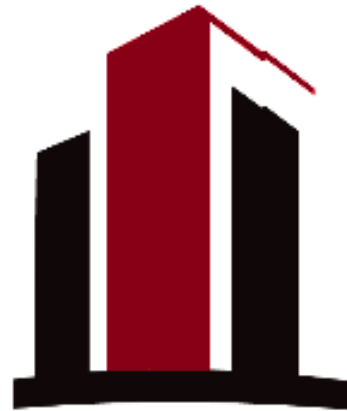


CityUniversity
of Seattle

Resident
Handbook
2021-2022



**CORNISH
COMMONS**

City University of Seattle
Housing & Residence Life

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WELCOME

The Housing & Residence Life staff at City University of Seattle welcomes you to Cornish Commons!

This Resident Handbook has been designed to answer many of your questions about living in the Cornish Commons Residence Hall as a City University of Seattle student. As a resident you are responsible for reading and understanding the contents of this handbook.

Be sure to keep this information in a safe place in your room, or bookmark it online on the student portal so that you can refer to it when questions arise in the coming months. Of course, you can always contact your Resident Assistant or the Resident Assistant Director at housing@cityu.edu whenever you have questions about living in the residence hall.

HOUSING & RESIDENCE LIFE

Housing & Residence Life is responsible for the overall coordination of the residential experience at Cornish Commons. Our professional staff team is made up of professionals from City University of Seattle, Cornish College of the Arts, and Capstone on Campus Management. Our offices are located on the 3rd floor of Cornish Commons. In addition to office hours, members of our professional staff are on-call 24 hours a day in case of emergencies. You may contact City University of Seattle Housing & Residence Life (for non-emergencies) by emailing housing@cityu.edu.

THE STAFF

City University of Seattle Staff

Resident Assistant Director

The Resident Assistant Director is responsible for coordinating all activities associated with City University of Seattle Housing including housing contracts and room assignments. Additionally, the Resident Assistant Director supervises the City University of Seattle Resident Assistants and is responsible for student conduct cases involving City University of Seattle residents.

City University of Seattle Resident Assistants (RA) Floors 4 - 7

Each RA is a peer advisor, role model, community builder, listener, facilitator, program planner, policy enforcer and friend to the students living in the residence hall. RAs are the day-to-day contact between residents and the housing team. If you're interested in becoming an RA for CityU next year, please ask your RA for more information.

Cornish College of the Arts Staff

Director of Residence Life

The Director of Residence Life is responsible for the selection and supervision of the Cornish College of the Arts RAs. Additionally, the Director supports residents with personal and academic success, and participates in the student conduct process for Cornish College students.

Cornish College of the Arts Resident Assistants (RA) Floors 8 - 19

Cornish College RAs serve in the same role as CityU RAs.

Capstone on Campus Management

Director of Housing

The Director of Housing leads the management of all facilities and housing related issues. The Director supervises a facilities team made up of the Assistant Director of Residential Facilities, Maintenance Supervisor, and a Maintenance Technician to ensure the optimum maintenance of the building and functionality of all amenities. The Director of Housing also supervises the Director of Residence Life and oversees housing contracts for Cornish College of the Arts students.

Assistant Director of Operations

The Assistant Director of Operations manages facilities, vending, and custodial related issues. The Assistant Director is in continued communication with all vendors and teams to maintain the highest quality of service building wide. In addition, the Assistant Director of Operations supervises the Welcome Desk Coordinator.

Welcome Desk Coordinator

The Welcome Desk Coordinator provides professional coverage of the 1st floor Welcome Desk during business hours and manages all Welcome Desk student staff members. The Welcome Desk Coordinator is responsible for ensuring helpful, friendly, and efficient functioning of the Welcome Desk and services it offers.

HOUSING CONTRACT

A full copy of the Housing Contract and the Terms and Conditions are posted on the Housing & Residence Life student portal page. You may receive an electronic copy at any time by emailing housing@cityu.edu.

Although it is important for you to be familiar with the entire contract, the information emphasized here should assist in answering some of the common questions concerning your contract.

