

Housing Policies and Services for Non-Student Summer Visitors

THE INFORMATION CONTAINED IN THIS DOCUMENT IS BASED ON STUDENT HOUSING'S "2014-2015 RESIDENCE AGREEMENT." THESE POLICIES AND SERVICES MUST BE STRICTLY ADHERED TO AS THEY APPLY TO ACADEMIC YEAR STUDENTS AND TO SUMMER VISITORS.

STUDENT HOUSING

Ensuring the comfort, cleanliness, and safety of the residences on campus is one of Stanford's highest priorities. Any questions or concerns about your assigned residences prior to arriving on campus should be directed to the Non-Student Summer Housing Associate at R&DE Student Housing Assignments until June 20 or the building's associated Conference Front Desk (CFD) after June 20.

BUILDING ACCESS CONTROL SYSTEM

The University has initiated the installation of a building access control system for the majority of the student residences on campus. The building in which you will stay may or may not have this system already installed. The work's scope will continue throughout the summer in some residences. Please contact your Conference Front Desk to learn if your building will be affected.

Once installed, an alarm with an audible message will repeatedly sound off if a door is propped open. After 20 minutes the system will dispatch a University staff member to respond to the alarm. The University staff member will check for security and safety and will also report their findings.

It is against University policy to tamper with any building access equipment, such as card readers, audible alarms, door sensors, display panels, or motion sensors. Violators will be subject to substantial fines (minimum \$500) and University disciplinary action. If you experience any problems with the equipment, please call your Conference Front Desk immediately.

HEALTH, SECURITY AND SAFETY ISSUES

Life Threatening Emergencies

For any life-threatening emergency, call 9-911 from any campus phone, or 911 from a Door King Unit (or any other phone) to summon fire, police, or paramedic services.

You are responsible for familiarizing yourself with the location of your residence's alarms, Emergency Assembly Point (EAP), evacuation maps, fire-fighting equipment, and emergency procedures. Fire and earthquake safety information is posted in all residences. Please note that EAPs are only used for on-campus residences.

Maintenance Emergencies

If there is an **emergency** situation such as a flood (e.g., overflowing toilet, a shower that won't turn off, etc.), please call your Conference Front Desk and ask for assistance.

Security Issues

Stanford strives to provide a safe and secure environment that is conducive to the well-being of all campus guests. However, we advise guests not to leave valuable items in their apartments. It is also essential that apartment doors, exterior residence doors, and windows be kept locked at all times as crime does happen, even in an idyllic campus setting such as Stanford. The same unlocked door that lets invited guests in can also let thieves (or worse) in as well. The odds of being a victim of a theft or other crime are reduced dramatically when doors and windows are kept closed and locked. Phone 9-911 from a campus phone at any time to report

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suspicious people you observe in or around your residence. In addition to filing a police report, please complete the Incident Report, available through the Conference Front Desk, with as much detail as possible.

There are several ways residents can further increase their level of security:

- Ensure that doors latch behind you when you enter or leave an apartment and/or building.
- Do not prop any door open, especially your apartment door or any exterior residence door.
- Disallow “tail-gaiters” (people you do not know) from following you into the building.
- Carry your key(s) and access fob/card with you at all times.
- Never lend your key(s) or access fob/card to anyone.
- Keep windows closed and locked, especially on the first floor.

Electrical Safety Reminders

- Never modify a plug by bending or removing the prongs. If plug prongs are bent, loose or missing, replace the device as soon as possible.
- If plug prongs break off and remain in the receptacle slots after insertion or withdrawal, do not attempt to remove them. Call the CFD for assistance, as this is considered a maintenance emergency.
- Cord adapters used to defeat the ground connections (e.g., 3-prong to 2-prong adapters) are dangerous and must not be used.
- All outlets and electrical conductors must be sufficiently grounded. If you are uncertain as to whether a particular receptacle or electrical conductor is grounded, call your CFD for assistance.
- Outlets should be mounted firmly in their enclosures and should not move when the plug is inserted. Loose receptacles can cause short circuits, and should be reported immediately to your CFD.
- Any loose receptacle or other faulty electrical equipment should be not be used, and contact with them should be avoided. Please report such occurrences to your CFD to arrange for repairs.
- Damaged electrical enclosures such as switches, outlets, and junction boxes should be reported immediately to your CFD.
- Extension cords should be used only when absolutely necessary and only on a temporary basis. Extension cords should not be used in place of permanent or fixed wiring. If you must use an extension cord, we recommend using a multiple outlet power strip equipped with an internal circuit breaker.
- Do not “daisy chain” extension cords and/or power strips (e.g., do not plug one extension cord or power strip into another).
- Replace frayed or damaged cords.
- Never unplug equipment by pulling on the cord; always remove by pulling directly on the plug.
- Never damage electrical cords by wedging them against furniture or doors. Do not run cords under carpeting.

