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INTRODUCTION

Department of Residential Life Mission
The Department of Residential Life creates and sustains INVITING, INTELLECTUAL and INCLUSIVE living communities which foster students’ academic success, personal growth and overall well being.

GOAL #1: Residential Life provides safe, healthy and INVITING residence halls and apartments.

OBJECTIVE #1 Energetic, friendly, resourceful, and highly trained residential life staff demonstrates exemplary customer service to our students, their families and the University Community.

OBJECTIVE #2 Well-maintained, up to date facilities offer contemporary surroundings that address the growing demands of today’s college students.

OBJECTIVE #3 Residential Life recognizes the need for collaboration with colleagues throughout the University community in addressing the quality of life of students.

GOAL #2: Residential Life sustains living communities that support the INTELLECTUAL culture of the University at Albany.

OBJECTIVE #1 Through modern facilities, well-trained staff and general policies, residence halls and apartments provide an atmosphere conducive to educational pursuits.

OBJECTIVE #2 In association with other University departments, Residential Life supports programmatic efforts that seek to promote and expand students’ academic excellence.

OBJECTIVE #3 Residential Life contributes to the retention of students through the use of resources, facilities, programs and services that help residents realize their academic goals and future potential.

GOAL #3: Residential Life recognizes the advantages and challenges of an INCLUSIVE and multicultural society.

OBJECTIVE #1 Residential Life ensures that hiring procedures are equitable, fair and representative of the student body.

OBJECTIVE #2 Through programming efforts, Residential Life works to assist students in embracing, appreciating and understanding the experiences of a diverse society.

OBJECTIVE #3 A wide range of creative, innovative and fun programs afford students the opportunity to be participants in a variety of activities outside of the classroom.

Learning Outcomes
The Department of Residential Life has adopted six learning outcomes for students living in the residence halls. Through active programming efforts, Residential Life hopes to provide residents the opportunity to embrace the following learning outcomes.

By living in the Residence Halls, the student will...

...demonstrate behaviors of mutual respect.

...positively contribute to their community.

...work to overcome challenges.

...display life skills.

...demonstrate leadership skills.

...exhibit pride in the University at Albany.
Types of Apartments and Descriptions

EMPIRE COMMONS
Empire Commons consists of 26 buildings located on 25 acres at the intersection of Washington Avenue and Fuller Road in Albany, NY. Most of the buildings have been designed with 12 four-bedroom, two-bath apartments for juniors, seniors and graduate students — 48 occupants to a building, while two buildings on the complex are designed with 12 four-bedroom/four-bath apartments. All bedrooms are single occupancy. All apartments feature a kitchen and living room and include a washer and dryer, garbage disposal, microwave, and dishwasher. In addition, the Community Building is complete with exercise and mail facilities, vending machines, the main University Apartments office and staff offices, an automated teller machine (ATM), computers for student use and meeting areas. Empire Commons houses approximately 1,196 students.

FREEDOM APARTMENTS
Freedom Apartments consists of four clusters, each containing six residential buildings and one common building, located off of Fuller Road across from the University's CESTM complex in Albany, NY. Each residence building contains four apartments. Apartments range from one bedroom to three bedroom apartments, containing single and double occupancy bedrooms. Apartments feature a kitchen and living room. Each cluster’s common building contains lounge space, washers, dryers, and vending services; Common Building D4 on Freedom Apartments houses an automated teller machine (ATM). The Freedom Office is located in D3, and houses staff offices and meeting space. Freedom Apartments house approximately 400 students.

Students residing in University Apartments are expected to conduct themselves in a manner appropriate to an academic community living environment. Students must abide by the policies and regulations in the Department of Residential Life Terms and Conditions of the University Residence Halls & Apartment License, the University Apartments Handbook 2011 – 2012, as well as by the University’s Community Rights and Responsibilities. To view a complete copy of these documents please visit, please visit the Residential Life and Conflict Resolution and Civic Responsibility websites.

University Apartments Staff
The University Apartments Office is located in the Empire Commons Community Building. The Assistant Director of Residential Life for University Apartments, Apartment Coordinators, Graduate Assistants, Housing Managers, and Clerical Staff can all be reached by contacting this office at 518-956-6250. There is a staff person on duty to handle emergencies 24 hours per day, seven days a week on both Empire Commons and Freedom Apartments.

- **Assistant Director for Residential Life, University Apartments.** The incumbent has overall responsibility for the general operation and management of University Apartments that includes both the Empire Commons and Freedom Apartments complexes. The person serves as the chief administrator on the premises; he/she is responsible for the supervision of the professional and paraprofessional staff, adjudication of student conduct cases, as well as budget, assignment, and facilities related matters. The incumbent works to ensure student's well being through the successful integration of academic support services, programs, and activities that enhance community development. This position is the primary contact and interface with the rest of the University community.

- **Apartment Coordinators/Residence Hall Directors (ACs).** University Apartments has three full-time Apartment Coordinators (two on Empire Commons and one on Freedom Apartments) who are responsible for the sound management and full development of community life within their assigned clusters. AC’s receive training in counseling, communication, conflict resolution and other skills necessary to fulfill such responsibilities. In addition, AC's are responsible for different specialty areas consisting of Administrative, Staff Development, Outreach, Programming, and Community Building Administration.
• **Graduate Assistants (GAs).** Four Graduate Assistants support the general administrative functions of University Apartments and work closely with full-time staff to fulfill the sound management and full development of community life within assigned specialty areas. Specifically, GA’s are responsible for a specific specialty area (i.e.: Administrative, Staff Development, Programming, or Community Building Administration.

• **Housing Managers (HMs).** University Apartments has thirteen Housing Managers (nine on Empire Commons and four on Freedom Apartments) whose purpose is to serve as a primary resource to residents in their respective clusters. HM’s are responsible for staffing the offices during select times and serve as the ‘Director on Duty,’ responding to all incidents on Empire Commons and Freedom Apartments as they arise.

• **Freedom Student Assistants (SAs).** Student Assistants staff the Freedom Office, Monday thru Friday and on the weekend. Their duties include but are not limited to administrative and operational functions of the Freedom Office, such as check-in and check-out procedures, and proper reporting of Freedom Apartment repairs.

• **University Apartments Secretary.** A full-time professional secretary staffs the University Apartments office during regular business hours, Monday thru Friday. The secretary performs typing, word-processing and other clerical duties that assist in the overall operation and smooth management of the University Apartments Office. As well, the secretary is a valuable source of information and knowledge about Empire Commons and Freedom Apartments.

• **Maintenance Supervisors.** The Empire Commons and Freedom Apartments Maintenance Supervisors and their supporting Maintenance Operation and staff are responsible for all custodial, janitorial, maintenance, grounds, and facilities related administration and functions concerning and surrounding Empire Commons and Freedom Apartments. The Empire Commons Maintenance Building, located in the north lot of the Empire Commons complex, while the Freedom Apartments Maintenance Operation is centralized in the University’s Plant Department.

• **Community Assistants.** Community Assistants are students that assist with the overall functioning of the Empire Commons Community Building. When working, they will be seated at the far end of the Empire Commons front desk and will serve as the point person for the Wellness Center, Conference Rooms, and Equipment Use in the Community Building. The individuals are not Residential Life Staff members, and may not be able to assist in an emergency or with information regarding University Apartments Operations.

**Eligibility and Assignments**

Only registered students who have completed a Housing Application, acknowledged receipt of the Terms and conditions of the Housing License, have signed a Room/Apartment Condition Form, and have been assigned to a space are permitted to reside in the University at Albany residence halls or apartments. Non-matriculated, continuing studies, and General Studies students will be considered for housing only if space is available after all traditional matriculating University at Albany students have been housed, and with approval of the Director of Residential Life. Persons not registered for courses at the University at Albany are not permitted to live on campus.

Only University at Albany students who are juniors, seniors, graduate students or who are 21 years of age may apply to reside in University Apartments. **Special exceptions may be made under certain circumstances, and must be approved by the Department of Residential Life.** The University is not required to house all students.

All students assigned to apartments **must reside in their assigned bedrooms, and are prohibited from switching bedrooms, taking a roommate, or permitting any part of the room or apartment to be shared by persons not assigned by the Department of Residential Life.** This rule also applies during the summer months; Full-Year students may not allow others to reside in their bedroom, a
currently unoccupied bedroom whether assigned or not assigned to another resident or in the common areas of their apartment. The overnight guest policy must be followed at all times. **Students found in violation of this rule will be instructed to remove the individual(s) within 24-hours or their license will be revoked.**

**Medical/Accessible Housing Needs**

A student in need of specialized housing due to an existing condition must receive confirmation of the condition and recommendation for specialized housing from one of the following offices:

1. Student Health Services – Medical Condition (physical or mental health).
2. Office of Disabled Student Services – Accessible Condition

**Medical Condition** A student recommended for a *Medical Single* will be placed in a designated occupancy single room on Freedom Apartments or Empire Commons depending on need. Further, if a student desires a double room as a single based on a documented medical condition, superior occupancy charges will apply. The option of a double room is only available on Freedom Apartments.

