

The Village at SUNY Oswego  
Village Resident Handbook

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## **IMPORTANT CONTACT INFORMATION**

### **Front Desk**

1<sup>st</sup> floor Commons Building  
ext. 6780

Hours of Operation  
10:00 am - Midnight

### **Village Community Director (VCD)**

Office, 1<sup>st</sup> floor Commons Building  
Ext. 6779

### **Village Community Assistants (VCAs)**

Buildings A, C & E	A5	ext. 6786
Buildings B, D & F	F1	ext. 6787
Buildings H, J & L	H5	ext. 6785
Buildings G, I & K	K1	ext. 6784

### **Emergency Contacts**

VCA On-Call

University Police

315-529-2456/ext. 3995

ext. 5555

Pathfinder Hall

### **Residence Life & Housing**

303 Culkin Hall

Ext. 2246

[reslife@oswego.edu](mailto:reslife@oswego.edu)

## Residence Life & Housing Mission

Residence Life and Housing provides secure, welcoming, and engaging living environments that encourage and support the academic and personal success of residential students.

## The Village Townhouses

The Village consists of 12 buildings (“A” through “L”) located on 12.35 acres on the west end of Glimmerglass Lagoon. Buildings “A” through “F” are situated as one “neighborhood.” Buildings “G” through “L” constitute the other “neighborhood.” There are between 4 and 8 townhouse units in each building, for a total of 68 units housing a total of 348 students. There are 3 types of townhouses: 3-story 6-bedroom units; 2-story 4-bedroom units; and 1-story 4-bedroom ADA units. All bedrooms in the townhouses are singles, furnished with a full-size bed, desk and desk chair, and dresser/armoire. Each townhouse features a full kitchen and living room and includes a washer and dryer, microwave refrigerator, and dishwasher. In addition, the Commons Building (attached to “F” Building) houses the front desk, mail facilities, staff offices, café, recreation room, quiet study lounge and meeting areas.

The Village was built to provide students with a more independent living environment on campus. To qualify to live in The Village, students must have at least 42 earned academic credits at the time of application and must have lived on campus at SUNY Oswego for at least 3 regular semesters if they started at Oswego as freshmen or 1 semester if they came to Oswego as Transfer Students.

Village residents are expected to conduct themselves in a manner appropriate to an academic community living environment. Students must abide by the policies and regulations in the terms and conditions of *The Room and Board Agreement*, *The Village Resident Handbook*, as well as by the College’s *Student Handbook*.

- *Mission*  
The Village provides a "green" living experience where all residents will be able to establish independence through learning, living, and leading on a personal, community, and global level while practicing and developing a culture dedicated towards sustainability and environmental consciousness.
- *LEED (Leadership in Energy & Environmental Design)*  
In keeping with the College’s Sustainability Initiative and the American College & University Presidents’ Climate Commitment, The Village was designed and constructed to be LEED-Certified at the GOLD level. LEED, developed by the U. S. Green Building Council, is an internationally recognized certification system that provides “third-party verification that a building or community was designed and built using strategies aimed at improving performance across all the metrics that matter most: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.” See [www.usgbc.org](http://www.usgbc.org) for more information about LEED.

## The Village Staff

The Village is staffed by the Village Community Director (VCD), 4 Village Community Assistants (VCAs), College custodial staff and Student Operations Services staff.

- *The Village Community Director (VCD)*, a full-time live-in professional staff member of the College, possesses a Master’s degree in Higher Education and several years of experience leading and managing college residential communities. The VCD oversees the entire operation of The Village, including supervision of student staff (Village Community Assistants as well as Student Operations Services staff), monitoring of community standards (including policy enforcement), educational and activity programming, facilities management, emergency response, and more.
- *The Village Community Assistants (VCAs)* are live-in student staff members of The Village. Each VCA typically has at least two years of experience in the Resident Assistant (RA) or Resident Mentor (RM) role at SUNY Oswego. VCAs supervise an assigned block of townhouse units, serving as role models, educators, resource people, administrators, etc.

