Benjamin Franklin Institute of Technology

Handbook for Residence Life

at the Midtown Hotel

I have read the enclosed document and agree to all terms and conditions. Violations of policies and guidelines may result in termination of residency. All policies and regulations are subject to change.

_____	_____	_____
Printed Name of Student	Signature of Student	Date

If under 18:

_____	_____	_____
Printed Name of Parent/ Guardian	Signature of Parent/ Guardian	Date

Benjamin Franklin Institute of Technology
Handbook for Residence Life

The following policies and guidelines have been set forth in order to create a safe and healthy environment for Benjamin Franklin Institute of Technology (BFIT) students and the surrounding community. In addition to the stated policies, students must abide by all rules and regulations in the BFIT Student Handbook.

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ACADEMIC PROGRESS

Students placed on academic suspension following any semester or academic probation for consecutive semesters will forfeit their ability to live at the residence hall. Standards for determining satisfactory academic progress are outlined in the BFIT Student Handbook.

Students withdrawing or dropping all classes for academic or as a result of disciplinary sanctions during any point in the semester will immediately forfeit their opportunity to live at Midtown Hotel*. The student will need to depart from the hall within 24 hours. The student will be responsible for cleaning their room and completing a check- out process with Residence Life staff. Students will not receive a refund for monies paid toward housing. Tuition based refunds are outlined in the BFIT Student Handbook. *BFIT administration reserves the right to assess each situation and render a decision that may differ from policy.*

*Students dropping to part-time status (below 12 credits) during any semester may jeopardize their full-time status in future semesters; therefore forfeiting the opportunity to live at Midtown Hotel. Students are strongly encouraged to speak with their advisors and/or BFIT administrators before dropping a course(s). *BFIT administration reserves the right to assess each situation and render a decision that may differ from policy.*

ALCOHOL /DRUG POLICY

There is a zero tolerance policy for the use, possession or intent to distribute alcohol or drugs on the BFIT or Midtown Hotel campuses. These offenses are serious in nature and will result in sanctions that may include suspension from the residence hall and/or expulsion from the college. In addition to policies outlined in the BFIT Student Handbook the following rules and sanctions exist for residential students:

There will be no use, possession or distribution of alcoholic beverages, regardless of age. Persons 21 or older will have the responsibility of conducting themselves in a professional manner at all times. While the college does not have jurisdiction outside of Midtown Hotel and BFIT, any student that appears intoxicated upon entering either of these buildings will be in violation and subject to sanctions.

There will be no allowance for empty containers of alcohol in any room occupied by a BFIT student. This includes all cans, bottles, paraphernalia, etc. Any Instances of this will result in immediate disciplinary action.

Knowingly being in the presence of someone using, possessing or has the intent to distribute alcohol or drugs is prohibited.

ALCOHOL AND DRUG VIOLATIONS

Recommended/potential sanctions for Alcohol and Drug violations may include the following. Each case of alcohol and drug violations are unique and will be taken into consideration by the Conduct Officer.

ALCOHOL VIOLATIONS

First-level alcohol violations:

Residence Hall Warning/Probation;

Alcohol Education Program;

Parental Notification.

Second-level alcohol violations

Residence Hall/Disciplinary Probation;

Alcohol Education Program

Parental Notification;

10 hours community service.

Third-level alcohol violations

Permanent Suspension from Residence Hall;

Possible College Suspension:

Parental Notification;

DRUG VIOLATIONS

First-level violations

Residence Hall / Disciplinary Probation;

Drug Education Program;

Parental Notification.

10 hours community service.

Second-level drug violations

Permanent Suspension from Residence Hall;

Possible College Suspension:

Parental Notification;

Sanctions associated with both policies may be increased dependent on the severity of the issue.

CHECK-IN/ CHECK OUT /BREAK HOUSING POLICY

Check-in policy: Upon arrival at Midtown Hotel, all students will register with Residence Life staff and receive their room card. Before moving any items into the room, the student will inspect and note any problems on the BFIT Room Condition Report (RCR).

