

**THE COOPER UNION
FOR THE ADVANCEMENT
OF SCIENCE AND ART**

**GUIDE TO
RESIDENTIAL
LIVING**

2011–2012

DEAR RESIDENT,

On behalf of The Department of Residence Life, we would like to welcome you to The Cooper Union. We are thrilled that you have decided to join us and we look forward to an engaging year with you.

The residence life staff are here to provide you with a clean and safe living environment. We are dedicated to creating a positive and productive co-curricular experience. We hope that you will take advantage of the programming opportunities in the residence hall, as well as the Cooper community.

Please take a moment to read this “Guide to Residential Living” as it highlights your rights and responsibilities as a Cooper Union resident.

Sincerely,

Natasha Cornell, M.Ed

Director of Residence Life

RESIDENCE HALL STAFF

The Residence Hall has a number of professional and student staff members who work to make it a comfortable, safe and enjoyable living environment.

The Director is responsible for the overall operation of the student residence, the training and supervision of all the Residence Hall staff, and the administration of the judicial system. Students are encouraged to consult the Director about any concerns they may have about the operation of the building.

The Assistant Manager helps the Director with the overall operation of the residence hall. The Assistant Manager develops and implements programs, and assists with the supervision of the Resident Assistants.

The Residence Hall Office Manager/Housing Facilitator assists with the housing assignments process and the overall management of the Residence Hall Office.

Resident Assistants (RAs) are housed throughout the Residence Hall. Resident Assistants are upper-class students who facilitate the development of a viable community and maintain a safe environment in the building.

RESIDENCE HALL OFFICE

The Residence Hall Office is located on the Third floor of the building and can be contacted by calling 212.353.4099; faxing 212.353.4044; or mailing:

Residence Hall Office
29 Third Avenue
New York, NY 10003-5502

RESIDENTIAL CALENDAR 2011–2012

FALL 2011

Move In	August 30, 2011
Fall Closing—Residence Hall Closes at 6:00pm	December 21, 2011

SPRING 2012

Residence Hall Re-opens at 10am	January 4, 2011
Spring Move Out—Residence Hall Closes at Noon	May 10, 2012

Please visit the following link for a complete 2011–2012 calendar:
<http://www.cooper.edu/administration/registrar/pdfs/cal2011-2012.pdf>

GENERAL RESIDENCE HALL INFORMATION

LOCATION

The Cooper Union Residence Hall is on the corner of Third Avenue and Stuyvesant Street (between Saint Mark's and 9th Streets). It is conveniently located within a two minute walk of the Foundation Building, Engineering Building, 30 Cooper Square Administrative Building as well as the new academic building that is currently under construction.

OCCUPANCY

The Residence Hall houses 178 students in 44 apartments. The building houses predominantly first year students from all three schools; however, upper-class students occasionally reside within the building as well. While each floor is coeducational, each individual apartment houses a single gender.

APARTMENT STYLE

There are three different apartment sizes: the A apartment is a 2 bedroom unit shared by 3 people, the B and D apartments are 2 bedroom units shared by 4 people and the C apartment is a 3 bedroom unit shared by 5 people. Each apartment has its own bathroom and kitchenette. Each apartment is also equipped with a thermostat to control central air conditioning/heat. A building floor plan is available at the back of this brochure.

APARTMENT KEYS

Upon moving into the residence hall you will receive a key card to your apartment door. If you lose or misplace your apartment key card, please report the loss immediately to either the Residence Hall Office or a Resident Assistant. There is a small fee assessed for replacement keys.

LOCKOUTS

In the event that you have been locked out of your apartment you should visit the Residence Hall Office or contact a Resident Assistant. All residents requesting to be let into a room will have to present identification. There is a small fee assessed for lockouts.

HALL SECURITY

The Residence Hall Lobby is staffed by a professional security guard 24 hours a day; the Lobby Security Desk extension is 4050 (or 212.353.4050 if calling from a non-campus phone). All residents are required to pass through a hand scanner turnstile before being permitted to enter the building. All residential floors are patrolled periodically throughout the day by a roving security guard. As an additional security precaution, between midnight and 8:00am, residents will need to insert their apartment key into a card reader station situated in the building's entrance foyer.

ON-DUTY HALL STAFF

Every evening student staff members are available to students via an overnight duty rotation. Resident Assistant staff are available to assist with a variety of situations. Duty schedules are posted on each floor's bulletin board and students may contact the lobby security guard to get in contact with the Resident Assistant On Duty. When a situation arises that is beyond the scope of these student staff members, a professional staff member is always available to provide additional support.

MAIL

All residents will receive a mailbox key upon moving into the building. Mailboxes are located in the building's lobby immediately across from the elevator doors. US mail is delivered to the building Monday through Saturday and is typically sorted into mailboxes during the early evening. Fed Ex, UPS and other shipping services make frequent deliveries to the building; packages are held by the lobby security guard until residents claim them. Please note that due to limited storage space, boxes and mail may not be sent to the building prior to move-in day. Items received prior to move-in day will be returned to the sender.

All resident mail should be addressed as follows:

Resident Name
29 Third Avenue—Apartment Number
New York, NY 10003

Do not include "Cooper Union" in the address; this will cause your mail to be directed to the central mail room and may severely delay its arrival. Outgoing mail may be sent from the Cooper Station Post Office located a few blocks from the Residence Hall at 93 4th Avenue.

MAINTENANCE PROBLEMS

In the event that you notice a routine maintenance concern, please visit the Residence Hall Office to complete a Maintenance Request Form. Maintenance Request forms are available 24 hours a day via a black letter box mounted on the wall beside the Director's office door. Completed Maintenance Request forms are submitted via a separate black letter box. Maintenance staff members check for new maintenance requests periodically throughout the day and consistently provide a prompt response time.

Emergency maintenance concerns (i.e. issues that may cause injury to residents, damage residents' property or present a severe inconvenience) should be brought to the attention of the Residence Hall Staff immediately.

CLEANING

While residents are responsible for the cleaning of their own apartments, the building's common spaces, such as the student workspace, the Menschel Room, hallways, etc. are cleaned and maintained by the maintenance staff. Please note that if a resident's behavior or actions in the building's common areas requires excessive cleaning, he/she will be billed for all costs associated with the cleaning process.

RESIDENCE HALL ACTIVITIES/PROGRAMMING

Under the guidance of the Assistant Manager, the Resident Assistant Staff are responsible for coordinating a number of programs throughout the academic year. Typically geared towards getting residents acclimated to the Cooper and NYC communities, these events span a wide range of topics/interests and are generally open to the entire residential community. Whether it is an entertaining social program in the building's Menschel Room or a visit to an interesting New York City location, these programs provide residents with great opportunities to get to know their "neighbors" within the Residence Hall.

RESIDENCE HALL ASSOCIATION AND DIVERSITY COMMITTEE

The Residence Hall is home to two very important student organizations that positively impact the residential community. The Residence Hall Association (RHA) serves two very important roles within the building: foremost it provides a forum for discussing and addressing issues that may impact the residential community as a whole; additionally, it coordinates social events that are open to all residents of the building. The Diversity Committee is charged with the responsibility of coordinating celebratory and/or educational programs that focus on the topic of diversity. Both organizations offer great opportunities to gain student leadership experience and are provided with a generous budget to fund their initiatives/programs. Contact the Assistant Manager if you are interested in joining either organization.

RESIDENCE HALL NEWSLETTERS

The RA Staff publish a monthly newsletter that highlights recent and upcoming Residence Hall programs as well as Cooper-wide events. Additionally, the monthly newsletter typically includes content aimed at assisting residents to acclimate to life within the Residence Hall and NYC, as well as some humorous insight into Cooper Union. Details regarding how to contribute to the monthly newsletter are included in each edition. The Assistant Manager also distributes a weekly Residence Hall wide email advertising upcoming events.

