

HARVARD LAW SCHOOL

Housing Handbook

PLEASE NOTE: This version of the Housing Handbook contains policies specific to the **2026-2027** academic year and is subject to change should the health climate change or other unforeseen circumstances arise.

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ALCOHOL POLICY

HLS is dedicated to fostering a safe, healthy, and law-abiding residential environment. By residing in HLS Housing, you agree to adhere to these standards. All HLS students are expected to be familiar with and abide by the [HLS Drug and Alcohol Policy](#). Accordingly, students and their guests must comply with all federal, state, and local laws regarding alcohol and drugs.

Alcohol possession and consumption in HLS Housing is permitted only for students residing in HLS Housing and guests who are 21 years of age or older, and only within the privacy of the student's HLS room. Alcoholic beverages may not be stored or consumed in common areas, kitchens, lounges, lobbies, or other shared spaces, nor may they be used for drinking games or regular drinking events. Students are responsible for ensuring that their guests fully comply with all HLS Housing alcohol policies during their visit.

HLS Housing does not provide sanctuary from legal or University enforcement. Policy violations will be referred to the Administrative Board and may result in disciplinary action, including the potential loss of housing. Violations jeopardize not only your individual standing, but also the safety and reputation of the community as a whole.

Additional requirements related to events and gatherings within HLS Housing are outlined in the [Events](#) section of this handbook.

ANIMALS & PETS

Animals and/or pets of any kind are strictly prohibited in any HLS housing location. If a support/service animal is required due to a medical condition, the student will need to receive approval from [Accessibility Resource Services](#) prior to moving into HLS Housing.

BICYCLES

Students 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 any HLS campus housing locations. Bicycles stationed/locked anywhere on the HLS campus other than on the bicycle racks will be removed by Facilities Management.

BILLING

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

HLS Residence Halls

Students who reserve a residence hall room will be billed in July for the full fall semester and in December for the full spring semester. Semester housing fees cover the entire housing term noted on the room license agreement. If

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you make a reservation before the housing term begins, you will be charged the full semester amount, regardless of your actual move-in date. Only reservations made after the housing term start date will have charges prorated.

HLS Apartments

Students who reserve an HLS apartment will see their first charge in July. The initial charge will be prorated based on the August housing term start date through the end of August, as well as the full month of September. Monthly charges for October through April will follow, with the final charge in May prorated according to the housing term 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](#).

BLOCK AGREEMENTS IN HLS HOUSING

During academic years when HLS Housing enters into block rental agreements with other Harvard University schools, the following guidelines will apply:

All residents, whether from HLS or other Harvard University schools, are valued members of the larger Harvard community. Block rental arrangements are intended to foster a welcoming, cooperative, and inclusive environment while supporting the housing needs of other HU schools.

To promote a positive living experience, students are expected to primarily use kitchens, bathrooms, and other shared spaces within their assigned building. However, we recognize that certain situations—such as repairs, special accommodations, or other extenuating circumstances—may occasionally require the use of facilities in an adjacent building. No school is strictly limited to its assigned building, and a spirit of flexibility and mutual understanding is encouraged for the benefit of the entire community.

If any concerns or issues arise related to block arrangements or the use of shared facilities, students are encouraged to address them with their Resident Assistant (RA), Building Liaison, and HLS Housing. We are all committed to maintaining a respectful and supportive residential experience for all Harvard University students.

CABLE TV

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

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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

CAMPUS SAFETY

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.

Lost Keys

All keys play a vital role in the security of HLS campus housing, so it cannot be emphasized enough how important it is for students to take care of them.

Students 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, Monday through Friday, 8am-5pm. During non-business hours students are encouraged to call the Facilities Management Office (617.495.5521) and follow the prompts. Please note this will count towards a registered lockout. Students are encouraged to actively locate their lost keys and return the replacement keys to the Facilities Management Office promptly. If the replacement key is not returned to the Facilities Management Office within 72 hours, the original key will be assumed lost and the student will be charged \$300 for a replacement core/key.

Lockouts

This applies to all students living in HLS Housing.

Many of the rooms and apartment doors lock automatically, so you must always take your room key and HUID when you leave your room/suite/apartment or resident hall. Students who lock themselves out of their room/suite/apartment or resident hall during regular business hours should first seek assistance by visiting the Facilities Management Office in room four in Holmes Hall to borrow a room key and/or temporary access card to get back into their room/suite/apartment or resident hall (this will not count as a lockout which can lead to a lockout fee on your student account). Regular business hours are: Monday through Friday from 9am to 5pm, excluding holidays

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when there are no classes held and HLS administrative offices are closed; and on days when HLS administrative offices are closed. Please refer to the [HLS Academic Calendar](#).

