



CARLTON ARMS GUIDE TO LIVING

Welcome to Carlton Arms at 362 Riverside Drive!

Created for students living at Carlton Arms, this guide contains information about building policies: guests, mail and package procedures, and other rules and regulations specific to Carlton Arms.

We hope your stay at Carlton Arms is enjoyable this year and that you find this information useful.

Useful Contacts	Phone	Email
Carlton Arms Hall Directors	Email Only	362residential@columbia.edu
Columbia Residential Office	(212) 854-9300	residential@columbia.edu
Facilities Service Center	(212) 854-2222	
Public Safety	(212) 854-5555	publicsafety@columbia.edu
Columbia Escort Services	(212) 854-SAFE (7233)	
CUIT	(212) 854-1919	askcuit@columbia.edu
Student Financial Services	(212) 854-4400	sfs@columbia.edu

IMPORTANT GUIDELINES

SHOW YOUR ID UPON ENTERING THE BUILDING

To prevent unauthorized access and to enhance building security, all residents are required to show their Columbia University photo ID with Carlton Arms Resident sticker at the time of entry. Residents will not be permitted to enter the building without showing ID.

ESCORT SERVICE AND SHUTTLE BUS SERVICE

The University has taken steps to ensure that the area around Carlton Arms is well-lit and monitored by closed circuit cameras. During the academic year, Public Safety provides a [Walking Safety Escort Service](#) performed by trained Columbia students equipped with a Public Safety radio. Call (212) 854-SAFE (7233) to arrange a Safety Escort. Shuttle bus service is also provided through the [Intercampus Shuttle Bus Network](#) and the [Evening Shuttle](#). The Evening Shuttle stops directly in front of Carlton Arms. Columbia ID is required to ride.

VISITORS AND GUESTS

Each resident may sign in up to four (4) visitors at any one time. As a host, you are responsible for the actions and behavior of your visitors. In consideration of suitemates, please note that visitors should be brought into the confines of your room if the visit goes beyond 11 PM. Any stays between 11 PM and 8 AM are considered overnight and require a guest pass.

At the discretion of building staff and security, visitors who aren't issued a guest pass may be asked to leave.

All visitors and guests must sign in and leave a photo ID with Security before being allowed into the building. Residents should make sure to inform their guests of this requirement in advance of their visit.

Under no circumstances will security open a resident's room for a visitor. Guests are NOT allowed to sleep in the common areas of the suite.



Room keys as well as guest pass stickers are for the exclusive use of the individual they are issued to and should not be given to anyone else.

Overnight Guests

Residents who wish to host a guest overnight in their room must request a guest pass. Guest passes will only be issued if the guest has a valid photo ID. Guest passes will not be issued to guests 18 years of age or younger.

To obtain a guest pass, a host and guest may go together to Public Safety in 111 Low and present proper identification. The Hall Director will no longer issue guest passes.

- Guest passes are limited to five days in any consecutive 30-day period. An overnight stay is defined as any stay within the hours of 11 PM and 8 AM.
- Residents may host guests only in the room or suite in which they reside.
- Hosts must check with their roommate(s)/suite mate(s) for approval before inviting a guest to the room. If the roommate(s) do not approve, the guest cannot stay in the room.
- Residents may not accept any payment, service, barter or other remuneration from a guest in exchange for the guest's ability to stay in a room or suite. The University considers any such payment to be a violation to the Terms and Conditions of Residence.
- Students with concerns regarding guests should talk to the host, and then, if necessary, with the Hall Director.
- Repetition of visits by the same guest(s) over consecutive periods of time is not permitted. The same guest may not be hosted by more than one resident during a 30-day period.
- Guests must be accommodated in their host's room and are not allowed to sleep in floor lounges or other public spaces.
- Columbia Residential, Public Safety and other University staff reserve the right to limit the number of guests that may be signed into the residence halls by one host.
- Hosts are responsible for the actions of their guest(s) in the residence halls at all times. The definition of a host shall not be limited solely to the individual who signed the guest in but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of any violation.
- Guest passes must be acquired for overnight guests staying over University holidays and breaks. Terms of the guest policy remain in effect during these periods.
- Hosts should familiarize guests with community standards.
- Guests must be 18 years or older and must be accompanied by their host at all times.
- Guests must sign in at Security.
- Failure to abide by the terms of the guest policy may result in guest privileges being revoked.
- Columbia Residential reserves the right to revoke any visitor's access to the building if they remain in the building without a guest pass for more than five days within a 30-day period, or otherwise disturbs, inconveniences, or in any way creates difficulties for other residents.

