



HARVARD UNIVERSITY  
The Graduate School of Arts and Sciences  
OFFICE OF RESIDENTIAL LIFE

# Harvard Griffin GSAS Residence Hall Handbook

2023-2024



## INTRODUCTION

Dear Residents,

Welcome to the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (GSAS) residence halls! This handbook is designed to familiarize you with the rules and regulations pertaining to life in the halls. These rules and regulations are meant to provide guidelines that promote an enjoyable living environment for all residents. Each year we carefully edit the handbook to ensure it is an updated and comprehensive reference guide. We hope you will use this handbook as a first resource when Resident Advisors or Residential Life staff are not present to answer your questions.

Occasionally, these policies are updated throughout the academic year based on changes in University policies or other circumstances. Residents will be notified of any policy changes via email.

Questions and comments regarding the contents of the handbook should be addressed to the Office of Residential Life, the Student Center at Harvard Griffin GSAS, Room 203; 617-495-5060; [gsasreslife@fas.harvard.edu](mailto:gsasreslife@fas.harvard.edu).

For information and policies concerning graduate students more generally, please refer to the graduate student Handbook or policy section of your respective school.

Best wishes for a productive and enjoyable year!

Bill Stackman, *Dean of Students*

Ashley Skipwith, *Director of Residential Life*

Becky Song-ngam, *Residential Life Staff Assistant*

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## IMPORTANT STAFF CONTACT INFORMATION

### ***Residential Life***

Ashley Skipwith, Director of Residential Life

Becky Song-ngam, Residential Life Staff Assistant

617-495-5060

[gsasreslife@fas.harvard.edu](mailto:gsasreslife@fas.harvard.edu)

[gsas.harvard.edu/student-life/housing-dining](https://gsas.harvard.edu/student-life/housing-dining)

### ***Facilities***

Jesse Gregory, Facilities Manager

617-495-0747

[gsasfm@fas.harvard.edu](mailto:gsasfm@fas.harvard.edu)

### ***Student Services***

Katie Mulroy, Director of Student Services

Adam Milano, Assistant Director of Student Services

Dream Mooney, Program Coordinator

617-495-5005

[stuserv@fas.harvard.edu](mailto:stuserv@fas.harvard.edu)

[gsas.harvard.edu/student-life/harvard-resources/gsas-student-services](https://gsas.harvard.edu/student-life/harvard-resources/gsas-student-services)

### ***Operations Center and Emergency Repairs***

617-495-5560

[energyandfacilities.harvard.edu/operations-center](https://energyandfacilities.harvard.edu/operations-center)

## OTHER USEFUL WEBSITES AND TELEPHONE NUMBERS

### ***Athletics Facilities & Recreational Activities***

617-495-3454

[recmemberships@fas.harvard.edu](mailto:recmemberships@fas.harvard.edu)

### ***Academic Resource Center***

617-495-5734

[academicresourcecenter@harvard.edu](mailto:academicresourcecenter@harvard.edu)

### ***Career Services***

617-495-2595

[mcs@fas.harvard.edu](mailto:mcs@fas.harvard.edu)

### ***Directory Assistance (inside Harvard)***

617-495-1000

<https://www.directory.harvard.edu/>

<b>Disability Access Office (DAO)</b>	617-496-8707 <a href="mailto:dao@fas.harvard.edu">dao@fas.harvard.edu</a>
<b>The Commons @ Lehman Hall</b>	617-495-3381 <a href="https://dining.harvard.edu/campus-dining/cafes/locations/gsas-commons">https://dining.harvard.edu/campus-dining/cafes/locations/gsas-commons</a>
<b>Student Center Office</b>	617-495-2255 <a href="https://gsas.harvard.edu/student-life/gsas-student-center">https://gsas.harvard.edu/student-life/gsas-student-center</a>
<b>FAS Registrar's Office</b>	617-495-1543 <a href="mailto:registrar.fas.harvard.edu">registrar.fas.harvard.edu</a>
<b>Harvard Griffin GSAS Administration</b>	617-495-5315 <a href="http://gsas.harvard.edu">gsas.harvard.edu</a>
<b>Office of Student Affairs</b>	617-495-1814 <a href="http://gsas.harvard.edu/student-life/harvard-resources/office-student-affairs">gsas.harvard.edu/student-life/harvard-resources/office-student-affairs</a>
<b>Graduate Student Council (GSC)</b>	617-495-7512 <a href="http://gsc.fas.harvard.edu">gsc.fas.harvard.edu</a>
<b>Harvard Chaplains</b>	617-879-8365 <a href="http://chaplains.harvard.edu">chaplains.harvard.edu</a>
<b>Harvard University Health Services</b>	<a href="http://huhs.harvard.edu">huhs.harvard.edu</a>
24-Hour Emergency	617-495-5711
General Information	617-495-5711
Counseling & Mental Health (Day)	617-495-2042
Counseling & Mental Health (Nights/Weekends)	617-495-5711
Dental	617-432-1434
Pharmacy	617-495-2008
Pharmacy Refill Line	617-495-8468
Law School Health Service	617-495-4414
<b>Harvard University Information Technology</b>	617-495-7777 <a href="http://huit.harvard.edu">huit.harvard.edu</a>
<b>Harvard International Office</b>	617-495-2789 <a href="http://hio.harvard.edu">hio.harvard.edu</a>
<b>Harvard Police Department</b>	<a href="http://hupd.harvard.edu">hupd.harvard.edu</a>
Urgent (Harvard University)	617-495-1212
Business (Harvard University)	617-495-1215

*Cambridge Police*  
*Harvard Transportation & Parking Office*

9-1-1  
617-496-7827  
[transportation.harvard.edu/parking](https://transportation.harvard.edu/parking)

***FAS Course Evaluations***

<https://q.fas.harvard.edu/>

***Shuttle Services***

617-495-0400  
[transportation.harvard.edu/shuttle-van-services](https://transportation.harvard.edu/shuttle-van-services)

***Student Financial Services***

617-495-2739  
[sfs.harvard.edu](https://sfs.harvard.edu)

***Student Employment Office***

617-495-2585  
[seo.harvard.edu](https://seo.harvard.edu)

***Office for Sustainability***

*Green Labs Program*

*Graduate Program*

[green.harvard.edu](https://green.harvard.edu)  
[green.harvard.edu/programs/green-labs](https://green.harvard.edu/programs/green-labs)  
[green.harvard.edu/schools-units/arts-sciences-fas](https://green.harvard.edu/schools-units/arts-sciences-fas)

***Office of Gender Equity***

617-496-0200  
<https://oge.harvard.edu/>



## HARVARD GRIFFIN GSAS RESIDENCE HALLS

### THE BUILDINGS

Perkins Hall and Conant Hall were built in 1893 and 1894, respectively. Designed by Shepley, Rutin, and Coolidge, these buildings are representative of the Georgian architecture used in the first-year residences in Harvard Yard. The funds for Perkins Hall were donated by Catharine Page Perkins, the widow of an oil tycoon, in memory of three members of her husband's family: Reverend Daniel Perkins (AB 1717), Richard Perkins (AB 1748), and William Foster Perkins (AB 1819). Perkins Hall was originally intended to house undergraduate students from modest circumstances and was converted into graduate housing in the early 1900s. Perkins Hall houses 154 single rooms.

Conant Hall, located on Oxford Street across from Perkins Hall, was funded by a gift from Edwin Conant (AB 1829). The first large dormitory and common area for graduate students of the arts and sciences, this 29-suite building was considered a great asset to graduate students who had previously lived in inconveniently located apartments. Conant Hall has undergone a number of renovations since its original construction and now houses 84 single rooms.

Construction began on Richards and Child Halls in 1949. The two buildings, along with several Law School dormitories and Harkness Commons, were designed by the German modernist architect Walter Gropius. Richards Hall is named for Nobel Prize-winning chemist Theodore Richards; Child Hall takes its name from former English professor Francis J. Child. (Child Hall was originally called William James Hall in honor of the early Harvard psychologist but was renamed when the new William James Hall, housing offices and classrooms for the social sciences, was erected on Kirkland Street.) The two residence halls are constructed around Jarvis Field, where the first American football game was played in 1874. The lawn space includes Richard Lippold's "World Tree" sculpture, a playful 27-foot-tall assemblage of steel pylons. Child Hall houses 95 single rooms and six 2-room suites, and Richards Hall houses 72 single rooms.

### RESIDENCE HALL ADMINISTRATION

Dean of Students – Bill Stackman, has general responsibility for the welfare of graduate students and monitors students' academic status, progress, and discipline. He oversees the Offices of Student Affairs, Student Services, Residential Life, the Student Center at Harvard Griffin GSAS and the Title IX Resource Coordinators. Bill also represents students in disciplinary cases before the Administrative Board. Additionally, he coordinates orientation and registration activities. His main office is located in Smith Campus Center (617-495-1814).

The Office of Residential Life oversees the daily operations of the four Harvard Griffin GSAS residence halls, including room assignments. The Office is also responsible for the RA training program and oversees functions of the RA role.

Director of Residential Life – Ashley Skipwith, supervises the RAs for the residence halls. She also acts as the advisor to the Graduate Residence Hall Council, oversees summer conferences, and provides services related to off-campus housing issues.

Residential Life Staff Assistant – Becky Song-ngam, assists in all matters involving the administration of the Office of Residential Life. This includes helping oversee the RA program and conducting the residence hall room assignment lottery and offer processes.

Facilities Manager – Jesse Gregory, is responsible for the maintenance and operations of the residence halls.

The Office of Student Services is a go-to place for Harvard Griffin GSAS students. The Office is additionally responsible for various aspects of the Harvard Griffin GSAS Welcomes events and often partners with other offices or student leaders to bring wellness-focused initiatives and programming to students.

Director of Student Services – Katie Mulroy, assists students having academic or personal difficulties to connect with and navigate Harvard Griffin GSAS, Harvard, and local resources. Katie will provide advice and ongoing support and will make referrals to other services as necessary.

Assistant Director of Student Services – Adam Milano, meets with and assists students having academic or personal difficulties in connecting with and navigating Harvard Griffin GSAS, Harvard, and local resources.

Program Coordinator – Dream Mooney, provides administrative support to the Office of Student Services.

## RESIDENT ADVISORS

Resident Advisors (RAs) are graduate students employed by the Office of Residential Life to serve as a resource for students, help students adjust to residence hall living, aid in emergency situations (including illness and accidents), and serve as liaisons to the administration. RAs also put on various social events and gatherings throughout the year; residents are encouraged to suggest study breaks and events to RAs.

<u>Resident Advisor</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
<b>Child Hall – 26 Everett Street</b>			
Lawson Ung	6	(617) 384-7584	lawson_ung@hsph.harvard.edu
William Martin	114	(617) 384-0114	williammartin@g.harvard.edu
Ada Fang	215	(617) 384-0474	ada_fang@g.harvard.edu
Juan Orozco	305	(617) 384-0501	juanorozco@g.harvard.edu
Elaine Chen	413	(617) 384-9464	cechen@g.harvard.edu
<b>Richards Hall – 24 Everett Street</b>			
Joe Currie	111	(617) 384-0212	joecurrie@g.harvard.edu
Anwulika Nkem-Onyekpe	215	(617) 384-0473	ifeosa_nkemonyekpe@g.harvard.edu
Daniel Lowery	304	(617) 384-9231	dlowery@g.harvard.edu
<b>Conant Hall – 36 Oxford Street</b>			
Peter Corti	116	(617) 384-0479	petercorti@g.harvard.edu
Salma Abdel Magid	219	(617) 384-0478	sabdelmagid@g.harvard.edu
Rebecca McDonald-Balfour	318	(617) 384-0200	rmcdonaldbalfour@gsd.harvard.edu
Alicia Golden	423	(617) 384-0505	aliciagolden@g.harvard.edu
<b>Perkins Hall – 35 Oxford Street</b>			
Yash Rana	124	(617) 384-0442	yash_rana@g.harvard.edu
Johanne Donovan	219	(617) 384-0503	jdonovan@g.harvard.edu
Pariroo Rattan	317	(617) 384-0475	pariroorattan@g.harvard.edu
Kathy Liu	423	(617) 384-0476	kathyliu@fas.harvard.edu

## CUSTODIAL SERVICES

Custodial Services oversees the cleaning and maintenance of the residence halls. If there are any questions, concerns, or comments about the custodial services, please feel free to contact Alejandro Guevara Guzman ([alejandro\\_guzman@harvard.edu](mailto:alejandro_guzman@harvard.edu)), the supervisor of the custodians.

## GRADUATE RESIDENCE HALL COUNCIL

The Graduate Residence Hall Council (GRHC) is a voluntary graduate student organization with the primary goal of improving the quality of life in the Harvard Griffin GSAS residence halls. The GRHC organizes and funds a variety of social events throughout the year, including an annual welcome lunch event, movie nights, game nights, and more. The GRHC also provides a number of resources and services for residents, including:

- Televisions in various lounges in the residence halls—many include a DVD player
- Sports equipment, barbeque grills, and other items which may be borrowed by residents (make arrangements with the Equipment Officer)
- A piano and game console station in Richards Basement

GRHC meetings are generally held on the first Sunday of each month. Meetings will be announced via email. Meetings are open to all residents, and all are invited to express concerns about residential life and to vote on the issues raised at the meeting. In addition, GRHC funding is available at each meeting for resident-organized events. Such events are open to all residents and must be advertised throughout the Harvard Griffin GSAS residence halls.

