



**2011  
NEW JERSEY INSTITUTE OF TECHNOLOGY  
ANNUAL CAMPUS SECURITY REPORT  
and  
ANNUAL FIRE SAFETY REPORT**

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## **Introduction**

The following is the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report and the Annual Fire Safety Report for 2011 of the New Jersey Institute of Technology (NJIT) Department of Public Safety.

As you will see in this report, NJIT has had little serious crime, but such incidents do occur and all crime is serious to the victim and community. Students, faculty, and staff share in the responsibility of protecting themselves and their possessions. This is best accomplished by being aware of your surrounding and through the prompt reporting of any suspicious activity to the Department of Public Safety. This report for 2011 includes mandated crime and fire statistics for the 2008, 2009, and 2010 calendar years. Included in the statistics are certain reported crimes that occurred on campus, on non-campus property, and on adjacent public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes.

A copy of this report may be obtained online at <http://www.njit.edu/publicsafety> and in printed form at the Department of Public Safety located at 154 Summit Street, Newark, NJ.

## **An Overview of the Department of Public Safety**

The Department of Public Safety is charged with creating and maintaining a safe and secure environment for NJIT's students, faculty, and staff. The safety of the members of the NJIT community is of paramount importance to us. The Department of Public Safety accomplishes this through the around-the-clock efforts of dedicated law enforcement professionals who create a highly visible police presence and also through collaborating with all of the key stakeholders throughout the university. The Department of Public Safety keeps the campus and surrounding area safe through information sharing with the Newark Police Department and other university police departments in the area. Additionally, the Department of Public Safety monitors the Newark Police Department's radio network to be alert for any crimes that occur near campus. All of members of the department remain current in professional knowledge, skills, and abilities through extensive ongoing professional development. The department's officers remain accessible to all through our community policing efforts which include both formal and informal contacts with many groups and individuals.

The Department of Public Safety is located at 154 Summit Street and provides police protection to the campus and adjacent streets 24 hours a day/ 365 days a year. The 64 member department includes a Director of Public Safety, three Lieutenants, seven Sergeants, 21 Police Officers, 31 Security Officers, and administrative support staff. All NJIT Police Officers have graduated from an accredited police academy and are certified as police officers by the New Jersey Police Training Commission. They possess full police powers including the power of arrest. A variety of patrol modalities are employed including the use of marked and unmarked police vehicles, Interceptors, bicycles, and foot patrol. The men and women of the Department of Public Safety serve and protect the

campus community through proactive patrol and by enforcing state laws and city ordinances, as well as university rules and regulations. The department may be reached by phone at 973-596-3111 for emergencies and 973-596-3120 for other police matters. The department's web site is found at <http://www.njit.edu/publicsafety>.

### **Campus Police Authority and Jurisdiction**

Pursuant to statute (N.J.S.A. 18A:6-4.1 et seq.), NJIT Police Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and in areas surrounding the campus. If minor offenses involving university rules and regulations are committed by a university student, the campus police may also refer the individual to Dean of Students for possible university sanctions. The prosecution of crimes, disorderly person's offenses, motor vehicle offenses and city ordinance violations are through either the Newark Municipal Court or the Superior Court of New Jersey – Essex County. NJIT Police work closely with local, state, and federal police agencies and have direct radio communication with the Newark Police Department on the city police radio network. NJIT police officers work together with the investigators of Newark Police Department and other law enforcement agencies when incidents arise that require joint investigative efforts or resources. There is a Memorandum of Understanding with the Newark Police Department concerning sharing crime information.

NJIT police department maintains a National Law Enforcement Telecommunications Network (NLETS) terminal, through which, police personnel can access the National Crime Information Computer system as well as the various State Criminal and judicial databases. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information. Additionally, police officers in patrol cars can access these same databases via Mobile Data Computers.

### **Procedures for students and others to report criminal activity or other emergencies occurring on campus**

It is imperative that all criminal and suspicious activity be reported promptly to the Department of Public Safety. Working together, the university community and police can reduce crime on and around campus. The department promptly responds to all reports of criminal activities and emergencies occurring on campus. Students are instructed on emergency reporting procedures at freshman orientation, through crime prevention talks given to various campus groups and associations, the Department of Public Safety web site, the Safe and Sound newsletter published and distributed annually to all students, staff, and faculty and the student newspaper, The Vector.

Crimes and emergencies may be reported to the Department of Public Safety in a number of different ways:

- From hard wired campus telephones found in all offices, dial ext. 3111.

- Via emergency “Blue Light” telephones which are located throughout the 45-acre campus, parking deck/lots and at fraternity and sorority houses. These Blue Light phones automatically connect to the NJIT police dispatcher as soon as the handset is picked up.
- From a cell phone or public phone, dial: 973-596-3111.
- In person to any NJIT Police Officer or Public Safety Officer.

When making an emergency call, you should provide the location of the incident, the type of assistance needed (police, ambulance, or fire) and your name.

## **Timely Warnings**

### **Making the Decision to Issue a Timely Warning**

If a serious crime occurs on campus, in non-campus buildings or on non-campus property that NJIT owns or controls, or on public property within or immediately adjacent to campus, that in the judgment of police officials constitutes a serious or continuing threat to members of the NJIT community, a “timely warning” will be issued.

To assist the Department of Public Safety in making timely warnings, everyone is encouraged to immediately report crimes and other serious incidents to the Department of Public Safety via any of the above methods.

### **Determining the Content of a Timely Warning**

The Director of Public Safety, or his designee, determines the content of timely warning notices and the issuance thereof to the NJIT community. Timely warning notices will include information concerning the nature, location and time of the crime along with the description of any suspects, and what police department(s) is/are conducting the investigation. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts.

### **Issuing a Timely Warning**

The Director of the Department of Public Safety or his designee issues timely warning notices via university email to every active student, faculty and staff member.

