

# GUIDE TO **RESIDENTIAL LIVING**

2018–2019



THE COOPER UNION  
RESIDENTIAL  
EDUCATION

## **OFFICE OF HOUSING & RESIDENTIAL EDUCATION 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 **Residence Hall Director** is responsible for the overall operation of the residence hall, training and supervision of the Housing & Residential Education staff and the administration of the residential conduct system. Students are encouraged to consult the Director about any concerns they may have about the building's operations.

**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 HOUSING & RESIDENTIAL EDUCATION CONTACT INFORMATION**

The Office of Housing & Residential Education is located on the third floor of the 29<sup>th</sup> Avenue Student Residence and can be contacted by calling 212.353.4099, faxing 212.353.4044 or mailing the following address:

Office of Housing & Residential Education  
The Cooper Union for the Advancement  
of Science and Art  
29 3rd Ave #3B  
New York, NY 10003 - 5502

## **RESIDENTIAL CALENDAR 2018- 2019**

### **FALL 2018**

Move In	August 29, 2018
Winter Session begins – Res hall closes	December 20, 2018 at 12:00PM

### **SPRING 2019**

Winter Session ends – Res Hall re-opens	January 3, 2019 at 10:00AM
Spring Move Out	May 9, 2019 at 12:00PM

## **GENERAL RESIDENCE HALL INFORMATION**

### **LOCATION**

The Cooper Union Student Residence is situated on the corner of 3rd Avenue and Stuyvesant Street, between St Marks Place and 9th Street. The residence 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 approximately 170 students in 42 apartments. The building houses students from all three schools, the vast majority of whom are first-year students. Each floor of the building is co-educational, and both single-gender and all-gender apartments are offered.

### **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 controls for air conditioning and heat. A building floor plan is available at the end of this guide.

### **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 Housing & Residential Education or a Resident Assistant. There is a \$10 fee assessed for replacement keys. Please note that there are a few apartments that are operated by mechanical keys. For safety reasons, if a mechanical key is lost, the apartment lock will be recored and the resident will be responsible for the cost of said recore and the replacement mechanical keys.

### **LOCKOUTS**

When a lockout occurs, residents should obtain a lock-out key from the Residence Hall security desk. All residents requesting access to an apartment will be required to present identification.

### **RESIDENCE 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 HOUSING & RESIDENTIAL EDUCATION STAFF**

Each night, Resident Assistants are available to residents via an emergency-response rotation. When the Office of Housing & Residential Education 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.

## **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 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 at 93 4th Avenue.

## **MAINTENANCE REQUESTS**

To address routine maintenance concerns please visit [Assetessentials.dudesolutions.com/CooperUnion](https://Assetessentials.dudesolutions.com/CooperUnion) on a desktop or [Asset essentials](#) the mobile app to submit a request. Login is required, please request a log in by emailing [Facilities@cooper.edu](mailto:Facilities@cooper.edu). Requests will be answered in the order they were received. The work request will always be responded to within 24 hours. You will be prompted to change your password as well as add a security question and an answer upon initial sign in.

For further assistance with Log-In and instructions please visit the security desk or email [Facilities@cooper.edu](mailto:Facilities@cooper.edu)

For **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 Housing & Residential Education staff and/or security staff.

## **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 cause damage or necessitate excessive cleaning, the student in question will be billed

for all costs associated with the repair/cleaning process.

### **RESIDENCE HALL ACTIVITIES / PROGRAMMING**

The Housing & Residential Education Staff is responsible for coordinating a number of social, cultural and academic programs. These events span a wide range of topics and interests, and are open to the entire residential community. Whether it is a karaoke night in the Menschel Room, or a community brunch in 3A, 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 discussion and highlighting 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.

#### **LAUNDRY FACILITIES**

The building's laundry room is located on the fourth floor and is composed of 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/WIFI**

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

#### **THE MENSCHEL ROOM**

Located on the fourth 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. The space is equipped with Cable TV, Apple TV, and a Ping-Pong Table for general resident use.

#### **3A STUDENT READING ROOM**

Located on the third floor, the 3A Student Reading Room serves as a secondary 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.

### **3C STUDENT STUDY ROOM**

Located on the third floor, the 3C Student Study Room serves primarily as a silent study/workspace for residential students. The space is equipped with individual study desks for focused work in the main space, while the lofted space is equipped with work tables and open concept for artwork/drawings.

### **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 Housing & Residential Education strongly encourages residents to adhere to all New York City recycling guidelines.