**Accessible Condition** A student with a disability recommended for *Accessible Housing* will be assigned to a designed accessible apartment on either Empire Commons or Freedom Apartments, if qualified. University Apartments staff will work with students who are differently-abled to ensure that their living environment is adjusted to accommodate their physical needs.

**Policy Regarding Special Housing Requests**

Special housing requests include:

1. Exemption from the requirement of on campus residency for the freshman year of undergraduate study.
2. Special housing on campus.

In the event a student feels they have a medical condition which warrants a change in their housing situation, the request is forwarded to the University at Albany Medical Director.

The decision to grant such a request is based on the medical necessity of the student's diagnosed condition.

In order for a fair decision to be reached, based on true medical need, the student will need to do the following:

1. Make the request to the Residential Life Department.
2. Provide the Medical Director with a typed letter from the student's treating physician, which includes:
   a. The diagnosis.
   c. Length of treatment of condition by the physician providing the letter.
   d. Anticipated benefit of housing change, with reference to particular aspects of the current housing which prevents these benefits.
   e. Specific aspects of the requested housing which are deemed necessary in order to avoid medical complications related to the diagnosed condition.

**Policy: Regarding change in housing or meal plan requests related to gastrointestinal issues** (Inflammatory bowel disease, irritable bowel syndrome, or other gastrointestinal disorders) and/or **Respiratory Issues** (Asthma, allergies, or other respiratory conditions)

In the light of the frequency of relatively minor medical problems experienced by the general population as well as the student population it can be difficult to determine if a student will truly benefit from a change in their diet (requiring discontinuation or alteration of the on campus food services), or a change in their housing situation.
In order to determine if such a request can be granted, the requesting student must supply the following information. In addition, the student may be subject to evaluation by the medical director and/or university affiliated dietician prior to a decision being made.

It is recommended that all information be provided at least 4 weeks prior to the anticipated change and prior to any contract changes with the university or with any outside agencies.

**Required information:**
1. Typed letter from their physician managing their gastrointestinal and/or respiratory condition explaining the medical rationale for the request including the anticipated benefits from such a change.
2. Copies of recent (within the past 2-3 months) office or emergency room visits related to the Gastrointestinal and/or respiratory problem.
3. Recent test results, including but not limited to:
   - Gastrointestinal
     - Radiological studies
     - Blood work
   - Respiratory
     - Pulmonary Function Tests
     - Allergy tests
     - Radiological studies
4. Copies of a nutritionist or dietary consultation.

**Room Change Requests**
Based on availability, requests for room changes will be accepted after September 9, 2011, and ending December 2, 2011, for the fall semester 2011. For spring 2012, room change requests will be accepted after January 31, 2012. For Empire Commons’ residents who have applied for a FULL-YEAR License, during the summer (May 29, 2011 – August 26, 2011) room change requests will be received and reviewed on a case-by-case basis.

Students may not occupy two spaces concurrently. Therefore you must check out completely of your old space before moving into your newly assigned room. All room changes at the end of the fall semester must occur prior to your departure for intercession. If you are granted a room change and do not move prior to intercession, you will forfeit your new assignment. Notification of mail services regarding a mailbox change will ensure timely delivery of your mail. Check the Mail Services website, http://www.albany.edu/mailservice/moving.html, for an on-campus move form.

**LICENSE TERMS**
The Apartment License is binding for either a FULL-YEAR (summer 2011, fall 2011 and spring 2012 semesters) or the entire ACADEMIC YEAR (fall 2011 and spring 2012 semesters ONLY). This Apartment License is extended to individual students for a space in University Apartments (Empire Commons or Freedom Apartments) for one of the following periods:

- **FULL-YEAR** Saturday, May 29, 2011 to Friday May 18, 2012 at noon with the exception of graduating seniors who must check out Sunday May 20, 2012 by 6pm
  * Applies to Empire Commons ONLY. Residents currently residing on Empire Commons may be eligible to remain in their current space, until they move into their 2011 – 12 License commencing on May 29, 2011.

- **ACADEMIC YEAR** Friday, August 26, 2011 to Friday May 18, 2012 at noon with the exception of graduating seniors who must check out Sunday May 20, 2012 by 6pm
  ** Available for Empire Commons.

- **ACADEMIC YEAR*** Friday, August 26, 2011 to Friday May 18, 2012 at noon with the exception of graduating seniors who must check out Sunday May 20, 2012 by 6pm
  *** Available for Freedom Apartments.
Meal plans are available to University Apartments residents, but students residing in University Apartments are NOT required to purchase a board plan.

Students are advised that their Apartment License is binding for the duration stipulated above. Withdrawals from residence for any reason, resulting in the breakage of this license agreement, will result in penalties incurred by the student. * Payments are due to Student Accounts on the 15th of each month. Students should familiarize themselves with the Payments, Refunds, Adjustments and Releases section of this Handbook (page 12).

Intercession Periods
University Apartments (Empire Commons and Freedom Apartments) will remain open during semester breaks, and the winter intercession. All rules and regulations stated in the Community Rights and Responsibilities, the Department of Residential Life License and the University Apartments Handbook will remain in effect.

During most breaks, the Freedom Office will be closed. Additionally during breaks the Empire Commons Community Building (office and gym) will either be closed or the hours will be limited.

CHECK-IN PROCEDURES
Students may not occupy or deliver items to their rooms or apartments prior to the official opening date for Empire Commons, i.e. Saturday, May 29, 2011 for Full-Year residents, Friday, August 26, 2011 for Academic Year residents (Empire Commons and Freedom Apartments). For spring 2012, University Apartments residents may check in on Sunday, January 15, 2012. Requests to allow the early arrival of specific students must be made in writing to the Assistant Director of Residential Life, University Apartments, by the appropriate office, department or organization. Upon arrival, students must report to either the Empire Commons Community Building or the Freedom Office, where keys will be issued.

Summer (Empire Commons ONLY)
Students who sign up for a full-year license may check in during regular business hours beginning on Saturday, May 29, 2011. Rooms will be held for assigned students only through Monday, August 29, 2011 unless prior arrangements are made with the DRL or the University Apartments Office. Students who have not checked in by that time will have their rooms reassigned to other students. Students who do not to check-in during the summer months (May 29, 2011 – August 26, 2011) will still incur full-year charges.

Students found housing non-residents or residents who have not checked in may be putting their housing license at risk of being revoked. Additionally, residents who have not checked in for the summer who are found residing on Empire Commons illegally may be putting their housing license at risk of being revoked.

Fall Semester
Students entering Empire Commons for the fall 2011 semester may check in during regular business hours beginning on Friday, August 26, 2011 through Sunday, August 28, 2011. Rooms will be held for assigned students only through Monday, August 29, 2011 unless prior arrangements are made with the DRL or the University Apartments Office. Students who have not checked in by that time may have their rooms reassigned to other students.

* Please note there will be no “early arrivals” accommodated for Freedom Apartments. No exceptions.

Spring Semester
Students entering University Apartments for the spring 2012 semester may check in during regular business hours on Sunday, January 17, 2012. Rooms will be held for assigned students only through Monday, January 18, 2012 unless prior arrangements are made with the DRL or the University Apartments Office. Students who have not checked in by that time may have their rooms reassigned to other students.
CHECK-OUT PROCEDURES

Summer Withdrawals: Empire Commons ONLY- Should residents who signed up for a full-year license and cancel out of that license during the summer months (May 29, 2011 – August 26, 2011), will be reassessed apartment/room charges at the normal weekly rate, as defined below, for the period spent on Empire Commons. Student Accounts will reissue a bill to the student in the adjusted amount, based on the normal weekly rate. Students wishing to be released from this housing agreement prior to the start of the fall semester, who have yet to check in, will also be reassessed an adjusted room rate reflecting the normal weekly rate. The reduced ‘summer rate’ is available ONLY to those students who will be residing on Empire Commons for the entirety of their agreed upon full-year license. The ‘normal weekly rate’ is defined as the weekly amount based on academic year charges.

Withdrawals at the end of the Fall semester: Empire Commons ONLY- If residents wish to terminate their license, there is a $400 license termination fee for release from Empire Commons. The Department of Residential Life and University Apartments does not guarantee license termination.

Students who wish to withdraw from University Apartments for reasons beyond their control are asked to do so prior to the completion of the current term but no later than the first day of the next term. A student wishing to withdraw from housing for the spring 2011 term, for example, must apply for withdrawal prior to leaving on December 16, 2011 or they will incur charges for the spring term.

Should students fail to checkout by Friday, December 16, 2011, they will incur weekly charges beginning December 18, 2011.

University Apartments will close Friday May 18, 2012 at noon with the exception of graduating seniors who must check out Sunday May 20, 2012 by 6pm. No exceptions!

