

## **RULES AND REGULATIONS 2022 - 2023**

### **Rules and Regulations in Accordance to the Student Housing License Agreement**

**Failure to act in accordance with these rules, regulations and expectations may result in UH College Suites disciplinary action and/or in civil criminal action and/or financial liability. Possession or use of prohibited items may result in their removal by UHA Public Safety officials. Students/Residents of apartments/suites/rooms where a health/safety hazard exists may be required by UH College Suites staff to remove the hazard immediately.**

#### **1. REPORTING INCIDENTS**

Incidents during regular working hours should be reported to the management office. Please report the type of incident, the individuals involved (names, addresses, telephone, social security number, age, gender, race, description, etc.). Please also note when, where, the status of situation, injuries, media present, and if the police have responded.

If the incident occurs after normal working hours, please call UHA Public Safety and report the incident. UHA Public Safety will give a copy of the incident report to the UH College Suites Management and the applicable colleges.

It is understood that all violations of the UH College Suites Student Rules and Regulations will be reported to the applicable academic institution in which the resident is enrolled.

#### **UHA PUBLIC SAFETY AT UH College Suites:**

*UHA Emergency Line: 518.244.3177*

*Non-Emergency 518.244.3167*

*Life Threatening Emergencies: Call 911*

The UH College Suites main security desk, located in the lobby of the A-Building: Main Building, will be staffed by UHA Public Safety from 4:00 PM until 8:00 AM Monday through Friday, from 4:00 PM Friday until 8:00 AM Monday, and all major holidays. UH College Suites Main Security Desk Telephone: 518.694.5199/518.244.3177. The UHA Public Safety officer on duty will make normal rounds of the UH College Suites Complex during these times.

#### **UH College Suites Management Office: 518.694.9000**

The Management Office is open Monday – Friday. It is expected that all calls concerning security during regular business hours will be made directly to the management office. If an emergency call is made to the management office and the telephone is not answered, listen to the prompts for directions to be directed to the UHA Public Safety emergency line at 518.244.3177. UH College Suites Management Staff representatives will make normal rounds of the complex during normal business hours.

The management office telephone number can be reached 24 hours a day. All calls, non-security/incident/emergency related placed after regular office hours, will give you the opportunity to leave a voicemail, which will be returned the following business day. Listen to the telephone prompt for directions. If your call relates to a security problem/incident/emergency, please listen to the prompt for directions and you will be directed to the UHA Public Safety dispatch office and UHA Public Safety will respond in the appropriate manner.

#### **Emergency Maintenance/Property Management: 518.694.9000:**

If an emergency maintenance problem should occur after regular business hours, please call the management office. Please listen to the prompt for directions and you will be directed to the UHA Public Safety emergency line at 518.244.3177. UHA Public Safety will then call the UH College Suites Management representative on call.

#### **IMMEDIATELY REPORT THE FOLLOWING TO MANAGEMENT OFFICE:**

- Any evidence of water leaks or excessive moisture in your apartment or common area.
- Any failure or malfunction of the heating, ventilation, and air-conditioning system (HVAC).
- Any musty odors that you notice in your apartment.

UH College Suites Management understands and respects the student's/resident's right to privacy. However, when safety, repair, or emergency maintenance issues arise, UH College Suites Management reserves the right to enter and inspect any apartment/suite/room and make repairs where necessary without notice.

## 2. FIRE SAFETY

All residents must evacuate the building when a fire alarm sounds. Failure to cooperate or to evacuate during a fire alarm; causing of a false alarm; inappropriate behavior which results in the activation of a fire alarm system; tampering with, damaging, or removing fire hoses, extinguishers, exit lights/sign, emergency phones, sprinklers and sprinkler heads, heat/smoke sensors, extinguisher boxes or alarm covers, or any other fire safety apparatus is strictly prohibited and can result in disciplinary action, which could result in the loss of housing.