If it is outside of regular business hours, students should call the Facilities Management Office (617.495.5521) and follow the prompts. This will count as a lockout which can lead to a lockout fee on your student account. You will be met at your resident hall entrance by an HLS campus safety officer who will grant you access to the room/suite/apartment or resident hall. Students will need to provide the HLS campus safety officer with proper identification (either your HUID or a government issued ID) upon regaining entry. A photo will be taken of the ID as evidence of your lockout.

All lockouts requiring access assistance to room/suite/apartment or resident hall will be recorded and will count toward your total number for the academic year. There will be a grace period for lockouts that will end on Wednesday, September 2, 2026. If a student requests assistance for being locked out more than three times in the same academic year, a \$50.00 lockout fee will be applied to their student account for each subsequent lockout, starting with the fourth occurrence.

There are no exceptions for lockout fees. Students must always lock their door and carry their room key and HUID when they leave their building, room or apartment.

Temporary Access Card

HUID/Temporary Access cards play a vital role in the security of HLS campus housing, so it cannot be emphasized enough how important it is for students to take care of them. Students who have lost their HUID or left it away from campus may obtain a temporary access card. If a student loses a temporary access card or does not return it within 72 hours, they will be charged a replacement fee of \$150.

Students are not allowed to loan their TAC to anyone. Loaning a TAC is a serious security breach, violations are taken seriously and will be referred to the Administrative Board and may result in disciplinary action.

Weapons/Firearms & Explosives

Students may not store any fireworks in HLS campus housing. Their use is prohibited anywhere on the HLS 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 student's HLS resident room. Violations are taken seriously and will be referred to the Administrative Board and may result in disciplinary action.

Your Role in Staying Safe – *From the Harvard University Police Department*

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. Do not leave your room door unlocked overnight, even if you are inside the room.
- 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 the HLS 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.

COMMUNITY STANDARDS

Students of HLS Housing are expected to abide by HLS Community Standards as referenced in the [Handbook of Academic Policies \(HAP\)](#).

Students who violate any regulation or policy in the Harvard Law School Handbook of Academic Policies, or in the HLS Housing Handbook, may be subject to verbal and written warnings, fines, or other sanctions as deemed appropriate by the HLS Dean of Students and HLS Housing. Please note in particular that hostile, intimidating, harassing, or threatening behavior is a serious infringement on the rights and privileges of others and will not be tolerated by the University. Students are expected to abide by HLS Community Standards as referenced in the Handbook of [Academic Policies \(HAP\)](#). If necessary, matters will be referred to the Administrative Board.

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.

EVENT POLICIES

All common spaces in HLS campus housing, including lounges and kitchens are for the primary use of students who reside within HLS campus housing. Organized gatherings in these spaces are for the purpose of community building and are typically hosted by the Resident Advisors.

Students must adhere to the [noise](#) and [alcohol](#) policies when events are taking place. Violations are taken seriously and will be referred to the Administrative Board and may result in disciplinary action. Your cooperation is crucial in maintaining a safe and respectful community during events.

FIRE SAFETY

Building Inspections

The City of Cambridge conducts semi-annual inspections of HLS campus housing 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 students, but reserves the right to enter rooms, suites, or apartments during reasonable hours for any reason. Although Facilities Management will attempt to give notice and give students 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.

Emergency Information

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

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Medical Emergencies – Should a student 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 students to the hospital emergency room. You may also dial 911.

All facility related emergencies should be directed to the Facilities Management Office at 617.495.5521. If the office is closed please follow the prompts.

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 students to call 911, HUPD, or UHS immediately in the case of an emergency, Resident Advisors can also help students 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 Communication page](#) or [Harvard Law School's Emergency Information page](#)

Fire Safety Regulations

- Fire escapes are strictly for emergency evacuation in case of a fire only; students are otherwise prohibited from being on the fire escapes. Fire escapes cannot be used as smoking areas.
- Students 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, stairwells and windows. Nothing can be left in the hallways at any time, including but not limited to, mattresses, furniture, bicycles, boxes, umbrellas, mats and footwear.
- 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 the Facilities Management Office (617.495.5521) immediately.