GRHC officers are elected annually in the late spring. The GRHC Officers for the 2023–2024 academic year are:

<b><u>GRHC Position</u></b>	<b><u>Name</u></b>	<b><u>Email</u></b>
President	Joseph Wilson Jr.	<a href="mailto:joseph_wilson@g.harvard.edu">joseph_wilson@g.harvard.edu</a>
Treasurer	Shubham Choudhary	<a href="mailto:shubham_choudhary@g.harvard.edu">shubham_choudhary@g.harvard.edu</a>
VP for Communications	Robyn Wang	<a href="mailto:xueningwang@gsd.harvard.edu">xueningwang@gsd.harvard.edu</a>
VP for Administrative Affairs	Muqi Guo	<a href="mailto:mguo@hsph.harvard.edu">mguo@hsph.harvard.edu</a>
Social Coordinators	Samuel Mansfield	<a href="mailto:smansfield@gsd.harvard.edu">smansfield@gsd.harvard.edu</a>
	Taeuk Nam	<a href="mailto:taeuk_nam@g.harvard.edu">taeuk_nam@g.harvard.edu</a>
Environmental Awareness Officer	Walter Shen	<a href="mailto:walter_shen@fas.harvard.edu">walter_shen@fas.harvard.edu</a>
Equipment Officer	Keeley Hoek	<a href="mailto:khoek@g.harvard.edu">khoek@g.harvard.edu</a>
Fitness Officer	Atte Kadoma	<a href="mailto:akadoma@g.harvard.edu">akadoma@g.harvard.edu</a>
RA Liaison	Joe Currie	<a href="mailto:joecurrie@g.harvard.edu">joecurrie@g.harvard.edu</a>

To learn more about the GRHC and its services, please check out their [Engage page](#).

## THE STUDENT CENTER AT HARVARD GRIFFIN GSAS

The Student Center at Harvard Griffin GSAS is located in Lehman Hall in the southwest corner of Harvard Yard and across from the former Out of Town News on Massachusetts Avenue. The Center provides an opportunity for Harvard Griffin GSAS students and all residents of the residence halls to interact with fellow graduate students and faculty from all departments in an informal atmosphere. Events include parties and special events, discussion groups, dinner speakers, dances, faculty/student dinners, movies, ski trips, pub nights, and outings. Students may participate in intramural athletics, a chamber orchestra and chorus, a jazz/swing band, a world music ensemble, and public service activities sponsored by the Center. There is also a student literary magazine, which is open to contributions from students in all departments.

The Student Center includes a dining room that serves meals on a cash or contract basis, a student run café (the Gato Rojo), game room, library, computer and printing facilities, lockers, pianos, meeting space for Harvard Griffin GSAS student organizations, and the Graduate Student Council office. The Office of Residential Life is also located in room 203 of the Center.

Members of the Center are entitled to use all the facilities and to participate in special dinners, trips and events. In addition, the computer room and printing facilities in the basement are available only to members. Students from other Schools who live in the Harvard Griffin GSAS residence halls are also members of the Center and are entitled to use its facilities and participate in events. Students who are neither Harvard Griffin GSAS students nor residents of the residence halls are not eligible to become members of the Center.

## STUDENT CENTER STAFF

The Executive Director, Jacqueline Yun, Assistant Director, Janet Daniels, and Program Coordinator, Jeff Shenette, coordinate and facilitate the activities and services of the Center. Student Center Fellows are Harvard Griffin GSAS students who run Center programming. They are eager to meet you, help with your concerns, and encourage you to participate in the various activities.

The Student Center Fellows for the 2023–2024 academic year are:

Title	Name	Email
Coordinating Fellow	Adan Ramirez-Figueroa	aramirezfigueroa@g.harvard.edu
Arts	Caroline Smith	cfsmith@g.harvard.edu
Arts	Jessie Han	jhan1@g.harvard.edu
Arts	Sudarshana Chanda	schanda@g.harvard.edu
Athletics	Gino Domel	ginodomel@g.harvard.edu
Athletics	Mara Casebeer	psecchia@g.harvard.edu
Food Literacy	Latane Bullock	latanebullock@g.harvard.edu
Intellectual/Cultural	Nikhil Shivakumar Nayak	nnayak@g.harvard.edu
Intellectual/Cultural	Ziwei Gu	ziweigu@g.harvard.edu
Literary	Mahia Bashir	mahiabashir@g.harvard.edu
Literary	Mohamed Adam Koutajian	mkouta@g.harvard.edu
Music - Jazz	Pengyuan (Bill) Zhai	pzhai@g.harvard.edu
Music – Orchestra	Leo Sarbanes	lsarbanes@g.harvard.edu
Music – World Music Collective	Ethan Cowan	ecowan@g.harvard.edu
Outings	Emmanouil Theodosios	etheodosios@seas.harvard.edu

Outings	Joshua Corbo	joshua_corbo@g.harvard.edu
Outings	Lauren Baker	lbaker@g.harvard.edu
Public Service	Amerria Causey	acausey@g.harvard.edu
Public Service	Iman Darwish	imandarwish@g.harvard.edu
Public Service	Maleah Fekete	mfekete@g.harvard.edu
Social	Calvin Hu	xiaohu@g.harvard.edu
Social	Kiwi Florido	kiwiflorido@g.harvard.edu
Social	Maya Jackson	mjackson@g.harvard.edu
	Walter Shen	walter_shen@fas.harvard.edu
Wellness	Frederick Nelson	freddienelson@g.harvard.edu
Wellness	Mary (Grace) Chaves	marychaves@g.harvard.edu
Wellness	Andrew (Jin Soo) Byun	jjinsoobyun@g.harvard.edu

To learn more about the Student Center Fellows and events, please visit the [Student Center at Harvard Griffin GSAS](#) on Engage.

## DINING AT THE COMMONS AT LEHMAN HALL

Located in Harvard Yard on the first floor of Lehman Hall, the Commons serves the Harvard community, with a special focus on the graduate and professional school students in Harvard Griffin GSAS, at lunch at dinner. Ample seating makes this a lovely, central meeting spot for a meal with friends or colleagues.

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### HOURS OF OPERATION

The Commons at Lehman Hall is open Monday through Friday, except on holidays and University vacations. Lunch is served from 11:30 a.m.–2:30 p.m., dinner from 5:00 p.m.–8:00 p.m.

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### MEAL PLAN

**Eligibility and Enrollment.** All residents of the Harvard Griffin GSAS residence halls are required to enroll in the Commons Meal Plan, which provides an excellent opportunity for residents to meet and interact with fellow students who are in a variety of disciplines and schools. The 2023-2024 cost of the meal plan is \$2,776. The meal plan consists of two (2) declining balance allotments (\$1,478 for the fall 2023 semester and \$1,298 for the spring 2024 semester). Any unused dollars from the fall 2023 semester are carried over into the spring; any unused dollars at the end of the spring 2024 semester are lost.

To get a meal at the Commons, residents must present their Harvard ID at the checkout counter. The Commons also accepts the following alternative methods of payment for lunch or dinner: Crimson Cash, cash, MasterCard, or Visa.

The Commons Meal Plan will automatically be cancelled if a student cancels their room contract. (Please see more about our room cancellation policy on page 27.) The Commons Meal Plan is also available to students who do not live in the Harvard Griffin GSAS residence halls. Interested students should contact Boris Okys at [boris\\_oks@harvard.edu](mailto:boris_oks@harvard.edu) or 617-496-6161.

**Contract Length.** The first meal of the fall term will be served Tuesday, September 5, 2023. The last meal of the fall term will be served on Friday, December 15, 2023. The first meal of the spring term will be served on Tuesday, January 16, 2024. The last meal of the spring term will be served Friday, May 17, 2024.

Fees. The fee for the meal plan is \$2776 for the academic year.

Missed Meals. Unfortunately, residents cannot be reimbursed for any missed meals. The meal plan cannot be cancelled due to academic/class conflicts. If you know in advance that you cannot make a meal period, you can make arrangements for a boxed meal. Please order a boxed meal online using [this form](#) at least 24 hours in advance. Lunches and dinners at the Commons can also be taken “to go” to accommodate busy schedules.

Dietary Needs. Recognizing that dietary preferences vary, the Commons offers a range of menu items to satisfy many individual needs. If you require a special diet or have other dietary needs, contact General Manager Paula Gaughan at 617-495-3381 or [paula\\_gaughan@harvard.edu](mailto:paula_gaughan@harvard.edu).

If you have an allergy or other dietary need for medical reasons, please be sure to register with the [Disability Access Office](#) (for Harvard Griffin GSAS students) or with your local [Student Accommodation Coordinators](#) (for students in other Schools).

Kosher Options. The Commons at Lehman Hall is a non-kosher kitchen. If a resident keeps strict kosher, they can transfer their Commons meal plan to Hillel; all meals will then be taken at Hillel, and the meal plan is no longer associated with the Commons. Contact Ashley Skipwith, Director of Residential Life (617-495-5060, [gsasreslife@fas.harvard.edu](mailto:gsasreslife@fas.harvard.edu)) to transfer your Commons meal plan to Hillel. During the Jewish holidays, residents can make a reservation at Hillel and use their Commons meals there. Since holiday meals are popular, it is necessary to make reservations. Reservations can be made by contacting Linda Mulligan ([linda@hillel.harvard.edu](mailto:linda@hillel.harvard.edu) or 617-495-4695).

Closings. On several occasions during the year, events that are held in the Commons necessitate closing the dining room prior to standard closing time. Residents will be notified in advance if the dining room hours must be shortened. The Commons at Lehman Hall is closed during the following University holidays or recesses:

- **Indigenous Peoples’ Day: Monday, October 9**
- **Veteran’s Day: Friday, November 11**
- **Thanksgiving Break: November 22-24 – please note that lunch will be served on November 22**
- **Winter Break: December 18-January 15 (reopens on Tuesday, January 16)**
- **President’s Day: Monday, February 19**
- **Spring Break: March 11–15**

Feedback. Students are encouraged to provide feedback to the Dining Services staff. Information provided by students will help the staff make the dining experience more enjoyable. Feedback is welcome both verbally and/or [online](#).

Staff. The Dining Services staff takes great pride in creating a friendly environment in which to dine. This environment can only be maintained with the help of students. Please remember to be courteous and respectful when approached by the staff.

## HARVARD GRIFFIN GSAS RESIDENCE HALL FACILITIES/RESOURCES

### BICYCLES/BIKE ROOMS

Residents who bring bicycles with them should register the bicycles with the Harvard University Police. Information for registration can be found [here](#). Bicycle theft is very common in Cambridge. Residents should plan to store their bicycles in their rooms or in the bike rooms provided.

Bike rooms are located in the basements of Perkins and Conant Halls. They were established to provide a more secure storage area for residents; however, the University is not responsible for bikes stored there. Bike rooms are for residents of the Harvard Griffin GSAS residence halls only. Residents who use the bike rooms must provide locks for securing bicycles to racks. It is recommended to use a U-Lock, rather than a cable or chain lock, as U-Locks are more difficult to cut.

We encourage residents to register their bike with the Office of Residential Life as well. Please visit us during business hours to obtain a sticker to put on your bike.

Bike racks are located on the Oxford Street side of Richards Hall, on the Massachusetts Avenue side of Child Hall, south of Perkins Hall near Maxwell Dworkin, and in front of Conant Hall.

Bicycles must not be left in corridors or chained to pipes, radiators, stairways, stairwells, gutters, drainpipes, handrails, outside entrances, etc. Any bicycles stored in prohibited locations will be removed and donated to charity.

### COMPUTERS/COMPUTER ROOM

Computers. The residence halls have wireless internet access, and each individual room is equipped with a data jack. Residents must provide their own ethernet cord in order to use the data jack. Information about connecting to the Harvard network can be found [here](#). Residents experiencing computer problems should contact the Harvard University Information Technology (HUIT) Help Desk at 617-495-7777 or submit a ticket [here](#). The Help Desk can provide support over the telephone or students can schedule an appointment with a user assistant who provides in room technical and software support.

Computer Room. The computer room, located in the basement of Child Hall, is administered by Harvard University Information Technology. It is for use by all current residents. The room provides access to both PC and Macintosh computers, as well as access to all of the programs and services provided by HUIT. A printer and a scanner are also provided. To use the Child Basement Computer Lab, students enrolled in other graduate schools outside of Harvard Griffin GSAS who reside in the residence halls must request an FAS computer account. Students should request this account through the Office of Residential Life. Please note: after the request has been made, it may take several weeks for the account to be activated.

All students who use the residence hall computer room must abide by the rules and regulations set forth in the [Harvard Griffin GSAS Policies](#). It is the individual student's responsibility to have read and understood these rules and regulations.

### CRIMSON CASH

Crimson Cash is a convenient payment method applied to your Harvard ID that can be used at many campus locations. Instead of carrying cash, you can use Crimson Cash to purchase a meal at a campus restaurant, take a guest to a residential dining hall, buy a soft drink or snack at more than 100 vending machines, use the residence halls' washers and dryers, make copies or use the computers and microfiche in many libraries, and even buy computer products and services at the Technology Products Center.

Residents may add Crimson Cash to their card by visiting the website: <https://cash.harvard.edu/>.

## FACILITIES PROBLEMS

Routine Maintenance. All routine maintenance and non-emergency facilities problems (in both individual rooms and in common areas) should be reported via the [PRESTO](#) maintenance request platform. Once the request is submitted, the appropriate staff members are contacted to make the necessary repairs.