IN-HALL AMENITIES

CABLE TELEVISION

The Residence Hall does not provide cable television service. Residents must contact Time Warner Cable to arrange for service within the apartment. Cable television service can not be scheduled until after the resident has moved into the building.

TELEPHONE SERVICE

Each apartment is equipped with a telephone in the common area. This phone can call anywhere on campus and can accept incoming calls from off campus locations. Calls to off campus locations can not be made from apartment phones. To arrange for outgoing off-campus phone service, residents should contact Verizon (New York City's telephone company). Verizon requires a deposit prior to activation of service and residents will need to provide their own phone for the private line. The majority of residents prefer to rely upon cellular phone service for their communication needs. All major cell phone providers offer multiple branches in the New York City area. A pay phone is located in the fourth floor laundry room.

LAUNDRY FACILITIES

The building's laundry room is located on the 4th floor and provides 4 washing machines and 4 dryers. All machines are card operated at a cost of \$1.50 per load for washing machines (approx. 30 minutes) and \$1.50 per load for dryers (approx. 45 minutes). Residents must provide their own laundry detergent and fabric softener.

INTERNET SERVICE

Residents can access the internet by using the Cooper Union Network. A Cooper Union email account is required before residents can register for Residence Hall internet access. Both email and internet registration can only be completed once residents have moved into the building.

MENSCHEL ROOM

Located on the 4th floor, the Menschel room serves as the building's primary multipurpose common area. This space is utilized in the evening / night time for programs, special events and meetings. When the room is not in use, students can sign out the key from the security guard. Students who wish to reserve this space should visit the Residence Hall Office.

3RD FLOOR WORK SPACE

The building's 3rd floor offers a spacious work and study area equipped with desk and chairs. The space's walls can also be used to mount art and design projects.

RECYCLING

Each floor has a trash room. Bagged, non recyclable garbage should be deposited into the trash chute; where as recyclable items should be deposited in one of the labeled containers or placed on one of the labeled shelves. The Residence Hall strongly encourages its residents to adhere to all New York City recycling guidelines (recycling guidelines are distributed at move-in).

FURNITURE

Each student is provided with a twin bed/mattress (extra long), a desk with desktop bookshelf and a wardrobe closet. All double rooms have bunk beds and all mattresses come with a mattress cover. Apartment common areas are equipped with a table, chairs, microwave oven, full size refrigerator, cabinet space, and gas stove top. All apartment ovens have been disconnected due to safety concerns. All windows are equipped with horizontal Venetian blinds.

FIRE SAFETY

The building is equipped with early warning and detection devices such as smoke detectors, heat sensors and carbon monoxide detectors. Each apartment is supplied with a fire extinguisher and the entire building is equipped with a sprinkler system.

SMOKE-FREE ENVIRONMENT

The Residence Hall is a smoke-free environment which means that residents may not smoke anywhere in the building, including their apartments/bedrooms. There is a designated smoking area outside of the building's main entrance.

MOVING INTO THE RESIDENCE HALL

The process begins in the early morning and typically wraps up in the afternoon. In order to ensure a smooth process and reduce the amount of traffic in the lobby area, students are assigned a specifically move-in time. Early move-in requests are not permitted. Also, due to a lack of storage space within the residence hall, students are not allowed to forward mails or packages before moving into the building. A letter with detailed move-in information / instructions is mailed during late July.

USEFUL ITEMS TO BRING WITH YOU

In addition to clothing, personal hygiene/health care supplies and study materials, there are a number of useful or necessary items to consider bringing with you on move-in day. Picture identification and your social security card can be necessary documents for securing part-time employment or various services (cell phone, bank accounts, etc.).

Additional items include, but are not limited to, extra long twin size sheets, blankets, pillows, towels, a shower curtain, toilet paper, cleaning supplies, a non-halogen reading lamp, kitchen supplies (utensils, plates, glasses, pots, pans, etc.), UL-approved power strips with circuit breakers, clothes hangers, laundry supplies and an alarm clock.

Please see the back pages of this brochure for a list of useful items to include in an emergency preparedness kit.

PROHIBITED ITEMS

There are a number of items that are not permitted within the Residence Hall. Please review the following list and be sure not to bring these items with you on move-in day. If these items are found in an apartment, they will be confiscated and the owner will face disciplinary action.

- Candles and incense
- Halogen lamps
- Charcoal/propane grills
- Toasters and toaster ovens
- Hot plates
- Space heaters
- Pets
- Decorative string/holiday lights
- Extension cords
- Non-university furniture
- Personal microwave/refrigerator
- Weapons, ammunition and fireworks
- Illegally obtained signs

- Alcohol (unless you are 21 or older)
- Empty alcohol containers serving a decorative purpose
- Illegal drugs and drug paraphernalia (hookahs, pipes, etc.)
- Most appliances with exposed heating elements (see policy on appliances for details)

It is strongly encouraged that all permitted heat producing appliances (i.e. iron, curling iron, etc.) have an automatic shut off feature.

Certain art supplies are not permitted in the Residence Hall: fixatives, spray paint, rubber cement, encaustic paint, oil paint, paint thinners, turpentine, turpenoid, hot plates, polymer clays and chemical printmaking/photography materials. Art students will receive a locker in the Foundation Building where these materials can be stored. Residents should not purchase these items until they receive their locker assignment.

Additionally, we discourage residents from bringing bicycles, large screen televisions and large stereos since there is not adequate space in the apartments. We also advise students not to bring drafting tables or drawing boards until after they have lived in the space for a few weeks.

Remember, the motto of Manhattan apartment living is “think small.”

RESIDENCE HALL COMMUNITY STANDARDS

In order to maintain the safety and welfare of the residential community, the Residence Hall Staff enforce policies specifically aimed at preventing behaviors that interfere with or threaten the welfare of others. It is impossible to list all the acts that might constitute unacceptable conduct, or violations of community standards or college policies.

However, any conduct deemed unacceptable by the Residence Hall Staff, including but not limited to those behaviors explicit within this section, is prohibited. It is the responsibility of each student to become familiar with the following list of behavioral expectations.

Violations of any Residence Hall Community Standard or violation of the Housing Lease shall be considered a violation of Cooper Union policy and may result in disciplinary action including, but not limited to, the termination of a student’s Housing Lease. Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented and may be found responsible for these violations as well.

1. ADVERTISEMENTS

All advertisements and fliers for student events and clubs, not generated by the Residence Life Department, must receive approval before posting. For review please bring the advertisements and/or fliers to the Residence Hall office during regular business hours. After approval, these items may be posted on bulletin boards but not directly on the walls.

2. AIR CONDITIONING/HEATING VENTS

Each apartment is equipped with its own thermostat. The facilities staff determines, on a seasonal basis, when the heat and air conditioning is turned on. In order for the air conditioning and heating systems to work efficiently, it is imperative that students do not block any of the vents within an apartment. Additionally, each apartment has a large air circulation/intake panel that may not be blocked. The facilities staff access this panel on a monthly basis in order to change air filters.

3. ALCOHOL POLICY

- A. Residents under the age of 21 years old are not permitted to buy, sell, possess, give away, or consume any alcoholic beverages in the Residence Hall.
- B. Students in the Residence Hall under the age of 21 who have consumed alcohol or appear to be intoxicated, regardless of where the alcohol was consumed, will be held in violation of the alcohol policy.

