall be communicated to the tenant by the Associate Vice President of Facilities Management. The Director of Housing and Residence Life will receive a copy of the decision.

## The Four Tiers of The Residential Intervention Process

### *Tier I: Resident Assistants*

#### **-Primary Response**

##### **-Interventions and Sanctions:**

- Advising/Limit Setting
- Mediation
- Verbal Warning
- Referral to Tier II

### *Tier II: The Assistant Director of Residence Life*

#### **-Primary or Secondary Response**

##### **-Interventions and Sanctions:**

- All Tier I Sanctions
- Counseling or Counseling Referral
- Written Reprimand
- Restriction of Privileges
- Educational Referral
- Monetary Restitution
- Residential Community Service
- Residential Probation
- College/Department Head Referral
- Referral to Tier III

### *Tier III: The Director of Housing and Residence Life*

#### **-Primary, Secondary, or Tertiary Response**

##### **-Interventions and Sanctions**

- All of Tier II Sanctions
- Relocation
- Termination of University Housing
- Refusal to permit *Housing Agreement* renewal
- Referral to Tier IV

### *Tier IV: Sr. Vice President, Facilities and Campus Planning*

#### **-Appeal of Tier III Decisions**

##### **-Interventions and Sanctions**

- Affirmation of all or part of Tier III decisions
- Dismissal of all or part of Tier III decisions
- Reduction of all or part of Tier III decisions

## **The Residential Intervention Process -Interventions/Sanctions**

The following interventions and/or sanctions may be applied (any level intervention/sanction may be applied at any time; they do not have to be applied in a sequential order:

### **1. Advising/Limit Setting:**

Advising/Limit setting is reminding a tenant of the policy violated and of the University's expectations for policy adherence. Advising when community standards are compromised. Advising/Limit setting is applicable to minor infractions and inappropriate behaviors that do not compromise the direct well being of the individual, the community or University property.

### **2. Mediation:**

Mediation is cooperative problem solving with the assistance of a neutral third party. The neutral third party acts as a facilitator to help disputants reach their own agreement about the issues without forcing solutions. The mediator provides a forum within which disputants can construct their own mutual agreement. Mediation can be used successfully as an alternative to other interventions for cases that involve relationship conflicts, roommate disputes, neighbor issues (e.g., chronic noise complaints, etc.), interpersonal conflicts and any other situation that involves two or more parties that cannot agree. Mediation must be a voluntary process (for all parties involved) to be effective.

Mediation may be administered by Tiers I, II, III, IV.

### **3. Verbal Warning:**

A verbal warning may be used for first-time infractions that do not compromise the direct well being of the individual, the community or University property. Staff members are required to document verbal warning with the Assistant Director of Residence Life (e.g. incident report or direct report).

A verbal warning may be administered by Tiers I, II, III, or IV.

### **4. Counseling and Counseling Referral:**

Counseling is an intervention that addresses the personal, emotional or social needs of a person. Counseling may be an alternative to, or used in conjunction with, other interventions. It is recommended for community standard violations.

A counseling referral is a recommendation for counseling to be conducted by a therapist or counselor outside of the Department of Housing and Residence Life. A referral may be to a resource inside or outside of the University, and may be used in conjunction with other interventions.

Counseling may be administered by Tier II with referral from Tiers I, II, or IV. A Counseling referral may be administered by Tiers II, II, or IV.

**5. Written Reprimand:**

A written reprimand is a written warning. The written reprimand is kept on file by the Department of Housing and Residence Life. Successive violations may result in residential probation or more severe sanctions. A written reprimand should clearly state the potential result of future violations (of similar or dissimilar nature).

A written reprimand may be administered by Tiers II, III, or IV.

**6. Restriction of Privileges:**

A Restriction of Privilege is the denial of access to a specific community privilege. Examples of privileges that might be restricted include (but are not limited to) reservation of building lounges for parties and usage of communal appliances.