If you have requested a repair and nothing has been done after one week, check with the Facilities Manager ([gsasfm@fas.harvard.edu](mailto:gsasfm@fas.harvard.edu)).

Operations Center. The Operations Center is the central operations office for facilities at the University. The Operations Center staff is available on a 24-hour-a-day basis to respond to emergency situations at the University and in the residence halls. Individual residents may call the Operations Center when there is a facilities emergency in the residence halls and the Facilities Manager or an RA is not immediately available.

Emergency Repairs. All emergency repairs (e.g., electrical, plumbing problems, etc.) should be reported to the appropriate parties during the following times:

- Facilities Manager, 617-495-0747: Monday–Friday, 9:00 a.m.–5:00 p.m.
- Operations Center, 617-495-5560: All other times (evenings and weekends)

Non-emergency repairs should be reported to the Facilities Manager during normal business hours.

Biohazardous Spills/Clean Up. In the event of a biohazardous spill, including bodily fluids (e.g., blood, urine, vomit), residents should not make any attempts to clean the area. Residents should immediately contact an RA or the Operations Center (617-495-5560) to notify them of the spill. Arrangements will be made for appropriate personnel to clean the spill. Residents who themselves spill bodily fluids are urged, if possible, to clean up after themselves.

When a resident is able to clean up after themselves, the resident must contact the personnel above in order for the area to be properly sanitized. In the event, however, that a resident is severely injured or ill and cannot clean up after themselves, the appropriate personnel will handle the entire cleaning and sanitation process. Note: It is important to take every precaution when dealing with any individual who has an injury or illness.

## HEAT

All four buildings have central forced hot water heating systems but no air-conditioning. Residents are asked not to turn off the radiators or leave windows open in the cold weather, as the radiators may freeze, causing serious damage. Residents may be held responsible if the pipes freeze due to such actions. If you have radiator problems, please submit a [PRESTO](#) maintenance request.

Residential Heating Policy. State sanitary code requires that we provide heat September 15–June 15, as needed to maintain a minimum temperature in the buildings of 68 degrees Fahrenheit/20 Celsius during the day and 64 degrees Fahrenheit/18 Celsius at night. We attempt to maintain a comfortable temperature for all residents, while also being conscious of energy conservation and the limits of our facilities.

Reporting Heating Problems. If your room is considerably cooler than 68 degrees, please first check to ensure that your windows and storm windows (where applicable) are completely closed. If your windows are open even a crack, please close them and allow the room several hours to warm up before reporting a heating problem. If you report a heating problem and the operator who is dispatched discovers that your window is open, you may be charged for the cost of the maintenance call (typically \$100.00–\$200.00).



Control of Heat in the Student Rooms for Child and Richards Halls. The temperature of the circulating hot water depends on how cold the temperature is outside. As the weather gets colder, the water temperature becomes hotter. There is no way to control room temperature on an individual basis. The water temperature is set to heat the rooms to 68 degrees. If your room is considerably warmer or cooler than 68 degrees, please inform the Facilities Manager.

Control of Heat in the Student Rooms for Conant and Perkins Halls. To prevent rooms from overheating, each radiator has an automatic control valve that may be adjusted by the occupant. This valve is meant to give you control of the heat level in your room and to prevent waste of energy.

Instructions for operating radiator control valves in Perkins and Conant Halls:

1. Locate the gray handled dial protruding from the valve. The valve is attached to the radiator, which in some rooms is encased in a cabinet.
2. Select the setting between 1 (lowest temperature) and 5 (highest) on the dial at which you are most comfortable. The highest temperature available is approximately 70 degrees. If the room is too warm, select a lower dial setting. Forcing the valve beyond the maximum setting will not produce more heat and may damage the valve. Opening the window wastes energy. Removing or damaging the valve eliminates your control and can also waste energy.
3. Never turn the dial below the snowflake symbol. This turns the heat entirely off and risks allowing the pipes to freeze.

Storm Windows. In Perkins and Conant Halls, each window has an exterior storm window, in addition to the inside glass window. The storm window is the most exterior window in Conant and Perkins rooms. Residents in these buildings should pull the storm windows down during colder months in order to keep the room warm. If residents are having trouble with the storm windows, they should contact the Facilities Manager. We encourage you to watch a short tutorial video on storm windows [here](#).

## INSECT/PEST CONTROL

Bugs, rodents, and other pests may be introduced into buildings from various sources. To minimize problems, please observe the following:

- Keep food in tightly covered containers.
- Wipe up water, spills, and crumbs.
- Sweep or vacuum regularly.
- Do not leave damp clothes, sponges, etc. in cabinets or closets.
- Do not feed squirrels or leave food on the windowsills.

For pest problems, please submit a [PRESTO](#) maintenance request.

## INSURANCE

Articles of personal property are brought onto the premises of the University at the sole risk of the owner. Student property insurance is available through most private insurance companies. Most insurance companies also offer rental insurance, so we encourage students to explore different insurance options to find the right one for them.

## LAUNDRY ROOMS

Laundry rooms, equipped with machines that accept both Crimson Cash and coins, are located in the basement of each residence hall. Profits from the laundry machines help subsidize the operations of the Graduate Residence Hall Council (GRHC). Problems with the washers and dryers should be reported via a [PRESTO](#) maintenance request or directly to [CSC ServiceWorks](#) (the contractor the University uses for laundry). Irons and ironing boards are supplied in each laundry

room by the Facilities Office. Residents are asked not to remove irons or ironing boards from the laundry rooms. Laundry View allows residents to check on their laundry, or to check on availability of machines. Go to [www.laundryview.com](http://www.laundryview.com) for more information (select “Harvard Graduate Housing” in drop-down menu).

Laundry rooms should be used with regard for other residents. Please adhere to the following guidelines when using the laundry facilities:

- Do not bleach or dye clothes in the washing machines.
- Remove clothes from washers and dryers promptly, so that other residents may use the machines.
- If you must remove someone else’s clothes from either the washers or dryers, do so with care.
- Any clothes that need hand laundering should be done so in the laundry room sink. It is not appropriate to hand-launder clothes in the kitchen or bathroom sinks.
- Do not remove the irons or ironing boards from the laundry rooms.

Abandoned clothing is removed from laundry rooms each week and placed in the clothing-recycling bin outside Perkins Hall. In order to be as energy efficient as possible, please follow these tips when doing laundry:

- FILL UP: Always wait to do a full load of laundry.
- CHILL OUT: Use cold water for regular loads, warm for heavily soiled, and avoid hot water all together.
- CUT DOWN: Use only 2 tablespoons of detergent to avoid additional rinse cycling. It’s all you need!
- DETOX: Use plant-based, biodegradable, phosphate-free detergent and oxygen or hydrogen peroxide bleach.
- RECYCLE: Empty detergent containers go in the recycling bin.

## LOUNGES

The residence halls have several lounges for the use of residents, which are designed to encourage a social and communal atmosphere within the halls. There are 6 lounges that can be reserved for use. They are the following lounges:

- Conant Hall First Floor Lounge - Lounge A (with TV)
- Conant Hall Second Floor Lounge - Lounge B (near kitchen)
- Perkins Second Floor Lounge
- Perkins Third Floor Lounge
- Child Basement Lounge
- Richards Basement Lounge

Please refer to the Lounges section under Residence Hall Rules and Regulations for lounge-use policies.

## LOST AND FOUND

Any items that have been found should be turned in to the Mail Center, Perkins Hall Basement.

## MAIL/PACKAGE DELIVERY

The Mail Center is located in the basement of Perkins Hall. Both mail and packages are received in the Mail Center and distributed to residents of all four Harvard Griffin GSAS residence halls. The Office of Residential Life does not manage student mail. Harvard University Mail & Distribution Services (HUMS) administers the Mail Center, and any questions about mail and package service should be addressed to the Mail Center at 617-496-3037.

Mailing Address. All mail and packages must be addressed to a current resident with the building, street and room number listed properly and correctly. Mail and packages not addressed properly may be returned to sender. Residents are not allowed to let other persons use their address.

Mail sent to residents should be addressed as follows:

Your Name  
Name of Residence Hall, Room #  
GSAS Mail Center  
35 Oxford St.  
Cambridge, MA 02138

Mailboxes. Mailboxes are located in the Mail Center in the basement of Perkins Hall, Room 18.

Mail Forwarding. Mail received after the end of the academic year or after a resident vacates their room will be forwarded to the address on file at Harvard's Student Mail Forwarding Center. To ensure proper delivery, residents should update their address through the [HUMS website](#).

Students are advised to make direct notification regarding change of address to all University offices, family, friends, banks, credit card companies, law firms, and other important persons or businesses to ensure faster processing of new addresses and to prevent interruptions or delays in receiving mail.

Residents should be aware that bulk mail will not be forwarded. This includes magazines and many book and music club mailings.

After you have vacated the residence halls, questions regarding mail forwarding should be addressed to the Harvard Student Mail Forwarding Center, [hsmfc@harvard.edu](mailto:hsmfc@harvard.edu). The Mail Forwarding Center also has a hotline for dealing with mail problems - call 617-496-MAIL (617-496-6245).

Packages. Residents will receive a package notification email when they have a package waiting. Packages can be picked up in the Mail Center, Room 18, Perkins Hall Basement, Monday–Friday, 8:00 a.m. to 5:00 p.m. (closed from 12:30 to 1:30 p.m.); and Saturday, 10:00 a.m. to 2:00 p.m.

There are no package pick-up services on Sundays or holidays. Your Harvard ID card should be presented to the Mail Center staff person when retrieving a package. Packages sent via Priority Mail, Federal Express, Overnight, or any other special delivery service are handled in the same manner as packages received from the US Postal Service and United Parcel Services (UPS). University policy does not allow delivery of such packages to the rooms of individual students. It is the responsibility of each individual student to ensure that they pick up packages in a timely manner, if they are urgent in nature. If the package is extremely urgent, you may wish to make arrangements to have it delivered to an office or lab address, if possible.

Amazon deliveries use independent persons to deliver their packages. The service is called AMZL. AMZL operates much like the Uber of deliveries and does not have the proper protocol in terms of delivering packages to our Mail Center. AMZL packages have been dropped off in the lobbies of our buildings, which are open to the general public. Residents are advised to be wary of packages shipped by Amazon, as some could be delivered by AMZL to unsecure locations. It is always best for items to be shipped via USPS, UPS or FedEx.

If Amazon is used, residents should write the following in the "Delivery Instructions" box: "Please deliver to our Mail Room, located at 35 Oxford Street, Cambridge, MA. Deliveries are only accepted Monday–Friday, 8:00 a.m. to 5:00 p.m. (closed from 12:30 to 1:30 p.m.); and Saturday, 10:00 a.m. to 2:00 p.m." It is also advised that residents directly address Amazon packages to Perkins Hall (35 Oxford St.) even if they live in another building – please note, however, room

numbers should be included in the address. For the most security, residents should consider using Amazon Locker. The closest locations are at 287 Prospect St. in Cambridge or 45 Beacon St. in Somerville.

Residents may not ship packages to the Mail Center that will arrive on campus before they move into their room. The Mail Center does not have the capacity to hold packages for students who are not yet residents. Packages may only arrive on the day the resident arrives, or thereafter. Packages that arrive before the day a student is designated to move in will be returned to the sender.

Shipping Packages. There is no way to ship packages from the Mail Center to an outside address. Residents must ship packages at a US Post Office or other shipping outlets such as the UPS Store or the FedEx Office.

US Postal Services. The nearest US Post Office is located at 125 Mt. Auburn Street. The phone number is 617-876-3883. The Post Office is open during the following hours: Monday-Friday: 7:30 a.m.–6:00 p.m.; and Saturday: 7:30 a.m.–3:00 p.m.

Residents who anticipate moving frequently during their stay at Harvard, who rely heavily on mail service, or who do not have access to an office/department address, may want to consider renting a post office box from the US Post Office. It offers residents a permanent mailing address for the duration of their stay at the University.

#### PARKING/MOTOR VEHICLE REGISTRATION

The University suffers from a general lack of parking facilities in Cambridge; therefore, Harvard Transportation & Parking strongly discourages students from bringing a vehicle to the University. The Office of Residential Life and the Transportation & Parking Office encourage students to utilize the MBTA (public transportation) and/or Harvard Shuttles. Student parking in Cambridge on University property is limited to those who have mobility issues and cannot use the shuttle van service (as certified by a medical doctor). Additionally, parking on Cambridge streets, which requires obtaining a parking permit issued by the Cambridge Traffic, Parking and Transportation Department, can be challenging. Information on parking available to students can be found on the [Harvard Transportation & Parking website](#).

Visitor Parking. Visitor permits for campus lots in Cambridge may be purchased [online](#). Please note that once a permit is purchased, it must be printed out for display on the car's dashboard, so we encourage you to plan appropriately.

#### RECYCLING/SUSTAINABILITY EFFORTS

Harvard Griffin GSAS is committed to reducing the environmental impact of its residence halls by minimizing waste, encouraging reuse, and maximizing recycling.

Recycling bins and signs have been placed in lounges and kitchens throughout the halls. In 2009, Harvard adopted single stream recycling across campus – meaning all recyclable materials, including paper, boxes, bottles, cans and containers, can be missed together in the same receptacle. More information about single stream recycling can be found at the [Harvard Sustainability website](#).

