# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing Contract</strong></td>
<td>3</td>
</tr>
<tr>
<td>Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>Transfers</td>
<td>4</td>
</tr>
<tr>
<td>Withdrawal from University Housing</td>
<td>4</td>
</tr>
<tr>
<td>Sign-up - Summer/Next Year</td>
<td>4</td>
</tr>
<tr>
<td><strong>Residence Facilities Information</strong></td>
<td>4</td>
</tr>
<tr>
<td>Personal Property Recommendations</td>
<td>4</td>
</tr>
<tr>
<td>Apartment Cleaning</td>
<td>5</td>
</tr>
<tr>
<td>Common Area Cleaning</td>
<td>5</td>
</tr>
<tr>
<td>Insect Control</td>
<td>5</td>
</tr>
<tr>
<td>Repair and Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Repairs</td>
<td>5</td>
</tr>
<tr>
<td>Removal of Property</td>
<td>6</td>
</tr>
<tr>
<td><strong>Policies and Procedures</strong></td>
<td>6</td>
</tr>
<tr>
<td>Access to University Property</td>
<td>6</td>
</tr>
<tr>
<td>Damage to University Property</td>
<td>6</td>
</tr>
<tr>
<td>Keys, Access Cards, and Lockouts</td>
<td>6</td>
</tr>
<tr>
<td>Recycling</td>
<td>7</td>
</tr>
<tr>
<td>Pets</td>
<td>7</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>7</td>
</tr>
<tr>
<td>Bicycles</td>
<td>7</td>
</tr>
<tr>
<td><strong>Living on Campus</strong></td>
<td>7</td>
</tr>
<tr>
<td>Guests</td>
<td>7</td>
</tr>
<tr>
<td>Parents Residing With Students</td>
<td>7</td>
</tr>
<tr>
<td>Telephones</td>
<td>8</td>
</tr>
<tr>
<td>Police Telephone Info</td>
<td>8</td>
</tr>
<tr>
<td>Services for International Students</td>
<td>8</td>
</tr>
<tr>
<td>Students Using Injected Medicine</td>
<td>8</td>
</tr>
<tr>
<td><strong>Parking and Transportation</strong></td>
<td>9</td>
</tr>
<tr>
<td>Campus Parking Privileges</td>
<td>9</td>
</tr>
<tr>
<td>Parking Regulations</td>
<td>9</td>
</tr>
<tr>
<td><strong>Fire Prevention and Safety</strong></td>
<td>9</td>
</tr>
<tr>
<td>Safety Information and Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Evacuation Drills</td>
<td>10</td>
</tr>
<tr>
<td>Prohibited Items</td>
<td>10</td>
</tr>
<tr>
<td>Approved Items</td>
<td>12</td>
</tr>
<tr>
<td><strong>Inspections</strong></td>
<td>12</td>
</tr>
<tr>
<td>Life Safety Don’ts</td>
<td>13</td>
</tr>
<tr>
<td><strong>Security Services</strong></td>
<td>13</td>
</tr>
<tr>
<td>Security and Safety Guidelines and Regulations</td>
<td>14</td>
</tr>
<tr>
<td>Visitor Access</td>
<td></td>
</tr>
<tr>
<td><strong>Homestead Rebates</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>For More Information</strong></td>
<td>14</td>
</tr>
</tbody>
</table>
Welcome to University Housing!

University Housing and Conference Services welcomes you to the family apartments of Rutgers, The State University of New Jersey.

These guidelines describe the facilities, policies, procedures, and services that we hope will be of assistance and interest to you. Please read this booklet thoroughly and feel free to call the Graduate Housing Office with any questions.

Once again, welcome!

YOUR HOUSING AGREEMENT

Your housing contract is for the space you will occupy in university housing during the year. Under the contract, you agree to follow established policies, procedures, and rules concerning the operation of the apartments. The provisions are detailed in this guide. Should changes occur that affect your contract, information will be disseminated through email.

Students who violate the provisions of the housing contract, or are found guilty of violating college or university standards of conduct, are subject to university disciplinary action as well as the loss of campus housing privileges and/or monetary assessment for damages.