A Restriction of Privilege may be administered by Tiers II, III, or IV.

**7. Educational Referral:**

An educational referral is the utilization of internal or external educational resources designed to increase an individual's awareness and understanding of an issue. Examples of resources include (but are not limited to) alcohol awareness programs, stress management programs, safety and security seminar, etc. Educational referrals may be combined with a written reprimand or residential probation.

An educational referral may be administered by Tiers II, III, or IV.

**8. Monetary Restitution:**

Monetary restitution is used in incidents involving damages to University property. Monetary restitution may be used in conjunction with other interventions. Monetary restitution should cover the cost of replacement, repair, and/or cleaning under University guidelines. It does not include fines or punitive charges.

Monetary restitution may be administered by Tiers II, III, or IV.

**9. Residential Community Service:**

Residential Community Service is the utilization of internal or external vocational resources designated to increase an individual’s awareness and understanding of an issue. Examples of resources and appropriate services include (but are not limited to) checking fire equipment under the direction of the Fire Marshall, and coordinating a safety and security seminar. Residential Community service may be used with residential probation, relocation, or college referral.

Residential Community service may be administered by Tiers II, III, or IV.

**10. Residential Probation:**

A tenant may be placed on Residential Probation for a specified period of time (including the duration of university housing affiliation) during which any further violations may result in removal from university housing.

Residential Probation may be administered by Tiers II, III, or IV.

**11. College/Department Head Referral:**

A college/department head referral is the process of notifying the appropriate Student Affairs Officer of the individual’s respective college or supervisor within the department of employment of the violation(s) and the actions taken to date. Violations will be communicated to these noted representatives on a regular basis.

College referral may be administered by Tiers II, III, or IV.

**12. Relocation:**

Relocation is the process of transferring a tenant from one room or apartment to alternate on-campus accommodations. A relocation may serve as a permanent resolution to a violation or as a temporary measure to alleviate tensions.

A relocation may be administered by Tiers III or IV.

**13. Termination of University Housing:**

Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community or University property; violations of federal, state or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.

Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Associate Vice President of Facilities Design (Tier IV).

#### **14. Refusal to Permit *Housing Agreement* Renewal:**

Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community, or University property; violations of federal, state, or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.

Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Associate Vice President of Facilities Design (Tier IV).

## **XIV. ROOM OCCUPANCY**

**A. ROOM ASSIGNMENTS:** Rooms are assigned by the Housing Office with special efforts to accommodate student needs and requests. Married couples and children are not permitted to reside in the Martin Residence. Questions regarding assignments and billing should be directed to the Housing Office in 103 Orlowitz Building.

**B. KEYS:** Each resident is responsible for the keys they receive for their space. The number of keys may depend on whether a resident lives in a renovated or unrenovated space.

**Lost keys should be reported IMMEDIATELY to the Front Desk.** Measures will be taken to supply a replacement key and minimize security risks.

- 1) Residents may be charged for replacing a key (\$15.00). Additional charges may occur for lock changes. These charges will be included in the succeeding month's housing fees.
- 2) There is a copy of each room key at the Martin Front Desk. These keys are for maintenance, security, or custodial emergencies. They can also be used when residents lock themselves out of their rooms. To obtain a lock out key, go to the Front Desk. **Keys signed out by tenants must be returned to the Front Desk within 15 minutes.**
- 3) Valuables should be locked in the drawer or closet.

- 4) It is advisable to keep the room door locked at all times, and locked and chained when inside the room.