- C. Residents 21 years old or over may not buy from, sell, deliver, or give away alcoholic beverages to anyone under 21 years of age. In addition, residents 21 years of age or over may not consume alcoholic beverages in the presence of residents, guests, and students who are under 21 years of age.
- D. Residents 21 years old or over may only store and consume alcohol in their private apartment spaces. Under no circumstances may a resident consume or store alcohol in the common areas of his or her apartment or any other location within the Residence Hall building. If a private room is shared by a student who is 21 years old or over and a student who is under 21, the alcohol must be identifiably kept among the belongings of the student who is of legal drinking age including under the student's bed and/or in his or her desk or dresser.
- E. Kegs, beer balls, beer taps, alcohol vaporizers and/or any large amount of alcohol are not permitted in the Residence Hall. In addition, any device designed to consume large amounts of alcohol may not be possessed or used in the Residence Hall; these devices include, but are not limited to, funnels and bong.
- F. Empty alcohol beverage containers or packaging, including, but not limited to: cans, bottles, bottle caps, and cardboard packaging are not permitted in the rooms of students under 21 years of age. Students 21 years of age or over should dispose of these materials in a timely fashion. Empty alcohol containers are considered evidence of consumption.
- G. Students under 21 years of age should not possess alcohol paraphernalia, including, but not limited to: shot glasses, corkscrews, and bottle openers. Alcohol containers or packaging may not be displayed as decoration in any area, even if a resident is 21 years of age or older.

4. APPLIANCES

- A. Microwave ovens and refrigerators are provided in the common space of every apartment. Students are not permitted to have personal microwaves or refrigerators in their private rooms, nor are they permitted to replace the microwaves and refrigerators in the common space.
- B. Small appliances without exposed heating elements, such as curling irons, blow dryers, sandwich/waffle makers, bread makers, rice cookers, coffee makers, hot pots, and crock-pots are permitted in student rooms provided they are used properly.
- C. Charcoal and propane grills are not permitted in the Residence Hall nor should they be used on the terraces or balconies of the building.
- D. Toasters, toaster ovens, and other appliances where heating coils are exposed are not permitted in the Residence Hall.
- E. Halogen lamps are not permitted in the Residence Hall.

5. ART SUPPLIES

The following items are prohibited in the Residence Hall: fixatives, spray paint, aerosol cans, rubber cement, encaustic paint, oil paint, paint thinners, turpentine, turpenoid, hot plates, polymer clays (like Sculpey), and chemical printmaking/photography materials (i.e. acid bathes, fix, or developer).

6. BICYCLES

Bicycles may not be stored in any student room, apartment, or common space within the Residence Hall. There are storage locations for bicycles in the basements of the Engineering and Foundation buildings.

7. CHECK-IN/CHECK OUT POLICY

It is a student's responsibility to follow all check-in and check-out procedures (check-out procedures are advertised well in advance of the spring semester move-out date). Failure to properly check-in or check-out of an assigned room may result in disciplinary action and/or an associated monetary fee. All paper work and keys must be returned upon checking out of the Residence Hall.

8. CANDLES/INCENSE

Candles and/or incense are not permitted in the Residence Hall due to the fire hazard they create. Candles may not be used as decoration in any student rooms or common areas even if they are not lit. Candles with the wick removed are also not permitted.

9. CLEANLINESS

- A. Students are required to maintain their assigned room in a clean and sanitary manner. Dishes must be promptly washed, food must be put away, laundry must be washed, and the bathroom and common spaces must be cleaned appropriately. In addition, trash must be disposed of regularly. See #29 Littering and Trash Disposal for more information.
- B. In order to ensure the safety of the students living in the hall, a Residence Life Staff member will typically perform a minimum of one health and safety inspection per room per month. See #26 Health and Safety Inspections for more information.
- C. Upon checking out of the Residence Hall, each student must clean his or her private room as well as participate in cleaning the common space. The apartment should be left as clean as it was when the students first moved into the space. If it is necessary to hire additional staff to clean a vacated room, the fee will be deducted from the students' housing deposits.

10. COMMON AREAS

All the common spaces in the building are designed for academic and recreational use. Students are encouraged to use the spaces to study and socialize with other residents, but we encourage students to be courteous of others who may be using the space simultaneously. Students should not use the space for sleeping or storing personal items. Each space has a specific set of regulations, which are described below:

A. Menschel Room

- i. Students may not work on art projects that involve paint and other materials that may stain the carpet, tables or chairs in the Menschel Room.
- ii. Faculty, staff, and student clubs often reserve this space for classes and events. A schedule of the reservations will be posted every Monday on the Menschel room door and at the Guard's Desk. Students are not permitted to use the space if it is already formally reserved unless they receive permission from the facilitator of the event.
- iii. Students are not permitted to reserve the Menschel room for personal use in advance. They should check the schedule at the time they wish to use the room.
- iv. In order to utilize the space for personal use, the key to this room can be signed out at the guard's desk and must be returned to the desk when the student is finished spending time in the room. Under no circumstances should the key to the Menschel Room be passed directly from one student to another. Each student must sign the key in and out with the guard.
- v. The length of time a resident/group of residents may sign out the Menschel Room key is capped at two hours. If, at the end of the two hour period of time, no one is waiting to utilize the space, then the original key holder (s) may retain the Menschel Room key.

B. Third-Floor Work Space

Students may work on their art projects in the Third-Floor Work Space; however, to allow students and staff to move freely throughout the space, canvases should be hung on the walls and not pasted to the floor. Please note that the Third-Floor Work Space also houses the Residence Hall Office; during office hours, students may be asked to terminate behavior that is not appropriate for a business/office environment (i.e. loud conversations, music, etc.).

C. Laundry Room

- i. Students are not permitted to congregate or work on projects in the laundry room.
- ii. When using the washing machines and driers, we encourage students to keep track of the time left on the cycles (washing machine cycle = ~30 minutes, drier cycle = ~45 minutes). When the cycle is complete, please remove personal items immediately so other students can promptly begin their laundry.
- iii. If students have left their personal items in the washing machines or driers past the cycle's end, please carefully place their items in the corresponding bins before trying to use the machines. Do not place items on the floor, table, or windowsill.
- iv. There is a soda machine located in the laundry room. Tampering with the soda machine to avoid payment will cause the machine to break. Please use the appropriate funds to purchase beverages.
- v. If money is lost in any of the machines or a machine is out of service, please report this malfunction to the Residence Hall Office during regular business hours.

D. Balconies

Students are not permitted to use the balconies/terraces unless escorted by a Residence Life Staff member.

11. COMPLICITY

Complicity is defined as being present during any violation of community standards in such a way as to condone, support or encourage that violation; aiding or assisting another to violate a community standard; or acting in any way to further a violation of community standards. Students who anticipate or observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation.

12. COOPERATION/FAILURE TO COMPLY WITH COOPER UNION OFFICIALS

It is the responsibility of all members of the Residence Life Staff to enforce the policies and regulations, ensuring a safe and positive living environment. Refusal to cooperate with the request of any school official, including, but not limited to: the Resident Assistants, Directors and Support Staff, and the Security, Maintenance, and Facilities staffs is considered failure to cooperate with a Cooper Union Official and will result in disciplinary action.

- A. Failure to comply with a request of a University official in the performance of his/her duties is prohibited.

- B. Failure to attend a scheduled meeting or comply with the requests, decisions, or sanctions rendered by a Judicial Hearing Administrator or Judicial Committee is prohibited.
- C. Providing false information, withholding information, or providing misleading information to a University official is prohibited.

13. DAMAGES/VANDALISM

Each student is responsible for the condition of and damage to his/her housing space. Students will be billed by the Residence

Hall Office for damage and/or loss of furnishing caused by the resident or his/her guests. If damage occurs, it is the resident's responsibility to report the damage to the maintenance staff immediately. Maintenance request forms can be found outside the Director's office located in the Third Floor Work Space. Upon checking out of the Residence Hall, the student's room and shared common space in the apartment must be in the same condition as when the student first occupied it. Monetary fees will be with-drawn from a student's housing deposit if damages are found after the room has been vacated.

14. DANGEROUS MATERIALS/WEAPONS

Possession, storage, and/or use of firearms, weapons (including BB guns, pellet guns, paint ball guns, toy guns, knives, tasers, whips, and martial art implements), ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches, and dangerous chemicals), or other dangerous articles or substances are not permitted anywhere in the Residence Hall. There are also restrictions with respect to artwork; see #5 Art Supplies for more information.