## **Emergency Response and Evacuation**

### **Notifications to the Campus Community**

The NJIT Department of Public Safety will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the NJIT campus. All emergencies should be immediately reported to NJIT Department of Public Safety via any of the following methods: 3111 from any “campus” telephone; 973-596-

3111 from any telephone other than a “campus” telephone; or from any “blue light” telephone located across the campus.

Upon being notified of an emergency situation on campus, the NJIT Department of Public Safety will immediately dispatch Police Officers to the reported emergency. Confirmation will be accomplished by a Police Officer verifying that a legitimate emergency or dangerous situation exists on campus. Upon confirmation, the police officer will notify the duty sergeant or ranking police supervisor on duty. Confirmation does not necessarily mean that all of the pertinent details are known or even available.

The duty sergeant or ranking police supervisor on duty will, without delay and taking into account the safety of the NJIT community, determine the content of the notification and initiate the Campus Wide Notification System. The content of the notification will be constructed in a manner to give out pertinent information regarding a confirmed threat to campus safety, and if necessary, the steps students, faculty, and staff should take to help ensure their own safety from that particular threat. The only reason NJIT will not immediately issue a notification for an emergency is if in the professional judgment of police officials that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications will be made via the Campus Wide Notification System. At times, this system may be supplemented through use of bullhorns and loudspeakers. To accomplish a building evacuation, the building fire alarm system may be utilized. Information in the emergency notification will be updated and/or amended as necessary to reflect the status of the incident in order to ensure the safety of the campus community.

The Campus Wide Notification System allows NJIT to communicate important information on an expedited basis with students and employees via text message, phone, and email. Participation in the Campus Wide Notification System is voluntary and NJIT students, faculty, and staff are strongly encouraged to register via <http://www.njit.edu/campusnotifications/index.php>.

### Evacuation

The decision to evacuate a university building will be made by a police supervisor.

When evacuation is determined to be necessary, responding officers will facilitate an orderly evacuation of the affected building(s) and provide assistance to students, faculty and staff.

Each building has predetermined evacuation plans which should be followed if occupants are ordered to evacuate.

### Disseminating information to the larger community

When appropriate, NJIT Police will notify the Newark Police, Rutgers-Newark Police, Essex County College Police, UMDNJ Police, NJ Transit Police, Newark Office of Emergency Management and/or the Essex County Office of Emergency Management.

NJIT Office of Strategic Communications will notify regional media outlets.

### Critique and Review

All critical incident responses shall be thoroughly documented. The response and follow up action for each critical incident shall be reviewed to improve future performance or make any necessary modifications.

### Testing of the Emergency Response and Evacuation Procedures

Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities shall be conducted on an annual basis (at least one test per calendar year). Such testing may be conducted on a test group and the test may be announced or unannounced. The Department of Public Safety will document each exercise including a description of the exercise, along with the date, time, and whether it was announced or unannounced.

In conjunction with the annual test, NJIT will publicize its emergency response and evacuation procedures via blast email to all current students, faculty and staff.

### **Daily Crime and Fire Log**

The Department of Public Safety maintains a daily log of all crimes that are reported to the NJIT Police Department. The log lists the nature of the crime, the date, time, and general location of the crime and the disposition of the complaint if known. Additionally, the department maintains a log of any fire that occurs in on-campus student housing. Entries are made into the Crime/Fire Log within two business days of the reporting of information to the department. On occasion, information concerning a crime may be withheld if release of the information poses a continuing danger to the victim or there is a need to keep the investigation confidential because the release of the information will likely result in the perpetrator leaving the area or evidence is being destroyed. The Daily Crime/Fire Log may be reviewed 24 hours a day at the Department of Public Safety, located on the first floor of the parking deck on Summit Street for the most recent 60-day period. Data older than 60 days will be made available within two business days of a request for public inspection. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.

## **Report Preparation for the Annual Disclosure of Crime Statistics**

The NJIT Department of Public Safety is responsible for gathering statistics, identifying reportable crimes, and reporting/publishing statistics to U.S. Department of Education, the New Jersey State Police, the FBI, and to the public. Statistics are reported in different formats and categories depending upon legal requirements. FBI reports include different crimes than does the Clery Act, while the Clery Act requires statistics to be reported from a wider geographic area than the FBI (e.g., adjacent public property and off-campus student organization properties), and also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol, and weapons offenses. Further, the Clery Act mandates the collection of information regarding crimes from non-law enforcement “campus security authorities” having “significant responsibility for students or campus activities,” while FBI statistics include only crimes reported to the police.

The 2011 Annual Campus Security Report and Annual Fire Safety Report has been compiled from statistics based upon crime reports received by the NJIT Department of Public Safety from crime statistics received from outside police agencies responsible for areas immediately adjacent to campus and from incident reports received in response to written surveys distributed to non-police “Campus Security Authorities,” which include those university officials having significant responsibility for students or campus activities to ensure that all reportable events are included in our statistics. A standardized crime reporting form is provided to all Campus Security Authorities to record any criminal incidents that might be reported to them.

Non-police campus security authorities receiving reports of crimes forward the information to the Department of Public Safety. Relevant crime statistics are collected from the following Police Departments: Newark Police, Rutgers University Police, Essex County College Police, UMDNJ Police, and NJ Transit Police. Methods are in place to avoid duplicate, inaccurate statistical reporting, to ensure that the incidents listed are consistent with FBI Uniform Crime Reporting classifications.

Licensed counselors and pastoral counselors are legally exempt from Clery crime reporting requirements. NJIT encourages counselors, if and when they deem appropriate, to inform those they counsel of procedures for reporting crimes to the Department of Public Safety for inclusion in the Campus Security Report.

The Department of Public Safety reports arrests for liquor law, drug, and weapons violations occurring on campus, in Residence Life housing, at non-campus buildings, and on public property adjacent to campus. Residence Life and Student Affairs separately track disciplinary referrals for drug, liquor law, and weapons violations. Residence Life and Student Affairs consult with each other and NJIT police to avoid double reporting of the same incident; a disciplinary referral is reported if it is not otherwise reported as an arrest or crime.

