Dear Resident,

On behalf of the Office of Residence Life, I 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 of residential living and learning.

The Residence Life staff is here to provide you with a clean and safe living environment. Further, we are dedicated to creating a positive and productive co-curricular experience. To achieve these goals, we provide numerous programmatic initiatives, all designed to help you get plugged in to the residence hall community, as well as the greater Cooper Union community.

Please take a moment to read this Guide to Residential Living. This document contains important residential information, such as your rights and responsibilities as a Cooper Union residential student, emergency contact numbers, and Residence Hall opening and closing dates.

Again, welcome to The Cooper Union. In advance of move-in day, if you have any questions, please do not hesitate to contact the Office of Residence Life.

Sincerely,

David Robbins
Director of Housing & Residential Education
OFFICE OF RESIDENCE LIFE 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 of Housing & Residential Education** is responsible for the overall operation of the residence hall, training and supervision of the Residence Life staff, and the administration of the residential judicial system. Students are encouraged to consult the Director about any concerns they may have about the building’s operations.

The **Housing Facilitator** assists with the housing assignment process and the overall management of the Residence Hall Office.

The **Graduate Assistant for Residence Life** is responsible for assisting the Director in the supervision of the Resident Assistant staff, development of the programming model, and other administrative tasks.

**Resident Assistants (RAs)** are housed throughout the Residence Hall. Resident Assistants are upperclass students who facilitate the development of a viable community and maintain a safe environment in the building. RAs serve on the Residence Hall 24/7 emergency response team.

OFFICE OF RESIDENCE LIFE CONTACT INFORMATION

The Office of Residence Life is located on the 3rd floor of the 29 3rd Avenue Student Residence and can be contacted by calling 212.353.4099, faxing 212.353.4044, or mailing the following address:

Cooper Union Office of Residence Life  
29 3rd Ave #3B  
New York, NY 10003 - 5502

RESIDENTIAL CALENDAR 2015-2016

**FALL 2015**
- Move In: August 25, 2015
- Winter Session begins – Res hall closes: December 19, 2015 at 12:00PM

**SPRING 2016**
- Winter Session ends – Res Hall reopens: January 4, 2016 at 10:00AM
- Spring Move Out: May 12, 2016 at 12:00PM
GENERAL RESIDENCE HALL INFORMATION

LOCATION
The Cooper Union Residence Hall is situated on the corner of 3rd Avenue and Stuyvesant Street, between Saint Mark’s and 9th Street. The hall is conveniently located within a two-minute walk of the Foundation Building, 41 Cooper Square, and the 30 Cooper Square Administrative Building.

OCCUPANCY
The Residence Hall houses 183 students in 45 apartments. The building houses students from all three schools, the vast majority of whom are first-year students. While each floor is coeducational, each apartment houses a single gender.

APARTMENT STYLE
There are three different apartment sizes: the A apartment is a two-bedroom unit shared by three people; the B and D apartments are two-bedroom units shared by four people; and the C apartment is a three-bedroom unit shared by five people. Each apartment has its own bathroom and kitchen. Each apartment is also equipped with a thermostat to control central air conditioning and heat. A building floor plan is available at the back of this brochure.

APARTMENT KEYS
Upon moving into the Residence Hall, residents receive an electronic key card. These key cards grant access to assigned apartments. If a key card is lost or misplaced, that fact should be reported, immediately, to the Office of Residence Life or a Resident Assistant. There is a $5 fee assessed for replacement keys.

LOCKOUTS
When a lockout occurs, residents should contact the Office of Residence Life or a Resident Assistant. All residents requesting access to an apartment will be required 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, 7 days a week. When calling from a campus phone, the Security Desk extension is x4050. When calling from a non-campus phone, the number is 212-353-4050. Entrance to the Residence Hall is controlled by an electronic ID scanner. All residential floors are patrolled periodically by a roving security guard.