The use of any open-flamed devices such as candles, sternos, incense, and kerosene lamps is prohibited. The following are also prohibited: natural trees; wreaths; paneling; wallpaper or similar coverings; open-element or liquid-fueled (kerosene, propane, gas) space heaters; and hazardous trash accumulation.

All students/residents should familiarize themselves with the evacuation procedures and know the location of all the exits on their floor and throughout the UH College Suites Complex.

When an alarm is sounded, all students/residents **MUST** evacuate the building/complex as quickly as possible. Please remember what the weather is like so that appropriate clothing may be worn. Students/Residents will remain outside until the signal is given to re-enter the building/complex.

### FIRE DETECTION PROCEDURE:

- Pull the fire alarm.
- Call 911.
- Evacuate the building.

### EMERGENCY PROCEDURES

If a student/resident discovers a situation which may require emergency action:

- The student should immediately call UHA Public Safety 518.244.3177.
- It is important to state: This is an emergency. My name is \_\_\_\_\_. I am at \_\_\_\_\_.
- Then state the nature of the emergency.

### EMERGENCY EVACUATION PROCEDURES

- As soon as notice is received, all persons are required by law to vacate the building according to proper procedures.
- Students should exit the building/complex by the nearest staircase but **SHOULD NOT** use the elevators.
- It is important to exit the building/complex in silence so that, if necessary, special instructions can be given and heard by all.
- Students should exit the building/complex as quickly as possible. Walk and keep moving as far away from the building/complex as possible.

### FLAMMABLE FURNISHINGS AND DECORATIONS

Furniture, decorations, and other items (ex. Hoverboards, Samsung Galaxy Note7) that increase the flammability of the residents' apartment/suite/room may be prohibited at the discretion of UH College Suites Management. Excessive amounts of combustible wall decorations are particularly dangerous in that they can promote rapid flame spread in the event of fire. Do not block the heating ducts/vents in the apartment/suite/room.

### GENERAL FIRE INFORMATION

- No open flames or incendiary devices permitted in any part of UH College Suites
- The burning and possession of candles, candle warmers, incense, room heating devices and hookahs are prohibited.
- Cooking should only occur in the kitchen area of the apartment/suite. Never leave cooking unattended.
- Multiple Plug Fuse Strip (Surge Protectors) must be UL approved and should be checked regularly for defects.
- The use of multiple plugs off a single outlet is prohibited. If additional plugs are required, please use Multiple Plug Fuse Strip (Surge Protector). Extension Cords are prohibited. Do not overload electrical outlets.
- The storage or use of flammable liquids and substances, such as gasoline, kerosene, charcoal lighter fluid, etc. is strictly prohibited.
- Light bulbs shall not exceed 100 watts. Halogen lamps are prohibited.
- Personal property shall not be kept in hallways/stairwells or placed in any manner where they may create an obstacle to an exit route.
- Tampering with any fire safety equipment (i.e., exit signs, safety lights, fire extinguishers, and sprinklers heads, Public Address System) is prohibited.
- Only artificial trees and garlands may be used in the residents' apartment/suite/room.
- Small UL approved outdoor/indoor lights may be used in the apartment/suite/room.

**Any UH College Suites Student/Resident that does not abide by the following above guidelines will be subject to the following Penalties and/or fines:**

Localized Alarm (individual apartment)	Warning and/or fine(s)
Main Alarm (entire building)	Minimum fine of \$100.00
Failure to Evacuate	Minimum fine of \$100.00

***Fines are based upon management discretion and are decided on a case-by-case basis.***

### **3. ACCESS/BUILDING ENTRANCES**

The outside doors to the UH College Suites Complex are locked 24 hours a day. Unauthorized entry to or use of the complex is not permitted. Propping open or opening the exterior doors without proper authorization may result in action that may include the termination of your student housing license. Propping of any building access/entrance door is strictly prohibited.