### **FURNITURE**

Each student is provided with an extra-long twin bed frame and mattress, a desk with a chair and 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, cabinets and gas stoves. 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. A full fire safety report is included at the end of this guide.

### **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 by midafternoon. In order to ensure a smooth process, and to 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 a few weeks before the move-in date.

### **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.

### **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	Decorative string / holiday lights
Halogen lamps	Extension cords
Charcoal / propane grills	Non-university furniture
Hot plates with exposed coils	Personal microwaves / refrigerators
Space heaters	Weapons, ammunition, and fireworks
Alcohol (unless you are 21 or older)	Illegally-obtained signs
Empty alcohol containers serving a decorative purpose	Pets
Most appliances with exposed heating elements	Illegal drugs and drug paraphernalia (hookahs, pipes, etc.)

The Office of Housing & Residential Education 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 Housing & Residential Education Staff enforces policies specifically aimed at preventing behaviors that interfere with, or threaten the welfare of, others. Any conduct deemed unacceptable by the 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 Agreement, 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 Agreement. 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 Housing & Residential Education, 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 will be posted in the designated hallway space by Resident Assistance staff.

### **2. Air Conditioning/Heating Vents**

Each apartment is equipped with its own heat and air conditioning controls. 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 their 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 kept among the belongings of the student who is of legal drinking age, including under the student's bed and/or in their 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 under the age of 21 years 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. 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 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.

- A. **Traditional Checkout** - Traditional checkout involves a student completing a walkthrough of their apartment, along with a Housing & Residential Education staff member, prior to departure. During the walkthrough, the staff member will check the condition of the space against the condition listed on the Room

Condition Report that was completed at the beginning of the year. Students that do not feel comfortable with the condition of their apartment, have questions about possible charges or damages, would like a chance to fix any issues before checkout, or who would like a Housing & Residential Education staff member to assess the room prior to departure should opt for Traditional Checkout.

Housing & Residential Education staff is available for Traditional Checkouts on the designated move-out day. Any students that wish to complete a Traditional Checkout before the designated move-out day are required to set up a time with their Resident Assistant. Please note that a Traditional Checkout is required, should you wish to appeal any damage billing. Also, the Residence Hall Director reserves the right to make the final determination on all damage billing. Resident Assistants do not have the ability to give a final damage billing determination during the Traditional Checkout.

- B. **Express Checkout** - Express Checkout involves a student obtaining an Express Checkout envelope from the Office of Housing & Residential Education, completely filling out the information printed on the envelope, sealing their keys inside the envelope, and delivering the completed envelope to either the Office of Housing & Residential Education or the Student Residents security desk. Express Checkout is available for students who feel comfortable that their apartment is free of any possible damage or reasons for fines. Students who elect to take advantage of Express Checkout waive the opportunity to appeal any damage charges.

### Sample Express Checkout Form

Name: \_\_\_\_\_ Apartment: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

I understand the condition in which I am supposed to leave my room and apartment, and I have been informed about the check-out processes available to me. I have chosen Express Checkout and I understand that by choosing Express Checkout I am waiving my right to appeal any damage billing. I take full responsibility, or my portion thereof, for all damages in my room and apartment and the fines or repair/replacement costs that result from those damages.

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Signature

Date

### 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 #32 Littering and Trash Disposal for more information.
- B. In order to ensure the safety of the students living in the building, a staff member will perform a minimum of one health and safety inspection per room, per month. See #28 Health and Safety Inspections for more information.
- C. Upon checking out of the Residence Hall, each student must clean their 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 a space is found to be excessively dirty, the cleaning fee will be deducted from the responsible students' housing deposits. See #13 Damages / Vandalism for more information.

## 10. Common Areas

All of 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 spaces. 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 are **not** permitted to work on drawing/art projects that involve paint, charcoal, paper cutters and/or other materials that may stain or damage the carpet, tables or chairs in the Menschel Room.
- ii. The Menschel Room is not able to be reserved.
- iii. Students are not permitted on The Menschel Terrace without direct accompaniment of ResEd Staff.

### B. 3A Student Reading Room

- i. Students are **not** permitted to work on drawing/art projects that involve paint, charcoal, paper cutters and/or other materials that may stain or damage the carpet, tables or chairs in the 3A Student Reading Room.
- ii. The 3A Student Reading Room is not able to be reserved.

