

# **Curtis**

**Institute of Music**

*Residential Handbook*  
Lenfest Hall 2026-2027

# Welcome!

Welcome to Lenfest Hall and the Curtis Institute of Music! As we begin a new year in Lenfest Hall, we look forward to a rewarding time of musical, personal, and professional growth.

When you move into Lenfest Hall, you join a larger community that is diverse and multicultural by nature.

This Residential Handbook offers a comprehensive guide for living in Lenfest Hall. It provides in detail the policies and procedures we have in place for living safely and productively. These policies are designed to ensure a pleasant, safe, and equitable standard of living for everyone in Lenfest Hall.

At any point during your time at Curtis, please feel comfortable stopping by my office in LH-407 or scheduling an appointment to meet with me via e-mail to discuss any concerns or questions. Feel free just to say hello and check in!

I'm looking forward to a rewarding and exciting year with all of you.

All the best,

**Devan DePue**

Coordinator of Residence Life and Off-Campus Housing

Curtis Institute of Music

[devan.depue@curtis.edu](mailto:devan.depue@curtis.edu)

215-717-3176

Lenfest Hall Office 407

**RA on Duty: (215) 629-9019**

\*RA on duty number should be used for any questions or concerns between 5 p.m. – 9 a.m. on weekdays and 24/7 over the weekends.

In support of the Curtis artistic and academic mission, the Office of Residence Life coordinates the hiring and training of Resident Assistants (RAs). Resident Assistants are specially trained to solve problems, resolve conflicts, create programs and activities, build community, and otherwise serve the needs of residents and the Curtis community. They also assist in publicizing, implementing, and enforcing housing policies and rules. *Each resident is expected to attend Floor Meetings facilitated by their floor's Resident Assistant(s). Attendance at these Floor Meetings is mandatory, as the Resident Assistant(s) will share important information during them.*

**Your Resident Assistants (RAs) for 2026-2027:**

- *Head RA:* Davin Mar – 5th floor
- Gavin Hardy – 6th floor
- Eric Davidson – 6th floor
- Christopher Petrella – 7th floor
- Maya Lindsey – 8th floor
- Sky Yang – 8th floor
- Hannah Chen – 9th floor
- Ella Jackson – 9th floor

**Important Phone Numbers:**

- Lenfest Hall Security Desk: (215) 875-4200
  - The security number can be reached 24 hours a day and 7 days a week.
- RA on Duty: (215) 692-9021
  - This number should be used for any questions or concerns between 5 p.m. – 9 a.m. on weekdays and 24/7 over the weekends.
- Emergency number for major injuries or immediate danger: 911
  - 1726 Locust St. Security Desk: (215) 717-3112
  - Penn Student Health Service: (215) 746-3535

**Academic Calendar**

The academic calendar will change annually. The Curtis website will keep an up-to-date academic calendar on the website which can be found here:

<https://www.curtis.edu/learn/academic-calendar/>

### **1. Access to Residential Floors**

Access to residential floors in Lenfest Hall is limited to Lenfest Hall residents and authorized Curtis staff. All other individuals must be signed in by a resident or other authorized Curtis ID cardholder. Guests are required to present a photo ID and must remain with their host at all times. Building entry and floor access are controlled through electronic card-swipe portals. Off-campus students may access floors 1–5 until 11:00 p.m.

### **2. Alcohol**

The possession, consumption, or presence of alcoholic beverages is prohibited in Lenfest Hall, regardless of age. The Curtis Alcohol Policy complies with all local, state, and federal laws. Under Pennsylvania law, individuals under the age of 21 may not purchase, possess, consume, or transport alcohol. Providing alcohol—by sale or gift—to anyone under 21 is strictly prohibited.

Alcohol Amnesty Policy: In situations involving intoxication or suspected alcohol poisoning, the health and safety of all individuals is the highest priority. Students are strongly encouraged to call 911 for themselves or for anyone who may be dangerously intoxicated. A student who seeks medical assistance for an alcohol- or other drug-related overdose will not be subject to disciplinary action under the Curtis Student Code of Conduct for the sole violation of alcohol or drug use or possession. This protection also extends to students who request help on behalf of another intoxicated student. Residents are encouraged to review this policy in the Curtis Code of Conduct, which also includes information on drug and alcohol abuse prevention.

### **3. Appliances and Prohibited Items**

Computers, stereos, televisions, radios, non-commercial hairdryers, and other similar appliances are all permitted, unless specifically prohibited by the Office of Residence Life. All appliances must have a manufacturer's label that shows the electrical ratings and listing by a nationally recognized testing laboratory (e.g., ETL, UL, etc.).

