

Below are the details pertaining to the 2019 Summer Housing Contract. Please be sure to read through this document completely.

Terms and Conditions

Nature of This Agreement

This contract governs summer program participants housed in the New England Conservatory Residence Hall during the months of May, June, July and/or August 2019. Under Massachusetts State Law, the legal relationship created between New England Conservatory (NEC) and the summer program participant (hereafter referred to as “the participant”) by this contract is a license and not a tenancy. The participant will not attempt to create a tenancy. The participant is entering into a cooperative living arrangement wherein the participant has rights and responsibilities to respect fellow participants and the Conservatory in support of the common educational goals and values of the Conservatory. The move in and move out dates of each summer program participant correspond with the summer program’s calendar. The participant agrees to observe all rules and regulations contained in this Housing Contract. Violation of this contract or the rules and regulations as outlined may result in immediate suspension or expulsion from the property, resulting in a loss of the housing deposit and/or full financial responsibility for the remainder of this contract.

Eligibility

In order to live in the New England Conservatory Residence Hall, the participant must be registered for a New England Conservatory summer program or a participant in a summer program renting NEC facilities. Exceptions to this rule may be granted by the Director of Residence Life and Housing or the Director of Summer Programs. The participant may not permit any other person to inhabit their room in their place. Eligibility for residency is conditional upon settlement of program tuition, fees, housing charges, and completion of all required NEC paperwork. The Conservatory reserves the right to reassign a residence space if a participant is not properly registered for a summer program and/or has not paid in full prior to check in. Failure to submit proper NEC paperwork may delay move-in.

Photo/Video Release and Consent

Residence Life, Summer Programs and/or New England Conservatory may document any summer program through pictures, audio recordings, and video in masterclasses, courses, lessons and performances throughout the course of any summer program. By signing this agreement the participant hereby agrees to release all photographs, audio and video recording to NEC without compensation, and understand that NEC reserves all rights to reproduction of said media.

Relocation

The Residence Life and Summer Programs Departments reserve the right to relocate any individual in the event that a room or space needs to be closed for a period of time. Individual(s) will be relocated to accommodations chosen by the Conservatory. There will be no reimbursement for relocation.

Residence Life Staff

The Residence Hall is staffed with *Summer Housing Assistants (SHAs)*. SHAs are live-in NEC undergraduate or graduate students who have been selected for their leadership skills and willingness to help participants. The SHAs are available as a resource for general questions and in emergency/crisis situations. SHAs are also responsible for ensuring NEC and Residence Hall policies are followed. An SHA is on duty daily from 8pm to 8am. The Director of Residence Life and Housing also participates in an on-call system for additional support. During duty hours, the SHA on Duty can be reached on the RA cell phone at (617) 504-4395. SHAs work in the Summer Housing Office daily from 12PM-8PM.

The *Director of Residence Life and Housing* is a full-time, live-in professional who oversees the daily endeavors of the Residence Hall, including management of emergencies and crisis, as well as direct supervision of the Residence Life staff.

Participants are required to follow instructions from SHAs, program staff, or any other NEC official.

Room Assignments

Participants of individual summer programs will communicate specific housing requests to the Director of Residence Life and Housing through their housing application or via email. Participants who require specific accommodations or who would like to request a roommate should indicate their preferences on the housing application when they register for their program. Summer Programs and Residence Life will make every effort to accommodate all requests but may not be possible to accommodate all requests, especially those made less than one week before check in. All requests must be received in writing on the housing application or via email; requests made verbally or over the phone may not be considered.

In some extenuating circumstances, including but not limited to a facilities emergency, participants may be reassigned to another space in the Residence Hall at the discretion of the Director of Residence Life and Housing.

USE OF THE RESIDENCE AREAS

Housing at New England Conservatory is a privilege and not a right, granted by the Conservatory. The participant is responsible for their conduct at all times. Acts of violence, threatened or actual, and acts of discrimination or harassment on the basis of race, color, religion, gender identity, or sexual orientation by participants are expressly prohibited and may result in immediate suspension and/or expulsion from campus housing.

Policies are listed below in alphabetical order for convenience. All policies must be read thoroughly before registration. For questions, please contact the Director of Residence Life and Housing at perry.doherty@necmusic.edu.

Abandonment

The participant is responsible for removing all personal possessions from their room at the time the participant vacates the room permanently. Any personal possessions left behind after the participant vacates the room will be considered abandoned and the Conservatory will discard them. Charges may incur. See the detailed charges list given at the time of check-in.

Alcohol & Alcohol Paraphernalia:

Alcohol is not permitted in the Residence Hall, even when in the possession of participants who are 21 years of age or older.