*The University assumes no responsibility for loss or damage of belongings. However, if a loss occurs, it should be immediately reported to the Front Desk so the incident can be officially recorded.*

*Tenants are encouraged to obtain renter's insurance or check to see if their personal property is covered under parental homeowner's or renter's policies. The University does not provide insurance coverage on tenants' personal property.*

### **C. RESIDENT ROOMS:**

- 1) Each resident is responsible for the upkeep of his/her room. Residents are expected to leave the room in good condition upon move-out.
- 2) Only the individuals identified on the assignment letter may occupy the rooms. Tenants are to allow no other person (except the roommate designated by Housing) to occupy or to sublet their rooms (except in accordance with approved guest and subletting policies.)
- 3) Due to the building's limited storage space, all furniture assigned to the room must remain in the room of origin.
- 4) Any food in the room should be kept in airtight, plastic containers to avoid attracting pests.
- 5) Candles and incense may **not** be burned. Halogen lamps are not permitted as they constitute a fire hazard.
- 6) All rooms are provided with Microfridges (Microwave/Refrigerator Freezer Combination.) Microfridges are provided by the Department of Housing and Residence Life to the tenants in the Martin Building. One unit is provided per room. If more than one microwave and/or refrigerator is operating in a room, it could overload the circuits and cause an electrical short. To ensure a safe environment, it is important that only one microfridge be operational per room.
- 7) Toaster ovens, hot plates, and other open-coil appliances are not permitted in rooms, as they constitute a fire hazard. Closed coil appliances (i.e. coffee-makers) are permitted. Please do not overburden the electrical system by using several appliances at once. Each room

has only a 4800 wattage capacity. (FYI: The average hair-dryer uses 1500 watts!)

- 8) Pets and lab specimens are not permitted in the building.
- 9) Residents will be charged for the repair of excessive damage to their room or to common areas.
- 10) Residents are not permitted to use, or to store in the room explosive or highly flammable materials of any sort, exploding fireworks, or firearms or weapons of any type. Also, residential tenants who have a license to possess a lethal weapon or who, for whatever legal reason, carry on their person any lethal weapon, must relinquish that weapon to the University's Security Department before entering any campus facilities.
- 11) Residents are not permitted to make alterations or installations of any kind. If room dividers are desired, they must be of the free standing variety and not fastened to the wall, ceiling, etc.
- 12) Rooms may only be painted by University personnel in accordance with accepted University practices and standards. Please do not use scotch tape, decals, stickers, or adhesive picture hangers on the walls or ceiling or woodwork. Picture framing nails or small screws are encouraged for hanging personal items.
- 13) Due to fire codes and a lack of appropriate space, residents with a roommate are not permitted to store a bicycle in their room. Martin residents who live alone are able to store their personal bicycles in their private room. Free bicycle racks are available in several campus locations including the south side of the Martin Residence Hall and the south side of the Barringer Residence Hall.

**D. HOUSING FEES:** Tenants will be able to pay housing fees on web banner in the beginning of each term. Housing contracts are broken up into four terms and residents will be billed by term. The four terms and corresponding rates are:

Fall Term	September 1- December 31 <sup>st</sup>
Spring Term	January 1 <sup>st</sup> -May 31 <sup>st</sup>
Summer Term	June 1-30 <sup>th</sup>

Pre-Fall Term	July 1 <sup>st</sup> -August 31 <sup>st</sup>
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The basic Martin contract is 9 months long and encompasses the Fall and Spring Terms. Residents can opt to add on the Summer and/or Pre-Fall Terms, creating 10-12 month contracts.

**SECURITY DEPOSIT:** In order to secure a housing assignment, tenants will be required to pay a Security Deposit with the signed Housing Contract. Security Deposit payments and contracts are managed in the Department of Housing & Residence Life, Orlowitz Suite 103. Checks should be made payable to Thomas Jefferson University. As of January 1, 2011, the Security Deposit for an on-campus unit is \$500.

**E. HOUSING FEES/HOLDS:**

Housing fees cannot be withheld because of needed repairs, damages or other inconvenience experienced by the tenant (Housing Agreement Items 10, 20, 22).

If there are any questions about the amount due, the tenant is responsible for visiting checking Banner web. A hold will be placed on all student records with overdue balances. For more information, please visit the Registrars Office. You can investigate all holds in the Housing Department, Orlowitz Suite 103, Monday-Friday, 9 a.m. – 5 p.m., (215) 955- 8913.