## University Crime Statistics for Calendar Years 2008, 2009, 2010

This chart includes offenses that were reported to the NJIT Department of Public Safety, law enforcement agencies other than the NJIT Department of Public Safety, and to any official of NJIT who has significant responsibilities for student and campus activities. Those offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense Type (includes attempts)	NJIT Campus Areas (including res-life areas)			Residence Life Areas Only (a subset of campus)			Non-Campus Building or Property			Public Property			Total		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	1	0	0	0	1	0	1	1
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	2	0	0	0	1	1	0	7	12	4	8	13	6
Aggravated Assault	0	0	3	0	0	1	0	0	0	10	0	1	10	0	4
Burglary	10	3	7	9	1	0	1	0	1	0	0	0	11	3	8
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	4	0	2	0	0	0	0	0	0	22	8	7	26	8	9
Hate Crimes (by prejudice)															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Number of Arrests / Referrals for Selected Offenses

Offense Type (includes attempts)	NJIT Campus Areas (including res-life areas)			Residence Life Areas Only (a subset of campus)			Non-Campus Building or Property			Public Property			Total		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violations															
Arrests	0	0	0	0	0	0	1	0	1	0	2	0	1	2	1
Referral	16	17	14	16	17	14	0	0	1	0	0	0	16	17	15
Drug Law Violation															
Arrests	12	7	8	9	6	4	0	2	0	6	29	4	18	38	12
Referral	23	6	21	19	5	15	0	0	0	0	0	0	23	6	21
Weapons Law Violation															
Arrests	0	0	1	0	0	0	0	0	0	1	1	0	1	1	1
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Non-Campus Building or Property: Effective 1/1/10, includes fraternities and sororities that are recognized by the university.

Public Property includes thoroughfares, streets and sidewalks within the campus or immediately adjacent to and accessible from the campus.

## **Campus Officials who Crimes May be Reported to**

Although we encourage the prompt reporting of campus criminal activity directly to the NJIT Department of Public Safety, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. Crime statistics are gathered from New Jersey Institute of Technology Campus Security Authorities for reporting purposes at New Jersey Institute of Technology, Campus Security Authorities have been designated as:

- 1) Department of Public Safety
- 2) Residence Life Director and Community Assistants
- 3) Office of Student Affairs
- 4) Director of the Office of Graduate Studies
- 5) Director of Athletics
- 6) Director of Campus Center
- 7) Director of Greek Life

Any reportable crime made to any of the foregoing Campus Security Authorities is to be transmitted as soon as possible to the NJIT Department of Public Safety via campus e-mail. Professional and Pastoral Counselors are encouraged if and when they deem it appropriate, to inform the persons that they are counseling of any procedures to report crimes on a voluntary basis for inclusion in the annual disclosure of crime statistics.

## **Confidential Reporting Procedures**

The university does not have procedures for voluntary confidential reporting of crime statistics. All reports of criminal activity will be investigated.

## **Security and Access to Campus Facilities**

Residence halls are secured 24 hours a day with access attained via swipe card accessible for only those students who are residents of university housing. Additionally, each residence hall has a door monitor assigned to the entrance of each of the residence halls around-the-clock. During business hours, University buildings, excluding residence halls, are open to students, employees, contractors, guests, and invitees. During non-business hours, access to all university facilities is by key or university issued swipe card.

The NJIT Security Systems Department assists the Department of Public safety in its mission to effectively protect NJIT faculty, staff, students, and property. Building and office alarms instantaneously report intruders or breaches to secure locations. Card access readers, located throughout the campus, allow authorized individuals to enter and exit buildings after hours. For those authorized students who require access to a building or room for which their swipe card does not allow entry to, these students are to report to the Department of Public Safety, who upon verification, will provide escort and entry to the location. An extensive closed-circuit television system allows police personnel to monitor campus activity through video cameras placed throughout the campus.

Intercoms and “Blue Light” emergency phones allow individuals to communicate directly with the Department of Public Safety from locations across the campus and along “fraternity row.” The university also employs an Identification Card system that displays the owner’s picture which allows police personnel to identify students, faculty, and staff. The Security Systems Department collects and stores vehicle information for registered vehicles utilizing on-campus parking. Access to NJIT parking lots is limited to students, faculty, staff, and authorized guests who have arranged for university parking. Campus lighting is routinely surveyed by the Department of Public Safety to ensure maintenance of all lamps and care is taken to keep walkways open and free from encroaching shrubs and trees.

### **Security Practices and Crime Prevention Programs**

The NJIT Police Department is dedicated to promoting and maintaining safety awareness and community outreach programs with students and employees. In addition to patrol services, the department has a Crime Prevention Unit and a Community Policing Unit dedicated to developing and coordinating a variety of activities to meet the safety needs of the campus community. Safety presentations on all aspects of personal safety, Date Rape and Party Drugs, Alcohol and Party Awareness, and Domestic Violence, and Gang Awareness are conducted by the NJIT Police Department. In addition, the Crime Prevention Unit conducts home security surveys for those who request the service. These programs, as well as various other programs are offered on a regular basis, or by request, for all campus members and at student orientations. Additional programs are conducted during the spring and fall semesters for incoming International Students, Graduate Students, Campus Attendant training, Desk Attendant Training, and Family Orientations. There are also programs that have been designed or tailored to meet criteria for mandated NCAA standards and presented to university athletes. Crime prevention flyers and safety related brochures to inform and educate the university community, such as the department’s annual “Safe and Sound” publication are distributed concerning campus security and personal safety. In order to facilitate the various safety programs and initiatives, members of the department’s Community Policing Unit are specifically assigned to the five Residence Halls, the Greek organizations, the Student Senate, and the Commuter Assistance and Resource Center. The Community Policing Unit exists to develop relationships with students, open lines of communication, and to act as a conduit through which there is a healthy exchange of information between the Police Department and students, all in order to promote campus security and personal safety.

NJIT encourages students and employees to accept responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Crime prevention literature is available in the Department of Public Safety lobby, on the Public Safety web page and throughout the campus.