Check- out policy: On the day of departure, students must pack all items and clean rooms. Rooms should only contain items that were present on arrival and be in the same condition as when they arrived. Students will then contact a member of Residence Life staff to inspect the room. When clearance has been given, the student and Residence Life staff member will sign the Room Condition Report (RCR). Students will also provide Residence Life staff with room card and proceed to complete their check- out at Midtown Hotel.

Winter/Spring Break Housing: Students do not need to move belongings from their room during designated holiday break periods (i.e. Winter Recess, Spring Break), when the residence hall is officially closed. Students will need to complete a check-out/ check-in process and return room card to Residence Life staff during break periods. Students requesting to stay during Winter/Spring Break closings must gain prior approval from the Director of Residence Life and complete the "Housing Break Petition Form." Requests are not guaranteed and students approved may be subject to an additional housing fee.

As part of the initial check-in policy all students must obtain a BFIT ID. The photo ID will assist both organizations with proper identification of students and their guests throughout the school year. Failure to comply with this request will result in forfeiture of guests and or visitor rights until it has been fulfilled.

CONSOLIDATION

Due to limited space within our residential facility, at certain times during the academic year it may become necessary to consolidate residents by reassigning them to new rooms.

Room consolidation is a procedure through which the Office of Residence Life provides the maximum amount of space to students in the residence hall. The process affects students who live in a room with an empty bed space, which occurs when a roommate does not arrive or a roommate moves out of the room.

The purpose of the policy is to ensure spaces for incoming students and rectify the inequitable condition which exists when many students end up living alone (without roommates) in rooms traditionally designated as multiple occupancy. Since the college does lease housing space, the goal is to be cost efficient as well to keep housing costs affordable.

Students living in a room with a vacancy will receive correspondence from the Office of Residence Life describing their consolidation options. Students required to move due to the consolidation policy will be required to move within seventy-two (72) hours of receipt of their e-mail.

FOOD SERVICE

Students living at the Midtown Hotel are not required to have a meal plan. Each room comes equipped with a microwave and refrigerator, allowing students to prepare light meals in their room. There is a Shaws Supermarket located a few blocks away on Huntington Avenue.

Students are encouraged to participate in the BFIT sponsored "**Husky Card Meal Plan**" or **"Lunch Plan"** which is advertised on the College's website. The Husky Card program is a program in collaboration with Northeastern University, while the Lunch Plan is a program in collaboration with local restaurants that allow students a discount on meals during the lunch hour near the College in the South End. Please see the College's website for further information and a list of participating businesses.

FRONT DESK SERVICES (MIDTOWN HOTEL)

The Front Desk is open 24 hours per day, every day. A supervisor is on duty or on call at all times.

Mail / Packages

Students are able to receive incoming mail at the Midtown Hotel. All mail should be addressed as:

STUDENT NAME **220 HUNTINGTON AVENUE** **MIDTOWN HOTEL, ROOM #___** **BOSTON, MA 02115**

Keys / Card Access

If a student misplaces or loses their card access, they can stop by the Front Desk to get a new card. A fee may be assessed for frequent card replacements.

Informational Services

Tourist information, lists of local restaurants and directions are available. The Front Desk personnel are available to help in many ways or will refer BFIT Students to the appropriate resources.

Security

The Front Desk personnel are trained to monitor the front door. Exterior doors are locked at 11:00 PM nightly and access to the building is then gained through the front door.

Vacuum

Students can borrow a vacuum from the front desk if they need to do some light cleaning in their room. Housekeeping is not available to the students, as room cleanliness will be the student's responsibility.

MEETINGS

Community Meetings

Monthly meetings will be scheduled at Midtown Hotel for all BFIT residential students. This will be an opportunity to review policies, procedures, social activities and respond to student questions or concerns. **This meeting is mandatory for all students**. Any conflicts with meeting times must be discussed with a member of Residence Life staff prior to the meeting. Students not in attendance for

any reason are responsible for all information discussed at the meeting.