**F. FINANCIAL AID:** Your housing fees will appear on your tuition bill and if you received financial aid, it will go directly towards paying your housing fees. Please be advised that not all terms are covered by financial aid, which is dependent on your academic program. You should consult with the Office of Financial Aid regarding what housing fess your financial aid covers.

**G. TERMINATING OR SUB-LEASING THE MARTIN HOUSING CONTRACT:** Housing contracts in the Martin Residence terminate on May 31<sup>st</sup>. Housing contracts are automatically terminated if a tenant withdraws or is dismissed from Thomas Jefferson University, or if the tenant resigns or is terminated from a post-doc fellowship or a house staff position. There are no other conditions under which the University will terminate the

housing contract prior to May 31. In the Martin Residence, a tenant wishing to terminate the contract prior to May 31 has two options:

1) Locate an eligible replacement tenant (**sub-let**)

or

2) Sub-lease the housing contract to an eligible affiliate of the University.

The Housing Office is the place to inquire about this option.  
[(215)955-8913]

**H. ROOMMATE CONSOLIDATION:** In Martin, one or two occupants may share a unit. Depending on the occupancy standard and/or current assignment lists, when a roommate situation changes, the remaining resident will be offered the option to reapportion monthly housing fees to include the amount previously paid by the ex-roommate. If a resident decides to remain in a contract for a shared unit, roommate consolidation remains an option.

Regularly scheduled roommate consolidation usually occurs during the months of September and January. However, Housing Management reserves the right to consolidate space at any time during the course of a contract.

The Operations and Residence Life staff will facilitate consolidation and will assist tenants in finding roommates during the consolidation period. There is also a “Roommate Book” located in the Housing Office, 103 Orlowitz to help facilitate roommate matches.

Please call a Resident Assistant or the Assistant Director of Residence Life at (215)955-1755 if you have questions regarding roommate issues. **A RAOD can be contacted by speaking to someone at the front desk.**

**I. TRANSFERS:** Requests for changes in room assignments may be made during the year. However, transfers are dependent, in part, on availability. The Department of Housing and Residence Life cannot guarantee a transfer. Since Housing Administration records are used to locate residents and to establish responsibility for possession of room keys, access cards and room conditions over the year, it is necessary for all transfers to be formally processed through the Housing Office before any moves occur. To initiate a room transfer, contact the Housing Coordinator to discuss your situation. The Housing Coordinator will attempt to equitably resolve transfer requests. If the tenant is not satisfied or there are no options available, the tenant may file an appeal with the Director of Housing and Residence Life.

**J. INSPECTIONS:** A member of the Property Management staff inspects the room prior to occupancy. Another inspection takes place when the room is vacated. Tenants are responsible for any damage that takes place during their occupancy. Upon move-in, each tenant receives a move-in survey. Tenants are required to complete the form and return it to the Front Desk or to the Housing Office (103 Orlowitz) within 48 hours after move-in. In order to avoid being charged for damages upon move-out, it is important that you note anything needing repairs on this form. Additional Property Management inspections may take place during occupancy to insure fire safety and adherence to University and/or departmental policies.

**K. MOVING OUT:** The following information will help you prepare to move out of University housing. If you have any questions or concerns, contact the Housing Office (103 Orlowitz), 215-955-8913.