15. DECORATIONS

Students are encouraged to decorate their rooms and apartments in a way that will be pleasing and comfortable to them. However, any damages resulting from the use of tape, glue, paste, nails, tacks, chalk, staples, plant hangers, picture hooks, or screws to the walls, furniture, doors, wood-work, or glass will be charged to the resident of that room or apartment. Students are welcome to decorate their residences as long as they follow the guidelines below:

- A. Alcohol bottles, cans, packaging, and alcohol related paraphernalia may not be displayed.
- B. Students are not permitted to paint, paper, or panel the walls, woodwork, or ceilings, nor refinish any of the furniture.
- C. Chalking is not permitted in the Residence Hall.
- D. Staples, nails, duct tape, and double sided tape are not permitted on doors, walls, ceilings, closets, or any surface due to the extensive damage caused upon removal.
- E. Items may not be hung from the ceiling, sprinkler system pipes or sprinkler heads at any time or in any fashion.
- F. Contact paper is not permitted on any surface. The use of this material will result in damage to the walls or cabinets, and repair costs will be charged to the residents of the apartment.
- G. Extreme care should be taken when hanging posters and/or pictures. Sticky tack should be used when hanging these items.
- H. Plastic tape around windows is not permitted as it damages the paint when removed. Insulation can be provided upon request to block out cold air during the winter months.
- I. Live or cut trees are not allowed in student rooms or apartments.

- J. Candles, even for religious purposes, are not permitted in the Residence Hall.
- K. Any business, highway, city, state, community, or University sign or property that has not been legally obtained may not be displayed.
- L. No room dividers (fabric or otherwise) may obstruct access into or out of the room.
- M. Due to NYC Fire Code, apartment doors may not be decorated.

16. DISORDERLY/DISRUPTIVE BEHAVIOR

The maintenance of a community environment conducive to learning, academic success, good citizenship, and positive relationships is dependent upon the cooperative efforts of all community members. Any student who interferes with the rights of others, disrupts the community and/or damages property is subject to disciplinary action. Disorderly and/or disruptive behavior includes: the use of offensive or abusive language, intimidation, inappropriate behavior that disregards the rights of individuals and/or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

17. DOORS/LOCKS

Upon closing, apartment doors automatically lock.

- A. Doors and locks may not be tampered with in any way that hinders the use of keys or prevents locking/unlocking the doors.
- B. Locks may not be added on any doors in the room, nor may they be changed or replaced.
- C. Nothing should ever block or impede access, exit, or view to the room and/or apartment.
- D. The doors to each apartment are fire doors, which automatically swing closed for both fire and personal safety purposes. These doors should not be propped open with locks, chairs, or other devices. Students found propping their doors open will be charged a fine of \$20.00.

18. DRUG/SUBSTANCE ABUSE

The possession, delivery, distribution, sale and/or use of a controlled substance or illegal drug is a serious offense and may result in immediate removal from the Residence Hall, as well as criminal prosecution. Possession and use of prescription drugs without a prescription is prohibited. Delivery, distribution, and/or sale of prescription drugs from one person to another are also prohibited. Drug paraphernalia including, but not limited to, hookahs, pipes, bongs, whippets, and rolling papers are prohibited.

(Please consult the Campus Safety Report for additional policies/information regarding drug/substance abuse.)

19. ELEVATORS

Tampering with, damaging, misusing, or rewiring elevators or elevator equipment is prohibited. Jumping, spitting, littering, and/or smoking in the elevator are also prohibited. When holding the elevator for other passengers, please use the "door open" button on the control panel. The alarm button, stop switch, and phone on the elevator control panel are to indicate an emergency. Using this button for non-emergency purposes is prohibited. Elevators should not be used during evacuations or emergency situations.

20. ENDANGERMENT

Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited and may result in immediate suspension from the Residence Hall at the discretion of the Directors. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

21. FIRE SAFETY AND FIRE SAFETY EQUIPMENT

During all fire alarms, all students and all guests must leave the building immediately. All alarms should be treated as an emergency. Should the alarm bells and lights stop sounding and flashing, students should continue to evacuate the building. Upon evacuation, students may not use the elevators and should proceed toward the exits via the stairwells. Students should continue across the street after exiting and meet on the corner of Third Avenue and 9th Street in front of the NYU Residence Hall. Students are not to re-enter the building until instructed to do so by a Residence Life staff member. Failure to evacuate or premature re-entry may result in disciplinary action. Staff may enter student rooms during fire alarms to ensure the safety of students.

- A. Individuals with disabilities are encouraged to contact the Residence Hall Office so that appropriate evacuation procedures can be determined.
- B. Any student who activates a false alarm or tampers with fire or safety equipment (such as fire extinguishers, speakers, smoke detectors and sprinklers) is placing the lives and safety of his/her fellow students in danger. This behavior is strictly prohibited.
- C. Stoves and pilot lights should be monitored regularly for fire prevention purposes. Excess grease and flammable items on or near the stove are prohibited.

22. FIREWORKS—SEE #14 DANGEROUS MATERIALS/WEAPONS FOR MORE INFORMATION.

23. FURNITURE

All rooms and apartments are furnished; residents are responsible for all furnishing provided in their room. Furnishings may neither be removed from assigned locations nor placed in hallways or common spaces. Alterations and/or damage to furnishings will result in charges for replacements or restoration to original condition. Due to limited space and safety reasons, students are not permitted to bring any non-University furniture into their apartments or rooms. If special furniture is needed for medical purposes, a Director must approve these items.

24. GAMBLING

Gambling within the Residence Hall is defined by state and municipal rulings as being illegal.

25. HALLWAYS

Students are permitted to spend time in the hallways with other residents as long as they keep the room and stairwell doors closed, and they do not block entrances and exits.

26. HALOGEN LAMPS—SEE #4 APPLIANCES FOR MORE INFORMATION.

27. HARASSMENT

Conduct that creates an intimidating, hostile, or offensive campus, living, education, or work environment for another person or group is prohibited. Conduct that threatens, harms, or intimidates another person or group is strictly prohibited in the residential community. Conduct may include, but is not limited to: verbal, written, or electronic communication, gestures, or other behavior. (Please consult the Campus Safety Report for additional policies/information regarding harassment.)

28. HEALTH AND SAFETY INSPECTIONS

The Cooper Union reserves the right to enter rooms at any time. Residence Life staff may enter rooms to uphold Residence Life policies, for necessary repairs, and for cleanliness and health and safety checks. Health and Safety Inspections of all rooms typically take place at least once a month. Access to rooms is limited to residents, staff performing assigned duties, and approved University officials concerned for the health, safety, and

welfare of residents. This policy is considered notice of such inspections; no warnings will be given. Resident Assistants will attempt to perform the check while residents are home, but if the residents are not home, the Resident Assistants have permission to enter rooms. All policy violations found during Health and Safety inspections will be reported. If a room fails the inspection due to cleanliness issues, the residents will have 24 hours to thoroughly clean the room/apartment and dispose of waste in a proper manner. If the residents fail to do so within 24 hours, the Residence Hall Management staff will be notified.

29. STUDENT HOUSING AFFILIATION OCCUPANCY AGREEMENT

Often referred to as the Housing Lease or Contract, this document contains information regarding important dates as well as proper procedures for vacating the Residence Hall. All residents are expected to be familiar with the information contained within this document. A copy of this document is included at the end of this brochure.

30. IDENTIFICATION

All residents are required to carry their Cooper Union ID cards or another form of picture identification at all times. This ID must be presented upon the request of a University official, including Residence Life and security staff. Presenting a false name and/or ID is prohibited. Impersonating another student and/or University official is also prohibited. Upon signing into the building, guests will have to leave one form of picture identification at the Guard Desk.

31. KEYS

Upon checking into the Residence Hall, residents are assigned a key that will open their room door as well as the front door to the building. Proper handling of this key is imperative to ensure safety. Writing identifiable information on the key is prohibited. Keys should only be in the possession of the resident to whom it was checked out; borrowing and exchanging keys is strictly prohibited. All keys issued to residents are the property of The Cooper Union. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock. There may be times when the Persona system does not function properly (i.e. keys may need to be reprogrammed unexpectedly). During these times, it will be necessary for residents to come to the Residence Hall Office to have their key reprogrammed.