### C. 3C Student Study Room

- i. Students are permitted to work on drawing/art projects that involve paint, charcoal, paper cutters and/or other materials **only** in the upstairs loft space.
- ii. The 3A Student Study Room is a designated "quiet" space for studying/academic work.
- iii. The 3A Student Reading Room is not able to be reserved.

#### **D. Laundry Room**

- i. Students are not permitted to congregate or work on projects in the laundry room.
- ii. When using the washing machines and dryers, we encourage students to keep track of the time left on the cycles (washing machine cycle = ~30 minutes, dryer 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 dryers past the cycle's end, please carefully place the items in the corresponding bins before using 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 dryers 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 to 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 Student Affairs.

#### **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 Housing & Residential Education Staff to enforce 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, 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 their 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 their housing space. Students will be billed by the Office of Housing & Residential Education for damage and/or loss of furnishing caused by the resident or their 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.

- A. 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.
- B. If damage occurs in building common spaces (e.g. Menschel Room, laundry room, hallways, lobby, stairwells, etc.) the student responsible for the damage will be billed for the repair. If the Office of Housing & Residential Education is not able to identify the student responsible for common area damage, the cost of repair will be split between all building residents.

### 2018-2019 Damage Billing Estimates

The billing table included below is not all-inclusive. This table is intended to serve as a guide that provides billing estimates for the most common charges that occur. Please note that the amounts included in the table below are only estimates. Students will be assessed a fee to cover the actual cost of the replacement of furnishings, if they are responsible for the damage that necessitates the replacement. All charges will be accompanied by photographs, documenting the damage.

General Charges	Estimated Cost
Lost Apartment Key	\$10
Lost Mailbox Key	\$10
Abandoned Furniture/Large Item Removal	Up to \$300
Trash/Waste Removal	Up to \$100/person
Basic Room Cleaning for Excessive Dirtiness	\$100 per room
Tampered-With or Broken Fire Safety Equipment	\$200 minimum charge
Late Occupancy Fee	\$100/person/hour
<b>Kitchen Charges</b>	
Cabinet / Drawer – Repair	Up to \$100 per cabinet/drawer
Cabinet / Drawer – Replace	Per estimate
Sink – Repair	Up to \$100
Sink – Replace	Per estimate
Refrigerator – Repair	Up to \$300
Refrigerator – Replace	Per estimate
Microwave – Repair	Up to \$100
Microwave – Replace	Per estimate

Stove – Repair	Up to \$200
Stove – Replace	Per estimate
Countertop – Repair	Up to \$200
Countertop – Replace	Per estimate
Kitchen table – Repair	Up to \$150
Kitchen table – Replace	\$500
Kitchen Chairs – Repair	Up to \$100
Kitchen Chairs – Replace	\$250/chair
<b>Bathroom Charges</b>	
Bathroom fixture repair (shower-curtain rod, TP holder, shower head, toilet seat, overhead-light cover, etc.)	\$50/item
Mirror Replacement	Per estimate
Toilet – Repair	Up to \$100
Toilet – Replace	Per estimate
Sink – Repair	Up to \$150
Sink – Replace	Per estimate
Shower/Tub – Replace	Per estimate
<b>Bedroom Charges</b>	
Bed Frame – Repair	Up to \$150
Bed Frame – Replace	Per estimate
Wardrobe – Repair	Up to \$150
Wardrobe – Replace	\$500
Desk – Repair	Up to \$150
Desk – Replace	Per estimate
Desk Chair – Repair	Up to \$100
Desk Chair – Replace	\$250/chair
Mattress – Replace	\$200

### **Notification of Damage Charges**

The Office of Housing & Residential Education will notify all students found responsible for apartment damage, common-space damage, key-replacement fees, or any other housing-related fines and fees within one week of move-out day. Students will be notified via an email to their official Cooper Union email address. The email will outline the assessed charges and inform the student that these fees will be deducted from their security deposit. If the fees exceed the amount of money held as a security deposit, the remaining balance will be applied as a fee to the student's account. The email will also outline the procedure for appealing the assessed charges.

### **Appeals**

Students that feel they have been improperly charged for apartment damage, common-space damage, or any other housing-related fine or fee, must submit a written appeal to the Office of Housing & Residential Education. All appeals must be in writing and sent to [reslife@cooper.edu](mailto:reslife@cooper.edu). Appeals must be submitted within 30 days of the student's move-out date. When an appeal is received, the Residence Hall Director will review all of the pertinent information (Room Condition Report, photographs, contents of the appeal,

etc.) and make a determination. The decision reached by the Residence Hall Director is final. Students will be notified of the outcome of the appeal within two weeks of its receipt. Students that do not participate in a Traditional Checkout waive their right to appeal any damage charges.