Green Computers and Monitors. Residents are encouraged to purchase EPEAT and Energy Star certified electronics. Environmentally friendly electronics are available through the HUIT Sales Center in the basement of the Science Center or online. More information can be found [here](#). EPEAT certifies computers based upon their environmental performance, including energy conservation, product longevity, elimination of environmentally sensitive materials, design for end of life, and product packaging. For more information, visit <https://www.epeat.net/>.

Power Save Mode. Setting computers and monitors to sleep mode takes only a few seconds, but can reduce electricity use by 87 percent, as compared to leaving it on.

Electronics Recycling at Harvard. Electronics waste, also called e-waste, should be recycled in the labeled bin in the Facilities Manager’s office. E-waste includes all batteries and light bulbs (placed in provided bags), headphones, computers, tablets, ink cartridges, cell phones—anything electronic! There are also battery-recycling containers in the basement of each residence hall. Large items, such as printers, may also be brought to the Facilities Manager’s office.

Green/Zero Waste Events. Harvard University Sustainability can assist Event Organizers in minimizing environmental impacts of their events. There are several resources available [online](#), including a “Sustainable Meeting and Event Guide,” posters and information on vendors that offer sustainable options. Harvard’s Recycling Services offer composting services on the day of the events (617-495-3042).

Water. Residents are encouraged to take the following steps to reduce water use in the residence halls.

- Report dripping faucets, running toilets, and leaks via a [PRESTO](#) maintenance request. A dripping faucet can waste 20 gallons of water a day. A leaking toilet can use 90,000 gallons of water in a month.
- Run washing machines only when full.
- Turn off the water while brushing your teeth and shaving.
- Shave a minute off your shower.
- Much of the world gets by on 2.5 gallons of water per day. The average American uses 400 gallons per day.

Residents are encouraged to recycle materials and reduce waste to benefit both Harvard and the environment.

#### SECURITY GUARDS

Between the hours of 11:00 p.m. and 7:00 a.m., a security guard makes rounds through the residence halls to provide a visible presence. Residents should feel free to ask the guard for any assistance they may need.

#### SMOKE DETECTORS/FIRE ALARMS

A smoke detector has been installed in your room for your protection. The detector utilizes the photoelectric principal of smoke detection, making it sensitive even to incipient (smoldering) fires. The detector is connected to a constant source of electricity and uses no batteries. The detector’s red or green light should be on at all times; this indicates that it is functioning properly. If you notice that the light is off, please call the Operations Center. Do not paint or cover the detector unit. Paint or other foreign matter on the cover may prohibit or retard smoke from entering the detector. If your room’s smoke detector is set off accidentally (whether due to smoke or mechanical problems), do not attempt to stop the alarm by tampering with the unit. Please call: 617-495-0747 or 617-495-5560 on weekdays, or 617-495-5560 on nights and weekends.

Each residence hall is also equipped with a separate smoke detection system. Any detector in a stairwell or corridor can initiate the building alarm when a predetermined concentration of smoke reaches it. This alarm sounds like the manually initiated alarms and is a signal to evacuate.

For student safety and readiness, fire drills are held in all residence halls at least once each year. All students in the residence hall at the time of the drill must participate. When a building fire alarm sounds in a residence hall, all occupants of that hall must evacuate the premises. Refer to the “Emergency Procedures” section in this handbook.

#### STORAGE SPACE

There is limited storage space in the basements of Conant and Perkins Halls for current residents. Storage is meant for items such as boxes, trunks, luggage and other carrying items. Storage of large furniture is prohibited. Residents who

store items should not expect to have access to these items during the academic year. Eligible residents can store a maximum of 6 medium-sized (18 $\frac{1}{8}$ " x 18" x 16"/46cm x 45.7cm x 40.6cm (Width x Length x Height)) storage boxes. All storage is at the student's own risk; the University is not responsible for stored items in the event of loss, theft, or damage.

Any stored items must be labeled with your name, room number, residence hall and the date when items were placed in storage. Storage tags are provided by the Office of Residential Life, and only boxes with official tags will be accepted. Stored articles must be removed prior to the end of the academic year in which they are stored.

Specific hours will be scheduled for residents to place items in storage shortly after the move-in period and remove items from storage approximately two to three weeks before the official move out date. These hours will be posted on bulletin boards in the residence halls and communicated via the weekly email from the Office of Residential Life. Items not removed by the end of the academic year will be considered abandoned and will be disposed of by the University.

Summer Storage. Only students who will be housed in the residence halls for the summer and/or have submitted an on-time housing application for the next academic year may store items over the summer. Residents eligible for summer storage who have stored items during the academic year must remove these items and affix updated summer storage labels on them. Failure to do so may result in the disposal of the items stored during the academic year. Additional information and policies regarding summer storage will be distributed to eligible residents prior to moving out.

#### TELEVISIONS

There is at least one television lounge in each residence hall. Televisions with cable are located in the basement lounge of Richards Hall, the first-floor lounge of Conant Hall, the second- and third-floor lounges and fourth-floor south kitchen of Perkins Hall, and in the Child Hall basement TV lounge.

#### VACUUM CLEANERS

Vacuum cleaners are available for use by residents. A vacuum cleaner is located on each floor. Additionally, vacuum cleaners may be borrowed from the Facilities Office at Perkins Hall, Room 110. Contact the Facilities Manager for more information regarding borrowing a vacuum: [gsasfm@fas.harvard.edu](mailto:gsasfm@fas.harvard.edu).

#### VENDING MACHINES

Vending machines, including candy, soda, and juice machines, can be found in various locations within the residence halls. A portion of the revenue generated from the vending machines is used to fund the Graduate Residence Hall Council's (GRHC) activities. A resident who loses money in any of the machines should contact Ackers Vending Services, Inc., the outside vendor that supplies and maintains the vending machines. Ackers can be contacted at (617) 265-1777. The Facilities Manager can also be contacted.

## RESIDENCE HALL RULES AND REGULATIONS

The rules and regulations described below are designed to enhance the quality of life for everyone in the residence halls. Many of them, particularly those regarding noise, resulted from suggestions by residents themselves. As a member of the residence hall community, each resident is expected to comply with these rules and regulations. If you have any concerns, questions, or suggestions, please see your RA or contact the Office of Residential Life.

Students who violate these rules and regulations are subject to fines and/or disciplinary action and may be asked to move out of the residence halls.

## DISCIPLINE AND TERMINATION OF RESIDENCY

Residents who violate any regulation or policy in the *Handbook for Students* of the school in which they are enrolled, or in the *GSAS Residence Hall Handbook*, may be subject to fines, removal from the residence halls, or other sanctions, as deemed appropriate by the Harvard Griffin Dean of Students and Office of Residential Life, and may also be subject to action by the Administrative Board of the school in which they are registered. Please note in particular that hostile, intimidating, harassing, or threatening behavior is a serious infringement on the rights and privileges of others and will not be tolerated by the University.

Ordinarily, residents who have violated regulations or policies will be issued a warning and given the opportunity to correct or make up for infractions prior to the imposition of more stringent residential sanctions. However, Harvard Griffin GSAS may require a resident to leave the residence halls immediately if Harvard Griffin GSAS, in its sole discretion, deems it necessary for the well-being of the residential community. Further, if Harvard Griffin GSAS determines that a resident has repeatedly or seriously violated a regulation or policy after being issued a warning, Harvard Griffin GSAS ordinarily will require the resident either to leave the residence hall immediately, or to find alternate housing during the subsequent summer and/or academic year(s).

Harvard Griffin GSAS reserves the right to amend these policies as necessary. A student required to leave a residence hall for disciplinary reasons will not be permitted to return to residency in the residence halls for the remainder of their enrollment at Harvard.

## FACILITIES ACCOUNTABILITY

Any resident who causes damage to the residence hall facilities or property, including that of other residents', either through willful actions or negligent behavior, may be held responsible for the full financial cost of any necessary repairs and/or replacement of lost property, and may have their housing contract terminated immediately. Residents who leave their room damaged at the end of the year will be billed a facilities damage fee. Exact fee is determined by the Facilities Manager and the Office of Residential Life based on the nature/extent of the damage. All sanctions are at the discretion of the Facilities Manager, Office of Residential Life, and Dean of Students.

## AIR CONDITIONERS

The installation of air conditioners is forbidden without the written recommendation of a physician and approval by the local Disability Coordinator and the Facilities Manager.

Please note: The Facilities Manager installs air conditioning units for summer residents. Air conditioners will be provided only for the length of the summer contract.

## ALCOHOL AND DRUGS

Adapted from the *Harvard College Handbook for Students*:

Harvard expects its students and employees to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as a part of any Harvard activity are violations of University rules as well as the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and of Harvard policy.

Although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity. Thus, even if possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus. The Harvard Griffin GSAS residence hall policies and procedures also reflect additional expectations for student conduct based on concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students' health and lives.

All students are expected to comply with the laws of the Commonwealth of Massachusetts and with all Harvard Griffin GSAS residence hall rules governing possessing or serving alcohol. Our policies regarding the serving of alcohol can be found on page 25 (under "Lounge Policies"). The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than prescribed) is a violation of University policy.

## ANIMALS

Except for approved living assistance animals, no animals, including birds, fish, and reptiles, may be kept in rooms in the residence halls. Pets are not allowed to visit.

## APPLIANCES

Students should not have any appliance that exceeds 1,500 watts in any individual room. Microwaves, coffee makers, hot pots, rice cookers, percolators, crockpots, toasters, etc., must not be used in individual rooms but may be used in the kitchens. Pressure cookers are prohibited throughout the halls. Instant Pots and electric pressure cookers that are UL/ULC certified are permitted but cannot be used in individual rooms and cannot be left unattended while in use. Items that are used in the kitchen and are left in there are not the responsibility of Harvard Griffin GSAS. Items left in kitchens may be subject to use by other residents. In addition, the following rules apply to use of appliances:

- Kitchen appliances should not be left unattended while in use, especially toaster ovens, toasters, stove tops, ovens, hot pots, and microwaves, as these are often the cause of burnt food and resulting fire alarms. Rice in rice cookers can be left for brief moments of time but must not be left for more than 10 minutes or in individual rooms.
- Kitchen appliances should be stored on the shelves in the kitchen or unplugged in one's individual room. Do not store appliances (rice cookers, coffee makers, blenders etc.) on the kitchen counters.
- No electrical appliance may be connected to any light fixture socket.
- Irons must be unplugged when not in use.
- Refrigerators in student rooms may not exceed four cubic feet.
- Personal refrigerators may be used in individual rooms only.
- Micro-fridges (defined as personal refrigerators with microwaves attached to them) are not allowed in the residence halls.



## EXTENSION CORDS

Extension cords should only be used for laptops, lamps, radios, and televisions. Extension cords should be connected to wall or base plugs only and should be disconnected when not in use. No cord may be used except standard twin cords, which meet the requirements of the National Electric Code. Cords should be no longer than ten (10) feet. Appliances with high amperage (e.g., refrigerators, hair dryers, irons) generate excessive heat that constitutes a safety hazard when connected to an extension cord, and thus extension cords must not be used for such appliances.

No extension cord may be plugged into another extension cord, and only one appliance may be plugged into an extension cord at a time. Cords must be mechanically and electrically in perfect condition. No spliced cords will be allowed. No cords are to be permanently fastened to the building. No cords are to be run through partitions or doorways, or under carpets, rugs, or furniture.

## FIRE REGULATIONS

The policies below are in place to ensure a safe residential environment for all occupants of the halls. Residents who do not abide by these policies not only demonstrate a lack of consideration for fellow residents but also put the lives and property of other residents at risk.

### Policies Regarding Individual Rooms.

The following items are prohibited:

- Candles, incense, matches, or other sources of open flame
- Cooking equipment (including, but not limited to, microwaves, hot pots, rice cookers, toasters, and coffee makers). If you have any of these appliances for use in the kitchen, they should be stored in your room and should not be plugged in. Appliances that appear to be in use in the room will be removed and placed in storage for the remainder of the academic year.
- Halogen lamps (both floor and desk lamps)
- Space heaters
- Flammable, combustible, or explosive liquids, gasses, or solids (fuel, propane, lighter fluid, butane lighters, charcoal, flammable cleaning products, etc.)
- Hazardous personal property (firearms, etc.)

In addition to the prohibited items listed above, residents must keep in mind the following safety guidelines:

- Rooms should be kept clean and tidy without excessive paper or trash accumulation. Excessive trash can be a serious fire hazard.
- Extension cords must be in good condition and should be no longer than 10 feet.
- Extension cords and outlets must not be overloaded. For maximum safety, we recommend that residents purchase power strips with built-in circuit breakers.
- Electrical cords must not run under carpeting.
- Smoke detectors must not be obstructed or otherwise tampered with to inhibit normal functioning.

Finally, residents should be aware of the following policies on room decorations:

- No ceiling decorations (tapestries, fish nets, posters, fabrics, etc.) are permitted.
- Wall decorations (including but not limited to pictures, posters, tapestries, curtains, etc.) may only cover a maximum of ten percent of total wall area.
- Tapestries, curtains, and other fabric decorations must have a tag showing proof of fire resistance, must be hung vertically, and must be at least 18 inches from any heat source (electrical outlets and/or switches, lights, etc.).
- Tapestries, posters, fabric items, and lights may not be draped from walls but must be installed fast to them.

- At least six (6) inches of space must be left between wall decorations.

