UNIVERSITY HOUSING AND CONFERENCE SERVICES

Graduate Residents’ Guidelines for Living On-Campus
**HOUSING CONTACT INFORMATION**

**Graduate Housing Assignment Office**  
(New Brunswick Campuses)  
Buell Apartments, 55 Bevier Road  
Busch Campus  
Piscataway, NJ 08854-8006  
Telephone/Information: 732/445-0750  
Email: gradhsng@rci.rutgers.edu  
Fax: 732/445-4992  
Graduate Residence Life: 732/445-5717  
Email: grdrslf@rci.rutgers.edu

**Housing Administration**  
ASB III  
3 Rutgers Plaza  
New Brunswick, NJ 08901-8559  
Telephone: 732/932-1001  
Fax: 732/932-1014  
E-mail: uhousing@rci.rutgers.edu  
Web site: http://housing.rutgers.edu/ie

**HOUSING MAINTENANCE CONTACT INFORMATION**

For non-emergency requests contact your campus Housing office below or submit a maintenance request on our web site:

http://housing.rutgers.edu/maintenance.html

**Campus Housing Offices:**

**Busch Campus**  
581 Taylor Road  
Piscataway, NJ  
Phone: 732-445-0044

**College Avenue Campus**  
Clothier Hall, 590 George St.  
New Brunswick, NJ  
Phone: 732-932-7017

**Cook/Douglass Campus**  
PAL Building, 45 Biel Road West  
New Brunswick, NJ  
732-932-9625

**After Hours Emergency Maintenance**

For emergency maintenance (burst pipe, no heat, etc.) after 5pm Monday through Friday and on Saturday, Sunday and holidays call 732/558-0734.

**Emergency Residence Life & Lock Outs**  
732/445-5717 (Answered 24 hours a day, 7 days a week)
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Welcome to University Housing!
University Housing welcomes you to the residence halls and apartments at Rutgers, The State University of New Jersey.

This guide describes the facilities, policies and procedures, and services that we hope will be of assistance and interest to you. Please read it thoroughly and feel free to call Graduate Housing Assignment Office at 732-445-0750 with any questions.

Please Note: Students living in Graduate Family Housing, please see the Graduate Family Guidelines for Living On Campus.
YOUR HOUSING CONTRACT

Your Housing Contract is for the space you will occupy in University Housing. Under the Housing Contract, you agree to follow established policies, procedures, and rules concerning the operation of residence halls and apartments. The provisions are detailed in your copy of the Housing Contract and in this guide. Should changes occur that affect your contract, information will be disseminated via email.

Students who violate the provisions of the Housing Contract, or are found guilty of violating University Standards of Conduct are subject to disciplinary action as well as the loss of campus housing privileges and/or monetary assessments.

Eligibility for Graduate Housing

To be eligible for on-campus housing, graduate students must be registered as a full-time matriculated student in a Rutgers Graduate Program. 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.

Post-doctoral appointments, part-time students, and those on practical training and students who register as “matriculation continued” are not eligible for University Housing.

Transfer within Residence Facilities

We realize that some students may need to move from one campus residence facility or room to another during the academic year. If you desire to relocate within University Housing, please submit a “Transfer Request Form” to the Graduate Housing Assignment Office.

Transfers must be completed in this manner in order to avoid assessment of penalty charges and/or disciplinary action for an untransfer. Housing will notify you when a transfer space becomes available.

Withdrawal from the University and from Housing

If it becomes necessary to withdraw from the University after the semester has begun, you will become ineligible for University Housing and must move out. Arrange with Graduate Residence Life to have your space inspected and return the housing keys. Official documentation of withdrawal from the University will be required. You are obligated to return your keys and a room or apartment inspection form. Billing may continue until your keys and inspection form are returned to the Graduate Housing Assignment Office. You must schedule a room/apartment inspection at least one business day in advance with Graduate Residence Life, call 732-445-5717. If you have a meal plan, be sure to contact Dining Services so that additional charges are not incurred.