Residence Hall Association Meetings

Additional programs and meetings will be held by the Residence Hall Association (RHA) and BFIT Residence Life Staff throughout each semester. These are voluntary meetings that focus on the social programming and community development for residence life. Students are highly encouraged to attend.

OTHER SERVICES

Internet

Wireless Internet service is provided by Midtown Hotel to all students at no cost throughout the school year. Questions or concerns about internet service should be directed to Midtown Hotel staff.

Laundry

The Midtown Hotel unfortunately, does not have laundry facilities. However, *Executive Cleaners* is open daily from 7AM-9PM, and is located at 250 West Newton Street, on the corner of West Newton and St. Botolph Streets

Furnishing – All rooms are furnished with a bed, desk, dresser, and hanging space for each students. MidTown Hotel also provides a flat screen television, microwave, and refrigerator for each room.

Health Related Issues

Please notify the front desk of any allergy or health related issues you may have. On the point of medical issues, the Midtown Hotel works with *Inn House Doctor*, which provides 24/7 on-call medical assistance. Students should contact the front desk or GRCs for any health-related issues and the front desk staff can contact *Inn House Doctor* directly.

Security and Access

The Midtown Hotel front desk is staffed 24/7 for safety and security of all residents and guests.
Access to the building after 11pm is possible only through the front lobby, either from the street or garage side. The side door at the furthest end of the building closest to Mass Ave. can be accessed by utilizing your room key twenty four hours per day. If the side door access is abused (propped, policy violations), the access will be turned off.

Television

Each room is provided a flat screen television and cable service at no extra cost. Cable television service is provided by Midtown Hotel to all students at no cost throughout the school year. Questions or concerns about cable service should be directed to Midtown Hotel staff.

Because of the elaborate high-definition cable system, it is determined to leave the HD flat screen televisions in the room connected and not replaced with your television from home. There is only one cable box in the room and the Midtown television should be connected into it. Television units can not be moved or removed from the rooms and any damage to the televisions will be assessed at a $500 damage charge.

Trash Collection

The Midtown Hotel will provide drawstring trash bags to each student room. Students should place only neatly bagged and secured trash outside their room door for trash collection from 7am to 9am daily. Any trash needing to be discarded after 9am should be brought by the student to the dumpster, located in the parking garage of the hotel.

OVERNIGHT GUESTS/ VISITORS

Students will be allowed one overnight guest two times per month. Overnight guests are permitted only on weekends and can remain for a maximum of 3 days and 2 nights (Friday and Saturday nights only). Students must obtain prior approval from a member of Residence Life staff a minimum of 3 days in advance. This must be communicated and approved via the "BFIT Overnight Guest Request Form."

Overnight guests/ visitors of BFIT students must be over the age of 18*. Guests must provide a picture ID to be photocopied at the Midtown Hotel front desk. Any guest 21 or older is not permitted to purchase or consume alcohol at Midtown Hotel. Any instance of this will result in sanctions for the host BFIT student and immediate expulsion of the guest.

**The age exception is a student's family member. Prior approval must still be received from the Director of Residence Life.*

All visitors during the week or not receiving prior approval as an overnight guest must vacate Midtown Hotel by 11pm each night. Each BFIT student is permitted to have a maximum of 2 visitors. Visitors must enter/ be met by the BFIT student at the Midtown Hotel front desk. All visitors must be signed in and provide photo identification. Visitor(s) must be accompanied by host BFIT student whenever exiting or re-entering the Midtown Hotel. Failure to adhere to this policy will be documented in writing by the Residence Life staff.

Any exceptions to the Overnight Guest / Visitor Policy must be approved through the Director of Residence Life.