Policies Regarding Common Areas. We ask that residents please keep in mind the following fire safety policies regarding common areas:

- Fire escapes are only for evacuation in case of fire. Residents are not allowed on fire escapes except during emergencies. Fire escapes should not be used as smoking areas.
- Abuse of or tampering with fire alarms, smoke detectors, or extinguishers is strictly forbidden.
- No objects may obstruct fire exits (including hallways, fire escapes, and windows). Items (including mattresses, furniture, bikes, boxes, shoes, etc.) should not be left in hallways at any time.
- Hallway doors must be kept closed at all times.
- Emergency exits must not be blocked.

## GUESTS

Like other policies, the guest policy is intended to enhance the comfort and safety of both residents and guests and is not meant to infringe upon residents' privacy. Knowing whether guests are present is useful in emergency situations and helps minimize the possibility of mistaking a guest for an intruder.

Rooms in the Harvard Griffin GSAS residence halls are licensed for single occupancy, and communal facilities are designed to accommodate only residents and occasional guests. Therefore, we ask that residents limit the number and duration of stay of guests in your room. Residents may host one (1) guest at a time. Guests may not stay with residents for more than an occasional, brief, temporary visit (three days) without the permission of the Office of Residential Life. Guests are not permitted to stay in the residence halls on a consistent basis; e.g. weekly. Guests are not permitted to stay for a period longer than 10 days.

To have a guest stay with you for a period of more than three (3) nights within a seven-day (7) period, a guest request form must be completed and returned at least seven (7) days prior to the guest's arrival. Residents are encouraged to submit guest request forms as far in advance as possible to allow ample time to find alternative housing in the event the request is not approved by the Office of Residential Life. Guest request forms are available [online](#).

Permission must be granted for the duration of the guest's stay via email from the Office of Residential Life. If there are concerns about the length of stay or number of guests, the Office of Residential Life will contact you.

Children under the age of 12 may not stay overnight in the residence halls.

Remember that a guest must follow all the rules of the residence halls as stated in the *Harvard Griffin GSAS Residence Hall Handbook*, and the resident is responsible for the actions of their guest. The same policies regarding communal courtesy also apply to guests.

Residents must not allow guest access to a residence hall or room, or permit someone to stay in their room when they are not present. This applies to all use, including overnight, weekends, vacations, and holidays. Guests should never be present in the residence halls unaccompanied by their resident host. Residents must make arrangements to let their guests into the building themselves. Guests should not piggyback into the residence halls behind another resident. Please see the section of this handbook on "Piggybacking" for information about this policy.

Because guests should not be in the residence halls without their host, keys for guests are not available. In addition, residents are not permitted to make copies of their keys for guests. Duplication of keys is a breach of security and may result in disciplinary sanctions including fines and/or termination of the remainder of the resident's housing contract.

Violation of the guest policy is a serious matter. The guest of a resident who violates the policy will be asked to leave the residence halls immediately. Furthermore, the remainder of the resident's housing contract may be cancelled, and the resident may be asked to vacate their room.

## HOLIDAY DECORATIONS

Safety guidelines set by the University and the City of Cambridge are as follows:

- Evergreen decorations and fresh trees are a potential fire hazard and are therefore prohibited indoors. Only artificial nonflammable Christmas trees and decorations are permitted.
- All decorations must be made of fireproof material and arranged so that they are not hazardous in any way; they should not block, hide, or camouflage any exit.
- Candles or lamps with open flames are not permitted.
- All electrical decorations should be inspected for wear and tear before plugging them in. All extension cords and electrical decorations must be labeled as "Underwriters' Laboratories" approved.

## KEYS/LOCKOUTS

At the beginning of the academic year, each resident is issued a single room key. Keys should not be duplicated or given to anyone else, including other residents. Duplication of keys is a breach of security and may result in disciplinary sanctions including fines and/or termination of the remainder of the resident's housing contract. Only original keys will be accepted for return at the end of the housing contract.

Residents who have locked themselves out should consult the lockout flow chart posted throughout the residence halls for instructions. The University Police should be contacted for all lockouts occurring between 12:00 a.m. and 9:00 a.m. It is not appropriate to call and/or knock on one of the RA's doors after midnight regarding a lock-out. Residents who need to call the University Police should expect delays in being let back into their room or building. For the safety of the Harvard community, all calls received by the University Police are dispatched so emergency calls receive a higher priority. Lockouts are not considered an emergency call.

Residents who have lost their room key can get a replacement key from a RA or the Office of Residential Life for a fee of \$25.00. Residents who have misplaced their keys may borrow a key from the Office of Residential Life for a period of one week (7 days) without being charged. If the key is not returned within this time, the Office of Residential Life will assume the key needed to be replaced, and the resident will be charged the \$25.00 replacement fee.

The University will not normally change a room lock when a student has lost a key. A student may request such a lock change through the Facilities Manager for a minimum fee of \$150.00 during regular work hours. Any lock changes during nights (after 3:00 p.m.), weekends, or holidays may cost up to \$400.00.

Please note: While RAs have access to keys to assist residents in emergency situations, their role is not to have to respond on a regular basis to residents who are locked out. Residents are responsible for the keys issued to them and should always carry their keys with them when they leave their room, even for a short period of time.

To encourage personal responsibility in remembering one's room key, residents will be asked to complete a "Lockout Form" each time they request assistance in accessing their room. Residents with more than two lockouts will be charged a fine of \$10 for the third lockout, \$15 for the fourth lockout, \$20 for the fifth lockout and \$25 for each additional lockout.

## KITCHENS/COOKING

Cleanliness. Residents are responsible for ensuring cleanliness of kitchens and must clean up after themselves each time they use the kitchen. This includes:

- Wiping up any crumbs or spills in the sink, on the counter, on the stove, in the microwave, around the toaster, in the refrigerator, and on the floor.
- Removing all non-communal food and kitchenware from the kitchen and storing it in individual rooms.
- Cleaning all dirty dishes immediately. Leaving dirty dishes in the sink, on the tables, and on the counter is unacceptable. Dirty dishes left for more than one week will be thrown away by the custodial staff.
- Cleaning spoiled items out of the refrigerator on a regular basis. Please keep in mind that only perishable foods should be kept in the refrigerator. Non-perishable foods should be kept in individual rooms, or on kitchen shelves.

The custodial staff will clean the kitchens with disinfectants daily. They will also wipe out the microwaves, clean out the toaster, and clean off the dish rack on a weekly basis. The refrigerators are emptied of all food items and cleaned quarterly. During these quarterly cleanings, any items not labeled with the round food labels provided in each kitchen will be discarded. Residents should contact an RA if the supply of food labels runs out in the kitchen. Kitchens that are not kept clean and sanitary may be subject to closure. Dirty dishes and cookware left in the kitchen may be thrown away.

Cooking and Appliance Use. Cooking food must be attended to at all times. This includes food on the stove, in the microwave, or in the oven. Kitchen heat detectors are very sensitive and alert the Cambridge Fire Department when activated. This requires the evacuation of the entire building and is a serious safety threat to all residents. Residents who leave cooking food unattended on the stove, in the oven, or in the microwave will be subject to review by the Director of Residential Life and may be asked to move out of the residence halls. To avoid setting off the fire alarm, please close the door and open the windows while cooking.

The preparation of meals is permitted only in the kitchens. Cooking appliances, such as hot plates, electric frying pans, small microwave ovens, rice cookers, approved electric pressure cookers (such as Instant Pot) and grill toasters, are not permitted for use in individual rooms.

Residents should turn off all cooking appliances such as the stove, oven, toaster, or kettle as soon they are finished using them. Residents should also unplug kitchen appliances, such as toaster ovens, tea kettles, etc., when not in use.

Food and Personal Items in the Kitchen. Food and personal items left in kitchens are not the responsibility of Harvard Griffin GSAS. Items left in kitchen areas may be subject to use by other residents. We recommend that residents store any personal items they do not want other residents to use in their own room.

All food stored in common refrigerators must be wrapped and labeled with the resident's name and room number using the round labels provided. Residents who anticipate storing large quantities of perishable food are encouraged to rent or purchase a small refrigerator for their own room.

Use of Garbage Disposal. A garbage disposal is located in the drain of the sink. It is used to grind food substances into a liquid form so they can run through the drain system. There are sharp blades inside the disposal that do the grinding. Bones, celery, coffee grounds, fruit pits, and paper, as well as hands, should never be placed inside of the garbage disposal. Cold water should always be running when the garbage disposal is in operation. If there is a problem with the garbage disposal, please report it to your RA or the Facilities Manager.

Hygiene and Courtesy. Personal rubbish should be disposed of in the trash barrels in the halls, not in the kitchens. Brushing teeth, spitting, shampooing hair, cutting hair, etc., are restricted to the bathroom. Residents are asked to work quietly in the kitchens, especially during quiet hours (late night and early morning hours). The noise from the kitchens, especially in Child and Richards Halls, can have a great impact on residents who reside in the rooms next to them.

## LOUNGE POLICIES

The residence hall lounges are primarily for the use by residents and are designed to encourage a social and communal atmosphere within the halls. The following policies have been created in order to help foster this atmosphere. At the same time, these policies are meant to provide a clear set of guidelines for residents to follow if and when they want to use any lounge space for any informal or formal gathering.

There are 6 lounges that can be reserved for use. They are the following lounges:

- Conant Hall First Floor - Lounge A (with TV)
- Conant Hall Second Floor - Lounge B (near kitchen)
- Perkins Second Floor Lounge
- Perkins Third Floor Lounge
- Child Basement Lounge
- Richards Basement Lounge

Please note:

- Reservations are on a first-come, first-served basis.
- Lounges cannot be reserved for more than 6 hours.
- Reoccurring events (regular, repeated bookings of the same event) will not be approved.
- Kitchens may not be reserved.
- The Office of Residential Life will respond to all reservation requests within four (4) business days.

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### LOUNGE REQUEST AND USE:

Number of People. Use of a lounge/common space for an event or gathering with seven (7) or more people in attendance must be reserved in advance.

Lounge Reservations. For all gatherings of seven (7) or more people, lounge reservation requests must be submitted least seven (7) days in advance to the Office of Residential Life. Requests are managed on a first-come, first-served basis. Requests are only accepted through [this form](#). The person submitting the request will serve as the Event Organizer for the event and will be emailed a confirmation regarding approval or non-approval.

Resident/Non-Resident Ratio. For all gatherings or events that happen in the residence halls, the resident to non-resident ratio must be seven (7) to three (3) (70% residents to 30% non-residents). This means, if you have an event with ten (10) people, at least seven (7) must be residents of the Harvard Griffin GSAS residence halls; a maximum of three (3) may be non-residents. Gatherings with a non-resident attendance of more than 30% may be considered for approval on a case-by-case basis by the Office of Residential Life. Please note, per the guest policy, residents can only have 1 guest at a time.

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### LOUNGE-USE POLICIES:

When using any lounge, please follow the policies outlined below.

Admission. Events in the residence halls should be open only to residents and their guests. Lounges in the residence halls may not be used for events open to the general public.

Alcohol. A Student Event Services team (SES) member is required to staff parties at which alcohol will be served and that will have thirty (30) or more people in attendance. The Office of Residential Life reserves the right to require the presence of a SES team member at any event held in the residence halls if alcohol is being served. Residents can request a SES bartender [here](#). Please note that SES may not be able to provide staffing for events with less than 1 week notice.

The laws of the Commonwealth of Massachusetts regarding alcohol must be observed. It is illegal for anyone under the age of 21 to possess alcohol. It is also illegal to provide alcohol to anyone under the age of 21.

The Event Organizer will be held responsible for any infractions of the laws that take place at the event. It is the responsibility of the Event Organizer to closely monitor all serving of alcohol that takes place at the event.

The Event Organizer must ensure that nonalcoholic beverages and food are available. Alcohol must not be sold at events held in the residence halls.

Event Organizers must prominently post copies of flyers at the location where alcohol is being served with the following text, "We would like to remind you that there are a number of significant factors and responsibilities involved in the serving and consumption of alcoholic beverages. It is a punishable offense in the state of Massachusetts to provide alcohol to someone who is under 21 years of age. Furthermore, there may be legal liability for serving alcohol to someone that is or becomes intoxicated. Please do not put the servers in the uncomfortable position of refusing to serve you an alcoholic beverage, and please monitor your consumption of alcoholic beverages. Thank you for your cooperation." Preprinted copies of this flyer are available at the Office of Residential Life.

Building Access. Event Organizers must ensure that no entry doors are propped open since propped doors compromise the security of the building for all residents. If an Event Organizer expects guests who are not residents of the residence halls, they are responsible for appointing a door monitor to stand at the building entryway and let guests in. Guests must not knock on residents' windows for entry to the building.

Condition of Space. The Event Organizer must ensure that the condition of the space is the same at the end of the event as it was at the beginning of the event. All trash must be collected and removed. Floors should be cleaned by vacuuming, sweeping, and/or mopping if necessary. This includes surrounding areas including kitchens, bathrooms, and hallways. If the room or surrounding area is left in an unacceptable condition, a cleaning fee will be charged to the Event Organizer's student account.

Conduct. It is the responsibility of the Event Organizer to ensure proper conduct of all guests. If you need assistance, call your RA, the RA on duty, or HUPD. Helpful numbers include:

- Harvard Police Department: 617-495-1212
- Fire Department: 617-495-1212
- University Health Services: 617-495-5711

RAs are generally the first to respond to any complaints regarding events held in the residence halls. If it is necessary for a RA to follow up on a complaint during a party, they will ask to speak with the Event Organizer who needs to be present at the event. The RA will work with the Event Organizer to ensure that the complaint is resolved.