Refunds/Rebates

Refunds for housing are based on the date that you officially vacate your residence and return the key, not the date that you withdraw from classes. By complying with the procedure for inspection of your residence space and proper return of your keys, you avoid incurring charges for a lock change, and/or additional rental time. Contact the Graduate Housing Assignment Office promptly for a maximum refund.

Sign-up for Summer and Next Academic 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 during the summer (if you chose an academic contract and need to remain on campus for the summer) and for the next school year.
Graduate Guidelines for Living On Campus

Housing Contract Options

Graduate students may choose either of two Housing Contract options. The Academic Contract covers the academic year from August 14, 2010 through May 21, 2011, including all breaks. The Annual Contract runs from July 31, 2010 to July 30, 2011 for continuing students and August 14, 2010 to July 30, 2011 for incoming students.

Continuing Students are not permitted to change the type of contract they have signed. In other words, a student who signed an Academic Contract will not be permitted to change to an Annual Contract and a student who signed an Annual Contract will not be permitted to change to an Academic Contract. This includes students who have requested and have been given a transfer from one building to another.

Incoming students have only until July 16, 2010 to change the contract type.

Cancelling a Housing Contract

A Graduate Housing Contract may be cancelled without cause, pursuant to the terms herein, provided the student gives the Graduate Housing Assignment Office at least 60 days written notice of such cancellation. The approved date of cancellation shall be on the earliest available vacate date that occurs after the 60 day notice period has elapsed. Vacate dates occur on the last day of each calendar month. Students understand and acknowledge that they are responsible for all payments under the contract through the approved date of cancellation. By signing the vacate notice, the student is cancelling all contracts for housing. They may not reapply for on-campus housing until after the approved vacate date.

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

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.

RESIDENT FACILITIES INFORMATION

Personal Property

Rutgers University and 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. Information concerning Personal Property Protection Insurance, which will protect your personal items, can be obtained from the Office of Risk Management at http://riskmanagement.rutgers.edu/.

We also recommend that you:

- Record serial numbers, model numbers, and similar identifying information for your television, computer, or other items of value.
- Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room/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.

Moving Furniture

You should be comfortable in your room or apartment, so you may rearrange the furniture to your liking. Time constraints, reuse of our facilities, and labor costs require that when you leave, you must leave the room set up as it was when you first occupied it.
Do not dismantle furniture or remove doors from closets; misuse of these items could result in injury, damage, and charges to you. Do not place furniture where it will obstruct passage out of your room, in front of a heating/cooling unit, or in the hallway. Common area furniture may not be appropriated for use within rooms or apartments. You may be fined for violations.

Room, Apartment and Common Area Cleaning/Extermination

We encourage you to keep your residence hall room and apartment space neat and clean. Residents must obtain their own cleaning supplies and clean their private living spaces. In residence halls, Housing staff regularly clean common areas such as bathrooms, lounges, and corridors. Apartment residents are responsible for cleaning their apartments including the stove, oven, refrigerator, and bathroom facilities. You are required to pass a minimum of three sanitary inspections, which will be conducted by Graduate Residence Life staff.

You may borrow a vacuum cleaner through Graduate Residence Life. Be especially careful with snack items. Spilled food, crumbs, and open food containers can attract insects and rodents.

Extermination services are provided on a regular schedule free of charge. If service is needed, contact the Housing Office on the campus where you live (see page 2.) You must prepare your apartment for extermination services by emptying all kitchen and bathroom cabinets.

Trash/Recycling

We appreciate your cooperation in putting trash in containers provided and recyclables - aluminum, glass, steel cans, plastic, and paper - in designated containers. Cleaning up after yourself and after social events helps maintain a desirable environment for all residents and their guests.

The State of New Jersey has recycling laws. Collection containers for glass, aluminum, steel cans, plastic, and paper are provided to separate recyclables. Exterior dumpsters for recycling are also provided. Burgundy-colored dumpsters are for glass, aluminum, steel cans, and plastic. Green dumpsters are for paper, newspapers, and cardboard (please flatten cardboard to maximize available space). Grey dumpsters are for trash.