POLICIES AND ETIQUETTE

Bathroom Care

There is a private bathroom located in each student room and it is the student's responsibility for the care and cleanliness of the bathroom. Students are expected to provide their own bathroom towels and toilet paper, as they are not provided by the Midtown Hotel.

Cluttered Rooms

Fire regulations require that a clear path be maintained from the door of the room to the window. In addition, rooms must be clear of clutter. The City of Boston's Inspection Services will be contacted to inspect cluttered rooms. BFIT Students may be asked to vacate the room for excessive clutter, or face a conduct violation.

Furniture and Cleanliness
BFIT students are expected to maintain a clean and neat room. There will be Health and Safety room checks by Residence Life staff during each semester. Students must contact the Residence Life staff before removing any furniture from the room. No public/community furniture from Midtown Hotel is allowed in student rooms and should not be removed from any public areas.

Hall Sports
Students are not permitted to play any sports inside the building in the hallways. Students need to take caution in the hallways, and any sporting equipment (balls, sticks, etc), when used inappropriately, can come into contact with fire equipment in the hallways. Students who are observed playing hall sports will be documented and any sport equipment will be confiscated at that time.

Lost, Stolen, or Damaged Items
BFIT students are solely responsible for insuring their personal property at Midtown Hotel. BFIT and Midtown Hotel acknowledge that all personal property in or about building shall be at the sole risk of the student and the College is not liable for property of any kind which may be lost, stolen, damaged or destroyed by theft, fire, water, steam or by any other cause.

Maintenance
Should there be any maintenance or mechanical issues with any aspect of the room, students should contact the front desk, by dialing '0' on their house phone.

Pets
With the exception of fish, all other pets are not allowed in Midtown Hotel

Proper Attire and Behavior
Proper attire and shoes are required at all times in the Midtown Hotel. Students should dress appropriately when entering and exiting the building, as the Midtown Hotel is shared with travelers and guests to Boston.

Students are also reminded to engage in appropriate behavior when entering and exiting the building. BFIT students are acting as ambassadors of the College when at the Midtown Hotel and are expected to engage in behavior that positively represents the College. Students whose behavior does not represent the College favorably may be subject to Conduct violations and no longer be permitted to live in campus-provided housing. Examples of negative public behaviors can include, but not be limited to, yelling and screaming in the hallways and lobby, using vulgar and profane language, and bouncing and hitting sports balls throughout the building.

Quiet Hours / Courtesy Hours
It is critical that students show respect to their fellow classmates, Midtown Hotel community, and the surrounding neighborhood community in Back Bay. *Quiet hours* will be enforced Monday through Friday beginning at 10pm and Saturdays and Sundays beginning at 11pm. Students are asked to keep the noise level at a minimum and refrain from congregating in hallways. Noise should not be heard outside of student rooms during Quiet Hours. It is the student's responsibility to make sure all room guests are respecting the Quiet Hours policy. Students in violation of quiet hours will incur sanctions inclusive of

probation and expulsion from the dormitory.

Courtesy Hours are in effect at all times and mean that students should be respectful of all students and community members living in the Midtown Hotel. Students should feel comfortable enough to speak with each other to request that noise be lowered to ensure an environment conducive to academic success. Students who have excessive noise coming from their room at any time of day may be subject to a Quiet Hours violation.

Students are reminded that they live in a residential neighborhood 24 hours a day. Noise from persons, electronic devices (televisions, stereos, etc.) must be kept a respectful level at all times of day to be determined by BFIT and Midtown Hotel staff.

Room Doors

Room doors should be guided to open and close to avoid slamming. Fire laws prohibit attaching anything flammable to the front or back of the door EXCEPT for approved fire safety signage.

Smoking

Midtown Hotel is a non- smoking facility. Students are not permitted to smoke within 25 feet of the main entrance and should not be blocking the main entrance to the building for guests and visitors. Please see the front desk for the location of designated smoking areas.