#### **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 building, 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.

## **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, bongos, 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 Cooper Union staff member. Failure to evacuate, or premature re-entry, will result in disciplinary action. Housing & Residential Education 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 Housing & Residential Education 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 putting the safety of their 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 Residence Hall Director.

## **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 Residence Hall. Conduct may include but is not limited to: verbal, written or electronic communication, gestures or other behavior. (Please consult the Policy Against Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation and Stalking for additional policies / information regarding harassment.)

### **28. Health and Safety Inspections**

The Cooper Union reserves the right to enter rooms at any time. Housing & Residential Education staff may enter rooms to uphold Residence Hall policies, for necessary repairs and for cleanliness and Health and Safety Inspections. 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 48 hours to thoroughly clean the room/apartment and dispose of waste in a proper manner. If the residents fail to adequately clean their space within the allotted 48 hours, the Residence Hall Director will instruct the Maintenance Staff to clean the offending space and a fee will be assessed. The fee will be a minimum of \$100 for each cleaning and will be evenly deducted from the housing security deposit of the residents responsible for the space in question. The Residence Hall Director makes the final decision regarding which apartments require such cleaning.

### **29. Student Housing Affiliation Occupancy Agreement**

Often referred to as the Housing Agreement 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. 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 Security 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 Housing & Residential Education 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 Security Desk. The Security Desk has lock-out keys that can be obtained with a photo ID and verification of housing assignment.
- 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 Housing & Residential Education, during regular business hours, where they can purchase a new key.

### **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 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 Housing & Residential Education 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 is 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 should be reported to the Office of Housing & Residential Education 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 will 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 Housing & Residential Education staff member. See #10 Common Areas for more information.

#### **42. Room Changes**

Room changes are only permitted with the permission of the Residence Hall Director. Students involved in unauthorized room changes will be held judicially responsible. 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 stairwells, or engage in any activity that restricts free movement through the stairwells.

#### **46. Theft**

Theft of personal property should be immediately reported to the Office of Housing & Residential Education. 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 student's 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 apartment key or Cooper Union ID. 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-through-Sunday 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 the Residence Hall Security Guard currently on duty.
- v. When the guest arrives, the guest must submit a valid photo ID as well as completed overnight 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 their person and show it to the guard when entering and leaving the building. Overnight guests are not required to sign in / out of the Guest Log every time they enter / exit 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, will be signed out on the Guest Log, and have their ID returned.
- vii. The pages of the 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. No overnight guests are permitted during finals.

### **B. Same-Day Guest Policy**

- i. Until 12am (midnight), a resident may have up to two (2) 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 will be signed in / out on the 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.

### **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 on 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 Residence Hall 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, 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 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, 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 list provides examples of sanctions which may be applied 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 Residence Hall 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**

Each resident receives an executed copy of their housing agreement, prior to moving into the Residence Hall. The original copy of the agreement 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 agreement 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 29, 2018 and ending on May 16, 2019 (the "Agreement Period"), unless this Agreement is canceled or terminated as specified herein. The Student Residence is closed from 12:00 noon on December 20, 2018 until 10:00 am January 3, 2019 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 Guide to Residential Living, Campus Safety and Fire Report, The Cooper Union Code of Conduct, Policy Against Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation and Stalking 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 Agreement, 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 Agreement for the fall semester by August 1, 2018 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 Agreement for the spring semester by December 1, 2018 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, 2018 and must provide medical records including the immunization records required by New York State by the July 1, 2018 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, their 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 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 Residence Hall Director. 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, 2018 for the fall semester and on or before December 1, 2018 for the spring semester; 65% if the cancellation request is received after August 1, 2018 but on or before August 30, 2018 for the fall semester and after December 1, 2018 but on or before January 4, 2019 for the spring semester; and 35% if the cancellation request is received after August 30, 2018 but on or before September 30, 2018 for the fall semester and after January 4, 2019 but on or before February 1, 2019 for the spring semester. **NO REFUND OF THE HOUSING FEES WILL BE MADE IF THE CANCELLATION REQUEST IS RECEIVED AFTER SEPTEMBER 30, 2018 FOR THE FALL SEMESTER AND FEBRUARY 1, 2019 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 Residence Hall Director and/or Dean of Students of The Cooper Union has the right to remove the Occupant if their 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 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, their 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 their 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 Residence Hall Director for assistance. Students requesting any housing-related accommodations, modifications or auxiliary aids and services must make this request known during the housing-application process in March and April. Such requests may also be given to the Dean of Students and the Equal Opportunity Officer.



