

# **STUDENT HOUSING HANDBOOK**

**FOR STUDENTS LIVING IN THE HLS RESIDENCE  
HALL MANAGED BY HGSE**

*ACADEMIC YEAR 2024-2025*

## Table of Contents

### Contents

Air Conditioning/Cooling .....	3
Alcohol & Drugs.....	3
Animals & Pets .....	3
Appliances .....	3
Arrival.....	3
Bathrooms.....	3
Bicycles.....	4
Billing .....	4
Cable Television – Comcast .....	4
Cleanliness.....	4
Clothing.....	4
Composting .....	4
Computers – Internet & Network Access .....	4
Cooking .....	5
Decorating/Wall Hangings .....	5
Dining On Campus – Harkness Commons and Pub.....	5
Elevators .....	5
Emergency Information.....	5
Energy Use Guidelines .....	6
Escort Program.....	6
Extension Cords.....	6
Fire Safety Regulations .....	6
<b>Room Decoration Policies .....</b>	<b>7</b>
<b>Lounge Policies.....</b>	<b>7</b>
<b>Smoke Detectors, Sprinklers and Fire Alarms.....</b>	<b>7</b>
Furniture .....	7
Guests/Visitors .....	8
Heating .....	8
Holiday Breaks/Vacations.....	8
Insects/Pest Control .....	9

Inspections .....	9
Insurance.....	9
Keys.....	9
<b>Lockouts.....</b>	<b>9</b>
<b>Lost Keys .....</b>	<b>10</b>
Laundry .....	10
Linens.....	10
Lost and Found.....	10
Mail & Package Services.....	10
<b>Mail Service.....</b>	<b>11</b>
<b>Package Services .....</b>	<b>11</b>
<b>Package Shipping .....</b>	<b>11</b>
<b>Summer Mail Forwarding .....</b>	<b>11</b>
Maintenance .....	11
Move Out .....	12
Musical Instruments .....	12
Noise .....	12
<b>Quiet Hours.....</b>	<b>13</b>
<b>Resolving Noise Complaints.....</b>	<b>13</b>
Parking & Cars.....	13
Roofs .....	13
Room Assignments.....	13
Room Changes .....	13
Safety and Security.....	13
Smoking .....	14
Storage.....	14
Transportation .....	14
Trash and Recycling.....	15
Vacuum Cleaners.....	15
Weapons/Firearms & Explosives .....	15

## Air Conditioning/Cooling

Dane Hall is equipped with neither central air conditioning nor window units. Temperatures are generally only warm during the first few and last few weeks of the academic year, during which some residents use fans to help circulate air. Please note that students are allowed to use fans, but are not allowed to install window units unless they have a medical reason for needing one, and they have received the approval of [Accessibility Services](#).

### *Window Air Conditioner Units*

The installation of personal window-unit air conditioners is prohibited in the HLS Residence Halls without an approved medical need. If air conditioning is a requirement due to a disability or medical/health need, the student should contact Student Support Services ([hgsesupport@gse.harvard.edu](mailto:hgsesupport@gse.harvard.edu)) assist them in the process.

## Alcohol & Drugs

All Harvard Graduate School of Education students are responsible for knowing and following all of the information delineated in the Policy on Illicit Substances, which can be found in the HGSE Student Handbook.

## Animals & Pets

Animals and/or pets of any kind are strictly prohibited in the HLS Residence Halls, except for service animals provided as a disability accommodation and approved by Student Support Services.

## Appliances

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

Please note that HLS and/or HGSE reserve the right to enter any room at any time for any reason. Should a prohibited appliance be discovered a resident’s room, it will be removed and held until the conclusion of the academic year, at which time, the resident can retrieve the item. HLS and HGSE staff persons are obligated to report the use of cooking appliances or any other prohibited appliance in a resident’s room to the Office of Facilities Management.

## Arrival

Move-in dates are established and announced annually. Residents will be sent specific move-in instructions via their HGSE e-mail accounts.

## Bathrooms

There is one bathroom per floor. On floors one and two, bathrooms are designated for single gender use. The bathroom on floor three is designated for all gender use. Bathroom designations on floors one and two will be reversed at the beginning of the Spring Term. Therefore, for one term during the academic year, students may need to use the bathroom on the floor above or below the floor on which they reside. While the common bathrooms are cleaned on weekdays by the custodial staff, residents are still expected to keep the bathrooms clean and free of personal belongings.

Residents should be considerate of their residential community when determining what constitutes appropriate clothing to be worn on the way to and from the bathrooms for showering. Merely wearing a towel is considered inappropriate, so bathrobes are

encouraged. Residents sometimes prefer to wear “shower shoes” or “flip flops” while showering.