Group Gatherings

Residents hosting 5 – 15 people for a single event must provide the following to the Hall Director at least 48 hours prior to the event to request approval:



- Name and room number of the event sponsor
- Purpose of the event
- Full names of all guest

Group events must end by 11 PM Sunday through Thursday, and by 12 AM (midnight) Friday and Saturday. Hosts must notify suitemates in advance, making sure there is no objection to such a group gathering.

Absolutely no loud noise or music is allowed at such events. Please make sure that your guests do not cause disturbance to other residents in any way. Violations of the house rules may result in loss of guest privileges, disciplinary procedures and/or loss of eligibility for student housing.

MAIL AND PACKAGES

Mail is distributed as soon as it is received and sorted. Generally, this occurs after 4 PM Monday through Friday, and between 1 PM and 3 PM Saturday. Due to federal regulation, access to the mail area is restricted while mail is being distributed. Mail keys may be obtained from the superintendent.

Mail can be accepted only for the person whose name appears on the housing agreement. Mail addressed to anyone other than the resident will not be accepted and will be returned to sender.

Packages

Packages must be picked up within 3 days of delivery or they will be returned to sender.

Mail forwarding

Once a resident moves out, mail will no longer be accepted for them. Residents moving out of housing should change their address with the United States Postal Service and arrange for mail forwarding, if possible.

LAUNDRY

Columbia Residential laundry policies and guidelines are intended to ensure all laundry facilities in their buildings are kept clean and uncluttered.

- Residents should not leave personal items and laundry unattended
- Residents are required to properly dispose of empty detergent or bleach containers and help clean laundry area after use
- **Laundry room inspections happen every Thursday at 10:00 PM.** Any belongings left unclaimed in the laundry room are considered abandoned property and will be donated to charity or disposed. Kindly note, once clothes are placed in the donation bin, it is not possible to retrieve them.

CARE FOR UNIT, LIABILITIES & DAMAGE

You are responsible for any damage to your room or the suite area, rest rooms, or kitchen. If damage occurs in common areas and no one resident claims responsibility, everyone in the suite will be charged for repairs.

RULES AND REGULATIONS



SMOKING

Smoking is strictly prohibited in student housing, including out of the windows or on the fire escape. If a smoke alarm is set off in your room due to smoking, and the FDNY issues a violation, you will be liable for the penalty as a result of your disregard of this no-smoking policy.

FURNISHINGS

Residents may not remove or alter any of the furnishings, fixtures, appliances or locks provided by Columbia Residential. Any damage, whether intentional or accidental, should be reported to the superintendent and Columbia Residential. Damages to items or areas not reported to Columbia Residential will be considered the joint responsibility of all residents in the room or suite.

NOISE

Residents have the right to live free from any excessive noise or interference, especially during evening/overnight hours. Residents should consider noise that can be heard outside of a room, suite or apartment and be prepared to reduce sound levels that are intrusive to other residents. Residents in double rooms must respect the right of their roommates to enjoy quiet study and sleep. Any resident wishing to listen to music or the TV after midnight should use earphones. For more information, please review the [NYC Noise Code](#).

SUBLETTING

Residents may sublet their room during the winter or summer breaks with approval from Columbia Residential. All sublets must be for a minimum of 30 days, and residents should review the Sublet Guidelines before submitting a sublet application on the [Housing Portal](#).

If an unauthorized subtenant or guest is discovered, the person will be denied access and/or required to leave the premises. Failure to comply with the Sublet Guidelines may result in the termination of the housing agreement.

DRESS

Dress appropriately while you are in the building's common areas. Nudity is not permitted in the common areas of the building. Shoes are required in the lobby, elevators, stairs and hallways of the building. These requirements apply to residents as well as their guests.