ON-DUTY RESIDENCE LIFE STAFF
Each night, Resident Assistants are available to residents via an overnight duty rotation. When the Office of Residence Life is closed, there is an RA assigned to hold the emergency-response phone at all times and to remain within a 10-minute walking distance of the Residence Hall. A duty schedule is posted in the Residence Hall lobby and residents may contact the RA on duty via the Security Desk. If a situation arises that is beyond the scope of these on-call student staff members, there is an additional layer of support provided by an on-call professional staff member. At least one professional staff member is on call whenever the Residence Hall is open.
MAIL
On move-in day, all residents receive a mailbox key. Mailboxes are located in the building’s lobby, immediately opposite the elevator doors. US mail is delivered to the building Monday through Saturday and is typically sorted 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 3rd Avenue - Apartment Number
   New York, NY 10003

Do not include “Cooper Union” in the address as this will cause your mail to be directed to the central mailroom 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
To address routine maintenance concerns, residents should complete a Maintenance Request Form. Maintenance Request Forms are located on the wall beside the lobby security desk and are available 24 hours a day. Maintenance staff members check for new requests every 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 immediately be brought to the attention of the Office of Residence Life.

CLEANING
While residents are responsible for the cleaning of their apartments, the building’s common spaces, such as the Menschel Room, hallways, etc. are cleaned and maintained by the maintenance staff. If a resident’s behavior or actions in the building requires excessive cleaning, s/he will be billed for all costs associated with the cleaning process.

RESIDENCE HALL ACTIVITIES / PROGRAMMING
The Residence Life Staff is responsible for coordinating a number of social, cultural, and academic programs. Typically geared toward getting residents acclimated to the Cooper and NYC communities, these events span a wide range of topics and interests, and are generally open to the entire residential community. Whether it is an entertaining social program in the 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
The Residence Hall is home to the Residence Hall Association (RHA), an important student organization that helps shape the residential community. RHA serves two roles within the building. Foremost, it provides a forum for discussing and addressing issues that may impact the residential community. Additionally, it coordinates social events that are open to all residents of the building.
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 each apartment. Cable television service cannot be scheduled until after residents have moved into the building.

TELEPHONE SERVICE
Each apartment is equipped with a landline telephone. This phone can call anywhere on campus and can accept incoming calls from off-campus locations. Calls to off-campus locations cannot 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 cell phone service for their communication needs. All major cell phone providers offer multiple branches in the New York City area.

LAUNDRY FACILITIES
The building’s laundry room is located on the 4th floor and provides four washing machines and four 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 supplies.

INTERNET SERVICE
Residents can access the internet by using the Cooper Union Network. A Cooper Union email account is required for residents to 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 for programs, special events and meetings. When the room is not in use, students are free to use the space. Students who wish to reserve the Menschel Room should contact the Office of Residence Life.

RECYCLING
Each floor has a trash room. Bagged, non-recyclable garbage should be deposited into the trash chute. Recyclable items should be deposited into one of the labeled containers or placed on one of the labeled shelves. The Office of Residence Life strongly encourages residents to adhere to all New York City recycling guidelines. Recycling guidelines are posted in each trash room.

FURNITURE
Each student is provided with an extra-long twin bed frame and mattress, a desk with desktop bookshelf, and a wardrobe closet. All double rooms have bunk beds and all mattresses come with a mattress cover. Kitchen areas are equipped with a table, chairs, microwave oven, full-sized refrigerator, cabinet space, and gas stoves. 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, including personal apartments and bedrooms, is a smoke-free environment. This absolute smoking prohibition includes all e-cigarettes and vaporizers. There is a designated smoking area outside of the building’s main entrance.

MOVING INTO THE RESIDENCE HALL
The process begins in the morning and typically ends in the early afternoon. In order to ensure a smooth process and reduce the amount of traffic in the lobby area, students are assigned a specific move-in time. Early move-in requests are not permitted. Due to a lack of storage space within the Residence Hall, students are not permitted to forward mail or packages before move-in day. A letter with detailed move-in instructions is mailed during late July.