COVID-19. We encourage residents to socialize with one another in safe ways. Please review Harvard's [On-Campus Event Guidance](#) on how to socialize safely.

Individual Resident Room Events. Events held in individual rooms must be confined to that room. Gatherings may not overflow into the hallway. If a resident plans to have seven (7) or more people in their room, they must inform their RA and all of the other residents of their floor about the event at least 48 hours in advance of the event. The laws of the Commonwealth of Massachusetts regarding alcohol must be observed. For more information regarding serving alcohol in the residence halls, read the "Alcohol" section of these event policies.

Harvard University Police. The Office of Residential Life reserves the right to require a police detail at large events. Any RA, member of the Harvard Griffin GSAS staff, or University police may "close down" an event if they feel there is excessive noise or disorderly conduct.

Noise. Large-scale events cannot be held on nights prior to regularly scheduled class days or during reading or exam periods. Noise should not be audible from a resident's room during quiet hours. Quiet hours are as follows:

- Sunday-Thursday, 10:00 p.m.-7:00 a.m.
- Friday-Saturday, 12:00 a.m.-9:00 a.m.

Please see the section of this handbook on "Noise" and "Quiet Hours" for additional information about quiet hours.

## MUSICAL INSTRUMENTS

Drums, pianos, organs, violins, cellos, and electric guitars are not permitted. Other musical instruments may be played at a volume that does not disturb other residents. Practice rooms are available through the [Music Department](#). Please see next section on "Noise" for additional guidelines.

## NOISE

There should be no excessive noise at any time in any part of the residence halls. This includes noise resulting from telephone conversations, the playing of radios, televisions, stereos, and musical instruments. Noise resulting from gatherings in individual rooms, and singing, must also be kept to a minimum. Alarm clocks, music, phone calls, and slamming doors, which can also be sources of unreasonable noise, must be monitored by residents.

While every resident should be able to enjoy normal activity in their room during reasonable hours, a high degree of sensitivity to the needs of others is necessary in a communal living situation. It is expected that students will respect their neighbors' concerns when asked to lower the volume of any loud noise.

Each student is expected to conduct themselves properly at all times. The responsibility applies to individuals and groups both in public space (lounges, bathrooms, kitchens, and hallways, etc.) and individual rooms. Hallways should not be used as a gathering place during the evening. Conversations in kitchens and lounges should be kept at a reasonable volume. Residents in Richards Hall should refrain from using balconies for cell phone conversations. This disturbs both residents in the lounge and those who reside near the balconies.

Resolving Noise Concerns. If a resident is disturbed by a neighbor, it is expected that the resident will communicate this concern directly to the neighbor involved. This communication should take place by speaking to the neighbor in person (not via email, text message, etc.). This communication must not take place by banging on the wall, screaming through the wall, or pounding on the floor or ceiling. Residents who are unsuccessful in resolving noise concerns with a neighbor or feel uncomfortable speaking with a neighbor directly should contact their RA for assistance. A resident who acts without respect to a neighbor's right to quiet and is asked repeatedly to quiet down without effect will be asked to move out of the residence halls and will be held financially responsible for the room unless it can be reassigned.

## PERSONAL FURNISHINGS/FURNITURE

All rooms in the residence halls are equipped with a bed, desk, desk chair, desk lamp, bookcase, and a bureau or closet shelving. Large rooms in Perkins Hall contain wardrobes instead of a closet.

Students are not allowed to remove University owned furniture from their rooms and are not allowed to take University furniture out of public areas for use in their individual rooms. Students are also not allowed to "switch" furniture from one room to another for any reason. If a student has a medical reason for removing furniture or bringing in additional furniture, they should work with the Disability Coordinator at their respective school to make arrangements. Students should also notify the Office of Residential Life that they are contacting the Disability Coordinator. The Office of Residential Life will then follow up with the Disability Coordinator to make sure the student's furniture needs are met.

Only the Facilities Manager can remove authorized furniture. Please contact [gsasfm@fas.harvard.edu](mailto:gsasfm@fas.harvard.edu) to have authorized furniture removed. Do not, under any circumstances, remove furniture and place in the hallway. This is a safety hazard and subject to a fine.

Students must maintain their personal furnishings in a reasonable state of repair. Rented refrigerators must be removed by the rental agent before the student vacates.

#### POSTERS, SOLICITATION, AND BUSINESSES

A resident may neither operate a business out of their room nor list their residence hall address or telephone number in conjunction with any business enterprise. No firm, agency, organization, including student organizations, or individual shall solicit, circulate petitions, post notices, or distribute information in a residence hall. Unauthorized posters may be removed by the Office of Residential Life or Facilities.

#### QUIET HOURS

Noise should not be audible from a resident's room or outside a public space during quiet hours. These hours are: Sunday-Thursday, 10:00 p.m. to 7:00 a.m.;\* and Friday-Saturday, 12:00 a.m. to 9:00 a.m.\*\*

Friday and Saturday quiet hours are enforced on nights prior to school holidays regardless of the calendar day.

\*\* During reading and examination periods, Sunday through Thursday quiet hours are enforced regardless of the calendar day.

#### ROOFS

Students are not allowed on any roofs.

#### ROOM ASSIGNMENTS/VACATING PROCEDURES/TERMINATION OF CONTRACTS

Only full-time, registered graduate students in degree-granting programs (except the Extension School) of Harvard University may be housed in the residence halls. All room assignments and reassignments are made by the Office of Residential Life. If you are assigned a room and then find that you no longer need it, you must notify the Office of Residential Life immediately in writing.

The Office of Residential Life does not permit room changes. In some extenuating circumstances, a room change may be granted but there is a \$150 room change fee associated with any and all room changes.

Although the contract for a room in the Harvard Griffin GSAS residence halls is for the entire academic year, occasionally students must leave the residence halls during the academic year. Residents are financially responsible for the room and meal plan for the duration of the entire contract. If the Office of Residential Life can reassign the room, the student will be released from financial responsibility when the new student moves into the room. If you are considering moving out of the residence halls before your contract ends, you should contact the Office of Residential Life to discuss procedures for vacating and your financial responsibility.

When leaving the residence halls, residents should remember to do the following:

- Leave the room in the condition in which it was found. Excessive dirt or clutter will result in a fine.
- Forward your mail. For more information, visit the [Student Mail Forwarding Center website](#).
- Vacate by the time required by the Office of Residential Life and the Facilities Manager. Residents who stay past the move out deadline will be billed a late vacancy charge.
- Take all personal furniture. Any personal property left in student rooms will be discarded.
- Return room key to Perkins Hall, Room 20. The fee for not returning your room key is \$25.00.



## ROOM CONDITION FORM

Upon check in, residents verify the condition of the room and make any notes on the Room Condition form. The Room Condition form should be submitted [online](#). At the end of the year, this form is used to compare the condition of the room at the end of the year and at the beginning of the year. Residents are held financially responsible for any damage or loss to the original contents of the room and to the permanent surface of the room (for example, the walls and floor) beyond normal wear and tear. If damage occurs, a charge is placed on the student's account.

The cost of removing excess trash, disposing of abandoned furniture and belongings, repairing any damage to room or furnishings, and performing extraordinary cleaning of a room after the student's departure, will be charged to the student. For example, the cost of filling nail holes, sanding, and painting one wall would be a minimum of \$100.00 and could be more than \$200.00. An administrative fee may also be charged in addition to the room damage fee.

To minimize damage to your room, we recommend adhering to the following guidelines:

Be careful not to attach anything to walls or other surfaces in a way that causes damage or leaves marks. No nails, tacks, picture hooks, or other objects that create holes or leave marks on a surface may be used on walls, doors, moldings, ceilings, or floors.

Masking tape, two-sided tape, glue backed corkboards, or other adhesive should not be used. It is recommended that you hang loose posters with wall mounting tabs and framed pictures with fishing line and molding hooks. These items may be obtained free of charge from the Facilities Manager or your RA.

## ROOM SAFETY INSPECTIONS

The University recognizes and respects your desire for privacy, especially within the context of a communal living environment. It is occasionally necessary for the University to exercise its contractual right to enter a room in the interests of maintaining an environment that provides for the health, safety, and welfare of you and your fellow residents. The following procedures have been developed as a guide for employees of the University and for residents to ensure the performance of duties and to maintain your privacy:

- Rooms shall be entered in your absence by authorized University personnel when there is cause to believe a situation exists that may jeopardize the health, safety, and welfare of the community, cause damage to a room or its furnishings, or in order to perform housekeeping, inspection, or maintenance functions.
- Written notification regarding the purpose of entry will be left in your room.
- Your room shall be entered only after knocking. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide you the opportunity to open the door by yourself.

Residents should expect their rooms to be inspected at least once per academic year. Following the room safety inspection, residents will receive a copy of an inspection report outlining any violations. Prohibited items such as candles, incense, space heaters, and halogen lamps found in rooms will be removed immediately and placed in storage for the remainder of the academic year. Other safety hazards, such as overloaded electrical outlets, will be noted, and the resident will have one week to remedy the problem before a follow-up inspection of the room is conducted. Residents who fail to remedy safety hazards after the initial warning or who repeatedly violate safety policies may be asked to leave the residence halls.

Because of the University's responsibility to assure compliance with fire safety and other regulations, as well as to maintain and improve residence hall rooms, room safety inspections will be made without prior notice. Questions about the room safety inspection process should be directed to the Office of Residential Life at 617-495-5060, [gsasreslife@fas.harvard.edu](mailto:gsasreslife@fas.harvard.edu).

## SECURITY AND ACCESS

For the protection of residents, their belongings, and University property, doors must be locked at all times. Residents will be asked to sign a Key Policy for the coded key issued for the residence halls. Residents are responsible for returning these keys, ordinarily in an envelope provided at the time they give up occupancy. Residents must request replacements for lost keys or cards from the Office of Residential Life. Each replacement during the term costs \$25.00. In addition, a \$25.00 charge is assessed for each key or temporary access card not returned in the manner detailed above when a resident vacates a room.

When residents lose their key along with some form of identification, the lock to their room will ordinarily be changed as soon as it is feasible to do so. An exception will be made in those cases where there is no possibility that the key can be retrieved. As outlined under “Keys/Lockouts,” residents will be charged a minimum fee of \$150.00 for the lock change. When residents lose their Harvard ID cards along with some form of identification, the access system will be reprogrammed to deny access via the lost card as soon as the loss is reported to the Office of Residential Life. No exceptions will be made even if the card cannot be retrieved. The University must have access to all rooms in the residence halls; therefore, residents are forbidden to install locks or any other security device (e.g., slide bolts, drop chains, hook and eyes) to any doors of their rooms.

Unauthorized or inappropriate possession of any key or passkey, reproduction of any key or passkey, or interference with locks or other security devices makes a student liable to disciplinary action and/or eviction.

Exterior doors propped open for longer than two minutes activate a silent alarm that alerts the Harvard Police Department. In addition, propped exterior doors invite both human and insect intruders. Do not prop open any exterior door.

## SMOKING & USE OF VAPES/E-CIGARETTES

Smoking and the use of vapes/e-cigarettes are prohibited in any area of the Harvard Griffin GSAS residence halls. This includes individual resident rooms and all common areas or balconies. Residents who smoke or use vapes/e-cigarettes must do so outside.

Smoking is prohibited within 50 feet of the residence halls. Smoking may not take place within 50 feet of any entrance or window. Harvard Yard, as well as many Harvard Schools and all Harvard University Housing properties, are completely tobacco free. Residents can find out more about help with tobacco use at Harvard [here](#).

If a resident is asked repeatedly to stop smoking in their room, the resident will be asked to move out of the residence halls and will be held financially responsible for the room unless it can be reassigned.

University Health Services provides education and assistance to students who wish to stop smoking. Students may contact University Health Services’ [Center for Wellness and Health Promotion](#) at [cu@huhs.harvard.edu](mailto:cu@huhs.harvard.edu) or 617-495-9629 for further information.

## VACATIONS

The Harvard Griffin GSAS residence halls do not close for vacation periods during the academic year. If you go away for longer than a week, you may want to notify your RA. Please also remember to turn off any alarm clocks in your room and remove food and trash.

A resident must not allow another person access to a residence hall or room, or permit someone to stay in the room when they are not present. This applies to overnight use, as well as weekends, vacations, and holidays.

## WEAPONS AND EXPLOSIVES

No rifle, pistol, other kind of firearm, ammunition, explosives, combustible fuels, fireworks, or potential ingredients thereof may be kept in a residence hall or on other University property.