FIRE, EARTHQUAKE AND OTHER SAFETY ISSUES

The following fire and safety policies are intended to prevent injuries to conference guests and staff. These policies apply to all common areas and apartments. Many of these regulations are health and safety code driven.

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Alarms

Never assume that a building alarm goes directly to the fire department. Always call 9-911 (from a campus phone) or 911 (from any other phone) in an emergency situation. During a power outage, an activated alarm might only reach the immediate local area. Be sure to keep flashlights and fresh batteries on hand in the event of a power outage.

The Fire Department has informed us that when alarms are activated during residence evacuations, the Fire Department will not turn off any alarm until every resident and visitor has evacuated the building.

Please do not call the Fire Department to cancel a “false alarm.” The Fire Department is obligated to respond, regardless of the cause. Anyone found to have set off a false fire alarm, whether purposely or because of carelessness, is subject to substantial fines (please bear in mind that a single-engine response has a minimum cost of \$500) and possible loss of housing privileges. *Note: This is not intended to dissuade you from setting off an alarm if you believe there is a fire in the residence. This provision is aimed solely at individuals who misuse the alarm system.*

Fire Equipment

It is against the law and University policy to tamper with any fire equipment. Violators will be subject to substantial fines (minimum \$500) and criminal penalties. Fire equipment that is not in working order jeopardizes all residents. As defined in this document, fire equipment includes: fire extinguishers and hoses, fire alarm pull boxes, smoke detectors, automatic door closers, fire sprinkler systems, fire horns and lights, exit signs, and evacuation maps. Tampering includes, but is not necessarily limited to, removing or covering exit signs or evacuation maps, hanging anything from sprinkler systems, altering the function of door closers, disabling smoke detectors, discharging fire extinguishers for any purpose other than extinguishing a fire, and doing anything else that compromises the proper functioning of fire equipment.

Any fire equipment repair or replacement costs, plus associated tampering fines that result from misconduct, will be charged to your conference. If you have questions regarding specific charges, please contact your Conference Account Coordinator.

Evacuation

Evacuation maps are posted in each residence’s common areas. Please familiarize yourself with the location of all exits leading from your apartment. Evacuation maps are part of the residence’s fire equipment and must not be tampered with.

In the event of an evacuation, please proceed to your building’s assigned Emergency Assembly Point (EAP) for further instructions (if you are staying on the Stanford campus). The EAP, if applicable, is located on the posted evacuation maps.

Fire Extinguishers

All buildings are equipped with fire extinguishers.

Common Area Access

All Student Housing residences are inspected by the County Fire Marshal for safety and fire code compliance. Residents are required to keep common areas, including hallways, walkways, stairways, lounges, bathrooms,

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balconies, and patios clear of boxes, bicycles, mattresses, bed frames, food trays, personal trash, etc. When University staff encounter these obstructions or are informed of their presence, they are required to immediately remove such items from these areas. Such obstructions are considered to be fire code violations. Items obstructing common areas also have the potential to create pest control issues as well. If such items are not removed immediately, and University staff is called upon to remove these items, your conference will be charged \$25.00 per item.

FIRE HAZARDS/HAZARDOUS MATERIALS

Candles and Torches

In light of their risk to life and property, candles (including decorative, un-burnt wicks, etc.), torches, hookahs, incense, and any other open flame device are strictly prohibited anywhere inside or around the residences. **If you are found to be in violation of this policy, you will be charged \$100 upon discovery and \$100 per day until the item is permanently removed.** If you have any questions or concerns regarding this policy, please contact your Conference Front Desk Coordinator to help avoid violations of this policy.

Barbeque Grills

Barbeque grills, propane tanks, portable barbeque grills (e.g., Hibachis), and combustible materials such as charcoal fluid may not be used or stored inside buildings, under stairways, or outside on balconies.

Halogen Lighting

Because of fire hazard concerns, halogen lamps are strictly prohibited in University residences. **Residents found to have a halogen lamp in their room or apartment will be charged \$100 upon discovery, and \$100 per day until the item is permanently removed.**

Hazardous Materials

Due to the safety risks they pose to residents, hazardous materials must not be used or stored in or around residences. Examples of hazardous materials include: flammable liquids (e.g., gasoline, paint thinner), automotive or industrial batteries, chemicals, charcoal fluid, propane, fueled camping lanterns, kerosene, and corrosive materials (e.g., acid, explosives). Any material found in or around the residence that is deemed hazardous will be removed immediately by appropriate staff.