## **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 in a disaster supplies kit. For more information please visit the following link:

<http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready/get-a-kit>.

**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, per person, per day. If you are on medications that require water or that increase thirst, be sure to have plenty of extra water.

**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; 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.

## **FIRE SAFETY REPORT FOR THE STUDENT RESIDENCE**

### **GENERAL INFORMATION**

Cooper Union Student Residence  
29 3<sup>rd</sup> Avenue  
New York, NY 10003

### **DESCRIPTION OF THE FIRE SAFETY SYSTEM**

**Year of Construction:** 1992

**Type of Construction:** Non-Combustible

**Number of Floors:** 18

**Smoke Detectors:** Yes

**Evacuation Plan and Placards:** Yes

**Sprinkler System:** Yes

**Description of Sprinkler System:** Gravity Fed Sprinkler System. Entire building is sprinklered.

**Fire Alarm:** Yes

**Does Fire Alarm Transmit to Fire Dept/Fire Alarm Co:** Yes

Fire Alarm Monitoring is done offsite by AFA.

**Location of Speakers:** Stairwell, Hallway, Dwelling Unit

Type Egress	Identification	Location	Leads to
Stairwell	A	West end of hallway	Lobby and roof
Stairwell	B	Center of hallway	Lobby and roof

### **SUPERVISED MANDATORY FIRE DRILLS PROCEDURE**

Mandatory supervised fire drills are conducted in the residence hall twice during the academic year by the Office of Housing & Residential Education. One is conducted during the fall semester and the second is conducted during the spring semester.

### **EVACUATION POLICY AND PROCEDURES**

- i. 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.
- ii. 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 Housing & Residential Education 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.
- iii. Individuals with disabilities are encouraged to contact the Office of Housing & Residential Education upon move in so that appropriate evacuation procedures can be determined.

### **RULES FOR ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES**

- 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.
- 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.
- Charcoal and propane grills are not permitted in the Student Residence nor should they be used on the terraces or balconies of the building.
- Stoves and pilot lights should be monitored regularly for fire prevention purposes. Excess grease and flammable items on or near the stove are prohibited.
- Toasters, toaster ovens, and other appliances where heating coils are exposed are not permitted in the Student Residence.
- Halogen lamps are not permitted in the Student Residence.
- Candles and/or incense are not permitted in the Student Residence 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.
- 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 25 feet away from all entrances and windows.
- 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.

*The Student Residence's student 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 Office of Housing & Residential Education has the responsibility to ensure that the rights of each student are protected. Correspondingly, students have a responsibility to the rules governing the community and to comply with them in order for the community to be successful. The following are examples of sanctions which may be exercised when a student is found in violation of the fire safety system. 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
- Restitution for Damages
- Educational Project / Program
- Referral to Counseling
- Community Service
- Confiscation and / or Removal of Item(s)
- Forfeiture of Security Deposit and / or Rent Paid
- Eviction from the Residence Hall