Examples of the programs and workshops available through the Crime Prevention Unit include:

- **Public Safety and Security** - An overview of Department of Public Safety followed by general safety tips and advice about the areas surrounding NJIT. Specific questions and answers will be encouraged through an open casual forum, whereby the participants may inquire about a broad range of safety concerns or issues.
- **Date Rape and Party Drugs** - Presentation on the dangers of drug abuse and the use of certain drugs as they pertain to “Date Rape.” The program includes moral, ethical, social, and legal responsibilities and the impact “Poor Decision Making” will have on the individual and others. Concrete, real world techniques are given as to how to avoid becoming a victim of this type of assault.
- **Alcohol and Party Awareness** - Presentation on the use of alcohol and the responsibilities of a party host along with the laws concerning alcohol. The presentation will discuss the effects of alcohol and the responsibilities the party host has to those that decide to drink or not drink at a party. Included are estimation charts on how many drinks one may consume to be under the legal limit of .08 and the use of “beer goggles” to demonstrate the physical effects of being intoxicated.
- **Domestic Violence Information and Awareness** – This presentation is designed to: develop an understanding of the Domestic Violence laws; how to avoid or remove oneself from an abusive relationship; the legal remedies available under the New Jersey Domestic Violence Act; the offenses that constitute domestic violence; restraining orders and victims’ rights; and what to do if you or someone you know is in an abusive relationship.
- **Gang Awareness** - What is a Gang? Who are they? A program designed to provide a general understanding of gangs, their colors and signs, and their existence in society as it pertains to safety in the University setting. Included will be information about area gangs.
- **New Faculty Orientation** – Teaches crime prevention and general safety awareness and practices.

### **Policy Statement Addressing Criminal Activity Off-Campus**

NJIT does not specifically track or monitor law enforcement activities of other law enforcement agencies concerning students for offenses that take place off-campus other than by collecting the required statistics on crimes that occur at specified off-campus locations as required by the Clery Act. However, when information concerning NJIT students is received from other law enforcement agencies it is forwarded to the Dean of Students who determines if there is sufficient information as to whether the alleged student offender should be the subject of a separate campus disciplinary investigation.

### **Missing Student Notification Procedures**

If a student is suspected to be missing, it is important that the person making the report be immediately referred to Department of Public Safety so an initial investigation may be started. There is NO minimal period that the person must be missing prior to reporting

the person missing. Due to the serious nature of this type of incident, any missing person report must be made to only the Department of Public Safety. Once a student is determined to be missing, the Department of Public Safety must notify the Director of Public Safety and the Dean of Students. Additionally, the Newark Police Department shall be notified of the missing student within 24 hours of the determination that the student is missing.

For missing *juvenile* students: If the missing person is a NJIT student and is a juvenile, and the complainant/reporting party was not the parent or guardian of the student, NJIT PD will coordinate notification of the missing juvenile student's custodial parent/legal guardian, in addition to notifying the contact person designated by the student, through the Dean of Students Office. This notification will be made as soon as practicable as and not later than 24 hours after the time that the student is determined to be missing.

For missing Resident Life adult students: If the missing person is a NJIT student who is at least 18 years old and resides in a NJIT residential facility, NJIT PD will coordinate with the office of Resident Life to ensure prompt notification of the contact person identified by the missing student in NJIT records to be the person they want to have notified if they are determined to be a missing person. This notification will be made as soon as possible and not later than 24 hours after the time that the student was determined to be missing.

Note: The Office of Residence Life has ensured that all Residence Life students have had the option to list a person to contact if they are reported missing. Any such emergency contact information will be registered confidentially and be accessible to authorized campus officials and may only be disclosed to law enforcement personnel in the furtherance of a missing person investigation.

If the missing person is a NJIT student who is at least 18 years old and does not live in an NJIT residential facility, the institution may notify the student's parent and their designated emergency contact person, if one is designated. Any such notification will be coordinated with the Dean of Students Office.

### **Alcohol Policy – Residence Halls**

Because the majority of residence hall students are under 21 years old, it is important that all students understand the rules and policies of the university and New Jersey state law regarding alcoholic beverages and the way in which residence hall staff and the campus police department will enforce these rules and policies. Violation of the below policies will result in a referral to the Residence Life Office.

Individuals who are 21 years of age or older may possess and consume alcoholic beverages, but only in the individual residence hall rooms of students 21 years of age or older. Consumption or distribution of alcoholic beverages is not permitted in any location other than in the individual residence hall room of students 21 years of age or older.

If a student is 21 years of age or older, he or she may transport alcoholic beverages to his or her room through common areas as long as it is in the original closed container. No alcohol may be stored in the foyer area of rooms in Cypress and Laurel Halls.

Any student observed bringing alcohol into a residence hall will be confronted by a staff member to determine if the student is of legal age to possess alcohol. If the student is 21 years of age or older, he or she will be reminded that distribution of alcoholic beverages to minors and intoxicated persons is a violation. The possession of containers that previously contained alcohol is not permitted by individuals less than 21 years of age. The collection of monies prior to or during any function in the residence halls where alcoholic beverages are served is not permitted. Kegs or mini-kegs containing alcoholic beverages are not permitted in or around residence halls.

If a student under 21 years of age is found in possession of alcoholic beverages, regardless of whether the container is opened/unsealed or closed/sealed, the student will pour out the remaining alcoholic beverages. If students under 21 years of age are in a room where open/unsealed containers of alcohol are present, the minors will be considered to have been provided with, and in possession of alcohol, and appropriate charges will be filed for everyone involved. In a roommate/suitemate situation when no one else is present and where one student is under 21 and the other is 21 or older, the presence of alcohol is permitted.

Students are not permitted to be intoxicated in public areas. The symptoms of alcohol intoxication include, but are not limited to, being disruptive, slurring words, stumbling, vomiting, or being unconscious.