Contract

Students residing in Family housing will be assigned a contract for either of the two rental periods below.

Annual assignment allows occupancy in the same space for one full calendar year. Incoming students contract will be 8/15/2007 to July 31, 2008. Continuing students contracts will be 8/1/2007 to 7/31/2008.

Eligibility

At least one occupant must be registered as a full time matriculated student in a Rutgers Graduate Program. Post doctoral appointments, part-time students and those on practical training are not eligible. THE STUDENT MUST BE LIVING FULL TIME WITH EITHER A SPOUSE, DOMESTIC PARTNER OR AT LEAST ONE MINOR DEPENDENT CHILD. Students whose spouse resides/works out of the area and returns for short visits are ineligible. Students whose spouse/domestic partner, child/children leave family housing for extended visits away (in excess of three months) will be ineligible to remain in family housing.

Students are immediately ineligible for family housing upon the occurrence of any of the following events:
1. completion of their academic program.
2. withdrawal from Rutgers.
3. spouse/domestic partner/child/children no longer reside with them full time.

Students failing to move-out upon becoming ineligible will be charged rent at a rate of $100.00 per day for every day they remain in housing after they become ineligible.

A minimum of one research credit per semester is required of students who are doctoral candidates working the equivalent of full time on their degree requirements. Verification of proper registration may be required.

Students graduating in January become ineligible as of January 15 of that year. Students graduating in May become ineligible as of May 31 of that year, except that May graduates with minor children in the local Public School district become ineligible as of June 30 of that year. October graduate must vacate by October 15.

Students, spouses and domestic partners are eligible for Family Student Housing for a maximum of (5) five contract periods. When you sign up for the fifth contract you will be required to select the academic contract, which has a vacate date of 5/31.
Transfers
A student may apply for a transfer to another apartment by submitting a transfer request form obtained at the Family Housing Office. The Graduate Family Office approves transfers within Family apartments.

Transfers are done only between October and May. No transfers are done over the summer. Only TWO transfers per family are allowed.

Withdrawal from University Housing
Once keys are picked up, a student may request to cancel their Housing contract. The student must give the Family Housing Office sixty (60) days advance written notice of the intent to vacate. All occupants must vacate the apartment on the vacate date. Cancellations must be in writing to the Graduate Housing Office. You are responsible for the housing cost up to your approved vacate date. Vacating dates are the last day of the month. Students failing to pick up their keys on their move in date will be considered NO SHOWS and will be billed for 60 days of their contract.

Occupants must vacate the apartment on time. A fee of $100.00 per day will be assessed against the student failing to vacate on the approved vacate date.

Signing up for Next Year Housing
Instructions will be distributed during the spring semester to inform you of important dates and procedures to be followed in arranging for housing for the next school year. The renewal of this agreement or its terms or conditions is NOT AUTOMATIC. Students in repeated violation of this agreement will not be approved for renewal.

RESIDENCE FACILITIES
INFORMATION

We want you to consider your apartment to be your home while you study and work at the university. In this section we provide important information regarding the use of residence space. Feel free to contact an Area Director with questions.

Personal Property Recommendations
The University and University Housing are not responsible for personal property. In particular, we are not liable for damages to your property caused by vandalism, malicious mischief, negligence of other residents, and/or water and steam damage from ruptures or discharges of pipes, appliances, plumbing, and sewers.

We strongly recommend that you acquire tenants’ insurance to cover all of your valuables and belongings. For Information concerning Personal Property Protection Insurance, please refer to the Risk Management and Insurance web site: http://riskmanagement.rutgers.edu/students.html

We also recommend that you:
* Record serial numbers, model numbers, and similar identifying information for your radio, television, typewriter, computer, wristwatch, or other items of value.

* Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your apartment.

* Record the numbers and issuers of all your credit cards and bank accounts. Also record the telephone numbers of these firms to facilitate notification should your cards be lost or stolen.