Occupancy

Your assigned room is intended to be used only as a living space for the assigned residents of the room. You are prohibited from allowing other people to live in your residential room, except in the case of accompanied guests.

Unless specified otherwise in writing, the following dates of occupancy apply:

Academic Quarter	Move In Date	Move Out Date
Summer 2021	June 21 st	September 13 th
Fall 2021	September 20 th	December 13 th
Winter 2021-22	January 3 rd	March 21 st
Spring 2022	March 28 th	June 20 th

Room Consolidation

Your room assignment is considered final for the duration of your contract. At times, Housing & Residence Life might need to change your assignment for reasons such as consolidating vacancies, student conduct, or irresolvable incompatibility of roommates.

If a vacancy occurs in your room, Housing & Residence Life will notify you of one of these possible outcomes:

1. A new resident will move into the room;
2. You will be asked to move into another under occupied room; or
3. You will remain in your room without a roommate until an acceptable roommate match comes available.

Room Change Policy

The residential experience provides you many opportunities to meet new people, develop relationships, and learn to live and communicate with a diverse group of people.

On occasion, roommate matches do not develop as intended and a resident wants to change roommates. In these cases, it is expected that every effort will be made by the individuals involved to resolve any conflict and seek harmony prior to a change of assignment. Residents are encouraged to speak with their Resident Assistant as soon as possible to begin this process.

When experiencing a roommate conflict, your Resident Assistant can help you decide if you should speak to your roommate privately or if a mediated conversation with your roommate would be helpful. This conversation between roommates most often resolves roommate conflicts. You should plan (or even schedule) a time about two weeks later to reconnect with your Resident Assistant to discuss things. If the issue persists, your Resident Assistant may suggest that you meet with the Resident Assistant Director. The Resident Assistant Director will determine the most appropriate next steps at that point.

Changing rooms without authorization from Housing & Residence Life is not permitted. There is a two (2) week hold on all room changes at the start and end of each quarter to allow Housing & Residence Life an opportunity to evaluate occupancy and identify spaces that may emerge between quarters.

If the Resident Assistant Director approves a room change, a \$50 room change fee will apply.

School Breaks

Many residents choose to go home or travel during the period between quarters (2-3 weeks). If you have signed a housing contract for the upcoming quarter and choose to travel during the break, you may leave your belongings, at your own risk, in your room.

When you leave your room for break, it is important that you do the following:

- Unplug electrical appliances
- Remove all trash and recycling
- Dispose of all perishable food items
- Lock windows and close window blinds
- Be sure that your door is closed and locked
- Turn off faucets
- Submit any maintenance requests

If you are planning to take a vacation quarter, please contact housing@cityu.edu for information and options.

Health and Safety Inspections

Your health and safety is our top priority. Therefore, Housing & Residence Life will perform health and safety inspections for all residential rooms once each academic quarter.

The purpose of these inspections is to ensure that residential rooms are free from mold, insects, or other conditions which could be hazardous to the health of the community. Additionally, Housing & Residence Life will be looking for unreported maintenance and safety concerns, checking window latches, and smoke detectors.

If a residential room fails to meet health and safety standards, residents may be required to allow Cornish Commons maintenance or custodial teams into the room to bring it up to standard. In these instances, cleaning or maintenance fees may be assessed.

Residential rooms will be considered below health and safety standards if they are found to have:

- Mold, mildew, or other organic growth
- Dirty dishes, open food containers, or spoiled food
- Urine, feces, other bodily fluids on surfaces
- Excessive garbage
- Insects/bugs

Contract Cancellation

The housing contract is binding. You are responsible for paying all housing charges for the duration of the quarters selected on your Housing Contract.

The contract may be canceled during its term for the following reasons:

- I. Completion of graduation requirements.
- II. Withdrawal from the University for at least one quarter.
- III. Ineligibility to continue enrollment due to failure to meet academic, student conduct, or other requirements.

In the event of such cancellation, you must notify Housing & Residence Life, in writing, to be eligible for a partial or full refund. To qualify, you must also properly check out of their room as explained in the procedures below.