1. Alcohol that is present or being consumed in the Residence Hall will be confiscated and disposed of. Participants involved will face disciplinary action.
2. Participants, regardless of age, are prohibited from being disorderly or destructive due to alcohol consumption while in the Residence Hall. Participants found to be disorderly will face disciplinary action.
3. The consumption of alcoholic beverages on the streets of Boston or other public areas is prohibited by law.

Alterations of the Premises

The participant may not deface any part of their room or Residence Hall common spaces (lounges, bathrooms, hallways, stairwells, laundry room, kitchen, basement, etc.), including the removal of or tampering with Conservatory equipment or furniture, altering or replacing door locks, or making electrical or structural alterations. The participant may not hang any items from the ceiling or on the walls.

Appliances & Electronic Devices

The participant may not have coffee pots (including Keurig style), electric tea kettles, rice cookers, electric blankets, irons, toasters, toaster ovens, crock pots, open flame burners, candles, incense, immersion heaters, halogen lamps, steamers, microwaves or any other device containing a heating element. In the event that a

prohibited cooking or heating appliance is found in a participant's room, the item will be confiscated and returned to the participant at check out.

The 4th floor kitchen features a communal microwave and stove, where non-electric tea kettles may be used. Irons are provided for each floor and are located in the public floor restrooms. Irons must be used in the bathroom only and cannot be taken to participants' rooms. French Press style coffee makers are suggested.

Mini refrigerators are prohibited. Participants can use the shared refrigerators in the kitchen on the 4th floor. Labels are available to label food. In the event that a participant needs to store prescription medication in the refrigerator, they must contact the Director of Residence Life and Housing at least one week in advance of their check in. The Director of Residence Life and Housing may be able to arrange placing a refrigerator in the participant's room.

Surge-protected multi-plug adapters and surge-protected extension cords (with on/off switch) are the *only approved outlet extensions*: https://www.amazon.com/Belkin-6-Outlet-Protector-2-Foot-Joules/dp/B0031RFVJ4/ref=pd_lpo_vtph_23_lp_img_4?encoding=UTF8&psc=1&refRID=QZ9F57MMV9PB55EWD RFI. Only one of these items may be used in an outlet at a time. Surge protectors may not be plugged into another surge protector to create an additional extension. All other adapters or extension cords are considered a fire hazard and will be removed.

Home fragrance diffusers are allowed in the event that they do not have a power source of any kind.

Amplifiers or other electronic instrument amplifying devices may be stored in rooms, but are not permitted for use in rooms or common spaces within the Residence Hall.

Bicycles

In accordance with state fire code, bicycles are not permitted in participant rooms, stairwells, hallways, or any other passage or emergency exit. Participant bicycles may be parked and stored outside the Student Life and Performance Center on the bicycle rack provided. All on-campus bicycle racks and spaces are first-come, first-serve and should only be used by summer program participants during their stay on campus.

Cable/Internet

Televisions with cable are located in the lounge on each floor of the Residence Hall. Any issue with the televisions or cable service should be reported to the Director of Residence Life and Housing at perry.doherty@necmusic.edu. The Residence Hall is equipped with free WIFI services; however the service has limited bandwidth that is shared amongst all users on campus. As with all WIFI service, signal strengths may vary and fluctuate and service interruptions may occur. In an effort to offer service to everyone, we ask all users be considerate of other users and refrain from network-taxing services (i.e. torrents and file sharing, gaming, etc.). WIFI log in information will be provided to participants at check in.

Co-Habitation

The participant may not check in guests who are not family members. No guests, including family members, are allowed to stay overnight in the Residence Hall.

Damages & Charges

The participant is responsible for the proper treatment of New England Conservatory property; including, but not limited to, appliances, furniture, light fixtures, window treatments in their room, and the common areas (hallways, stairwells, laundry room, kitchen, elevators, lounges, etc.) of the building. Prior to participant check-in Residence Life staff will assess the condition of each room and document the condition on a *Room Condition Form*. Room Condition Forms are kept on file in the Summer Housing Office. At the time of the participant's check-out, the Room Condition Form will once again be completed by a Residence Life staff member documenting the condition of the participant's room after checkout, comparing the change in the room's condition. Charges for damaged property will be charged to the participant. Damages to a double room will be split equally between occupants if no one takes responsibility. Furniture that needs to be replaced due to damage will be charged at the replacement cost.

Drugs & Drug Paraphernalia

Possession, use, and/or sale of any drugs (legal or illegal by state) in the Residence Hall is prohibited and may result in immediate expulsion from on campus housing and/or New England Conservatory summer programs.