Students may not tamper with the automatic sprinkler systems in HLS campus housing. It is dangerous, and therefore forbidden, to use sprinkler heads and piping for drying or hanging clothing. Sprinklers should never be

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painted. Students who cause the unnecessary discharge of a sprinkler will be referred to the Administrative Board and may result in disciplinary action.

Students 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 students must evacuate the premises. Go to the nearest stairway and do not use the elevators. For your safety, fire drills are held in all the HLS campus housing locations at least once each year. All students in the buildings at the time of the drill must participate.

Unallowable Fire Safety Items

The following items are prohibited in your HLS room:

- Candles, incense, matches, or any other sources of open flame.
- Any cooking appliances including but not limited to microwaves, toaster ovens, toasters, hot plates, air-fryers, pressure cookers, rice cookers dep fryers.
- Halogen lamps
- Space heaters
- Fog machines
- 3D-printers
- Portable air conditioning unit

The following items are prohibited in your resident hall:

- Electric scooters
- Charcoal, gas, or electric grills
- 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.

HOLIDAY BREAKS/VACATIONS

The HLS housing buildings do not close during any academic recesses such as Thanksgiving, winter, and spring break. Students who plan to remain on the HLS campus during these breaks should be aware that many administrative offices, including the Facilities Management Office, HLS Housing, the Dean of Students Office 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. Please refer to the [HLS Academic Calendar](#).

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HEATING, VENTILATION & AIR CONDITIONING

Air Conditioning/Cooling

Gropius Complex and Hastings Hall

- The Gropius Complex and Hastings Hall do NOT have central air conditioning. Students are allowed to use fans but are not allowed to install window or portable air conditioning units. If a window air conditioning unit is required due to an accessibility accommodation, the student will need to email [Accessibility Resources Services](#) or enter the [Accessibility Resource portal](#) 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 students 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. Outside this time period opening and closing windows, curtains and blinds in addition to using fans should be used to manage space comfort.

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. 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.
- 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/suite/apartment due to fire hazard risk and their inefficiency to produce heat. Space heaters cause the thermostat to register an inaccurate room temperature. This can lead to uneven heating, with the central heating system reducing or shutting off heat prematurely. To reduce an imbalance in temperature distribution, causing some areas to be too warm while others remain cool, and potentially increasing energy consumption, space heaters may not be used.

You should always call the Facilities Management Office (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 regular business hours, Monday through Friday 5pm to 9am, do not email, make sure to call (617.495.5521) 24/7. If the

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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 academic breaks, temperatures in some buildings, including HLS campus housing may be slightly scaled back to conserve energy but in compliance with any obligated temperature requirements. Students will receive notification of any changes in space availability or temperature ranges in advance of any breaks.

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](#).

INTERNET & NETWORK ACCESS

All students can access the internet and HLS network wirelessly. 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 HLS ITS Service Desk at <https://hls.service-now.com/sp> or 617.495.0722.

LOST & FOUND

The official lost and found for HLS is in the Facilities Management Office, 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 B084 and receives mail and packages for all students of HLS campus housing. The mail center is staffed weekdays (excluding University holidays) from 8am to 5pm. Access to your mailbox in WCC is available 27/4, using your HUID card.

Your Mailing Address

Your official HLS mailing address will be emailed to you before you arrive on campus. Your mailing address will include the number of your mailbox and NOT your HLS resident room number.

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

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Mail Service

Student mailboxes are located in the basement of WCC. All non-trackable letter 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.

The mailroom does not provide postage to students. There are nearby U.S. Post Offices located at 125 Mt. Auburn Street (near Harvard Square) and 1953 Massachusetts Avenue (near Porter Square). A US mailbox is located outside of the Pound Hall on Massachusetts Avenue. Students are prohibited from allowing anyone else from using their mailing address, including students living off-campus. Students who intentionally damage or improperly attempt to gain access to a student's mailbox will be referred to the Administrative Board and may result in disciplinary action.

Package Services

Package services are provided for students of HLS campus housing only. Packages sent to students 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.

Packages will be held in the mailroom and an email will be sent to the student's Harvard email account when a package is ready for pickup. Students will need to stop by the mailroom during regular business hours to claim their package.

Students picking up packages must show proper identification (HUID, state ID, driver's license). The identification serves as signature for all packages. Students 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, contact the Mail Center (617.495.3171).