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

## **Bicycles**

Residents who bring bicycles should register them with HUPD.. For additional information or to register online go to <https://www.hupd.harvard.edu/bicycle-registration>. Bicycles must be parked either on one of the many racks provided throughout campus or in a student’s room. When using one of the bicycle racks, “U- locks” are encouraged to deter theft, which is unfortunately not that uncommon in Cambridge. Bicycles cannot be left in hallways or stairwells or locked to pipes, radiators, interior or exterior railings, gutters, drainpipes, access ramps, or outside entrances.

Bicycles parked anywhere on campus other than on the aforementioned bicycle racks will be removed and donated to charity.

## **Billing**

All billing at Harvard University is coordinated centrally through the University Student Financial Services (SFS).

Other Billing Requirements:

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

## **Cable Television – Comcast**

Each room or suite in the HLS Residence Halls is cable-ready. Residents will need to provide their own television service. If you would like to set up cable service, you can contact Comcast at 1-800-XFINITY. In addition, the lounge on Dane 3 has a large high-definition flat panel televisions and high-definition cable.

## **Cleanliness**

Since rooms and apartments are part of a residential community, residents are required to keep their space clean and sanitary. Residents should not sweep, throw away, or dispose of trash from any doors, windows, balconies, porches or other parts of the building any dirt, waste, rubbish or other things except in proper trash, recycling, or composting receptacles. In addition, body fluids should be properly disposed only by way of toilets. For more information on the location of trash and recycling receptacles and what can and cannot be recycled, please see Trash and Recycling.

In the event that adequate health and safety standards related to cleanliness are not maintained, HLS or HGSE may have the room or apartment professionally cleaned at the resident’s expense. Recurring cleanliness problems may be referred by staff to the HGSE Office of Student Affairs.

## **Clothing**

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

## **Composting**

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

## **Computers – Internet & Network Access**

All residents of on-campus housing can access the Internet and Harvard network via a wired jack in their room or wirelessly

anywhere in the residence halls. When you turn on your computer and open a web browser for the first time, you will be automatically directed to log into the FASAccess Device system at <https://autoreg.fas.harvard.edu/index.html> with your HUID and PIN. The system will walk you through the registration process including securing your computer. You must do this for each device you intend to connect to the network. If you have any questions or problems, you should contact the Student Help Desk coordinated by Information Technology Services (ITS) at [IT\\_OneStop@gse.harvard.edu](mailto:IT_OneStop@gse.harvard.edu).

Residents who bring laptops to HGSE should register them with HUPD. For additional information or to register online go to <https://www.hupd.harvard.edu/laptop-theft-prevention>.

## **Cooking**

There are fully equipped kitchens, including refrigerators, stoves, microwaves, and toaster ovens on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the building:

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

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

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

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

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

## **Decorating/Wall Hangings**

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

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

The Caspersen Student Center contains the Harkness Servery and the Pub, which are both a la carte and accept cash and credit.

## **Elevators**

Residents of Dane Hall need to use the stairs to access their room if they are located on the 2<sup>nd</sup> floor or higher.

## **Emergency Information**

Emergency Exits and Hallways – Emergency fire doors should not be blocked on either side by furniture or other obstructions.

Occupants are not allowed to place objects on outside windowsills, ledges, or fire escapes.

Fire – See Fire Safety Regulations section.

Medical Emergencies – Should a resident require immediate medical attention, the Harvard University Police can arrange for transportation to and from the hospital emergency room. Dial Harvard University Police at 617-495-1212.

Phone Numbers:

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

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

Web Pages

- Harvard University's Emergency Communication webpage is <https://www.harvard.edu/emergency/>.

### **Energy Use Guidelines**

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

### **Escort Program**

The Harvard University Campus Escort Program (HUCEP), operated by Harvard University Police, provides trained walking escorts to students, faculty and staff from 10:30p.m. to 2:00a.m. Sunday-Wednesday and 10:30pm to 3:00a.m. Thursday-Saturday. They cover the Yard, River, and Quad areas. HUCEP teams are easily identifiable by their brightly-colored vests, which are clearly labeled with "HUCEP". You can request an escort by calling 617-384-8237 or 617-38-HUCEP.

### **Extension Cords**

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

### **Fire Safety Regulations**

The following items are prohibited in the HLS Residence Halls:

- Candles, incense, matches, or any other sources of open flame.
- Cooking appliances of any type but specifically, microwaves, toaster ovens, toasters, hot plates cannot be used in

individual rooms. Pressure cookers and deep fryers are strictly prohibited from being present and used anywhere in the HLS Residence Halls.

- Halogen lamps
- Space heaters
- Flammable, combustible or explosive liquids, gases, or solids including but not limited to fuel, propane, lighter fluid, butane lighters, charcoal, and flammable cleaning products.
- Firearms are strictly prohibited on the Harvard Law School campus.