### **4. ALCOHOL**

The possession and consumption of alcoholic beverages on UH College Suites property is governed by the appropriate state and municipal laws and is further governed by this section of the UH College Suites Rules and Regulations. All bulk containers are strictly prohibited. All students/residents are expected to abide by all state laws and UH College Suites policies governing the use of alcohol.

UH College Suites permits individual students/residents who are twenty-one years of age or older to possess and consume alcoholic beverages within their individual apartment/suite/rooms. Those students/residents less than twenty-one years of age may not possess, nor consume, nor be in the presence of alcoholic beverages. UH College Suites' alcohol policy regulates the amount of alcohol a student/resident who is twenty-one or older may possess in a UH College Suites apartment/suite/room. The essential elements of that policy are as follows:

- No kegs or beer balls.
- No alcoholic punch/mix/concoction, containing alcohol.
- Individuals twenty-one or older may possess at one time no more than two units of alcohol per living area/suite/apartment. A living area is defined as your suite-room or apartment. A unit is defined as or equivalent to one case of beer (12 oz. bottles/cans), two liters of wine, or one liter of distilled spirits.
- Individuals who host parties involving alcohol, provide alcohol to underage individuals, supply alcohol to individuals already intoxicated, or otherwise jeopardize the safety of others through violation of the UH College Suites Rules and Regulations regarding alcohol are subject to immediate suspension of their housing, as well as criminal and civil charges to the full extent of the law.
- Individuals under the age of twenty-one years may not possess or consume alcohol anywhere in the building/complex, including, but not limited to, student/resident apartment/suite/rooms and public areas in the building, such as lounges, hallways, and stairwells.
- In apartments/suites/rooms where all students/residents are under twenty-one years old, no alcohol may be possessed or consumed. This includes possession by guests or visitors who are of legal drinking age.
- Open alcoholic beverage containers are not permitted outside student/resident apartments/suites, regardless of whether the student/resident is of legal drinking age.
- The use or possession of kegs, beer balls, beer bong, tap devices, or plastic funnel devices used for the consumption of alcohol is strictly prohibited in the building. A student/resident of legal drinking age may not possess more than one case of beer, two liters of wine, or one liter of distilled spirits.
- If the students/residents of an apartment are not of legal drinking age, those students/residents over twenty-one years of age may keep alcohol in their assigned bedroom ONLY, separate from those students/residents not of legal drinking age. In addition, the students/residents over twenty-one years of age are prohibited from drinking with, serving, or in any way providing alcohol to those students/residents who are not of legal drinking age.
- Any individual suspected to be consuming or in possession of alcohol may be required by any member of UH College Suites Management, UHA Public Safety and/or any its authorized personnel including college personnel affiliated with UH College Suites staff to produce identification and proof of age.
- Any individual who violates any of the rules regarding the possession or consumption of alcohol will be required to immediately dispose of the beverage or it will be subject to confiscation in accordance with New York State law. Such individuals may also face criminal arrest and college disciplinary action.

### **5. CEILINGS**

Ceilings may not be disturbed in anyway. This means students/residents may not attach any items to the ceiling (such as stickers, nails, hooks, bottle caps, etc.), or bounce objects off them.

## 6. DAMAGE TO UH COLLEGE SUITES PROPERTY

### APPLICATION FEE

An Application Fee of \$200 will be deposited prior to occupancy. The condition of the apartment/suite/room at the time of occupancy is established by completing an apartment condition form immediately upon arrival. When moving out, if any damage/cleaning charges are assessed, and will be deducted from the Application Fee. If the student/resident owes more than \$200, the student/resident will be billed. If the student/resident is charged less than \$200, the balance will be refunded within 90 days of checking out of their apartment/suite/room.