Repair and Maintenance

University Housing has its own maintenance staff that correct most 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 your campus Housing Office (see page 2) to place a work order for a repair. Our offices offer voicemail to record your non-emergency maintenance requests after office hours. You may also complete a work order request online at: http://ruoncampus.rutgers.edu

Emergency Repairs

Emergency repairs that cannot wait until the next service day, such as a burst pipe, major water leak, electrical short or broken lock, occurring after 4:30 pm Monday-Friday and at any time on weekends or holidays should be reported to the Emergency Night Response staff at 732-558-0734. Provide your name, the telephone number from which you are calling, the residence hall/apartment name, the room/apartment number, and the nature of the emergency. You must be in your residence when the emergency personnel arrive.

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 residence halls or apartments once residency is terminated. Property not claimed and removed will be donated to local charities or discarded.
POLICIES AND PROCEDURES

Assignment of Vacancies

When a vacancy becomes available in any residence facility, the remaining occupants should anticipate the assignment of another student. By keeping the residence facilities filled, University Housing can maintain the lowest possible housing fees.

No resident may discourage another student from using a vacancy through harassment, abuse, noise, or similar reasons. A student doing so may face reassignment or removal from University Housing.

PROHIBITED CONDUCT

Violations of University, Housing, Federal, State, and/or Municipal policies may result in sanctions including, but not limited to fines or removal from University Housing.

Noise Policy

Conduct that produces unreasonably loud noise, is unreasonably disorderly, or which unreasonably interferes with the rights and comfort of other residents is prohibited. No musical instrument, radio, television, CD or tape player, or other sound producing equipment may be played from 11 p.m. until 7 a.m. if it disturbs others in the complex. Occupants holding social gatherings, club, or religious meetings in their apartment/room are responsible for their guests. Singing, clapping or loud noise coming from the apartment, room or stairwells during gatherings or when guests are arriving or departing may not disturb other residents. Students may not move in or out during quiet hours (11pm-7am). Note: During final exam periods, the University observes a 24-hour quiet hour policy.

Access to University Property

We respect your right to privacy and will try not to interrupt it unless an emergency warrants. Designated University officials have the right to enter any University-owned premises. This right includes, but is not limited to, providing custodial, maintenance, and repair services; and inspecting for fire and safety violations, damages, and cleanliness, sanitary 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 and occupancy checks are made without notice.

Damage to University Property

Damage and vandalism are costly and we would like to enlist your aid in their prevention. Please 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 room/apartment, you must pay for repair or replacement.

If damage occurs in common areas, i.e., lounges, bathrooms, corridors, etc., you can avoid personal expense if the individual or persons causing the damage are identified and made responsible for their actions. Otherwise, all residents of a building, or part thereof, must contribute to the repair and/or replacement.

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

Alcoholic Beverages

The serving and/or consumption of alcoholic beverages on University property, including your room or apartment, must comply with University, local, state, and federal laws and regulations.
Smoking Policy

Smoking is prohibited in all buildings owned and managed by the University including all areas of residence halls, dorms, apartments, gymnasiums, stadiums, playing fields, and other recreational areas; in all university vehicles. The only exception to this policy is in Family Housing.

Pets

No pets or laboratory animals of any kind are permitted in housing.

Refrigerators/MicroFridges

For your convenience, all Graduate apartments have a full-size refrigerator. Ford Hall and Old Gibbons offer MicroFridges (small combination refrigerator, freezer, and microwave units). Additional full-size refrigerators are not allowed except where provided by Housing.

Bicycles/Vehicles

Always lock your bike in racks provided near most classroom buildings and secure it in rooms provided in some residence facilities. Bicycles may not be left in stairwells, corridors, and other areas, where safe passage may be hindered. Graduate students residing on campus must register bicycles at the Graduate Housing Assignment Office. At the time you register, you will be given an identification sticker to put on your bike. Any bicycle without an identification sticker displayed may be discarded.