Residents will be held responsible for activities that occur in their rooms, and will be referred to the Residence Life Office, if guests are in violation of alcohol policies. In enforcing alcohol policies, residence hall staff is required to check student's ages. It is the student's obligation, when asked, to provide proof that he or she is of legal age to possess alcoholic beverages.

The Department of Public Safety may be contacted for arrest and/or transportation to a hospital for any of the foregoing situations.

### **Alcohol Policy – On and Off Campus Events**

All student groups, non-NJIT groups, and faculty and administrative groups must have written permission to serve or sell alcoholic beverages anywhere on the NJIT campus. Only the Dean of Student Services, or designee, may grant written permission.

An applicant must complete a request form which can be obtained from the Dean of Student Services Office or Campus Center. The applicant must agree in writing to be personally responsible for supervising the implementation of alcoholic beverage laws and university regulations, including those concerning proof of age and service to inebriated persons. The applicant must also agree to be present during the entire event.

Only persons of legal drinking age will be permitted to attend student events at which alcoholic beverages are served or sold. Proof of age is required at each such event to ensure compliance with state laws.

No alcohol may be served during the last half-hour of a student event lasting more than three hours. Non-alcoholic beverages and food must also be available at all events, at which alcohol is served or sold.

The state of New Jersey defines the term sale to include any kind of charge, donation, exchange, etc., for any part of the event.

Student Events: beer and wine are the only alcoholic beverages permissible for sale, and the Pub must be the seller. The Pub's liquor liability insurance can be extended to cover student events only if Pub employees are used. Without liability coverage provided by the Pub's insurance, others could be liable for injury or damages as a consequence of consumption of alcohol at student events.

Non-Student Events: applications for permission to sell alcoholic beverages must be processed by the Dean of Student Services Office. Non-student groups wishing to sell alcoholic beverages must obtain a permit of sale (24-hour permit). New Jersey law permits only 25 permits of sale in one calendar year to any one premise. For the purposes of sale of alcoholic beverages, all university buildings and grounds taken together constitute a single premise. Information relative to the securing of a 24-hour permit is available in the Dean of Student Services Office.

Non-student groups who wish to serve (not sell) alcoholic beverages must complete a registration to serve alcoholic beverages form and file the form with the Dean of Student Services Office.

For on and off campus events at which alcohol will be served, the following procedures must be enforced by student organizations.

A minimum of two organization members must be present at the entrance of the event to check for proof of age. Only a valid photo ID that states date of birth can be accepted.

Functions hosted by a student organization, department/office or an approved organization not directly affiliated with NJIT are open only to the members, guests, and sponsors of the event. Anyone appearing to be under the influence of alcohol/drugs shall not be permitted entrance into the event.

The sponsoring organization must maintain a list of guests who attend the event listing the name and date of birth. The list shall be turned in to the Campus Center office on the first business day following the event.

Wristbands or hand stamps must be provided to all persons who are 21 years of age or older. Only those wearing a wristband or stamp may be served alcohol. A specific plastic

cup designated for alcoholic beverages or individual cans shall only be provided to those who are at least 21 years of age. Pitchers of alcoholic beverages cannot be distributed and guests may be served only one drink at a time.

All organization members who serve alcohol must be TIPS (Training for Intervention Procedures) trained and certified. A minimum of two bartenders who are members of the organization must be present behind the bar area. All bartenders must be at least 21 years of age. Bartenders may not drink or be under the influence of alcohol/drugs. Bartenders must not serve anyone who appears to be intoxicated or under the influence of alcohol/drugs.

At least two designated members of the organization who are not consuming alcohol will be assigned to monitor the alcohol consumption of all members and guests. These designated members will be responsible for providing options and ensuring that guests under the influence of alcohol/drugs do not leave the event without proper verification of a safe escort home. Designated members will contact the campus police department if assistance is needed.

### **Violations of NJIT Alcohol / Drug Policy and State / Federal Laws**

Violations of the most serious nature include incidences that involve extreme risk to health and safety, previous violation(s) of the NJIT alcohol/drug policy, and/or violations of federal, state, or local laws. These offenses include, but are not limited to:

- a. Serving or providing alcohol to an individual less than 21 years of age;
- b. Serving or providing alcohol to an individual who appears intoxicated or under the influence of drugs;
- c. Forcing or using coercion to encourage or cause another student to consume alcohol and/or a controlled dangerous substance;
- d. Failing to seek appropriate assistance for an individual who appears intoxicated or under the influence of drugs;
- e. Using, possessing, manufacturing, distributing, or dispensing a narcotic or other controlled dangerous substance except as expressly permitted by law (Note: "Controlled dangerous substance" is defined in N.J.S.A.24:21-2, and includes, but is not limited to, opiates, narcotics, barbiturates, and hallucinogenic substance);
- f. Violation of Federal, State, and local laws;
- g. Permitting drinking contests or encouraging any form of rapid consumption of alcohol;

- h. Contributing to serious health risks such as vomiting, alcohol poisoning, being unconscious;
- i. Contributing to any accident, sexual misconduct, act of violence and/or damage to property related to the use of alcohol/drugs.

Violations of a serious nature are incidences that involve serious risk to health and safety, previous violation(s) of the NJIT alcohol/drug policy, and/or violations of federal, state, or local laws. These offenses include, but are not limited to:

- a. Purchasing or using bulk quantities of alcohol. Examples include, but are not limited to, beer balls, kegs containing alcoholic beverages, or other pooled sources of alcohol.
- b. Failure to secure written permission to serve alcoholic beverages.
- c. Failure to provide ample food and appealing sealed non-alcoholic beverages in the same location as alcoholic beverages.

### **Sanctions for Violations of NJIT Alcohol/Drug Policy**

Individuals who violate the NJIT alcohol/drug policy, university regulations, state and/or federal alcohol and/or drug laws shall be held accountable under University disciplinary actions, criminal prosecution, fine and/or imprisonment. Consuming alcoholic beverages and/or illegal drugs shall not be used as an excuse for inappropriate behavior.

