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Air Conditioning/Cooling

*Gropius Complex and Hastings Hall*

The Gropius Complex and Hastings Hall are equipped with neither central air conditioning nor window units. Temperatures are generally only warm during the first few and last few weeks of the academic year, during which some residents use fans to help circulate air. Please note that students are allowed to use fans, but are not allowed to install window units unless they have a medical reason for needing one, and they have received the approval of Accessibility Services in the Dean of Students office.

*North Hall and the HLS Apartments*

North Hall and the HLS Apartments are equipped with seasonally-available air conditioning. There are individual thermostats in these rooms and apartments that allow residents to set temperatures within a limited range. In 2009, Harvard adopted a school-wide temperature policy to promote energy conservation. In warm weather, buildings will be cooled to 74°F. In cold weather, buildings will be heated to 70°F. Please keep this temperature policy in mind when considering whether the temperature in your room or apartment is too warm or too cold. Air conditioning is generally available between mid-May and mid-September. But please note that the availability of air conditioning in North Hall and the HLS Apartments is contingent upon outside air temperatures. In the fall and spring when variable temperatures are to be expected, there may be times where rooms or apartments are warmer than outside air. Residents should use windows to bring cool air into their rooms or apartments during these times.

To maximize the effectiveness of air conditioning, keep windows closed tightly and close blinds and/or curtains during the day to block direct sunlight. If after taking these steps your room still overheats, contact Facilities Management by calling 617.495.5521 or emailing facmgmt@law.harvard.edu. Please note that you should always contact Facilities Management as soon as problems with heating/cooling arise; this greatly improves the ease of determining the cause of the problem.

Please note that students are allowed to use fans, but are not allowed to install window units unless they have a medical reason for needing one, and they have received the approval from Accessibility Services in the Dean of Students Office. Information from a licensed physician indicating the diagnosis, functional limitations, a recommendation for a specific accommodation, and the duration of the condition will need to be provided. Please contact Accessibility Services at accessibility@law.harvard.edu or 617-495-1880 for further information.

*Thermostat Instructions:*

**North Hall**

- The thermostat must be in “auto” to control room temperature; this mode is controlled by the OFF/AUTO button.
- Press the up and down arrows to select a desired room temperature, or “set point.” For energy conservation, thermostat ranges are set in support of the HLS Temperature Policy (70°F in winter and 74°F in summer). In addition, an occupancy sensor (mounted on the door frame) will automatically adjust settings when the room is empty.
- Press DISPLAY to toggle between the room set point and the actual room temperature.
- Adjust fan speed by pressing the FAN button; fans help circulate air.

**HLS Apartments**

- Press the up and down arrows to select a desired room temperature, or “set point.” For energy conservation, thermostat ranges are set in support of the HLS Temperature Policy, and will automatically reset to seasonal limits of 70°F in winter and 74°F in summer.
- Fans must be running for room air conditioning to work. To turn air conditioning fan on or off, press and hold the sun/moon button for 3 seconds. There will be a 10-15 second delay before the fan turns on or off.
- Contact Facilities Management at (617) 495-5521 or facmgmt@law.harvard.edu as soon as any problems with room heating or cooling arise.

Window Air Conditioner Units
The installation of personal window-unit air conditioners is prohibited in the HLS Residence Halls and Apartments without an approved medical need. If air conditioning is a requirement due to a disability or medical/health need, the student should contact Accessibility Services (accessibility@law.harvard.edu) to assist them in the process.

Alcohol & Drugs
All Harvard Law School students are responsible for knowing and following all of the information delineated in the Harvard Law School Alcohol Policy. In addition, this Housing Handbook adds additional requirements concerning events and parties in the HLS Residence Halls and Apartments, which can be found in the Events section of the handbook.

Animals & Pets
Animals and/or pets of any kind are strictly prohibited in the HLS Residence Halls and Apartments, except for service animals provided as a disability accommodation and approved by Accessibility Services in the Dean of Students Office.

Appliances
Residents should not have any electronic devices that exceed 1,000 watts in the dorm rooms. No cooking appliances are allowed to be used in the dorm rooms. Therefore, microwaves, microfridges, toaster ovens, toasters, and hot plates cannot be used in individual rooms. Space heaters, pressure cookers, and deep fryers are strictly prohibited from being anywhere in the HLS Residence Halls and Apartments. The only appliance allowed in rooms is a mini-fridge (not a microfridge unit) 4 cubic feet or smaller that does not use sulfur dioxide or other toxic gases as a cooling agent. Residents may bring their own mini-fridge. Please note that the “micro-fridge” unit (microwave-refrigerator combination) listed on the HSA Dorm Store is NOT permitted in the HLS residences. These units are not permitted in our buildings, and all of our buildings are equipped with full kitchens that include microwaves.

Please note that HLS reserves the right to enter any room at any time for any reason. Should a prohibited appliance be discovered a resident’s room, it will be removed and held until the conclusion of the academic year, at which time, the resident can retrieve the item. Resident Assistants are obligated to report the use of cooking appliances or any other prohibited appliance in a resident’s room to the Student Housing Coordinator in the Dean of Students Office.

Arrival
Move-in dates are determined by program and year in program. Residency dates can be found at the Housing Residence Calendars webpage. Students can also get detailed move in information on the Move In webpage.

While we encourage arrival on the official move-in day, check-in is still allowed any date or time after a student’s official move in date. Residents arriving during business hours on any day after their move in date should go to the Facilities Management Office in Holmes Hall room 4 to check in. If arrival is before 9:00 am or after 5:00 pm on a weekday or any time on a weekend, students should call HUPD at 617-495-1215 and ask for the HLS Security Guard to check you in and provide keys. Please note that we are unable to allow earlier move-in dates or times due to the short turnover between summer program housing and fall move-in.
Bathrooms

The bathroom arrangements vary depending on the building. The Gropius Complex has a mixture of gender neutral and gender-specific common bathrooms, shared by 20-25 residents. Hastings Hall has a mixture of gender-neutral and gender-specific bathrooms shared by 3-6 residents. North Hall has private bathrooms in each room, with the exception a shared 2-bedroom suite in the building (in which 2 students share a bathroom and private common room adjacent to their bedrooms). In the HLS Apartments, each apartment in 1637 Mass Ave has a bathroom, while each bedroom in 3 Mellen Street has a bathroom. In 5 Mellen St, there are three shared bathrooms. While the common bathrooms in Gropius, Hastings, and 5 Mellen St are cleaned on weekdays by the custodial staff, residents are still expected to keep the bathrooms clean and free of personal belongings. Residents of North Hall, 1637 Mass Ave, and 3 Mellen Street are responsible for cleaning their own private bathrooms. Residents should be considerate of their residential community when determining what constitutes appropriate clothing to be worn on the way to and from the bathrooms for showering. Merely wearing a towel is considered inappropriate, so bathrobes are encouraged. Residents sometimes prefer to wear “shower shoes” or “flip flops” while showering.

Please do not wash dishes or hand-launder clothing in the bathroom sinks; use the common kitchens and laundry rooms respectively.