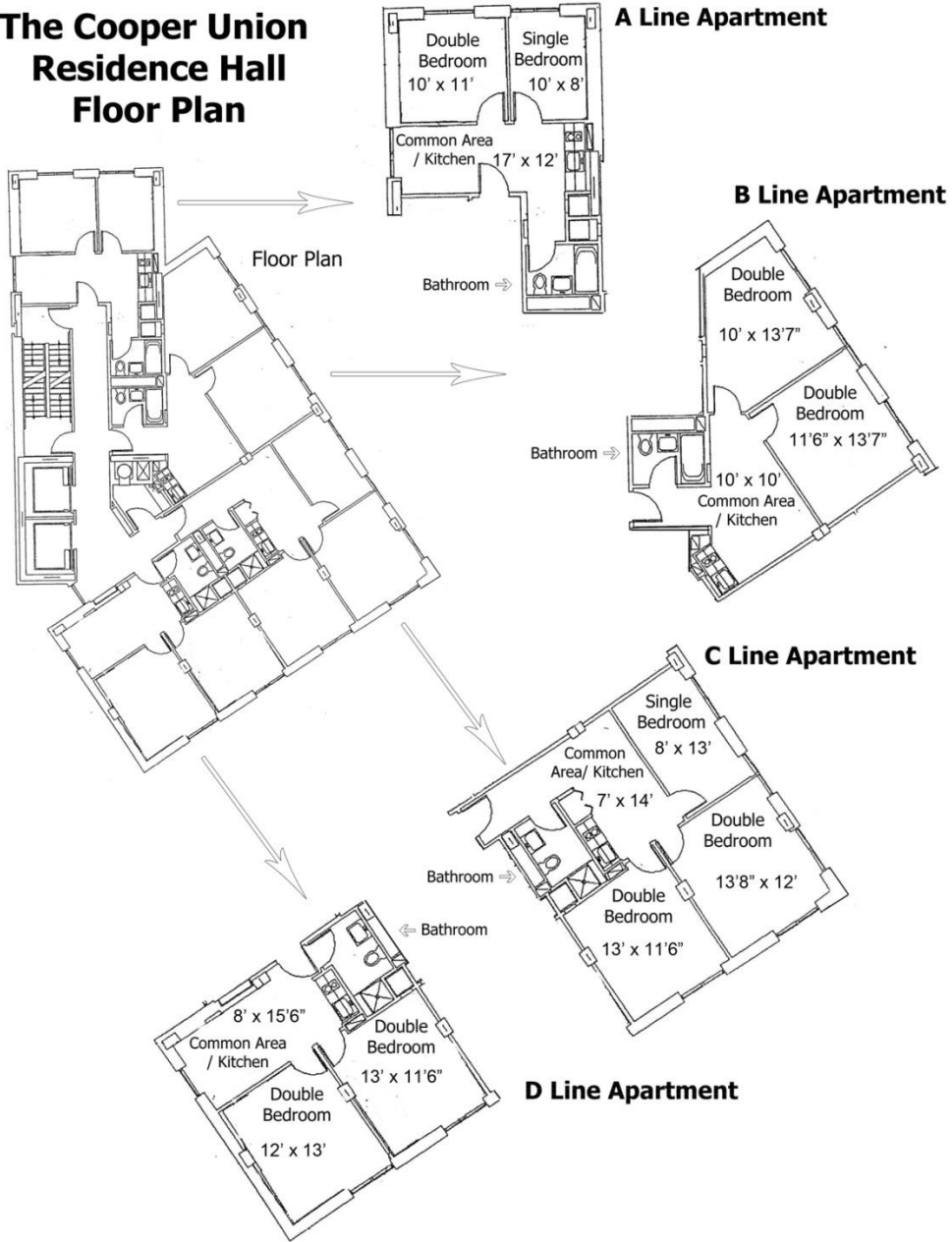
#### **INSPECTION, TESTING, AND MAINTENANCE PROGRAMS SYSTEMS**

- Inspection and testing of all fire alarm devices is conducted twice a year as per NYC Fire Code. All fire alarm device testing is performed by a licensed fire alarm vendor, Crossfire.
- Monthly sprinkler and standpipe inspections are conducted by certified Cooper Union staff.

**If you wish to read more about Cooper Union's fire safety, you can access the Campus Safety, Security and Fire Safety Report at <http://cooper.edu/students/safety>. The Campus Safety, Security and Fire Safety Report is updated on a yearly basis.**

Pictures of 29 3<sup>rd</sup> Avenue apartments can be found at [https://www.facebook.com/CooperRes/photos\\_stream?tab=photos\\_albums](https://www.facebook.com/CooperRes/photos_stream?tab=photos_albums). Each style of apartment has a dedicated photo album.

# The Cooper Union Residence Hall Floor Plan



## USEFUL NUMBERS

EMERGENCY

911

POLICE - non-emergency

212.477.7811

Dept of Emergency Medicine at Mount Sinai	212.420.2847
Poison Control Center	800.222.1222
Safe Horizon Domestic Violence Hotline	800.621.4673
Safe Horizon Rape, Sexual Assault & Incest Hotline	212.227.3000
Bellevue Victim Services Program	212.562.3755
NYPD Sex Crimes Report Line	212.267.7273
Terrorism Hotline	888-NYC-SAFE
Office of Student Affairs	212.353.4130
Admissions and Records	212.353.4120
Business Office	212.353.4140
Financial Aid	212.353.4113
Alumni Affairs	212.353.4164
Library	212.353.4186
School of Architecture	212.353.4220
School of Art	212.353.4200
School of Engineering	212.353.4285