CHECK IN AND CHECK OUT PROCEDURES

Residence Hall Check In

All residents must check in with Housing & Residence Life prior to moving into a new room.

When you check in you will receive:

- Your room key card (Cornish Commons ID)
- Your mailbox key

Within 72 hours of your arrival, your Resident Assistant (RA) will check in with you to complete your Room Condition Report (RCR). At this time, if you have noticed any damage within your room, please ask your RA to include it on the RCR. After you move out, the condition of your room will be compared to your move in RCR to determine if you are responsible for any damages.

Residence Hall Check Out

Prior to moving out, you must notify the Office of Housing & Residence Life by emailing housing@cityu.edu. Please include your name, room number, and the date you intend to move out of Cornish Commons.

All check outs will be treated as express check outs unless a standard check out is specifically requested. Standard check outs are only available Monday-Friday between 9am-5pm.

Express check out instructions:

- Remove all of your belongings from your room, clean your room, and check your mailbox.
- Return your Cornish Commons ID and mailbox key to the designated drop box at the Welcome Desk.
- A walkthrough of your room will be performed by the Resident Assistant Director during the first business day after you have moved out.
- Charges/fees based on damage to your room are not eligible for you to contest.

Standard check out instructions:

- Schedule a specific time (available Monday-Friday 9am-5pm) to check out by emailing housing@cityu.edu.
- Remove all of your belongings from your room, clean your room, and check your mailbox.
- At the arranged check out time, a City University of Seattle staff member will come to your room to perform a walkthrough and collect your Cornish Commons ID card and mailbox key.
- If you have not finished packing your belongings and cleaning your room at the arranged check out time, you will be treated as an express check out.

The purpose of a check out walkthrough is to evaluate the condition of your room compared to its condition when you moved in. Rooms should be clean, free of personal belongings, and furniture must be returned to standard layout. If another student is remaining in the room, a reasonable effort must be made to clean the common spaces.

An improper move out fee of \$150 will apply for any residents who move out without notifying Housing & Residence Life in writing. Additionally, a \$35 fee will apply for residents who do not return their Cornish Commons ID and mail key.

It is recommended that you notify the United States Postal Service of your change of address.

CORNISH COMMONS AMENITIES

Bike Room

There is a secure bike room located on the P1 level of Cornish Commons. To gain access to the bike room, you must register your bike with the City of Seattle and bring proof of registration to the Office of Housing & Residence Life.

Community Lounge

There are lounge spaces on each floor near the elevators as well as a community lounge on the 20th floor. Students are expected to clean up after themselves and not leave personal belongings in these spaces.

Custodial Services

Custodial service is provided in common areas such as hallways, stairwells, lounges, and public bathrooms. However, you are responsible for cleaning up after yourself in all community spaces including lounges, fitness center, art/practice rooms, and kitchen.

Custodial services are not available for residential rooms. Residents are responsible for the disposal of trash, recycling, and compost in designated areas. For your convenience, vacuums and cleaning buckets are available to borrow at the Welcome Desk. Please bring your Cornish Commons ID to check out these items.

Fitness Room

A fitness room is located on the 20th floor. Please treat the equipment with care. Sanitizing wipes are provided to help keep the space clean. Please wipe down all equipment and mats after you have used them. Do not leave personal items unattended in the fitness room.

Laundry

The laundry room is located on the 20th floor and is available 24-hours a day. Washers and dryers only accept credit, debit, or prepaid debit cards. Prepaid debit cards may be purchased at nearby grocery stores.

After each use please leave washer doors open and remove lint from the lint trap in dryers. This will help keep machines in working order. If a washer or dryer is out of order, please notify a staff member.

Using LaundryView, you can see which washers and dryers are being used, how long they will be in use, and you can set reminders for when your laundry is finished.

Lost and Found

Items left unattended in common areas will be taken to Lost & Found at Cornish College Safety & Security. To claim a lost item, please ask the Welcome Desk Assistant to help you contact Safety & Security or call 206.726.5038.

