



# HARVARD LAW SCHOOL

# Housing Handbook

PLEASE NOTE: This version of the Housing Handbook contains policies specific to the **2023-2024** academic year and is subject to change should the health climate change.

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## **Air Conditioning/Cooling**

### ***Gropius Complex and Hastings Hall***

The Gropius Complex and Hastings Hall have neither central air conditioning nor allow portable or window units. Residents are allowed to use fans but are not allowed to install window air conditioning units. If a window air conditioning unit is required due to an accommodation, the student will need to contact Accessibility Services ([accessibility@law.harvard.edu](mailto:accessibility@law.harvard.edu)) for approval.

### ***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 range. In 2009, Harvard adopted a school-wide temperature policy to promote energy conservation. In warm weather, buildings will be cooled as low as 74°F. In cold weather, buildings will be heated as high as 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, and outside this time windows, fans, and curtains/blinds should be used to manage space comfort.

## **Alcohol & Drugs**

All HLS students are responsible for knowing and following all of the information delineated in the [Harvard Law School Alcohol Policy](#). In addition, the Housing Handbook adds additional requirements concerning events and parties in the HLS Residence Halls/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/Apartments. If a service animal is required due to an accommodation, the student will need to contact Accessibility Services ([accessibility@law.harvard.edu](mailto:accessibility@law.harvard.edu)) for approval.

## **Appliances**

Residents should not have any electronic devices that exceed 1,000 watts in the resident halls/apartments. No cooking or small appliances such as but not limited to; microwave ovens, micro-fridges, toaster ovens, toasters, hot plates, space heaters, pressure cookers, electric kettles, air fryers and deep fryers are allowed in any resident's room. As noted in [Kitchens](#), residents may bring cooking appliances such as coffee makers or rice cookers, but they must be used and stored in the kitchens.

Resident Advisors are obligated to report the use of prohibited items in a resident's room to [Housing](#) and the [Facilities Management Office](#).

## **Bathrooms**

Bathroom stalls, sinks, and floors in Gropius, Hastings Hall, and 5 Mellen Street are cleaned daily. Shower stalls are cleaned Mondays, Wednesdays, and Fridays. Residents of these locations are expected to keep the bathrooms clean and free of personal belongings.

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Residents with common bathrooms (Gropius, Hastings Hall, and 5 Mellen Street) should be considerate of their residential community when determining what constitutes “appropriate clothing” to be worn to and from the bathrooms for showering. Wearing a towel is considered inappropriate and therefore bathrobes are encouraged. It is appropriate for residents to wear “shower shoes” or “flip flops” while showering.

Residents of North Hall, 1637 Mass Ave, and 3 Mellen Street are responsible for cleaning their own private bathrooms.

Do not wash dishes or hand-laundry clothing in any of the bathroom sinks. Please use common kitchen or laundry room sinks if available.

If a shared bathroom requires attention, please notify the [Facilities Management Office](#).

## **Bicycles**

Residents who bring bicycles to HLS should [register](#) them with HUPD. For additional information please visit the [HUPD](#) website. Bicycles must be parked either on one of the many bike racks provided throughout campus or inside a student’s room.

Bicycles may not be left in hallways or stairwells or locked to pipes, radiators, interior or exterior railings, gutters, drainpipes, access ramps, or outside entrances of the resident halls or apartment buildings. Bicycles parked anywhere on campus other than on the bicycle racks will be removed and donated to charity.

## **Billing**

All billing at Harvard University is coordinated centrally through the [University Student Financial Services](#). All students are notified of new or overdue charges on their student accounts through an email communication either on the 10<sup>th</sup> or the 25<sup>th</sup> of each month. To view your account, log in to the [My.Harvard.edu](#) portal. More information is available at [University Student Financial Services](#). Please review the [Resident Rates](#) page for semester and monthly room prices.

### ***HLS Residence Halls***

Students who book their room prior to the end of June will see half of the nine-month housing fee on their first student account notice for the fall semester and the other half on the first student account notice for the spring semester.

### ***HLS Apartments***

The first month rent is billed in a prorated form based on the contract start date in August and continuing each month with a full month’s rent on the student account. The last month’s rent in May will also be prorated based on the contract end date.

### ***Other Billing Requirements:***

All other fees associated with housing mentioned elsewhere in this Housing Handbook such as fees for lost keys, lockouts, and cancellation penalties are all billed through the [University Student Financial Services](#).