### **Room Decoration Policies**

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

### **Lounge Policies**

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

### **Smoke Detectors, Sprinklers and Fire Alarms**

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

Residents may not tamper with the automatic sprinkler systems in the HLS Residence Halls. 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 Office of Student Affairs and the Committee on Rights and Responsibilities for potential disciplinary action and will be charged for replacement of sprinkler heads and for cleanup costs. If such discharge causes damage to other rooms, students will be held responsible for costs for property and room damage.

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

### **Furniture**

All rooms in the HLS Residence Halls are equipped with a bed, desk, desk chair, bookcase and/or bookshelves, dresser and/or closet, a trash can, and recycling can. Some buildings have additional furnishings, which are listed on each building's web page. Residents are not allowed to remove HLS furnishings from their rooms.

Residents can bring in their own furniture items, but HLS furnishings cannot be replaced with personally-owned furniture. Therefore no furniture should be placed in the hallway or lounge to be taken away. Staff is obligated to determine in which room, suite, or apartment the furniture belongs and instruct the resident to return the furniture to their room, suite, or apartment. Residents are not allowed to bring HLS common room furnishings out of those shared spaces and into their rooms or apartments. Residents are not permitted to switch furniture from one room, suite, or apartment to another for any reasons.

Residents who have requests related to furniture removal due to a medical, health need or disability will need to contact Student Support Services. Information from a licensed physician indicating the diagnosis, functional limitations, a recommendation for a specific accommodation, and the duration of the condition will need to be provided. Please contact the Local Disability Coordinator at [hgsupport@gse.harvard.edu](mailto:hgsupport@gse.harvard.edu) for further information.

Other Furniture Guidelines:

- Lofted beds and water beds are strictly prohibited from the HLS Residence Halls
- Personal furnishings must be maintained in a reasonable state of repair.
- Residents are not permitted to place any furniture outside on porches, patios, balconies, stairs, sidewalks, or lawns.
- HLS does not have a supply of extra furniture. We cannot add additional furniture or beds for guests or any other reason other than replacing broken items.

### Guests/Visitors

HLS Residence Hall rooms are single occupancy only. Guests may stay in the room with residents for a short period of time (typically no longer than 3 consecutive days).

### Heating

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

In order for your room to be properly warmed air must be free to flow from the heating do not obstruct airflow with beds, desks, books, etc.

When the heat is on:

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

Space Heaters

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

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

### Holiday Breaks/Vacations

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

notification of any changes in space availability or temperature ranges in advance of any breaks.

## Insects/Pest Control

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

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

For pest problems, please contact Facilities Management at 617.495.5521 or [facmgmt@law.harvard.edu](mailto:facmgmt@law.harvard.edu) immediately upon identifying the issue.

## Inspections

The City of Cambridge conducts semi-annual inspections of the HLS Residence Halls 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.

## Insurance

All students living in the HLS dorms are encouraged to purchase personal renters' insurance. It is the responsibility of the resident to research local options for renters' insurance.

## Keys

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

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

## Lockouts

Many of the rooms and apartment doors lock automatically, so be sure to take your key with you whenever you leave your room or apartment. Residents who lock themselves out of their rooms should first seek assistance by the Facilities Management Office in Holmes Hall 4 to temporarily check out a key, which they will need to return immediately after getting into their room and retrieving their own keys. If it is outside of normal business hours, 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.

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

### **Lost Keys**

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

Room Key: \$150  
Mailbox Key: \$25  
Both Keys: \$175

**Borrowed access ID card: \$150 if not returned**

**Replacement Room Lock/Key Core: \$450**

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

### **Laundry**

Laundry rooms, equipped with washing and drying machines that accept both Crimson Cash and coins, are located in the basement of Dane Hall. You will need to bring your own iron and ironing board.

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

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

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

### **Linens**

Linens are not provided. You should plan to bring your own or purchase them upon arrival. Cambridge has significant temperature variance across the seasons, ranging from below 0 degrees Fahrenheit during the winter to above 90 degrees during the summer, so please plan your wardrobe and bedding/linens appropriately.

### **Lost and Found**

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

### **Mail & Package Services**

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

*Mailing Address*

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

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

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

### **Mail Service**

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

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

### **Package Services**

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

### **Package Shipping**

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

### **Summer Mail Forwarding**

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. Graduating residents are advised to make direct notification regarding change of address to family, friends, banks, credit card companies, law firms, and other important persons or businesses to ensure faster processing of summer addresses and to prevent interruptions or delays in receiving mail.

### **Maintenance**

Residential students should submit all maintenance requests directly to the Facilities Management Office.