- 1) The U.S. Postal Service will not honor individual mail forwarding requests when mail is distributed by another entity, such as the Department of Housing and Residence Life. Therefore, it is important to leave your forwarding address with the building Front Desk. All first class mail will be forwarded for one (1) year. **SECOND CLASS MAIL WILL NOT BE FORWARDED.** Most professional journals are classified second class mail, so please contact the publishers directly with your change of address.
- 2) Be sure to return all keys to the Front Desk on or before your approved termination date, or the refund of your security deposit will be jeopardized.
- 3) Please clean the Microfridge. **Leave the setting on number one.** Be sure to remove any of your food from the kitchen lounge refrigerator and freezer.
- 4) It is the responsibility of the tenant to possess all furnishings originally assigned to the room. Replacement costs for missing furnishings, including drapes, will be billed to the tenant account. **If you have furniture to be discarded, please notify the Property Management Staff (215-955-2890). There will be a nominal charge for discarding bulk items. DO NOT PLACE FURNITURE IN THE HALLWAYS OR COMMON AREAS.**
- 5) Remember to remove any items from the basement storage room upon contract termination. Items found in storage after a resident's departure will be considered abandoned and discarded. **Thomas Jefferson**

**University and the Department of Housing are not responsible for items lost, stolen, damaged or discarded.**

- 6) Please do not attempt to patch any holes in the walls or to remove pictures or mirrors that are fastened to the walls by adhesives. Notify the Property Management Staff [(215)955-2890] to arrange removal so that damages or possible charges can be minimized.
- 7) Elevators and moving carts cannot be reserved! They are available on a first come, first served basis when you leave an ID at the front desk. Do not pass the cart to another tenant for use. It must be returned before it is logged out again or the cart remains your responsibility as the last “Official” user.

## **XV. DINING FACILITIES**

- A. HOSPITAL ATRIUM:** Serves meals 6:45 a.m. to 7:30 p.m. (Monday through Friday) and 6:45 a.m. to 7:00 p.m. (Saturday, Sunday and Holidays.) Contact the Department of Nutrition and Dietetics for information about cashless card system known as Fast Pass at 215-955-7691.
- B. JEFF HALL CAFETERIA:** Serves meals from 7:00 a.m. to 2:00 p.m., Monday through Friday.
- C. SNACK MACHINES:** Vending machines are located in the Martin Basement Multi-Purpose Room.
- D. FOOD CARTS:** Food carts are located in the Pavilion, Curtis, Bluemle and Edison Buildings. These carts serve meals from 7:30 a.m. - 1:30 p.m.
- E. FOOD DELIVERIES:** Residents may choose to order food in from the various restaurants and take-out delivery places in the area. Students should meet food delivery person(s) in the lobby of the building.

# IMPORTANT TELEPHONE NUMBERS

Martin Front Desk _____	215-503-8511/6209
Barringer Front Desk _____	215-955-8967 or 5-8811
Orlowitz Front Desk _____	215-955-6726 or 5-8482
Housing Office (Assignments and Billing) _____	215-955-8913
Property Management _____	215-955-2890
Residence Life _____	215-955-1755
Short-term Housing _____	215-955-6479

**Security Department** \_\_\_\_\_ **215-955-8888**  
(from a campus phone) \_\_\_\_\_ **811**

Student Personal Counseling Center (SPCC) \_\_\_\_\_ 215-503-2817  
SPCC counselors and psychiatrists are available for in-person crisis intervention between 9 a.m. -5:00 p.m. After hours, all students experiencing an emergency should call **911** or go to the nearest emergency room. On-campus students should go to the Thomas Jefferson University Hospital Emergency room, located in the Main Hospital Building at 10<sup>th</sup> and Samson Street (215) 955-6060, and ask to speak with the Psychiatry Resident On Call. Dr. Nobleza, Director SPCC, is also available after hours for urgent phone consultations for students by calling the SPCC phone number at (215) 503-2817 and then dialing “1” and then “0”.

Activities Office and Wellness Center _____	215-955-7743
Bookstore (TJU) _____	215-955-7923
Emergency and Trauma Center _____	215-955-6060
Photo Identification Center _____	215-955-7942
Scott Library _____	215-503-6384
University Health Services _____	215-955-6835
University/Hospital Phone Directory Information _____	215-955-6000
University/Hospital Page Operator _____	215-955-6060