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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 two beds, desks, bureaus, closets, bulletin boards, and one microfridge. Each floor is air-conditioned and includes common bath and private and shared shower rooms, a lounge and snack kitchen. Other services include 24 hour front desk coverage, basement lounge with large-screen cable TV, a sun deck, a study room, a laundry area, and vending machines. The paging system and pay phones are available on each floor, and a private telephone can be installed by Verizon, 800-640-4155.

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 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 hearing

### **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 Residential 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, billing and short-term housing. The Director of Operations 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**

Residential Property Management staff oversee all operational aspects of the residential buildings. This includes coordination of custodial and maintenance services, management of the front desk staff, and property development. The Residential Supervisor or a staff member is available Monday to Friday, 9:00 a.m. to 5:00 p.m. at:

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 Director of Residential Living oversees the Residence Life Office.

There are ten Resident Assistants located on campus, five of whom reside in the Martin Building (one per floor). The RAs are directly supervised by the Residential Living Coordinator. The Director of Residential Living is a live-in advisor, available after business hours to respond to respond to emergencies. (Contact can be made through the RA on duty or the front desk). Residents can contact the Director directly during regular business hours Monday to Friday, 9:00 a.m. to 4:00 p.m. at:

103 Orlowitz  
1000 Walnut Street  
Philadelphia, PA 19107-5518  
215-503-4949

RAs provide information about the building, TJU, and Philadelphia; refer residents to University or community services; offer programs in the building and on campus; 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 Town Hall meetings. The RA rooms are: 435, 535, 635, 735 and 835. You may contact the RAs by leaving a note in their mailbox, or you may obtain their phone number through the Front Desk or rosters posted throughout the building. **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. A vacuum cleaner is available at the Front Desk.
- 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. The exterminator is accompanied by a department staff member.
- 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. The desk staff will classify the request as either *immediate*, *priority*, or *routine* depending upon the nature of the request. All requests will be designated as **first**, **second**, **third**, etc., depending on the number of times reported. If a request has been reported more than once, the staff will check a weekly listing of all open work orders to determine when the previous request was submitted. 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. If a request is not listed on the weekly open work order report, it will be called into the service departments and assigned a work order number.

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. 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 will 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, glass, aluminum and steel. Bins are clearly labeled to accept paper/cardboard, glass, aluminum, and steel. **PLASTIC & NEWSPAPERS** are **NOT** currently being recycled by the University. Sorting recycling material is the responsibility of the tenant. Recycling materials that are contaminated by trash are discarded as trash. 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 malfunction, tenants must leave their name, address and the machine number at the Front Desk. The laundry room vendor usually takes one or two weeks to process refunds. If a machine is not working properly, please post an "Out of Order" sign on it and notify the Front Desk.

At the southwest end of each floor there is a utility room with a large sink, clothing rods, and an ironing board.

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.

- 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 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 in to 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:

- 1) **Emergency** messages may be left at the Front Desk, (215)503-8511.
- 2) Incoming and outgoing calls can be made and received from the pay phones on floors 4 through 8. Accepting collect calls is prohibited and

TJU maintains printed records for collection purposes. The telephone numbers are noted on the telephones.

- 3) Intra-University phones are on floors 4 through 8. These phones can be used to call any University phone number ("955" or "503" prefix). To use this phone, dial "3" or "5" and the last four digits of the number. For example, to contact the Martin Front Desk (503-8511) dial "3-8511." The telephone numbers of the intra-university phones are:

<b>4th- 215-503-6647</b>	<b>6th- 215-503-7887</b>
<b>5th- 215-503-7666</b>	<b>7th- 215-503-8554</b>
<b>8th- 215-503-7681</b>	

A credit card phone is provided on the 4th floor.

- 4) 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. To arrange installation, call Verizon at 1-800-640-4155 (within PA) or call collect 0-215-571-7050 (Outside PA).
- 5) RAs have phones in their rooms in case residents need to contact them. RA phone numbers are available to residents through the Front Desk and on floor bulletin boards.
- 6) The building elevators have telephones from which passengers can contact the Front Desk in an emergency. Do not use these phones except in emergency situations.