DIVERSITY

The diversity of the residents makes the Carlton a special place for living and learning. We are expected to treat each other with respect. The official University Policy statement on Discrimination and Harassment contains, in part, the following:

"As a community, we are committed to the principle that individuals are to be treated as human beings rather than dehumanized by treatment as members of a category that represents only one aspect of their identity... (such as) stigmatizing consideration of race, national ethnic origin, color, religion, disability, gender, sexual orientation, marital status, age, or veteran status. Nor will Columbia tolerate any behavior that harasses members of the community on the basis of any of these qualities. Such behavior will be regarded as a violation of the standards of conduct required of any person associated with the University and will subject the person guilty of it to the full range of internal institutional discipline, including permanent separation."



Residents who violate these rules and regulations will be referred to their school's Conduct Board. Additionally, violations may also result in other penalties, including the termination of the housing agreement.

LAUNDRY

Laundry is available in the basement and may be reached by using the elevator. The laundry room is open 24 hours per day. Laundry is free for residents in Carlton Arms. Please be sure that you dispose of empty detergent containers and other disposable properly and help keep the laundry room clean. If any problems with the machines are encountered, please contact the service number on the back of the card.

ROOM & SUITE UPKEEP

Residents are responsible for keeping their room and suite in satisfactory condition. In the kitchen, this includes (but is not limited to) washing and putting away one's own dishes; putting unused food away in its proper place; cleaning up spills on the counters, stove, etc.; and proper separation of recyclable items and disposal of all refuse. In consideration of suitemates and to discourage development of pest activity, no dirty dishes, cups, pots, pans etc. are to be left in sinks, on the counters, or any other common area surfaces (including lounge areas and restrooms); these items must be washed and properly put away after each use. Likewise, no personal items are to be left out on kitchen countertops or in the restrooms (appliances, cutlery, utensils, pots, pans, cups, soaps, shampoos, toothbrushes, etc.). All containers of food items must be properly sealed and stored. Under no circumstances should a resident leave the stove or cooktop unattended while in operation. In bathrooms, each student is required to clean up after themselves after use. This includes picking up hair and pieces of soap from drain catches, and the proper disposal of waste. Toiletries and personal items must be stored in rooms and may not be left in the bathroom. Personal items may not be kept in the suite lounges.

Personal Property

No personal property may be left in the suite lounges. Newspapers, magazines, books, shoes, athletic equipment, etc. should be in the lounge only when their owner is in the lounge. Building staff perform general cleaning (washing the kitchen floor and vacuuming), but it is the responsibility of residents to clean up after themselves and keep the common areas neat and clean. Failure to maintain appropriate levels of cleanliness, improper recycling & disposal of waste, and/or damages to the building or furnishings may result in financial penalty to the individual responsible and/or to residents of the entire suite.

Scheduled Cleaning

During scheduled cleaning time by building staff, residents should refrain from using the kitchen and bathroom areas. A cleaning schedule is posted in the building.

MAINTENANCE REQUESTS

If you need maintenance done in your room or suite, please submit a service request [online](#) or by calling the Facilities Service Center at (212) 854-2222.

RECYCLING

We encourage all residents to cooperate with Columbia's and New York City's recycling programs. Your assistance in properly cleaning and separating recyclable material will allow building personnel to



devote more time to other needed tasks and will help keep your building and neighborhood cleaner. Residents are asked to separate all newspapers, magazines, corrugated cardboard, jars, bottles, and cans and to place them in the designated recycling area of their building.

Please keep in mind that recyclables are picked up by the Department of Sanitation only once per week. Rinsing jars, bottles, and cans before disposal will keep the building cleaner and help minimize the presence of vermin. Please tie up newspapers, magazines, and cardboard when putting them out for pickup.

LOCKOUTS

Residents may use their student ID to access the building, the suite and room. If you are locked out of your room between the hours of 8 AM and 4 PM Mondays through Fridays, please contact building staff. There is no charge for the service during these hours. If you are locked out at other times or during University holidays, you must call the Columbia University Facilities Service Center at (212) 854-2222 for access to your room. There is a \$50 charge for lockouts outside of the hours listed above.