Motorized vehicles are prohibited in and around residence facilities. Motorcycles should be parked in designated lots.

Keys, RUconnection ID/Access Cards, and Lockouts

The key issued to you should be safeguarded. Keys are the property of the University and may not be duplicated or distributed to any other person. Allowing another individual to use your key and/or RUconnection card to access a residential facility will be considered grounds for removal from housing. Lost keys will result in a lock change being ordered at a cost of $70.00. Bedroom locks will be changed for an additional $70.00.

Your RUconnection (official university photo identification) card allows access to your residence hall building. Some apartment complexes also utilize this access card system. Lost RUconnection cards should be reported immediately. The issuance and replacement of your RUconnection card will be in accordance with the rules and regulations of the RUconnection Card Office. Please visit the RUconnection web site at: www.rci.rutgers.edu/~ruconxn for more information.

In some cases, it may be necessary to issue a temporary building access card when a RUconnection card is lost. There is a fee charged for a permanent replacement card.

If you are accidentally locked out of your building, room, or apartment during office hours (Mon-Friday 8:00 am—5:00 pm), go to the Campus Housing Office where you reside to temporarily borrow a key. You must have a picture I.D. with you. After office hours and on weekends and holidays, call Graduate Residence Life at 732-445-5717.

When you return the key, a receipt will be provided. There is a charge for the loss of a key as well as for lock changes when keys are not returned in accordance with instructions.
Graduate Guidelines for Living On Campus

Mail

All graduate student mail is delivered to boxes located in campus post offices - Busch (BPO), College Avenue (RPO), Cook (CPO), Douglass (DPO). Advise your family and friends to use the campus post office box assigned to you so that your mail will not be delayed. Your post office box and combination numbers will be assigned to you by the post office on the campus on which you reside.

*Remember to complete a change of address form when relocating so that your mail can be forwarded. Upon leaving Graduate Housing, you are no longer entitled to your post office box.*

Living Together on Campus

Guests

University Housing recognizes the right of residents to have guests and that graduate students are adults. It is not our intention to be intrusive or unduly restrictive when it comes to your private affairs. However, it is important to keep two factors in mind: 1) in many situations, the presence of one person’s guests creates difficulties for other residents, and 2) it is necessary for the University to know the names of everyone staying in a building in case a fire or other emergency occurs. As a result, it is necessary to set specific guidelines which apply to the presence of guests.

The following is the current guest policy and supersedes all previous policies. It is applicable to all graduate students living on campus:

1. Graduate Residence Life must be notified of all guests who are staying overnight (24 hours or less). Notification can be done in person or on the telephone. Notification should take place as soon as possible but must occur no later than 9:00 pm on the night that the guest is staying.

2. All guests staying 48 hours or more must be registered with Graduate Residence Life. Registration requires the completion of a Guest Registration Form available at the Graduate Housing Assignment Office. The form requires the signatures of your roommates and must be submitted before your guest stays more than 24 hours.

3. You are permitted to have a guest stay for a maximum of four days each month. NOTE: Exceptions to this rule must be discussed with Graduate Residence Life in advance.

Violation of the above guidelines will be grounds for termination of your housing contract without monetary refund.

Infectious Disease Policy

If a resident is identified as having potentially contracted a contagious disease which may adversely affect his/her roommates or apartment mates or others in the housing unit, the resident shall agree to a medical evaluation at Rutgers Student Health Services. In the event it is medically determined that the occupants of a residence hall/apartment are at risk of an infection, the contagious/infected resident shall be required to leave the housing residence until such time he/she can present evidence from a physician that he/she is no longer contagious. If you fail to leave the residence and/or submit to the required medical examination, your housing privileges may be revoked. The decision of Rutgers Student Health Services in regard to contagions shall be final.