Apartment Cleaning
Residents provide their own cleaning supplies. Apartment residents do ALL cleaning, especially of the stove, oven,
refrigerator, and bathroom facilities. Regular attention eliminates a difficult task when preparing to vacate your apartment. You will be charged for major damage, vandalism, and/or if excessive cleaning is required.

Your carpeting was inspected prior to move-in. NO CARPET IS CHANGED ONCE A NEW TENANT MOVES IN. As we have over 125 apartments turned over each year, we cannot change all units’ carpet. We only replace carpeting in those apartments, which are in the most need. For units where we do not change the carpet, we shampoo and sanitize the carpet before you take occupancy. Housing WILL NOT re-shampoo your unit until you vacate. All apartments are painted before you move in. Once a tenant moves in, Housing WILL NOT paint or issue paint or painting supplies to you. We only paint with Con-Lux Silver Cloud Satin Plexi and all walls must be this color when you vacate your apartment to avoid fines. Wallpaper of any kind is prohibited.

Occupants may not accumulate trash in the apartment. Trash must be properly wrapped and placed in the outdoor receptacles provided. Failure to place all trash inside the receptacles will result in a $50.00 fine for the first violation and $100.00 for each violation thereafter. Garbage may not be left in hallways/stairwells for any period of time. A charge of $50.00 per bag will be imposed for the first violation, $100.00 fine for each subsequent violation. Unwanted furniture or clothing must be disposed of properly.

Common Area Cleaning
The Housing staff cleans corridors and stairwells within the residence halls regularly. We appreciate your cooperation in putting trash in containers provided and recyclables - aluminum, glass, steel cans, plastic, and paper - in designated containers.

Insect Control
Extermination services are provided on a regular daily schedule free of charge to students. If service is needed please contact the Housing Maintenance Office at 732-445-3222.

Repair and Maintenance
University Housing has its own maintenance staff. We will correct most of the normal malfunctions in residence halls and apartments within 48 hours. More complex repairs, and those involving items not normally stocked, sometimes take longer. In these instances, your patience is appreciated. Contact the work order person in the Housing Office or your Area Director if you experience an unusual delay.

When requesting a repair, the more specific you can be about the location, nature, and urgency, the easier it will be to identify the appropriate repair personnel to correct the problem. Our office offers voice-mail to record your non-emergency requests after hours. Please call 732/445-3222.

Emergency Repairs
Emergency repairs, such as a burst pipe, major water leak, electrical short, or broken lock, occurring after 4:30 PM and at any time on weekends or holidays, that cannot wait until the next service day, should be reported to the after hours emergency personnel at 732/558-0734. Provide your name, telephone number from which you are calling, apartment number, and the nature of the emergency. They will forward your call to the appropriate personnel.

YOU MUST BE IN YOUR ROOM OR APARTMENT WHEN THE EMERGENCY CREW ARRIVES.

Removal of Property
Rutgers is not able to store student belongings since our facilities are used year-round. Student property may not be left in apartments once residency is terminated for
any reason. Student property not claimed and removed will be donated to local charities or discarded.

POLICIES AND PROCEDURES

Access to University Property
We respect your right to privacy and will not interrupt it unless an emergency warrants. Designated university officials have the right to enter any university or university-related premises. This right includes, but is not limited to, providing custodial, maintenance, and repair services; inspecting for fire and safety violations, damages, cleanliness and occupancy checks. Reasonable effort will be made to notify you at least 24 hours before inspections for damage and cleanliness. Inspections for fire and safety violations are made without notice as are occupancy checks.

Graduate Housing may conduct at least 4 sanitary and occupancy inspections of the apartment annually. Students failing the sanitary inspection will be given 48 hours to clean the apartment, after which time the apartment will be re-inspected. If the apartment fails the re-inspection, the student will be subject to a $50.00 fine. Multiple failures of sanitary inspection will be cause for removal. Students with unauthorized VISITORS WILL BE REMOVED FROM HOUSING. A charge of $50.00 will be imposed if any occupant denies entry to the apartment at the time of any inspection.

Damage to University Property
Damage and vandalism are costly and we would like to enlist your aid in their prevention. Be careful that methods used to hang posters and decorations do not damage surfaces; tacks and tape damage walls. Be aware of prohibited items listed herein. If you inadvertently or intentionally cause damage in your apartment, you must pay for repair or replacement.