When leaving residence or changing rooms at any time of the year, all students must complete the following check out procedures in order for their room to be considered vacated:

- Remove all personal belongings.
- Remove all refuse and discarded material and leave the room/apartment as clean as it was on check-in.
- Return all issued residence and mailbox keys, and complete appropriate forms.
- Complete the Apartment Condition Report.
- Complete forwarding address information.

GENERAL APARTMENT GUIDELINES

Lock-Outs- Proof of identification is required for all lock outs. No exceptions.

If a resident loses or misplaces their apartment or bedroom keys and needs to gain entrance to their apartment before they have been located, contact the either the Empire Commons or Freedom Office and a staff member will assist the resident. Staff will permit resident students back into their apartment and/or bedroom room at designated times ONLY.

Designated lock-out times are as follows:

<table>
<thead>
<tr>
<th>Empire Commons</th>
<th>Freedom Apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am</td>
<td>10:30am</td>
</tr>
<tr>
<td>1:00pm</td>
<td>1:30pm</td>
</tr>
<tr>
<td>5:00pm</td>
<td>5:00pm</td>
</tr>
<tr>
<td>8:00pm</td>
<td>8:00pm</td>
</tr>
<tr>
<td>11:00pm</td>
<td>11:00pm</td>
</tr>
</tbody>
</table>

Between the hours of midnight and 8am, University Apartments will allow liberal lock-outs to students who cannot access their apartment. If keys have been lost or stolen, staff will assist the resident in gaining access at prescribed times and a lock change will be performed at the resident’s expense.
**Lost Keys**  Proof of identification is required for the issuance of any keys.

If a student loses a key issued by University Apartments and the Department of Residential Life, it may only be replaced by reporting the loss to the University Apartments Office on your apartment complex. In such cases, the student will be billed for the cost of re-keying the door.

Keys returned by students at check-out that are not the same keys issued by the Department of Residential Life, will also necessitate the re-keying of the door with assessment of charges to the student responsible. All keys remain the property of the University. **Duplication of keys is strictly prohibited.**

**Guest Policy**

A **guest** is defined as any individual, regardless of relationships, that is not legally assigned to the resident space. All guests in student rooms after 11 PM must be registered in the Empire Commons or Freedom Apartments Office. **Guests are subject to the same rules, regulations and expectations as their host, and the host has responsibility for informing the guest of the rules, regulations and expectations in advance.** In addition to any disciplinary action taken against the host, the University reserves the right to require the immediate departure of any guest where violations of University regulations or individual or group rights have occurred.

No University Apartments resident is allowed to house a guest(s) for more than 72-hours in a 30-day span. A guest(s) must be registered through your respective apartment complex office and roommates or apartment-mates. **Residents found in violation of the overnight guest policy will be given 24-hours to remove their guest(s), however if said guest(s) are found in violation of the rules, regulations and expectations of the University, they will be required to leave immediately. Further infraction of the guest policy will result in the revocation of the resident’s license.**

Residents are not allowed to host parties or large gatherings in their apartment at any time. Gatherings seen as disruptive to the community or as a health hazard will be dispersed.

**Furniture Removal**

Furniture must be left in the rooms or lounges to which it has been assigned. Students who move furniture from assigned areas will be billed for the return of the furniture to its assigned area. Where furniture has been moved into a room or suite, all residents of the area will be equally billed for its removal.

**Alterations**

**The student shall make no alterations to their bedroom, shared living space or building in which they reside.** This includes but is not limited to: altering living space for recreational purposes, painting, removal and disconnection of furniture and fixtures, installation of fixtures, furniture, equipment, or appliances (where applicable) situated therein without the express written consent of the University.

**On Empire Commons, it is imperative that students not disconnect and/or rearrange the furniture in their bedroom.** Students who violate this policy will be billed accordingly.

**Responsibility for Room Use**

Each resident must complete and sign an Apartment Condition Report (ACR) provided by the residence hall staff before occupying any room, either on original assignment or following a room change. This form, when countersigned by a residence staff representative, is the basis for assessment of any damage and/or loss attributable to the resident at the termination of occupancy. Failure to return the pink portion of the ACR form with details regarding damage within 24 hours of occupying the space, will result in the student's assumption of responsibility for any damage evident in the room.

Where two or more students occupy the same apartment/bedroom and where determination of specific responsibility for the damages or losses has not occurred, an assessment will be made against both or all equally. Charges will reflect actual cost as determined by Physical Plant for any billing. A list of items most commonly billed and the cost is available upon request. If payment is not made, a hold will be placed on the student's University records.
Additionally, students who cause significant damage to their apartment or bedroom may be in jeopardy of losing their license.

Assessment of Charges for Room/Apartment Damage or Losses
Students responsible for damage or losses will be billed by the Department of Residential Life or the Physical Plant Department. An attempt will be made to identify students responsible for loss or damages. Failure to identify responsible individuals will result in an equal assessment to all students associated with the common or personal area. If one or more student chooses to take responsibility for a particular damage, they must fill out a Damage Responsibility Form in their respective complex office.

Maintenance and Condition of Facilities
All residents have a responsibility to help in maintaining the cleanliness of apartments and will be expected to clean up after themselves in common spaces and bedrooms, as well as in lounges and other public areas. Regular maintenance and/or painting by University personnel and/or contractors may be scheduled in rooms and common areas, while facilities are occupied. When possible, advance notice will be given.

All garbage must be disposed of properly. Empire Commons’ garbage dumpsters are located in the parking lots behind A and G Clusters and in on the South side of D Cluster. Freedom Apartments’ garbage dumpsters are located in each parking lot. Empire Commons’ residents should refrain from overuse of the kitchen garbage disposals; overuse, which leads to disposal malfunction, will be bill to expense of the student(s) involved.

Fire Safety
NEVER LEAVE COOKING UNATTENDED. One may be so busy juggling all their responsibilities that it is easy to forget that something is cooking on the stovetop or in the oven. NEVER leave the kitchen area or the apartment when something is cooking, either in the oven or on top of the stove.

There are different types of fires that can occur in the kitchen; some more serious than others. Typically the most dangerous kitchen fire is a grease fire. A grease fire occurs when oil, butter or other greases are heated so highly that they ignite. This type of fire can cause open flames that can extend to kitchen cabinets or other items very quickly. What should you do?

Grease Fires- If a grease fire is small and ONLY if you are confident you can extinguish it, turn off the burner and smother the fire with a pan lid. Make sure the lid will cover the whole fire. Never, ever, use water to extinguish grease, oil or fat fires because water can precipitate splattering that can cause burns or scalds and spread the fire. Fire extinguishers are not recommended for this type of fire either. Do not attempt to carry the pan from a grease fire outside. The pan will become too hot and the fire will easily spread.

If a grease fire should occur and you are not confident you can extinguish it, do not risk getting burned even to turn off the burner. Evacuate immediately and activate the fire alarm to notify others.

Oven Fires occur inside the oven. What should you do? Close the oven door and turn off the heat source. The oven fire usually suffocates. Do not take a burning dish out of the oven. Keep stovetop, oven, and microwave oven clean. Accumulated grease and food in drip pans and cooking surfaces can cause smoke the next time the appliance is used.

Dry Cooking Fires typically occur on the stovetop if the moisture burns off the pan and the food (or empty pan) is left to scorch and burn. This type of fire will cause a lot of heat and can damage the surrounding area with smoke. This type of fire is prevented by never leaving your cooking unattended and by turning off the burner when food is finished cooking.
Microwave fires can occur when food is left to cook in the microwave for too long a period of time. NEVER use aluminum foil or put pots and pans in the microwave. Be careful of travel mugs – aluminum mugs cannot be heated in the microwave. Aluminum will cause a microwave fire. In the event of a fire in a microwave, keep the door closed and unplug or turn off the microwave. DO NOT remove a burning object from the microwave. Keep the microwave door closed, and evacuate the building, pulling the alarm on the way out.

Always follow the following guidelines to prevent fire or burn related injury:

1. Use padded oven mitts when handling a hot pot or pan.
2. Heat oil slowly over moderate heat.
3. Never pour butter or oil on top of something cooking in the broiler. The broiler operates at very high heat and will ignite the grease, causing a fire.
4. Unplug small appliances such as the coffeepot or toaster when they are not in use.
5. Turn off the oven or stovetop as soon as you have finished cooking.
6. Double check that the oven and stovetop are OFF before leaving your apartment.
7. Do not store outdoor barbecue items in your apartment such as grills, charcoal or lighter fluid.

If a fire occurs that is out of your control, EVACUATE AND PULL THE ALARM. Never risk harm to yourself or to others. The safety of your life and the lives of your fellow students is more important than any material possessions that may be lost in a fire. Lastly, if you hear the fire alarm, always evacuate the building immediately.

Draperies and Curtains not original to the apartment should be labeled “fire resistant” under code NFPA 701. Additionally draperies, curtains and wall hanging of any material may not cover more than 20% of the surface.

The use of any open-flamed devices such as candles, sternos, incense, and kerosene lamps is prohibited. The following are also prohibited: natural trees, wreaths, paneling, wallpaper or similar coverings, open-element or liquid fueled (kerosene, propane, gas) space heaters, and excessive trash accumulation.