USEFUL ITEMS TO BRING TO THE RESIDENCE HALL
In addition to clothing, personal hygiene / health care supplies, and study materials, there are a number of useful items to consider bringing to the Residence Hall. Photo identification and a social security card may be required documents for securing employment or various services.

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 to not 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
- Alcohol (unless you are 21 or older)
- Empty alcohol containers serving a decorative purpose
- Most appliances with exposed heating elements
- Decorative string / holiday lights
- Extension cords
- Non-university furniture
- Personal microwaves / refrigerators
- Weapons, ammunition, and fireworks
- Illegally-obtained signs
- Pets
- Illegal drugs and drug paraphernalia (hookahs, pipes, etc.)
The Office of Residence Life strongly encourages residents to purchase heat-producing appliances (e.g. iron, curling iron, etc.) that have an automatic shut-off feature.

Certain art supplies are not permitted in the Residence Hall. The list of prohibited art supplies includes 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 to not 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 enforces policies specifically aimed at preventing behaviors that interfere with, or threaten the welfare of, others. 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 found responsible for these violations as well.

1. **Advertisements**
   All advertisements and flyers for student events and clubs, not generated by the Office of Residence Life, must receive approval before posting. For review, please bring the advertisements and/or flyers to the Office of Student Affairs 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 maintenance 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 maintenance staff accesses 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. Residents under the age of 21 years old 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, while in the Residence Hall, residents 21 years of age or over may not consume alcoholic beverages in the presence of anyone who is 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. If a private room is shared by a student who is 21 years old or over and a student who is under 21 years old, 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. 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, bongs, and beer pong tables.
   F. Empty alcoholic beverage containers or packaging, including, but not limited to, cans, bottles, bottle caps, and cardboard packaging are not permitted in the rooms of students less than 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 less than 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 each 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 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 or on the building’s terraces or balconies.
   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 baths, fix, or developer).

6. Bicycles
Bicycles may not be stored in any student room, apartment, or common space within the Residence Hall. There is a bicycle storage area in the basement of the Foundation building.

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 paperwork and keys must be returned upon checking out of the Residence Hall.

8. Candles/Incense
Due to the fire hazard they create, candles and/or incense are not permitted in the Residence Hall. 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, the bathroom and common spaces must be cleaned appropriately, and 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 building, a Residence Life Staff member will 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 also be using the space. Students should not use common spaces 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/or 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. Students should check the schedule at the time they wish to use the room.

iv. 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 current group may continue to use the Menschel Room.

B. 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. Under no circumstances should students use foreign coins or any other devices designed to avoid payment. The washing machines and driers only accept Automatic Industries laundry cards. The use of foreign cards, or tampering with the machines to avoid payment, will cause damage to the machines and possibly to personal items.

v. There is an Automatic Industries card distributor located on the laundry room wall. This machine may be used to purchase a new card or add to the balance of an existing card.

vi. 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 payment to purchase beverages.

vii. If money is lost in any of the machines, or if a machine is out of service, please report this malfunction to the Office of Residence Life.

C. Balconies

i. 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 in the violation of 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, University Administrators, 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 Office of Residence Life 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 in the Residence Hall lobby, next to the security desk. Upon checking out of the Residence Hall, each 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 withdrawn 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 apartments 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.
   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 is also prohibited. Drug paraphernalia, including, but not limited to, hookahs, pipes, bongs, whippets, and rolling papers is prohibited.

(Please consult the Campus Safety Report for additional policies / information regarding drug and 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 is 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 these buttons 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. 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 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. Residence Life Staff may enter student rooms during fire alarms to ensure the safety of students.

A. Individuals with disabilities are encouraged to contact the Office of Residence Life 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
Fireworks are strictly prohibited. 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, the special furniture must be approved by the Director of Housing & Residential Education.