Possession, use, and/or sale of any amount of marijuana will result in removal from the Residence Hall and/or New England Conservatory. Medical marijuana cards are not valid on NEC property.

Any form of drug paraphernalia is not permitted within the Residence Hall and, upon suspicion and/or sight, may result in an immediate room search and may be subject to NEC Security or Boston Police turnover. Drug paraphernalia is defined as equipment, products and/or materials that are used, intended for use, designed for use, or have come in contact with any type of drug (legal or illegal by state). Removal from the Residence Hall without refund may result.

Smoking, including the use of unregulated nicotine products such as “*e-cigarettes*”, is strictly prohibited for use within any part of the Residence Hall. Participants may not smoke on NEC property. Smoking areas are located at the corners of St. Botolph St. and Massachusetts Ave. and Gainsborough St. and Huntington Ave in front of Symphony Market. Use of e-cigarettes for smoking marijuana or any other type of drug will be considered paraphernalia, confiscated and the aforementioned action will apply.

Entry, Inspection and Search of Participant Rooms

The Residence Life staff reserves the right to inspect participant rooms as deemed necessary by the Director of Residence Life and Housing, Assistant Dean of Campus Life, The Director of Public Safety, the Director of Facilities and/or the Director of Summer Programs. When possible, 24 hours’ notice of an entry will be given. These inspections may be made with or without the presence of the participant(s). Such personnel will knock loudly and announce themselves before entry. If there is cause for sanitary concerns or participant safety at any point throughout the summer program, a member of the Residence Life staff may perform an immediate Health and Safety Check and enter the room without 24 hour advance warning.

Fire Safety & Protection

All persons, including participants and guests, must exit the premises immediately in the event of a fire alarm or any other order that the premises be vacated. *Any participant who fails to vacate the premises immediately may be subject to disciplinary action up to and including removal from the Residence Hall and/or New England Conservatory.*

The participant may not tamper with any fire safety materials or fire alarm systems. Tampering with fire suppression, fire alarm and/or escape equipment are grave infractions and cause for immediate removal from campus housing. Causing or abetting a fire to be caused on or around Conservatory property may result in immediate removal from campus housing.

The participant agrees to abide by the following policies and procedures that are designed to promote fire safety awareness and protection within the NEC Residence Hall:

1. Fire drills will be held periodically in accordance with state regulations. Participants and/or guests failing to evacuate during a fire drill may face disciplinary action as outlined above.
2. Any participant found tampering with fire equipment including smoke and carbon monoxide detectors or blocking fire doors may face a fine or removal from the Residence Hall.
3. Candles, incense, or any object requiring an open flame for use is not permitted in the Residence Hall and will be confiscated.
4. All ceilings in participant rooms, lounges, hallways, lobbies and other areas of the Residence Hall must be free of flammable materials including cloth such as flags or tapestries, posters, etc.
5. Participants may not post flyers, photos, or other items upon the interior or exterior of their room doors.
6. Hallways and areas of egress must remain clear at all times. Objects such as luggage, shoes, umbrellas and bicycles may not be left in these areas. Any objects left will be confiscated and disposed of immediately.
7. Decorations, clothing, hangers, etc. may not be hung from the sprinkler system including pipes.
8. No natural greenery is allowed in the Residence Hall and will be removed.
9. No “outside” furniture is permitted to enter the premises.

10. See **Appliances** section above for prohibited appliances due to fire safety restrictions.
11. Fire equipment is permitted for use *only* during fire emergencies.
12. Arson is a felony under state laws.

Residence Hall Fire Evacuation Procedure:

In the event of a fire evacuation, participants will hear the alarm: an announcement followed by a pulsating alert tone. Please listen to the announcement closely. As the Residence Hall is deemed a high rise facility, the alarms will go off first on the floors nearest where the emergency is located. When participants hear the pulsating tone, evacuate the building accordingly. Exit the building using the nearest stairwell. Do not use the elevators. Evacuate to the Matthews Arena Parking Lot (*subject to change pending construction*). Remain outside until a Residence Life or Security staff member provides further instructions. All stairwells are to be used in the event of an emergency.

Guest Policies

Participants must escort and sign in and out all guests. Only family members will be allowed as guests. No guests, including family members, are allowed to stay overnight in the Residence Hall. Guests must show and leave a valid state or government issued photo ID or a legitimate student identification card with front desk security. The participant must accompany guests at all times in the building. Guests must observe all rules and regulations applicable to participant. *The participant is responsible for relaying all policies to the guest and will be responsible for the conduct and behavior of their guests. Participants will be liable for any damage done by their guest(s).* Participants may check in two guests at a time.