### DAMAGES

Students/Residents are held personally responsible for the condition and furnishings of their own room. The use of materials such as paint, tape, paste, glue, nails, tacks, and screws on walls, ceiling, furniture, and woodwork (including doors) is expressly prohibited. The apartment/suite/room must be left in clean and rentable condition and in the same material condition as when the resident moved in. **All BEDROOM furniture MUST be returned to its original location, or the student/resident will be subject to FINES up to \$200.00**

### COMMON AREA DAMAGE

Damage or vandalism occurring in common or public areas, e.g., resident lounges, elevators, building lobbies, etc., will be assessed to all students/residents registered in that area and jointly responsible for public areas at the time of the damage or vandalism. A student/resident is also responsible for the loss, theft, or damage to the apartment/suite/room and/or personal property by the student/resident or his or her guest(s).

## 7. DANGEROUS OBJECTS

The possession or use of firecrackers, explosives, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, firearms or other weapons, ammunition, knives, chukka sticks, and other dangerous objects or chemicals (as defined by law) is prohibited and are not to be stored or used in or around UH College Suites Complex including the use and storage of helium and propane tanks. Internal combustion engines are prohibited within the buildings. Setting fires is strictly prohibited.

## 8. DISRUPTIVE BEHAVIOR/HARASSMENT

Disruptive or violent behavior including, without limitation, physical assault, abuse, harassment, threats, bullying, excessive noise, public intoxication, and boisterousness are strictly prohibited. Further, any acts which compromise the peace, comfort and safety of other students/residents are prohibited. This includes willful and repeated harm inflicted through the use of computers, cell phones, cameras, social media, and other electronic devices.

## 9. DRUGS

The use, possession, or distribution of controlled substances is strictly prohibited on the premises. Violation of this policy will result in the immediate loss of the students/residents housing.

## 10. FACILITY USE NOTIFICATION

UH College Suites must be notified of all formal and informal activities planned for media/study rooms. Students/Residents may call in, email or request directly in the UH College Suites Management office.

## 11. FURNISHINGS

- All students/residents in an apartment/suite/room will be considered responsible for the furnishings in the public areas.
- Each student's/resident's room is equipped with a bed, dresser, desk and chair and closet/wardrobe. Windows in each room are equipped with window shades.
- Students/Residents will be charged the replacement cost for any missing or damaged furniture or shades.
- Only UH College Suites supplied beds are acceptable. Waterbeds are prohibited.
- The student/resident shall make no alterations to the apartment/suite/room, the apartment complex or move, remove, disconnect, or install any fixtures, furniture, equipment, or appliances situated therein without the written approval of UH College Suites Management.
- Bedroom furniture must remain in its original location. **Students/Residents will be billed up to \$200.00 if bedroom furniture is moved from its original location.**
- The walls cannot be painted, papered, stenciled, or sponged. Any color change is subject to a \$400.00 maintenance fee.

## 12. GUESTS IN RESIDENT UNITS

A guest is an individual who is not on the apartment/suite/room license agreement. The student/resident is the host. The host shall always accompany the guest throughout the UH College Suites Complex. Guests must not be left unattended in UH College Suites at any point (i.e., staying in the apartment/suite/room while the student/resident is at class/work.) Guests must leave the UH College Suites Complex at the same time as their host. **The student/resident** residing at UH College Suites, as the host, is responsible for their guest and their conduct. All guests must be registered with the UHA Public Safety

desk located in the lobby of the A-Building: Main Building after 4:30pm Monday – Friday, and at any time of day on Saturday and Sunday for the duration of their stay.

**Guests and Overnight Guests are subject to the same rules, regulations and expectations as their host, and the host has responsibility for informing their guest of the rules, regulations, and expectations in advance. The UH College Suites Rules and Regulations are available at the UH College Suites Management office and posted in the lobby of the A-Building: Main Building for review. In addition to any disciplinary action taken against the host, UH College Suites reserves the right to require the immediate departure of any guest where violations of UH College Suites Rules and Regulations, or individual or group rights have occurred. Any damage caused by any guest shall be the responsibility of the resident host. Continued abuse of this policy may result in resident eviction.**

### **13. OVERNIGHT GUESTS**

Overnight guests are allowed to stay in UH College Suites, provided the guest is housed in an apartment/suite/room and that the student/resident host has complied with UH College Suites Rules and Regulations. All overnight guests must be 18 years of age or older. Each student/resident is allowed to have up to 2 overnight guests at a time per room, regardless of whether or not the student/resident has roommates present. All overnight guests must provide a state identification containing their date of birth. Guests must not be left unattended in UH College Suites at any point (i.e., staying in the apartment/suite/room while the student/resident is at class/work.) All overnight guests must be registered with the UHA Public Safety desk located in the lobby of the A-Building: Main Building after 4:30pm Monday – Friday, and at any time of day on Saturday and Sunday for the duration of their stay.