- A. Lock-outs: Students who lock themselves out of their room should try to regain access by contacting a roommate who may be present in the apartment. If no one is present, students should report to the Residence Hall Office, during regular business hours, and a staff member will assist them. Outside of regular business hours, residents should locate the Resident Assistant on call; if the Resident Assistant can not be located, the student should notify the lobby security guard who will contact the Resident Assistant on call. Students will be charged \$5.00 for all lock-outs.
- B. Lost Key: Students who lose their key will be charged \$10.00 for a replacement. Students should report all lost keys to the Residence Hall office, during regular business hours, where they can purchase a new one. Outside of regular business hours, residents should locate the Resident Assistant on call; if the Resident Assistant can not be located, the student should notify the guard who will contact the Resident Assistant .

32. LITTERING AND TRASH DISPOSAL

Room/apartment trash should be taken to the trash room immediately and disposed of down the trash chute. Trash and litter should not be placed in the hallways, stairwells, elevators, common spaces, or the floor of the trash room, and should not accumulate in student apartments. Recyclables should also be sorted appropriately. Placing sharp objects or single items down the trash shoot is prohibited.

33. LOCKOUTS/LOST KEYS—SEE #31 KEYS FOR MORE INFORMATION.

34. MAIL AND NOTICES

Residents will be notified of pertinent information by Residence Life staff and other University Officials through campus mail. Other important information will be posted on bulletin boards throughout the Residence Hall. Residents are urged to check their mailboxes daily and to read all postings in the Residence Hall.

35. NETWORK AND ETHERNET USE

All questions and correspondence should be directed to the Residence Hall Office. For more information about responsible computing and the regulations associated with the Cooper Union's network, please see <http://cooper.edu/agreement.html>. For Residence Hall Network Information, please visit <http://cooper.edu/dorms.html>.

36. OBSTRUCTION

Obstructing or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the judicial structure or any other college rule or regulation is strictly prohibited.

37. PETS

Under no circumstances are residents permitted to have pets in the Residence Hall. Guests are also not allowed to bring pets into the hall. Animals required for medical purposes are the exception to this regulation (e.g. seeing eye dogs); however, the Residence Hall Office must receive notification prior to the arrival of the animal.

38. PROJECTILES

Throwing any object or trash is prohibited. The use and/or possession of slingshots, water guns, water balloons, or other related items are prohibited. Spitting, spraying water, dropping, or throwing objects from windows is prohibited.

39. PROPERTY AND FACILITIES VIOLATIONS

Theft, malicious destruction, defacement, damage, or misuse of University or private property or common area facilities may be reported to the Residence Hall office and appropriate disciplinary action will be taken. Replacement and repair costs will be billed to the responsible party. If the responsible party cannot be identified, the entire community may be billed to split the replacement and/or repair costs.

40. QUIET HOURS/COURTESY HOURS

Loud talking or music, bouncing a ball, or other disruptive activities are prohibited. Stereos, radios, televisions, instruments/equipment and other sound systems should not be played so loudly that they disturb others. Speakers may not be placed in windows or doorways. Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time.

A. The Residence Hall maintains Courtesy Hours at all times. Courtesy Hours entail having a common respect for the community. Residents are asked to use their discretion in exhibiting noise control.

B. Quiet Hours take place from 11pm to 9am Sunday through Thursday and 12am to 10am Fridays and Saturdays. During Quiet Hours residents are asked to maintain a moderate noise level because other residents may be studying or sleeping.

41. RESTRICTED AREAS

Some areas in the residential community are restricted and are not for general student use. These include electrical and mechanical closets, air conditioning units, cable and phone units, maintenance break rooms, and storage rooms. In addition, students are never permitted on the roof or in the basement of the Residence Hall. Students are only allowed to use the balcony when escorted by a Residence Life staff member. See #10 Common Areas for more information.

42. ROOM CHANGES

Room changes are only permitted with the permission of the Director or Assistant Director. Students involved in unauthorized room changes will be held judicially accountable. If you are considering a room change, please make an appointment to speak with the Director.

43. SMOKING

Smoking is prohibited in all the residence hall rooms, apartments, and facilities, including the balconies, elevators, stairwells, lounges, etc. Residents may smoke only outside of the building, at least 15 feet away from all entrances and windows. There is however, a designated smoking area directly in front of the building. There is an ashtray/smoking station mounted to the wall. Students are encouraged to put out their cigarettes in the smoking station.

44. SPORTS

In order to create a safe living environment, playing or participating in sports in the Residence Hall is prohibited. The use of athletic equipment (such as footballs, basketballs, Frisbees, skateboards, roller blades, etc.) in rooms, apartments, hallways and stairwells is prohibited.

45. STAIRWELLS

Students are not permitted to congregate in the stairwell.

46. THEFT

Theft of personal property should be reported immediately to the Residence Hall office. Although the University takes normal precautions to safeguard property, the University is not responsible for loss of or damage to student property. It is strongly recommended that each student acquire insurance coverage for all items of personal property and keep their doors locked at all times. Theft, destruction or possession of stolen college property or property of any individual, group or entity is considered a serious violation of community standards and will be dealt with accordingly. Additionally, attempting or completing entry into or use of another person's facilities, property or equipment without proper authorization is considered equally serious.

47. TRESPASSING

Guests, residents, or individuals who are not authorized, licensed, or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so. Those soliciting are considered to be trespassing. Residents should not enter or attempt to enter another apartment without permission; entry or attempted entry to any restricted space within the Residence Hall is not permitted.

48. VISITATION/GUESTS

All guests must be accompanied by their hosts at all times when they are in the Residence Hall. Under no circumstances, may residents give their guests their room key. Different procedures for hosting guests must be followed depending on the nature of the guest's stay. The information below describes these procedures and must be abided by in order to prevent the loss of guest privileges:

A. OVER-NIGHT GUEST POLICY

- i. Residents are allotted 2 over-night guest nights per every 7 day period.
- ii. Residents are allowed up to 2 over-night guests per each over-night guest night (i.e. 2 people per night).
- iii. Please note, that all guests signed in after 12am (midnight) are considered over-night guests, and the resident host will be charged for an over-night guest.
- iv. The resident host must have a guest pass for each guest. Guest Passes must be signed by the host's roommates and by the host's Resident Assistant or the Resident Assistant On Duty.
- v. When the guest arrives, the resident must sign his or her guest in on the lobby Guest Log and present his or her completed/signed Guest Pass to the Security Guard. The Security Guard will then sign the Guest Pass, retain the yellow copy and return the white copy to the guest. The guest must keep the white copy of the Guest Pass on his or her person and show it to the guard when entering and leaving the building; over-night guests do not have to sign in/out of the lobby Guest Log every time he or she enters/exits the building.
- vi. Upon final departure, the resident host must escort the guest to the lobby; the guest must return the white copy of the Guest Pass to the Security Guard and the host must sign the guest out on the lobby Guest Log.
- vii. The pages of the lobby Guest Log are removed for inspection frequently. If the page containing the original sign-in entry is no longer present, please sign-out the guest on a new page/entry line. If the white copy of the Guest Pass is not returned or the Guest Log entries are not properly completed, guest privileges will be revoked.
- viii. The Security Guard has emergency guest passes for guests who sign in after midnight. The resident host will need to get his or her roommates signatures on the pass before the guard will sign it and allow the guest to stay in the building. Staff signatures are not necessary for emergency guest passes.
- viii. No overnight guest is permitted during finals.