## COMMUNITY AND COURTESY

### BATHROOMS

Courtesy and Hygiene. Please read the pamphlet on “Bathroom Etiquette” pamphlet provided in the move-in packet. In addition, keep in mind the following policies:

- Keep the bathroom clean. Do not leave anything in the bathroom.
- Residents are expected to be clothed at all times when using the bathroom unless they are taking showers. Proper clothing (i.e., bathrobes) should be worn in the hallways when a resident is coming from or going to the bathroom to take a shower. Walking around nude or in only a towel is inappropriate.
- Keep in mind that bathrooms are private areas. Avoid any activities that might compromise the privacy of others, or bring unnecessary attention to the bathroom's occupants.
- Urinals and toilets should be flushed appropriately after each use. It is inappropriate to use a foot or shoe to flush a urinal or toilet.
- No standing on the toilets.
- Tampons and sanitary napkins must not be flushed down the toilet. Disposals are located in each stall.
- No spitting in the shower.
- Feet should be washed in the shower, not in the sink.
- No dental care, including brushing teeth and flossing, should take place in the toilets or showers. Dental care should only take place at the sinks.
- Brushing teeth, spitting, shampooing of hair, cutting of hair, watering plants and other items, etc., are restricted to the bathroom.
- Hand laundering clothes should be done in the sinks in the laundry room, not in the bathroom or kitchen.
- Bathroom facilities, such as showers, are a particularly common place to catch contagious diseases (athlete's foot, etc.); therefore, residents and guests are advised to wear shower shoes or flip-flops while showering.

Cleaning Schedule. The bathrooms are cleaned on a daily basis by the custodian in each residence hall. The bathrooms will be closed for one half hour each morning while the custodial crew cleans them. Your consideration and cooperation will be appreciated. If the custodian is in the process of cleaning the bathroom, residents are asked to use a different bathroom.

Appropriate Dress. As a courtesy to other residents, tops/shirts and/or a robe should be worn at all times in the common areas of the residence halls (kitchens, lounges, laundry rooms, hallways, etc.). Walking around nude or only in a towel is inappropriate and not permitted.

### HEALTH ISSUES—EFFECT ON RESIDENTIAL COMMUNITY

Physical illness or the emotional difficulties of an individual student can affect other members of the residential community; therefore, in situations where a student's medical condition causes concern about the appropriateness and/or feasibility of their continuing to reside in or returning to a residence hall, Harvard Griffin GSAS, in consultation with clinicians at University Health Services (UHS), will determine whether a student can remain in or return to a Harvard Griffin GSAS residence hall. Such situations can include notification to Harvard Griffin GSAS that a student has been treated in the emergency department of a hospital or been hospitalized. In those instances, the student's medical record, including their mental health record, will not be available to Residential Life staff.

Consultation between clinicians and Harvard Griffin GSAS staff should occur at least 24 hours prior to the anticipated possible return of a student to a residence hall. An important factor in the decision about whether a student may return

to a residence hall is the effect of the student's presence on members of the residential community. Consultation about whether it is appropriate or feasible for a student to return to a residence hall may also, therefore, include consultation with residents who are affected and with residential staff, only as necessary and with respect for confidentiality and the student's right to privacy.

In certain instances that involve hospitalization of a student, an evaluation by a UHS clinician will need to be conducted to determine whether it is appropriate for a student to return to and/or remain in a residence hall. Under certain circumstances, a student may not require hospitalization, but the type of care and accommodation necessary for their recovery may extend beyond the physical resources or appropriate responsibilities of staff. The final decision about returning to and/or continuing in a Harvard Griffin GSAS residence hall will rest with the Harvard Griffin GSAS Dean for Student Affairs.

In certain instances, in which there is concern regarding the well-being of a student and/or if the student is hospitalized, the individual whose name the student has provided as their emergency contact may be notified by a Harvard Griffin GSAS staff member.

## SAFETY AND SECURITY

### CRIME PREVENTION

The Harvard University Police Department (HUPD) is committed to providing the Harvard community with a safe and secure environment. Although reported crime (predominantly property crime) at Harvard is low, it is important for students, faculty, staff, and visitors to remember that we are located in an urban setting; therefore, we share many of the crime and safety issues that exist in any city. In partnership with the community, we work to prevent crime and solve problems that affect students, faculty, and staff. The safety and security of the University is the combined responsibility of the entire community.

Over the last five years we have recorded approximately 500 thefts annually. Almost all of the thefts involved the taking of unattended property from public spaces or from unsecured offices and residences. Thefts from offices and residences usually were perpetrated by individuals with no connection to the University who entered locked buildings illegally by piggybacking or entered unlocked buildings.

In order for the HUPD to maintain a safe and secure environment for the students, faculty, and staff of the University, it needs the help of the community. The HUPD cannot do it alone! As noted below, take precautions to protect your property by never leaving it unattended in public and by locking your room or office when you leave it even for a moment, and maintain your safety while traveling throughout campus by walking with others on well-lit streets and by using the shuttle bus, escort van, or Harvard University Campus Escort Program (HUCEP).

In addition, we need you to serve as our eyes and ears. You are in a better position to identify behavior and activities that are out of the ordinary in your residence or workplace. When you do identify suspicious behavior, we need you to call the HUPD. You should trust your instincts. If something doesn't seem right, it probably isn't. Don't ignore it or keep it to yourself; call us – even if you are unsure about what is occurring. We are not encouraging community members to intervene or take actions on their own. We just need you to take a moment to call us to alert us to the situation. We will then dispatch officers immediately to investigate the situation and take appropriate actions.

Your Role in Preventing Crime and Staying Safe. Keep yourself, your residence, your office, and your car safe by incorporating safe behavior into your daily routine.

- When you leave your room, office, or vehicle, even for a moment, always keep your doors and windows locked.
- Never leave your purse, wallet, book bag, laptop, or other property unattended, even for a moment.
- When locking your bicycle, use a steel U-lock rather than a cable/chain lock. Lock the frame and tire together to a stationary object.
- Trust your instincts. Be careful when people stop you for directions, request money, or ask you for the time. Always reply from a distance; never get too close to the car or the person. If you feel uncomfortable about someone near you, head for a populated area and call the HUPD at 617-495-1212.
- Know the locations of blue light emergency phones on campus.
- If you are out after dark, use only well-lit routes or Designated Pathways, make use of shuttle buses, the escort van, and HUCEP, and travel in groups when possible.
- Look confident when you walk. Make eye contact with passersby and keep a firm grip on your property.
- Carry your keys in your hand so you can quickly get into your car or home.
- In your vehicle, keep possessions out of sight (in the trunk).
- Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open any doors for strangers.

## PIGGYBACKING POLICY

It is extremely important to prevent “piggybacking,” which, as you may know, is when the person behind you follows you into a building. If someone you do not recognize attempts to follow you in when you open a door to a residence hall, please do not automatically let the person in. You can help deter piggybacking by asking, “May I help you?” or “Do you live here?” If you live in a residence hall and are asked these questions, please do not be offended and know that you are being asked the questions as part of a community effort to help prevent piggybacking. If you are behind someone who is entering a residence hall and you would like the convenience of following them into the building, we suggest saying hello and identifying yourself by showing your Harvard ID. If someone does follow you into a residence hall and you are concerned that their behavior is suspicious, please do not hesitate to call the Harvard University Police – 617-495-1212. Flyers about piggybacking are posted at the entrances to the residence halls. Created by several former residents, the flyers will serve as important reminders about the responsibility that all residents have to help prevent piggybacking. If you have any questions or concerns, please let your RA or the Office of Residential Life know.

## MISSING PERSONS POLICY

As required under federal law, the Graduate School will refer any missing person’s report involving a student immediately to the Harvard University Police Department. If HUPD determines that the student has been missing for more than 24 hours and has not returned to the campus, the School will, within 24 hours: (1) attempt to contact the student using any confidential contact information that the student may have provided to the School, (2) notify an appropriate law enforcement agency, (3) contact any person the student has identified to the Registrar as an emergency contact, and (4) notify the appropriate people at Harvard about the student’s disappearance. Students are reminded that they must provide the Registrar with emergency contact information and/or confidential personal contact information if they have not already done so.

## SAFETY ESCORTS AND TRANSPORTATION SERVICES

### CAMBRIDGE AND ALLSTON

#### *Shuttle Bus 617-495-0400*

The shuttle bus is designed to provide students and staff with safe and convenient transportation around the Cambridge and Allston campuses throughout the academic year, except during recesses and certain holidays. The service is free to members of the Harvard community. Service times vary during weekdays, weekend and holidays: check schedule for more details. Posters and pocket-sized schedules are available throughout the campuses, including the Information Center, house offices, libraries, dining halls, and transportation vehicles.

View the shuttle bus schedule [here](#). Students can also track shuttles on this website, or on the Harvard Thrive phone application.

#### *Daytime Van Service 617-495-0400, TTY# 617-496-6642 (fully accessible)*

The Van Service is intended for persons who, because of mobility impairment or medical condition, find it difficult or impossible to use the regular shuttle bus. Transportation is door to door within the Cambridge and Allston campuses. Rides in the van are by appointment only. All riders must be authorized in advance by either their local disability coordinator (students), or the University Disability Services (faculty/staff). Service times vary for academic, weekend, summer, and recess periods. For more information, please visit the Van Service website [here](#).

#### *Evening Van Service 617-495-0400*

The Evening Van Service is designed to provide transportation throughout the Cambridge and Allston campuses as a supplement to the shuttle bus. Rides are free and available on request, 7:00 p.m.–3:00 a.m. Last call received at 2:30 a.m. Please call ahead as you may have to wait as long as 30 minutes.

### HARVARD UNIVERSITY CAMPUS

#### *Escort Program (HUCEP) 617-384-8237*

HUCEP teams, who are trained and supervised by the HUPD, provide walking escorts to students, faculty, and staff seven nights a week during the academic year and cover the Yard, North Yard, River, and Quad areas. Teams are identified by their brightly colored vests, labeled HUCEP. Escorts respond to calls for service through the HUCEP hotline (617-384-8237 or 617-38-HUCEP). They can also be flagged down by students, faculty, and staff in need of an escort. Escort teams also are encouraged to ask solo walkers if they would like an escort to their destination. Hours: 10:30 p.m.–2:00 a.m., Sunday through Wednesday; 10:30 p.m.–3:00 a.m., Thursday through Saturday.

### LONGWOOD

#### *Walking Escort Service HMS/HSDM 617-432-1379, HSPH 617-432-1040*

The walking escort service is available 24 hours a day. When you call, a security guard will escort you to your vehicle on campus, a campus building, or the nearest MBTA stop. Please call ahead as it may take as long as 15 minutes for your escort to arrive. Please wait for your escort once you have called.

#### *Longwood Medical Area Shuttle (LMA) 617-632-2800*

The Longwood Medical Area Shuttle and the M2 Shuttle are managed by MASCO and operated by Paul Revere Transportation Company. The service runs between Vanderbilt Hall and the Johnston Gate in Cambridge, Monday through Saturday. Harvard affiliates need only show their HUID to ride the bus for free. Schedule, information and ticket sale locations can be found [here](#).



## EMERGENCY PROCEDURES

### FIRE EVACUATION PROCEDURES

In Case of Fire. In case of fire or heavy smoke, be calm, move quickly, and follow these steps:

- Determine if it is safe to exit your room. If so, pull the fire alarm located in the corridor/near exits in your building if it has not already been activated. This will warn the occupants and alert the Cambridge Fire Department. (If activated, the room smoke detector alarm sounds. Smoke detectors are local alarms that only sound in the individual room.)
- IF YOU HEAR THE FIRE ALARM, EVACUATE THE BUILDING AT ONCE. Use main stairwells if possible. If impassable, use alternate exits such as fire staircase, fire escapes, or windows. Be aware of all emergency exit routes for your location. If you suspect the fire to be outside your door, feel the door to determine if it is hot. If the door is cool, open it slowly. If the fire is not in the immediate vicinity, evacuate the building.
- If smoke, heat, or fire is present, close the door and use another exit, or create attention at the window. If you are trapped in your room, seal the door if possible and call 9-1-1. Provide the fire department with your exact location.
- CLOSE DOORS in order to limit the spread of fire and smoke. Exit the building IMMEDIATELY.
- Once you are safely outside, call the Fire Department (617-495-1212). Provide the street location of the building, building name, and floor on which the fire is located, if known.
- Residents of Child and Richards halls should gather on the lawn adjacent to Harkness Commons (Jarvis Field) near the steel sculpture, World Tree. Residents of Perkins Hall should gather near the front of Maxwell Dworkin, and residents of Conant Hall should gather on the MCZ lawn adjacent to Conant Hall, unless instructed otherwise.

Note: “In Case of Fire” posters are posted on the bulletin boards in the residence halls. False pulling of any alarms is illegal. False alarms endanger everyone. In a real emergency, people accustomed to false alarms do not react. In serious emergencies, this leads to injury and possible loss of life. For more information about fire safety and prevention, see the section entitled “Fire Regulations” under “Rules and Regulations.”

#### *Fire Safety Tips*

- Know where fire exits, fire alarms, and fire extinguishers are located. (A floor plan with locations of these items is posted on every floor.)
- Only trained personnel should use a fire extinguisher—even for small fires. If there is a fire, direct someone to immediately pull the fire alarm.
- If you do need to use a fire extinguisher, remember 4 simple steps. P.A.S.S. – Pull the pin, Aim the fire extinguisher at the base of the fire, Squeeze the handle of the extinguisher, and use a Sweeping motion –back and forth.
- If there is a fire in the oven, close the oven door.
- Do not throw water on grease fires. Use a fire extinguisher or smother flames by either placing a lid on the pan or by throwing baking soda on the flame.
- Do not leave food unattended on the stove or in the oven. Place a pan or foil under cooking food to catch drippings. Do not let water boil over.
- Do not overload electrical outlets or extension cords.

If you have any questions or concerns about fire safety, please contact the Facilities Manager, 617-495-0747.

## OTHER EMERGENCY EVACUATION PROCEDURES

In the event of an emergency such as an evacuation of a residence hall(s), residents are expected to follow the procedures outlined below unless instructed otherwise by a RA, University police officer, or University administrator.