Holiday Decorations: Only Underwriter Laboratory approved artificial trees or wreaths will be allowed in the University Apartments. A “University Apartment” is defined as any indoor area within University Apartments; e.g. student rooms/suites, any common area, offices, and staff apartments. Only UL approved menorahs or other lights will be allowed in University Apartments. This policy is based upon New York State Fire Prevention Codes and the Apartments License.

Please visit the Environmental Health & Safety website at http://www.albany.edu/ehs/firelife.html for more information.

Inspections
The University reserves the right to inspect apartments and rooms for safety, sanitary, security and maintenance purposes. In all cases where the health, safety or welfare of a person may be in danger or in cases where University property is jeopardized, the Residential Life Staff may enter an apartment or room immediately and without notice. Announced inspections will occur each semester, procedures for which will be communicated in advance. In addition, the University reserves the right to search with consent, search incidental to arrest, and to search by warrant.

Repair Work
Repair work in student apartments may be scheduled to occur during recesses. Advance notice will be given to residents, except in the case of emergency repairs. Students wishing to submit repair requests may do so by contacting their respective office. If the Plant Department assesses that the damage reported for repair was caused by the student(s), said damage will be charged to the student(s). Students are prohibited from making any repairs to their apartment or bedroom. If evidence of such repairs is found, the student(s) will be charged for the damage.
**Room and Suite Painting**
Apartments are painted on a regularly scheduled basis. Where room conditions warrant, students may request painting through the Department of Residential Life, University Apartments. **Students are prohibited from patching or painting apartments and rooms.** The University reserves the right to authorize painting of apartments, while occupied and/or partially occupied, as deemed appropriate.

**Personal Property Losses and Claims**
The University is not responsible for loss of or damage to personal property of residents. Personal property insurance may be available through your family’s homeowners insurance (resident students and their families should check with their insurance carrier), or through individual purchase of personal property protection program. Information is available at Department of Residential Life. Student occupants are urged to provide for the security of their belongings by locking their rooms and by carrying personal property insurance.

Mail Services is not responsible for any unclaimed property or packages.

**Common Area Damage**
Common Area Damage (CAD) is defined as damage to an apartment and/or to common areas. University Apartments’ maintenance personnel will first assess the extent of the damage in question. The Apartment Coordinator of the area in question will then issue a memorandum to residents asking for information on the circumstances of the damage. During this time the Apartment Coordinator and Housing Manager(s) will conduct an investigation into the damage. If the person(s) responsible for the damage are identified, they alone will be billed to the damage. If the person(s) are not identified, then the apartment, building, cluster, or complex, as appropriate, will be billed equally.

**Outside Door Access**
Each building has a SUNY Card access system for resident’s use. Guests should use the phone located in the entrance of each building (Empire Commons) or the apartment buzzers (Freedom Apartments) to contact the individual(s) they intend on visiting. The phone located in the entrance of each Empire building will connect the guest to the occupants red phone located in their bedroom. Residents of University Apartments have card access to their assigned building 24 hours a day and to all residential buildings on their respective complex from 6 AM – 2 AM.

**Security and Medical Emergencies**
The University at Albany’s University Police Department provides security for Empire Commons and Freedom Apartments. In the event of a medical emergency, contact the University Police Department by dialing 911 from any on-campus phone or 518-442-3131 from a cellular phone.

*It is imperative the students lock their apartment and bedroom doors when they are gone from the apartment. Additionally, students should refrain from propping the building door(s) in any way.*

**Conflicts**
University Apartments are catered to an older and more mature residence population (juniors, seniors, graduate students and students over 21 years old). As such, it is the expectation of Staff that conflicts between two or more individuals should first be handled between said individuals before involving Residential Life Staff. Such circumstances may include, but are not limited to apartment-mate conflicts, noise complaints, and the sort. An Apartment Coordinator with the support of a Housing Manager supervises each Cluster; each is available to resident students as resources in remedying and/or mediating conflicts between individuals. Staff can be contacted through their respective complexes’ Office.
USE OF COMMON AREAS

Common Area Use (Exterior)
Outdoor common areas, such as green space and sidewalks, must be kept free of obstacles (i.e.: furniture, bikes, grills, etc.) for the safety of all residents of the complex. When using outdoor recreational facilities, residents are expected to be respectful of the surrounding apartments as well as mindful in limiting their use when others are waiting. Furthermore, the use of ‘hard balls’ (i.e.: baseballs, etc.) in and around both complexes is strictly prohibited. Residents are expected to act appropriately when engaging in recreational activities, cognizant of their proximity to the surrounding buildings, roadways, sidewalks, parking lots, and individuals.

Common Area Use (Interior)
All interior common areas (i.e.: stairwells, building entrances, etc) are to be kept clear of personal belongings. Please remember that you may only keep personal items in the space designated for your apartment.

Signs and Notices
Displaying signs, notices, placards or flyers on the buildings is prohibited unless authorized by the Assistant Director of Residential Life for University Apartments. In addition, the posting of flyers and signs within the buildings is limited to predetermined bulletin board space, and should not be posted (i.e.: taped, stapled, etc) to the walls directly.

Cooking and Use of Outside Areas
The use of charcoal burners and other open-flame cooking devices shall not be operated within 30 feet of the buildings. Residents are responsible for themselves and their guests in ensuring any outside gathering results in an expeditious and complete clean-up of the area. It is imperative that individuals take every safety precaution when disposing of used charcoal. Once the charcoal is finished being used, allow it to sit in the grill for at least 24-hours before placing it in the dumpster; placing used charcoal in the dumpster too soon will likely start a fire. Individuals using outdoor space must refrain from drinking alcoholic beverages outdoors, regardless of age. Additionally, music played outside on the grounds, should be confined to your immediate area. Violations of this section may result in loss of privileges, as well as more severe sanctions.

Organized Outdoor Events
Groups or organizations are not allowed to host outdoor events on the grounds of University Apartments without the expressed consent of the Assistant Director of Residential Life. These groups will be required to provide information regarding catering, which should be arranged through UAS/Chartwells or through a catering service that can show proof of $100,000 in insurance. Additionally, groups would be limited on the use of music, as the volume of all outdoor music must remain within the immediate area of the event.

PAYMENTS, REFUNDS, ADJUSTMENTS & RELEASES

Room charges are billed by the Office of Student Accounts and are due and payable prior to occupancy. Students are required to pay in full or provide evidence of financial assistance to Student Accounts by the payment deadline. Students who have not pre-registered for courses will be required to pay or provide evidence of financial assistance during course registration periods provided in the beginning of each semester. Students who do not satisfy their financial obligations for room and board charges are subject to removal from the apartment complex.

Students will be billed as follows, based on the appropriate license for which they have agreed to:

SUMMER 2011: Billing posted May 2011
SUMMER billing for Empire Commons, Full-year Licenses ONLY

FALL 2011: Billing posted July 2011
SPRING 2012: Billing likely posted December 2011 or early January 2012

Bills will primarily be sent electronically and information may be found on MyUAlbany and paid through the Epay system.

Students are advised that their Apartment License is binding for the duration stipulated in the Apartment License. Students who do not check-in during the summer months (May 29, 2011 – August 26, 2011) will still incur full-year charges.

Refunds and Billing Adjustments

Occupancy of University Residence Halls & Apartments is defined as acceptance of keys and/or moving into the room. For residents continuing from fall to spring semesters, occupancy is defined as failure to obtain approval for release via the License Release Request and/or failure to remove all possessions from the room and return all keys prior to the spring semester opening day, Sunday, January 15, 2012. Adjustments for room and board charges are based on the date personal effects are removed from the hall and keys have been returned to Residential Life. Adjustments of room and board charges are granted in accordance with the following:

Room Charges

After a student has occupied a room, no adjustment is available for the balance of that semester, unless the student officially withdraws from the University due to CIRCUMSTANCES BEYOND THEIR CONTROL or unless a written request for release from the Residence License due to CIRCUMSTANCES BEYOND THEIR CONTROL is approved by the DRL. Written third party documentation must be submitted to substantiate reasons beyond a student’s control. In approved cases, room charge adjustments are prorated on a weekly basis. If a student withdraws from housing after week 8, charges for housing for the remainder of the term will not be prorated.

For instance, should a student sign up for a full-year license, check into his/her space on May 29, 2011, and then opt to break his/her full-year license agreement six weeks later, they will not benefit from the ‘reduced summer rate’ (pg. 8) and, instead will be reassessed for the time spent in residence, based on the ‘normal weekly rate’ and receive an adjusted bill to reflect that time at that rate.

Academic Dismissals

Students who have been academically dismissed must follow these procedures:

Fall Dismissal

A student dismissed following the Fall semester must notify the DRL immediately following receipt of the official letter of academic dismissal. The student must make arrangements with the DRL to formally check out of their Fall room assignment PRIOR to opening day Sunday, January 15, 2012. Checking out on or after this date will result in room charges. Students appealing the academic dismissal must notify the DRL or will lose their spring housing assignment.