- *Student Operations Services (SOS)* staff positions at The Village include Student Operations Staff Coordinator (SOSC) and Desk Attendant (DA). These staff members staff the Front Desk in the Village Commons Building. They provide information, answer the phone, receive and distribute mail for residents, loan equipment, provide lockout keys or fobs and more. The SOSC supervises the DAs, including training, scheduling, payroll administrative work, etc.

## **GENERAL VILLAGE INFORMATION**

### **Access (keys/codes)**

All Village townhouses are locked 24 hours per day. Access to each townhouse is restricted to assigned residents and their invited guests. Residents gain access to their townhouse unit using their SUNY Oswego ID and townhouse access PIN, which they will receive when checking into The Village.

Access to individual bedrooms within each townhouse is restricted to the assigned resident and his/her invited guests. Residents use a room access code, provided at check-in, to unlock their assigned bedroom within the townhouse.

Unauthorized duplication of keys or distribution of combinations and/or access codes is prohibited. Residents who violate these policies may be charged for code changes or lock replacements. Residents are prohibited from using, or having in their possession, keys or identification/access cards which have not been assigned to them by the College.

### **Accessible Housing Needs**

A student in need of accessible housing may request such accommodation from the Residence Life and Housing Office, x2246. To approve such a request, Residence Life and Housing will need verification from the Disability Support Services office confirming that accessible housing is necessary due to the condition. A student recommended for Accessible Housing will be assigned to an accessible townhouse in The Village, if eligible, when space is available.

### **Address**

The complex is made up of 12 buildings (labeled “A” through “L”), each of which is a grouping of between 4 and 8 townhouses; townhouse units within each building are numbered (“1,” “2,” etc.). Student bedrooms within each townhouse unit are also numbered, according to the floor on which the bedroom is located. The mailing addresses for townhouse residents will be 4 characters – one letter followed by 3 numbers, such as “A121.”

Buildings A through F have a street address of 90 Iroquois Trail. The street address for buildings G through L is 80 Iroquois Trail. Residents have been instructed to have their mail addressed in the following manner:

Student's Name  
80/90 Iroquois Trail  
Unit # The Village  
Oswego, NY 13126

### **Air Conditioning**

The Village townhouses are equipped with a chilled glycol air cooling system, similar to an air conditioning system. The system used at The Village is substantially more energy efficient than a traditional air conditioning system; however it takes longer to cool a room and operates on a more limited temperature range than traditional air conditioning. The cooling system is operable during early fall, late spring and through the summer. Exactly when campus cooling systems are turned on and off is weather-dependent; Facilities Maintenance & Operations staff make this determination on a seasonal basis.

### **Alterations to the Townhouse**

Students shall make no alterations to the townhouse in which they reside. This includes but is not limited to: altering living space for recreational purposes; painting; removal, disconnection or installation of fixtures, furniture, equipment, or appliances (where applicable) situated therein without the express written consent of the College.

Furniture must be left in the rooms or townhouse to which it has been assigned. Students who move furniture from assigned areas will be billed for the return of the furniture to its assigned area.

### **Appliances**

Each townhouse is equipped with a stove/oven, dishwasher, microwave, refrigerator(s), washer and dryer. A binder including user manuals for all appliances is also provided.

### **Assignment Process**

Eligible students who wish to live in The Village for the upcoming academic year can participate in the campus-wide Housing Selection process held each spring. Those who would like to move into The Village after an academic semester begins should go to any residence hall front desk to be placed on the waiting list. For information regarding eligibility, see the Eligibility section later in this handbook.

### **Bicycle Storage**

Residents of The Village have access to designated bicycle storage areas and are not to store bicycles within the townhouse units.

### **Breaks/Recesses**

The Village remains open during Thanksgiving and spring breaks. Village residents who need to reside in their townhouses over these breaks must contact Residence Life and Housing in advance to make these arrangements.