Special Note to Students Using Injected Medication

Some of our students may require medications, such as insulin, that are injected on a regular basis. To ensure the safety of all of our students and of Housing employees who handle waste disposal, students are required to dispose of hypodermic syringes in approved sharps containers. Any student needing such containers can obtain them at no cost from any health center.
Hypodermic syringes should be placed in the sharps container. Full containers should be returned to any health center for proper disposal. Questions can be directed to the local health center.

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

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

- **Willets Health Center**  
  Suydam Street, Douglass Campus 732/932-9805

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**EVACUATION PROCEDURE:**

**IMMEDIATE ACTION WHEN A FIRE ALARM SOUNDS**

Do not wait to see fire or smoke! Follow these procedures recommended by the US Fire Administration.

**FEEL THE DOOR HANDLE**

- ✓ If the door handle is hot, DON’T open it, go to a window and call for help
- ✓ If the handle is not hot, open the door CAUTIOUSLY and check for fire or smoke before leaving the room

**GET OUT OF THE BUILDING BEFORE PHONING FOR HELP**

- ✓ Don’t take time to phone before leaving. Building fire alarms are connected to RUPD headquarters and provide immediate notification when alarms activate.
- ✓ Get out and use a campus emergency phone that is located in all housing areas. Calling to report an actual fire condition is helpful. Emergency response agencies can be advised en route to be better prepared to take immediate action upon arrival.

**PULL THE FIRE ALARM ON YOUR WAY OUT** if the fire alarm is not already sounding

**DON’T LOOK FOR OTHER PEOPLE OR GATHER UP YOUR “STUFF”**

- ✓ Yell FIRE as you leave
- ✓ Don’t hesitate or stray from your path as you leave

**CRAWL LOW TO THE FLOOR**

- ✓ Thick smoke can make it impossible to see,
- ✓ Toxic chemicals from smoke can be deadly in minutes

**CLOSE THE DOOR BEHIND YOU**

- ✓ You may help keep the fire from spreading
- ✓ You may protect your possessions from fire and smoke damage!

**IF YOU CAN’T GET OUT, GET SOMEONE’S ATTENTION!**

- ✓ Call 911 and tell the dispatcher that you are trapped in your room.
- ✓ Be sure to give your room number so this information can be passed on by radio
- ✓ Yell or scream to draw attention
- ✓ Hang a sheet from your window
- ✓ Stay low - there is less smoke, heat, and poisonous gases close to the floor

**PLAN ESCAPE ROUTES IN ADVANCE**

- ✓ Know where all exits are located in the building
- ✓ Participate in the emergency evacuation drills to practice your escape
- ✓ Once out - STAY OUT

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**POLICE TELEPHONE INFORMATION**

**Non-Emergency**

To report incidents where life or property is not in immediate danger, contact the Rutgers 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 telecommunicators - 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.

University Police have 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 the 911 number to report emergencies.

**FIRE PREVENTION AND SAFETY**

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

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 [http://rues.rutgers.edu](http://rues.rutgers.edu).

**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.

**Safety Information and Equipment**

Fire extinguishers smoke and heat detectors, fire alarm bells or horns, and pull stations are located throughout each 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 so that you may act promptly in any 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, as well as possible fines and prosecution.

**Smoke Detectors**

It is a violation of New Jersey fire safety regulations to tamper with any fire equipment. You may not remove, relocate, cover or tamper with the smoke alarm or other life safety equipment.

**Fire Sprinkler Systems**

Sprinklers are designed to activate individually to suppress fires while in the incipient stages. Although fire sprinklers are a life safety system, they should not be relied upon as the ultimate life saving system. Residents must immediately evacuate the building whenever the fire alarm system activates, as smoke detectors will warn of a fire long before sprinklers will activate. Most fire casualties are the result of smoke inhalation, not thermal burns.

It is a violation of New Jersey fire safety regulations to hang items from sprinkler heads, sprinkler pipe, and other fire detection or suppression equipment. Residents found in violation of this regulation will be cited and fined. Please be careful not to bang objects into the sprinkler heads, it will cause the sprinkler system to go off.
PROHIBITED ITEMS

All students are responsible for complying with up to date fire regulations. Residents found in violation of this regulation will be cited and fined.