Sanctions shall be implemented in accordance with the NJIT Professional Conduct Code, and will reflect the severity of the offense(s).

### **Student Sanctions**

- a. Range of sanctions for violations of the most serious nature, as stated above disciplinary probation to expulsion.
- b. Range of sanctions for violations of a serious nature, as stated above - verbal warning to suspension.
- c. In addition to the sanctions above, educational and/or health related interventions may also be assigned.

## **Organization Sanctions**

- a. Range of sanctions for violations of the most serious nature, as stated above – disciplinary probation to permanent withdrawal of university recognition (expulsion).
- b. Range of sanctions for violations of a serious nature, as stated above - verbal warning to temporary withdrawal of university recognition (suspension).
- c. In addition to the sanctions above, educational sanctions may also be assigned. They include, but are not limited to:
  - i. Sponsor an alcohol and/or drug related educational program on campus, approved by Director of Campus Center or designee.
  - ii. Attendance and completion of a social host policies training program, TIPS training program and/or other alcohol/drug education program by at least seventy-five percent of the group membership with the expense borne by the organization.
  - iii. Completion of a designated community service project by the organization.

## **Employee Sanctions**

- a. Depending on the employee's contractual obligation with the university, sanctions may be assigned.
- b. Information about employee sanctions may be obtained from Human Resources.

## **Drug and Alcohol Abuse Education Programs**

Each year, the Department of Public Safety conducts presentations on a number of campus safety related topics. Specifically, the department conducts two presentations related to drug and alcohol use, entitled "Alcohol and Party Awareness" and "Date Rape and Party Drugs."

The presentation on Alcohol and Party Awareness discusses the effects of alcohol and the responsibilities of a party host to those who decide to drink or not drink at a party. Included are estimation charts on how many drinks one can consume and still be under the legal limit of .08 BAC and the use of special goggles to demonstrate the physical effects of being intoxicated. The presentation on date rape and party drugs discusses the dangers of drug abuse and the use of certain drugs as they pertain to date or acquaintance rape.

NJIT prohibits the use of illegal drugs on its premises. University policy concerning possession and consumption of alcoholic beverages on campus subscribes to strict enforcement of the laws of the State of New Jersey and the City of Newark. In addition, the policy stipulates that any consumption must occur within a responsible social framework where beverages are not the focus of the event.

Students with drug and alcohol abuse problems can receive information, counseling, and referral assistance from the Office of the Dean of Student Services, the Counseling Center, the Health Services Office, or the Stop-In Center.

### **Counseling Services and General Outreach**

The Counseling Center, staffed by experienced psychologists and professional counselors, provides services for students seeking psychological, academic, and substance abuse counseling. In addition to the professional counseling staff, a psychiatrist is available for consultation as needed. Counseling services are confidential, with limited exceptions.

Students who need more comprehensive or longer-term care may be referred to off-campus facilities and services. Students may also need information about off-campus resources for family or friends. The Counseling Center assists with referrals for psychotherapy, couples or family therapy, psychiatric services, alcohol/drug rehabilitation and other issues. Most off-campus providers charge a fee, but some have low fee options for those who lack insurance or have limited income. Also, self-help programs, which are usually free, may be recommended to supplement Counseling Center services.

The Counseling Center runs periodic workshops on a variety of issues, including acquaintance rape prevention and alcohol/drug abuse and participates in an alcohol awareness week program that takes place each year. The Center is planning a new outreach program called High Alert, created for students who are impacted by alcohol and/or drug abuse either individually, by friends, or in their families. It is educational in nature and is intended to help students identify the causes of and solutions to problematic substance use. Students are also welcome to come in and browse through the informational materials and brochures that are available in the Center's waiting room area.

The university also offers special support for incoming students through the Center for First Year Students, located in Campus Center. This department runs the First Year Connections program which connects incoming freshmen to each other, faculty, and staff. One part of this program is the annual Connections Miniversity, which takes place in the summer for new incoming freshmen. In it, students stay overnight at NJIT for several days and become acquainted to university life and its programs to help ensure a smooth transition from high school to college. Once students have matriculated into NJIT, they then take an introductory course entitled First Year Seminar, which includes topics such as Your Rights and Responsibilities as a Student, Ethics, and Communication Skills. In

order to help connect first-year students to each other, the program also organizes structured recreational events ranging from field trips to visits to local museums and professional sporting events, along with large-scale programs such as Deans Night, where each of the academic deans give a talk to first-year students enrolled in their respective colleges.

### **Student-Employees – Drug-Free Workplace Policy**

NJIT follows the requirements of the Drug-Free Workplace Act of 1988 enacted by the United States Congress. Student employees are subject to university policies regarding employment. NJIT is committed to maintaining a drug-free workplace in compliance with applicable laws and to supporting those trying to cope with drug-related problems. The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on university premises. Any NJIT employee determined to have violated this policy or engaged in drug-related problems that have an impact on the workplace may be subject to disciplinary action up to and including termination. At the discretion of the university, any employee convicted of a drug offense involving the workplace shall be subject to employee discipline (up to and including termination) and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

The illegal use of controlled substances can seriously injure the health of employees, adversely affect the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students, and members of the general public. Therefore, the university urges employees engaged in the illegal use of controlled substances to seek professional advice and treatment. Anyone who is employed at NJIT who has a drug problem is encouraged to contact the Director of the Employee Assistance Program (EAP), who will assist in obtaining available treatment. Employees engaged in contracts with the U.S. Department of Defense are additionally subject to Department of Defense requirements and may be required to submit to tests for the illegal use of controlled substances.

As a condition of employment, an employee of NJIT must notify his or her supervisor if he or she is convicted of a criminal drug offense involving the workplace within five days of the conviction. In the event any such conviction involves an employee working on a federal contract or grant, the university must notify the granting or contracting federal agency within 10 days of receiving notice of a conviction. A copy of this statement shall be given to all employees.