The Village closes for Winter Recess; residents must vacate by 10:00 am on the Saturday after finals (also Commencement Day). The complex re-opens after January 1st according to the date published each academic year. Village residents who need to reside in their townhouses between this re-opening date and the official move-in date for residence hall students must make prior arrangements by contacting Residence Life and Housing.

### **Bus/Centro/Shuttle**

The Village bus stop is located at the entrance of the complex, at the south end of the Great Lawn. Centro and the campus shuttle make frequent routine stops throughout the day.

### **Check-In**

Fall semester check-in takes place on the Saturday before classes begin. Specific detailed instructions are sent to Village residents via email over the summer. Due to site layout, traffic patterns and the number of students moving in, Village residents will move in during specified time periods based on their assigned townhouse. The assigned move-in times are:

9:00 - 11:00 am	Buildings E, F, K and L
11:00 am - 1:00 pm	Buildings C, D, I and J
1:00 - 3:00 pm	Buildings A, B, G and H

The check-in process will begin at Culkin Hall. When arriving on campus to check-in to The Village, residents are to go directly to 303 Culkin Hall. After completing the Culkin Hall portion of the check-in process, residents will be given a ticket/pass which is to be presented to University Police/College Staff at the entrance to The Village complex. Residents will not be allowed onto The Village grounds without showing this access ticket.

Residents are to arrive only during their building's scheduled move-in period. Those who arrive before their scheduled move-in period will be directed to wait. Those checking in after their scheduled time will be allowed to check-in but may be directed to a distant parking area, from which they can transport belongings to their townhouse on foot.

During move-in, a maximum of two (2) cars per resident will be allowed into the complex at a time to unload. Further, between 8:00 am and 5:00 pm on the scheduled move-in day, there will be NO available parking in The Village Townhouse complex. At 5:30 pm, the Village residential lot will open to allow ONLY Village residents to move their cars into the available student spaces.

Students moving into The Village are to check in on the scheduled move-in day, according to the above schedule. For students who do not check in on that date, rooms will be held only through the first day of classes at 5:00 p.m., unless prior arrangements are made with the Department of Residence Life and Housing;

### **Check-Out**

Residents moving out of The Village for any reason must officially check out. At the end of the academic year, The Village closes on the Saturday after finals, at 10:00 am.

### **Cleaning Supplies & Equipment**

All townhouses are equipped with a vacuum cleaner, broom, dust pan, mop and bucket, salt bucket and snow shovel; these items are property of the College and are included on the *Townhouse Inventory and Condition Record* and are to remain in the townhouse. Residents are expected to provide all other needed cleaning supplies.

### **Co-ed Living**

The Village is SUNY Oswego's first apartment community and first offering of co-ed living units. Due to the uniqueness of co-ed living, residents must sign the *Co-ed Townhouse Agreement* prior to taking occupancy. This agreement outlines the terms of occupancy for co-ed townhouses and explains how Residence Life and Housing will fill vacancies that arise in co-ed townhouses.

### **Commons Building**

The Commons Building is the community center for The Village housing offices, services and common space for residents to use.

- *Hours of Operation*  
10:00 am - Midnight
- *Services*  
Village Community Director Office  
Glimmerglass Bistro (operating hours vary)  
Front Desk  
Resident mailboxes  
Meeting areas  
Quiet study lounge  
Recreation room  
Terrace/patio
- *Use of Space/Reservations*  
Space reservations are handled by the Village Community Director. Those wishing to reserve space should contact the VCD via The Village Front Desk (x6780).

### **Conflicts**

The Village is intended to be a more independent living environment than traditional residence halls. This environment will assist students in developing mature relationships and communication skills. As such, it is the expectation that conflicts between two or more individuals should first be handled between said individuals before involving Residence Life and Housing Staff. Such circumstances may include, but are not limited to townhouse-mate conflicts and noise complaints. The Village Community Director with the support of a Village Community Assistant supervises each building; they are available to resident students as resources in remedying and/or mediating conflicts between individuals. Staff can be contacted through the Village Office.