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## **Cable TV**

Each residence hall room and each bedroom in the apartments are cable-ready. If you would like to set up cable service, you will need to contact [Xfinity](#). Residents will need to provide their own television.

In addition, the following lounges all have large high-definition flat panel televisions and high-definition cable:

Ames Hall: Floors 1, 2, 3 and 4

Dane Hall: 3rd Floor

Shaw Hall: 2nd Floor

Story Hall: Floors 1, 2, 3 and 4

North Hall: 1st Floor

3 Mellen Street: 1st Floor Living Room

5 Mellen Street: 1st Floor Living Room

## **Cancellation Policy**

All residents are responsible for reading and understanding the [cancellation policy](#) on the HLS Housing website.

## **Cleanliness**

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, except for in proper trash, recycling, or composting receptacles provided in your building. All body fluids must also be properly disposed of 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](#).

Resident Advisors are obligated to report unhealthy and unsafe rooms to Housing. In the event that adequate health and safety standards related to cleanliness are not maintained, Housing may opt to have the room/apartment professionally cleaned at the resident's expense. Recurring cleanliness problems may be referred by Resident Advisors to the Dean of Students Office.

## **Decorating/Wall Hangings**

No painting or decorating of a permanent nature is permitted in the residence halls/apartments. Residents are not permitted to use nails, screws, or anything that would cause a hole in the wall. High tack tape and other types of adhesives that could leave a permanent mark on painted walls should be used. 3M Command adhesive or similar products are encouraged. Students may be held liable and fined for damages, starting at 150.00 per occurrence.

### ***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.

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- 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.
- Rope lighting

## **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 the outside of window sills, ledges, or fire escapes.

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 Advisors are in place to help call Harvard University Police and help coordinate getting injured or seriously ill residents to the hospital emergency room. You may also dial 911.

Facility related emergencies should be directed to the Facilities Operations Center which can be reached at 617-495-5560.

In the event of health services-related emergencies, please call the University Health Services at 617.495.5711. **If it is a critical health emergency, call 911 no matter the circumstance.**

While we encourage residents to call 911, HUPD, or UHS immediately in the case of an emergency, Resident Advisors can also help residents get the appropriate emergency personnel to you or vice versa. Resident Advisors 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 and email in the case of an emergency. You can register at [MessageMe](#). This system requires subscribers to re-register each year in order to maintain an accurate database of cell phone numbers and email addresses. Returning students who registered before will need to re-register.

Additional emergency information can be found on [Harvard's emergency services web page](#) or [Harvard Law School's Emergency Information webpage](#).

## **Energy Use Guidelines**

- Turn off lights and fans when leaving a room and when otherwise unnecessary; utilize natural lighting whenever possible.
- Do not prop open exterior doors, even for short periods of time.
- Use LED light bulbs in desk lamps.

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## **Event Policies**

All common rooms in the residence halls, including lounges and kitchens are for the primary use of students who reside within the resident halls. Organized gatherings in these spaces are for the purpose of residence hall community building and are typically hosted by the Resident Advisors.

## **Extension Cords**

Only standard twin cords may be used in residence hall rooms/apartments. Cords must be in good condition mechanically and electrically and cannot exceed ten 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 Residence Halls/HLS 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 Residence Halls/HLS 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 HLS campus.

### ***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.

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Residents may not tamper with the automatic sprinkler systems in the Residence Halls/HLS 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 Dean of Students Office and the Administrative Board for potential disciplinary action.

Residents may 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 Residence Halls/HLS Apartments at least once each year. All students in the buildings at the time of the drill must participate.

## **Furniture**

All residence hall/apartment rooms are furnished with a bed, desk, desk chair, bookcase and/or bookshelves, dresser and/or closet, desk lamp, 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. Residents can bring in additional furniture items, but HLS furnishings must also remain in the room. HLS furniture may not be placed in the hallway or lounge. Resident Advisors are obligated to report to Housing of displaced furniture and instruct the resident to return the furniture to their room. Residents are not allowed to bring furnishings from common areas into their rooms. Residents are not permitted to switch furniture from one room with another for any reason.

Residents who require special furniture items will need to contact [Accessibility Services](#) for further information.

Other Furniture Guidelines:

- Lofted beds and water beds are strictly prohibited in all rooms.
- 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 and therefore cannot provide additional furniture such as beds for guests or any other reason other than replacing broken items.

## **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 Facilities Management Office 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, or other furniture.

- Keep windows tightly closed.