Below is a condensed list of prohibited items or activities, for a complete list visit: http://rues.rutgers.edu/fireguide.shtml.

The following items and activities are prohibited in all Rutgers University residence halls, suites, and apartments:

- Cooking devices such as electric toaster ovens, broilers, skillets, hot plates, hot-dog/hamburger cookers, electric woks, rice cookers, immersion coils, hot pots, or similar items are not allowed. Microwave ovens are not permitted in residence halls except where provided by the university. 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 residence halls or apartment sleeping rooms.
- Room-heating or open-flame devices, including all space heaters, kerosene or oil lamps, alcohol burners.
- Air conditioning units including window and room air conditioners (except in the space provided in Johnson Apartments.)
- All candles including decorative candles, fireworks, sparklers, incense, and smoke bombs. The use of candles in university housing rooms 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.
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus, except as provided by the university.
- 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.
- Structural changes to apartments or rooms.
- 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 be 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.
- Combustible or plastic lampshades or light covers.
- Traffic and road signs observed in resident hall rooms or apartments will be reported to 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.
- Torchiere-style lamps with halogen bulbs. Desk lamps with halogen bulbs are allowed.
- 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.
• Additional locks
• Washing machines, clothes dryers, dishwashers and garbage disposal units of any kind.
• Pianos, organs, and drums.

**APPROVED ITEMS**

Only hot pots meeting the following specification are permitted in university housing. 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 purporting to be “automatic” have failed and caused fires here and at other colleges and universities. 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 residence hall or 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.

**Fire 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 prohibited items are found and cited during the course of an inspection, the residents must immediately remove the item from the residence.

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.

*University Housing will not hear appeals for violation notices issued by Emergency Services Personnel.*

When Class I violations of University Fire Safety Regulations are discovered, a Complaint-Summons is issued immediately and the violator(s) may receive a fine and/or disciplinary action up to and including removal from housing.

Class I violations include:

• Bed or furniture reducing the required width of the exit.
• Items hanging from sprinkler head or pipe, fire detector or alarm horn.
• Electrical wiring that is “homemade” or otherwise modified.
• Unattended cooking, burning candle, or other open flame.
• Bicycle chained to exit way element.
• Presence of candles of any type or form, oil lamp or incense.

All residents of a room or apartment are responsible for the presence of prohibited items or conditions violating University fire and safety regulations, and may share the cost of any penalty assessed for such violations.

Violations of the New Jersey Uniform Fire Code result in penalties. These violations include, but are not limited to:

• Tampering with building fire alarm system.
• Tampering with or discharge of fire extinguisher.
• Dismantling, disabling, or otherwise reducing the effectiveness of a room smoke detector or other alarm device.
• Storing or parking a motorcycle within a building.
• Failing to evacuate building during a fire alarm or scheduled evacuation drill.

Life Safety Don'ts

Use common sense for guidance in making decisions which could affect your safety and the safety of others.

• Do not prop open outside doors.
• Do not place or hang anything over lighting fixtures, fire detectors, on fire sprinkler system, or from windows.
• Do not store personal belongings in corridors, vestibules, or stairwell landings.
• Do not block access to doors and windows. Furniture must be arranged to permit full opening of all doors.
• Do not chain bicycles to stairways or landings - they will be confiscated.
• Do not throw objects out of windows or from balconies. Violators face disciplinary action and/or expulsion from housing.
• Do not leave your stove or oven unattended while in use.

Inspection of Residence Halls/Apartments & Access to University Property

The responsibility of the University to provide for the safety of all persons living within university-owned or operated residence halls and apartments is enforced through unannounced inspections conducted by university staff members. These inspections include (but are not limited to) fire, sanitary, and occupancy inspections.

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. Because of 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. Rooms and 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 or University personnel (even if the door was found unlocked).