### **Cooking**

The Village townhouses (equipped with full kitchens) offer students the opportunity to prepare all of their own meals. Students can purchase a meal plan through Auxiliary Services (from 2 meals per week through full board) but are not required to do so. Regardless of whether or not Village residents choose a meal plan, many will use this living environment to further their cooking skills (or begin to learn to cook!). The Village will likely offer programs relating to cooking, nutrition, meal planning, grocery shopping and more.

For many residents, utilizing and caring for a kitchen will be a new experience. This includes learning kitchen safety. More specifically, cleanliness and fire safety are of prime importance. See "Cooking Fires" below for more information.



## Cooking Fires

**NEVER LEAVE COOKING UNATTENDED.** You can be so busy juggling all your responsibilities that it's easy to forget that you have something cooking on the stovetop or in the oven. **NEVER** leave the kitchen area or the townhouse when something is cooking, either in the oven or on top of the stove. Burned food smoke can and does set off smoke detectors. Follow reheating directions and food preparation recommended cooking times and stay close by. There are different types of fires that can occur in the kitchen; some are more serious than others.

- *Grease Fires*

Typically the most dangerous kitchen fire is a grease fire. A grease fire occurs when oil, butter or other greases are heated so highly that they ignite. This type of fire can cause open flames that can extend to kitchen cabinets or other items very quickly. If a grease fire is small and **ONLY** if you are confident you can extinguish it, turn off the burner and smother the fire with a metal pan lid. Make sure the lid will cover the whole fire. Never, ever, use water to extinguish grease, oil or fat fires because water can precipitate splattering that can cause burns or scalds and spread the fire. Fire extinguishers are not recommended for this type of fire either. Do not attempt to carry the pan from a grease fire outside. The pan will become too hot and the fire will easily spread.

If a grease fire should occur, do not risk getting burned, even to turn off the burner. Evacuate immediately and activate the fire alarm to notify others.

- *Oven Fires*

Oven fires occur inside the oven. What should you do? Close the oven door and turn off the heat source. The oven fire usually suffocates. Do not take a burning dish out of the oven. Keep stovetop, oven, and microwave oven clean. Accumulated grease and food in drip pans and cooking surfaces can cause smoke the next time the appliance is used.

- *Dry Cooking Fires*

Dry cooking fires typically occur on the stovetop if the moisture burns off the pan and the food (or empty pan) is left to scorch and burn. This type of fire will cause a lot of heat and can damage the surrounding area with smoke. This type of fire is prevented by never leaving your cooking unattended and by turning off the burner when food is finished cooking.

- *Microwave Fires*

Microwave fires can occur when food is left to cook in the microwave for too long a period of time. **NEVER use aluminum foil or put pots and pans in the microwave.** Be careful of travel mugs – aluminum mugs cannot be microwaved. Aluminum will cause a microwave fire. In the event of a fire in a microwave, keep the door closed and unplug or turn off the microwave. **DO NOT** remove a burning object from the microwave. Keep the microwave door closed, and evacuate the building, pulling the alarm on the way out.

Always follow the following guidelines to prevent fire or burn related injury:

- Use padded oven mitts when handling hot pots, pans, and baking dishes.
- Heat oil slowly over moderate heat.
- Never pour butter or oil on top of something cooking in the broiler. The broiler operates at very high heat and will ignite the grease, causing a fire.
- Unplug small appliances such as the coffeepot or toaster when they are not in use.
- Turn off the oven or stovetop as soon as you have finished cooking.
- Double check that the oven and stovetop are OFF before leaving your apartment.
- Do not store outdoor barbecue items in your apartment such as grills, charcoal or lighter fluid.

If a fire occurs that is out of your control, **EVACUATE AND PULL THE ALARM.** Never risk harm to yourself or to others. The safety of your life and the lives of your fellow students is more important than any material possessions that may be lost in a fire. Lastly, if you hear the fire alarm, always evacuate the building immediately.