Spring Dismissal

A student dismissed following the spring semester must notify the DRL in writing within 30 days of receipt of the official letter of academic dismissal, in order to qualify for a refund of deposit for the upcoming fall semester. Students appealing the academic dismissal must notify the DRL of their intent or they will lose their fall assignment.

Judicial Referrals/Actions

A student, either dismissed or suspended from the University, or administratively removed for disciplinary reasons by the Vice President for Student Success, Office of Conflict Resolution, or Department of Residential Life is subject to financial penalties for prematurely breaking this License, and will be required to pay such penalties at the time of their removal from University Residence Halls and Apartments.
Termination of Apartment License Agreement

License Release Requests submitted on or after the first day that University Residence Halls and Apartments open for the semester will be considered by the DRL. Specific guidelines for securing approval of a License Release Request are applied. These guidelines include documented withdrawal from the University, third party confirmation of changes in financial situation, marital status and medical conditions, all of which must be BEYOND THE CONTROL OF THE STUDENT. When a student is officially released from the Residence Hall License, s/he must vacate the room within 24 hours and complete checkout procedures outlined on page 9 of this Handbook. Students will be charged for room until check out is completed and if they have an active Meal Plan, the refund for the plan will be prorated based on the amount of time spent in residence, not on the number of meals left.

PRIOR TO LICENSE START DATE: There is no financial penalty to cancel your license so long as the student requests cancellation, in writing, no later than Friday, April 29, 2011 (for continuing students) and Monday August 1, 2011 (for new students).

Summer Withdrawals – University Apartments (Empire Commons) ONLY: Should residents who signed up for a full-year license cancel out of that license, they will be reassessed apartment/room charges at the normal weekly rate, as defined below, for the period spent on Empire Commons. Student Accounts will reissue a bill to the student in the adjusted amount, based on the normal weekly rate. Students wishing to be released from this housing agreement prior to the start of the fall semester, who have yet to check in, will also be reassessed an adjusted room rate reflecting the normal daily rate. The reduced ‘summer rate’ is available ONLY to those students who will be residing on Empire Commons for the entirety of their agreed upon full-year license. The ‘normal weekly rate’ is defined as the prorated weekly amount based on academic year charges.

Withdrawals at the end of the Fall semester: If residents wish to terminate their license, there is a $400 license termination fee for release from Empire Commons, except for reasons of academic study. This exception includes, but is not limited to, studying abroad, semester in Washington and internships that yield academic credit. For such instances, students’ must supply a dated letter that describes the academic program for which they wish to terminate the residence license. Students who apply to release from housing for any other reason, including December graduation, will be subject to this fee. The Department of Residential Life and University Apartments does not guarantee license termination.

Failure to check into an apartment, reside in the assigned bedroom or pay room charges, does not release a student from the obligations of the Residence License or University Apartments Handbook. Except for those students released from the License or officially withdrawn from the University, students who fail to move into their assigned room will be billed a one-semester (16 weeks) room charge.

Students who have occupied a room and then move out without being officially released from this License, officially withdrawn from the University, on University Study Abroad, or are academically dismissed, will be billed a one semester (16 weeks) room charge, effective the date of the unauthorized move. This charge will be in addition to a room and/or meal plan billing for the amount of time actually spent in residence, determined by the date that keys are returned.

Renewal.

Residency in University Apartments does not automatically renew upon expiration on the term designated. Interested students must re-register for apartment housing during the annual apartment registration period (early spring semester). The University may accept or deny any such renewal request at its sole discretion.
JUDICIAL & DISCIPLINARY PROCESS
While disciplinary actions must be commensurate with the seriousness of the offense and the total conduct record of the student, specific dispositions are not rigidly predetermined. Judicial procedures and subsequent disciplinary activities are designed as much for guidance and correction of behavior as they are for invoking a fair and appropriate sanction. The University at Albany has adopted a philosophy that inappropriate behavior is often caused by a student's inability to solve a problem, which thereby leads to socially unacceptable behavior. It is the University's policy not only to enforce certain standards of conduct and to curtail inappropriate behavior, but also to provide whatever assistance is possible to enable a student to solve his/her problems in an institutionally acceptable manner. The disciplinary process outlined below functions cooperatively with the University's Office of Conflict Resolution and Civic Responsibility and the University Police Department.

Meeting with Apartment Coordinator.
When the Assistant Director of Residential Life, University Apartments or an Apartment Coordinator receives notice of a possible violation of Residence Hall/Apartment or University-wide regulations (normally through an Incident Report generated by a Housing Manager and/or the University Police Department), they will review the case and notify the student(s) to schedule a meeting to discuss the incident.

At this meeting, the student(s) will be provided a description of the incident and the violation(s). Students will be given an opportunity at this meeting to resolve the incident by taking responsibility for the charges and agreeing to a sanction as imposed by the Apartment Coordinator. After this meeting, a charge may be dismissed or a student may ask to be referred to a University Judicial Board or an administrative review. If a student ignores the Apartment Coordinator’s request for a meeting, the case may be adjudicated in the absence of the student or be forwarded to the Assistant Director of Residential Life for University Apartments.

Administrative Review/Hearing.
During an administrative review or hearing, students have the opportunity to tell their version of any alleged involvement in an incident that violated University regulations. If a student is found in violation, the administrator or Judicial Board has the option to assign a sanction or dismiss the case. An administrator or Judicial Board has the authority to utilize other available sanctions, including, but not limited to probation, loss of certain privileges, restitution or recommendation for dismissal.

Specific details concerning the University's Judicial System can be found in Community Rights and Responsibilities.

RULES & REGULATIONS
The following rules and regulations are applicable to University Apartments. In addition, University rules and expectations included in Community Rights and Responsibilities, not reproduced here, also apply. Failure to act in accordance with these rules, regulations and expectations may result in University disciplinary action and/or in civil criminal action and/or financial liability. Possession or use of prohibited items may result in their removal by University officials. Residents of suites/rooms where a health/safety hazard exists may be required by staff to remove the hazard immediately.

1. Respect for individuals and groups. Individuals are expected to maintain respect for individual and group rights and responsibilities as stated in this License and in the University Community Rights and Responsibilities.

2. Host Responsibility. A student host assumes responsibility for the behavior and activities of their guest(s) whether the host is present or not. Guests are subject to the same rules, regulations and expectations as their host, and the host has responsibility for informing the guest of the rules, regulations and expectations in advance. In addition to any disciplinary action taken against the host, the University reserves the right to require the immediate
departure of any guest where violations of University regulations or individual or group rights have occurred.

1. Alcohol. All bulk containers are strictly prohibited. Individuals are expected to abide by all state laws and University policies governing the use of alcohol. Please refer to the University Community Rights & Responsibilities for detailed policy.

2. Overnight guests. Overnight guests may be housed, provided the guest is housed in a suite/bedroom and that the student host has complied with the guest registration policy/application, which is available in the Empire Commons and Freedom Apartments offices and is required of all guests. All guests must be registered before 11 PM the night of their stay.

3. Quiet Hours and Courtesy Hours. University Apartments (Empire Commons and Freedom Apartments) are 24-hour quiet facilities, seven days a week/365 days a year. Quiet hours are defined as a time during which all sound must be contained within a room/suite. University Apartments does not resend its Quiet Hours at anytime. Please also note that noise outside on the grounds, should be confined to the apartment or to the immediate area when outside. Additionally, noise in building hallways should be kept at a minimum.

4. Fire Safety. All residents must evacuate the building when a fire alarm sounds and move to the opposite side of the street. Failure to cooperate or to evacuate during a fire alarm; causing of a false fire alarm; inappropriate behavior which results in the activation of a fire alarm; interfering with the proper functioning of a fire alarm system; tampering with, damaging or removing fire hoses, extinguishers, exit lights, heat/smoke sensors, extinguisher boxes or alarm covers, or any other fire safety apparatus is strictly prohibited. The use of any open-flamed devices such as candles, sternos, and incense and kerosene lamps is prohibited. The following are also prohibited: natural trees, wreaths, paneling, wallpaper or similar coverings, open-element or liquid-fueled (kerosene, propane, gas) space heaters, and hazardous trash accumulation.

5. Dangerous Objects. The possession or use of firecrackers, explosives, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, firearms or other weapons, ammunition, knives, chukka sticks and other dangerous objects or chemicals is prohibited. Use and storage of helium and propane tanks in rooms, suites and lounges is prohibited.


7. Appliances. Students are expected to use appliances furnished in their apartment in the appropriate manner. The student takes full responsibility for the appliances use and functioning during the course of their stay. Misuse, damage, and/or injury incurred by or caused by the student are the sole responsibility of the student. The student will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse.

Empire Commons’ apartments are equipped with microwaves. Freedom Apartments residents may possess a microwave oven; however, Freedom Apartments are not equipped with one.

8. Refrigerators. All apartments come equipped with a full size refrigerator.

9. Radio and Television equipment. Television aerials, masts and other radio-transmitting/receiving equipment are prohibited.