- In the event that a residence hall needs to be evacuated, RAs, University administrators, and/or University Police will notify residents.
- In the event that a residence hall needs to be evacuated, residents of Child and Richards halls should gather on the lawn adjacent to Harkness Commons (Jarvis Field) near the steel sculpture, World Tree. Residents of Perkins Hall should gather near the front of Maxwell Dworkin, and residents of Conant Hall should gather on the MCZ lawn adjacent to Conant Hall, unless instructed otherwise.
- In a situation whereby a residence hall lounge(s) or other University location is available for residents to gather, a RA will be present to serve as an information source and to provide assistance.
- Residents who are ill, injured, or who have another compelling circumstance should identify themselves to a RA.
- Students who have a disability should contact their RA within two days after moving into the residence hall to review emergency procedures that apply to their particular needs.
- If one residence hall needs to be evacuated, another residence hall would be designated as shelter space. If all four residence halls need to be evacuated, ordinarily the QRAC (Quad Recreational Athletic Center), 60 Garden Street, would be designated as shelter space.

Please review the procedures to follow in the event of fire, which are outlined in this handbook. While it is anticipated that the procedures noted above will be followed in most instances, unanticipated circumstances may necessitate other approaches. Residents will be informed of such changes by RAs. Please note that in emergency situations, rumors often abound. In such instances, consult a RA for clarification.

## EMERGENCY PHONE NUMBERS

- Reachable 24 hours a day: Harvard University Police; 617-495-1212
- Operations Center (facilities emergencies); 617-495-5560
- University Health Services; 617-495-5711
- MessageMe (Emergency Notification System); [messageme.harvard.edu](https://messageme.harvard.edu)

## HARVARD GRIFFIN GSAS RESIDENCE HALL CONTRACT/TERMS AND CONDITIONS

### RESIDENCE HALL CONTRACT

Below is the Harvard Griffin GSAS 2023-2024 Academic Year Residence Hall Contract. This contract outlines the terms and conditions that apply, if a student accepts a room offer in the GSAS residence halls. By submitting an acceptance to a room offer, the student agrees to the terms and conditions of this contract. Please review this contract carefully.

**REQUEST FOR LICENSE:** By submitting an application to the Harvard Griffin GSAS residence halls, I am requesting a license for a Harvard Kenneth C. Griffin Graduate School of Arts and Sciences residence hall room on the terms below, should I be assigned a room in the lottery procedure. I agree to accept such a license, to which I have electronically subscribed my name, as a binding agreement when issued by Harvard Griffin GSAS Office of Residential Life through the assignment of a specific room. Any student wishing to apply for a cancellation of this license must do so in writing. Such requests shall only be effective if agreed to in writing by the University; however, the University is not obligated to honor such requests.

### LICENSE AND TERMS OF CONDITION

**EARLIEST PERMITTED OCCUPANCY DATE: Friday, August 25, 2023, 12:00 p.m.**

In consideration of the assignment to me of living quarters consisting of a room or suite in one of the Harvard Griffin GSAS residence halls (the “Quarters”) for the academic year 2023-2024, specifically from the earliest permitted occupancy date set forth above to the end date, May 16, 2024, at 12:00 p.m., I hereby agree to accept from Harvard University a license to occupy, in accordance with and subject to the *Handbook for Students* of the Harvard School in which I am enrolled, the *Harvard Griffin GSAS Residence Hall Handbook*, other established rules and usages of the University and the conditions set forth herein, the Quarters or any other Quarters to which I may be at any time assigned, to be occupied only by me. For this license, I hereby agree to pay to the University a room fee in the amount set forth by Harvard Griffin GSAS (the “Room Fee”). And I hereby agree to be bound by and to comply with said regulations, rules, usages and conditions.

Notwithstanding the end date in the foregoing paragraph, I understand and agree that if I will be receiving a degree on May 23, 2024, I may remain in occupancy until 12:00 p.m. on the day after Harvard’s Commencement, Friday, May 24, 2024, subject to the right of the Office of Residential Life to move me to different Quarters for the period from May 16, 2024 until May 24, 2024.

I shall have no interest or estate in the land but only a license to occupy the Quarters assigned to me. Upon assignment of the Quarters to me, I shall be obligated to pay the Room Fee for the entire academic year, unless the University cancels or terminates the license, even if I cease to occupy the Quarters so long as I continue to be a registered student pursuing a course of instruction in Harvard University, unless a replacement licensee is found, satisfactory to the University (in which case my Room Fee will be pro-rated on a monthly basis, as calculated pursuant to the University Monthly Payment Plan). I understand that the University may cancel the license and reassign the Quarters if I fail to register as a full-time student in resident status at Harvard University for the academic year 2023-2024, or if I have not started my occupancy within seven days of the earliest occupancy permitted date, unless Harvard Griffin GSAS has agreed in writing to a later occupancy date. In the case of such cancellation, there may be a cancellation fee of up to one-quarter of the Room Fee for the fall term. Collection of the Room Fee will be divided between the fall term and the spring term (although payment may be made in

accordance with University Monthly Plan if elected). Because the fall term is slightly longer than the spring term, the Room Fee for the fall term will be more than half of the total Room Fee. My right to occupy the Quarters shall terminate upon my ceasing for any reason to be a registered student pursuing a course of instruction at Harvard University, in which case the Room Fee shall be pro-rated on a monthly basis, as calculated pursuant to the University Monthly Payment Plan.

The University reserves the right to terminate the license if I fail to follow any rules, regulations or policies referenced herein or for any other cause it deems reasonable (including without limitation if the University believes that my conduct is jeopardizing my welfare or the welfare of the community), making an appropriate adjustment of the Room & Meal Plan Fee. The University may also require me to relocate to other residential facilities at any time, with all reasonable moving costs paid by the University.

The assigned Quarters are to be occupied by me, and are for single occupancy only unless expressly otherwise stated. Each occupant of the Quarters is responsible for the care of University property in the Quarters, and all occupants of the Quarters may be held jointly responsible for any loss or damage. Licensees also share joint responsibility for the common areas of the residence halls and may be subject to joint assessment in the event loss or damage to such areas where University officials conclude that individual responsibility cannot be established. A degree will not be granted to a Licensee until such assessments are paid in full.

The University shall not be liable directly or indirectly for any inconvenience, loss or damage caused by an insufficiency of heat or irregularity in the supply of electric current, or for the loss or theft of or damage to any of my property or the property of my visitors, wherever situated.

The University reserves the right to enter the Quarters at times it deems reasonable for standards of safety and/or building maintenance. The University may enter the Quarters without notice for the purposes of emergency service, safety, including, without limitation, public health concerns and/or concerns related to COVID-19, and room condition inspections, or, if there is reason to believe that any term or condition of the license is being violated. When entering the Quarters, the University may be accompanied by an outside party, such as a fire inspector.

The Quarters must be cleared of all personal property upon termination of the license. The University accepts no liability for personal property remaining in the accommodations after termination. The University may dispose of such property at the occupant's expense.

All residents are **required** to enroll in the Commons at Lehman Hall meal plan. By accepting this contract, you are agreeing to enroll in and pay for the meal plan. The meal plan is not optional and cannot be refunded if not used.

## **ADDITIONAL INFORMATION**

### **ROOM ASSIGNMENT**

Every effort has been made to assign you a room in order of the preferences indicated on your application; however, it is not always possible to assign applicants their first or second choices. If you were assigned to a room that was not one of the top preferences on your application, it is because these rooms were not available at the time of your assignment. **Due to the demand for housing, we are unable to make any changes in room assignments. Requests for room changes will be denied.** If you are unhappy with your room assignment, you may cancel your original room assignment and be placed at the bottom of the waiting

list for a new room. Please note that this does not guarantee reassignment to a room OR reassignment to a room of your choice.

### **ACCEPTANCE/REFUSAL OF ROOM ASSIGNMENT**

If you choose to accept the room assigned to you, you must indicate acceptance of the room assignment at the end of this contract, and fill in the information requested. Your acceptance must be received by Harvard Griffin GSAS Residential Life no later than 5:00 p.m. EST on the date indicated on your room offer. If the office does not receive your response by this date and time, your room assignment will be cancelled, and you will lose your place in the housing lottery. If you choose NOT to accept the room assigned to you, you must indicate refusal at the bottom of this contract no later than 5:00 p.m. EST on the date indicated on your room offer.

### **CANCELLATION OF ROOM ASSIGNMENT**

If you decide to cancel your room assignment, you will be assessed a cancellation fee as outlined below:

- Cancellations received on or before the response deadline by 5:00 p.m. EST: **NO CANCELLATION FEE** (housing application fee is non-refundable and will still be charged to your student account)
- Cancellations received after the response deadline by 5:00 p.m. EST: **\$150.00**, plus you will be held financially responsible for the room and meal plan fees unless the room can be reassigned

By canceling your room assignment, you also automatically cancel your meal plan contract. Harvard Griffin GSAS students who wish to re-enroll in the meal plan can do so by contacting [Harvard University Dining Services](#) at 617-495-2710; more information is on the Harvard University Dining Services website.

Any student who does not notify Harvard Griffin GSAS Residential Life in writing of the intent to cancel a room will be held financially responsible for room and meal plan fees unless Harvard Griffin GSAS Residential Life is able to reassign the room to another student.

PLEASE NOTE: All room assignments are made by Harvard Griffin GSAS Residential Life. Students may not make arrangements for use of a room with anyone, including another Harvard graduate student who may or may not have applied for a room. Any arrangement for use of a room in a Harvard Griffin GSAS residence hall not made by Harvard Griffin GSAS Residential Life is in violation of the terms of the housing contract. Students who are assigned rooms are expected to utilize them as their primary place of residence in the Boston/Cambridge metropolitan area.

### **RESIDENCE HALL POLICIES/ROLE OF RESIDENT ADVISORS**

We strongly recommend that students review the *Harvard Griffin GSAS Residence Hall Handbook* to ensure that they understand and are amenable to all policies in the residence halls. If you feel that any of our policies are unacceptable, we strongly encourage you to pursue other housing arrangements.

### **UNIVERSITY CONSTRUCTION**

Both University and abutter maintenance and construction projects are an ongoing part of the University's dynamic, urban setting. While Harvard Griffin GSAS Residential Life does not anticipate significant disruptions during the 2023-2024 academic year from any construction work, up-to-date information on construction on campus will be available throughout the year at the [Construction Mitigate website](#).

## **BILLING OF ROOM & MEAL PLAN FEES**

The Harvard Griffin GSAS Residential Life does not collect payments for room and meal plan fees. Room and meal plan fees will be billed to your student account in two installments. The fall term room and meal plan fees will be billed by early August and due in early September, and the spring term room and meal plan fees will be billed in early December and due in early January. Because the fall term is slightly longer than the spring term, **the room and meal plan fees for the fall term are more than half the overall fees.**

### **Important information for first-year Harvard Griffin GSAS students:**

Fall term room and meal plan fees will be billed in July prior to registration, and due in early September. If you are a first-year Harvard Griffin GSAS student and cannot pay these charges in full before the registration deadline, please note that you will still be cleared for registration by Harvard Griffin GSAS Financial Aid. More information about registration, stipends, and paying your room & meal plan fees is available at the [Student Financial Services website](#).

## **MOVE-IN INFORMATION**

In some cases, incoming students may be issued a temporary ID for short-term use upon move-in if either their photo has not been accepted by Harvard ID Services or if the student has been offered a room in the late part of the housing application cycle. Any temporary IDs issued by Harvard Griffin GSAS Residential Life **must** be returned to Lehman Hall, Room 203 to avoid a \$25.00 fee. Incoming students are required to present some form of government-issued photo identification (such as a passport, driver's license, etc.) at check-in. **You will not be given your key and a Harvard ID card and/or temporary card without a government-issued photo identification.**

Continuing students must present their Harvard ID at check-in. Continuing students who have lost their Harvard ID **MUST** proceed to ID Services (Smith Campus Center, 8th floor) before checking into the residence halls.

## **MOVE-IN HOURS**

Please note that no move-ins are permitted before August 25, 2023 at 12:00pm. **No early arrivals are permitted.**

Move-in hours are as follows:

- Friday, August 25: 12:00noon – 11:00pm
- Saturday, August 26: 12:00noon – 11:00pm
- Sunday, August 27: 9:00am – 5:00pm
- Monday, August 28: 9:00am – 11:00pm
- Tuesday, August 29: 9:00am – 11:00pm

Beginning Wednesday, August 30, residents must pick up keys at the GSAS Residential Life, GSAS Student Center/Lehman Hall Room 203, during normal business hours (9:00am – 5:00pm, Monday through Friday), except Labor Day, Monday, September 4, when the University is closed due to the national holiday. Absolutely no move-ins are allowed on Monday, September 4, 2023.

If it is not possible to arrive during scheduled move-in times or office hours, you should plan to make arrangements to stay at a hotel, Airbnb, or with friends until the next scheduled move-in time or office hour.

#### **RESIDENTIAL LIFE POLICIES – COVID-19**

In light of the unique circumstances presented by the COVID-19 pandemic, Licensee acknowledges that occupancy is conditioned on compliance with evolving rules, regulations, and conditions. Such conditions may include, among other things, restrictions on visitation, limitations on gathering, and/or temporary or long-term relocation of the living quarters. **Failure to comply with such provisions may result in termination of the student's license to remain in residence.**