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- Keep blinds and curtains closed for insulation, especially at night.
- If your room overheats, do NOT leave your window open; call Facilities (617.495.5521) immediately.
- Wear layers of clothing/bedding for additional insulation.

Space heaters are not permitted in any room due to fire hazard risk and their inefficiency to produce heat.

Please note you should always contact the Facilities Management Office by phone (617.495.5521) 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, 5PM to 8AM, do not email, make sure to call (617-495-5521) 24/7. If the office is closed please follow the prompts. A technician will come to your room at any hour to get a temperature reading and respond as necessary.

With most students away from campus during the academic breaks, temperatures in some buildings, including the residence halls/apartments, may be slightly scaled back to conserve energy but in compliance with any obligated temperature requirements. Residents will receive notification of any changes in space availability or temperature ranges in advance of any breaks.

## **Holiday Breaks/Vacations**

The residence halls/apartments do not close during academic recesses such as Thanksgiving, winter, and spring break. Residents who plan to remain on campus during these breaks should be aware that many administrative offices, including the Dean of Students Office, Facilities Management Office, Housing, and the Mail Center, may have reduced hours or be closed. Additionally, several HLS buildings (WCC, Langdell Library) may also operate on a reduced schedule.

## **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 sealed 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.
- To keep 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

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- 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.
- If you suspect any bed bugs or have any pest problems in your room, contact the Facilities Management Office by phone (617.495.5521) or email ([facmgt@law.harvard.edu](mailto:facmgt@law.harvard.edu)).

## **Inspections**

The City of Cambridge conducts semi-annual inspections of the Residence Halls/HLS Apartments for violations of health, fire, and safety rules. 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.

## **Internet & Network Access**

All residents of HLS 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 your network settings and connect to the “Harvard University” Wi-Fi network. Launch your preferred web browser and go to <https://getonline.harvard.edu>. 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 Service Desk coordinated by Information Technology Services (ITS) at <https://hls.service-now.com/sp> or 617-495-0722.

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 visit [HUPD Laptop Theft Prevention](#).

## **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 (M-F 8am-5pm). Residents are encouraged to actively locate their lost keys and return the replacement keys to the Facilities Management Office promptly. If the replacement keys are not returned to the Facilities Management Office within 72 hours, the original keys will be assumed lost and the resident will be charged a replacement fee.

Residents who have lost their HUID or left it away from campus may obtain a Temporary Access Card. If a resident loses a Temporary Access Card or does not return it within 72 hours, they will be charged a replacement fee. All fees mentioned above will be billed on the resident’s next e-bill. Keys and temporary access cards 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 them.

Replacement Room Key & Core/new lock: \$450.

Replacement Mailbox Key: \$25.

Borrowed Temporary Access Card: \$150 (if not returned or lost).

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## **Kitchens**

Shared kitchens in Gropius, Hastings Hall, North Hall, 3 and 5 Mellen Street are cleaned daily. Residents of 1637 Mass Avenue are responsible for cleaning their own kitchen.

All kitchens are equipped with refrigerators, stoves/ovens, microwaves, and toaster ovens. Additionally, there are other kitchen tools available to be shared such as cutting boards, oven mitts, colanders, and can openers.

Residents may bring their own cooking appliances such as coffee makers or rice cookers, but they must be used and stored in the kitchens. 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 clean after cooking.

Food should only be prepared in the kitchens. The use of cooking appliances inside a resident room is prohibited. As mentioned in the Appliances section, micro-fridges are prohibited from individual rooms; only mini-fridges less than four cubic feet are allowed. Resident Advisors are obligated to report the use of cooking appliances in a resident's room to Housing and the Facilities Management Office.

In all kitchens, residents are asked to speak in a quiet manner, 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.

### ***Cooking***

When cooking in the kitchen, residents are required to ALWAYS remain in the kitchen with their food. 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 kitchen. The vast majority of fire alarms result from burned food because of unattended food cooking in the kitchen. When these fire alarms sound, the entire building must be evacuated and the Cambridge Fire Department is dispatched. Residents who leave food unattended, especially if a repeated incident, may be referred to the Dean of Students Office.

### ***Storing Food***

All food stored in common refrigerators must be wrapped and labeled with the resident's name. Food labels and marker supplies will be provided. If you intend to cook a lot and will be purchasing perishable food, it is encouraged you purchase your own mini-fridge to keep food in your room. Each month common refrigerators are emptied and cleaned. All unlabeled and/or expired food is discarded. A schedule of the monthly cleaning can be found on the kitchen practices flyer located in each shared kitchen.