Mail Forwarding

If you would like your mail forwarded, please complete the Mail Forwarding Form located in the FORMS tab in the [housing portal](#). Students who complete the form will have their mail forwarded until July 31st. 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 Mail Forwarding Form will have their mail returned to sender. All first-class mail received after July 31st will be returned to the sender.

To prevent interruptions or delays in receiving mail, students who are not returning to the Harvard Law School campus should contact organizations, institutions, companies, family/friends, etc. of your new address. Completing a change of address form with the U.S.P.S. will not work.

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Students will not be able to stop by the HLS Mail Center during the summer to pick up mail.

On-Demand Food & Grocery Deliveries

Receipt of on-demand food and grocery deliveries is the sole responsibility of the student. Students must be present and available at the time of delivery and are required to meet the driver to accept their order. To ensure successful delivery, students should provide their residence hall building address along with clear instructions and contact information.

Please note that HLS is not responsible for on-demand food and grocery deliveries that are lost or stolen.

PERSONAL CONDUCT

Students should strive to foster a positive and collaborative environment, recognizing the critical role that HLS staff play in their educational experience. Students are expected to conduct themselves with the utmost respect and professionalism when interacting with all HLS staff. This includes, but is not limited to, being courteous, speaking and writing using polite language, and following staff requests or instructions. Any form of harassment, discrimination, or inappropriate behavior towards staff will be referred to the Administrative Board and may result in disciplinary action.

SERVICE REQUESTS & ROUTINE MAINTENANCE

Service Requests

All service 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. 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, you should call the Facilities Management Office (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 if required 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. Students will be informed in advance of changes. Every effort will be made to minimize disruption in such cases.

Scheduling Service Calls

While Facilities Management strives to address maintenance and service requests as quickly as possible, it is not always feasible to schedule times for service calls. This is due to the complexity of coordinating work schedules for our facilities staff, student class schedules, and the need to respond to service requests across the broader HLS campus. Students are advised that facilities staff may enter their rooms during normal business hours to complete

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repairs or maintenance, and advance notice will be provided whenever possible. We appreciate your understanding and cooperation as we work to maintain a safe and comfortable living environment for everyone.

Note

When a room is found unsecured as a result of a service request, routine maintenance, or other authorized entry, the tradesperson or vendor is required by policy to lock and secure the room upon departure. If this action results in a lockout, it will be recorded as a lockout incident and count toward your total. Leaving rooms unsecured is a violation of campus safety guidelines and may result in a lockout fee. Lockout fees are irreversible.

MOVE-IN & MOVE-OUT

Move-In

Move-in dates are determined before the HLS Housing room selection process begins 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](#) for specific dates.

More specific information related to the fall move-in can be found on the [Move-in Information page](#).

Move-Out

Move-out dates are also determined before the HLS Housing room selection process begins and are driven by the [HLS Academic Calendar](#). All dates are firm and requests for extensions cannot be considered. Please refer to the [Housing Calendar](#) for specific dates.

More specific information related to the move-out can be found on the [Move-out Instruction](#) page.

Students are **NOT** officially moved out of HLS campus housing until the following conditions are met:

- Your HLS resident room is empty of all personal belongings
- Your HLS resident room 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

Applicable move-out fines:

- Personal items and/or disposal of trash or personal refrigerator left in room: \$100-\$500
- Room/suite/apartment property damage: \$100-\$500
- Keys not properly returned (left in room, given to a friend, left at another office): \$100
- Unreturned room key: \$300
- Unreturned mailbox key: \$50
- Departure failure by specified deadlines on the [Housing Calendar](#): \$500 per night

NOISE

HLS campus housing is situated in an active urban environment, where noise from streets, nightlife, and city activities is unavoidable. This level of ambient noise is typical and to be expected in an urban setting. Students should prepare for a higher level of noise compared to quieter, suburban areas.

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In keeping with the attitude of mutual respect expected in HLS campus housing, please respect your fellow students' regarding noise levels. Keep all noise within reasonable limits. There should be no excessive noise at any time in any part of HLS campus housing. Students having events or gatherings in individual rooms should keep noise levels down. Students 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 student is not present, a Facilities Management Office staff member may enter the room to turn off the alarm.

It is expected that students will respect their fellow students' concerns when asked to lower the volume of any noise.

Students 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 student is using a common room or lounge during quiet hours, noise should not be audible within any of the neighboring rooms/suites/apartments. During quiet hours, noise from a room/suite/apartment should not be audible outside that room, suite, or apartment.