A guest may not stay as a guest in UH College Suites more than three days/night per month. A guest shall not interfere with the rights of the other roommates, will not violate UH College Suites Rules and Regulations, and will not exhibit disruptive behavior. If the guest exhibits disruptive behavior, they may be barred from UH College Suites. Cohabitation is strictly prohibited. Continued abuse of this policy may result in student/resident eviction.

### **14. HALOGEN LAMPS**

Halogen lamps/bulbs are prohibited in the UH College Suites Complex for health and safety reasons.

### **15. HOUSEKEEPING**

Students/Residents are expected to maintain a level of cleanliness in their apartment/suite/room compatible with reasonable health and safety standards. UH College Suites Management reserves the right to establish those expectations for individuals in order to insure reasonable compatibility with roommates, as well as health and safety.

### **16. ILLEGAL ACTIVITIES**

UH College Suites strictly prohibits the violation of any federal, state, or local law. It is understood that all violations of the UH College Suites Student Rules and Regulations will be reported to the applicable college/university that the student/resident is enrolled. In addition, all students/residents must adhere to the policies/rules and regulations of their respective college/university policies they are enrolled in.

### **17. KEYS/IDENTIFICATION/FAILURE TO COMPLY WITH A REASONABLE REQUEST**

It is recommended that all students/residents lock their apartment/suite/room door when leaving. If a key is lost or stolen, the student/resident must notify UH College Suites Management. The cost for a replacement set of keys is \$45.00 (room/apartment door key is \$10.00, electronic key fob is \$25.00, mailbox key is \$10.00.) If a new lock set should be required, the fee is \$100. Students/Residents are not to loan any keys/fob issued by UH College Suites to any other individual, or to have other students'/residents' key(s) in their possession. In addition, students may NOT have duplicate keys made; this is a breach of security and will result in serious disciplinary action.

Furnishing false information to any member of UH College Suites Management and/or any its authorized personnel including college personnel affiliated with UH College Suites is prohibited. Failure to comply with reasonable and lawful requests or directions of any member of UH College Suites Management and/or any its authorized personnel including college personnel affiliated with UH College Suites acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so is prohibited and may result in disciplinary action.

### **18. LAUNDRY, FITNESS, AND/OR MEDIA ROOMS**

When using the laundry, fitness, and/or media rooms, observance of the posted instructions are required. Please remember that the laundry, fitness, and/or media rooms are an extension of the students/residents' apartment/suite/room. Student/Resident cooperation in keeping the laundry, fitness, and/or media rooms clean and usable for the next person is required. Misuse of these facilities will result in disciplinary action and repeated misuse will result in the loss of the student/resident housing.

### **19. LOCKOUTS**

During regular UH College Suites Management office hours, any student/resident locked out shall report the lock out directly to the UH College Suites Management office. If students/residents are locked out after normal business hours, please call

518.244.3177 to be directed to UHA Public Safety. If the same student/resident is locked out three times, the third time they may be subject to a \$25 fine for the lockout. If the practice continues after the third time, termination of the license agreement will be considered.

## 20. LOST/DAMAGED/STOLEN PROPERTY

UH College Suites Management does not accept liability for lost, damaged, or stolen personal property. The student/resident holds UH College Suites Management and its owners harmless against all such loss. Students/Residents have the responsibility of keeping their apartments/suites/rooms (including windows) locked at all times. UH College Suites Management urges all students/residents to invest in adequate personal renter's insurance.