## **Laundry**

Laundry rooms are equipped and managed by a third-party vendor. The washing and drying machines accept coins and credit cards when used through the CSCPay Mobile app. We do not supply irons nor ironing boards.

Please comply with the following laundry rooms guidelines:

- Follow the instructions posted on the walls for how to load machines.

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- Consult the energy efficiency guides listed on the machines when considering which options to select for washing and drying.
- 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 necessary please do so with care and consideration.
- Do not bleach or dye clothes in the washing machines.

## **Lock Outs**

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 assistance by visiting the Facilities Management Office in Holmes Hall 4 . If it is outside of normal business hours, 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 into your room or apartment.

Please note that all lockouts that require assistance to enter your room from Facilities, HUPD and Campus Safety are recorded. There will be a grace period for lockouts that will take place through the month of September. Thereafter, if a student requests assistance for being locked out more than three times in the same academic year, a fee of \$50 will be applied to their student account each time.

## **Lost and Found**

The official lost and found for HLS is in the Facilities Management Office, room four, Holmes Hall. Please make your way there to find out if your missing item is there or to drop off a found item.

If an item is deemed stolen, please contact HUPD directly. If you plan on going through insurance for stolen items, a police report must be filed. Please ensure to do so immediately.

## **Mail & Package Services**

The HLS Mail Center is located in the lower level of WCC, room B086 and receives mail and packages for all residents of resident halls/apartments. This is also the location of your mailbox. The mail center is staffed weekdays (excluding University holidays) from 9am to 5pm. Access to your mailbox in WCC is available all hours of the day, using your HUID card.

### ***Your Mailing Address***

Your HLS mailing address with your mailbox number will be emailed to you in early August. Your mailing address will be as follows: The #000 will represent your mailbox number and NOT your dorm room number.

Your Full Name  
Harvard Law School  
1585 Massachusetts Avenue, #000  
Cambridge, MA 02138

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## ***Mail Service***

Resident mailboxes are located in the basement of WCC. All flat mail (except packages) will be placed in the respective mailbox. Mail is delivered Monday through 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 there is a package ready for pickup and will need to stop by the mailroom during regular office hours.

The mailroom does not provide postage to students. A US mailbox is located outside of the Pound Hall on Massachusetts Avenue. 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 Dean of Students Office and the Administrative Board for potential disciplinary action.

## ***Package Services***

Package services are provided for residents of the Residence Halls/HLS Apartments only. Packages sent to residents via U.S. Postal Service and other carriers are delivered to the HLS Mail Center. Mail staff will sign for and store these packages. U.S. Postal Service letters requiring a signature upon receipt are treated in the same manner. Residents who have a package will receive an email notifying them. Residents picking up packages must show proper identification (Harvard I.D. or driver's license). The identification serves as signature for all packages. Residents may ONLY pick up their own packages. Please ensure that no packages are mailed to the room address.

## ***Package Shipping***

Individuals may arrange shipment of packages through the HLS Mail Center. There is a scale in the WCC Mail Center that can be used to weigh packages to be shipped. Individuals must contact UPS, FedEx, or other carriers and provide them with the required information (including weight of each package), arrange for payment, and leave the packages to be shipped. UPS, FedEx, and USPS have daily pickups from the HLS Mail Center. For more information, please ask the staff.

## ***Summer Mail Forwarding***

First-class mail received after a resident moves out through July 31<sup>st</sup> 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 Mail Center during the summer to pick it up. All first-class mail received after July 31<sup>st</sup> 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

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other important persons or businesses to ensure faster processing of summer addresses and to prevent interruptions or delays in receiving mail.

## **Maintenance**

### ***Maintenance Requests***

All maintenance requests should be directed to the Facilities Management Office as they occur. The Facilities Management Office is located in room four of Holmes Hall.

To report a **non-urgent request**, Facilities asks that you send an email to [facmgmt@law.harvard.edu](mailto:facmgmt@law.harvard.edu). The email should include your name, your room number and a brief description of the problem.

To report an **immediate emergency request** such as the temperature of your room, a malfunctioning appliance, a lock out, Facilities asks that you call the Facilities Management Office at 617.495.5521. If the office is closed follow the prompts and you will be connected to the University's Control Center. A technician will be dispatched to your room at any hour.