Please make note of the following exceptions to some appliances:

- Electric kettles are permitted but must have both an auto shut-off feature and boil-dry protection (no hotplates).
- Only pod-style and Keurig coffeemakers or similar coffeemakers that *do not* have a hotplate are permitted.
- By fire safety regulations, surge protectors are the only type of "extension cord" allowed in Lenfest Hall. We will confiscate "octopus plugs" and traditional/standard long extension cords. All surge protector plugs **MUST** have an on/off switch.
- Clothing irons are permitted if they are equipped with an automatic shut-off.
- Space heaters are only to be used when approved by the Office of Residence Life or Facilities staff.

Certain items are prohibited in the residence suites for safety and security purposes. These include, but are not limited to, the following items: extension cords, dart boards, air conditioners; alcoholic beverages; alcoholic containers or paraphernalia; electric blankets; blenders; burners of any type; candles or any live flame; electric frying pans; fireworks or explosives; flame-emitting articles; flammable liquids and other similar materials; grills (indoor or outdoor) of

any kind including electric, gas or coal grills, weapons of any type including sling shots, knives, bow and arrows, or any other dangerous instruments; guns or firearms of any type (including BB guns, pellet guns, starter pistols, and water guns); ammunition; string lights, halogen lamps; heating coils; immersion heaters; hookahs; hot flammable liquids; hotplates; hoverboards; illegal drugs and drug paraphernalia; incense; lava lamps; extra furniture (sofas, beds, etc.) unless approved by the Office of Residence Life; ovens; panini presses; potpourri burners; rice cookers (there are rice cookers located in the kitchen on the 5<sup>th</sup> floor for residents to use); toasters; air-fryers; water or gel beds.

### **Microwaves & Refrigerators**

There is a **MicroFridge®** provided in the common areas of each suite for resident use. This is the only microwave or refrigerator allowed in the suite or rooms. Any additional refrigerators needed for medical concern should be sent to the Office of Residence Life and can be granted by the Coordinator of Residence Life and Off Campus Housing.

Residents are responsible for the purchase and cost of their own approved microwaves or mini fridges. Curtis **will not cover** the costs of a microwave, mini-fridge, or MicroFridge® purchases or rentals.

\*Personal mini-fridges and microwaves will be inspected during winter break move-out.

### **Lamps: A Special Safety Advisory**

- The use of halogen lamps is strictly prohibited.
- Carefully read all safety instructions and warnings that accompany any lamp before use.
- Never use bulbs of a higher wattage or of a different style than recommended by the manufacturer's instructions.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in locations where they may be knocked over.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.
- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

### **4. Housing Assignments**

All students residing in Lenfest Hall are required to sign a Housing Agreement, which serves as a contractual agreement between the resident and Curtis. The agreement period begins on the student's designated move-in date and ends at 9:00 a.m. on the student's designated move-out date.

Curtis seeks to maintain maximum occupancy throughout the academic year. If a vacancy occurs within your room or suite, a new roommate or suitemate may be assigned at any time. Every effort will be made to notify current residents in advance of a new assignment. Residents who discourage or refuse to accept an assigned roommate or suitemate may face disciplinary action, which may include charges for lost rent and/or termination of the Housing Agreement. Discouragement may include, but is not limited to, verbal statements or occupying more than one's assigned living space.

No changes to room or suite occupancy may be made without prior approval from the Office of Residence Life. Curtis reserves the right to adjust room capacity on a temporary or permanent basis. Room reassignments are subject to availability, scheduling considerations, and authorization by the Office of Residence Life.

### **5. Bicycles/E-Bikes/Scooters**

Bicycles, e-bikes, and scooters may be stored only on bike racks located behind Lenfest Hall or at the Rubenstein Centre. These items are not permitted inside Lenfest Hall at any time. Bicycles and other electric transportation devices must not be placed near building entrances, access ramps, railings, or any location that obstructs accessibility. Items found in prohibited locations may be removed and confiscated by Curtis personnel.

Because bicycles and similar devices are frequent targets for theft, Curtis strongly recommends securing them with a U-lock. Curtis is not responsible for lost, stolen, or damaged bicycles, e-bikes, or scooters. For safety reasons, Curtis discourages residents from bringing bicycles, e-bikes, or scooters to campus. As an alternative, the City of Philadelphia offers a self-service bike-sharing program, Indego, with convenient locations near Curtis. More information is available at: <https://www.rideindego.com/>.

Students who keep a bicycle on campus are strongly encouraged to register it with the Philadelphia Police Bicycle Registration Program. Registration information and forms are available through the Bicycle Club of Philadelphia at: <http://phillybikeclub.org/newbcp/events/fighttheft>

### **6. Charges**

All residence-related charges are billed to the student account through the Business Office and must be paid according to the instructions on the billing statement. Housing charges are assessed by semester. Students who receive approval from the Office of Residence Life to arrive before their assigned move-in date or remain beyond the official occupancy period may incur additional pro-rated fees.