Fire extinguishers, smoke and heat detectors, sprinklers, fire alarm bells, and pull stations are critical to life safety and should never be damaged, vandalized, or misused.

Keys, Access Cards, and Lockouts
The key and/or access card, issued to you on move-in day, should be safeguarded. You signed a key card acknowledgment form when the keys were issued. When you return the keys, a receipt will be provided. There is a charge for the loss of a key, as well as for lock changes when these items are not returned in accordance with instructions. It is in everyone's best interest to be security conscious.

Keys and access cards are the property of the University and may not be duplicated or distributed to any other person. Lost keys will result in a lock change being ordered at a cost of $70.00 to the student. Lost access cards are replaced at a cost of $15.00 to the student by the RU Connection Office.

If you are accidentally locked out of your apartment during office hours (Monday – Friday, 8:30 am to 5:00 pm) and you live on Busch Campus, go to the Graduate Housing Office at the Buell Apartments with a photo identification card. You may temporarily borrow a key. If you live on a campus other than Busch or if you live on Busch Campus and it is after office hours, contact your Area Director to gain entry at 732/445-5717. In either case, a $25.00 lockout fine will be assessed.

Recycling-It's the Law
The State of New Jersey requires the University community follow recycling laws. Exterior dumpsters for recycling are provided. Burgundy-colored dumpsters are for accumulation of glass, aluminum, steel cans, and plastic. Green dumpsters are for paper, newspapers, and cardboard (please flatten cardboard to maximize available space). Gray dumpsters are for trash.
Pets
No pets or laboratory animals of any kind are permitted in housing.

Refrigerators
For your convenience, all Graduate Housing apartments have a full-size refrigerator. NO ADDITIONAL full-size refrigerators or freezers are allowed in housing except where provided by the Graduate Housing office.

Bicycles
You must register your bicycle with the Graduate Housing Office. Any bicycle not tagged will be considered abandoned and will be confiscated.
Bicycles may not be left in corridors, stairwells or other areas of the buildings. Motorized vehicles are prohibited in and around residence facilities. Motorcycles should be parked in designated lots.

Guests
Graduate Housing is provided for the exclusive use of graduate students as assigned by the Graduate Housing Office. Naturally, guests are permitted. Residents are responsible for the behavior of their guests. The maximum stay for any guest is two (2) weeks in a four-month period. A student may not permit visitors to use housing facilities for any period of time if it becomes a source of complaint by other residents, or university staff, or when its use becomes, through duration or frequency, a de facto subcontracting of space to an unauthorized person.

ALL overnight guests MUST be registered with your Area Director. Violation of the guest policy may result in severe fines and termination of the resident's housing agreement and removal of both the student and the guest from university housing.

Subletting is strictly forbidden.
Advertising a room for rent or allowing others to reside in your apartment will result in your immediate dismissal from housing. You will be banned from future on campus housing, along with any unauthorized student found residing in the apartment.

Parents Residing With Students
Mothers and/or fathers visiting for extended periods of time MAY be allowed to reside in Family Housing with the permission of the Housing Office. In order to be eligible, you must meet the following criteria:
1. The guest(s) MUST be either the parent of the student or spouse of the student.
2. You must bring the parent’s identification, passport, and/or travel documents to the Housing Office.
3. You MAY NOT exceed the occupancy standards as follow:
a. Nichols/Marvin Apartments - limited to 6 people
b. Johnson Apartments - limited to 5 people
c. Russell two-bedroom - limited to 4 people
d. Russell one-bedroom - limited to 3 people

An additional rental fee will be due monthly at the rate of $30.00 per month, per person. Students failing to register a parent will be charged $30.00 per month from the inception of the contract. In addition to the rental charge, a $250.00 fine will be assessed. REMEMBER: You must ask permission prior to your parents arriving. Parents MUST register immediately upon their arrival.