To report a non-urgent request:

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

To report an **immediate emergency request**:

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

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

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

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

## Move Out

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

Example of Move-Out Fines:

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

## Musical Instruments

Drums, pianos, organs, violins, cellos, and electric guitars are not permitted. Other musical instruments may be played at a volume that does not disturb other residents. Please review the Noise section for additional guidelines.

## Noise

In keeping with the attitude of mutual respect expected in the dorms, please respect your fellow residents’ concerns regarding noise. Please show regard for other residents and keep all sound within reasonable limits. There should be no excessive noise at any time in any part of the HLS Residence Halls. 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 staff member in the Facilities Management Office or Office of Student Affairs will enter the room to turn off the alarm.

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

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

## Quiet Hours

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

## Resolving Noise Complaints

The Residence Halls at HLS are meant to be a place of respect and comfort within its adult graduate student population. If a resident is disturbed by noise produced by a neighbor, the resident is expected to first communicate that concern directly to their neighbor. It may be that the neighbor is unaware that the noise is as loud as it is or that it could be bothering other residents. If the problem persists after communicating with the neighbor, the resident should contact HGSE Office of Student Affairs housing at [housing@gse.harvard.edu](mailto:housing@gse.harvard.edu).

## Parking & Cars

Parking in Cambridge is very limited and often quite expensive. Students are strongly discouraged from bringing vehicles to campus. Students choosing to bring their cars to campus are not guaranteed a parking space. If you need parking or use of the disability shuttle for disability reasons, please contact [hgseupport@gse.harvard.edu](mailto:hgseupport@gse.harvard.edu). There is a fee for using Harvard's parking facilities. Current prices and other information are available at Parking Services ([transportation.harvard.edu](https://transportation.harvard.edu)).

## Roofs

Residents of the HLS Residence Halls are prohibited from the building roofs.

## Room Assignments

Room assignments are emailed to student residents in late Spring.

## Room Changes

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

## Safety and Security

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

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

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

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

### Your Role in Preventing Crime and Staying Safe.

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

- When you leave your room, office, or vehicle, even for a moment, always keep your doors and windows locked.
- Never leave your purse, wallet, book bag, laptop, or other property unattended, even for a moment.
- When locking your bicycle, use a steel “U” lock rather than a cable lock. Lock the frame and tire together to a stationary object.
- Trust your instincts. Be careful when people stop you for directions, request money, or ask you for the time. Always reply from a distance; never get too close to the car or the person. If you feel uncomfortable about someone near you, head for a populated area and call the HUPD at 617.495.1212.
- Know the locations of blue light emergency phones on campus.
- If you are out after dark, use only well-lit routes or Designated Pathways, make use of shuttle buses, the escort van, and HUCEP, and travel in groups when possible.
- Look confident when you walk. Make eye contact with passersby, and keep a firm grip on your property.
- Carry your keys in your hand so you can quickly get into your car or home.
- In your vehicle, keep possessions out of sight (in the trunk).
- Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open any doors for strangers.

For more detailed information on safety and security, please read the Harvard University Police Department's [“Your Role in Preventing Crime.”](#)

### Smoking

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

### Storage

HLS and Facilities do not offer storage for personal belongings. There are many outside companies that can pick-up, store, and deliver student items during the summer months. A company that many students work with is [www.CollegeBoxes.com](http://www.CollegeBoxes.com).

### Transportation

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

## Trash and Recycling

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

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

Lastly, you can "recycle" your energy bar wrappers, chip bags, cosmetics packaging and several other items by dropping 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.

If you have any questions about trash and recycling, please visit the HLS Recycling webpage.

## Vacuum Cleaners

Facilities has provided a vacuum cleaner in each floor or area for residential student use. While custodians clean all common areas and hallways, it is expected that students will keep their own bedrooms and private living rooms vacuumed. The custodial staff oversee this equipment. Vacuum cleaners cannot be stored in student bedrooms and must be returned directly to their storage location as soon as a resident has finished using it. Should the vacuum be lost, the floor or area will be charged the replacement cost. If a vacuum is not working properly, please notify HGSE Office of Student Affairs at [housing@gse.harvard.edu](mailto:housing@gse.harvard.edu) and they will exchange it for a working model from Facilities Management.

## Weapons/Firearms & Explosives

Residents may not store any fireworks in the HLS Residence Halls, and their use is prohibited anywhere on campus. Guns, ammunition, air rifles, paintball and pellet guns, BB guns, Tasers, and other weapons of any type are strictly prohibited. Kitchen knives are allowed, but must be kept in the kitchen or dorm room of a student. Violations are taken very seriously and will be referred to the Office of Student Affairs for potential termination of the housing license or lease and the Committee on Rights and Responsibilities (CRR) for other potential disciplinary action.