### ***Routine Maintenance***

Throughout the academic year, Facilities Management may need to make improvements to fixtures, appliances, building controls, etc. for the purposes of energy conservation and preventive maintenance programs. Changes may include, but are not limited to, improvements to showerheads, plumbing, lighting, thermostats, and thermostat instructions. Residents will be informed in advance of changes. Every effort will be made to minimize disruption in such cases.

## **Move in & Move-out**

### ***Move-In***

Move-in dates are determined before the HLS Housing room selection process and are driven by the HLS academic calendar. All dates are firm and early move-in dates cannot be accommodated. Please refer to the [Housing Calendar](#) and your room agreement/lease for specific dates.

More specific information related to the Fall move-in can be found [here](#).

### ***Move-Out***

Move-out dates are determined before the HLS Housing room selection process and are driven by the HLS academic calendar. All dates are firm and requests for extensions will not be considered. Please refer to the [Housing Calendar](#) and your room agreement/lease for specific dates.

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Residents are NOT officially moved out of HLS Housing until the following conditions are met:

- your HLS residence is empty of all personal belongings
- your HLS residence is empty of trash and recycled material
- furniture provided by HLS is returned to its original placement in the room/suite
- your room and mailbox keys have been properly turned in

More specific information related to move-out can be found [here](#).

Applicable move-out fines:

- Personal items and/or disposal of trash or personal refrigerator left in room: \$100-\$500
- Keys not properly returned (left in room, given to a friend, left at another office): \$100
- Unreturned keys: \$450
- Failure to move out by specified deadlines on the [Housing Calendar](#): \$500 per night

## **Noise**

In keeping with the attitude of mutual respect expected in the resident halls/apartments, please respect your fellow residents' regarding noise levels. Keep all noise within reasonable limits. There should be no excessive noise at any time in any part of the residence halls/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 Facilities Management Office staff member may enter the room to turn off the alarm.

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 mornings. Conversations in kitchens and lounges should be kept at reasonable volumes since these spaces neighbor individual rooms.

### ***Quiet Hours***

Quiet hours are from 11pm until 7am Sunday through Thursday and 12:30am through 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***

If a resident is disturbed by noise produced by a fellow resident, the resident is expected to first communicate that concern directly. It may be that the resident is unaware 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 Advisor. If the resident feels that the Resident Advisor has not been able to solve the problem, the resident should contact the Dean of Student Office ([dos@law.harvard.edu](mailto:dos@law.harvard.edu)).

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## ***Musical Instruments***

Drums, pianos, organs, violins, cellos, and electric and guitars are not permitted. Musical instruments with volume control may be played at a volume that does not disturb other residents or with headphones.

## **Overnight Guests**

Residents may have occasional overnight guests. Overnight guests must be age 18 or older and may stay at HLS housing for up to three consecutive nights. Please be aware that the resident host is responsible for the conduct of their guests at all times. Guests are welcome to use common areas of the residence hall only when the resident host is present. Additionally, the resident host is responsible for letting their guest in and out of the residence hall and their room, as HLS is unable to provide keys to guests. Unfortunately, guests may not stay in HLS Housing when the resident host is not present, or during reading period and exam period.

## **Personal Insurance**

All residents will be required to purchase personal property insurance from CSI Insurance Agency, Inc. each semester. Coverage will commence each year on August 1<sup>st</sup> and will terminate each year on June 1<sup>st</sup>. There is no option to opt out of purchasing this personal property insurance, even if a student already has coverage. For specific policy information, please visit the [Personal Property Insurance](#) webpage.

## **Roofs & Balconies**

Residents are prohibited from all 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 from balconies.

## **Room Changes**

Room changes are available during the room selection process when selecting a room for the new academic year. Students should be able to use the room swap tool in the housing portal to change their room assignment. Once the room swap tool is no longer available, May 30<sup>th</sup>, housing assignments become final.

If you have an urgent need for a room change, please contact [housing@law.harvard.edu](mailto:housing@law.harvard.edu) with full details of why you are requesting a room change.

## **Safety and Security**

### ***Your Role in Staying Safe***

It is important for students 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. The safety and security of the University is the combined responsibility of the entire community. Safety is a two-way street and the community must take precautions to protect itself.

Community members need to utilize services. It doesn't help that you are just aware of them. Each of you must assume a personal responsibility by taking precautions to prevent yourself from becoming a victim.



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Property theft: Almost all thefts involve 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 entering unlocked buildings.

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).