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, educational, 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 further warnings will be given. Resident Assistants will attempt to perform apartment checks 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 Director of Housing & Residential Education will be notified.

29. **Student Housing Affiliation Occupancy Agreement**
Often referred to as the Housing Lease or Housing 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 apartment door. 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 assigned. 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 Office of Residence Life 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 Office of Residence Life, during regular business hours, and a staff member will assist them. Outside of regular business hours, residents should report to the Guard Desk and ask the guard to contact the on-call Resident Assistant. 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 Office of Residence Life, during regular business hours, where they can purchase a new one. Outside of regular business hours, residents should report to the Guard Desk and ask the guard to contact the on-call 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 be sorted appropriately. Placing sharp objects or single items down the trash chute 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 Internet Use
The Residence Hall is equipped with wireless internet. Residents may access the wireless network by using their unique Cooper Union ID and password. Residents should not share their login information with others. Residents are responsible for all activity completed by a computer logged in with their account information.

36. Obstruction
Obstructing or interfering with the reprimand, discipline, or apprehension of another person involved in committing 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. guide dogs). However, the Office of Residence Life must receive official notification prior to the arrival of such animals.

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 or balconies 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 Office of Residence Life 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.

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 of the residential community are restricted and are not for general student use. These areas include electrical and mechanical closets, air conditioning units, cable and phone units, maintenance break rooms, and storage rooms. 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 of Housing & Residential Education. 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 Residence Hall rooms, apartments, and facilities, including the balconies, elevators, stairwells, lounges, etc. Residents may smoke outside of the building, at least 15 feet away from all entrances and windows. There is a designated smoking area directly outside the Residence Hall’s main entrance, where an ashtray/smoking station is mounted to the wall. Students are encouraged to dispose of 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 immediately reported to the Office of Residence Life. 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 University property, or such property of any individual, group or entity is considered a serious violation of community standards and will be dealt with accordingly. 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 Residence Hall are subject to arrest for trespassing if they fail to leave after being directed to do so. Solicitors 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
While in the Residence Hall, all guests must be accompanied by their host at all times. Under no circumstances may residents give their guests their room key. Depending on the nature of a guest’s stay, different procedures must be followed. The information below describes these procedures and must be abided by in order to prevent the loss of guest privileges:

A. Overnight Guest Policy
i. Residents are allotted two (2) overnight-guest nights per week. Guest tracking is based on a Monday to Monday schedule.
ii. Residents are allowed up to two (2) overnight guests for each overnight-guest night (i.e. Two people per night, for up to two nights per week).
iii. Note that all guests signed in between 12am (midnight) and 6am are considered overnight guests and the resident host will be charged for an overnight 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 host 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. Overnight 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 frequently removed for inspection. 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 if 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 the pass and allow the guest to entry into the building. Staff signatures are not necessary for emergency guest passes.

ix. No overnight guests are permitted during finals.

B. Same-Day Guest Policy

i. Until 12am (midnight), a resident may have up to three (3) guests per day. 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 overnight guests and the resident host will be charged for an overnight guest. In this case, the host must obtain an emergency pass from the Security Guard. The host and guest must follow the guidelines set forth in the Overnight 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 and should not be forced to open any farther. 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, and 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://cooper.edu/students/safety

**RESIDENCE HALL DISCIPLINARY PROCESS**

The Residence Hall’s conduct system is based upon the concept of developmental discipline. The conduct system 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 that places equal emphasis on both rights and responsibilities. The Residence Hall Staff has the responsibility to ensure that the rights of each student are protected. Correspondingly, in order for the community to be successful, students have the responsibility to abide by the rules governing the community.

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 is submitted to the Director of Housing & Residential Education 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, or an appointee, for an informal judicial meeting. Residents will receive an email or letter clearly articulating the violation(s) in question and the community standards they have allegedly violated, 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 and offer the student the opportunity to provide his/her 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, the student 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 of Housing & Residential Education or the Student Judicial Committee:

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

Each resident receives an executed copy of her/his 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.