Prohibited Conduct
Conduct that produces unreasonably loud noises or offensive odors, which is egregious or unreasonably disorderly, or which unreasonably interferes with the rights and comfort of other people lawfully at the complex is prohibited. No musical instrument, radio, television, phonograph, tape player or other sound producing equipment may be played from 11pm until
7am if it unreasonably disturbs others in the complex. Occupants holding social gatherings, club or religious meetings, or business meetings in their apartment are responsible for their guests. Singing, clapping or loud noise coming from the apartment or stairwells during gatherings or when guests are arriving or departing may not interfere with other residents. New and vacating residents may not move in/out during quiet hours. Failure to comply with this rule will result in a $250.00 fine.

POLICE TELEPHONE INFORMATION

Non-Emergency
To report incidents where life or property is not in immediate danger, contact the University Police at 732/932-7211.

Emergency 911
The Rutgers University Police Department (RUPD) is part of the Middlesex County 911 emergency telephone network. Dial 911 immediately to report medical emergencies, fires, crimes in progress, or any other emergency situation. Calls are answered by trained telecommunicates- 24 hours a day, 7 days a week - who will dispatch police, fire, or emergency medical services immediately. Dial 911 directly from a residential, coin, or cellular phone. Dial 6-911 from any university telephone.

University Police has a Telecommunication Device for the Deaf (TDD) for people with hearing or speech impairment or who are otherwise disabled. The TDD phone number is 732/932-6639, but TDD users may also use 911 and/or 6-911 numbers to report emergencies.

Services for International Students
The Center for International Faculty and Student Services coordinates services for the University's international students, scholars, and faculty. They will assist international students with all matters of special concern to them and serves as a referral source to other university offices and academic departments. Center staff will provide direct support to students with United States Immigration and home government procedures, personal concerns, and other matters.

The center sponsors comprehensive orientations at the beginning of each semester designed to facilitate new students' adjustment to the United States and to Rutgers; a community-based International Friendship Program which gives students the opportunity to get to know American families; informational and cross-cultural seminars; and a variety of support programs for students and their families.

Students Using Injected Medication
If you or a family member residing in housing require medications, such as insulin, that are injected on a regular basis you must follow the procedure below for the disposal of the hypodermic syringes to ensure the safety of all of our students and of housing employees who handle waste disposal. You must obtain a an approved sharps container at no cost at any health center and are required to dispose of the hypodermic syringes in the approved sharps container. Hypodermic syringes should be placed only in the sharps container. Full containers should be returned to any health center for proper disposal. Questions can be directed to Residence Life Office or their local health center:

Hurtado Health Center
11 Bishop Place, College Avenue Campus
732/932-7402

Busch/Livingston Health Center
Hospital Road & Avenue E, Livingston Campus
732/445-3250

Willets Health Center
Suydam Street, Douglass Campus
732/932-9805
PARKING AND TRANSPORTATION

Department of Transportation Services administers and maintains parking facilities, enforces parking regulations and provides intercampus bus transportation. ALL vehicles parked within the jurisdictional areas of Rutgers must be registered with Parking and Transportation Services and display a valid Rutgers' parking permit at all times.

The Department of Transportation Services is located in the Public Safety Building at 55 Commercial Avenue, New Brunswick, NJ 08901. The phone number is 732/932-7744. The office is open 8:30 am to 5:00 pm, Monday through Friday. The Cashiers' Office at the same address is open 8:30 am to 5:00 pm, Monday through Friday. Questions or comments can be sent by e-mail to parktran@rci.rutgers.edu.

Campus Parking Privileges
A parking decal will be issued only to students whose automobile registration shows the student and our spouse/domestic partner as owner. Only two decals will be issued to a family. Following move-in, decals will only be issued to automobiles whose registration has the ON CAMPUS apartment address. The repairing of automobiles in the family parking lot is PROHIBITED. This includes ALL repairs and maintenance including oil and filter changes. No car shall be elevated by any means, including jacks and ramps. Vehicles must remain in designated parking areas. No vehicles are allowed on the grass or lawn areas. If an occupant violates any of the above, the student will be fined $50.00 for the first violation and $100.00 for each violation thereafter.