Resolving Noise Complaints

If a student is disturbed by noise produced by another fellow student, the student is expected to first communicate that concern directly. It may be that the student is unaware the noise is as loud as it is or that it could be bothering other students. If the problem persists after communicating with the neighbor, the student should inform their Resident Advisor. If the student feels the Resident Advisor has not been able to solve the problem, the student should contact the [Dean of Students Office](#).

Musical Instruments

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

PERSONAL INSURANCE

All students will be required to purchase personal property insurance from CSI Insurance Agency, Inc. each semester. Coverage will commence each year on August 1st and will terminate each year on July 31st the following year. 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.

ROOM/BUILDING GUIDELINES

Cancellation Policy

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

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Cleanliness

Students are required to keep their space clean and sanitary. Students should not sweep, throw away, or dispose of trash from any doors, windows, balconies, porches, or other parts of the resident hall, except for in proper trash, recycling, or composting receptacles provided in your resident hall. 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 HLS Housing and the Facilities Management Office. In the event that adequate health and safety standards related to cleanliness are not maintained, Housing may opt to have the room/suite/apartment professionally cleaned at the student's expense. Recurring cleanliness problems will be referred to the Administrative Board and may result in disciplinary action.

Decorating/Wall Hangings

No painting or decorating of a permanent nature is permitted in HLS campus housing. Students 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. Students are held liable and will be fined for damages, starting at \$100.00.

Overnight Guests

Students may have occasional overnight guests. Overnight guests must be age 18 or older and may stay at HLS campus housing for up to three consecutive nights. Please be aware that the student host is responsible for the conduct of their guests at all times. Guests are welcome to use common areas of HLS campus housing only when the student host is present. Additionally, the student host is responsible for letting their guest in and out of the residence hall and their room, as HLS does not provide room keys nor temporary access cards to guests. Guests may not stay in HLS campus housing when the student host is not present on the HLS campus. Furthermore, guests are not allowed during reading period and exam period.

Personal Appliances

For safety reasons, students are not permitted to have any electronic devices that exceed 1,000 watts in any HLS resident room. Additionally, the following cooking items are strictly prohibited in the resident halls or your HLS resident room: microwave ovens, micro-fridges, toaster ovens, toasters, hot plates, space heaters, Instant Pots® or any single- or multi-use electric pressure cookers, air fryers, rotisserie cookers, and deep fryers. Use or storage of these items in the resident hall kitchens or rooms is not allowed under any circumstances.

Please note this list is subject to change throughout the year as found necessary. The discretion to determine prohibited items rests entirely with Facilities Management, and additional items may be added at any time to maintain building safety.

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Resident Advisors are required to report any prohibited items found in student rooms to both HLS Housing and the Facilities Management Office. Adhering to these guidelines helps ensure a safe and comfortable environment for all residents.

As noted in [Kitchens](#), students may bring cooking appliances such as coffee makers, electric-kettles or rice cookers, but they must be used and stored in the kitchens.

Room & Door Displays

In addition to the [Harvard University Campus Use Rules](#), the following rules apply to students of the residence halls.

- For the interior of dormitory or residence hall rooms, items may be affixed to walls in accordance with HLS Housing Handbook rules for Decorating/Wall Hangings.
- Items such as signs and posters may be affixed to the outward-facing side of dormitory or residence hall room doors and door frames. However, no such item may exceed 11X17 inches, nor may items be combined to create an image exceeding 11X17 inches.
- No items may be affixed in front of, or to the interior, exterior, or frame of, any window in an HLS building, including windows of dormitory or residence-halls, nor may any item be affixed to, hung from, or otherwise displayed on a dormitory or residence hall room balcony or any other part of the exterior of a dormitory or residence hall building.
- Use of electrical or battery-operated lighting strips such as holiday lighting, rope lighting, or fairy lights is prohibited.

Hallway Displays

In order to maintain a cohesive and respectful community environment only event posters and notices may be displayed on resident hall bulletin boards.

Extension Cords

Only standard twin cords UL rated and approved may be used in HLS campus housing. 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 HLS campus housing location or run through partitions or doorways or under rugs. No spliced cords are permitted.

