VI. HOUSING POLICIES

HOUSING ASSIGNMENTS
All first-and second-year students and first-year transfer students are required to live in Manhattan School of Music housing as space allows. Every effort will be made to honor preferences; however, Manhattan School of Music reserves the right to assign rooms to students on a space-available basis. Requests specifying only a particular residence or type of housing cannot be guaranteed, nor can roommate preferences based upon race, ethnicity, religion, religious practices, sexual orientation, dietary preferences, socioeconomic status, physical characteristics, or national origin. Any occurrences of verbal or physical intimidation with the intention of forcing a roommate to move or create an atmosphere of discomfort for a new resident will not be tolerated and may lead to disciplinary action.

The Office of Residence Life reserves the right to assign any vacant space at any time, and is not obligated to inform roommates of changes. Any student with a vacancy in his/her room must keep the space open and ready for assignment at any point. The Office of Residence Life has the right to move any such possessions that may be blocking a new student’s assigned space. Residents who fail to keep a vacant space free of their possessions may be subject to disciplinary action and will be charged for any costs involved in having these items moved.

Returning students may participate in the room selection process each spring. Specific room selection information and procedures will be available by the Office of Residence Life. The housing information will be distributed prior to the room selection process. Residents must abide by the requirements of the housing process and meet all deadlines outlined to be eligible for housing. To ensure ample space for new students, a certain number of beds may be set aside for new students. Those who deposit after the allocated number of beds has been filled will be placed on a waiting list. As spaces open, those on the waiting list will be assigned a room. Students are not guaranteed a preferred housing request.

In order to receive and maintain a housing reservation, students must have their accounts with Manhattan School of Music in good standing. Any student who does not make appropriate arrangements for registration and financial obligations may jeopardize status as a resident student.

HOUSING CANCELLATION & RELATED FEES

Withdrawal or Leave of Absence
Any student who is planning to withdraw or take a leave of absence from Manhattan School of Music needs to contact the Registrar’s Office for information and assistance with his/her proper withdrawal or leave of absence. In addition, it is important that you notify the Office of Residence Life that you are leaving housing. When you are ready to leave housing, you will need to clean your room, empty your trash, check out of your room, and return your key(s). Resident students are responsible for housing charges through the end of the semester in which they leave.

Non-Academic Housing Cancellations
Students wishing to cancel their residence hall agreement are subject to the processes and terms outlined in Section 7 of this document.
HOUSING DEPOSIT
Each student applying to live in Andersen Hall must submit a $500 housing deposit. The deposit must be submitted each year and will serve as a security deposit. Any fines for violations of policy, damages to the student’s room and/or common areas will be deducted from this deposit. The remaining money will be returned to the student after they have checked out of the hall at the close of the spring semester. Please see Section 1 of the Residence Hall Agreement for more information.

The housing deposit is also refunded if the Office of Residence Life is unable to place the student into a room by the second week of the fall semester. The housing deposit is NOT refunded in the following cases:

- Any student who cancels their housing request after June 12, 2015
- Any student who breaks the housing contract by moving out prior to the end of the academic year for reasons that do not include graduating in December, serious illness, marriage/civil union, or participating in an MSM study abroad program
- If a student on the housing waitlist declines an available room

HOUSING PERIODS
Manhattan School of Music housing officially opens for new students on August 26, 2015, at 8:00 am and on August 30, 2015 for returning students.

All non-graduating residents will need to clean their living space, officially check out with an RA, and leave the building no later than 24 hours after their last jury or 7:00 pm on the final day of the exam period if they have a final or jury on the last day of exams. All graduating students may remain on campus until 10:00 am the day after Commencement. Non-graduating students who are participating in Commencement may remain in housing until 10:00 am the day after Commencement by special permission from the Director of Residence Life. All students who fail to check out properly with an RA by closing time may be fined a late check-out fee.

All Manhattan School of Music housing officially closes during the winter and summer breaks. All students should plan to leave the building during those periods. If housing becomes available during winter or summer recess, there will be a separate housing agreement and an additional cost during these periods. Only students approved by the Office of Residence Life will be allowed to enter the residence hall during these times. Any resident violating any policy during these periods may be asked to leave housing immediately. Food service may not be available during School holidays and other closings. Residence Life, Maintenance, and Custodial Staff will maintain reduced staffing during these holidays and closings.

HOUSING REQUIREMENT
Manhattan School of Music requires all first-year and second-year undergraduates (freshmen and sophomores) and first year transfer students to live in residence as space allows. Students must submit a housing deposit, housing application, and signed residence hall agreement each year by the deadline to officially request a room. Students must submit complete the housing
exemption form for to be considered for an exemption of this policy. The Office of Residence Life does not guarantee an assignment to any student who does not submit deposit and forms by the deadline.

ROOM CHANGES
Each semester the Office of Residence Life opens a “Room Change Period” (late September to mid-November) during which students are free to request room changes. First Year students are required to stay in First Year designated communities. If four students are interested in completing a two-room “roommate swap” all four students must agree in writing via email to the Director of Residence Life their desire and agreement to live with the new roommate.