Parking Regulations
ALL students are responsible to know the regulations and restrictions of the lot where they park. Each lot has a sign describing who may park in that lot.

The following regulations are of particular importance: Resident students eligible to receive a parking permit may not register the vehicle of another student, who is ineligible, for their own or another student's use. Such registration is considered fraudulent and vehicles are subject to ticketing and towing.

Use of a counterfeit or altered permit, or one reported lost or stolen is prohibited. Vehicles are subject to ticketing and towing. Students may lose all parking privileges and be subject to disciplinary action.

During heavy snow conditions, residents will be required to move their vehicles to another lot to facilitate plowing. Vehicles not moved may be towed at the owner’s expense.

Motor vehicles are prohibited from parking on sidewalks and within residence areas.

FIRE PREVENTION AND SAFETY

University Housing and Conferences, Residence Life, and the Department of Emergency Services have established guidelines for the purpose of maintaining a safe living environment.

We need your cooperation in complying with both the common sense rules of safety and the specific rules established by the University. Fire and Life safety codes change periodically. Occasionally the information contained in this guide, although revised annually, may not reflect current code changes. However, the most up-to-date and official residence hall fire safety regulations are available electronically through the Emergency Services website at www.rues.rutgers.edu.

Safety Information and Equipment
Fire extinguishers, sprinklers, smoke and heat detectors, fire alarm bells or horns, and pull stations are located throughout each
Family Residents’ Guide to On-Campus Living

building. This equipment is critical to life safety and should be used only in emergency situations.

Be aware of the location of fire extinguishers, fire alarm pull stations, and emergency exit routes from your room/apartment so that you may act promptly in an emergency. In the event of an actual fire, evacuate the building immediately. Pull the fire alarm if not already sounding and, once evacuation has begun, call University Police at 911.

Because of the importance of fire safety equipment, individuals who misuse or tamper with it face immediate expulsion from housing and disciplinary action under the student code of conduct, as well as possible fines and prosecution.

Smoke Detectors
The university is experiencing a very serious problem with tenants tampering with the smoke and heat sensors in their apartments. Please keep in mind these units are connected to a central panel and when a signal is received the Fire Department is dispatched immediately. This is very dangerous and causes great inconvenience to the tenants in the building when they must evacuate until the cause of the alarm is determined. In addition, it is very costly to have the Fire Department respond to these unnecessary alarms. **YOU MAY NOT REMOVE, RELOCATE, OR TAMPER WITH THE PRESENT SMOKE ALARM OR LIFE SAFETY EQUIPMENT.** Any breach of this rule will result in fines and removal from housing.

Emergency Evacuation Drills
Emergency evacuation drills are conducted each semester to familiarize you with evacuation procedures. During an evacuation you are requested to follow emergency procedures and staff instructions.

ALL occupants of buildings, or portions of buildings, where fire alarms are sounding must evacuate immediately. Residents who do not evacuate are subject to disciplinary action as well as fines and prosecution.

Prohibited items
These items and activities are prohibited in all Rutgers University residence halls, suites, and apartments:

- Cooking devices such as, broilers, skillets, hot plates, immersion coils, hot pots, or similar items are not allowed. Microwave ovens, woks, and rice cookers may be used only in kitchens of apartments if the appliance is UL listed and properly connected. Cooking is not allowed in apartment sleeping rooms.

- Window air conditioners except one air conditioner will be permitted in the Russell and Johnson apartments provided it is installed in the space provided. Violation of this provision will result in a $25.00 per day fine, confiscation of the air conditioner and removal from housing.

- Additional Locks

- Washing machines and dryers

- Dishwashers

- Garbage disposal units of any kind

- Pianos, organs, drums

- Room-heating or open-flame devices, including all space heaters, kerosene or oil lamps, and alcohol burners.

- Candles, fireworks, sparklers, incense, and smoke bombs. The use of candles in University Housing rooms/apartments for religious purposes is prohibited due to the fire hazard. *Alternative appliances, electrically powered, exist to permit the resident to observe religious holidays, without creating a fire hazard.*
- Wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments.