## 21. MAINTENANCE REQUESTS

Work orders should be called in, submitted online, or given to the UH College Suites Management office during normal business hours. Emergency maintenance issues should be called in **IMMEDIATELY**. An emergency is considered something that will jeopardize the health, security, or cause damage to any person, property, or the residence. Please remember, for fires call 911 first and then vacate your apartment/suite/room. If a fire alarm is available, please pull the alarm on your way out of the building.

Following are duties that each student/resident can perform to help with the upkeep and care of the building:

- Regularly clean and dry the walls and floors around the sink, bathtub, shower, toilets, and windows using a common household disinfecting cleanser.
- Please use the ventilation fan when bathing or showering to vent excess moisture from the bathroom.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist clothing, towels, or other cloth materials to lie in piles for extended periods of time.
- If you have drain related issues in your suites please **DO NOT** use any chemicals such as drain-o, etc.
- When using the dishwasher please use Automatic Dish Washing Detergent **ONLY**.
- Clean and dust your apartment/suite/room on a regular basis.

## 22. PARKING

Parking at UH College Suites is available for participating academic institution students/residents and is available in the surface lot next to the helicopter landing pad and the parking garage both located on either side of UH College Suites. To park a vehicle in the designated parking lots, students/residents must purchase a UH College Suites parking permit and properly display this permit in their vehicle. The UH College Suites parking permit is available at the beginning of each term and can be purchased at the UH College Suites Management office. The parking fee is non-refundable.

UHA Public Safety is responsible for enforcing UH College Suite parking rules and regulations in all participating college parking areas, including those at UH College Suites. **Parking is NOT permitted in UH College Suites employee/vendor spaces.** Visitor parking passes are available in the UH College Suites Management Office and with UHA Public Safety when the management office is closed. Cars inappropriately parked on UH College Suites property may be subject to towing at **the owner's expense**. UH College Suites and RCA are not responsible for any damages that may occur to vehicles as a result of parking in the aforementioned parking lots.

## 23. PARKING VIOLATION APPEAL PROCESS

Anyone wishing to appeal a parking violation should respond in writing within 72 hours to the **UHA Public Safety office or by logging on to [www.universityheights.org](http://www.universityheights.org)**. The written appeal should include the following information: date of appeal, student's name, telephone number, local address, ticket number, registration number, and specific reason for the appeal. If no appeal is received within 72 hours, the amount of the violation will be charged on the residents' receivable record. **The UHA Public Safety Office is located on the 130 New Scotland Avenue, Albany, NY 12208.** Other questions involving parking should be directed to the Associate Director of Public Safety at 518.292.1725.

## 24. PETS

Pets are not permitted. The only exception is fish in an unheated bowl containing less than one gallon of water.

## 25. PROPER USE OF APPLIANCES

Students/Residents are expected to use appliances furnished in their apartment/suite/room in the appropriate manner. The student/resident takes full responsibility for the appliances use and functioning during the course of their stay. Misuse, damage, and/or injury incurred by or caused by the student/resident are the sole responsibility of the student/resident. The student/resident will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse. ALL appliances must be energy star rates and have the UL stamp of approval.

Appliances that may be used but must be plugged into a GFI (Ground Fault Interrupter) outlet:

- Hair dryer
- Small Cooking Appliances including Coffee pots, Toasters, Toaster Ovens, to be used in **KITCHENS ONLY**

- Heating pad
- Fans
- Computers
- Irons to be used in the kitchen and common areas.