Residency fees for Lenfest Hall are non-refundable after the start of classes, except in extenuating circumstances approved by the Senior Associate Dean of Student Services.

Charges and fines for damages, services, or keys attributable to a student during their residency will be billed to the student account. All residential fees must be paid by the stated due date. Failure to do so may result in termination of the Housing Agreement and/or loss of room selection privileges.

A detailed list of fines related to room damage and keys is provided in Appendix A.

Students who wish to appeal charges or fines may submit a written appeal via email to the Office of Residence Life.

## **7. Cleaning, Health and Safety Inspections, Housekeeping, and Pest Management**

- A. Housekeeping Services:** Residents are expected to maintain a reasonable level of cleanliness in their rooms and suites. Housekeeping services are provided bi-weekly during the first and third weeks of each month, between 10 a.m. and 1 p.m., and are limited to suite common areas and bathrooms only. If one roommate moves out before the others, the remaining residents share equal responsibility for cleaning the suite or room prior to their own move-out. If a space is not left in acceptable condition for a new resident, professional cleaning will be arranged and the cost charged to all responsible residents. In addition to suite cleanings, Curtis Housekeeping services are provided five days per week (excluding holidays) for common building areas such as corridors, lounges, lobbies, laundry rooms, and public restrooms. Out of consideration for the community, residents and their guests are expected to return shared spaces—including kitchens, lounges, and recreational areas—to the condition in which they were found.
- B. Health and Safety Inspections:** Curtis conducts announced Health and Safety inspections of all rooms and suites throughout the academic year. Inspection dates and time ranges will be posted in advance. Residents are responsible for maintaining a safe, clean, and healthy living environment. Any policy violations identified during inspections will be documented and addressed through the Residential Code of Conduct. If health and safety standards are not met, Curtis may take corrective action, which may include cleaning at the resident's expense, disciplinary warnings, room or suite reassignment, or removal from housing. Residents will be billed for excessive trash or trash that is improperly disposed of. Rooms that do not pass a Health and Safety inspection may be subject to additional follow-up inspections with prior notice.
- C. Pests:** Poor cleaning and trash-removal practices can create conditions that attract pests such as insects, roaches, mice, and silverfish—especially in a community living environment. Residents can help prevent pest issues by taking the following proactive steps:
- Dispose of trash regularly in designated containers or trash rooms.
  - Keep living areas clean by washing dishes promptly, wiping down counters, and sweeping or vacuuming frequently.
  - Store food, condiments, and similar items in sealed containers.
  - Avoid storing paper bags or cardboard boxes, which can attract pests.
  - Use plastic trash bags for both storage and trash disposal.
  - If a pest issue arises, submit a service request for pest management by emailing [fix@curtis.edu](mailto:fix@curtis.edu).

### **Public Areas, Trash, Recycling and Personal Belongings:**

Residents must not leave personal belongings in hallways, as doing so may obstruct exit routes during an emergency. Any items left in hallways will be considered trash and may be discarded. Residents are responsible for regularly disposing of their trash and recycling in designated trash rooms. Plastic trash bags are provided in each suite at move-in, and additional bags are available at the Security desk throughout the academic year. Trash should not be allowed to accumulate in suites, and residents should not rely on Housekeeping for trash removal. Trash must be placed only in designated disposal areas and not left in hallways, lounges, elevator corridors, or other common spaces.

Curtis is committed to sustainability and complies with Pennsylvania state law and City of Philadelphia recycling ordinances. Residents are expected to follow the recycling procedures posted on bins located on each floor. Recycling stations for plastics, glass, metal, cardboard, and paper are available throughout Lenfest Hall. Non-recyclable waste must be bagged and disposed of in designated trash-holding areas on each floor.

Disposal of sharp objects (including glass, razor blades, syringes, needles, and lancets):

Improper disposal of sharp objects poses a serious safety risk to residents and Housekeeping staff. All sharp items must be placed in a protective container with a sealed lid before disposal. Approved protective containers are available in the trash room on each residential floor.

## **8. Communication**

Important information is primarily sent to your Curtis email account. Residents are expected to check their email daily for announcements and updates. Please ensure messages are not routed to spam or junk folders and that your email storage quota does not block incoming messages.

## **9. Conduct in Residence**

Violations of the Lenfest Hall Residential Handbook, Lenfest Hall Housing Agreement, or the Student Code of Conduct are addressed through the processes and adjudication procedures outlined below.

### **Reporting and Responding to Misconduct**

Residents may raise concerns about a policy violation or submit a grievance to the Office of Residence Life, including their RA or the Coordinator of Residence Life.