Bicycles

Residents who bring bicycles to HLS should register them with HUPD. There will be registration sessions in the Hark early in the fall term. For additional information or to register online go to http://www.hupd.harvard.edu/bike.php. Bicycles must be parked either on one of the many racks provided throughout campus or in a student’s room. When using one of the bicycle racks, “U-locks” are encouraged to deter theft, which is unfortunately not that uncommon in Cambridge. Bicycles cannot be left in hallways or stairwells or locked to pipes, radiators, interior or exterior railings, gutters, drainpipes, access ramps, or outside entrances. Bicycles parked anywhere on campus other than on the aforementioned bicycle racks will be removed and donated to charity.

Billing

All billing at Harvard University is coordinated centrally through the University Student Receivables Office (SRO). All students receive a monthly e-bill with any new charges and credits that have been applied since the previous e-bill. Students may also view any new charges or credits that have been applied since the previous e-bill. To view your e-bill or recent transactions, go to http://termbill.harvard.edu/ and click on “View your Bill, Make a Payment, Current Account Activity.”

HLS Residence Halls

Students who were assigned their room prior to the end of June will see half of the 9-month housing fee on their July e-bill for the fall semester and the other half on the December e-bill for the spring semester. Students who are assigned rooms after June but prior to the start of school will see the first half of their 9-month housing fee applied on the next e-bill and the other half on the December e-bill for the spring semester. Residents who are assigned a room after classes have begun will be charged a prorated fall housing fee on the next e-bill after their assignment and the spring fee on the December e-bill will continue to be half of the total 9-month housing fee. Exchange students, residents going on or returning from an approved medical leave of absence or an approved leave of absence due to a study abroad program will be charged a prorated portion of the housing fee, with the timing of the billing contingent upon the dates of residency. See the Room Types and Prices webpage for details about the price of each type of dorm room.

HLS Apartments

Monthly rent for the HLS Apartments will be charged and paid according to the e-bill due dates prescribed by the Harvard University Student Receivables Office. The first month rent billed in pro-rated form based on the resident’s August move-in date and then continuing each month with a full month’s rent on each e-bill. The last month’s rent in May will be the difference between the amount paid in August and the monthly rent fee. See the Room Types and Prices webpage for details about the price of each type of apartment.
Other Billing Requirements:

All other fees associated with housing mentioned elsewhere in this Housing Handbook such as fees for lost keys, room changes, and cancellation penalties are all billed through the e-bill system. All candidates for degrees must have discharged all indebtedness to Harvard University (including any fees due under the HLS Housing License or Lease) at least one week before the day on which degrees are to be voted by Harvard University, else the degree will not be voted on.

Buildings

**Gropius Complex** – The Gropius Complex consists of five interconnected residence halls (Holmes, Ames, Dane, Story, and Shaw Halls) for a total of 350 single and furnished rooms. Gropius offers traditional dormitory-style housing with approximately 20 residents per hall, common lounges, and shared kitchens and bathrooms. The majority of the floors are co-educational with one gender-neutral or gender specific bathroom per floor. A select number of floors are single gender.

**Hastings Hall** – Hastings Hall, the oldest residence hall at HLS, consists of 56 suites accommodating 97 residents in five townhouse-style entryways. Hastings is often said to have the most “Harvard” style of the residence halls with its castle-like exterior, bay windows with built-in window seats, non-functioning fireplaces, and bead board wood trim. The most common types are two bedroom suites which are two bedrooms and a shared living room, and one bedroom suites– one bedroom and a living room. There is a common kitchen, eating space, and lounge area located in the basement of Entryway 5. All the floors are coed and a bathroom is located on floors 1-4. Each of the five entryways consists of one female bathroom, one male bathroom, and two gender-neutral bathrooms (shared by 3-6 residents).

**North Hall** - North Hall, a converted hotel, consists of 112 single furnished rooms with air conditioning, full-size beds, and private bathrooms. North Hall is located two blocks north of the Law School campus. Residents have a great deal of privacy in North Hall. However, there is a large lounge on the first level where residents gather for social activities. There are common kitchens on the second through fifth floors. There are four room types with the most prevalent being the Standard size. All floors are coed.

**The HLS Apartments** – 1637 Massachusetts Avenue, 3 Mellen Street, and 5 Mellen St are three Victorian period houses that were relocated from the site of the Wasserstein Hall, Caspersen Student Center, Clinical Wing Project and renovated as upperclassmen apartment-style housing. There is a wide variety of apartment types and layouts, ranging from single studios to a 7-bedroom single family-style house. All apartments are fully furnished, include utilities, and operate on a 9-month lease. Students are assigned to individual bedrooms within the apartment or house.

Cable Television – Comcast

Each room or suite in the HLS Residence Halls and each bedroom in the HLS Apartments is cable-ready. Residents will need to provide their own television service. If you would like to set up cable service, you can contact Comcast at 1-800-XFINITY. In addition, the lounges on Ames 1, 2, 3, 4, Dane 3, Shaw 2, Story 1, 2, 3, 4, North 1, 3 Mellen Street, and in 5 Mellen St all have large high-definition flat panel televisions and high-definition cable.
Cancellation Policy

HLS Residence Halls

Students who have selected or been assigned a room in the residence halls (Gropius, North Hall, and Hastings) may be charged a penalty for cancelling a room reservation. The penalty fee will be applied to the Harvard e-bill and escalates throughout the summer.

- Prior to May 30: no penalty
- June 1 – June 30: $500
- July 1 – July 31: $500 cancellation fee and full academic year room fee until re-rental in which case the cost will be $500 plus the prorated fee.
- August 1 and any date after: $1000 cancellation fee and full academic year room fee until re-rental in which case the cost will be $1000 plus the prorated fee.

Students are officially responsible for the room they select or are assigned upon returning their signed housing contract to the Dean of Students office. If a confirmed room is cancelled between July 1 and July 31, a penalty will be applied and the student will be responsible for the academic year’s fee in full. This will be reduced to the pro-rated cost of the room plus the $500 penalty if the room is filled by another HLS student. If a confirmed room is cancelled on or after August 1, a penalty will be applied and the student will be responsible for the academic year’s fee in full. This will be reduced to the pro-rated cost of the room plus the $1000 penalty if the room is filled by another HLS student who currently does not possess a housing contract or room elsewhere. Please note that the space will be filled with the discretion of HLS Housing staff and the student who is cancelling cannot assign another student to the space.

HLS Apartments

Students who apply for and are confirmed for an apartment in the HLS Apartments (1637 Massachusetts Avenue, 3 Mellen Street, and 5 Mellen St) are fully liable and responsible for the apartment once they have signed their HLS Apartment lease.

Students who have signed the lease for an apartment and then decide to cancel on or any date before July 31 are subject to the $500 cancellation penalty and the cost of the unit until re-rental. Students who have received a confirmation email and signed the lease for an apartment and then decide to cancel on or after August 1 are subject to the $1000 cancellation penalty and the cost of the unit until re-rental.