TERMS AND CONDITIONS OF STUDENT HOUSING AFFILIATION OCCUPANCY AGREEMENT

1. LIMITS TO AGREEMENT
This Agreement is for use by the Occupant of a single room in the Student Residence identified above as the “Assigned Space.” The designation of such Assigned Space, as well as the 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 Assigned Space requests based upon race, color, religion, sexual orientation, physical characteristic, national origin, or disability.

2. AGREEMENT PERIOD
This Agreement will become effective when fully executed and Cooper Union has received the Security Deposit (as defined below in Section 5). This Agreement is for the academic year commencing on August 25, 2015 and ending on May 12, 2016 (the “Agreement Period”), unless this Agreement is canceled or terminated as specified herein. The Student Residence is closed from 12:00 noon on December 19, 2015 until 10:00 am January 4, 2015 during The Cooper Union’s Winter Recess, and the Occupant may not remain in the Assigned Space, the Apartment or Student Residence during this time.

3. REGULATIONS
The 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 Residential Living, Campus Safety and Fire Report, The Cooper Union Code of Conduct, The Cooper Union Non-Discrimination and Anti-Harassment Policies and Complaint Procedures, and other similar publications of The Cooper Union. The present and future rules, policies, and regulations of The Cooper Union are jointly called “College Rules and Regulations” in this Agreement. The Occupant who violates any of the College Rules and Regulations may be subject to termination of this Agreement, payment of a Cancellation Penalty (as such term is defined below in Section 10), forfeiture of all or some of the Housing Fee, and disciplinary action.

4. ELIGIBILITY
Eligibility for residence in the Student Residence is limited to undergraduate students of The Cooper Union 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 or voluntary withdrawal, this Agreement will terminate as of the official date of such action. Upon
such termination, the Occupant will vacate the Assigned Space, and the Occupant will otherwise be responsible for all amounts due under this Agreement.

5. SECURITY DEPOSIT, HOUSING FEES AND PAYMENTS
(A) A $500 security deposit (“Security Deposit”) must be submitted with this 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 this Agreement. The Cooper Union may apply or keep all or any part of said Security Deposit for payment of any of the following: due and unpaid Housing Fees; damage to the Assigned Space, Apartment, or Student Residence resulting from the Occupant’s actions; costs incurred as a result of the Occupant’s breach of any provision of this Agreement; or damage to the personal property of another student caused by the Occupant as determined by a decision of the Student Judicial Committee. Such Security Deposit, less any part thereof kept by The Cooper Union based upon breach by the Occupant of this Agreement or damage as set forth above, shall be returned to the Occupant by The Cooper Union not later than 60 days after the Occupant has vacated the Assigned Space and left the Student Residence in the condition required by Section 12 of this Agreement.
(B) The fall and spring Housing Fees must be paid in accordance with the timeline listed on page one of this lease, unless a different payment plan has been confirmed with the Cooper Union Business Office.
(C) Failure to make any initial payment as detailed on page one of this lease for the fall semester by August 1, 2015 will result in cancellation of the housing reservation and termination of this Agreement. Failure to make the initial payment as detailed on page one of this lease for the spring semester by December 1, 2015 will result in termination of this Agreement, forfeiture of the Assigned Space, and other costs and penalties, as set forth below in Sections 10 and 11.
(D) If any outstanding Housing Fees are not paid in full by their specified due dates, the Occupant will be placed on the arrears list of The Cooper Union and may not register for or attend classes, obtain transcripts or academic records, or receive a degree or certificate. The Occupant shall be responsible for all costs, including collection agency and legal fees, incurred by The Cooper Union in connection with collecting past-due Housing Fees and other payments owed under this Agreement.
(E) The Occupant may be eligible for a refund of Housing Fees only as specified below in Section 10 “Cancellation of Agreement.”