B. SAME-DAY GUEST POLICY

- i. A resident may have up to 3 guests per day until midnight. Same day guests do not need a guest pass.
- ii. Same-day guests must leave a valid photo ID with the Security Guard.
- iii. Same-day guests must sign in/out on the lobby Guest log every time they enter/exit the building.
- iv. Same-day guests who stay past midnight are considered over-night guests, and the resident host will be charged for an over-night guest should this happen. The host must obtain an emergency pass from the Security Guard; the host and guest must follow the guidelines set forth in the Over-night Guest Policy listed above.

49. WEAPONS, FIREARMS, AND EXPLOSIVES—SEE #14 DANGEROUS MATERIALS/ WEAPONS FOR MORE INFORMATION.

50. WINDOWS

Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows. Residents may not display anything that can be viewed from the exterior of the windows. Nothing may block or impede access, exit, or view to the room in time of emergency. This is to ensure the health and safety of students and rescue personnel. Windows open approximately six inches; windows should not be forced further than they are designed to open. Residents will be held accountable for any damages to the windows. Windows may not be used as an entrance or exit to rooms. Students may not sit/stand in or lean against windows. Spitting, spraying water, dropping, or throwing objects from windows is prohibited.

Please note that the policies outlined above are specific to the Residence Hall. The Campus Safety Report includes information regarding institution-wide policy as well as the Code of Fair Practice that applies to all Cooper Union Students. The Campus Safety report is available at:

http://www.cooper.edu/administration/student_services/Welcome.html.

RESIDENCE HALL DISCIPLINARY PROCESS

The Residence Hall's conduct system is based upon the concept of developmental discipline. It is not intended to be legalistic or punitive. Rather, it is a system based upon reasonable rules and expectations that are realistically applied in the context of an educational setting. Furthermore, it is a system of both rights and responsibilities with an equal emphasis on each. The Residence Hall Staff has the responsibility to ensure that the rights of each student are protected. Correspondingly, students have the responsibility to the rules governing the community and to comply with them in order for the community to be successful.

Violations of Community Standards are typically documented by a Residence Hall staff member within a form called an Incident Report. If a resident would like to make a complaint regarding a violation of a community standard, they are encouraged to contact their Resident Assistant or the Resident Assistant On Call. All documentation of violations of community standards are submitted to the Director for review. If necessary, after the initial review of the incident report, the Director will investigate the circumstances surrounding the event in question.

All residents involved with a violation of Community Standards are required to meet with the Director for an informal judicial meeting. Residents will receive a letter clearly articulating the violations with which they have been charged as well as the method by which to schedule the informal judicial meeting.

The nature of the informal judicial meeting is to discuss the event in question as well as to offer students the opportunity to provide their perception of the situation and, if necessary, challenge any information that might be included in the incident report.

The majority of the Residence Hall's disciplinary issues are addressed via the informal judicial meeting. During a typical informal judicial meeting the resident takes responsibility for all or a portion of the charges assigned and engages in a brief discussion with the Director. At the conclusion of the discussion, the Director assigns appropriate sanctions.

Once the informal judicial meeting has concluded, students will receive formal notification of the decision in writing.

Residents who come in contact with the disciplinary process for a second offense are generally referred to the Cooper Union Student Judiciary Board for adjudication. Students found responsible for a second violation of Community Standards generally face severe sanctions up to and including removal from the residence hall.

SANCTIONS

The following are examples of sanctions which may be exercised when a student is found in violation of a Community Standard. The following list is neither inclusive nor exhaustive, and additional or alternate sanctions may be imposed at the discretion of the Director or the Student Judicial Committee:

- Disciplinary Warning
- Monetary Fine
- Mediation
- Referral to Counseling
- Community Service
- No-Contact Order/Agreement
- Removal from the Residence Hall
- Forfeiture of Security Deposit
- Disciplinary Probation
- Restitution for Damages
- Educational Project/Program
- Referral to Alcohol/Drug Counseling
- Confiscation and/or Removal of Item(s)
- Suspension of Guest Privileges
- Suspension from the Residence Hall

STUDENT HOUSING OCCUPANCY AFFILIATION AGREEMENT

Every resident receives an executed copy of their lease prior to moving into the Residence Hall. The original copy of the lease is important as it includes a cover page with information regarding cost and specific dates of occupancy, as well as all relevant signatures. With the exception of the cover page, the housing lease is included below for your convenience:

1. AGREEMENT. This Agreement is for use by Occupant of an Assigned Space in a room in the Student Residence. The designation of such Assigned Space, and of the other occupants, furnishings and features of the room, shall be made and may be changed by The Cooper Union at any time in its sole discretion. The Cooper Union shall not accept applications specifying only a particular type of accommodation nor honor roommate requests based upon race, color, religion, sexual orientation, physical characteristic, or national origin.

2. REGULATIONS. Occupant must review and abide by all policies and regulations of The Cooper Union that are or shall become effective during the Agreement period. These rules, policies and regulations include, but are not limited to, those appearing in the Cooper Union Catalog, the Cooper Union Student Residence Hall Guide to Residence Living, Campus Safety Report, Cooper Union Code of Conduct and other Cooper Union publications. The present and future rules, policies, and regulations and wellness agreement terms of The Cooper Union are jointly called "College Rules and Regulations" in this Agreement. Occupants who violate any of the College Rules and Regulations will be subject to termination of this agreement and disciplinary action.

3. ELIGIBILITY. Eligibility for residence in the Student Residence is limited to full-time Cooper Union students who meet all applicable eligibility requirements and comply with the College Rules and Regulations set forth by The Cooper Union. If the Occupant ceases to maintain full-time affiliation with The Cooper Union due to school initiated suspension

or dismissal, this agreement will terminate as of the official date of such action. If, for any reason, including, but not limited to termination of this Agreement for any reason, the Occupant ceases to be eligible for residence in the Student Residence, the Occupant must immediately vacate the Assigned Space, but the Occupant will continue to be responsible for Housing Charges unless a cancellation of the Agreement is approved as provided in Section 10 below.

4. AGREEMENT PERIOD. This Agreement is for the academic year, commencing on August 30, 2011 and ending on May 10, 2012 (the "Agreement Period"), unless the Agreement is canceled or terminated as specified in this Agreement. The Agreement Period may not be extended, except by an additional written Agreement through the Office of Student Services. The Cooper Union Student Residence is closed from December 21, 2011 until January 4, 2012 during Cooper Union's Winter Recess, and the Occupant may not remain in the Student Residence during this time.

5. FEES AND PAYMENTS

- A. A \$500 security deposit must be submitted with this Housing Agreement by the date specified in the letter offering housing. The security deposit is intended as security for the performance by the Occupant of the terms of the Agreement. If Occupant fails to comply with any part of this Agreement, The Cooper Union may apply or keep all or any part of said security deposit for payment of any Housing Charges or damages to The Cooper Union resulting from the breach of the Agreement by Occupant. Such security, less any part thereof kept by The Cooper Union based upon breach by Occupant of the Agreement, shall be returned to Occupant by The Cooper Union after the Occupant has vacated the Student Residence and left the Student Residence in the condition required by the Agreement. Early withdrawal by a student is considered to be a breach of the Agreement and will make the security deposit non-refundable. Furthermore, the security deposit shall not be returned to any Occupant who is suspended or dismissed from The Cooper Union.
- B. The balance of the fall and spring Housing Charges may be paid in accordance with the housing payment plans detailed in Appendix A.
- C. Failure to make payment as detailed in Appendix A, for the Fall semester by August 1 will result in cancellation of the housing reservation and termination of this Agreement. Failure to make the initial payment as detailed in Appendix A by December 1 for the Spring semester will result in forfeiture of the Assigned space, but Occupant will continue to be responsible for Spring semester Housing Charges unless and until a cancellation is approved.
- D. If any outstanding Housing Charges are not paid in full by their specified due dates, Occupant will be placed on the Cooper Union arrears list and may not register for or attend classes, obtain transcripts or academic records or receive a degree. Occupant shall be responsible for all costs, including collection agency and legal fees, incurred by The Cooper Union in collecting past-due payments owed under this Agreement.
- E. The Occupant may be eligible for a refund of Housing Charges only as outlined in Section 10 "Cancellation of Agreement."