Students are expected to reside in the room to which they have been assigned unless prior approval for change has been granted and the appropriate room change form is approved. Under no circumstances may a student move to another room without the permission of the Director of Residence Life. Unauthorized room changes are not permitted, and students will not be allowed to stay in rooms acquired through unapproved moves. The Office of Residence Life reserves the right to change the room assignment of any student if deemed necessary. It is an expectation that all Manhattan School of Music residents will talk directly with each other when there are issues that need to be resolved.

Students desiring a single room will need to sign up for a “Single Room Waiting List.” If and when a single room opens, the Office of Residence Life will contact the next student on the waiting list. That student will have 48 hours to decide if s/he would like to accept the room and must respond in writing via email to officially accept the new space.

RESIDENCE HALL AGREEMENT
Each student who lives in the residence hall must sign a residence hall agreement. This agreement is in effect for the entire academic year and may not be terminated unless one of the conditions below is met: December graduation, official School study abroad program, serious illness, and /or lawfully registered domestic partnership, civil union, or marriage. For more information, please see the Residence Hall Agreement, found on the Office of Residence Life Website.

FURNITURE
Each student is provided a bed frame, mattress, wardrobe, desk, chair, and dresser in his/her room. All furniture provided by MSM must stay within the student’s designated room and will not be moved from a room into storage. Additional room furniture cannot be brought into the residence hall unless it is deemed necessary for medical reasons, approved by the Office of Residence Life, and meets appropriate fire safety standards. Furniture needed to pursue the mission of the institution such as music stands, chairs, mirrors, and instrument stands will be allowed. Placing room furnishings in such a way that they obstruct the door from being opened at least 36 inches is a violation of our fire code and will need to be corrected. The resident is responsible for any damages or loss of furniture.
DINING SERVICES AND MEAL PLAN
The Mitzi Newhouse Pavilion provides meals for students, faculty, staff, and guests. It is also
used for School-sponsored receptions and social activities. All students are required to
participate in the declining meal plan appropriate to their status as a resident or commuter
student. Resident students may elect to increase their Bronze meal plan to Silver or Gold at the
beginning of each school year. Please see the meal plan information form for details. Hot meals
are served for breakfast, lunch, and dinner. Hours of operation are as follows:

Monday-Saturday Breakfast: 8:00 am-11:00 am
Monday-Saturday Lunch: 11:30 am-3:00 pm
Monday-Friday Dinner: 4:30 pm-7:30 pm
Saturday Dinner: 4:30 pm-6:00 pm
Sunday Brunch: 10:00 am-2:00 pm

Students may reserve the cafeteria for recital receptions by contacting the scheduling and
dining offices.

DAMAGE
Students are encouraged to carefully review the room condition report upon moving into the
room. Upon checkout, students are expected to leave their rooms in the same condition as
when they checked in. Charges may be levied for trash removal, cleaning, repositioning of
furniture, damage repair or replacement of School property and/or improper checkout. Damages
to rooms are the responsibility of the occupants of the room. Any damage to the student’s room
and/or common area will be deducted from the housing deposit. It is suggested that any
decorations are secured with 3M command strips.

If there is damage to a room or common area, residents are urged to fill out an incident report
clearly identifying the damage, which resident is responsible for the damage, addresses and
phone numbers for all involved, supporting evidence or documentation, and any other
information that will assist the Residence Life staff in billing the appropriate people for damages.

ENTRY INTO ROOMS
MSM reserves the right to enter, repair, inventory, inspect, or search (without prior consent and
in appropriate situations) any room at any time for maintenance of the residence or to inspect
for compliance with health, fire, or building codes or with College policy; or due to any situation
deemed a potential threat to health, safety or property. This includes Residence Life staff,
Security, Facilities, and any other College employee or contractor who has a legitimate need to
enter the space. Staff will knock and announce when in need of entering an individually
assigned room, students are expected to respond. Students cannot refuse access to a College
employee who is in the process of performing the responsibilities of their position; such refusal
is a violation of policy and subject to disciplinary action. Student Affairs staff, or School officials
may invite security, facilities, emergency personnel, or police into a student room to deal with a health/safety situation and/or a policy violation.

Routine health and safety inspections will occur to ensure that all rooms are being properly maintained. All health and safety inspections are announced, and signs are posted at least 24 hours in advance. All rooms are inspected during vacation periods without posted notification.

PERSONAL PROPERTY
The School assumes no responsibility for loss or damage to personal property of students or their guests. This includes, but is not limited to, loss by fire, theft, water, or malfunction of electrical or mechanical systems. Residents are strongly advised to obtain insurance to cover their personal property. It is advisable that you check with your family to see if coverage is provided by their homeowner's insurance. Students are strongly urged to keep their rooms locked at all times. If a theft occurs, it should be reported to a Residence Life staff member or Security immediately.

SMOKING
The New York State Clean Air Act prohibits smoking in ALL common areas, including student rooms and any other location on campus. Smoking is not permitted alongside any property adjacent to the Manhattan School of Music, including the sidewalk in front of any MSM Building or entrance. Students interested in smoking should leave Andersen Hall and MSM property.

All areas in the residence hall are smoke-free.
- Smoking is prohibited in all common areas.
- Smoking is prohibited in all private rooms.
- Smoking is not permitted on terraces.
- Smoking may not occur in front of 140 Claremont. Students must move toward La Salle Street or toward Sakura Park in order to smoke.