## Damage

Residents are responsible for damage to or loss of College property and will be billed by the Department of Residence Life and Housing. This may include excessive cleaning or misuse of facilities (i.e. odors, smoke, garbage, marks on walls, etc.). An attempt will be made to identify students responsible for loss or damages. Failure to identify responsible individual(s) will result in an equal assessment to all residents associated with the townhouse.

## Early Arrivals

Students may not occupy or deliver items to their rooms or townhouses prior to the official opening date for The Village, Saturday, August 22, 2015. Requests to allow the early arrival of specific students must be made in writing to the Assistant Vice President for Residence Life and Housing by the appropriate office, department or organization. Upon arrival, ALL approved early arrival students must report to the Village Commons Building to check in.

## Electrical Load

The following guidelines have been developed to prevent the overloading of electrical circuits which can create a life threatening hazard.

- Extension cords are acceptable for use only if designed with breaker or fuse protection. Commonly referred to as surge protectors, they must be plugged into a wall receptacle and may not be joined together to extend their reach. All cords must be UL approved and recommended for intended use and in perfect condition and either 12 or 14 gauge.
  - If the appliance using the extension cord requires grounding (three pronged plug), only grounded extension cords shall be used.
  - The cord may not pass through wall openings, doorways, partitions, or under rugs.
  - The cord may not be spliced, tied in knots, wrapped around metal fixtures, or draped over pipes.
- Heavy load appliances, including corn poppers, must be plugged directly into permanent outlets by the cord attached to the appliance.
- Multiple outlet adapters (exclusive of extension cords permitted above) are not permitted.

## Eligibility & Residency Requirements

A full-time registered student is eligible to live in The Village townhouses if:

- S/he came to Oswego as a freshman and, as of the date of occupancy
  - Has at least 57 earned credits, and
  - Has lived on-campus at Oswego for at least 3 semesters
- or-
- S/he came to Oswego as a transfer student and, as of the date of occupancy
  - Has at least 57 earned credits,
  - Has lived on-campus at Oswego for at least 1 semester

Eligible students who are assigned to The Village must also meet other requirements for residency. Specifically, as of publication of this handbook, the additional requirements include attendance at one or more Village Orientation session(s).

## Emergency Contact Information

All students, including residents of The Village, are required to provide the College with Emergency Contact information. Students who have not provided this information prior to move-in will be asked to provide it before being allowed to check-in.

## Fire Safety

Fire safety in our townhouses is a serious issue to the population density and the potential for injury and loss that could occur as a result of a fire. The College has established policies and procedures to reduce fire hazards and comply with state fire codes. The specific policies and procedures are included in the "Rules Governing Residential Facilities" section of the *Resident Student Handbook*.

### **Food/Meals**

Townhouse residents are not required to have a meal plan. Residents may consider purchasing a Laker Dining Dollars plan to supplement their dining needs. Glimmerglass Bistro, operated by Auxiliary Services, provides “grab ‘n go” food options (as well as specialty smoothies) in the Commons Building. See below for more information.

### **Front Desk**

The Village Front Desk is located on the first floor of the Commons Building. The Desk is staffed by Desk Attendants under the supervision of the Student Operations Services Coordinator. The Desk is open according to the following schedule:

Hours of Operation  
10:00 am - Midnight

### **Furnishings & Equipment**

Townhouses are fully furnished, including appliances. Each kitchen is equipped with a stove/oven, dishwasher, microwave and 1 or 2 full size refrigerators. Three waste cans are also provided, one for “true trash” and two for recycling. A counter with stools serves as an eating area as well as a transition from the kitchen to the living area. Each living room has a complement of soft seating (i.e., sofa, loveseat, chairs) side/end tables and a floor lamp. A washer and dryer are also provided. Each bedroom is furnished with a full-size bed, a desk and pedestal, desk chair and armoire.