Mail and Packages

Each residential room has a mailbox located in the Trash & Recycling room near the elevators on CityU floors. Mail will be distributed Monday through Friday. If you have received a package, you will be sent an email notification from housing@cityu.edu. Please follow the directions in the email to retrieve your package.

Your address is:

For letter mail:

Your Name
City University of Seattle
Your Room #
2025 Terry Ave.
Seattle, WA 98121

For packages:

Your Name
c/o Residence Hall
Your Room #
521 Wall St.
Seattle, WA 98121

For online purchases from Amazon.com, an Amazon Locker is available on the 1st floor. To use the Amazon Locker, simply select Amazon Locker- Kerning as the delivery address when completing your online purchase. Your package will be delivered directly to the locker and you will receive an email from Amazon with a passcode for retrieving it. Please note that this locker is only available for Cornish Commons residents.

Mail is not distributed on weekends and during holiday break periods.
After you have moved out, any mail received will be returned to sender.

Maintenance

We have a full time maintenance team dedicated to the upkeep of Cornish Commons. If you notice something in your room or in a community space that needs attention, please contact your Resident Assistant or send an email to housing@cityu.edu. The prompt reporting of maintenance issues can often prevent more extensive problems and keep our residence hall as comfortable as possible.

If you are experiencing a maintenance emergency such as no electricity, no heat, a broken window, inoperable door, or a major plumbing issue please call the RA on Call immediately (24 hours a day) to report the emergency.

Practice Rooms & Art Room

Two practice spaces are located on the 20th floor, as well as an art room. While these rooms are open to all residents, priority should be given to Cornish College students who need to practice music or work on required art assignments. To respect the rights of all residents, practice rooms should not be used during quiet hours.

Recycling, Trash, & Compost

Recycling bins are located in the Trash & Recycling room located on each floor near the elevators. Trash must be deposited directly into the trash chute. Please be cautious when using the trash chute as items deposited cannot be retrieved.

Recyclable items must be cleaned and dried before being placed in the blue recycling bin. Cardboard boxes should be flattened and placed next to the recycling bin.

A compost bin is located behind Cornish Commons on the ground level. If you live in a kitchen room, a small compost bucket may be obtained for your use by contacting Housing & Residence Life.

Batteries and compact fluorescent light bulbs (CFLs) may be brought to the Welcome Desk for recycling.

You are expected to maintain a reasonable level of cleanliness in your room, including regular removal of all trash and recycling.

Residential Rooms

Room Features

- Key card access
- Private bathroom with shower
- Wireless internet
- Room controlled heat

Furnishings (per resident)

- Desk with 3 drawers, hutch with bookshelf, light, and bulletin board
- Desk chair
- Extra-long twin bed and mattress
- 2 dressers with 2 drawers each (can be stacked)
- Closet space for hanging items
- 1 small garbage can
- Shower curtain

Rooftop/20th floor Deck

The 20th floor deck is an outdoor space for you and your guests to enjoy. Smoking is not allowed, including e-cigarettes and vaping, on the roof deck or anywhere inside the building. Please behave responsibly while enjoying this space.

Safety & Security 206.726.5038

City University of Seattle and Cornish College of the Arts are committed to the safety and security of students, staff, and facilities. Cornish College Safety and Security officers are available 24 hours a day. They are responsible for patrolling in and around Cornish Commons. Safety and Security officers are also stationed at the Welcome Desk during late night and overnight hours.

Vacuums & Cleaning Buckets

To help you keep your room clean, we have several vacuums and cleaning buckets which you may borrow. Please visit the Welcome Desk with your Cornish Commons ID to check out these items. Vacuums and cleaning buckets should be returned to the Welcome Desk within one hour.

Vending Machines

Soda and snack machines are available on the 20th floor. The machines accept cash, coin, and credit card payments. If you experience issues with the vending machines, please email housing@cityu.edu.

Welcome Desk

The Welcome Desk, located on the 1st floor of Cornish Commons serves as a central location for information, various services for students, and maintaining safety and security. All residents must show their Cornish Commons ID when passing the Welcome Desk.