### **Investigation**

Any complaints will be addressed in accordance with the Student Code of Conduct, which is available at: <https://www.curtis.edu/about/institutional-policies/>

### **Sanctions**

In addition to the sanctions outlined in the Student Code of Conduct, further residential sanctions may be imposed using an educational approach and may include, but are not limited to, one or more of the following:

- Required completion or revision of a Suitemate Agreement
- Community service and/or a reflective or educational assignment
- Administrative room inspection(s) to ensure policy compliance
- Administrative fees related to policy enforcement

- Charges for excessive cleaning or health and safety remediation
- Confiscation of prohibited items (items may be disposed of or held until move-out)
- Residence hall probation
- Loss of residential privileges, including guest privileges, access to facilities, housing during break periods, and/or priority housing or room selection
- Restitution for or replacement of property damaged due to misconduct
- Room and/or suite reassignment
- Removal from campus housing

Curtis reserves the right to assign students to different rooms or to terminate Housing Agreements on an emergency or temporary basis. Such reassignment or termination may be necessary or advisable in the interest of health, safety, consolidation of resources, or the conduct of the Residence Life program. When an allegation of misconduct is made against a resident, such measures may be implemented prior to completion of the procedures outlined above for resolution of such charges.

**Records:**

All conduct violations will be kept on record in accordance with the Curtis Student Code of Conduct.

**10. Conflicts Between Residents**

Lenfest Hall is home to students from a wide range of backgrounds and lifestyles who share a common goal of pursuing their education at Curtis. Creating a positive and respectful living environment depends on each resident’s responsible behavior.

Cooperative living begins with your suitemates (and roommate, if applicable), as they most directly affect your day-to-day experience. At the start of each semester, all suitemates are required to complete a Suitemate Agreement and submit it to their RA. This process encourages open discussion of potential concerns in advance and the establishment of shared expectations, helping to promote clear communication and prevent future conflicts.

- Daily routines: sleep schedules, practice times, quiet hours, television use, and study preferences
- Guests: overnight guests, non-mutual friends, gatherings, and privacy expectations
- Housekeeping: bed making, cleaning shared spaces and bathrooms, managing personal items, room décor, shared MicroFridge® use, food storage, and trash removal
- Personal habits
- Use of personal property: sharing items, requesting permission, and respecting others’ belongings
- Emotional awareness: avoiding taking stress or frustration out on a roommate
- Values: differences related to religion, philosophy, politics, and personal beliefs Interests: balancing shared activities with individual interests

All students are required to complete an official Suitemate Agreement upon arrival at Lenfest Hall. Residents must complete the agreement with their suitemates and submit the signed form to their floor RA within one academic week.

## **Resolving a Conflict**

If you experience a conflict with a roommate or neighbor, consider the following steps:

- Speak directly with the individual to discuss the concern and work toward a respectful compromise, recognizing that people have different lifestyles and values.
- If the issue cannot be resolved, seek assistance from your RA.
- A completed Suitemate Agreement is required before contacting the Office of Residence Life.

## **11. Decorations and Walls**

Only Sticky Tack or similar putty, painter's tape, and approved double-sided wall tape are recommended for hanging decorations in student rooms. While their use is discouraged, Command™ strips or hooks, if used, must be removed properly to avoid damage. The use of Scotch tape, masking tape, duct tape, adhesive or electrical tape, hooks, nails, map tacks, brads, glue, or similar items is prohibited unless prior approval is granted by the Coordinator of Residence Life. Heavy objects should not be hung on walls, as wall surfaces are not designed to support them. Residents will be charged for any resulting wall damage.

Residents may not paint walls, furnishings, or any part of their living space. All painting must be completed by the Facilities Department. Please also refer to the Room Furnishings policy.

### Holiday decorations:

- Live or cut trees are not permitted in Lenfest Hall.
- All other decorations must be flame-retardant; residents should check labels or packaging before purchase.
- Decorations may not block exits.
- All lighting must be UL-approved. Damaged light sets (including frayed wires, loose connections, or cracked sockets) must be discarded.
- Electrical decorations must be unplugged when unattended.
- Decorations made of food items must be removed and disposed of before break periods.

## **12. Eligibility for Housing**

Only Curtis students are permitted to reside in Lenfest Hall. Non-students—including spouses, partners, children, parents, or other family members—are not allowed to live in the residence hall.

## **13. Emergencies, Fire, Evacuation and Shelter in Place Drills, and Fire/Smoke-Producing Articles**

In ANY emergency, call 911.

Disciplinary action, fines and possible legal action can be taken against residents or their guests for:

- ignoring evacuation procedures,
- placing false alarms,
- interfering with fire alarm or other alarm systems,
- interfering with smoke and heat detection systems,

- interfering with sprinkler system components, including hanging anything on sprinkler system fixtures,
- tampering with, covering, or removing fire bells, horns, strobes,
- tampering with or removing fire hoses, extinguishers, and fire-fighting equipment.

