

HOUSE RULES

[2010 – 2011]

Dear Students-

Now that the semester has begun, we would like to take this opportunity to remind you of some of the important housing-related policies, as well as some of your responsibilities as a member of the Williams residential community. The intent of these policies is not to be unreasonably restrictive, but rather to offer a sense of order and safety to the house in which you live this year.

Successful community living requires work on each individual's part (that's you!), good sense, and respect for others. As you're fully aware, you're sharing relatively small spaces with other students and also using College-owned property. Your custodial team, the College's maintenance staff, and the Community Life team work hard to provide you with good living accommodations, and we appreciate your cooperation in helping to keep our buildings well-maintained. By the same token, please let us know if something in your building is lacking in attention or working improperly.

Most importantly, we ask that you follow all of the College's regulations regarding fire safety. In the recent past there have been many fires in College residence halls across the country, resulting in several deaths. We especially need your cooperation and attention to this very important part of our residential program. Williams has been very fortunate in avoiding any serious incidents, but it takes continuous community-wide attention and adherence to regulations to maintain a good program. We ask for your complete cooperation, and we thank you in advance!

Best wishes for a very successful and enjoyable academic year. And don't hesitate to contact me if I can be of help to you.

Sincerely,
Beatrice M. Miles
Director of Facilities Services

60 Latham St.
Phone: 597-2195; Fax: 597-4141
Email: housing@williams.edu

Fire Safety

ELECTRICAL APPLIANCES

The following items are prohibited in student housing: coffee makers, rice cookers, toaster ovens, air conditioners, hamburger and sandwich makers, popcorn poppers (other than hot air), hot plates, crock pots, broilers, cup warmers, bread makers, torchiere lamps with a halogen bulb, other lamps with a halogen bulb greater than 60 watts, microwave ovens greater than 800 watts, refrigerators larger than 5 cubic feet, open flame devices, toasters, electric heaters, electric woks, electric fry pans, electric or gas stoves, deep fryers, beer coolers, kegolators, soda machines, vending machines, hot pots, hot tubs, pools, slip & slides, trampolines, patio firepits and any unit with a heating coil. **See consequences below for those who choose to ignore this policy.**

CANDLES

Candles have been the primary cause of fires at Williams. Candles are not allowed in student residences even if they are decorative, unlit, or still in packaging. Incense is also prohibited. Candles and incense found in housing will be removed. Students who want to burn candles or incense for religious purposes should consult with the Chaplain's Office for approved locations. **See consequences below for those who choose to ignore this policy.**

SMOKING POLICY

Williams College is now a smoke-free campus, and there is no smoking allowed within 25 feet of a building. **See consequences below for those who choose to ignore this policy.**

FIREPLACE USE:

If, during the year, you do use a fireplace, be sure to use it properly. Most importantly, be sure the flue is open and use the screen. If you are unsure of how to work a fireplace, please check with someone who is familiar with fireplaces. The College does not supply firewood.

FIRE SAFETY EQUIPMENT TAMPERING

Students who tamper with fire safety equipment, including placement of any covering over smoke and carbon monoxide detectors, fire extinguishers, pull stations, fire doors or activate fire alarms due to smoking face serious consequences as set forth below.

VACATING A BUILDING WHEN FIRE ALARM SOUNDS

Never believe a fire alarm is false. It is imperative that building residents immediately evacuate the building when the fire alarm rings. **See consequences below for students who fail to timely leave the building.**

CONSEQUENCES FOR VIOLATING FIRE SAFETY POLICY:

1. Possession of Candles, Incense, Prohibited Appliances and Halogen Torchere Lamps:

1st Offence: \$ 50.00 fine. Student will be called into the Safety and Environmental Compliance Office.

2nd Offence: \$100.00 fine. Student will be called into the Safety and Environmental Compliance Office to view a fire safety video.

3rd Offence: \$100.00 fine. Student will be referred to the Dean's Office for disciplinary action that may result in suspension or dismissal from the College.

2. Failure to Leave The Building for Any Fire Alarm or Fire Drills:

1st Offence: Student will be called into the Safety and Environmental Compliance Office.

2nd Offence: \$100.00 fine. Student will be called into the Safety and Environmental Compliance Office to view a fire safety video.