Visit the desk to:

- Ask questions or seek help (in an emergency, call 911)
- Get help when locked out of your room
- Borrow supplies: vacuums & cleaning buckets
- Sign in a guest
- Inquire about lost and found

Wireless Internet

Cornish Commons has wireless internet. Use the following steps to register your computer, or mobile device.

1. Connect to the CORNISH-SIGNUP network.
2. Open a web browser. Go to any website and your browser should be redirected.
3. Click “continue” or “proceed anyway” if your device asks you.
4. A log in screen will appear. You must use your assigned username and password to join. If you do not see the login screen, direct your browser to the following address: **10.17.0.2**
5. Your device should prompt you to install a small piece of software. Click to install the software on your device. Follow all subsequent instructions to install. This is a one-time installation only and allows you to connect to the network. Android users will need to enable installation from “unknown sources” which can be found in settings>security for the installer to work.
6. Once the installation is completed, disconnect (“forget”) the association from CORNISH-SIGNUP and CORNISH_GUEST network in your device's Manage Wireless settings menu. Connect to CORNISH-MAIN, save this as your Cornish network, or turn Auto-Join On.

Information Technology is available at 206.726.5092 and at helpdesk@cornish.edu to answer any questions Mon- Fri 9am-5pm.

RESIDENTIAL EXPECTATIONS & POLICIES

To ensure that Cornish Commons is conducive to academic and personal enrichment of all students, City University of Seattle and Cornish College of the Arts have established the following residence hall community policies, expectations, and guidelines. Violation of these established policies or policies included in the Student Code of Conduct may lead to discipline at the respective institution.

Housing & Residence Life staff, including Resident Assistants, Safety and Security, and other officials of CityU or Cornish College are authorized by the University to make requests regarding behavior and policy compliance.

If a staff member believes that a violation has or is taking place, staff may make requests of residents including (but not limited to) asking for identification, asking students to physically wait while information is being gathered, and requesting to enter a room.

Calm and respectful behavior with Housing & Residence Life staff is expected during any interaction. Compliance with directions of all University, residence hall, and other designated officials is required.

Alcohol & Other Drugs

Alcohol and empty alcohol containers are not permitted in the residence hall or on residence hall property.

Use, possession, manufacturing, or distribution of alcoholic beverages, being knowingly in the presence of alcohol, or public intoxication by a student is not permitted within the residence hall or on residence hall property

Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Drugs (including paraphernalia) are not permitted in the residence hall or on residence hall property. Even though Washington State has legalized marijuana, City University of Seattle and Cornish College of the Arts must abide by federal law, which means that marijuana is considered an illegal drug.



Use, possession, manufacturing, purchasing, selling, distribution, or being knowingly in the presence of drugs or other controlled substances except as expressly permitted by law, or possession of drug paraphernalia by a student is not permitted.

City University of Seattle may notify parents/guardians of drug and alcohol violations.

Animals

Only service animals and emotional support animals approved by Disability Services are permitted in the residence hall. All other animals, including fish, are prohibited.

Appliances

Appliances not permitted in the residence hall include, but are not limited to, the following:

- Refrigerators with internal dimensions larger than 3.5 cubic feet
- Appliances with exposed heating elements or those which pose a fire hazard
- Air conditioners, fixed window fans, washing machines, freezers, or other high voltage equipment
- Any appliance exceeding 1200 watts

Cooking

A community kitchen is available on the 20th floor for cooking. Please use this space responsibly and clean up after yourself when you are finished. Pots, pans, and dishes left on the 20th floor are for community use. You are expected to wash any dishes that you use.

Cooking is not permitted in residential rooms except those with kitchenettes. Do not put food down the sink in your room, please deposit it in a composting bin.

Student ID / Lock Outs

Always carry your Cornish Commons ID and never give or lend it to another person. For safety reasons, all students are expected to have their Cornish Commons ID with them at all times.

If you forgot your Cornish Commons ID and are locked out of your room

- Contact your roommate to find out if they are available to let you in; or
- Visit the Welcome Desk. If no one is there...
- Call the RA on Call: **206.902.6371**

Each resident will receive three free lockouts per academic year. Beginning with your fourth lockout, a \$10 charge will be applied to your student account.