6. INSURANCE/MEDICAL RECORDS
To be eligible for residency in the Assigned Space, the Occupant must demonstrate proof of enrollment in a comprehensive medical and hospital plan as required by The Cooper Union by August 1, 2015 and must provide medical records including the immunization records required by New York State by the July 1, 2015 institutional deadline.

7. OCCUPANCY REQUIREMENTS
(A) Condition of Premises:
1) The 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) The Occupant will be responsible for the cost of all repairs to the Assigned Space, Apartment,
and Student Residence resulting from conditions caused by the Occupant or the Occupant’s
guests or invitees.

3) The Occupant will not permit the accumulation of refuse in the Assigned Space, Apartment or
common areas and/or public areas in the Student Residence.

4) The Occupant shall leave the Assigned Space in the same condition as when the Occupant
took possession. Alterations are not permitted under any circumstances in the Assigned Space,
the Apartment, the 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 the prior written consent of The Cooper Union.

5) The Occupant will be responsible for any repairs necessitated by failure to abide by these
requirements. The Occupant shall be responsible for all expenses, including legal fees, incurred
by The Cooper Union resulting from any and all damage to the Assigned Space, the Apartment,
or the Student Residence and any personal property situated within the Student Residence.

(B) Financial Obligations:
1) The Occupant is responsible for the full payment of the Housing Fees by the scheduled due
dates. The Occupant will provide the Business Office of The Cooper Union 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. The Occupant will
remit payment to the Business Office for any liability on the Housing Fees after a deduction for
approved Financial Aid Credits.

2) The 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 Cooper Union. It is
specifically understood that failure to satisfy such financial obligations may constitute a
substantial and material default under this Agreement resulting in cancellation hereof.

(C) Regulations:
1) The Occupant will comply with all College Rules and Regulations as well as local, state, and
federal laws, rules, or regulations.

2) The 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 the 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
Apartment or any part of the Student Residence.

3) Pets of any kind are not permitted in the Assigned Space, nor may the Occupant keep one in
any other part of the Apartment or the Student Residence. Service animals as defined under
applicable accessibility laws are permitted.
4) The 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. The Occupant must not interfere with the comfort, quiet, safety or convenience of the other occupants of the Apartment and the Student Residence. Annoying sounds, smells and lights are not allowed.

8. (NO) LIABILITY
(A) In the absence of gross negligence or willful misconduct, The Cooper Union is not liable for any loss, expense, or damage to the Occupant, his/her guests and invitees or any personal property of the Occupant or such persons.

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

(C) The Occupant must pay for all damage suffered and the reasonable expenses of The Cooper Union relating to any claim arising from any act or negligence of the Occupant. If an action is brought by a third party against The Cooper Union arising from any act or negligence of the Occupant, the Occupant shall defend The Cooper Union at the Occupant’s expense with an attorney of The Cooper Union’s choice.

(D) The Occupant is responsible for all acts or negligence of the Occupant’s guests and invitees.

9. RIGHT TO INSPECTION AND REPAIRS
The Cooper Union reserves the right, at any time and for any reason, in its sole discretion, to enter the Assigned Space without prior notice to the Occupant to make repairs, inspect for compliance with health, fire, or building codes or with College Rules and Regulations, or to investigate and address 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 such entry.

10. CANCELLATION OF AGREEMENT
(A) This Agreement can be cancelled voluntarily by the Occupant or involuntarily by The Cooper Union as set forth below.

(1) Voluntary Cancellation can be accomplished by delivering a written and dated cancellation request to the Director of Housing & Residential Education. The Occupant may be subject to a Cancellation Penalty (defined below) and/or payment of the full Housing Fees required in this Agreement, as set forth below.