3rd Offence: \$100.00 fine. Student will be referred to the Dean's office for disciplinary action that may result in suspension or dismissal from the College.

3. Tampering With Fire Safety Equipment:

Students who misuse, tamper or otherwise disturb fire safety equipment, including smoke & carbon monoxide detectors, fire extinguishers, pull stations, and fire doors, or activate fire alarms due to smoking, the removal of batteries from carbon monoxide detectors or cover detectors are subject to a \$250.00 fine as well as the cost of restoring the equipment. Students will be called into the Safety and Environmental Compliance Office and will be required to view a safety video. Students involved in a 2nd offence will be fined \$500.00 and will be referred to the Dean's Office for disciplinary action that may result in suspension or dismissal from the College.

4. Placing Lights or Items on Sprinkler Pipes or Sprinkler Heads:

1st Offense: Student will be issued a written warning and/or called into the Safety and Environmental Compliance Office.

2nd Offense: \$50.00 fine. Student will be called into the Safety and Environmental Compliance Office to view a fire safety video.

3rd Offense: \$100.00 fine. Student will be referred to the Dean's office for disciplinary action that may result in suspension or dismissal from the College.

5. **Improper Disposal of Cigarettes:**

1st Offense: \$250.00 fine. Student will be called into the Safety and Environmental Compliance Office.

2nd Offense: \$500.00 fine. Student will be called into the Safety and Environmental Compliance Office to view a safety video and referred to the Dean's Office for disciplinary action that may result in suspension or dismissal from the College.

6. **Smoking with 25 feet of any building on campus:**

1st Offense: \$50.00 fine.

2nd Offense: \$100.00 fine and referred to the Campus Life Office.

3rd Offense: \$150.00 and referred to the Dean's Office.

Students are held responsible for the condition of their room, suite, entry and common area. If the responsible person cannot be identified and held accountable for the improper disposal of cigarettes, the entire house, entry or suite will be charged. These fines are progressive over your four years as a student at Williams College. If you have any questions about the policy, please call Joe Moran, Manager of Safety and Environmental Compliance, at x2406.

FIREWORKS:

Per Massachusetts General Law no person shall possess or explode any fireworks. Students found in possession of fireworks at any time will be fined \$100.00 per incident and referred to the Dean's Office.

GENERAL RULES

SPRINKLER PIPES:

Please do not hang things from any sprinkler pipes, or use the sprinkler pipes for pull ups. Decorative mini-lights, for example, should specifically be left off pipes. If for any reason there is a short in the lights, the pipe will become energized, with a chance of severe electric shock.

LOFTS & CINDER BLOCKS:

Student constructed lofts are not allowed in the residence areas. Cinder blocks are strictly prohibited as well. If you wish to elevate your bed, you may purchase "bed risers" from stores such as Linens 'n Things, Target, etc.

RECYCLING:

Separation of trash is mandatory in College buildings and pickup is once per week from designated areas by custodial staff. Every student is provided with waste containers for recyclables and for trash. For specific information, please refer to the recycling reference guide that should be in your room when you moved in. Or, please speak to your JA or custodial team.

STORAGE OF ROOM FURNITURE:

Although you may store College-provided furniture, you must do so through your custodial team. **Do not leave furniture in corridors or common areas.** You are responsible for returning all furniture (in good condition) to your room before you vacate your room. In East, Fayerweather, Morgan, Williams, Sage, Tyler, Tyler Annex and Mission Park, however, the furniture cannot be moved easily through the building, *so it may not be removed from rooms.* Students removing furniture from their rooms in restricted dorms will be fined \$100. By September 18, students are responsible for reporting to the Facilities Services Office any non-College furniture found in their rooms or suites that they would like removed. After this deadline, students become responsible for the furniture and for its removal at the end of the academic year.

HALLWAYS, EXIT WAYS:

Massachusetts State law requires that exitways must be kept totally clear at all times. You may not leave boxes, clothing, shoes, bikes, other recreational gear [translation: anything] in these areas, which include stairwells. If you do, the items will be collected and stored at Facilities.

PAINTING OF ROOMS:

Rooms may not be painted without the written permission of the Facilities Services Office. If painting is approved, Facilities painters will paint and off-white will be used.