Students who have a confirmed room or apartment, but will not be enrolled at Harvard Law School, may be granted an exception to the cancellation penalties.
- deferring admission to Harvard Law School
- withdrawing or declining admission to Harvard Law School
- an approved leave of absence
- study abroad/joint degree program, which will cause the student to not be in attendance at Harvard Law School

Students must contact the HLS Housing at housing@law.harvard.edu promptly in order for the penalty fee not to be charged.
Cleanliness
Since rooms and apartments are part of a residential community, residents are required to keep their space clean and sanitary. Residents should not sweep, throw away, or dispose of trash from any doors, windows, balconies, porches or other parts of the building. Any dirt, waste, rubbish or other things except in proper trash, recycling, or composting receptacles. In addition, body fluids should be properly disposed only by way of toilets. For more information on the location of trash and recycling receptacles and what can and cannot be recycled, please see Trash and Recycling.

In the event that adequate health and safety standards related to cleanliness are not maintained, HLS may have the room or apartment professionally cleaned at the resident’s expense. Recurring cleanliness problems may be referred by Resident Assistants to the Student Housing Coordinator in the Dean of Students Office.

Clothing
Cambridge has significant temperature variance across the seasons, ranging from below 0 degrees Fahrenheit during the winter to above 90 degrees during the summer, so please plan your wardrobe and bedding/linens appropriately.

Composting
All food – including dairy and meat – and BPI-certified compostable products can be composted at Harvard. Compost bins are available in every dorm, academic, and administrative building. At the Hark Cafe, you can simply leave your trays on the tray return and the dining staff will take care of composting for you. For more information, visit the HLS sustainability site or contact your Green Living Rep.

Computers – Internet & Network Access
All residents of on-campus housing can access the Internet and HLS network via a wired jack in their room or wirelessly anywhere in the residence halls. When you turn on your computer and open a web browser for the first time, you will be automatically directed to log into the FASTAccess Device system at https://autoreg.fas.harvard.edu/index.html with your HUID and PIN. The system will walk you through the registration process including securing your computer. You must do this for each device you intend to connect to the HLS network. If you have any questions or problems, you should contact the Student Help Desk coordinated by Information Technology Services (ITS) at help@law.harvard.edu or 617-495-9576.

Residents who bring laptops to HLS should register them with HUPD. There will be registration sessions on campus in early September. For additional information or to register online go to http://www.hupd.harvard.edu/laptop.php.

Cooking
There are fully equipped kitchens, including refrigerators, stoves, microwaves, and toaster ovens in every building:

Gropius Complex: Ames 3rd floor, Dane 1st floor and 2nd floor, Holmes 2nd floor, Story 1st floor, Shaw 2nd floor, Shaw 3rd floor
Hastings Hall: Basement beneath Entry 5
North Hall: Floors 2, 3, 4, and 5.
HLS Apartments: Each unit in the HLS Apartments has a fully equipped kitchen, including a refrigerator, stove, and microwave.

Residents may bring their own cooking appliances such as coffeemakers or rice cookers, but they must be stored and used in the kitchens. Please note that in the HLS Residence Halls, unless properly labeled, cooking appliances may be subject to use by other residents. Primary responsibility for keeping the kitchens clean belongs to the residents who are required to clean up after themselves after using the kitchen. Dirty dishes should be washed immediately and counters should be wiped after cooking.

When cooking in the kitchen, residents are absolutely required to remain in the kitchen with their food AT ALL TIMES. Any time a resident has food on the stove, in the oven, in the toaster, or in the microwave, the resident is obligated to be in the
The vast majority of fire alarms result from burned food because the resident left the kitchen while cooking. When these fire alarms sound, the entire building must be evacuated and the Cambridge Fire Department will arrive. Residents who leave food unattended, especially if a repeated incident, may be referred to the Student Housing Coordinator in the Dean of Students Office for potential disciplinary action and termination of their Housing Contract.

All food stored in common refrigerators must be wrapped and labeled with the resident’s name using the labels provided. If you intend to cook a lot and will buy a lot of perishable food, it is advisable for you to purchase your own mini-fridge to keep food in your room. On a quarterly basis, the common refrigerators are emptied and cleaned, and unlabeled or expired food is discarded. Notification will be given before refrigerator cleanings.

The use of any cooking appliance within a dormitory room is prohibited. Therefore, as the Appliances section indicates, microfridges (microwave-refrigerator combination units) are prohibited from individual rooms; only minifridges (refrigerators that are 4 cubic feet or less and are not attached to a microwave) are allowed. Resident Assistants are obligated to report the use of cooking appliances in a resident’s room to the Dean of Students Office. Food should only be prepared in the kitchens.

In the all kitchens, residents are asked to be quiet, particularly late at night and during the early morning, as the kitchens are adjacent to rooms and residents can often easily hear what’s going on in the kitchen.

**Contract – Lease or License Agreement**

Students living in the HLS Residence Halls sign a License Agreement with Harvard Law School, whereas students residing in the HLS Apartments sign a Lease with Harvard Law School. After students select a room in HAHLS, they will have three days (72 hours) to sign either their housing contract or the apartment lease in HAHLS. If the student does not sign either their agreement or lease, their reservation on that room will expire and will be available for other students to select.

**Decorating/Wall Hangings**

Although we want you to feel as though your room, suite or apartment is your home, no painting or decorating of a permanent nature is permitted in residence hall rooms. Residents are not permitted to use nails or screws or anything else that would cause holes in the wall. Neither can tape and other adhesives that leave permanent marks on painted walls be used. We recommend 3M Command adhesive or similar products. Students will be held liable and fined for all damage done to rooms, suites or apartments, furniture, and for all other acts that damage or deface the premises.

**Dining On Campus – Harkness Commons and Pub**

The Caspersen Student Center contains the Harkness Servery and the Pub, which are both a la carte and accept cash and credit. There is no meal plan at Harvard Law School.

**Elevators**

Residents of Gropius and the HLS Apartments need to use the stairs to access their room if they are located on the 2nd floor or higher. Hastings Hall is accessed by stairs on all floors 1-5. North Hall has an elevator, but for safety purposes, students with mobility concerns are encouraged to reside on the first floor of North or Gropius. Please note that if a fire alarm is sounding, residents should NEVER use the elevator, only the stairs.
Emergency Information

Emergency Exits and Hallways – Emergency fire doors should not be blocked on either side by furniture or other obstructions. Occupants are not allowed to place objects on outside windowsills, ledges, or fire escapes.

Fire – See Fire Safety Regulations section.

Medical Emergencies – Should a resident require immediate medical attention, the Harvard University Police can arrange for transportation to and from the hospital emergency room. Dial Harvard University Police at 617-495-1212. Resident Assistants are in place to help call Harvard University Police and help coordinate getting injured or seriously ill residents to the hospital emergency room.

Phone Numbers:

- 911
- Harvard University Police Department 617-495-1212
- Operations Center (facilities emergencies) 617-495-5560
- University Health Services 617-495-5711

Resident Assistants – While we encourage residents to call 911, HUPD, or UHS immediately in the case of an emergency, Resident Assistants can also help residents get the appropriate emergency personnel to you or vice versa. Resident Assistants are also able to get in touch with staff from the Dean of Students Office in the case of an emergency.