Furniture

All HLS campus housing 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 locations have additional furnishings, which are listed on each location's web page. Students are not allowed to remove HLS furnishings from their room. Students can bring in additional furniture items, but all HLS furnishings must also remain in the room. HLS furniture may not be placed in hallways or lounges. Resident Advisors are obligated to report to HLS Housing and the Facilities Management Office of displaced furniture and instruct the student to return the furniture to their room. Students are not allowed to bring furnishings from common areas into their rooms. Students are not permitted to switch furniture from one room with another for any reason.

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Students who require special furniture items due to an accommodation will need to email [Accessibility Resources Services](#) or enter the [Accessibility Resource portal](#) for approval.

Other Furniture Guidelines:

- Lofted beds and water beds are strictly prohibited in all rooms.
- Students are not permitted to place any furniture in lounges, 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.

Insects & Pest Control

Insects and vermin are introduced into buildings by various sources, but there are things that students 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 personal trash 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 HLS campus 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.
- 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 (facmgmt@law.harvard.edu).

Room Swap

Room changes are available during the room selection process when selecting a room for the new academic year. Once the housing portal closes the room swap tool is no longer available and housing assignments become final.

If special circumstances arise after you have selected a room and you can no longer room swap but need a room change, please contact the [Dean of Students Office](#) by email with full details of why you are requesting a room change.

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SHARED SPACES

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. Students of these locations are expected to keep the bathrooms clean and free of personal belongings.

Students 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 students to wear “shower shoes” or “flip flops” while showering.

Students living in 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](#) (617.495.5521).

Kitchens

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

All kitchens are equipped with refrigerators, stoves/ovens and microwaves. Additionally, there are other kitchen tools available in Gropius, Hastings Hall, North Hall, 3 and 5 Mellen Street such as cutting boards, oven mitts, colanders, and can openers.

Students 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 students. HLS Housing is not responsible for the theft or misuse of personal appliances stored in the kitchens.

Primary responsibility for keeping the kitchens clean belongs to the **students** who are required to clean up after themselves after using the kitchen. Dirty dishes should be washed immediately, and counters, cooktops and sinks should be wiped clean after cooking.

Food should only be prepared in the kitchens. The use of cooking appliances inside a student’s room is prohibited. As mentioned in the [Personal Appliances](#) section, micro-fridges are prohibited from individual rooms; only mini fridges less than 3.2 cubic feet are allowed. Resident Advisors are obligated to report the use of cooking appliances in a student’s room to HLS Housing and the Facilities Management Office.

In all kitchens, students 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 students can often easily hear what’s going on in the kitchen.

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Cooking - 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. Students who leave food unattended, particularly if this occurs repeatedly, will be reported to the Administrative Board and may be subject to disciplinary action. When cooking in the kitchen, students are required to ALWAYS remain in the kitchen with their food. Any time a student has food on the stove, in the oven, in the toaster, or in the microwave, the student is obligated to be in the kitchen.

Storing Food - All food stored in common refrigerators must be wrapped and labeled with the student's name. Food labels and marker supplies are provided. If they run out please contact the Facilities Management Office (617.495.5521). 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.

Refrigerators – On a scheduled cycle refrigerators in Gropius, Hastings Hall, North Hall, 3 and 5 Mellen Street are sanitized. All unlabeled and/or expired/spoiled food is discarded. A schedule of the cleaning can be found on the kitchen flyer located in these kitchens.

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. HLS Housing does 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.
- 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 students may use the machines.
- While we discourage anyone from removing someone else's laundry, if necessary do so with care and consideration by using the hamper baskets provided.
- Do not bleach or dye clothes in the washing machines.
- Keep washing machine doors open for proper ventilation.
- Do not remove provided laundry baskets from the laundry room. They provided a place to empty units when needed.

Lounge Policies

- Lounge use is for resident students only.
- Lounge should be clear of all trash, recyclable, and personal items.
- Lounge furniture should be returned to its original placement if moved.
- Students must abide by the HLS [Alcohol Policy](#), the HLS Housing alcohol policy and respect [quiet hours](#) while occupying lounge spaces.
- Organized events and parties are not allowed.

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Roofs & Balconies

Students are prohibited from all building roofs. Students 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, students are prohibited from dropping or throwing objects from balconies.

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 trash/recycling containers from your room/suite/apartment into the larger recycling and trash receptacles in your resident hall.

For additional information on Harvard University sustainability services including recycling click [here](#).

SMOKING

As of 2015, the entire HLS campus is smoke-free. This includes up to 25 feet from any HLS campus housing entrance. Smoking is prohibited anywhere in the building, including the stairwells and balconies. Violations are taken seriously and will be reported to the Administrative Board and may be subject to disciplinary action.