6. INSURANCE/MEDICAL RECORDS. To be eligible for residency, every student residing in the Student Residence must demonstrate proof of enrollment in a comprehensive medical and hospital plan and provide medical records as required by Cooper Union by the July 15 institutional deadline.

7. OCCUPANCY REQUIREMENTS.

A. Condition of Premises:

1. Occupant shall maintain the Assigned Space in a clean, safe, and undamaged condition at all times. Cleaning and maintaining all common areas in the Apartment, such as kitchens and bathrooms, are the joint and several responsibility of all occupants assigned to that Apartment.
2. Occupants will be responsible for all repairs to the Student Residence resulting from conditions caused by Occupant or occupant's guests.
3. Occupant may not permit the accumulation of refuse in the Assigned Space, Room, Apartment or common areas and/or public areas in the Student Residence.
4. Occupant shall leave the Student Residence in the same condition as when the Occupant took possession. Alterations are not permitted under any circumstances in the Assigned Space, the Room or the Apartment, common areas or public areas of the Student Residence, or to any furniture therein in any way, including, but not limited to, the installation of shades, blinds, screens, window guards, or signs or other things (other than curtains) inside or outside of the windows without written prior consent of Cooper Union.
5. The Occupant will be responsible for any repairs necessitated by failure to abide by these requirements. Occupant shall be responsible for all expenses, including legal fees, incurred by The Cooper Union resulting from any and all damage to Student Residence and any property of The Student Residence.

B. Financial Obligations:

1. Occupant is responsible for the full payment of the Housing Charges by the scheduled due date. Occupant will provide the Business Office with all properly authorized Financial Aid Credits. A properly authorized Financial Aid Credit is defined as such credit having the approval of the Financial Aid Officer at The Cooper Union. Occupant will remit payment to the Business Office for any liability on the Housing Charges after a deduction for approved Financial Aid Credits.
2. Occupant is responsible for any and all financial obligations due and owing The Cooper Union including, but not limited to, all student, application, library, and administrative fees due The Cooper Union in connection with the Occupant's attendance at the College. It is specifically understood that failure to satisfy such financial obligations may constitute a substantial and material default under this Agreement.

C. Regulations:

1. Occupant will comply with all College Rules and Regulations as well as local, state, and federal laws, rules, or regulations.
2. Occupant's Assigned Space must at all times be occupied only by the Occupant and be used only for the Occupant's residential purposes and for no other purpose. Under no circumstances shall Occupant enter into any Agreement with any third party for the occupancy of the Assigned Space or permit any third party to occupy the Assigned Space, the Room, the Apartment or any part of the Student Residence.
3. Pets of any kind are not permitted in the Student Residence, nor may the Occupant keep one in any other part of the Assigned Space, the Room or the Apartment.

4. Occupant shall comply with such reasonable rules as The Cooper Union may adopt for the safety, care, and cleanliness of the Student Residence and its environs and the comfort, quiet, safety and convenience of the other Occupants. Occupant must not interfere with the comforts or rights of other Occupants. Annoying sounds, smells and lights are not allowed.

8. (NO) LIABILITY.

A. The Cooper Union is not liable for loss, expense, or damage to any person or property, unless due to Cooper Union's negligence.

B. Cooper Union is not liable to Occupant for permitting or refusing entry of anyone into the Student Residence.

C. Occupant must pay for damages suffered and reasonable expenses of The Cooper Union relating to any claim arising from any act or neglect of Occupant. If an action is brought against The Cooper Union arising from any act or neglect, Occupant shall defend The Cooper Union at Occupant's expense with an attorney of The Cooper Union's choice.

D. Occupant is responsible for all acts or neglect of Occupant's family, employees, guest, or invitee.

9. RIGHT TO INSPECTION AND REPAIRS. Cooper Union reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to Occupant to make repairs; to inspect for compliance with health, fire or building codes or with College Rules and Regulations; or because of any situation that The Cooper Union deems to be a danger to health, safety or property. When reasonable and practicable, in The Cooper Union's sole discretion, the Cooper Union shall make reasonable efforts to provide advance notice to the Occupant of any entry.

10. CANCELLATION OF AGREEMENT.

A. This Agreement is legally binding for the entire Agreement Period.

B. Cancellation requests, which must be submitted in writing to the Director, can only be approved if the Occupant meets all applicable cancellation requirements set by The Cooper Union.

C. A refund of Housing Charges resulting from an approved cancellation request will be made only if the vacancy can be filled and then in accordance with the following schedule: 100% of the total Housing Charges owed for the semester if the cancellation request is made prior to August 1 for the Fall Semester and December 1 for the Spring semester; 65% if made by September 30 for the Fall semester and January 31 for the Spring semester; and 35% if made by October 31 for the Fall semester and February 28th (29th) for the Spring semester. **NO REFUND WILL BE MADE AFTER THESE DATES.**

D. An Occupant who vacates the Assigned Space for whatever reason, including but not limited to, dismissal, suspension, resignation or default under this Agreement, without an approved cancellation request will continue to be responsible for all Housing Charges due for the entire Agreement Period.

11. DEFAULT AND TERMINATION OF AGREEMENT.

- A. If Occupant does not comply with the terms and conditions of this Agreement or other College Rules and Regulations, the Occupant shall be in default and this Agreement shall end and Occupant shall forfeit and deliver possession of the Assigned Space to Cooper Union, but Occupant shall remain liable for all of Occupant's obligations under this Agreement.
- B. If Occupant's application for residence in the Student Residence or the medical records submitted by the Occupant contain any material misstatement of fact, The Cooper Union may terminate this Agreement.
- C. Notwithstanding anything herein to the contrary, the Director of the Student Residence and/or Dean of Students has the right to remove any Occupant whose behavior materially interferes with the safety, care and cleanliness of the Student Residence and its environs, or the comfort, quiet, safety or convenience of the other Occupants of the Student Residence. This expressed authority as an agent of the Dean of Students provides for the temporary suspension from the Student Residence of any Occupant for cause, pending a review on the next official school day by the Dean of Students or another officer of The Cooper Union. The Occupant who has been temporarily suspended from the Student Residence will receive a formal determination in accordance with established school policies as to the removal of the suspension or a total forfeiture of all rights and privileges in accordance with this Agreement. The Occupant who has been temporarily suspended will be denied access to Occupant's Assigned Space and to any common areas or school functions within the Student Residence until the suspension is lifted.
- D. Furthermore, The Cooper Union reserves the sole right to terminate this Agreement, to postpone or cancel the assignment of any space, or postpone the commencement of the Agreement Period if:
1. Occupant fails to pay any sum due under this Agreement when due;
 2. Occupant violates any other term of this Agreement or ceases to be eligible for housing in the Student Residence for any reason;
 3. Occupant fails to occupy the Assigned Space;
 4. Occupant fails to vacate the Assigned Space as required by this Agreement; or
 5. The Assigned Space is unavailable or unusable due to any damage, construction, renovation, repair, discontinuance of residence use, or for any other reason that The Cooper Union, in its sole discretion, deems to be good cause.
- E. In the event Occupant is in default under this Agreement, then Occupant shall not be permitted to register for classes, obtain transcripts or be recommended for a degree or certificate until such obligations are met.
- F. If this Agreement has been terminated for any reason as provided in this Agreement, then The Cooper Union may re-enter and take possession of the Assigned Space and remove Occupant and Occupant's guests and their property without being liable in any way. However, notwithstanding Cooper Union's re-occupancy, Occupants shall remain liable for all Housing Charges due and owing through the remainder of this Agreement, except as specifically provided in Section 10. Cooper Union has no duty to re-let the Assigned Space to another student.