If you have lost your Cornish Commons ID, please contact Safety and Security immediately (24 hours a day) so they can deactivate it and get a replacement. There is a \$25 fee for a replacement ID card.

Decorations

Personalizing your room is encouraged. Please follow these guidelines when doing so.

- Do not put holes in the wall.
- Use only blue tape or 3M Command strips to hang decorations.
- Do not use any kind of tape on the floors.
- When moving furniture, lift it rather than dragging it to avoid damaging the carpet.
- When you place furniture against a wall, check to see that it will not rub/scrape the wall when in use.
- Smoke detectors cannot be covered and exits cannot be blocked.
- Waterbeds or other water filled furniture is not allowed.
- Small plants are permitted but large trees (including holiday trees) must be artificial.
- Any supplemental lighting such as lights on a string must be UL approved and low wattage. No more than 3 strings of lights per room.
- Light bulbs in permanent fixtures cannot be removed.
- Light fixtures cannot be covered with any material or have material draped around them.

Safety checks will be conducted once per quarter to ensure all guidelines are being followed.

Decorations within a residential room must not be offensive or demonstrate disrespect to others. Space beyond the interior of one's assigned room (e.g. windows and door exteriors) is considered to be public space. Students may be asked to remove material from public view if it is considered offensive, obscene, or deemed a disruption to the community.

Doors

Building and room doors close and lock automatically. Never use an object to cover and or obstruct the door locking mechanism or peephole. Report any required maintenance to building or room door locks 24 hours a day to the RA on Call phone.

If you discover that any exterior door is propped open, close it or seek assistance from a staff member. Do not let strangers into the building. Opening the door for someone you do not know could compromise the safety and security of our building. Propping doors (interior or exterior), allowing access to an unknown person, forcing open a secured door, and tampering with door locks are not permitted. All residents and their guests must use the designated entrances and exits.

Students are expected to have their name posted on their room door for the duration of their residency.

Fire Hazards

Engaging in behavior which constitutes a fire hazard is prohibited and may result in fines to the resident. These behaviors include but are not limited to starting a fire, causing a false alarm, discharging or removing a fire extinguisher or hose, tampering with or removing a battery from a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, possession of prohibited items.

Prohibited items include:

- Candles / incense
- Hookahs
- Extension cords (except power strips)
- Halogen lamps
- Explosives / fireworks
- Flammable liquids
- Microwave ovens (except those rented or provided by Housing & Residence Life)
- Toasters / toaster ovens
- Hot plates / electric grills
- Any appliance with an exposed hot plate
- Open flame devices
- Space heaters



Furnishings

Rooms come furnished and all furnishings must remain in assigned locations. Lounge and lobby furniture must not be taken from designated areas.

- Bed height is adjustable. Please ask your Resident Assistant for details. Bed risers are not allowed
- Only stack furniture that is meant to be stacked (hutch on desk, bed on loft, etc.)
- Do not disassemble any furnishings
- Bunk and loft kits are available on a first come, first served basis.

Before moving out, students are expected to return rooms to the same condition they were in upon move in.

Guests

Guests over the age of 18 are welcome at Cornish Commons and need to follow University and residence hall policies. The individual rights of a resident take precedence over another resident's preference to host a guest in the room or building.

All guests must be signed in and must show a photo ID at the Welcome Desk. Guests must be escorted by their resident host at all times while visiting Cornish Commons. Guests may not be left unattended within a resident's room. Resident hosts are responsible for the actions of their guests. In the event of a policy violation, Housing & Residence Life will require that the guest leave Cornish Commons. The University reserves the right to limit or revoke the guest privileges of a resident at any time.

If a resident wishes to have a late night (after 11:59pm) or overnight guest, they must obtain permission from their roommate and designate that the guest is a late night/overnight guest on the sign in log. Overnight guests are limited to three (3) consecutive nights within a two (2) week period. For safety reasons, residents are limited to two (2) overnight guests at a time. If any guest intends to stay longer than three nights, or if more than two overnight guests are visiting, written permission must be obtained at least one business day in advance from the Resident Assistant Director.