Text Message Alert System – Harvard has a university-wide text message alert system that enables administrators to send messages to students’ cell phones in the case of an emergency. You can register athttps://messageme.harvard.edu/. This system requires subscribers to re-register each year in order to maintain an accurate database of cell phone numbers, so returning students who registered last year will need to re-register.

Web Pages

- Harvard University’s Emergency Communication webpage is http://www.emergency.harvard.edu/.

Energy Use Guidelines

- Turn off your computer every night and enable power management settings to conserve energy and help laptop batteries last longer. Apply recommended settings from the Office for Sustainability by visiting these fact sheets for Windows and for Macs.
- Turn off lights when leaving a room and when otherwise unnecessary; utilize natural lighting whenever possible.
- Don’t overload refrigerators; they operate more efficiently when air circulation is not restricted.
- Do not prop open exterior doors, even for short periods of time.
- Use compact fluorescent light bulbs in desk lamps. To obtain bulbs, contact your Green Living Representative.
- Turn off personal fans when you are not in the room. Fans only circulate air; they do not cool it. If you can’t feel the fan, it is not helping you stay cool.
- Contact Facilities Management at 617-495-5521 or facmgmt@law.harvard.edu as soon as you experience problems with building heating or cooling.

Escort Program

The Harvard University Campus Escort Program (HUCEP), operated by Harvard University Police, provides trained walking escorts to students, faculty and staff from 10:30p.m. to 2:00a.m. Sunday-Wednesday and 10:30pm to 3:00a.m. Thursday-Saturday. They cover the Yard, River, and Quad areas. HUCEP teams are easily identifiable by their brightly-colored vests, which are clearly labeled with “HUCEP”. You can request an escort by calling 617-384-8237 or 617-38-HUCEP.
Event Policies
Student Organizations should contact the Dean of Students Office to reserve and coordinate event space. All common rooms in the residence halls, including lounges and kitchens are for the primary use of students who reside within the building. Organized gatherings in these spaces are for the purpose of residence hall community building and are typically hosted by the Resident Assistants. Should a residential student wish to host a gathering in a common space, it should meet the following criteria:

- The main purpose of the gathering is community building.
- The host must be a resident of the building in which they would like to hold the gathering.
- The host student needs to be present at all times during the gathering and will be responsible for any violations found to take place.
- The Housing Coordinator is contacted for permission in-advance of the gathering.
- More than 80% of the attendees should be residents of the building.
- The gathering cannot force other students out of the space, or disrupt students in neighboring rooms.
- The entrance to the residence hall cannot be propped for any amount of time.
- The alcohol policy is in effect, which states that alcohol cannot be consumed in residence hall common rooms under any circumstances.

Extension Cords
Only standard twin cords may be used in residence hall rooms. Cords must be in good condition mechanically and electrically and cannot exceed 10 feet in length. An extension cord cannot be plugged into another extension cord. Extension cords and outlets cannot be overloaded. Power strips with built-in circuit breakers are preferred and provide a safer option. Cords of any type cannot be permanently fastened to any part of the residence hall building, or run through partitions or doorways or under rugs. No spliced cords are permitted.

Fire Safety Regulations
The following items are prohibited in the HLS Residence Halls and Apartments:

- Candles, incense, matches, or any other sources of open flame.
- Cooking appliances of any type but specifically, microwaves, toaster ovens, toasters, hot plates cannot be used in individual rooms. Pressure cookers and deep fryers are strictly prohibited from being present and used anywhere in the HLS Residence Halls and Apartments.
- Halogen lamps
- Space heaters
- Flammable, combustible or explosive liquids, gasses, or solids including but not limited to fuel, propane, lighter fluid, butane lighters, charcoal, and flammable cleaning products.
- Firearms are strictly prohibited on the Harvard Law School campus.

Room Decoration Policies
- No ceiling decorations (tapestries, fish nets, posters, fabrics, etc.) are permitted.
- Wall decorations, including but not limited to pictures, posters, tapestries, and curtains, may only cover a maximum of 10% of the total wall area.
- Tapestries, curtains, and other fabric decorations must have a tag that shows proof of fire resistance, must be hung vertically and must be at least 18 inches from any heat source (electric outlets and/or switches, lights, etc.).
- Tapestries, posters, fabric, may not be draped and/or flowing away from walls, but should instead the entire area of the item must be fastened securely and tightly to the wall.
- At least six inches of space must be left between wall decorations.
- Students are not permitted to hang items outside of their room or in their room window.
Lounge Policies

- Fire escapes are strictly for emergency evacuation in case of a fire only; residents are otherwise prohibited from being on the fire escapes. Fire escapes cannot be used as smoking areas.
- Residents are prohibited from tampering with fire extinguishers.
- There can be no obstructions impeding use of any fire exit, including hallways, fire escapes, balconies, emergency exit doors, and windows. Nothing can be left in the hallways at any time, including but not limited to, mattresses, furniture, bicycles, boxes, and items even as small as shoes.
- Hallway doors must be closed at all times. They should never be propped open.
- Emergency exits must not be blocked.

Smoke Detectors, Sprinklers and Fire Alarms

Smoke detectors must never be obstructed, disabled, altered, adjusted, or otherwise tampered with in any way. Inspections will be conducted throughout the year to ensure detectors are in place and working. The detector’s red light should be on at all times; this indicates that it is functioning properly. If you notice that the light is off, please call Facilities Management at 617-495-5521 immediately.

Residents may not tamper with the automatic sprinkler systems in the HLS Residence Halls and Apartments. It is dangerous, and therefore forbidden, to use sprinkler heads and piping for drying or hanging clothing. Sprinklers should never be painted. Students who cause the unnecessary discharge of a sprinkler will be referred to the Student Housing Coordinator in the Dean of Students Office and Administrative Board for potential disciplinary action, and will be charged for replacement of sprinkler heads and for cleanup costs. If such discharge causes damage to other rooms, students will be held responsible for costs for property and room damage.

Any smoke or heat detector in a stairwell or corridor can initiate the building alarm when a predetermined concentration of smoke or heat reaches it. This alarm sounds like the manually-initiated alarms. When a building fire alarm sounds in a residence hall, all occupants must evacuate the premises. Go to the nearest stairway and do not use the elevators. For your safety, fire drills are held in all HLS Residence Halls and Apartments at least once each year. All students in the buildings at the time of the drill must participate.

Furniture

All rooms in the HLS Residence Halls and bedrooms in the HLS Apartments are equipped with a bed, desk, desk chair, bookcase and/or bookshelves, dresser and/or closet, a trash can, and recycling can. Some buildings have additional furnishings, which are listed on each building’s web page. Residents are not allowed to remove HLS furnishings from their rooms or apartments. Residents can bring in their own furniture items, but HLS furnishings cannot be replaced with personally-owned furniture. Therefore no furniture should be placed in the hallway or lounge to be taken away. Resident Assistants are obligated to determine in which room, suite, or apartment the furniture belongs and instruct the resident to return the furniture to their room, suite, or apartment. Residents are not allowed to bring HLS common room furnishings out of those shared spaces and into their rooms or apartments. Residents are not permitted to switch furniture from one room, suite, or apartment to another for any reasons.