These actions constitute serious fire code violations. Individuals responsible will be subject to fines and will be required to cover the costs associated with inspection, recharging, repair, or replacement of damaged equipment. Tampering with life-safety systems endangers all residents and may result in disciplinary action, including possible eviction and criminal prosecution by the City Fire Marshal.

Residents are responsible for the safety and behavior of their guests at all times.

Residents are expected to prepare for emergencies by becoming familiar with evacuation and shelter-in-place procedures, routes, and designated locations.

All residents are strongly encouraged to register for Curtis's emergency notification system, One Call Now.

### **Fire Emergencies**

In case of fire, follow procedures below.

#### **Be Prepared:**

- Be familiar with all building exit locations and how to access them.
- Review the emergency procedures posted on the inside of your front door and in the elevator lobby.
- Know the locations of fire alarm pull stations (typically near exits) and fire extinguishers, and understand how to use them. Fire extinguishers are placed throughout the building, including one in the common-area closet of each suite.
- Know the designated safe staging areas to use after evacuating the building.
- Keep fire doors closed at all times to prevent the spread of smoke, fumes, and toxic gases.
- Keep fire door windows clear; do not hang signs, posters, or notices on them.
- Report any vandalism or damage to fire safety equipment to an RA immediately.

#### **On Discovering a Fire:**

- Alert people in the immediate area and wake suitemates if necessary.
- Activate the nearest fire alarm pull station.
- Evacuate immediately, closing doors and windows as you leave. Do not use elevators.
- Once in a safe location, call 911.
- Contact Security at 215-875-4200 to report the fire and confirm that 911 has been called.

#### **When the Alarm Sounds:**

- Evacuate immediately, closing doors and windows as you leave. Do not use elevators.
- Follow directions from building staff and fire or police personnel.

- Dress appropriately for the weather. You may be required to leave the building and wait at a designated location before being allowed to reenter. Shoes and a coat are essential.
- Bring your keys and Curtis ID card. You may also take a wet towel if available.

### **After a Fire:**

When approaching a door, check the surface for heat before opening it. If the door feels hot, do not open it. If it is cool, open the door slowly and with caution. Be prepared to close it immediately if the corridor is filled with smoke or if you feel heat or pressure pushing against the door. If the corridor is clear, continue following your evacuation plan.

### Assistance for individuals with disabilities:

A responsible person or persons in the same area should be designated to assist an individual with a disability during a fire emergency. Lenfest Hall is equipped with designated Areas of Refuge that include emergency call buttons to notify Security if assistance is needed.

### Designated Areas of Refuge are located in the following areas:

- Stairwell 1: Floors 2, 3, and 4
- Stairwells 2 and 3: Floors 2–9 (*Emergency call buttons are located inside the stairwell; the Area of Refuge is in the corridor outside the stairwell.*)
- Elevator lobbies: Floors 2–9

If you encounter smoke or heat, stay low to the ground where the air is clearer. Take short breaths through your nose as you move toward the nearest fire exit. Covering your nose and mouth with a cloth, such as a towel or T-shirt, may also help make breathing easier.

### If you become trapped:

Before opening the door from your room to the corridor, carefully check it for heat. If the door is hot or if smoke is entering, do not open it. If you are unable to reach a fire exit and become trapped, keep the door closed and seal any gaps to prevent smoke from entering. Use your cell phone to call the Fire Department by dialing 911, and provide the building name, your floor, and your suite/room number. Remain calm and avoid panicking.

All fires, no matter how small, MUST be reported.

### **Evacuation/Fire Drills**

In accordance with the Philadelphia Fire Prevention Code (Chapter 4, Section F-405) for high-rise buildings, fire drills are conducted annually on each work shift, and participation is required.

An “all clear” announcement will be issued at the conclusion of the drill, signaling individuals in fire exit stairwells to return to their floors.

General notifications about upcoming fire drills will be distributed in advance. The specific date and time of drills will be shared ahead of time with designated staff members who assist with drill operations. If a fire alarm sounds without prior notification, you must assume there is a real fire emergency and respond accordingly.

Evacuation drills are designed to educate and prepare residents to follow established safety procedures. These drills are required by fire code and are scheduled in compliance with those regulations. Drills will not be conducted during overnight hours.

Fire emergency procedures specific to each residence are posted on the back of room doors. If a Fire Evacuation Procedures sticker is missing from your door, please submit a service request. Participation in drills is essential to ensure you are familiar with emergency procedures.

Fire code requires residents to exit their rooms during emergency drills. Stairwell exit doors are to be used only during emergencies. These doors are clearly marked "FIRE EXIT ONLY" and may activate an alarm when opened.