Residents are expected to maintain a safe and manageable capacity in their room at all times. Residential rooms at Cornish Commons should not exceed eight (8) persons at any time. This includes hosts, other residents, and guests.

Kitchen

The community kitchen on the 20th floor is available to residents 24 hours a day. It is important to keep the kitchen area free of food debris, trash, spilled water, and cardboard.

Food stored in the community kitchen should be labelled with the owners name and the date. Please do not eat food that does not belong to you. The refrigerator will be cleaned out twice a month to dispose of improperly stored food including food that is not properly labeled with an owner and date or food that is labeled, but is clearly spoiled.

Additionally, residents are responsible for keeping the 20th floor kitchen clean of trash, dishes, pots, pans and other items. Custodial staff will clean countertops and floors, but are not responsible for cleaning dishes or other messes left by residents. If residents are found to be disregarding these cleaning requests, fines may be assessed.

Lamps

Lamps that use compact fluorescent or incandescent light bulbs are okay to be used in residential rooms. Halogen lamps are not allowed. All lamps must have a UL label. Light bulbs must be 100 watts or less and must not exceed wattage limitations for the lamp.

Microwaves

Personal microwaves are not allowed in the building. Rooms with a kitchenette come equipped with a microwave/convection oven combination unit. Microwave/refrigerator combination units are available for rental for those living in rooms without kitchenettes. Please contact Housing & Residence Life for rental details.

Painting/Chalking Walls

Painting and/or chalking on walls is not allowed anywhere in the building.

Located in the lobby of each floor, there is one wall that has been painted with dry erase paint. Residents are permitted to draw on this wall only with approved dry erase markers. Consult with your Resident Assistant regarding appropriate markers and community standards related to acceptable use of the dry erase wall. Disrespectful or offensive material on this wall will not be tolerated.

Quiet Hours & Courtesy Hours

Quiet Hours	Sun – Thurs	11pm – 8am
	Fri – Sat	1am – 8am

During these hours students should avoid loud talking or disturbing other residents. Keep TVs and music at a low volume or use headphones, and avoid unnecessary noise.

Courtesy Hours 7 Days a week 24 Hours a day

Due to the close living conditions in the halls, respect for others should always be taken into consideration. If the amount of noise any individual or group is making at any time become disruptive to others, residents should ask each other to lower the noise level and/or discontinue the disruptive activity. Residents have a responsibility to comply with these requests.

Restricted Areas

Residents are restricted from accessing elevator shafts, roofs of buildings, exterior building ledges, mechanical / storage rooms, offices, and other non-public areas where they are not clearly and willfully allowed.

Smoking

Smoking is prohibited in any University building or within 25 feet of any entrance, exit, window that opens or ventilation intake. Smoking is not allowed, including e-cigarettes and vaping, on the roof deck or anywhere inside the building.

There is a designated smoking area across Terry Avenue from Cornish Commons. Smokers must dispose of cigarette butts in proper receptacles.

Solicitation

Solicitation is not permitted in the residence hall unless approved by Housing & Residence Life. Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents by telephone, mail, e-mail, or in person.

Please report anyone soliciting in the halls to Housing & Residence Life.

Sports

Engaging in sports (Frisbee, golf, soccer, riding skateboards, rollerblades or bikes, etc.) or throwing things inside the residence hall is not allowed. Residents will be held accountable for any damages incurred as a result of their behavior.

Vandalism

Damaging or defacing student rooms or public areas of the residence hall is strictly prohibited.

Weapons and Firearms

Possession of firearms, explosives, pocket knives (with blades in excess of three inches) and/or other weapons, or dangerous chemicals on University or Commons premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited.

Suspected violations of this policy should be reported 24 hours a day to Safety and Security at 206.726.5038.

Windows

Room windows are set to open 5". There are also vents on all windows which may be opened for air flow.

Residents are prohibited from tampering with or altering windows or window latches in any way. Additionally, throwing or dropping any object from a window is strictly prohibited.