Residents who have requests related to furniture removal due to a medical, health need or disability will need to contact Accessibility Services in the Dean of Students Office. Information from a licensed physician indicating the diagnosis, functional limitations, a recommendation for a specific accommodation, and the duration of the condition will need to be provided. Please contact Accessibility Services at accessibility@law.harvard.edu or 212-995-1880 for further information.

Other Furniture Guidelines:

- Lofted beds and water beds are strictly prohibited from the HLS Residence Halls and Apartments.
- Personal furnishings must be maintained in a reasonable state of repair.
- Residents are not permitted to place any furniture outside on porches, patios, balconies, stairs, sidewalks or lawns.
- HLS does not have a supply of extra furniture. We cannot add additional furniture or beds for guests or any other reason other than replacing broken items.
Guests/Visitors
Residents may have occasional guests for temporary visits of up to three nights without special permission. If you would like to have a guest for longer than three days, you will need to get permission from the Student Housing Coordinator in the Dean of Students Office. Residents are responsible for the behavior of their guests at all times, and guests may not use common areas of the HLS Residence Halls when the resident host is not present. HLS does not provide keys to guests, so the resident host will be responsible for letting their guest in and out of the residence hall and their room. No guest may stay in the HLS Residence Halls or Apartments for a period of time when the official resident will not be present. In other words, residents cannot turn their room over to others, and others cannot live in the room with the resident. Children under the age of 18 are not allowed to stay overnight in the HLS Residence Halls.

Heating
In May 2009, HLS adopted a school-wide Temperature Policy to promote energy conservation. In warm weather, buildings will be cooled to 74°F. In cold weather, buildings will be heated to 70°F. In July 2009, Harvard adopted a university-wide temperature policy in support of this range. Please keep this temperature policy in mind when communicating with the Housing Office and with Facilities Management about dorm temperature issues.

In order for your room to be properly warmed and/or cooled, air must be free to flow from the heating/cooling unit; do not obstruct airflow with beds, desks, books, etc.

When the heat is on…
Keep windows tightly closed.
Keep blinds and curtains closed for insulation, especially at night.
If your room overheats, do NOT leave your window open; call Facilities immediately.
Wear warm layers for additional insulation.

Space Heaters
Space heaters are not permitted in Harvard housing, as they are both fire hazards and inefficient producers of heat.

Please note that you should always contact Facilities Management by calling 617.495.5521 or emailing Fcmgmt@law.harvard.edu as soon as problems with heating arise; this greatly improves the ease of determining the cause of the problem. If the problem occurs outside of business hours, make sure to call 617-495-5521 (not email) and select the after hours option to speak with an FMO employee. Facilities will come out to your room at any hour to get a temperature reading if you call to alert them of the problem. Facilities cannot fix the problem unless they get an accurate reading that the room is colder or warmer than it should be.

Thermostat Instructions:

North Hall
- The thermostat must be in “auto” to control room temperature; this mode is controlled by the OFF/AUTO button.
- Press the up and down arrows to select a desired room temperature, or “set point.” For energy conservation, thermostat ranges are set in support of the HLS Temperature Policy (70°F in winter and 74°F in summer). In addition, an occupancy sensor (mounted on the door frame) will automatically adjust settings when the room is empty.
- Press DISPLAY to toggle between the room set point and the actual room temperature.
- Adjust fan speed by pressing the FAN button; fans help circulate air.

HLS Apartments
- Press the up and down arrows to select a desired room temperature, or “set point.” For energy conservation, thermostat ranges are set in support of the HLS Temperature Policy, and will automatically reset to seasonal limits of 70°F in winter and 74°F in summer.
- Fans must be running for room air conditioning to work. To turn air conditioning fan on or off, press and hold the sun/moon button for 3 seconds. There will be a 10-15 second delay before the fan turns on or off.
- Contact Facilities Management at (617) 495-5521 or facmgmt@law.harvard.edu as soon as any problems with room heating or cooling arise.

**Holiday Breaks/Vacations**
The HLS Residence Halls and Apartments do not close during academic recesses such as Thanksgiving Break, Holiday Break, and Spring Break. However, residents who plan to remain on campus during these breaks should be aware that many administrative offices, including the Dean of Students Office and Facilities Management, may have reduced hours or be closed. Please also note that Harvard and Law School buildings (I.E. Harkness Commons, Langdell Library) may operate on reduced schedules. With most students away from campus, temperatures in some buildings, including the residence halls, may be slightly scaled back to conserve energy; however, all residence halls will remain within the legally obligated 68 degrees Fahrenheit/21 degrees Celsius during the day and 64 degrees Fahrenheit/19 degrees Celsius at night. Residents will receive notification of any changes in space availability or temperature ranges in advance of any breaks.

**Insects/Pest Control**
Bugs and vermin are introduced into buildings by various sources, but there are things that residents can do to minimize the problems:

- Keep food in tightly-covered containers.
- Discard spoiled food in the proper receptacles.
- Wipe up water, spills, and crumbs.
- Empty trash to trash rooms or closets regularly.
- Sweep and/or vacuum regularly.
- Do not leave damp clothes, sponges, etc. in cabinets or closets.
- Do not feed squirrels, chipmunks, or birds, or leave food on windowsills.
- In order to keep the HLS dorms a bedbug-free environment, we ask that all students thoroughly check themselves for evidence of bed bugs BEFORE moving into residential housing. Things to check for:
  - Bed bug bites are usually 2 or 3 small bites in a row on the body. The bites will itch and are frequently on the torso.
  - Bed bug bites often result in small drops of blood on sheeting. Check your bedding thoroughly for any sign of blood
  - Bed bugs are 1/5th of an inch in length and are wingless, oval/flattened in appearance. Check for bugs under the folds in mattresses, along seams, and in between bedposts and bed slats.

For pest problems, please contact Facilities Management at 617.495.5521 or facmgmt@law.harvard.edu immediately upon identifying the issue.

**Inspections**
The City of Cambridge conducts semi-annual inspections of the HLS Residence Halls and Apartments for violations of health, fire, and safety rules. The Dean of Students Office and the Facilities Management Office will make every effort to advise you of these inspections.

The University respects the privacy of residents, but reserves the right to enter rooms, suites, or apartments during reasonable hours for any reason. Although the University will attempt to give notice and give residents an opportunity to be present if they would like, this is not always possible though as sometimes entry is needed for emergency service and safety. The University may also enter to conduct room condition inspections.
Insurance
All students living in the HLS dorms and apartments must purchase personal property insurance from HLS’s provider, CSI Insurance Agency, Inc. Insurance rates are established and posted the summer prior to the academic year. During the 2016-2017 academic year, students were billed $60 each semester. This amount covers students for up to $7500 worth of property, with a $25 deductible. Students will be covered from August 1, 2016 to June 1, 2017, and will be covered if their personal property is lost or damaged anywhere, include if they are travelling internationally. The 2017-2018 insurance amount will be announced during summer 2017 and will be active August 1, 2017 to June 1, 2018 for all residential students.

There is no option to opt out of purchasing this personal property insurance, even if a student already has coverage. However, if a student only lives on campus for one semester, she/he will only be charged for one semester’s worth of insurance.

For specific policy information, please see Insurance Information at the HLS Housing webpage.