Additional procedures for fire and other emergencies specific to your residence will be distributed as needed.

Failure to evacuate when directed or to comply with instructions from emergency personnel may result in disciplinary action and possible criminal prosecution.

### **Emergency "Shelter in Place" Procedures**

"Shelter in Place" drills are conducted to help residents prepare for emergencies such as a widespread release of airborne contaminants or other incidents occurring outside the residence hall.

Advance notice of shelter drills will be posted at building entrances. Additional in-building communications will announce the start of the drill. Residents will also be notified by RAs or other Curtis staff, who will knock on room doors.

During a shelter drill, residents must remain in the building's designated shelter location. In an actual emergency, the duration of sheltering may be unknown. Residents are encouraged to familiarize themselves with restroom locations outside of their suite and on other floors.

Before leaving your suite, please close and latch all windows and close all interior room doors and your suite door.

Residents must remain inside the building for the duration of the drill or emergency. Building entrances will be secured, and no one will be permitted to enter or exit. Heating and air conditioning systems may be shut down to limit air circulation.

You may return to your room only after an official announcement indicates that the drill or emergency has concluded.

### **Fire- or Smoke-Producing Articles**

The possession or use of Bunsen burners, portable stoves, kerosene lamps, live or cut trees, incense, and candles is prohibited in Lenfest Hall. Additionally, potpourri burners and any other fire-starting devices or substances are not permitted anywhere in the building, including the Dannenbaum Terrace.

#### **14. Energy Conservation: Reduce, Reuse, Recycle**

With your help, conserving energy can reduce operational costs and lessen Curtis's environmental impact. Residents are encouraged to support these efforts by following the practices below:

- Use heating and cooling systems responsibly by selecting lower settings when you are not in the room. Keep windows closed when heating or air conditioning is in use.
- Turn off lights, computers, and other electronic devices when they are not in use.
- When possible, enable energy-saving or sleep modes on computers.
- Use energy-efficient appliances whenever available and install only the minimum necessary wattage in light fixtures.
- Avoid leaving water running unnecessarily.
- Take shorter showers to reduce the energy required to heat water.
- When doing laundry, use cold water and cold-water detergent whenever possible.

#### **15. Firearms, Dangerous Articles and Substances**

The possession, storage, or use of firearms of any kind is strictly prohibited in Lenfest Hall. This includes, but is not limited to, firearms, air rifles, airsoft guns, paintball guns, pellet guns, pistols, ammunition, gunpowder, and related components.

In addition, the possession, storage, or use of dangerous weapons or hazardous materials is prohibited. This includes, but is not limited to, clubs, dangerous knives, martial arts weapons, hunting equipment, hazardous chemicals or biological substances, explosive devices of any kind (including fireworks, regardless of size or type), and incendiary devices modified for use as weapons. The use of Bunsen burners in Lenfest Hall is also prohibited.

Violations of this policy may result in immediate termination of the Housing Agreement, removal from residence, Student Code of Conduct action, and possible criminal prosecution.

#### **16. Guests and Guest Policy**

Visitors to Lenfest Hall residences must sign-in with a photo ID and be accompanied by their resident host. A host is responsible for their guests at all times. Guest visitation can be a particularly sensitive issue. The resident host is responsible for familiarizing guests with Curtis's expectations and regulations. A guest refers to both a residential student and a non-residential person/student. Your privilege to have guests requires consideration of your roommate, suitemates, and other community members, and at any time is subject to the following limitations:

- 1) Guests not staying overnight must be out of the building by 11:00 p.m. This includes non-residential Curtis students.
- 2) No overnight guests are allowed during Orientation week or the first two weeks of classes. *No exceptions.*
- 3) A resident may not pressure or force suite/roommates or anyone to tolerate a guest.
- 4) The presence of guests must not restrict free access of legitimate occupants to all common spaces and to any private space they may have or create any situation that infringes on the right of suite/roommates to remain undisturbed in any residence.

- 5) A guest may only stay overnight three (3) nights in any thirty (30) day period unless an exception is granted by the Office of Residence Life.
- 6) Overnight guests under the age of eighteen (18) must have permission from their parent/guardian. Residents requesting overnight guests under the age of eighteen (18) must complete and turn in the parent/guardian permission form 48 hours in advance to the Office of Residence Life. Final approvals will be granted by the Office of Residence Life.
- 7) Residents may not host more than two (2) guests at any one time.
- 8) Guests must be accompanied by their hosts **at all times**. A guest may not occupy a student's room when the student is not present; a resident may not give a guest their room key or Lenfest Hall swipe card to enter Lenfest Hall or the suite. Guests may not utilize practice rooms alone.
- 9) The resident must always accompany the guest inside buildings. The actions of the guest are the resident's responsibility. The resident host will bear the cost of any fines or charges incurred by their guest(s).
- 10) Guests are not allowed overnight during break periods.
- 11) Any violation of the Housing Agreement or Curtis policy by a resident's guest is the responsibility of the resident. Any disciplinary action taken in response to a guest's behavior will be taken against the resident.
- 12) Guests may not sign-in other guests.
- 13) Guests may not sleep in public spaces or utilize the non-residential floors for personal activities during their stay.
- 14) Parents of students/residents may not be overnight guests.
- 15) Curtis reserves the right to deny access to any guest if it is reasonably determined that such person has disturbed, or is likely to disturb or disrupt, other students residing in Lenfest Hall.