Appliances prohibited:

- Electric blanket
- Hot plate
- Air conditioners
- Halogen lamps
- Space heaters or portable heaters of any type

All appliances, fixtures and equipment provided by UH College Suites or as part of the apartment/suite/room must be used strictly in accordance with the applicable user-manuals, which shall be provided to the unit prior to its first occupancy. All replacement, maintenance, and repair costs for use of appliances not consistent with the applicable manuals or due to neglect shall be borne equally by the students/residents in such apartment/suite/room. Small kitchen appliances must be kept and used in kitchen areas ONLY. Refrigerators and microwave ovens are provided in the kitchens of all UH College Suites apartments/suites. Personal refrigerators are permitted in student/resident bedrooms but are required to be Energy Star rated, no larger than 3.1 cubic feet or more than 115 volts and must be plugged directly a GFI (Ground Fault Interrupter) outlet.

## 26. QUIET HOURS

UH College Suites is **24-hour quiet** facility, seven days a week. Quiet hours are defined as a time during which all sound must be contained within an apartment/suite/room.

## 27. RECREATION/OTHER ACTIVITY

Recreational activity within and around the UH College Suites Complex is governed by UHA Public Safety and their prescribed guidelines. Activities that could be injurious to facilities or grounds are prohibited in common areas, including hallways, stairwells, and grounds.

## 28. RESPECT FOR INDIVIDUALS AND GROUPS

Individuals are expected to maintain respect for individual and group rights and responsibilities as stated in the UH College Suites Student Housing License and in the UH College Suites Rules and Regulations. Bias-related acts which intentionally denigrate any category of student/resident based on sex, race, national origin, affectional orientation, disability, or faith are unacceptable. Anyone committing these acts will be subjected to removal from UH College Suites.

## 29. ROOM ASSIGNMENTS/ROOM CHANGES

Consideration will be given to requests for room changes after the **second week of classes** only if possible. No changes in room assignments may be made without approval by the UH College Suites Property Manager. UH College Suites Management reserves the right, upon proper notification, to assign a student/resident to fill a vacancy, to make changes in room assignments, and to reassign or remove the student/resident from the apartment complex.

To complete a room change, the student/resident must make the request in writing and submit their request to the UH College Suites Management office. Additional forms may be required once the room change has been approved. All requests must be in writing. The student/residents are subject to a \$100 fee if they switch rooms/apartments without UH College Suites Management approval. All student/residents assigned to apartment/suites must reside in their assigned bedrooms and are prohibited from switching bedrooms, taking a roommate, or permitting any part of the room to be shared by persons not assigned by the UH College Suites Management. At the end of each term, student/resident is expected to vacate their apartment/suite/room. Student/residents will vacate their rooms by the date specified in their contract or after their last final exam, whichever is sooner, unless permission is granted by UH College Suites Management.

## 30. ROOM DECORATIONS

Combustible materials such as posters, pictures, etc., are limited to 20% of available wall space in each room. Do not cover the Public-Address System Speaker located in the common area of the apartment. Non-combustible material is not allowed on ceilings or on the inside of any door. Fabric, including sheets, fishnet, tapestry, etc., used as decorations, is prohibited. Ceiling decorations of all types are prohibited.

## 31. SMOKING POLICY

UH College Suites is classified as a smoke-free living community and property in the interest of safety and health. Smoking is strictly prohibited anywhere on UH College Suites property. Violation of this policy can result in the loss of your housing.

## 32. SNOW REMOVAL

Please exercise care while walking in the wintertime. The sidewalks and roadways may be snow or ice covered. Any vehicle illegally parked on UH College Suites property during snow removal may be subject to towing at the owner's expense.

*\* After any major snowstorm please refer to the Emergency Snow Removal Policy.*

### 33. SOLICITATION/POSTERS/FLYERS

Solicitations and sales by students/residents and others are prohibited within the UH College Suites complex. Solicitation in flyer form must be approved by UH College Suites Management before posting. Students/Residents residing at UH College Suites may hang posters/flyers at UH College Suites for promotion of events on their respective academic institution. Posters/Flyers may ONLY be posted on bulletin boards located in the lobby of the A Building: Main Building of UH College Suites titled "Student Activities Board" or via the UH College Suites Digital Media Message Board. **Posters/Flyers cannot be hung on glass, any doors (interior or exterior), elevators, or any painted surfaces.** All posters/flyers must be approved by UH College Suites Management Office **PRIOR** to posting. Non-compliance with the above regulations will result in removal of the posters/flyers in question.