Keys
At the beginning of the academic year each resident is issued a pair of keys: an internal room/apartment key, and a mailbox key. All exterior building entrances are unlocked using a student’s Harvard ID card. In order to receive keys, students will need to have previously signed their housing license or lease, and present a Harvard ID or photo ID such as a passport or driver’s license.

For security purposes, no other student or relative can be given access to a resident’s room without specific written permission emailed to housing@law.harvard.edu from the resident of that room. The duplication of any key issued to you for the HLS Residence Halls or Apartments is strictly prohibited, nor should residents ever loan their keys to anyone else. Key duplication and loaning are serious security breaches that may result in disciplinary action including fines and/or termination of your housing license or lease and may be referred to the Administrative Board.

Lockouts
Many of the rooms and apartment doors lock automatically, so be sure to take your key with you whenever you leave your room or apartment. Residents who lock themselves out of their rooms should first seek their Resident Assistant, who has a set of master keys for just such a purpose, or if unavailable, another Resident Assistant in the building. During normal business hours, residential students can also stop by the Facilities Management Office in Holmes Hall 4 to temporarily check out a key, which they will need to return immediately after getting into their room and retrieving their own keys. If it is outside of normal business hours and no Resident Assistant is available, residents should call Harvard University Police at 617-495-1215 and ask for the Law School Security Guard to be dispatched to let you back in to your room or apartment.

Please note that all lockouts performed by Facilities, Security and the HLS Resident Assistants are tracked. Lockouts include borrowing a room key and/or building lockout card from the Facilities office, as well as being let into your room by a staff member. A grace period for lockouts will take place for the month of August. **As of September 1st, if a student has been locked out more than three times in the same academic year, a fee of $50 will be applied to their student account for each additional lockout.**

Lost Keys
Residents who have lost their keys or left them away from campus may obtain a temporary replacement key from the Facilities Management Office during regular business hours. Residents should actively try to find their lost keys and return the replacement keys to the Facilities Management Office promptly. If the original keys are not found within one week, the original keys are assumed to be lost and you will be charged a replacement fee:

- **Room Key:** $150
- **Mailbox Key:** $25
- **Both Keys:** $175

**Borrowed access ID card:** $150 if not returned
**Replacement Room Lock/Key Core:** $300

These charges will be billed on the next e-bill. Should the original keys be found after the change has already occurred, the resident should return the keys to the Facilities Management Office immediately and the fee may be reduced in half, if the key
has been lost for less than a month. Keys play a vital role in the security of HLS Housing, so it cannot be emphasized enough how important it is for residents to take care of their keys.

**Laundry**

Laundry rooms, equipped with washing and drying machines that accept both Crimson Cash and coins, are located in the basements of 3 Mellen Street, 5 Mellen St, Dane Hall, Shaw Hall, and Hastings Hall, and the first floor of 1637 Massachusetts Avenue and North Hall. You can view the current status of the machines (available, in use, out of order) via the web by clicking on the following links: 3 Mellen St, 1637 Mass Ave, 5 Mellen St, Dane, Shaw, Hastings, and North. You will need to bring your own iron and ironing board.

There are a number of dry cleaners in Harvard Square and along Massachusetts Avenue. The closest dry cleaners to HLS are Rite-Way Dry Cleaners at 4 Hudson Street and Harvard Student Agencies at 17 Holyoke Street. For wash-dry-fold laundry plans, Harvard Student Agencies offer drop off and pickup locations both on and off campus.

Please have courtesy for your fellow residents when using the laundry rooms and adhere to the following guidelines:

- Do not bleach or dye clothes in the washing machines.
- Promptly remove clothes from washers and dryers, so that other residents may use the machines.
- While we discourage anyone from removing someone else’s laundry, if it must be done, do so with care and consideration.
- Consult the energy efficiency guides listed on the machines when considering which options to select for washing and drying.

**Linens**

Linens are not provided. You should plan to bring your own, buy them at nearby a department store such as Target in Somerville, buy them online and have them shipped to HLS, or buy them from Harvard Student Agencies. Cambridge has significant temperature variance across the seasons, ranging from below 0 degrees Fahrenheit during the winter to above 90 degrees during the summer, so please plan your wardrobe and bedding/linens appropriately.

**Lost and Found**

The official Lost and Found for Harvard Law School is located in the Facilities Management Office, Holmes Hall 4.

**Mail & Package Services**

The HLS Residential Mail Center, located in the basement of the WCC, Room B086, receives mail and packages for on-campus residents. This is also the location of your mailbox. The mailroom is staffed weekdays (excluding holidays) from 9 am to 5 pm. You will be able to access the WCC and your mailboxes at all hours of the day, using your Harvard ID card.

**Address**

Your mailing address will be assigned to you before you move in. Your mailing address will be as follows:

1585 Massachusetts Ave ####
HLS Residential Mail Center
Cambridge, MA 02138

The #### will be your mailbox number (NOT your dorm room number). Your mailbox number is e-mailed to you in early August.
Mail Service

Mail services are provided for residents of the HLS Residence Halls and Apartments only. Students living off campus looking for a mailing address other than at their apartment might consider a P.O. Box at The U.S. Post Office, UPS, or similar store. Mail (except packages) will be placed in the mailboxes located outside of the mailroom in the basement of the WCC. Mail will be delivered Monday-Friday; Saturday mail is added to the Monday mail delivery. Packages will be kept in the mailroom and a note will be delivered to the mailbox alerting the student that he has a package and will need to stop by the mailroom during regular office hours.

The mailroom does not provide postage to students. A mailbox is located outside of the Lewis International Law Center. There are nearby U.S. Post Offices located at 125 Mt. Auburn Street (near Harvard Square) and 1953 Massachusetts Avenue (near Porter Square). Residents are prohibited from allowing anyone else from using their mailing address, including students living off-campus. Residents who intentionally damage or improperly attempt to enter resident mailboxes will be reported to the Housing Administrator in the Dean of Students Office and be subject to possible disciplinary action by the Administrative Board.

Package Services

Package services are provided for residents of the HLS Residence Halls and Apartments only. Packages sent to residents via U.S. Postal Service and other carriers are delivered to the HLS Residential Mail Center. Staff will sign for and store these packages until the resident picks them up. Residents will receive an email notifying them that a package has arrived for them. U.S. Postal Service letters requiring a signature upon receipt are treated in the same manner as packages. Airline tickets are also handled in this manner. Residents may pick up their packages at the mailroom, Monday-Friday between 9am and 5pm. Residents picking up packages must show proper identification (Harvard I.D. or driver’s license) and will be required to sign for all packages. Residents may pick up their own packages only.

Package Shipping

Individuals may arrange shipment of packages through the HLS Residential Mail Center. There is a scale in the Pound Mail Center that can be used to weigh packages to be shipped. Individuals must contact UPS, provide them with the required information (including weight of each package), arrange for payment, and leave the packages to be shipped. UPS will pick up packages at that location. For more information please ask the staff.