- Gasoline-powered items, such as motorcycles, mopeds, or components.

- Posters and decorations with combined coverage of more than one-third of available wall space or on ceiling. ALL flammable and combustible liquids. This includes art supplies - thinners, etc.

- Chemicals.

- Painting walls or murals.

- Additional full-sized refrigerators.

- Pets and/or laboratory animals of any kind.

- Electrical wiring that is homemade or otherwise modified creating fire or shock hazard.

- Extension cords exceeding six (6) feet. ALL extension cords must exposed in plain view. Cords may not be run under rugs, closet doors, or secured to building surfaces or furniture.

- Firearms and other weapons, and explosives.

- Lofts, liquid-filled beds, or any other structures.

- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus, except as provided by the university.

- Combustible or plastic lampshades or light covers.

- Devices, which overload electrical receptacles (more than three appliances per outlet or multiple-plug adapters or power strips with more than two cords attached). Fused, multi-outlet surge protectors commonly used for protection of personal computers are permitted. However, multi-outlet surge protectors may not be plugged into an existing power strip (piggybacking), nor shall more than one (1) fused, multi-outlet surge protector be plugged into a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.

- Torchiere-style lamps with halogen bulbs. Desk lamps with halogen bulbs are allowed.

- Traffic and road signs observed in resident hall rooms or apartments will be reported to the University Police Department. Misappropriation of traffic and road signs may result in motor vehicle accidents, injuries, and even fatalities. Students in possession of traffic and road signs are subject to prosecution.

**Approved items**

Only hot pots meeting the following specification are permitted in university housing. Units purporting to be “automatic” have failed and caused fires here and at other colleges and universities. In order to be approved for use in residence halls and apartments, a hot pot or electric kettle must automatically shut itself off if the fluid boils off or if the pot is emptied. Usually, this type of pot does not contain a conventional heating element, but rather the water completes an electrical circuit between two conductors, which sustains the heating process. Further, approved hot pots must be capable of accepting only water. Units capable of heating soup, etc. are not
approved. When in doubt, fire inspectors will conduct the following field test to determine compliance. The empty unit will be plugged into a power source and turned “on”. If the interior of the appliance heats up, the device fails the field test. When purchasing a hot pot for use in a university apartment, first read the precautionary messages. If the appliance or package states “do not operate when empty,” the unit is not approved. UL-listed popcorn poppers are permitted.

**Policy on Inspection of Residence Hall Rooms/Apartments**

The responsibility of the university to provide for the safety of all persons living within university-owned or operated apartments is enforced through unannounced inspections conducted by university staff members.

Enforcement of state and university fire safety regulations is the responsibility of the Department of Emergency Services. University Fire Inspectors are State-certified fire officials with full authority to enforce the provisions of the New Jersey State Uniform Fire Code and established university fire safety regulations. University Fire Inspectors are obligated to inspect all university buildings, including every residence hall room and apartment. Due to the magnitude of this task, and to ensure the highest level of safety for all residents, fire inspections are unannounced. Inspections will be conducted during normal weekday business hours.

For your convenience, inspections commence after 10:00 AM, apartments will be entered for the purpose of conducting the scheduled, unannounced fire safety inspection even in the absence of the resident. As a security measure, doors to all vacant residence hall rooms or apartments will be locked upon the departure of the Fire Inspector (even if the door was found unlocked).

### Violations

A violation notice will be left for, or given to, residents of a room or apartment whenever a fire safety violation is found. If any prohibited items are found and cited during the course of an inspection, the residents must immediately remove the item from the residence hall room.

In addition, residents are reminded that under the provisions of the New Jersey Uniform Fire Code (N.J.A.C. 5:18-2.17) they may be held financially liable for the actual costs of extinguishing a fire directly, or indirectly, caused by a violation, which had been cited and remained unabated at the time of the fire.

**THE HOUSING OFFICE WILL NOT HEAR APPEALS FOR VIOLATION NOTICES ISSUED BY EMERGENCY SERVICE PERSONEL.**

### Life Safety Don'ts

- Don't smoke in bed!