### **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. Bring flyers to the Housing Office (103 Orlowitz). Please allow approximately 1 week for posting.
- 2) Notices about roommates, sublets, apartment and/or house rentals may only be posted on the Housing bulletin board in the Edison Building lobby. Call the Off-Campus Housing Coordinator at 215-955-6479 for more information.
- 3) 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 TV's 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 VCR 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 rooms.

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

The PA system can be used to selectively announce on any or all of the residential floors. The PA is used between 7:00 a.m. and 10:30 p.m. to announce programs, visitors, and to keep residents informed of building matters. At other times, tenants should arrange with their guests to meet in the lobby. In an emergency, the system is used to give information to residents.

## **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) **GO IMMEDIATELY INTO THE NORTH FIRE EXIT STAIRWAY...**The north stairwell is a fire exit stairway, which is specially designed to retard smoke and fire. Only use the south stairwell (which is not a fire exit stairway) if your access to the north stairwell is blocked. By entering the South Stairwell tenants must evacuate the building through the 1st Floor Lobby. **Do not attempt to use the elevators.** The elevators in Martin are programmed to go to the first floor and remain grounded during an alarm.
- 2) **REMAIN IN THE FIRE TOWER UNTIL THE BELLS STOP, OR ...**

When the bells are silenced, the cause of the alarm has been investigated, the problem has been resolved, and tenants may return to their rooms. Tenants who go to the lobby will be instructed to evacuate the building and can not re-enter until proper authorities give permission.

**3) EVACUATE THE BUILDING.**

Tenants who enter the north fire exit stairway may be instructed to evacuate the building by direct order and/or the PA system. At the bottom of the north fire exit stairway is a fire exit door leading onto Walnut street.

**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 ACROSS THE STREET.** 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. **Smoking is only allowed in residential rooms.** It is not allowed in any other areas, including all common areas. Smoking in the elevators is strictly prohibited.

## VII. BUILDING SECURITY

A security officer is at the Martin Lobby from 7:30 a.m. to 5:00 p.m., Monday through Friday. 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 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.)

When a security officer is not on duty, the front doors of the building are locked. Tenants are provided access by the Front Desk Staff. 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. Use them!
- C. BATHROOMS:** Bathroom and shower room doors are equipped with locks to ensure privacy.
- D. 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 Jefferson Student Handbook.
- E. ROOF:** The main 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.*

## **VIII. 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 intended for meal preparation, only for preparing snacks!
  
- 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 the Custodial, 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.
  
- 5) Clean up after yourself when using the sink, range top, toaster and microwave ovens.

- 6) Discard food scraps into the garbage disposal 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.
- 4) For privacy, the bathroom doors are equipped with locks. Each tenant is given a key to the bathrooms and shower rooms on his/her respective floor upon arrival.

## **C. BUILDING LOUNGES:**

- 1) **The 9th Floor Solarium**--The 9th floor Solarium (rooftop lounge) can be accessed by the south stairwell. The study lounges and outdoor sun roof are 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. The Solarium sun roof can be accessed during the hours of 6:00 a.m. to 11:00 p.m. The sun roof is off limits after 11 p.m. A key to the sunroof can be obtained at the Martin Front Desk. Please do not use doors that are alarmed. **Lounge Furniture is not permitted on the sun roof.**
- 2) **Basement Multi-Purpose Room**--The Basement Lounge, located at the far north end of the building, can be accessed by elevator (between 6:00 a.m. and 12 midnight) or by the lobby stairway. It has a Ping-Pong table, pool table, foose ball, treadmills, cable TV, kitchen area with stove, vending machines and dining tables.

# **IX. 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.

## **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 or Sun Roof. To receive an alcohol permit, fill out the alcohol permit section of the lounge reservation form and make an appointment with the Residential Living Coordinator, 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.