## 17. Harassment

Students should immediately report an incident of harassment to the office of Title IX and Institutional Equity under the direction of Kimberly Gould. Issues of concern include, but are not limited to, sexual, racial, and religious harassment, and harassment based on sexual orientation. Individuals and groups can be the targets of harassment, and harassment can occur via social networks, phone, mail, e-mail, or face-to-face. Please see Curtis' policies via the following web pages.

- Office of Institutional Equity: <https://www.curtis.edu/office-of-institutional-equity/>
- Office of Title IX: <https://www.curtis.edu/about/institutional-policies/title-ix/>

Curtis regards such behavior as a violation of the standards of conduct required of all persons associated with the school. Persons engaged in such harassment within a Curtis setting are subject to the full range of internal disciplinary actions, including eviction from the residence and/or separation from Curtis. Likewise, acts of retaliation will be subject to the same range of disciplinary actions. In addition, some forms of harassment can constitute a criminal act and may lead to arrest and prosecution by the Philadelphia District Attorney.

Victims of any form of harassment may take their concerns or complaints to any resident assistant or Curtis staff member. As always, if you feel threatened or in danger, call 911.

### **18. ID Cards & Room/Mailbox Keys**

A swipe ID card, room key, and mailbox key are issued to residents upon arrival at the start of their occupancy period. At the conclusion of the occupancy period, residents must complete an official check-out with a member of the Residence Life team and return their room and mailbox key.

A fee of \$25 will be assessed for each missing room key and \$25 for each missing mailbox key.

### **Lost Keys and IDs**

Residents must report lost keys, including room and mailbox keys, immediately to their RA or the Office of Residence Life. A replacement fee of \$25 per key will be assessed to cover labor and materials. Duplicate keys may only be requested and issued through the Office of Residence Life; unauthorized key duplication is strictly prohibited.

Lost Curtis ID cards must be reported immediately to the Office of Residence Life or the security desk. Each resident will be issued one free replacement ID card. A fee of \$25 will be charged for each additional replacement card.

### **19. Information Assistance**

Resident Assistants, Campus Security, and the Coordinator of Residence Life and Off-Campus Housing provide coordinated, front-line support to residents of Lenfest Hall on a 24/7 basis. These staff members can address most residential concerns and provide assistance with services such as lockouts, lost key procedures, lost and found items, access to and assistance with game equipment, etc.

### **20. Gaming Equipment**

Nintendo gaming consoles and accessories are available for use in the Lenfest Hall lounge and must remain in that space at all times.

Residents are expected to use all gaming equipment responsibly and to report any damage, missing items, or misuse immediately to an RA or the security desk. Normal wear and tear from appropriate use is expected.

Damage to or loss of gaming equipment may result in replacement charges. Curtis reserves the right to review incident reports, staff observations, and security footage to determine responsibility when necessary.

#### Replacement Costs

The following list reflects the approximate replacement cost of gaming equipment. Charges are based on the current market value of a new, unused item at the time of replacement.

- Nintendo Switch™ System?: approximately \$340.00
- Joy-Con™ (L)/(R) Neon Red/Neon Blue: approximately \$90.00
- Nintendo Switch™ Pro Controller: approximately \$80.00

- Nintendo Switch™ 2 System: approximately \$450.00
- Joy-Con™ 2 (L)/(R) Light Purple / Light Green: approximately \$100.00
- Joy-Con™ 2 Charging Grip: approximately \$40.00

Students are financially responsible for any equipment that is lost, not returned, or damaged due to misuse, and applicable replacement costs will be charged to the responsible student's account.

## **21. Internet**

Wireless internet access is available throughout Lenfest Hall. Residents may connect to the Curtis-Wi-Fi network using their Curtis username and password. Any connectivity issues should be reported to [infotech@curtis.edu](mailto:infotech@curtis.edu).

Please note that Curtis's internet network is a closed system, and some gaming consoles may not support multiplayer or online gaming features.

## **22. Kitchen**

A fully communal kitchen is available for resident use on the fifth floor. Residents are expected to wash and clean all dishes, countertops, and appliances immediately after use.