### **Campus Sexual Assault Programs**

The NJIT Department of Public Safety offers training to address the prevention of forcible and non-forcible rape and other sex offenses. Concrete, real world techniques are taught as to how to avoid becoming a victim of this type of assault. Additionally the Department of Public Safety has three certified Rape Aggression Defense Trainers (RAD) instructors who offer training throughout the year. RAD is a comprehensive self-

defense course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing to the basics of hands-on defensive training. RAD system of realistic defense provides women with the knowledge to make educated decisions concerning prevention and resistance.

Both men and women can be victims of sexual assault. The consequences, medical and emotional, may be numerous, long-lasting and painful. Due to the myths and misconceptions surrounding this issue, many victims hesitate to seek support or professional help.

### **If you are sexually assaulted**

- Contact the NJIT Department of Public Safety at 973-596-3111
- Get to a safe place.
- Reach out to someone you trust for support. For example, a friend, parent, resident assistant, staff or faculty member.
- Even if you don't think that you've been seriously injured physically, medical attention is always recommended. The local medical center for issues related to sexual assault is UMDNJ. The Emergency Room general number is (973) 972-5123.
- Whether or not you want to formally report the sexual assault, you are encouraged to seek professional help and support. On campus, the Counseling Center, at (973) 596-3414, and Student Health Services, at (973) 596-3621, are resources for professional assistance. Services of the Counseling Center are confidential.
- The hotline to the Essex County Rape Care Center is 1-877-733-CARE (2273) and is open 24 hours a day, 7 days a week. You can also call this number to receive further guidance regarding your options following a sexual assault.

If you wish, the NJIT Department of Public Safety can provide you with transportation to UMDNJ. You can reach the department by calling (973) 596-3111. You need not file a formal report or press charges to receive assistance with transportation.

Until your medical examination, you are advised not to bathe, shower, douche, or change clothes. If possible, you should also not urinate, eat, drink, or smoke. It is important to note that bedding and other material may also hold valuable evidence and should be preserved.

If you decide to formally report the sexual assault, you can contact the Department of Public Safety 24 hours a day. Alternatively, you may request assistance from the Dean of Students Office or the Office of Residence Life during regular business hours. The Dean of Students Office or the Office of Residence Life will in turn notify the Department of Public Safety.

Believe in yourself give yourself time to heal, and to make decisions. It is okay to change your mind and decide to seek professional help or report the sexual assault even if you were initially reluctant to do so.

### **If a Friend is Sexually Assaulted**

Many times victims choose not to tell anyone about the assault. If a friend of yours has been sexually assaulted and turns to you for support, the most important thing you can do is to listen and to believe your friend. Don't question him or her. Tell your friend it was not his or her fault and refer your friend to one of the resources listed above. Encourage your friend to seek medical attention. Know your own limitations, and seek assistance and support if needed.

### **Campus Sexual Assault Victims' Bill of Rights**

NJIT follows the guidelines set forth in the Campus Sexual Assault Victims' Bill of Rights, adopted by the New Jersey Commission on Higher Education and enacted by the State of New Jersey, effective September 1, 1995. Copies of the New Jersey Campus Sexual Assault Bill of Rights are available in the Dean of Students office. Procedures for resolving issues of sexual assault are available in the Dean of Students Office and the Counseling Center.

The Victims' Bill of Rights shall be afforded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey; and where the victim or alleged perpetrator is a student at that institution; and/or when the victim is a student involved in an off-campus sexual assault.

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

### **Campus Judicial and Legal Rights**

The victim has the right to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; the right to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; and the right to receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

The victim has the right be afforded the same access to legal assistance as the accused. Both the accused and the accuser have the same opportunity to have others present during

any campus disciplinary proceeding and to be notified of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

University disciplinary sanctions for a student accused of committing a sexual assault range from disciplinary probation to permanent expulsion from the university.

### **Campus Intervention**

Campus personnel will take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants. If so desired, the victim will be provided with assistance in changing academic and living situations if such changes are reasonably available. Additionally, a Domestic Violence Act Restraining Order may be applied for via application through the NJIT Police or the Superior Court of New Jersey – Essex County.

### **Registered Sex Offender Information**

The State of New Jersey requires sex offenders to register with police in the jurisdiction in which they live. It further provides that offenders who attend NJIT, or who are employed or carry on a vocation at the university, either on a full or part-time basis, must register with the NJIT Police Department. Information on registered sex offenders on the NJIT campus is available during normal business hours at NJIT Police Department located on the first floor of the parking deck on Summit Street, Newark, NJ 07102, 973-596-3120 or 24 hours a day via the New Jersey State Police web site [http://www.state.nj.us/njsp/info/reg\\_sexoffend.html](http://www.state.nj.us/njsp/info/reg_sexoffend.html)

## University Fire Statistics 2009 and 2010

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Cause of Fire</b>	<b>Number of Injuries Requiring Treatment at Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage</b>
<b>2009</b>					
Cypress Hall 180 Bleeker Street	1	Defective stove burner.	0	0	\$100 - \$500
Laurel Hall 141 Summit Street	1	Short in baseboard heater.	0	0	\$0 - \$99
Oak Hall 155 Summit Street	0	N/A	N/A	N/A	N/A
Redwood Hall 186 Bleeker Street	0	N/A	N/A	N/A	N/A
University Centre 250 Central Ave.	0	N/A	N/A	N/A	N/A
<b>2010</b>					
Cypress Hall 180 Bleeker Street	0	N/A	N/A	N/A	N/A
Laurel Hall 141 Summit Street	0	N/A	N/A	N/A	N/A
Oak Hall 155 Summit Street	0	N/A	N/A	N/A	N/A
Redwood Hall 186 Bleeker Street	0	N/A	N/A	N/A	N/A
University Centre 250 Central Ave.	0	N/A	N/A	N/A	N/A

## Fire Safety Systems

Residential Facilities	Fire Alarm Monitoring	Full Sprinkler System	Smoke Detection System	Fire Extinguishing Device	Evacuation Placards	Number of Evacuation Fire Drills Each Calendar Year
Cypress Hall 180 Bleeker St.	NJIT Department of Public Safety	X	X	X	X	3
Laurel Hall 141 Summit St.	NJIT Department of Public Safety	X	X	X	X	4
Oak Hall 155 Summit St.	NJIT Department of Public Safety	X	X	X	X	4
Redwood Hall 186 Bleeker St.	NJIT Department of Public Safety	X	X	X	X	5
University Centre 250 Central Ave.	Rapid Response	X	X	X	X	1*

\* NJIT began using University Centre in the fall 2010 semester.