Smoking anywhere in the hotel is prohibited, and may result in a $250.00 per incident fine.

Swimming Pool

Midtown Hotel is equipped with an outdoor swimming pool that is open seasonally from May to September. Students are urged to act in a safe and responsible manner when utilizing the swimming facilities. Since the swimming pool is in an outdoor courtyard, students are expected to not engage in any behaviors that will disrupt any other guests or residents in the surrounding areas. Access to the pool area will be redistricted if students engage in any behaviors that are deemed negative, dangerous, or disrespectful.

The pool area will be open from 9am to 8pm daily and should only be used while a lifeguard is on duty.

Students engaging in any dangerous activities will be expelled from campus-housing immediately.

PROPERTY DAMAGE

Any property damage that occurs as a result of student actions will result in repayment by the student(s) involved. Once a student(s) has been identified by the Residence Life staff or Midtown Hotel staff as having involvement they will be subject to a conduct meeting with the Director of Residence Life and Student Conduct. Included in the sanctions will be monetary repayment for all damages. The student(s) will be billed by BFIT. **If responsibility for the damage cannot be accurately determined, the entire floor will be responsible for repayment of damages.** The total cost of damage and repair will be assessed by both the Midtown Hotel staff and BFIT administration.

Students wishing to appeal room damage charges must do so, in writing, within 30 days of the charges being applied to the student's account. All appeals must be in writing and submitted to the Director of Residence Life. **Community damage charges that are applied to the whole floor, or a group on the floor, are not able to be appealed.**

RIGHT OF ENTRY

If the Residence Life staff has suspicion that any student is engaging in illegal or harmful activity to themselves or others the staff member will ask to enter the room. The occupant(s) of the room must open the door immediately with no exception. Failure to comply will result in immediate sanctions ranging from verbal warning to expulsion from the residence hall. Further penalties may follow depending on the severity of the issue.

IN EMERGENCY SITUATIONS THE STAFF WILL ENTER A BFIT STUDENT'S ROOM

Each month, two members of the Midtown Hotel, along with BFIT residence life staff, will conduct room inspections. Midtown Hotel and BFIT staff will do the best they can at notifying each student of upcoming room inspections. Both staffs also reserve the right to inspect a room at any time there is suspicious cause.

SAFETY/ EMERGENCY

Fire Code

Hallways must be clear of belongings at all times. Nothing can be left in the hallway or stairwells overnight.

Students may not hang items on the walls in the hallway or on room doors according to fire code. Any public advertisements should be noted on the bulletin boards located in the hallways.

Avoid Hazard

Cooking or the use of hot plates, space heaters, toaster ovens, frying pans are not permitted. Students should refer to the "What to Bring" literature provided by BFIT, and located on the Residence Life website.

Candles (burned or unburned), incense, and all other open flamed items are not permitted within the residence hall. Students may possess small lighters, but may not use them within the building. Irresponsible use of lighters in the building will result in disciplinary action.

Fire Safety

The Midtown Hotel's fire alarm system is hardwired to the Boston Fire Department. Tampering with fire safety equipment and alarms is a federal violation, and will result in immediate expulsion from the residence hall. Multiple false alarms set off by a specific room or particular individual may result in a $300.00 per instance fine billed directly by the Midtown Hotel.

Follow this procedure:

- Put on shoes, if convenient
- Take a coat and towel to cover your hair and protect nose and mouth from smoke.
- Leave the building by closest stairs. **DO NOT USE THE ELEVATOR**. Elevators will be locked and available only to fire fighters.

It is expected that ALL BFIT students vacate the building during any sound of the fire alarm.

BFIT Campus Security

The Benjamin Franklin Institute of Technology is protected and served by its Securitas personnel during day and evening hours. BFIT's security staff is present on campus to detect and deter criminal activity on campus.