10. Pets. Pets, other than tropical fish, are prohibited.
11. **Waterbeds and Lofts.** Only University supplied loft configurations are acceptable. Waterbeds are prohibited. **Cinder Blocks and Bricks of any composition are prohibited in the residence halls.**

12. **Room decorations.** Combustible materials such as posters, pictures, etc., shall be limited to 20% of available wall space in each room. No combustible material shall be allowed on ceilings or on the inside of any door. Fabrics, including sheets, fishnet, tapestry, etc., used as decorations are prohibited. Ceiling decorations of all types are prohibited. **Curtains must be flame resistant (per NFPA 701) as should any upholstered furniture (labeled CAL 133).**

13. **Windows.** Throwing or hanging anything out windows is prohibited. Removal of existing window screens is prohibited.

14. **Ceilings.** Ceilings may not be disturbed in anyway. This means you may not attach any items to the ceiling (such as stickers, nails, hooks, bottle caps, etc.), or bounce balls off them.

15. **Screens.** Removal of existing window screens is prohibited.

16. **Recreation/Other Activity.** Recreational activity within and around Empire Commons and Freedom Apartments is governed by the Department of Residential Life, and University Apartments. Activities that could be injurious to facilities or grounds are prohibited in common areas, including hallways, stairwells, and grounds.

17. **Solicitations.** Solicitations and sales by residents and others is prohibited within apartment buildings. Solicitations within the Commons Community Building are limited to those approved by the Department of Residential Life, University Apartments. Use of a mail services mailbox is strictly for personal use only, not for business purposes.

18. **Facility Use Requests.** Recreational activity within and around Empire Commons and Freedom Apartments is governed by the Department of Residential Life, University Apartments, and the prescribed guidelines regarding use of the Commons Community Building. Activities that could be injurious to facilities or grounds are prohibited in common areas, including hallways, stairwells, and grounds.

Reservation Requests are required for all use of space for formal and informal activities within and around Empire Commons and Freedom Apartments. Requests must be submitted to the University Apartments Office for approval ten days prior to the date of the proposed event and/or activity. Charges may apply.

19. **Vehicles.** Storage of motorcycles or mopeds in buildings is prohibited.

20. **Smoking.** State law prohibits smoking in all public areas including lobbies, hallways and lounges.

**Smoke Free Residence Halls.** In recognition that the exposure to second hand smoke is a significant health concern, the University at Albany Residence Halls and University Apartments are Entirely Smoke Free.

21. **Building Entrances.** Propping of any building access/entrance door is strictly prohibited.

22. **Recycling.** Recycling dumpsters are located in each of the garbage disposal areas in the parking lots of both complexes.

23. **Cinder Blocks/Bricks.** Cinder blocks or bricks of any composition are prohibited in all University Residence Halls & Apartments.
24. *Halogen Lamps.* Halogen lamps/bulbs are prohibited in all University Residence Halls & Apartments for health and safety reasons.

Excerpts from Community Rights & Responsibilities Governing the Use of Alcohol

1. No alcohol may be consumed in academic buildings, on University grounds, on the academic podium, the CESTM Building, in the Physical Education complex, on the Downtown Campus and the East Campus complex, except at “alcohol approved” social functions. An alcohol approved social function is one where the Alcohol Use Registration Form is filled out and approved by the Alcohol Administrator for that building. Events at which alcoholic beverages are served and which are not under the jurisdiction of a specific local alcohol policy administrator require an "Alcohol Use Registration Form" to be filed with the Vice President for Student Success in University Hall 206 (http://albany.edu/judicial_affairs/alcohol.html).

2. Under New York law, only persons twenty-one (21) years of age or older are legally entitled to purchase, be sold, given, or served alcohol. A person under 21 years of age may not possess or consume alcoholic beverages at any time on the University campus.

3. Under New York law, persons under the age of 21 are prohibited from possessing any alcoholic beverages with intent to consume the beverage. Violators are subject to a fine up to $50.00 per offense. Authorized law enforcement personnel may seize alcoholic beverages involved in alleged violations of this law.

4. New York law further provides that any person, other than a parent or guardian, who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor.

5. Under New York law, anyone under 21 years of age who uses fraudulent proof of age to obtain alcohol is guilty of a misdemeanor. This violation is punishable by a fine of up to $100.00 and a community service requirement of up to thirty (30) hours.

6. Under New York law, anyone who is apparently intoxicated or who is behaving in an intoxicated manner may not be served alcohol.

7. A substantial part of the University at Albany is in the City of Albany and is subject to its open container law. Thus no open container of an alcoholic beverage is permitted on the campus, except at approved social functions as described in #1 above.

8. Under New York law, a person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to Driving under the influence of alcohol on University property is prohibited and violators will be subject to arrest.

9. The Vice President for Student Success is responsible for implementing and interpreting the alcohol use policy.

Policy for Governing the Use of Alcohol in Residence Halls

All University at Albany students who live in residence and their visitors/guests are subject to New York State Law and the University at Albany’s policy regarding possession and consumption of alcohol, as well as specific policies governing the Residence Halls.

1. **Definition of Residence Hall/University Apartment Areas**
   Residence Halls are defined as the quadrangles and the University Apartment complexes, including outdoor areas. The boundaries of Indian, State, Colonial and Dutch Quadrangles are defined by the first paved roadway or sidewalk adjacent to the quadrangle. Indian and Dutch Quadrangles include the playing fields adjacent to the west and east respectively with regard to the application of this policy. The boundaries of Alumni Quadrangle are defined by the exterior boundaries of the building.
city sidewalks surrounding the quad. The boundaries of Freedom Quad are defined by the entrance road to the complex from Tricentennial Drive. The boundaries of Empire Commons are defined by the University roadways surrounding the complex.

2. **Alcohol Policy for Students Under 21 Years of Age Living in Non-Freshmen Areas**
A person under 21 years of age may not possess or consume alcoholic beverages at any time on the University at Albany campus.
No possession or consumption of alcohol is permitted by any student or guest in private residence rooms where all the assigned residents are under 21 years of age.
Visitors or guests of students under 21 years of age are not permitted to possess or consume alcohol in the suite or bedroom of an underage student regardless of whether they are of legal drinking age.
Alcohol containers, including empty liquor bottles, wine bottles and/or beer cans are prohibited.

3. **Alcohol Policy for Students Over 21 Years of Age Living in Non-Freshmen Areas**
The following regulations regarding alcohol use apply to students and visitors/guests in the non-freshmen areas who are 21 years of age or older:

a. No individual student may possess more than 12, 12 oz bottles/cans of beer (or the equivalent), or one liter of hard liquor or wine at one time.

b. Binge drinking is defined as consuming five or more drinks on one occasion for men or four or more drinks on one occasion for women. (http://www.researchmatters.harvard.edu/story.php?article_id=420) Binge drinking is strictly prohibited.

c. Individuals of legal drinking age may not provide alcohol to underage roommates, suitemates, visitors or guests.

d. Drinking games (e.g. beer pong) and other activities that promote the irresponsible use of alcohol are prohibited. This includes the use of alcohol paraphernalia such as funnels and ice luges.

e. Kegs and beer balls, whether empty or full, tapped or untapped, are prohibited. Spiked punch and Jell-O shots containing alcohol, regardless of alcohol content are also prohibited.

f. Behavior that encourages or contributes to excessive alcohol consumption by another student is prohibited.

g. Carrying open containers of alcoholic beverages or consuming them in any public area of the campus is prohibited. This includes movement between residence hall rooms or apartments with an alcoholic beverage.

h. Compliance with all requests by University officials, including Residential Life staff or University Police, for proof of 21-year-old status is required. If there is reasonable suspicion to believe that alcohol might be in squeeze bottles, cups or other such containers, University staff reserve the right to approach students and hold individuals accountable under the provisions of this policy.

i. Possession, consumption, and storage of alcohol are prohibited in all public areas, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas.

j. Driving on University property while under the influence of alcohol is strictly prohibited and will result in arrest, loss of driving privileges on campus, and possible suspension or expulsion from the University. Please see the following web site for further NYS Department of Motor Vehicles information, including FAQ's regarding Alcohol, Drugs, and DWI: http://www.nysgtsc.state.ny.us/alcondx.htm.

4. **Alcohol and Other Drug Education and Prevention Services and Programs**
The University Counseling Center provides alcohol and drug prevention services and educational programs.
The University Counseling Center can be reached at (518) 442-5800. Middle Earth Crisis Intervention can be reached at (518) 442-5777 and on the web at www.albany.edu/counseling_center/middle_earth.
Both the University Counseling Center and the Middle Earth Peer Assistance program are located at 400 Patroon Creek Boulevard, Suite 104 Albany NY 12206.