ID Cards & Lockouts Participants must keep their New England Conservatory temporary access card with them at all times. Participants must use the New England Conservatory temporary access card to enter the Residence Hall and to enter their room. Room doors lock automatically when they are closed. The participant must not duplicate, give, or lend their access card to any other persons. If a participant's temporary access card has been lost or stolen, the participant is responsible for contacting the Director of Residence Life and Housing at perry.doherty@necmusic.edu to order a new one. The cost for a replacement temporary access card is \$25.00. Any participant who does not return the temporary access card issued to them when they check out will be charged \$25.00.

Participants will not be able to receive mail while staying in the Residence Hall.

Participants who have locked themselves out of their room should go to the Security Desk in the lobby on the first floor for assistance.

Leaving Campus

While NEC's campus will be monitored by professional security personnel, participants leaving campus do so at their own risk.

Liability of Property

New England Conservatory will not be liable for loss or damage to property brought into any residence area. Loss or damage to property may be by way of fire, accident, loss or interruption of heat/cooling, electricity, burglary, theft, vandalism, or any other reason not directly, proximately and consequentially the result of the sole and exclusive negligence or misconduct of the Conservatory. New England Conservatory recommends that participants always lock their doors. Participants are advised to remove personal items from common spaces and lounge areas to reduce risk of theft.

Maintenance, Housekeeping & Hygiene

The participant and their roommate, if applicable, are responsible for keeping their room/suite orderly, safe, and sanitary. If there is cause for sanitary concerns or participant safety, a member of the Residence Life staff may perform an immediate Health and Safety Check and enter the room without 24 hour advance warning. The Conservatory provides housekeeping services for common areas such as hallways, stairways, elevators, floor lounges, common bathrooms, and the laundry room and 4th floor kitchen. In order for housekeeping services to properly clean the shared spaces, participants and guests must be out of the common bathrooms during posted bathroom cleaning periods. For repairs to NEC furnishings or equipment, participants must contact the Director of Residence Life and Housing at perry.doherty@necmusic.edu .

Medications

All residential participants requiring medication will declare medication(s) in the health form. All participants are responsible for holding and dispensing their own medication(s) to the individual for whom it is prescribed.

Pets

Pets, including fish, are not permitted in the Residence Hall. Service animals are welcome. If a participant will be accompanied by a service animal, please notify the Director of Residence Life and Housing and/or Director of Summer Programs at least 2 weeks in advance of check in.

Prohibited Items

- Outside furniture
- Items previously listed in the **Appliances** section
- Drugs/alcohol or paraphernalia as outlined in the above sections
- Candles, incense, etc. as previously listed in the **Fire Safety and Protection** section
- Pets (see **Pets**)
- Weapons, including pepper spray and mace

Quiet, Courtesy & Practicing Hours

The resident will abide by the following designated hours and their counterparts. Repeated violations of Quiet and/or Courtesy Hour regulations will result in disciplinary action, including possible expulsion from the Residence Hall.

Standard Quiet Hours:

Daily 10:00pm - 9:00am

During these hours, it is the individual participant's responsibility to maintain an acceptable level of quiet as outlined in the following guidelines:

1. During quiet hours noise must not exceed a low muffled sound in an adjacent room. This includes conversations, noises from electronic devices, etc. These standards also apply in common spaces.
2. See Appliances and Electronic Devices for further regulations.

Practicing Hours:

Summer program participants cannot practice in the Residence Hall.

Practicing is defined as any sound created by an instrument, but not exclusive to the voice, reed (including reed making), or percussion instruments.

Courtesy Hours: Outside of quiet hours, residents are expected to respect other participants' reasonable requests for quieter conditions.

Room Furnishings and Outside Furniture

Each room is furnished with a twin extra-long bed with an adjustable height frame, bed shelf, dresser, desk, desk chair, desk shelf, and wardrobe for each participant. Each window has an adjustable shade. Participants may not remove NEC furniture from their rooms. Bed lofts or other wooden structures are not permitted for use. The resident can request that the height of their bed be raised or lowered by emailing the Director of Residence Life and Housing at perry.doherty@necmusic.edu. Facilities staff members will raise and/or lower beds to ensure that frames are adjusted safely and securely. Participants should never adjust beds themselves.

No "outside" or non-NEC furniture is permitted.

Weapons

Possession or use of any knives longer than 2.5 inches are in violation of Boston weapons laws unless they are used for cooking only. Pepper spray/mace, firearms, explosive agents (including fireworks), or any other items which are used, intended for use, or designed for use as a weapon, are not permitted in the Residence Hall or any Conservatory building. Suspicion of weapons will result in an immediate room search. Possession of weapons may result in immediate removal from campus housing and/or New England Conservatory.