Summer Mail Forwarding

First-class mail received after a resident moves out through August 1 will be forwarded, provided the resident completes the Summer Mail Forwarding Form (e-mailed out and posted online in late Spring). Only first class mail (bills and personal letters) will be forwarded. Non-first class mail (magazines and junk mail) that arrives during the summer will be discarded. Those who do not complete the Summer Mail Forwarding Form will have their mail returned to sender. Residents will not be able to stop by the HLS Residential Mail Center during the summer to pick it up. All first class mail received after August 1 will be returned to the sender.

After graduating residents move out, it is their responsibility to notify any organizations, companies, or people who will be sending them mail of their new addresses. Completing the change of address form with the U.S.P.S. will not work, so you must complete the form in order for your mail to be forwarded. Graduating residents are advised to make direct notification regarding change of address to family, friends, banks, credit card companies, law firms, and other important persons or businesses to ensure faster processing of summer addresses and to prevent interruptions or delays in receiving mail.
**Maintenance**
Residential students should submit all maintenance requests directly to the Facilities Management Office.

To report a non-urgent request:

1. Call the Facilities Office at 617-495-5521
2. Visit the office in-person on the 1st Floor of Holmes Hall
3. E-mail FACMGMT@law.harvard.edu (e-mails are only checked weekdays, 9am-5pm)

To report an immediate emergency request:

1. Call the Facilities Office at 617-495-5521.

**DO NOT SEND AN E-MAIL**. E-mails (including those marked as “urgent”) are not monitored outside of business hours and should expect a reply within 1-2 business days.

*Please make sure you are specific with your request, as well as the building and room number you are referring to. If you are calling in an urgent request, please be prepared to remain in your room so staff can respond immediately to assist you.*

Throughout the academic year, Facilities Management may need to make improvements to fixtures, appliances, building controls, etc. for the purposes of energy conservation. Changes may include, but are not limited to, improvements to showerheads, plumbing, lighting, thermostats, and thermostat instructions. Should these projects take place, residents will be informed in advance of changes, and an effort will be made to minimize disruption.

**Move Out**
Move-out dates are determined by program and year in program. Please see the Housing Residence Calendar page and the Move Out page for specific dates and instructions about moving out.

Residents are expected to move out of their rooms and leave them in the same condition as they were when they moved in. All personal belongings and trash should be removed, and furniture should be restored to the original configuration. Any trash or personal belongings left in dorms can result in housing fines. Residents should return all of the keys they were issued to the Facilities Management Office. Residents should not leave them with a friend or a Resident Assistant. Residents whose keys are not returned will be charged the lost keys fee of $175.

Example of Move-Out Fines:

- Personal items left in room: $100-$500
- Trash left in room: $100-$500
- Keys not properly returned (left in room, given to a friend, left at another office): $75
- Keys not turned in: $175
- Failure to move out by deadline: $500 per night

**Musical Instruments**
Drums, pianos, organs, violins, cellos, and electric guitars are not permitted. Other musical instruments may be played at a volume that does not disturb other residents. Please review the Noise section for additional guidelines.
Noise
In keeping with the attitude of mutual respect expected in the dorms, please respect your fellow residents’ concerns regarding noise. Please show regard for other residents and keep all sound within reasonable limits. There should be no excessive noise at any time in any part of the HLS Residence Halls and Apartments. Residents having events or gatherings in individual rooms should keep noise levels down. Residents should also mind their alarm clocks, particularly when leaving HLS overnight or longer. Should an alarm continue to sound and it seems as though the resident is not present, a Resident Assistant or staff member in the Facilities Management Office or Dean of Students Office will enter the room to turn off the alarm.

Ideally, every resident should be able to produce as much noise as one would like in one’s own room, suite or apartment, but in a residential community, residents are obligated to be sensitive to the needs of others. It is expected that residents will respect their fellow residents’ concerns when asked to lower the volume of any noise.

Residents should be mindful that hallways are not an ideal gathering space, particular late at night and early in the morning. Conversations in kitchens and lounges should be kept at reasonable volumes since these spaces neighbor individual rooms.

**Quiet Hours**
Quiet hours are from 11pm-7am Sunday through Thursday and 12:30am-9am Friday and Saturday. 24-hour quiet hours are in effect during reading and exam periods. If a resident is using a common room or lounge during quiet hours, noise should not be audible within any of the neighboring rooms, suites, or apartments. During quiet hours, noise from a room, suite, or apartment should not be audible outside that room, suite, or apartment.

**Resolving Noise Complaints**
The Residence Halls at HLS are meant to be a place of respect and comfort within its adult graduate student population. If a resident is disturbed by noise produced by a neighbor, the resident is expected to first communicate that concern directly to their neighbor. It may be that the neighbor is unaware that the noise is as loud as it is or that it could be bothering other residents. If the problem persists after communicating with the neighbor, the resident should inform their Resident Assistant. If the residents feel that the Resident Assistant has not been able to solve the problem, the resident should contact the Student Housing Coordinator at 617-496-6054 or housing@law.harvard.edu.

Parking & Cars
Parking in Cambridge is very limited and often quite expensive. Students are strongly discouraged from bringing vehicles to campus. Students choosing to bring their cars to campus are not guaranteed a parking space. If you need parking or use of the disability shuttle for disability reasons, please contact the Dean of Students office at 617-495-1880 or accessibility@law.harvard.edu. There is a fee for using Harvard’s parking facilities. Current prices and other information are available at Parking Services (transportation.harvard.edu).

Roofs
Residents of the HLS Residence Halls and Apartments are prohibited from the building roofs. Residents are allowed on the balconies inside Gropius, but are prohibited from smoking, drinking alcoholic beverages, or sitting/standing on the railing while outside on them. In addition, residents are prohibited from dropping or throwing objects or water off of them.

Room Assignments
Room assignments are done through the HA HLS portal. For complete information about this process, please visit www.HLSHousing.com.
**Room Changes**
During the Room Selection Process, students may use the Room Swap Tool to change their dorm assignment.

Housing assignments are final and there is a room freeze during the move-in preparation: July 15th - mid September for students who have fully reserved a space through HLS Housing. During this time, housing assignments cannot be changed. Students who do not yet have a room reserved are still allowed to shop for and reserve a space online but will not have the option to change once they have reserved a space.

Since HLS Housing is typically filled to capacity, there are very few opportunities for a room change. Room changes during the academic year are very limited and must be reviewed by the Housing Coordinator. If you have an urgent need for a room change, please contact housing@law.harvard.edu with full details of why you are in need of a move.

We are unable to process room changes for current residents November 1st - February 1st. During this time, we are assisting students who are incoming to the law school for the Spring semester, such as students returning from a study abroad program and Spring Only exchange students. All current assignments are frozen and all vacancies (including current and new spring vacancies) are offered to these students, who currently do not have housing.

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

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

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

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

Your Role in Preventing Crime and Staying Safe.

Keep yourself, your residence, your office, and your car safe by incorporating safe behavior into your daily routine.

- When you leave your room, office, or vehicle, even for a moment, always keep your doors and windows locked.
- Never leave your purse, wallet, book bag, laptop, or other property unattended, even for a moment.
- When locking your bicycle, use a steel “U” lock rather than a cable lock. Lock the frame and tire together to a stationary object.
Trust your instincts. Be careful when people stop you for directions, request money, or ask you for the time. Always reply from a distance; never get too close to the car or the person. If you feel uncomfortable about someone near you, head for a populated area and call the HUPD at 617.495.1212.