For further information regarding University policies as stated in the CR&R can be found in www.albany.edu/judicial_affairs

APARTMENT SERVICES

Parking
Parking at Empire Commons is exclusively available for Empire Commons’ resident students, 24 hours a day, 365 days a year. To park a vehicle at Empire Commons, resident students must purchase an Empire Commons student decal allowing residential parking at Empire Commons. The Empire Commons decal must be properly displayed. With proof of Empire Commons residency the Empire Commons student parking decal is available for purchase at the University’s Office of Parking and Mass Transit Services.

Likewise, parking on Freedom Apartments is available for Freedom Apartments resident students, 24 hours a day, 365 days a year. To park a vehicle on Freedom Apartments, resident students must purchase a Freedom Apartments student decal. Should students need additional parking the following overflow options are available.

Park on the Main Campus and use the Apartment Shuttle.
You may park at the Main Campus Dutch Student Gold and/or the University Building #25 (the Old Health Center) parking lot and take the Apartment Shuttle from the Social Science, Dutch Student or Building #25 parking lot bus stop to ride back to Freedom. The Shuttle schedule has been revised to several more trips for Freedom, with additional trips added later in the evening. The revised schedule can be viewed at http://www.albany.edu/pmts/.

Building #25 is Faculty/staff 8am-4pm; therefore vehicle will need to be out of this parking lot by 8am. The south end of Dutch Student Gold has no overnight parking from November- March for snow removal; please make sure you are in the middle of Dutch Gold for overnight parking in the winter months.

Students are required to register their vehicle(s) with the Office of Parking & Mass Transit Services. Registration of a vehicle is not a parking permit and carries no parking privileges. Vehicle registration merely enables Parking and Mass Transit Services to identify, and if necessary, contact the operator.

Anyone parking on campus must properly display a valid university vehicle registration decal or permit 24 hours a day, 7 days a week, including holidays, or must pay the required fee at parking meters or the visitor paid lots. Vehicle registration decals cannot be transferred from one vehicle to another. The individual to whom the vehicle registration decal is issued to will be held responsible for all parking violations issued to any vehicle bearing the vehicle registration decal.

Students are financially responsible for parking violations issued to their vehicle and vehicles belonging to family members. It is your responsibility to inform family and friends of the parking rules and regulations. The operator of a vehicle parked on campus is presumed to be affiliated with the University. Responsibility for parking violations cited to a vehicle will lie with the owner or family member of the owner affiliated with the University. The person affiliated with the University is held responsible for parking tickets issued to family members’ vehicles.

For information on how to purchase a University at Albany parking decal please visit your MyUAlbany account or go online to www.albany.edu/pmts and click on on-line services.

The Office of Parking and Mass Transit Services is responsible for enforcing University parking rules and regulations in all University parking areas, including those at Empire Commons and Freedom
Apartments. University parking rules and regulations are available at the Office of Parking and Mass Transit Services and may be viewed at http://web.albany.edu/parking/.

**Bus Route Descriptions**
The University at Albany provides students and employees the following free bus services when they show a valid SUNY Card. Note that bus services are reduced when classes are not in session.

**Uptown Campus Shuttle**
This bus goes in a clockwise circle around the campus, stopping at Freedom Quad Apartments, Social Sciences, Collins Circle, the Management Services Center and University Administration Building (only during normal business hours, which is until 5pm on weekdays, not at all on weekends), SEFCU Arena (RACC), Science Library, and Dutch Lot Bus Shelter (near the tennis courts). This route operates seven days a week, with a weekday and a weekend schedule.

**Patroon Creek Shuttle**
This bus leaves from the Science Library, then stops at Collins Circle, before going to the Patroon Creek Complex, which is across Washington Avenue from the Harriman Campus. This route operates Monday – Saturday, with a Monday – Friday schedule running until 6pm when the Health Center closes, and a separate Saturday schedule, running until 2pm. There is no Sunday Service.

**Western Avenue / University Shuttle**
This bus leaves from the Science Library, and goes along Western Avenue to Alumni Quad and the Downtown Campus, with buses running every 12 – 20 minutes between 7:00am and 9:00pm, as a mix of both UAlbany buses at CDTA #11 buses. After 9:00pm, and on weekends, the route is exclusively the CDTA #11.

**East Campus Shuttle via Madison Avenue**
This bus leaves from the Science Library, turning left on Western Avenue proceeding to the intersection of Western and Madison Avenues, where the bus bears right onto Madison Avenue. Continuing down Madison Avenue to the Empire State Plaza (ESP), stopping at the NYS Museum. It then continues down Madison Avenue, making a left onto Phillip Street and then a right onto Hamilton Street to the stop light at South Pearl Street. Crosses S. Pearl St., entering the ramp of the South Mall Arterial leading to the Dunn Memorial Bridge, or continues down Madison Ave. to S. Pearl St., left on S Pearl St., right onto entrance ramp to Dunn Memorial Bridge. Exiting onto Columbia Turnpike (US 9/20) to East Campus in East Greenbush. The bus returns to the ESP via the Columbia Turnpike, Dunn Memorial Bridge and the South Mall Arterial, stopping at the plaza entrance (heading west). The bus continues up Madison Ave. to Western Ave. to the uptown campus (Science Library). East Campus Shuttle stops at CDTA authorized bus stops. Shuttle runs Monday through Friday.

**Shopping Shuttle**
This bus leaves from the Science Library, stopping at Freedom Quad, Empire Commons, and Collins Circle, before taking Washington Avenue to the Super Walmart at Crossgates Commons and Price Chopper in Towne Plaza. This route runs on Monday and Thursday Evenings.

**Visitors to Freedom Apartments and Empire Commons.**
All visitors to campus must pay to park and may use the hourly Visitors Lots, or purchase a temporary tag for $5.40 per day from Parking and Mass Transit Services or the Visitors Lot booth attendant. Overnight parking in the Visitor Lots is not allowed, with the exception of metered spaces.

**Meters**
Meters are available in various locations in the Uptown Campus. Please look at the meter to determine the appropriate amount of money required and the time allowed. Times are listed on all meters. Regardless of nearby signs, meters are in effect Monday through Thursday from 8AM to 8PM and Friday from 8AM to 5PM. University permits, including Handicapped, are NOT valid at meters without paying during required hours. If a meter is broken/out of order/covered by a hood, parking is NOT allowed at that meter.
**Handicapped Parking**

If you are a handicapped visitor or bring a guest to campus who is handicapped, you should stop by the Office of Parking and Mass Transit BEFORE parking in a handicapped space in order to get a temporary handicapped decal. If you park in a handicapped space and display your handicapped placard without also having a valid University at Albany handicapped decal or hangtag or a temporary handicapped hangtag, your vehicle is subject to ticketing. In the event that you receive a ticket for this, you should immediately go to the Office of Parking and Mass Transit, with your handicapped guest (if applicable) to discuss the ticket.

**Mail Services**

Mailboxes for Empire Commons residents are located at the Empire Commons Community Building; mailboxes for Freedom Apartments residents are located in their respective cluster’s “common building” (Building “4,” i.e.: A4, B4, C4, and D4). Mailboxes require a key for access. One key per resident is issued at the time of check-in. If you lose or misplace your key, you will incur an additional charge for this lock change. University Apartments and the Department of Residential Life are not responsible for damaged or lost mail. Please make sure you mail box is locked securely. Mail Services will not put mail into boxes that are left open.

Mail Services handles all incoming mail for the University at Albany, including residential student, business, and faculty/staff at its main facility located in the basement of the Business Administration building, room B4.

Mail is received early in the morning, Monday through Friday, from the U.S. Postal Service, and the sorting process begins. Incoming mail is sorted by class. First class mail receives first priority, then periodicals and lastly standard or "bulk" mail. Mail and or packages that do not fit in a mailbox or require a signature must be picked up at the main facility.

The Mail Services Department is open Monday through Friday from 8:30 AM to 5:00 PM during the academic year, and from 8:00 AM to 4:00 PM during the summer. The package pick-up window is open 12:00 PM to 5:00 PM during the academic year and 12:00 PM - 4:00 PM during the summer. If you have questions regarding mail or package services, please contact Mail Services at 442-3272 or visit their website at [www.albany.edu/mailservice](http://www.albany.edu/mailservice).

**Package Pick-up**

Priority mail, insured packages, certified mail, registered mail, UPS, FedEx and DHL ground delivery packages and all mail items not fitting in student mail boxes will be logged in and held at the main mail facility. An email will be sent to the student the day of the packages’ arrival. Your email message will contain the shelf location of your package(s) and knowing this information will expedite the release process directly at the package pick-up window.

The package window is located in the basement of the Business Administration Building, in the corner where it joins with the Social Sciences Building, room B4. When picking up a package, please bring photo ID; a SUNYCard or driver's license are acceptable forms of ID.

If the name on the package does not match the name on the ID, the package will not be released to you. A signature is required when picking up an item, verifying that it has been released. Please pick up packages promptly.

The package area has limited space and cannot store packages for an extended period of time. If the package is not picked up, it will be returned to the sender. The package window is open Monday - Friday, 12:00 PM to 5:00 PM during the academic year and Monday - Friday 12:00 PM to 4:00 PM during the summer.