## **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 Housing Assistant for residential Living, exceptions can be made to the 11:00 p.m. time. 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 Tables**

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*.**

## **X. 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 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.

## XI. 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 (i.e. the sun roof is off-limits after 11 p.m.)
- 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 or on the Sun Roof.**

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.

## **XII. ROOM OCCUPANCY**

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

**B. KEYS:** Each resident will receive three keys (single room occupants receive four keys): one to the room door, one to the closet and top dresser drawer on his/her side of the room (single room occupants receive both keys), and one to the floor bathrooms and shower. The bathroom key will also fit the door in the south stairwell.

**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 (\$5.00) or a door lock (\$25.00) when a room key has been lost. 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 vermin/rodents.
- 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 building.

**D. HOUSING FEES AND FEE DEFERMENT:** Tenants will be able to pay housing fees via check, money order, and VISA or MasterCard at the front desk 24 hours/day, 7 days/week, each day of the month. All cash payments, however, must be made in the Housing Office. Checks should be payable to: Thomas Jefferson University.

**E. HOUSING FEES WITHOUT INVOICES:** Effective October 1, 1995, the DHRL eliminated monthly invoices in tenant mailboxes. Reminder notices are displayed at the front desks. Fees are due on the **first of the month** with a ten (10) day grace period. As defined in the Housing Agreement (Item 4), residents failing to make payment by the 10th of the month are subject to a \$2.00 per day late fine (beginning on the eleventh day of the month) which will be accrued to their account.

Housing fees cannot be withheld because of needed repairs, damages or other inconvenience experienced by the tenant (Housing Agreement Items 10, 20, 22). The Desk Staff will have information on each tenant's balance and may be consulted for the amount due. However, desk clerks cannot accept payment if the balance is in dispute.

If there are any questions about the amount due, the tenant is responsible for visiting the Housing Office, 103 Orlowitz, to settle the account question. Office hours are Monday-Friday, 9-5, (215) 955-8913.

**F. RENT EXTENSIONS:** If you are unable to pay your fees on time, submit an *Application for Deferment of Housing Fees* to 103 Orlowitz. Requests must be received by Housing Operations on or before the 10th day of the month to avoid late fines. *Applications for Deferment of Housing Fees* are available at the Housing Office. The Department of Housing and Residence Life will provide written confirmation or denial of requests for fee deferment. Deferments are granted based on information provided by the Financial Aid Office, date of graduation, and general payment record.

**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

or

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

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

**H. ROOMMATE CONSOLIDATION:** One, two, three or four roommates may share an accommodation. Depending on the occupancy standard and/or current assignment lists, when a roommate situation changes, the remaining roommates will be offered the option to reapportion monthly housing fees to include the amount previously paid by the ex-roommate. If that option is not chosen, roommate consolidation will occur.

In Martin, regularly scheduled roommate consolidation will occur during the month 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.

Please call a Resident Assistant or the Residence Life Office at (215)503-4949 if you have questions regarding roommate issues. The RAs can be contacted via the front desk staff or the phone numbers posted on the residential bulletin boards.

**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 Manager of Residential Living (119 Martin, 503-4949) to discuss your situation. The Manager of Residential Living and the Manager of Operations 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 will 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 Property Management Staff (103 Orlowitz), 215-955-2890.

- 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. If Housing supplied an extension bar, return it to the Front Desk. 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.

### **XIII. 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) offering TJU students a 30% discount with TJU ID.
- 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.

# 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 _____	215-503-4949
Short-term Housing _____	215-955-6479
<b>Security Department</b> _____	<b>215-955-8888</b>
(from a campus phone) _____	<b>811</b>
Activities Office and Commons _____	215-955-7743
Bookstore (TJU) _____	215-955-7922
Emergency and Trauma Center _____	215-955-6840
Identification Center _____	215-955-7942
Psychiatric Crisis Center _____	215-955-6541
Scott Library _____	215-955-6994
University Health Services _____	215-955-6835
University/Hospital Phone Directory Information _____	215-955-6000
University/Hospital Page Operator _____	215-955-6060