12. VACATE PROCEDURES.

- A. Occupant shall vacate the Assigned Space, and officially check out and return all keys, on or before the end of the Agreement Period or upon cancellation or termination of the Agreement. Occupant will leave the Assigned Space and other areas of the Student Residence in as good condition as it was when the Agreement commenced, subject to reasonable wear and tear.
- B. If Occupant does not check out and vacate the Assigned Space by the date designated by The Cooper Union, then The Cooper Union reserves the right to change the locks for the Room and the Apartment and not to allow Occupant to enter the Room or the Apartment or the Assigned Space in the Student Residence.
- C. Occupant shall also be responsible for all costs and any direct or indirect damages suffered by The Cooper Union in connection with Occupant's failure to vacate, and all expenses, including, without being limited to, the cost of accommodations for each student who would otherwise have occupied the Assigned Space, and all expenses, including legal fees, incurred by The Cooper Union in connection with removing Occupant from the Assigned Space.
- D. Occupant will remove all of Occupant's property at the end of this Agreement and shall pay for any damage to the room, apartment, or building caused by moving Occupant's property in or out of the Student Residence. If Occupant leaves any property in the Student Residence, Cooper Union may dispose of it and charge Occupant for the cost of disposal or keep it as abandoned property.
- E. Occupants are responsible for cleaning their Assigned Space, the Room, and the Apartment in which it is located before vacating. A fine for any excessive cleaning costs will be charged against the security deposit.

13. MISCELLANEOUS.

- A. Jury Trial and Counterclaims—The Cooper Union and Occupant agree not to use their right to a Trial by Jury in any action or proceeding brought by either, against the other, for any matter concerning this Agreement or the Student Residence. This does not include actions for personal injury or property damage. Occupant gives up any right to bring a counterclaim or set-off in any action or proceeding by The Cooper Union against Occupant on any matter directly or indirectly related to this Agreement or the Student Residence.
- B. The Cooper Union reserves the right to modify specific terms and conditions in this Agreement as it, in its sole discretion, deems warranted; provided, however, the rights of The Cooper Union under this Agreement may not be limited in any way except by an instrument in writing signed by The Cooper Union and the Occupant.
- C. Time shall be of the essence in the performance of any obligation of the Occupant under this Agreement.

EMERGENCY PREPAREDNESS KIT

Although emergency situations arise very infrequently it never hurts to be prepared. Included below are recommendations from the American Red Cross for items to include within a disaster supplies kit. For more information please visit <http://www.redcross.org>.

Flashlight with extra batteries: Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio: News about the emergency may change rapidly as events unfold. You may also be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food: Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested: ready-to-eat canned meals, meats, fruits, and vegetables; canned juices; high-energy foods (granola bars, energy bars, etc.).

Water: Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst.

Medications: Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day's supply of these medications on hand.

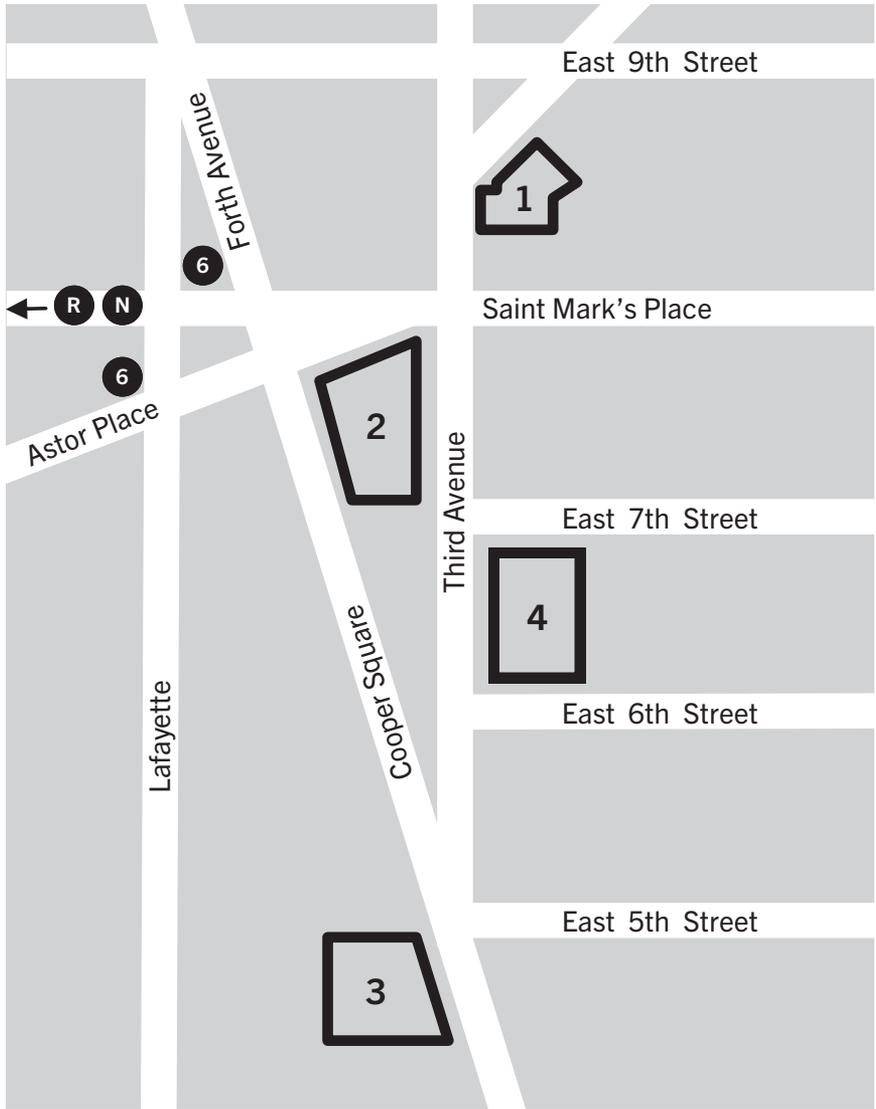
First Aid Supplies: The following items are considered essential to a first aid kit: adhesive bandages (20 various sizes); 5 x 9 sterile dressing (1); conforming roller gauze bandage (1); triangular bandages (2); 3 x 3 sterile gauze pads (2); 4 x 4 sterile gauze pads (2); roll of 3" cohesive bandage (1); germicidal hand wipes or waterless alcohol-based hand sanitizer (2); antiseptic wipes (6); large medical grade non-latex gloves (2); adhesive tape, 2" width; anti-bacterial ointment; cold pack; scissors; tweezers; CPR breathing barrier (such as a face shield).

Tools and Supplies: Emergency "space" blanket (mylar); paper plates and cups; plastic utensils; non-electric can opener; personal hygiene items (including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies); plastic garbage bags with ties (for personal sanitation uses); duct tape; include at least one complete change of clothing and footwear (including a long sleeved shirt and long pants, as well as closed-toed shoes or boots); if you wear glasses, keep an extra pair with your disaster supplies kit.

EMERGENCY	911
POLICE Non-Emergency	212.477.7811
Beth Israel Medical Center Emergency Room (First Avenue and 16th Street)	212.420.2840
Poison Control Center	800.222.1222
Victim's Service Agency	800.621.4673
Bellevue Crime Victims Program	212.562.3755
NY Domestic Violence Hotline	800.942.6906
NYPD Rape/Sexual Abuse Hotline	212.267.7273
Terrorism Hotline	888.NYC.SAFE

USEFUL NUMBERS	
Office of Student Services	x130
Admissions and Records	x120
Business Office	x140
Alumni Office	x164
Library	x186
School of Architecture	x220
Art	x200
School of Engineering	x285
Computer Center	x450

CAMPUS MAP



- 1 Residence Hall
- 2 Foundation Building
- 3 30 Cooper Square
- 4 41 Cooper Square
- 6 Entrances to 6 Train
- R, N Entrance to R and N Trains

CU RESIDENCE HALL FLOOR PLAN



RESIDENCE HALL EXTENSIONS

Guard x4050

Office x4099

The Campus Safety Report is available on the Student Services website at the following address:

http://www.cooper.edu/administration/student_services/Welcome.html