Also provided are: vacuum, mop, broom, bucket and snow shovel. All furnishings and equipment provided by the College are to stay in the assigned townhouse.

### **Glimmerglass Bistro**

Auxiliary Services’ new “grab ‘n go” venue, the Glimmerglass Bistro, is located on the main floor of the Commons Building.

Hours of operation vary\*

\* Auxiliary Services welcomes student input and is open to changing these hours as needed.

### **Grills**

Outdoor use (20 or more feet from any building) of small charcoal grills is permitted ONLY on the Great Lawn. However, grills and all associated equipment and supplies (i.e., charcoal, lighter fluid), are NOT allowed inside townhouses for any reason. All other types of grills are strictly prohibited.

### **Health & Safety Inspections**

Scheduled monthly inspections will occur throughout the year as noted on the schedule below. Residents will receive more specific information regarding actual dates of inspection at least 48 hours prior. Townhouse and Environmental Health and Safety staff will inspect general health and safety of the apartment including fire extinguishers. Residents of the townhouse are advised of any fire safety and health problems and the required remedy.

August	Before opening of The Village	January	Third full week of January
September	Third full week of September	February	Third full week of February
October	Third full week of October	March	During Spring Break
November	During Thanksgiving Recess	April	Third full week of April
December	After Commencement	May	After Commencement

### **Insuring Personal Property**

The College is not responsible for loss of or damage to personal property of residents. Personal property insurance may be available through your family's homeowners insurance (resident students and their families should check with their insurance carrier). Residents are urged to provide for the security of their belongings by locking their rooms and by carrying personal property insurance.

### **Laundry**

Each townhouse unit includes a washer and dryer on the main floor. Coins are not needed; laundry fees are pre-paid as part of the College bill.

### **Light Bulbs**

The Village complex is completely outfitted with Compact Fluorescent light bulbs (CFLs). If you need a replacement light bulb for a lamp in your townhouse, bring the old bulb to the front desk to receive a new one. For replacement of bulbs in all other lights in the townhouse, you must submit a Service Request at the Front Desk.

### **Lock-outs**

Residents who have locked themselves out of their room and/or townhouse should first contact a housemate to let them into the townhouse; otherwise, contact staff in the Village Commons Building for assistance. Residents who have a malfunctioning ID or have lost their ID will be able to borrow a temporary access fob at the Front Desk. If locked out of their assigned bedroom, residents can sign out a lock-out key at the Desk. Lock-out fobs and keys can be signed out for a limited time period, not to exceed 24 hours or until the end of business hours on Monday if the problem occurs during the weekend. A resident who keeps a lock-out fob or key past this time may face judicial charges and/or replacement charges.

### **Mail**

Mail is delivered to The Village front desk in the Commons Building daily except Sundays, federal holidays, and periods of academic recess. At the beginning of residency each resident is assigned a numbered mailbox. In order to ensure proper delivery, students should have all correspondence addressed as follows:

Resident's Name (be sure to include last name)  
80/90 Iroquois Trail  
Box #, The Village  
Oswego, NY 13126

The street address for Buildings "A" thru "F" is 90 Iroquois Trail. For Buildings "G" thru "L," the street address is 80 Iroquois Trail.

If residents move to another hall on campus they should leave a forwarding address card at the desk of The Village. Forwarding address cards should also be filled out before leaving campus for the summer. Students are reminded to notify their magazine subscriptions of their home address six weeks before the end of school because they will not be forwarded.

Village residents are also issued a mailbox code.

### **Maintenance and Condition of Facilities**

All residents have a responsibility to help maintain the cleanliness of townhouses and grounds, and will be expected to clean up after themselves in townhouses and bedrooms, as well as in public areas. A broom, mop, bucket, and vacuum are provided in each townhouse.

Regular maintenance and/or painting by College personnel and/or contractors may be scheduled in rooms and townhouses while facilities are occupied. When possible, advance notice will be given.