**Proper Addressing**

The address format that is used on your incoming mail determines the speed in which Mail Services can get that mail to your box. If the address information on the mail piece is insufficient
and mail facility staff has to research your correct address, your mail will be delayed. The proper address format for receiving mail at the University is:

NAME
APARTMENT COMPLEX NAME & BOX#
1400 WASHINGTON AVE
ALBANY NY 12222

If this format is not used, mail will be delayed. Please notify all correspondents of this address format to ensure that you receive mail in a timely manner. Mail Services provides preprinted postcards for your use to notify friends and family of your address and the correct address format. All that is required is a postcard stamp, the cards are complimentary.

If a sender allows only three lines for your delivery address, the following format may be used:

NAME
1400 WASHINGTON AVE A# (where “A” is the first initial of your apartment complex – “E” for Empire Commons and “F” for Freedom Apartments – and # is your box number)
ALBANY NY 12222

Change of Address
Your delivery address will change if you move from one quad or apartment complex to another, or even move to a different room within the same quad, apartment complex, suite or apartment. In order for your mail to follow you, you must notify Mail Services that you have moved.

For an ON-CAMPUS MOVE, fill out the “Residential Student Change of Address Form”, available on-line (http://www.albany.edu/maiservice/moving.html) or at the Mail Services office in the basement of the Business Administration Building, room B4. The form cannot be accepted electronically and must be printed, signed and submitted to Mail Services in order to re-direct your mail. All on-campus changes are verified with Residential Life before Mail Services will redirect the mail to the new box.

Meal Plans
Students commuting, living off campus or in University Apartments (commuter students) have the option of participating in any of the available meal plans. Commuter students may elect to purchase the Opportunity or Economy meal plans, if they would like the benefits of a traditional quad housing meal plan, or they may purchase a Commuter Plan designed to meet the needs of students who may not spend every day on campus.

**Commuter Meal Plan**
The Commuter Plan is a pre-paid debit account that can be used in resident hall dining rooms, Campus Center dining locations, Downtown Cafe and vending machines (11p-7a). The minimum Commuter Plan level is $250, but with a purchase of $500 or more, students will receive five complementary value meals that can be used in the commuter-focused Campus Center Commons locations.

### Traditional Quad Housing Meal Plans

<table>
<thead>
<tr>
<th>Plan</th>
<th>Dining Room Meals</th>
<th>Munch Money</th>
<th>Lunch Trades</th>
<th>Dinner Trades</th>
<th>Price Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity</td>
<td>Unlimited</td>
<td>$210</td>
<td>1</td>
<td>2</td>
<td>$2,059</td>
</tr>
<tr>
<td>Economy</td>
<td>120 Meals/Semester</td>
<td>$400</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>$1,749</td>
</tr>
</tbody>
</table>

**Basic Meal Plan Information**
• Munch Money balances carry over from semester to semester, as long as the student remains enrolled.
• All meal plans include kosher or halal options at no additional cost to students.
• Directions for meal plan sign up or change can be found at http://www.albany.edu/uas/meal_plans.shtml

**Internet Services**
For complete information regarding the University's Information Technology Services policies, please visit: http://www.albany.edu/its/cio_group_homepage.htm and choose from the list of IT Policies. Please note that failure to comply with these policies may lead to judicial sanctions.

**Sustainable Living on University Apartments**

_Employ the three R's: Reduce, Reuse and Recycle_

**Knowing what you can and can’t recycle on campus is the first step to helping reduce your impact:**

Did you know it takes 40% less energy to make paper, 70% less energy to make bottles and 95% less energy to make cans from recycled materials. There are recycling stations are set up in the waste disposal areas. Each dumpster is labeled and color coded. Green is for garbage, red is for commingled items (plastic, aluminum and glass) and blue is for mixed paper.

<table>
<thead>
<tr>
<th>Can Recycle</th>
<th>Cannot Recycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper products:</td>
<td>Paper products:</td>
</tr>
<tr>
<td>Commingled Glass/Plastic/Tin:</td>
<td>Pizza Boxes</td>
</tr>
<tr>
<td>Glass Jars, Glass Bottles (all colors), Plastic Bottles, Plastic Jugs, Tin and Aluminum, Food and Beverage Cans, Milk and Juice Cartons</td>
<td>Commingled Glass/Plastic/Tin:</td>
</tr>
<tr>
<td>Plastics labeled #1 or #2</td>
<td>Yogurt Cups, Margarine Tubs, All Styrofoam, Plastic Utensils, Batteries, Aerosol Cans, Auto Products, Electronic Waste, and Medical Waste.</td>
</tr>
</tbody>
</table>

- Be sure to put food waste and other trash in garbage containers, not recycling bins. Also, be sure that your recyclables are clean when placing in bins. Cardboard should be flattened and free of large debris. Bottles should have the caps removed.
- Old soft cover books and phone books can be recycled by simply placing them in your recycling bin. Confidential documents can be shredded and recycled along with mixed paper.

**Special Recycling programs on campus:**

- Ink jet cartridge recycling program, a container is located in Empire Commons and outside of the Freedom Quad office
- Battery “disposal”. Drop-off points located in white buckets in the bookstore and in dorm offices: Nickel cadmium (ni-cad), NIMH, lithium ion, gel-cell, and lead-acid batteries (rechargeable batteries)

**Ways to Reduce Your Waste:**
✓ Think before you print or photocopy and save to a flash drive instead of printing on paper.
✓ Edit on screen, not on paper.
✓ Send and store documents electronically instead of on paper.
✓ When you must print or copy, do it double-sided.
✓ In your rooms designate a box for scrap paper and use it for printing all drafts or unofficial documents.
✓ Use a refillable ceramic or plastic mug.
✓ User reusable canvas bags when shopping.
✓ Look for goods that have minimal packaging.
✓ Donate unwanted but still usable items to charities or the Give and Go program on campus at the end of the year.
✓ Shop in second hand stores.
✓ Don’t run the water while brushing teeth or shaving. You can save up to 5 gallons a day.
✓ Use freecycle.org to buy, sell or trade before buying new.

Think about transportation alternatives:

✓ Use the UAlbany shuttle or the free CDTA bus lines. Go to: http://www.albany.edu/pmts/ for schedules.
✓ Walking is a great alternative when weather conditions permit it.
✓ A bike share program is available on campus you can inquire at any of the Residential Quad Offices.
✓ Try car pooling. Use the UAlbany services at: www.ipool2.com
   o Add: Consider signing up for our car sharing service at www.connectbyhertz.com. Click on the UAlbany link
✓ Combine errands into one trip.
✓ If you must drive, drive efficiently. Slow acceleration and following the speed limit is an easy way to extend your gas mileage, also if driving a larger car think about downgrading to a more environmental friendly version.

Focus on reducing needless energy use by:

✓ Turning off unused or unneeded lights.
✓ If you have a desk lamp, make sure it uses compact fluorescent bulbs.
✓ Unplug battery, phone, IPod and MP3 chargers when not charging. Even when not in use it still is providing the capacity to charge.
✓ Turn off your computer at night. Don’t forget the monitor and speakers too.
✓ Minimize use of screen savers, especially 3D ones and instead enable power management features so your computer equipment will go into low power (blank screen) “sleep mode” when not actively in use.
✓ Turn off printers, especially laser printers when not in use.

Ways to reduce energy use with appliances:

✓ Heat water and cook with the microwave.
✓ Ninety percent of the energy your washer uses goes toward heating water. When you are washing clothes choose a cold to more moderate water temperature.
✓ Only run full loads in the dishwasher and laundry. It takes less energy to do one large load than two smaller ones.
✓ Dry full loads of clothes but be careful not to overload the dryer. Clothes will take longer to dry, using more energy, and they’ll come out wrinkled.
✓ Use your thermostat efficiently. In the summer during the day instead of lowering the temperature while you are gone, close your blinds and in the winter open them, because solar heat gain through windows can raise interior temperatures significantly. Shoot for a temperature of 68 degrees in the winter and 74 in the summer.
For proper use of your refrigerator check the temperature settings for the most efficient appliance operation. Refrigerator temperature should be 36-38 degrees and freezer temperature should be 0-5 degrees.

**IMPORTANT PHONE NUMBERS**

- **University Police Department**
  - 911 (Emergencies ONLY!)

- **Five-Quad Ambulance**
  - 911 (Emergencies ONLY!)

- **Department of Residential Life**
  - (518) 442-5875

- **University Apartments Office**
  - (518) 956-6250

- **Empire Commons South (A, B, C Clusters)**
  - (518) 956-6250
  - When the office is closed, listen to the voicemail for further instructions regarding obtaining assistance from staff.

- **Empire Commons North (A, B, C Clusters)**
  - (518) 956-6252
  - When the office is closed, listen to the voicemail for further instructions regarding obtaining assistance from staff.

- **Freedom Apartments Office**
  - (518) 442-5830
  - When the office is closed, listen to the voicemail for further instructions regarding obtaining assistance from staff.