### 34. TRASH

Trash should be stored in a proper trash/garbage receptacle in the apartment/suite/room and emptied on a regular basis to avoid smells and spoiled food odors. If trash/garbage is stored in the kitchen area, please do not block the vent on the door where the heating/air conditioning unit is located. Common areas will be kept clear of trash and litter. Trash will be deposited in the dumpster located outside of the UH College Suites Complex within an appropriate trash bag. Recycling procedures, if required, will be posted. Do not drag trash bags on the floor throughout out the UH College Suites Complex when removing trash. Violators may be subject to a fine for improper removal and disposal of trash.

### 36. VACATIONS/BREAKS

Student/Resident housing will be open during scheduled vacations/breaks from their respective academic institution. This does not apply to students/residents who attend Sage College of Albany. Sage College of Albany students/residents are required to vacate their apartment/suite/room during scheduled vacations. Appropriate instructions will be distributed to Sage College of Albany students/residents and will be expected to adhere to the schedule, instructions, and the Rules and Regulations governing UH College Suites.

### 35. VEHICLES

Storage of motorcycles or mopeds in buildings is prohibited.

### 37. WINDOWS/SCREENS

Screens and windowpanes may not be removed from the window. Students/Residents will not use windows as a means of exiting or entering the building. The placing of any objects outside the window, on the sill, including arials and antennas, is prohibited. Neon or other signs, advertising, stickers, banners, etc., are prohibited from being displayed in or on the windows. Throwing objects from windows, sitting in the window opening, and walking on the building roof is considered extremely dangerous and subject to severe disciplinary action.

### 38. DISCLAIMER

UH College Suites Management may terminate any student's/resident's license at any time at the discretion of UH College Suites Management for reasons of health, safety, security, conduct and/or damages, excessive filth, or for the failure to comply with the rules and regulations or the resident's License Agreement.

It is understood that the student housing license right granted to each student/resident is a revocable license and not leasehold or other interest. While these rules and regulations attempt to highlight the circumstances that may lead to termination of a student's/resident's occupancy, UH College Suites Management shall have complete discretion to terminate a student's/resident's occupancy (whether specifically designated herein, in the Student Housing License or not). Likewise, it shall be within the discretion of UH College Suites Management to consider any specific circumstances in reaching such decision.

A decision by UH College Suites Management to not enforce any rule or regulation or terminate any student's/resident's occupancy shall not act as a waiver of UH College Suites Management's right to enforce such rule and regulation in the future. No student/resident shall have the right to enforce these rules and regulations against another student/resident.

If an opening occurs in an apartment/suite the remaining students/residents within that apartment/suite will be expected to accommodate another roommate from the Wait List. Students/Residents are expected to welcome new roommates in a hospitable manner. Students/Residents who have an empty bed in their apartment/suite are expected to maintain the space in such a manner as to allow another student/resident to move in immediately. Students/Residents may not expand to fill all space in a suite making it inhospitable to another student/resident.

**UH College Suites Management understands and respects the Student's/Resident's right to privacy. However, when safety, repair, or emergency maintenance issues arise, UH College Suites Management reserves the right to enter and inspect any apartments/suites/rooms and make repairs where necessary without notice.** UH College Suites Management reserves the right to enter and/or inspect apartments/suites/rooms and contents by its authorized personnel including college personnel affiliated with UH College Suites at all times without notice for the purpose of administering the provisions of the license or when the Student/Resident is suspected of or within violation of the UH College Suites Student Housing Rules and Regulations. Students/Residents should be aware that they are responsible for what occurs in their apartments/suites/rooms whether or not they are present and such knowledge shall be imputed to the student/resident.

These rules and regulations are subject to change by UH College Suites Management in its discretion by posting such in the building or by individual written notice.