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

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

- Store the HUPD urgent number (617-495-1212) in your cell phone. If you feel uncomfortable, afraid, or observe suspicious activity, please call the HUPD immediately for assistance.
- When you leave your room or office, even for a moment, always keep your doors and windows locked. Do not prop open or disengage the locking system on the door.
- Never leave your purse, wallet, book bag, laptop, cell phone, earbuds, or other property unattended even for a moment in a public setting.
- Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open residential doors for strangers. Never allow anyone you do not know to enter a locked building when you are entering or exiting. Do not let people "piggyback" with you. If someone does enter that you don't recognize, please call the HUPD.
- 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.
- 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.
- Know the locations of blue light emergency phones on campus.
- If you are out after dark, use only well-lit routes, make use of shuttle buses, escort vans and Harvard University Campus Escort Program (HUCEP), and travel in groups when possible.
- Register your bicycle and laptop with HUPD.
- When locking your bicycle, use a steel "U" lock rather than a cable lock. Lock the frame and tire together to a stationary object. If the bike has an easily removable seat, we recommend you remove the seat and take it with you.
- Police assistance phones are located at outdoor locations throughout the campus; they have blue lights above them for easy identification. These phones should be used to report suspicious activity, crimes in

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progress, or any emergency situation. The dispatcher will identify the location of the phone being used and will dispatch police and other security personnel as necessary.

## ***Escort Program***

The Harvard University Campus Escort Program (HUCEP) is a campus safety program developed by Harvard College in partnership with the Harvard University Police Department. HUCEP teams, who are trained and supervised by the Harvard University Police Department, provide walking escorts to students, faculty, and staff three nights a week during the academic year and cover the Yard, River, Quad, and North Yard areas. Teams are made up of two undergraduate students and identified by their brightly colored vests, labeled HUCEP. Escorts respond to both calls for service through the HUCEP hotline (617-384-8237 or 617-38-HUCEP), and by being flagged down by students, faculty and staff in need of an escort.

## **Smoking**

As of 2015, the entire HLS campus is smoke-free. This includes all residence halls and apartments. Smoking is prohibited anywhere in the building, including the stairwells and balconies. Smoking is also prohibited outside the halls on campus property. Smoking in the resident halls/apartments is grounds for referring to the Dean of Students Office and the Administrative Board for potential disciplinary action and termination of housing.

## **Storage**

There is no storage offered for personal belongings in the resident halls/apartments. If you require storage, please refer to the [storage](#) website page for a list of resources.

## **Temporary Access Card**

HUID/temporary Access cards 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 them. Residents who have lost their HUID or left it away from campus may obtain a temporary access card. If a resident loses a temporary access card or does not return it within 72 hours, they will be charged a replacement fee of \$150.

## **Thermostat Instructions**

For instructions on how to use your thermostat if available in your room visit click [here](#). For information on our temperature policy click [here](#).

## **Trash & Recycling**

Recycling is mandatory by law in the City of Cambridge. All rooms are equipped with a small plastic recycling and trash container. You are expected to empty your personal containers into the larger recycling and trash receptacles in your resident hall/apartment.

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.

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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 them 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.

[Harvard University Recycling Program](#) - [Massachusetts Recycle Smart](#)

## **Vacuum Cleaners**

Vacuum cleaners are provided on each floor or area throughout HLS Campus Housing for resident use. Vacuum cleaners cannot be stored in private rooms and must be returned to their proper location as soon as a resident has finished using it. In the event a vacuum cleaner goes missing, the floor or area will be charged the replacement cost (+/- \$300). The Facilities Management Office should be notified by email ([facmgmt@law.harvard.edu](mailto:facmgmt@law.harvard.edu)) if a vacuum cleaner is not properly working.

## **Vending Machines**

Vending machines containing assorted snacks and beverages can be found in several locations in the residence halls. If you find one that is not adequately stocked or there is a malfunction, please contact the Facilities Management Office by phone (617.495.5521) or email ([facmgmt@law.harvard.edu](mailto:facmgmt@law.harvard.edu)). If you lose money in a vending machine reach out to the service provider at [info@ackersvendingservice.com](mailto:info@ackersvendingservice.com).

## **Weapons/Firearms & Explosives**

Residents may not store any fireworks in the residence halls/apartments. 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 in the resident's room. Violations are taken very seriously and will be referred to the Dean of Students Office and the Administrative Board.

**END OF HLS HOUSING HANDBOOK**



**HARVARD LAW SCHOOL HOUSING**  
**HOUSING@LAW.HARVARD.EDU**  
**<https://hls.harvard.edu/housing/>**