- Don't place or hang anything over lighting fixtures, fire detectors, or on fire sprinkler piping.

- Don't store personal belongings in corridors, vestibules, or stairwell landings. This *includes* shoes and floor mats. Staff will remove items and a $10.00 per item fee is charged to reclaim your belongings.

- Don't block access to doors and windows. Furniture must be arranged to permit full opening of all doors.

- Don't chain bicycles to stairways or landings - they will be removed and confiscated.

- Do not prop open outside doors.
• Do not throw any objects out of windows. This is extremely dangerous. Violators face disciplinary action and/or expulsion from housing.

• Do not hang anything out the apartment windows.

• No occupant may leave the apartment unattended when the stove or oven is in use. A charge of $100.00 will be assessed against the student for the first occurrence; future occurrences will result in the occupants’ removal from housing. If a fire results from an occupant’s act or omission, the student will be responsible for any damages incurred by Rutgers, other residents and any other party injured.

• Toilet, sinks and other water disposal facilities may be used only for the purposes intended. No other solid/chemical wastes or other substances (including cooking oil/grease) may be disposed of in these facilities.

• Do not open, tamper or remove the security screens for any reason other then an emergency. Fines of $100.00 will be assessed and the student will be removed from housing.

Uniformed, trained guards, along with student volunteers, patrol the grounds at night, checking primarily for open entry doors and suspicious activities and/or persons.

Full-time and student employees of the University Housing and Conferences are required to wear a uniform and identification badge while on duty. Vendors, repair personnel, employees of service companies, and staff of other university departments must also display an identification card. If a nonresident is not wearing an ID or refuses to produce one, you should notify university police. Do not challenge a stranger's presence - use a telephone, preferably in your room, to notify University Police.

Security and Safety Guidelines and Regulations

Responsibility for safety and security lies with the individual. No amount of service can offset irresponsible behavior. Compliance with the following guidelines is extremely important in providing a secure and safe campus:

• Keep your apartment locked whenever it is unoccupied, when you are in your room, and when you are asleep.

• First-floor residents should not unlock security screens or use windows as an exit/entrance, except in an emergency.

• Never prop exterior doors open! Not only does this allow unauthorized access into your building, but also it could potentially damage the locking devices or the door. Secure any door you find propped open. Heavy fines will be accessed.

• Do not walk alone at night. The best security you have is traveling with a companion.

SECURITY SERVICES

The Rutgers University Police Department (RUPD) has full police powers. They serve the university and are prepared to respond to your request for assistance. University Police officers regularly patrol in both marked and unmarked vehicles. Contact with the police may be made by use of the emergency telephone system previously described. The yellow telephone boxes provide direct connection by lifting the receiver or, in those equipped with the red button, pressing it for direct dial.
• Do not hitchhike. Take the intercampus bus whenever possible.

• In the event of an emergency, or if you notice suspicious activity, call University Police at 911.

• Be alert to the presence of all strangers in nonpublic areas of living units. Solicitors are not allowed; report their presence to the Police.

• If you are the victim of a theft or witness to a crime, call Rutgers University Police immediately.

Visitor Access
When you invite someone to visit you in your residence, provide him or her with your telephone number. DO NOT prop an entry door open - an alarm may sound, and your convenience could lead to another resident being robbed or injured. It is your responsibility to meet your guest at the building entrance. DO NOT allow strangers into your home. Persons making deliveries are not allowed in housing facilities unless met and accompanied by a resident.

HOMESTEAD REBATES
Our facilities are not subject to property taxes. Residents of our buildings are NOT entitled to a homestead rebate. DO NOT file a Homestead Rebate Application (HR-1040) with your New Jersey tax return.

FOR MORE INFORMATION
We hope this book is useful to you in answering your questions and concerns about on-campus living. If you need any additional information, need assistance, or have suggestions as to how we can improve our services, call us:

Graduate Housing Office
Buell Apartments
Busch Campus
Piscataway, NJ 08854-5610
Telephone: (732) 445-3222
Email: gradhsgngrci.rutgers.edu

Graduate Residence Life
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