### **Maintenance Issues/Concerns**

Any maintenance concerns should be reported to The Village Front Desk as soon as possible. Routine concerns will be addressed after the resident initiates an iService request online at the College homepage. Issues of an emergency nature should also be directed to the Village Front Desk during hours of operation. Contact the VCA on-call (315-529-2456) when the Front Desk is closed.

### **Maximum Occupancy**

Maximum occupancy of each townhouse is as follows:

6 person townhouses = 20 individuals

4 person townhouses = 15 individuals

Maximum occupancy numbers are meant to reflect temporary (no more than 24 hours) occupancy only.

### **Medical Emergencies**

The University Police Department provides security for the SUNY Oswego Campus. In the event of a medical emergency, contact the University Police Department by dialing 911 from any on-campus phone or 312-5555 from a cellular phone.

### **Mudrooms**

Each townhouse has a mudroom located at the front entrance of the unit. One of the purposes of this feature is to minimize the amount of dirt tracked into the units from the outside by providing an area for residents and guests to remove and store their shoes. Proper use of this mudroom will prolong the lifespan of townhouse furnishings (i.e., carpet, flooring, furniture). It will also make common area clean-up easier for residents!

### **Orientation Sessions**

Students assigned to The Village MUST attend at least one Village Orientation Session prior to taking occupancy; failure to do so will result in reassignment to a different residential community. All students assigned to The Village as part of a matched group may be reassigned to a different residential community if any one member of the matched group fails to attend the required Orientation.

### **Painting**

Townhouses are painted on a regularly scheduled basis. Students are prohibited from painting townhouses and rooms. The College reserves the right to authorize painting of townhouses, while occupied and/or partially occupied, as deemed appropriate.

### **Parking**

There are approximately 150 parking spaces which are available exclusively to townhouse residents, on a first come, first served basis. Additional parking is available in lots 11 and 13.

### **Personal Property Loss**

The College is not responsible for loss of or damage to personal property of residents. Personal property insurance may be available through a student's family's homeowners insurance (resident students and their families should check with their insurance carrier). Residents are urged to provide for the security of their belongings by locking their rooms and by carrying personal property insurance.

### **Recycling**

Residents are expected to remove recyclables and trash from townhouses on a regular basis. Recycling and trash dumpsters are provided at the north and south ends of each parking lot.

### **Repairs**

Repair work in student townhouses may be scheduled to occur during recesses. Advance notice will be given to residents, except in the case of emergency repairs. iService request online at the College homepage.

### **Resident Council/Government**

Residents interested in participating in Village governance should contact their Village Community Assistant, the Village Community Director or front desk.

### **Room/Building Changes**

Each Village resident is assigned to a specific bedroom within the townhouse and is issued a room access code for that room. The resident is responsible for the condition of their assigned bedroom and its furnishings, as well as the condition of the townhouse as a whole. Residents who wish to change bedroom and/or townhouse

assignments should contact the Village Community Director, who may or may not approve the requested change. Unauthorized room or townhouse changes will not absolve a resident of responsibility for condition of their assigned bedroom and townhouse.

### **Safety & Security**

Village townhouses are locked 24 hours per-day every day. Assigned residents have access by using their SUNY Oswego ID and individually-assigned PIN. Access to the townhouse is restricted to assigned residents and their invited guests. Propping of doors is prohibited, as is sharing of PIN numbers and room access codes. See Access/Keys above for more information. Students requesting code changes will be billed for the cost.

### **Snow Removal**

A snow shovel is provided in each unit. Residents are responsible for clearing snow from each outside entrance (front and back) to the sidewalk. College staff are responsible for clearing sidewalks, Commons Building entrances and exits and roadways.

### **Telephone**

Each townhouse is equipped with a common area telephone with campus service. Each individual bedroom has a telephone jack. The telephone numbers for each unit's common area telephone are listed in the directory at the beginning of this handbook.

Students interested in having landline telephone service in their bedroom can make arrangements through Campus Technology Services.