EMERGENCY PROCEDURES

Fire

When instructed to do so by Cornish Commons staff and/or when a fire alarm sounds, you must evacuate your room.

1. Before exiting your room, assess that it is safe to do so by feeling the door from top to bottom-if it is hot, do not open. Keep calm. If trapped in a room, do the following if possible:

- I. Place towels or clothing, preferably wet under the door to keep smoke out.
- II. Clear the window of blinds, attract attention. If you have a phone available call 911 to report that you are trapped; give your name and room number/specific location.
- III. Stay low; breathe fresh air near the ground.
- IV. Stay calm and await help.
- V. If the door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present.

2. If safe to do so, collect your Cornish Commons ID and proceed to the nearest stairwell using the Evacuation Map on your floor/location (example below). If you encounter heavy smoke in a stairwell, go back and seek an alternate route.



3. If the stairwell is safe, proceed quickly and calmly to the 1st floor lobby. Listen to and follow any instructions given to you by the alarm system, Cornish Commons staff, and the Seattle Fire Department.

NEVER USE ELEVATORS DURING A FIRE EMERGENCY!

4. In the event that a full building evacuation must occur, you will be directed to exit the building and meet at the designated meeting area behind Cornish Commons (shown below).

5. Do not re-enter the residence hall until instructed by Safety & Security, Cornish Commons staff, or the Seattle Fire Department.



Evacuation: Designated Meeting Location



If you witness a fire, but do not hear an alarm:

1. Attempt to activate the building fire alarm located in the hallway.
2. For small fires, fire extinguishers are located in the hallway on every floor. To use an extinguisher, pull the pin, aim the nozzle at the base of the fire, squeeze the handle, and sweep the nozzle from side to side. **Only attempt to extinguish a fire if it is safe to do so.**
3. If the fire becomes unsafe, follow the evacuation procedures outlined above.

Medical Emergency, Injury or Illness

In the event of a medical emergency or serious injury or illness:

1. Call 911 (9-911 on campus phone).
2. Apply first aid if the situation warrants and you are trained to do so.
3. Call the RA on Call at 206.902.6371.
4. Stay at the scene and provide assistance to the ill and injured.
5. Follow the directions of emergency response personnel.

Under no circumstances should anyone other than trained emergency response teams transport a student or employee to the hospital for a medical or psychiatric emergency.

Earthquake



If **INSIDE** during the earthquake:

1. Drop, cover, and hold on. Protect yourself by dropping to the floor and taking cover under a desk, sturdy table, or similar piece of furniture. Hold on to the desk with one hand and cover your head with the other.
2. If taking cover under a sturdy piece of furniture is not possible, kneel near an interior wall (preferably a corner.) Stay on your knees, bend over to protect your internal organs, and cover your head and neck with both arms.
3. Stay away (and face away) from glass and other items on walls.
4. Do not leave cover until shaking has stopped.

After the shaking stops:

1. DO NOT use open flames (candles, matches, lighters).
2. Evacuate the building if it is safe to do so. Remember, additional shocks or tremors may occur. Watch for falling debris or electrical wires when leaving the building.

Emergency Closure

Under extraordinary circumstances, Cornish Commons may experience a partial, early or full closure. In these unlikely events, Housing & Residence Life staff will communicate all pertinent instructions. If questions arise, please contact Safety & Security at 206.726.5038.

IMPORTANT PHONE NUMBERS

Campus Resources

RA On-Call Phone	206.902.6371
Safety and Security	206.726.5038
CityU Counseling Services	206.239.4760
CityU Disability Support Services	206.239.4751
IT Helpdesk (Wi-Fi Help Only)	206.726.5092
CityU Library	206.239.4550

Off Campus Resources

Seattle Emergency Response	911
24 Hour Crisis Line	206.461.3222
Alcohol and Drug Help Line	206.722.3700
King Cty. Sexual Assault Response	800.825.7273
Poison Information Center	206.526.2121
Seattle Police (non-emergency)	206.625.5011
U.S. HealthWorks Urgent Care	206.682.7418