



# *University of Pennsylvania Conference Services*

## **Policies and Procedures**

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## Youth Programs

### **Expectations and Regulations**

In order to maintain a composed environment, we ask that live-in counselors follow and enforce the below expectations. We expect the live-in counselor to attend all activities and meetings, monitor the behavior of their program and actively assist in the following:

- Counselors must be in the building and accessible when students are.
- Students must be in their rooms by curfew.
- Student must be made aware that they *can* be written up for misbehavior and/or denied continued housing.
- Counselors should report (and following up on) any destruction of the building to the Information Center desk as well as to their program supervisor.
- Counselors should report behavior and facilities problems to their supervisor and Conference Services staff.
- Counselors should encourage responsible behavior among members of the residence community.

### **Personal Expectations (for the student):**

- During study hours students are expected to be quiet. Quiet hours are as follows ...  
The Quadrangle: Weeknights 10pm – 9am, Weekends 12am – 9am.  
Harnwell College House: Sunday to Thursday 12am – 8am, Friday and Saturday 1am – 10am.
- Academic residence hall should maintain an atmosphere of relative quiet 24 hours a day, no loud TV's, stereos, yelling, running, etc. You may be asked to turn off music and TV during study hours.
- **The use of alcohol and drugs is strictly prohibited.**
- **Smoking is strictly prohibited in all University residence halls.**
- Program curfews should be obeyed and will be enforced by program counselors.
- Participation in fighting/physical conflict is prohibited.
- No overnight guests are allowed.
- All guests must be accompanied while in the building.
- Please keep room locked at all times: the University is not responsible for lost/stolen items.
- If you lose your key REPORT IT TO THE INFORMATION CENTER DESK immediately.
- Show your ID to the program and building staff upon request.
- Visitations must be limited to the floors assigned to your program.

### **Building Expectations:**

- Public areas should only have approved postings. Please remove your postings when the event is over.
- No tape should be used for postings.
- Throwing and hanging objects from the windows is strictly prohibited.
- Trash should be disposed of in the trash chutes on a regular basis.
- Do not leave food and trash in the lobbies, floor lounges, rooftop lounge or other public space.
- The rooftop lounge is for quiet study except when reserved for a program.
- Notify the Information Center desk when building problems occur.
- Furniture placed in a room or apartment may not be removed from the room or apartment.
- Report damage to furniture so it can be replaced.
- Lounge furniture may not be moved into student rooms.
- Do not use tape or nails to hang posters or pictures in your room or apartment.
- Carefully remove all posters and decorations before you move out.
- When cooking or ironing, please do not leave appliances unattended.
- Keep the windows closed when the air conditioning is on.

## Summer College House, Undergraduate & Special Programs

### Expectations and Regulations

In order to maintain a composed environment, we ask that live-in counselors follow and enforce the expectations below. We expect the live-in counselor to attend activities and meetings, actively assist in monitoring behavior and:

- Counselors must be in the building and accessible when students are.
- Students must be in their rooms by curfew.
- Student must be made aware that they *can* be written up for misbehavior and/or denied continued housing.
- Counselors should report (and following up on) any destruction of the building to the Information Center desk as well as to their program supervisor.
- Counselors should report behavior and facilities problems to their supervisor and Conference Services staff.
- Counselors should encourage responsible behavior among members of the residence community.

### Personal Expectations (for the student):

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- **The use of alcohol and drugs is strictly prohibited.**
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- Program curfews should be obeyed and will be enforced by program counselors.
- Participation in fighting/physical conflict is prohibited.
- No overnight guests are allowed.
- All guests must be accompanied while in the building.
- Please keep room locked at all times: the University is not responsible for lost/stolen items.
- If you lose your key **REPORT IT TO THE INFORMATION CENTER DESK** immediately.
- Show your ID to the program and building staff upon request.
- Visitations must be limited to the floors assigned to your program.

### Building Expectations:

- Public areas should only have approved postings. Please remove your postings when the event is over.
- No tape should be used for postings.
- Throwing and hanging objects from the windows is strictly prohibited.
- Trash should be disposed of in the trash chutes on a regular basis.
- Do not leave food and trash in the lobbies, floor lounges, rooftop lounge or other public space.
- The rooftop lounge is for quiet study except when reserved for a program.
- Notify the Information Center desk when building problems occur.
- Furniture placed in a room or apartment may not be removed from the room or apartment.
- Report damage to furniture so it can be replaced.
- Lounge furniture may not be moved into student rooms.
- Do not use tape or nails to hang posters or pictures in your room or apartment.
- Carefully remove all posters and decorations before you move out.
- When cooking or ironing, please do not leave appliances unattended.
- Keep the windows closed when the air conditioning is on.
- Smoking is prohibited in **all public and private spaces**: stairwells, halls, elevators, lounges, lobbies, public restrooms, apartments.

### Guest Policies & Procedures

Visitors to the residences must sign in, and be accompanied at all times by a host who carries a valid PennCard. A host is responsible for their guests at all times.

1. All guests **must be signed in** at the front desk of the building.
2. The guest will be asked to present a form of photo identification, and will be given a guest pass that **must be in their possession** at all times while in the building.
3. Guests must be accompanied by a resident **at all times**. Guest's actions are the resident's responsibility.
4. **All guests must sign out** at the time of their departure, and turn in their guest pass to the front desk.
5. All guests must be signed out by 11:00pm Sunday through Thursday, and 12:00am on Friday and Saturday.
6. **Overnight guests are strictly prohibited.**
7. Failure to follow guest procedures will result in loss of guest privileges.

### **Guests and Roommates**

Guest visitation can be a particularly sensitive issue for roommates. Your privilege to have overnight guests is subject to the following limitations:

1. A resident may not pressure roommates to tolerate the presence of a guest.
2. The presence of guests must not restrict free access of legitimate occupants to all common spaces and to any private space they may have or create any situation that infringes on the right of roommates to remain undisturbed.
3. The presence of a guest must not be constant or continuous beyond 3 days.
4. A guest may not occupy a student's room when the student is not present; a resident may not give a guest his or her room key or ID to enter residences.
5. During low occupancy periods and hours between 2am-7am, only building residents may sign in a guest.
6. Any violation of the Occupancy Agreement or University policy by a guest of a resident is the responsibility of the resident.

### **Residential Handbook 2007-2008**

*Additionally, summer conference guests are responsible for all policies included in our academic year Residential Handbook. Please review the most updated version of this document at <http://www.business-services.upenn.edu/housing/handbook.html>.*