In addition to the foregoing automated life safety systems, there are fire alarm pull stations located in each hallway of the residence halls, as well as two to four fire extinguishers in each hallway. Every residence hall also has the capability for staff to give voice commands via microphone from the first floor front desk area, and the sound is transmitted via speakers located in individual rooms, hallways, and common areas. Currently, NJIT complies with building codes and standards and the university has determined that future improvements are not necessary at this time.

### Fire Safety Education

Residence Assistants, Community Assistants, and staff of Residence Life are trained in evacuation protocol and procedures twice each year, in the fall and spring semesters. Each fall and spring semester, residence hall students must also attend one fire safety-related meeting held in their respective residence hall.

### Fire Alarm Policy

When a fire alarm sounds, residents and their guests must treat the alarm as real and evacuate the building immediately. Failure to exit the building during a fire alarm can result in disciplinary action. Rooms may be checked during fire alarms to ensure compliance. If a resident is locked out of their room during a fire alarm, they will not be charged if they had become locked out due to the alarm going off.

Tampering with any of the above-named systems is a serious matter that could jeopardize the safety of a number of people and can result in severe disciplinary and/or criminal prosecution. If a resident fails to comply with fire drill regulations, sets a fire, sets off a

false alarm, or empties a fire extinguisher without cause, he/she is subject to eviction and criminal prosecution and/or disciplinary action.

### **Fire Evacuation Procedures**

Fire alarm evacuation placards and procedures are posted on all floors of each Residence Life Building in the hallways and are refreshed periodically. The procedures can also be found on line on Residence-Life and Dean of Students websites.

On the sounding of an alarm, all persons, except emergency personnel, are to evacuate the affected building by the nearest fire exit or stairwell. Elevators are not to be used. No one except Fire and Emergency personnel will be permitted to re-enter affected buildings until permission is granted by the Director of Health and Environmental Safety or Public Safety.

1. Think, and then respond quickly but safely. Common sense could save your life.
2. Dress for the weather. Toss a towel around your neck in case you encounter smoke while exiting.
3. Before opening your door, feel it. If it is hot, stay in your room and call (973) 596-3111 to let them know where you are. Trained fire rescuers will assist you.
4. If it is not hot, open it slowly. If there is no smoke or visible fire, proceed to the nearest exit.
5. As you make your way through the hallway, knock on hallway doors to alert fellow residents as you make your way to the stairwell.
6. If you encounter smoke while exiting, drop to the ground, stay low and crawl to the nearest exit.
7. Once outside, Cypress and Redwood Hall residents should report to the Campus Center, while Laurel and Oak Hall residents should report to the parking deck. Residents of the University Center will report to Redwood Hall. Further directions will be given at this point.
8. Once outside, report any information related to fire/smoke or to students still inside to public safety personnel or to any other staff member at the scene.
9. Only after the fire alarm has been reset and Public Safety officers have deemed it safe to re-enter, may residents may return to the building.
10. On re-entry, Residence Life staff will confirm that students allowed entry into the building are in fact residents of the respective residence hall. Any guests should remain

close to their hosts. If they have a guest pass that matches up with the host ID name, they will be let in. Otherwise, they will need to be signed in.

In all instances of fire, even if extinguished without Public Safety response, the fire must be reported to the Department of Public Safety at (973) 596-3111 to ensure accurate statistical reporting.

### **Permitted and Prohibited Items and Activities in the Residence Halls**

- Smoking is prohibited in all NJIT Residence Halls
- Candles, incense, potpourri or other flame-emitting articles are prohibited in residence halls.
- The possession, carrying, or use of fireworks, firecrackers, or explosives is prohibited in university residence halls.
- Small personal appliances that are approved by the Underwriters Laboratories (see [www.ul.com](http://www.ul.com)) may be used in the residence halls unless otherwise stated. Electrical equipment such as hot plates, hot pots, and halogen or other high-intensity lamps, immersion heaters, grills, space heaters, crock pots, air conditioners, electrical blankets, rice cookers, and toaster ovens are not permitted. Soldering irons may be stored in residential rooms, but cannot be used in the halls. One microwave, up to 1000 watts/9.5 amps, is permitted in each room. However, one toaster/toaster oven, one rice cooker and one crock-pot, are permitted in each room of Oak Hall only. Appropriate university personnel will confiscate any of the above banned items found in the residence halls. Confiscated items will be returned at the end of the semester or at break periods (Thanksgiving or Spring Break) for residents to take home or off-campus.
- Extension cords or multi-plug outlets are not permitted. Power strips may be used. A power strip should not be plugged into another power strip.
- Students may rent (through NJIT's approved vendor) one MicroFridge (a 2.1 cubic foot refrigerator with a 0.7 cubic foot freezer and 0.6 cubic foot microwave). Students may bring two 1.7 cubic foot refrigerators or one 4.0 or less cubic foot refrigerator per bedroom. Information regarding rentals may be obtained from the Residence Life office.
- Deliberately setting or fueling a fire, no matter how large or small, is strictly prohibited.
- The use of or installation of wood, paneling, and/or tiles is prohibited unless approved by the university.
- Gasoline, benzene, chemicals, and other flammable liquids are strictly prohibited.
- For fire safety reasons nothing can be hung on or in front of a window. The curtains and blinds provided in each room are fire resistant. Nothing is to be strung across the room for the purpose of decorations. This includes holiday lights and sheets and other materials attached to the ceiling.
- Loft beds are forbidden, as they violate fire codes.