WALL HANGINGS:

Do not use nails. Use the hardware provided by your custodian and hang things from the picture molding that runs along the upper walls in your room. Contact your custodian for more hardware if needed. **Avoid thumbtack use.** For rooms without picture rails, hang posters, photos, calendars, phone number lists, etc., using fun-tack stocked by local school and business supply shops, or use "Sticky Tabs" available at stickeytabs.net. One exception: on brick or cinder block walls (Greylock Quad, Tyler Annex) use masking tape, as the putty gets into the pores of the masonry.

DAMAGES:

Damages caused to a room or part of a building will be charged to those who caused it, if they are known. As the Student Handbook notes, "when those who caused damage are not known, the costs will be apportioned among occupants of the damaged areas, whether a single room or whole house." In all cases of damage, those responsible may be referred to the Dean for disciplinary action.

BUILDING SECURITY:

Please be sure to lock your door when out of your room – even for short periods, and before turning in for the night. Bikes should not be left unsecured either inside or outside of a building since they may easily be stolen. Please report any suspicious persons or activity to Campus Safety at x4444.

MAINTENANCE AND CUSTODIAL REQUESTS:

If a routine repair is needed to your room, or in a common area of your building, please visit the [Facilities web page](#). Click on “Work Requests” and follow the detailed instructions. Note: only emergency work orders, such as overflowing toilets, problems with fire safety systems, too little or too much heat etc., are dealt with the day the repair request is received. Please call the Facilities line at 597-2486. If the emergency occurs after work hours, please call Campus Safety at 597-4444 for assistance. Routine work, such as furniture repair, painting requests, etc., will normally be completed within thirty working days. If you have questions about the custodial schedule in your area or any concerns pertaining to a custodial service, please contact the Office of Custodial Services at 597-2293 or talk to your custodial team.

ROOM CLEANING INFO:

Shortly before the end of the academic year students will be advised of the procedures for vacating. These include, but are not limited to, bagging and removing remaining trash in their rooms and removing personal furniture, wood, area rugs, etc. from individual rooms and common areas. These procedures must be followed or a \$200.00 fine will appear on students accounts. Likewise, if a student moves out of a room at another time during the year, the room should be left clean and in its original setup or charges may result. These same rules apply to common areas. Fines and charges will be evenly divided among the suite residents.

LOST KEYS:

Should you lose your room key during the year, please report the loss to Facilities Services (x2195) as soon as possible. The College locksmith will then change your lock, you will be issued a new key, and your term bill will be charged \$25.00. There is also a \$25 fine if your room code has to be re-calibrated. **This charge is non-refundable. When you vacate your room, please be sure to turn in**

your key to Campus Life. Should the key not be returned you will be charged a \$75.00 non-refundable fee. This charge will hopefully reduce the number of lock changes required when a key is not returned.

STORAGE:

Please be sure that all of your things that are placed in storage are clearly labeled with your name and class year, including bicycles. Be sure to store only in authorized storage areas. The storage rooms are cleaned out yearly and any items will be discarded or donated. *You may not store furniture in storage rooms*, other than what is outlined above. Please remember that the College is not responsible for damage to or theft of items left in storage. Storage of items on campus over the summer will be allowed only for international students and other financial aid students with need as determined by the Office of Financial Aid and is limited to 3 items.

CABLE TV/SATELLITE DISHES:

Do not splice cable wires. It is against Federal Law to do so and large fines from the cable company may result. If you misuse cable wiring, Time Warner will remove all cable, including the primary cable coming into the building, at your expense. Due to the need to properly ground the wiring, satellite dishes are not allowed in student housing.

BARBECUE GRILLS:

If you have a grill, please contact the S & EC Office (x2406, x3967, x3003) for proper location and storage. State Law prohibits the use of propane above the 1st level of any residence. Do not use grills on porches or porch decks.

PETS:

Pets are better left home. No pets, other than fish, are allowed in housing. **Students who bring pets to campus will be fined \$100 per day for each day the pet is on campus, beginning with the day the pet is discovered.**

PARTY CLEAN-UP POLICY:

Damp mop the floor at least twice, "changing the mop water between mopping". With hardwood floor use a minimal amount of water to avoid damaging the floor. Mop water solution should be 2 ounces of all-purpose cleaner per gallon of cold water. For parties held on the weekend, the area must be cleaned by "noon" on Monday. For parties held during the week, area must be cleaned by "noon" the following day.