### **Toilet Paper**

Toilet paper is provided by the College and is stored at the front desk.

### **Townhouse Inspections**

The College reserves the right to inspect townhouses for safety, sanitary, security and maintenance purposes. In all cases where the health, safety or welfare of a person may be in danger or in cases where College property is jeopardized, the Residence Life and Housing Staff may enter a townhouse or room immediately and without notice.

### **Townhouse Inventory & Condition Records**

Whenever a resident moves into a room/townhouse, the condition of that room/townhouse is determined by the resident and Village Community Assistant. The information is recorded on the Townhouse Inventory & Condition Record (TCR). It is the responsibility of the resident to thoroughly examine and note the condition of all listed items. The resident's signature on the inventory form indicates agreement with the stated condition of each item; and any deterioration in the condition of the room, beyond normal wear and tear, is the financial responsibility of the resident.

Inspections for townhouse damages are conducted, when possible, before residents vacate the townhouse. At the time of their departure from the townhouse, student residents are informed of the damages which have been identified as assessable to them. To the extent possible, at the time damages are identified, student residents are given a standard repair summary listing the estimated costs for damages. Resident students who vacate townhouses without formal notification to campus officials do not receive pre-departure inspection or damage identification procedures prior to the assessment of damages; he/she also forfeits appeal rights.

### **Trash**

Residents are expected to remove recyclables and trash from townhouses on a regular basis. Recycling and trash dumpsters are provided and the north and south ends of each parking lot.

### **TV**

Each townhouse living area is wired for basic campus cable service. Residents can opt for premium service by contacting Time Warner Cable.

### **Vacancies**

The Assistant Vice President for Residence Life and Housing reserves the right to reassign residents, maintain townhouses at their assigned occupancy by filling vacancies and adjust the occupancy of townhouses as needed. Generally, if the occupancy of a townhouse falls below its Standard Occupancy, the residents must sign an amendment to the *Room and Board Agreement* which outlines the residents' options for filling the vacancy(ies) as follows: Such amendment will generally offer residents of single-gender townhouses the following options: (1) within a stated time period, identify an eligible student(s) who will move into the townhouse; or (2) request that Residence Life and Housing assign an eligible resident(s) when available.

The amendment for residents of co-ed townhouses will generally offer these options: (1) within a stated time period, identify an eligible and appropriate student(s) who agrees to live in the co-ed arrangement; or (2) request that Residence Life and Housing assign an eligible resident when available. However, based on campus housing needs, if residents are unable to identify eligible and appropriate student(s) to move in AND Residence Life and Housing has no eligible students wanting to move into the co-ed arrangement, the department may choose to convert the townhouse to single-gender and relocate those residents who are affected by the change. Residents choosing Option 1 must have the townhouse in move-in condition satisfactory to the College within one class day after receiving notification of the assignment of a new townhouse mate. Failure to do so or failure to accept a townhouse mate when assigned by the department may result in assessment of a financial charge retroactive to the date on which occupancy of the townhouse fell below Standard.

The Assistant Vice President for Residence Life and Housing or his designee may reassign any room at his discretion. In the event a student fails to officially check-in to the townhouses and occupy his/her assigned room by noon on the first day of classes, the room may be reassigned unless prior arrangements for late arrival have been made with the Assistant Vice President for Residence Life and Housing or his designee. Failure to officially check-out of the townhouses, without notifying the Assistant Vice President for Residence Life and Housing, may result in continuing liability for room rental charges.

### **VCA On-call**

A Village Community Assistant is on call every evening and on weekends, and can be reached at 315-529-2456 or campus ext. 3995. During their on-call shift VCAs will be available in the Commons Building for at least three hours each evening including the hours before closing.

### **WiFi**

Each townhouse is equipped with wireless internet as well as hard-wire connections in each bedroom in the townhouse.

## *APPENDICES*

[Room and Board Agreement](#)

[Village Map](#)