(2) Involuntary Cancellation can result from any of the following: The Occupant has been removed as an enrolled student at The Cooper Union for academic reasons, for disciplinary reasons, or The Cooper Union has cancelled this Agreement.
(B) Effects of Cancellation
(1) Voluntary cancellation by the Occupant while the Occupant continues as an enrolled student at The Cooper Union will result in the payment of all Housing Fees due under this Agreement until the end of the Agreement Period. Voluntary cancellation by the Occupant when the Occupant withdraws as an enrolled student at The Cooper Union will result in a $1,000 cancellation penalty ("Cancellation Penalty"), but the Occupant will be entitled to a refund of the Housing Fee already paid to The Cooper Union based on the following schedule: 100% of the total Housing Fee already paid if the cancellation request is received on or before August 1, 2015 for the fall semester and on or before December 1, 2015 for the spring semester; 65% if the cancellation request is received after August 1, 2015 but on or before August 30, 2015 for the fall semester and after December 1, 2015 but on or before January 5, 2016 for the spring semester; and 35% if the cancellation request is received after August 30, 2015 but on or before September 30, 2015 for the fall semester and after January 5, 2016 but on or before February 1, 2016 for the spring semester. NO REFUND OF THE HOUSING FEES WILL BE MADE IF THE CANCELLATION REQUEST IS RECEIVED AFTER SEPTEMBER 30, 2015 FOR THE FALL SEMESTER AND FEBRUARY 1, 2016 FOR THE SPRING SEMESTER. In all cases of voluntary cancellation of this Agreement by the Occupant, the Security Deposit shall be applied or returned in accordance with Section 10 of this Agreement.

(2) Involuntary Cancellation by The Cooper Union resulting from academic dismissal will terminate the Occupant’s obligations under this Agreement as of such date. The Occupant will be responsible for all Housing Fees up to and including such date, but not be subject to the Cancellation Penalty. Alternatively, involuntary cancellation by The Cooper Union of this Agreement due to disciplinary action against the Occupant resulting in dismissal shall mean the Occupant is subject to the Cancellation Penalty and is responsible for the balance of the Housing Fees due under this Agreement until the end of the Agreement Period. If The Cooper Union requests early cancellation of this Agreement and the Occupant remains an enrolled student, the Occupant will only be responsible for Housing Fees up to and including the cancellation date, but not the Cancellation Penalty. In all cases of involuntary cancellation of this Agreement, the Security Deposit shall be applied or returned in accordance with Section 10 of this Agreement.

11. DEFAULT AND TERMINATION OF AGREEMENT
(A) If the Occupant does not comply with the terms and conditions of this Agreement or if the Occupant’s housing application or the medical records submitted by the Occupant contain any misstatements of fact, the Occupant shall be in default and this Agreement shall terminate. Upon such termination, the Occupant shall forfeit any Housing Fees already paid and deliver possession of the Assigned Space to The Cooper Union, but Occupant shall remain liable for all of Occupant’s obligations under this Agreement.

(B) Notwithstanding anything herein to the contrary, the Director of Housing & Residential Education and/or Dean of Students of The Cooper Union has the right to remove the Occupant if his/her 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 the Occupant for cause, pending a review on the next official school day by the Dean of Students of The Cooper Union or another
officer of The Cooper Union. The Occupant who has been temporarily suspended from the Assigned Space 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 the Assigned Space, the Apartment, and to any common areas or school functions within the Student Residence until the suspension is lifted.

(C) If the Occupant vacates the Assigned Space for any reason, including, but not limited to, dismissal, suspension, resignation or default under this Agreement, without an approved cancellation request, the Occupant will continue to be responsible for all Housing Fees due for the entire Agreement Period.