SECURITY SERVICES

Rutgers University Police Officers have full police powers. The Police Department serves the University and is 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 regular telephones or the emergency telephones. Uniformed Student Safety Officers 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 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.
Public Safety Information

Information regarding public safety at Rutgers University-New Brunswick is available in "Safety Matters," a publication outlining public safety statistics, services and programs. "Safety Matters" is published annually and may be obtained online at http://publicsafety.rutgers.edu/rupd/. To have a printed copy of "Safety Matters" mailed to you free of charge, please call 732/932-8407.

Security and Safety Guidelines

The 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 room 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 open exterior doors! Not only does this allow unauthorized access into your building, but it could potentially damage the locking devices or the door. Secure any door you find propped open.
• Do not walk alone at night. The best security you have is traveling with a companion.
• 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 Housing Office.
• Do not toss objects out of windows or from balconies. Violators face disciplinary action and/or expulsion from housing.
• Do not play Frisbee, golf, football, hockey, or other sports in the residence facilities, sprinklers could go off if objects bang into them and property damage could result. Violators may be subject to disciplinary action and/or removal from housing.
• If you are the victim of a theft or witness to a crime, call Rutgers University Police immediately.

OTHER SERVICES

RUExpress Accounts

RUExpress is a cash-free debit account for students. RUExpress allows students to make purchases at a variety of participating locations including bookstores, food vendors and vending machines. It also allows students to operate washers and dryers at a majority of residential buildings on campus. Making purchases or operating laundry machines is easy, just swipe your RUconnection (student ID) card!

Please note: Cash Withdrawals cannot be made from RUExpress accounts.

Opening an Account

To open a RUExpress account, visit any University Cashier’s Office. Minimum deposits are $25. You can specify any amount over the minimum deposit. At the beginning of the Spring semester, your RUExpress account will receive a credit equal to your opening balance in the fall semester. This amount will appear on your Spring term bill.

You can add money to your account at anytime throughout the semester by visiting any Cashier’s Office or online when you use a credit card at http://ruexpress.rutgers.edu/- click on “Manage Your Account.”

Making Purchases

To make a purchase using your RUExpress account, simply present your RUconnection ID card at a participating location, swipe the card and the cost of your purchase will be electronically deducted from your account. Your account balance will be displayed every time you make a purchase.
Cancellations

Cancellations or changes will be accepted during the first two weeks of the semester provided the account has not been used during that semester.

Lost or Stolen Cards

If your card is lost or stolen, you can freeze your account at the RUExpress Office, Monday-Friday 8am to 8pm or at any dining hall on Saturday and Sunday. You can also suspend (and reactivate) your account online at:

http://ruexpress.rutgers.edu/ click on “Manage Your Account.”

Remaining Balances/End of Semester

Any remaining balance at the end of the fall semester will be transferred to the account in the Spring semester. At the end of the Spring semester, balances over $25 will be refunded.

Replacement Cards

There is a fee for replacing lost or stolen cards.

For more information contact the RUExpress Office at 732/932-8041.

PARKING AND TRANSPORTATION

The Rutgers Parking and Transportation Services Office provides information about parking facilities and transportation on or to campus. The office administers parking, enforces parking regulations, and provides intercampus bus transportation, bicycle registration, carpool/vanpool ride matching and public transit information.

Department of Transportation Services
55 Commercial Avenue, New Brunswick, NJ 08901-1340
Email: parktran@rci.rutgers.edu
Tel: 732/932-7744
Website: http://parktran.rutgers.edu
Bus Schedules and Info: 732/932-7817 or 732/932-3382
Regular Office Hours:  
Cashier (to make purchases and/or payments) 8:30am – 5:00pm Monday—Friday
Administrative (for questions) 8:30am – 5:00pm Monday—Friday

SERVICES FOR INTERNATIONAL STUDENTS

The Center for International Faculty and Student Services (CIFSS) coordinates services for the university’s international students, scholars, and faculty. It assists 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 provides direct support to students with United States Immigration and home government procedures, personal concerns, and other matters. For more information, please contact the CIFSS directly at 732/932-7992 or ru_cifss@email.rutgers.edu.