Know the locations of blue light emergency phones on campus.

If you are out after dark, use only well-lit routes or Designated Pathways, make use of shuttle buses, the escort van, and HUCEP, and travel in groups when possible.

Look confident when you walk. Make eye contact with passersby, and keep a firm grip on your property.

Carry your keys in your hand so you can quickly get into your car or home.

In your vehicle, keep possessions out of sight (in the trunk).

Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open any doors for strangers.

For more detailed information on safety and security, please read the Harvard University Police Department’s “Your Role in Preventing Crime.”

Smoking
Beginning in 2015, the entire Harvard Law School campus is smoke-free. This includes all HLS Residence Halls and Apartments. Smoking is prohibited anywhere in the building, including the stairwells and balconies. Furthermore, smoking is also prohibited outside the halls on campus property. Smoking in the dorms or apartments is grounds for immediate termination of one’s housing contract.

Storage
We do not offer on-campus storage during the academic year. Limited on-campus summer (May-August) storage space is available for students who will be returning to the residence halls for the upcoming fall semester. All items must be tagged with the official Summer Storage labels and must include your name and summer contact information. These labels are available at the Facilities Management Office, Holmes Hall 4. You may store a maximum of three boxes or suitcases. You may also store a minifridge, but it counts as one of your 3 items. **All storage is done at your own risk, so please do not store valuable items such as computers and TVs in the storage areas.** Harvard Law School and Harvard University are not responsible for the items that you store. Items that are not properly labeled will be discarded. You can access the storage units by picking up a key from the Facilities Management Office, Holmes Hall 4, or by contacting your R.A. (You will be asked to leave your HUID or Driver’s License until you return the key.) Students who are not returning to the HLS Residence Halls for the upcoming academic year are not eligible for summer storage and must remove their belongings when they move out.

- Items must be placed in boxes (except for refrigerators and suitcases).
- All boxes, refrigerators, and suitcases must be labeled with the upcoming academic year storage sticker, which can only be obtained at the Facilities Management Office, Holmes Hall 4 during business hours.
- The largest box allowed is 19” x 21” x 32”.
- Furniture and bicycles are not permitted.
- All items must fit on or under the storage room shelves and the aisle must remain clear to allow access to the storage room.
- You should store your items in the storage facility for the dorm you will be living in for the upcoming academic year.
Please remember to close and lock the storage room when you leave.

Please note that PODS, SmartBoxes, Door-To-Door and other types of container storage cannot be used by residents of the HLS on-campus housing, as there is no place to put these containers, even for limited times. If you would like to use one of these services, you can request a permit for one of the curbside metered spots operated by the city of Cambridge – http://www.cambridgema.gov/traffic/RPP.cfm.

In Hastings Hall, the storage room is located in Entry 1 on the fifth floor. In North Hall, the storage room is located in the basement. In the Gropius Complex, storage rooms are located in the basements of Dane and Shaw Halls. The Resident Assistants in each residence hall will have keys to the storage areas or keys can be obtained from the Facilities Management Office.

**Sustainability Commitments**

Harvard University is committed to reducing campus greenhouse gas emissions 30% below Fiscal Year 2006 levels by 2016, including growth. This goal was set based on the recommendations of a Task Force of faculty, students, and senior administrators which was established by President Faust in the spring of 2008.

Harvard is also committed to a number of broader “sustainability principles,” which include the environmentally responsible management of energy, water, waste, emissions, transport, building design and renovation, and procurement. To learn more about the University’s GHG Commitment, sustainability principles, and green building guidelines, visit: http://green.harvard.edu/commitments and http://report.green.harvard.edu.

Harvard’s commitments to sustainability greatly influence a variety of Law School housing policies, guidelines, and expectations. For more information about HLS Sustainability Programs, visit: http://www.law.harvard.edu/about/administration/facilities/energy/index.html.

**Transportation**

Please review the Transportation web page (https://transportation.harvard.edu) for all student transportation options.

**Trash and Recycling**

Recycling is mandatory by law in Cambridge. Each room should have small plastic recycling and trash containers which you can empty into larger hallway recycling and trash receptacles (they will be labeled). If you’re new to Harvard and Cambridge, you may be surprised when you realize how little goes into our trash bins! **Recycle paper, cardboard (including pizza boxes), books, paper cups, rigid plastics #1-7, glass and metal cans and bottles, and aluminum containers and foils.** All recyclables can be mixed together in the same bin. Please remove significant food residue and liquid. Styrofoam, plastic utensils, and plastic wrappers/films cannot be recycled.

Electronic-waste recycling helps prevent toxic chemicals from reaching the environment; please recycle all batteries, printer cartridges, CFLs, cell phones, extra cords & chargers, CDs, DVDs, disks, and other small electronics (cameras, PDAs, etc) in e-waste recycling buckets located outside the Facilities Management Office on Holmes 1, at the Langdell Circulation desk, at the ITS Help Desk in WCC B-037, and in the elevator lobby of 125 Mt. Auburn. Larger electronics may be recycled at the ITS Help Desk in the WCC Basement.

Lastly, you can “recycle” your energy bar wrappers, chip bags, cosmetics packaging and several other items by dropping the off in the Terracycle bin located by the ramp leading up to the Hark Cafe. Terracycle takes these items and then upcycles, or repurposes, them into new products.

Plastic bags can be recycled at the bin under the Hark ramp throughout the year. Similarly, there is a donation station under the ramp all year long for any unwanted clothing or household items.

If you have any questions about trash and recycling, please contact your Green Living Rep or visit the HLS Recycling webpage.
Vacuum Cleaners
Facilities has provided a vacuum cleaner in each floor or area for residential student use. While custodians clean all common areas and hallways, it is expected that students will keep their own bedrooms and private living rooms vacuumed. Your Resident Assistant and custodial staff oversee this equipment. Vacuum cleaners cannot be stored in student bedrooms and must be returned directly to their storage location as soon as a resident has finished using it. Should the vacuum be lost, the floor or area will be charged the replacement cost. If a vacuum is not working properly, please notify your R.A. and they will exchange it for a working model from Facilities Management.

Vending Machines
Vending Machines containing an assortment of snacks and beverages can be found in several locations in the HLS Residence Halls. There are two vending machines in the lobby of North Hall, the kitchen of Hastings Hall, and the first floor of Holmes Hall. If you lose money in a vending machine or find one that is not adequately stocked with snacks or beverages, please contact Facilities Management at 617.495.5521 or facmgmt@law.harvard.edu.

Weapons/Firearms & Explosives
Residents may not store any fireworks in the HLS Residence Halls or Apartments, and their use is prohibited anywhere on campus. Guns, ammunition, air rifles, paintball and pellet guns, BB guns, Tasers, and other weapons of any type are strictly prohibited. Kitchen knives are allowed, but must be kept in the kitchen or dorm room of a student. Violations are taken very seriously and will be referred to the Housing Administrator in the Dean of Students Office for potential termination of the housing license or lease and the Administrative Board for other potential disciplinary action.