WHEELCHAIR ACCESS

Wheelchair ramps, curb cuts, lifts, and building entryways must remain clear at all times to allow conference guests (and others) who use wheelchairs unobstructed access to the residence. Bikes, cars, or any other item found blocking wheelchair access will be impounded; a fee will be charged to retrieve these items.

PEST CONTROL

If you should have a problem with pests in your apartment, please contact your Conference Front Desk regarding pest control needs. With the exception of emergency situations, after-hours and weekend calls are deferred to the next business day in an effort to keep costs down. Any infestations that are found to have been introduced by the guest will result in charges being levied for the recovery costs involved in the eradication of the pests.

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CONDUCT ISSUES

The “Fundamental Standard” has, since 1896, set the standard of conduct for Stanford students. The Fundamental Standard states: “Students at Stanford are expected to show, both within and without the University, such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.”

By taking occupancy in a campus residence, you become a member of the Stanford residence community and agree to accept the responsibilities and obligations associated with the Fundamental Standard. Many other people will live close to your apartment. For this reason, we ask that all guests maintain quiet hours between 11 PM and 7 AM daily. At all times you must be sure that your actions and activities do not disturb your neighbors.

Creating disturbing noise in or around a residence that infringes upon the rights of other residents or members of the University community, or accessing residential areas not assigned to you are prohibited actions.

SMOKE-FREE ENVIRONMENT POLICY

The University prohibits the smoking of any products in enclosed campus buildings and facilities, and during indoor and outdoor events on the campus. Within University residences, this policy specifically applies to all interior common areas, individual rooms and apartments, covered walkways, balconies attached to the residences, and any areas where smoke may drift into the residences during organized indoor and outdoor events. Any permitted smoking must be done at a minimum of 30 feet from any residence. Violations of this policy will be forwarded to your Conference Front Desk Coordinator and may result in loss of University housing privileges.

WEAPONS

Dangerous weapons including (but not necessarily limited to) firearms, knives, and ammunition are prohibited in campus residences. If you are authorized to keep a weapon at Stanford, you must store it with Stanford’s Department of Public Safety. **Anyone found carrying weapons or storing them in the residences will be asked to leave the campus immediately.**

LAUNDRY ROOMS

The laundry program provides your participants with the ability to do their laundry with laundry machines that are energy and water efficient. On-campus laundry machines do not require payment. Oak Creek guests will need to purchase a laundry card and add money to the laundry card at the Oak Creek clubhouse. Guests must follow the posted instructions for using these laundry machines. Please report any equipment malfunctions to your Conference Front Desk Coordinator. Stanford is not responsible for any missing items left in the laundry room area.

RECYCLING

Recycling bins are located outside each on-campus residence, or in the refuse/recycling rooms on each floor of Oak Creek buildings. **Please do not dump non-recyclable trash in these containers.**

Beverage Container Bins:

- Will accept: aluminum cans, cleaned aluminum foil, bi-metal and tin cans, rinsed glass bottles and jars, plastic #1 PETE, and plastic #2 HDPE.

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- Will not accept: aerosol containers, frosted glass, mirrors, plastic #3-7, plastic bags, or plate glass (including test tubes), polystyrene (Styrofoam), Pyrex or scrap metal.

Mixed Paper/Newspaper Bin

- Will accept: colored paper, computer paper, envelopes, file folders, glossy paper, junk mail, magazines, paperback books, paperboard (e.g., cereal boxes), phone books, shredded paper, and white paper. Staples and metal paper clips are acceptable.
- Will not accept: blueprints, corrugated cardboard, food contaminated paper (e.g., pizza boxes), hardback books, paper bags, paper cups, napkins, plates, tissues, or plastic type papers (used for express mail). No rubber bands or plastic paper clips.

Corrugated Cardboard Dumpster

- Will accept: corrugated cardboard and brown paper bags.
- Will not accept: blueprints, file folders, food contaminated cardboard (e.g., pizza boxes), paperboard (e.g., cereal boxes), polystyrene, any packing material, waxy or plasticized paperboard, or white or colored paper bags. Please crush all cardboard. Polystyrene may be taken to packaging center for reuse.

I attest that I have read this document and agree to adhere to the rules and regulations contained herein.

Printed Name

Signature

Date