STORAGE

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

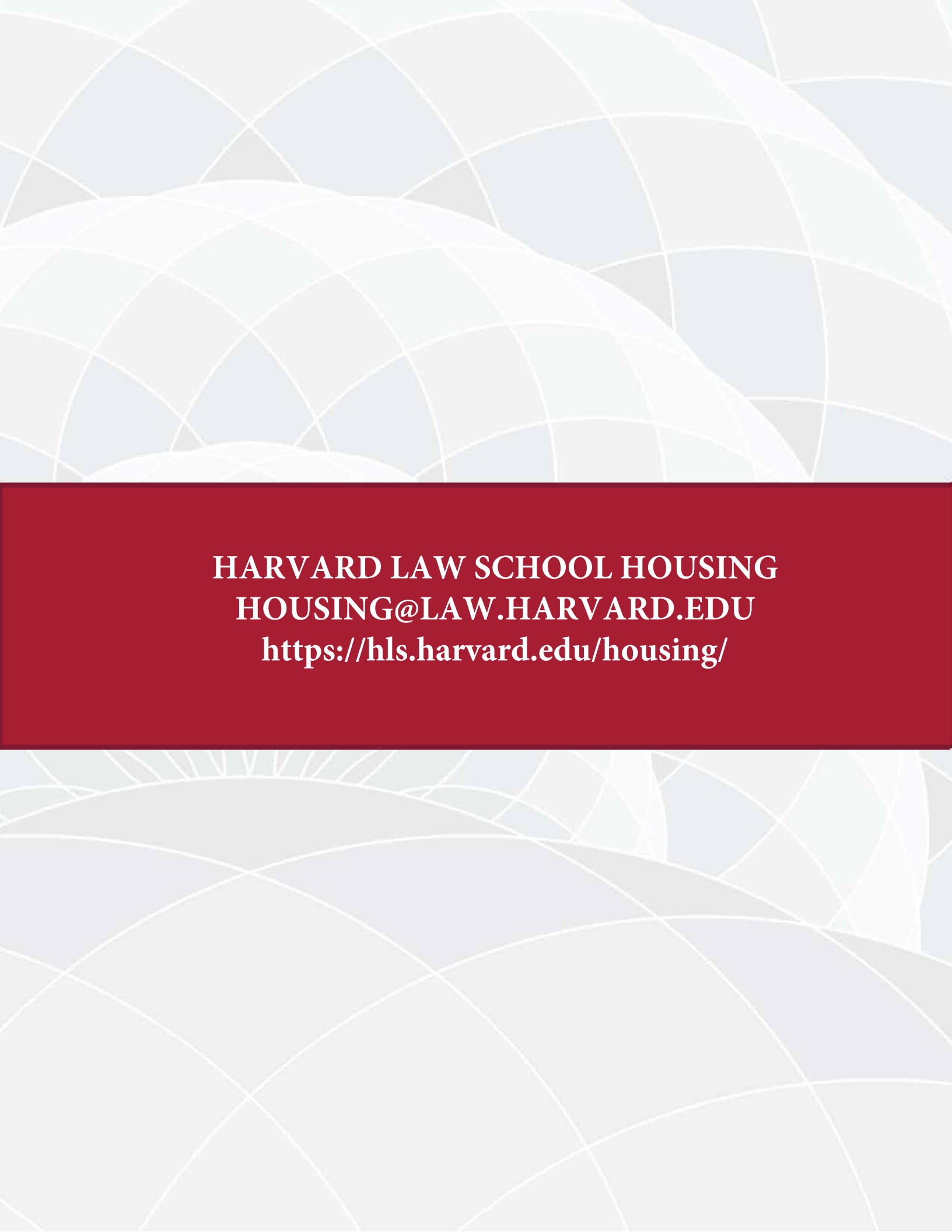
VACUUM CLEANERS

Vacuum cleaners are provided on each floor or area throughout HLS campus housing for student use. Vacuum cleaners cannot be stored in private rooms and must be returned to their proper location as soon as a student 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) if a vacuum cleaner is not properly working.

VENDING MACHINES

Vending machines containing assorted snacks and beverages can be found throughout the HLS campus including some HLS campus housing locations. 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). If you lose money in a vending machine reach out to the service provider at info@ackersvendingservice.com.

END OF HLS HOUSING HANDBOOK



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