(D) The Cooper Union reserves the sole right to terminate this Agreement, to postpone or cancel the assignment of any Assigned Space, or postpone the commencement of this Agreement Period if:

1) The Occupant fails to pay any sum due under this Agreement when due;

2) The Occupant violates any other term of this Agreement or ceases to be eligible for housing in the Student Residence for any reason;

3) The Occupant fails to occupy the Assigned Space within 48 hours of the first day of the Agreement Period without a written waiver from the Office of the Director of Housing & Residential Education;

4) The 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) If this Agreement has been terminated for any reason specified above in Section 10 or in this Section 11 of this Agreement, then The Cooper Union may re-enter and take possession of the Assigned Space and remove the Occupant and the Occupant’s guests and their property without being liable in any way. However, notwithstanding The Cooper Union’s re-occupancy, the Occupant shall remain liable for all Housing Fees due and owing through the remainder of the Agreement Period, except as specifically provided above in Section 10. The Cooper Union has no duty to re-let the Assigned Space to another student.

12. VACATE PROCEDURES
(A) The 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. The Occupant will leave the Assigned Space, the Apartment, 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 the 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 Assigned Space and the Apartment and not to allow the Occupant to enter the Assigned Space, the Apartment or the Student Residence.

(C) The Occupant shall also be responsible for all costs and any direct or indirect damages suffered by The Cooper Union in connection with the Occupant’s failure to vacate the Assigned Space, 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 the Occupant from the Assigned Space.

(D) The Occupant will remove all of the Occupant’s property at the end of this Agreement and shall pay for any damage to the Assigned Space, Apartment, or Student Residence caused by the Occupant, his/her guests, and/or invitees, including, but not limited to, the cost of replacement locks and keys, damage caused while in occupancy above ordinary wear and tear, and damage caused while moving the Occupant’s property in or out of the Student Residence. If the Occupant leaves any property in the Student Residence, The Cooper Union may dispose of it and charge the Occupant for the cost of disposal or keep it as abandoned property.

(E) The Occupant is responsible for cleaning his/her Assigned Space, and the Apartment in which it is located and leaving it in “broom clean” condition before vacating. A fine for any excessive cleaning costs will be charged against the Security Deposit.

13. MISCELLANEOUS

(A) To the extent allowable by law, The Cooper Union and the 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, the Assigned Space, the Apartment, or the Student Residence. This does not include actions for personal injury or property damage.

To the extent allowable by law, The Occupant gives up any right to bring a counterclaim or set-off in any action or proceeding by The Cooper Union against the Occupant on any matter directly or indirectly related to this Agreement, the Assigned Space, the Apartment, 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.

(D) The Cooper Union makes reasonable accommodations and modification to policies, practices, and procedures, and provides auxiliary aids and services necessary to meet the needs of students with disabilities on campus and in campus housing. Students with disabilities seeking
any housing related accommodations, modifications, or auxiliary aids and services, must contact the Director of Housing & Residential Education for assistance. Students requesting any housing-related accommodations, modifications, or auxiliary aids and services must make this request known during the housing applications process in March and April. Such requests may also be given to the Dean of Students and the Equal Opportunity Office.
**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 if you are on medications that require water or that increase thirst.

**Medications:** 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; antibacterial 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.
Pictures of 29 3rd Avenue apartments can be found at https://www.facebook.com/CooperRes/photos_stream?tab=photos_albums. Each style of apartment has a dedicated photo album.
**USEFUL NUMBERS**

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<th>Service</th>
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<tbody>
<tr>
<td><strong>EMERGENCY</strong></td>
<td>911</td>
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<tr>
<td><strong>POLICE - non-emergency</strong></td>
<td>212-477-7811</td>
</tr>
<tr>
<td>St. Vincent’s Emergency Room (7th Avenue and 11th Street)</td>
<td>212-604-7998</td>
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<tr>
<td>Poison Control Center</td>
<td>212-604-8000</td>
</tr>
<tr>
<td>Victim’s Service Agency</td>
<td>800-222-1222</td>
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<tr>
<td>Bellevue Crime Victims Program</td>
<td>212-604-7998</td>
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<td><strong>NY Domestic Violence Hotline</strong></td>
<td>800-222-1222</td>
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<tr>
<td><strong>NYPD Rape / Sexual Abuse Hotline</strong></td>
<td>212-604-8000</td>
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<tr>
<td>Terrorism Hotline</td>
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