Routine security procedures and policies are posted noticeably at BFIT. Emergency protocol is posted throughout the college. All campus security issues should be reported to the Director of Security. Students and faculty are cautioned against confronting people or placing themselves in a situation that may subject them to potential harm. Any security problems should be immediately reported to the Director of Security, or the Boston Police Department (in case of emergency).

STAFF – RESIDENCE LIFE

DIRECTOR OF RESIDENCE LIFE AND STUDENT CONDUCT

The Director of Residence Life and Student Conduct manages the daily operations of the Office of Residence Life. This includes, but is not limited to the following:

- Direct supervision of the Graduate Residence Coordinators
- Member of the BFIT Student Affairs department and serve as senior administrator of the college and Midtown Hotel.
- Ensure overall health and safety of residential students
- Works with students to understand all policies and procedures of residence life
- Develops social and educational programming with assistance from GRCs
- Coordinates and executes "Welcome Week" at the beginning of each semester
- Manages the opening and closing of residence hall
- Supports students in an advisory role in both academic and nonacademic matters
- Oversees the Student Conduct system and meets with students, when necessary, regarding policy violations
- Serves as a liaison between BFIT and the Midtown Hotel management.

GRADUATE RESIDENCE COORDINATOR

There are two Graduate Residence Coordinators (GRCs) on the Residence Life staff. The GRCs are critical members of the Office of Residence Life reporting directly to the Director of Residence Life and Student Conduct and serve in several key capacities:

- Members of the BFIT Student Affairs department and serve as on-site administrators of the college at the Midtown Hotel.
- Provide an additional level of support as students' transition to college and address student concerns at the residence.
- Assist in coordination of residence meetings, answering questions about non-academic matters, promoting college events and organizing social activities and outings.
- Engage in activities that promote the health and safety of BFIT students and setting expectations that create a harmonious living community for all residents.
- Provide clear expectations of student behavior and develop an atmosphere that is conducive to academic success.
- Enforce all policies, through verbal and written communication as outlined in the both the BFIT Residence Life Handbook and BFIT Student Handbook.

STUDENT CONDUCT

Students in violation of the BFIT Student Code of Conduct (as outlined in the BFIT student handbook) or BFIT Residence Life Handbook may be subject to various disciplinary actions (these may differ from the Alcohol and Drug policy sanctions) based on the severity of the incident and/or the student's level of responsibility:

The Student Conduct system is designed to be educational, so students are learning within the process why their actions or behaviors were inappropriate or not acceptable for the community, and what they can do to be a more positive member of the community.

Sanctions include, but are not limited to:

Residence Hall warning/probation
Housing suspension
College suspension/expulsion
Disciplinary warning/probation
Judicial Educator online educational programs
Alcohol and Drug workshops
Community Service
Restitution
Referral to another office/department
Fines

Note: BFIT reserves the right to increase sanctions at any time based on the severity student actions. As noted in the BFIT Student Handbook, student's have a right to appeal all decisions made by the college.

The Midtown Hotel staff may initiate termination (with consultation with BFIT administration) if:

- A BFIT Student disregards any of the stated policies, guidelines, or conditions of residency.
- A BFIT Student causes excessive disturbances or abuses which interfere with the general peace and welfare of other BFIT Students, Midtown Hotel residents, guests, staff and neighbors.
- A BFIT Student is verbally or physically abusive to other BFIT Students, guests or staff.
- A BFIT Student is known to be participating in illegal activities of any kind. BFIT Students suspected of participating in illegal activities of any kind will be reported to the proper authorities.

Any BFIT Student who asked to leave the residence due to misconduct cannot return to Midtown Hotel at any time in the future and will not be refunded any money from BFIT or the Midtown Hotel regardless of date of departure. This includes the inability to serve as a guest/ visitor of a current student living at Midtown Hotel.

TERMS OF RESIDENCY

For information and details concerning terms of residency, see the Benjamin Franklin Institute of Technology and Midtown Hotel Housing Agreement. The housing agreement must be signed prior to occupancy.