Access to the communal kitchen, including Curtis-owned pots, pans, and cutlery, is considered a privilege. The Coordinator of Residence Life and Off-Campus Housing reserves the right to close the kitchen at any time, without prior notice, if health or safety standards are not being maintained. The Coordinator may also restrict individual students' access to the kitchen in cases of repeated misuse or policy violations.

All residents must check out the kitchen key from the security desk prior to use and return it immediately after use. The kitchen key may not be shared or passed between students.

Residents should report any of the following conditions immediately:

- An oven or stove left on
- Unwashed dishes
- Spills or messes on counters or floors

If no report is made and an RA inspection reveals that the kitchen has been left unclean, the resident who most recently checked out the kitchen key will be held responsible. Residents who pass the kitchen key to another student before returning it to the security desk will be held accountable for any mess or damage resulting from that use.

## **23. Laundry**

Laundry facilities are located on the fifth floor and are available to Lenfest Hall residents at no additional cost. *Use of the laundry facilities is restricted to Lenfest Hall residents only, and residents may not provide access to non-residents.* Any clothing or personal items left unclaimed in the laundry facilities at the conclusion of each academic semester will be donated or disposed of.

## **24. Lockouts**

If a resident is locked out of their room, they should first contact their roommate(s) or suitemate(s) for assistance. For lockouts occurring outside of business hours (9:00 a.m.–5:00 p.m.) or on weekends, residents should contact the RA on duty for support.

## **25. Mail**

Mail for Lenfest Hall residents is delivered by the United States Postal Service to individual mailboxes located on the ground floor of Lenfest Hall. The mailing address for Lenfest Hall is as follows:

**Your Name**  
**1616 Locust Street**  
**Curtis Institute of Music- Lenfest Hall**  
**Apt #:**  
**Philadelphia, PA 19103**

Residents are responsible for monitoring their personal deliveries and retrieving packages promptly from the Lenfest Hall security desk. Packages that remain unclaimed for more than three business days will be returned to the sender. Collect on Delivery (COD) mail is not accepted. Valuable or time-sensitive items should be sent via USPS registered, certified, or express mail, or through carriers such as FedEx or UPS, where delivery requires a signed receipt. Residents are encouraged to insure valuable items. Curtis is not responsible for lost, stolen, or misdelivered mail or packages.

Residents who change rooms, move off campus, or depart for the summer are responsible for forwarding their mail to a permanent address. To forward mail, residents must complete an official USPS Change of Address form, available at:

<https://moversguide.usps.com/mgo/disclaimer>

*Please note that the United States Postal Service does not forward mail outside of the United States.*

## **26. Maintenance and Repairs**

Residents should report all individual room, suite, and common area maintenance concerns by emailing [fix@curtis.edu](mailto:fix@curtis.edu). Requests should include the floor, specific location or area, suite and/or room number (if applicable), and a brief description of the repair or replacement needed.

Maintenance staff will not enter suites to perform repairs before 9:00 a.m., except in emergency situations. In the event of an emergency, residents should contact the RA on duty or the security desk immediately.

Typical emergency maintenance issues include, but are not limited to:

- Plumbing problems that result in flooding
- Non-functioning toilets
- Immediate health or safety hazards, such as sparking electrical outlets or fixtures

Curtis reserves the right to perform facility improvements, repairs, and preventive maintenance as necessary to ensure the safety and comfort of the Lenfest Hall community.

Reassignments cannot be guaranteed should such work become necessary. While every effort will be made to provide advance notice of service disruptions or environmental impacts, this may not be possible in all situations. In certain circumstances, students may be relocated temporarily or permanently. When permanent relocation is required, Curtis will make every reasonable effort to assign students to comparable accommodations, subject to availability.

## **27. Missing Student Notification Policy**

Any member of the Curtis community, including parents or guardians, who believes that a student residing in on-campus housing may be missing should immediately notify a staff member in each of the following offices:

- Lenfest Hall Campus Security: 215-875-4200 (*Available 24 hours a day, 7 days a week*)
- Office of Residence Life: 215-717-3176 (*Monday–Friday, 9:00 a.m.–5:00 p.m.*)
- RA on Duty: 215-629-9019 (*Weeknights from 5:00 p.m.–9:00 a.m.; 24 hours from Friday at 5:00 p.m. through Monday at 9:00 a.m.*)

Curtis will investigate all reports of missing students it receives. To conduct a thorough investigation, staff may take a variety of steps, including, but not limited to: attempting to contact the student via phone, email, text message, and social media; contacting known friends, roommates, faculty members, campus employers, or others who may have had recent contact with the student; reviewing student ID card activity for building access or on-campus transactions; and consulting with appropriate campus officials who may have relevant knowledge of the student or circumstances surrounding the situation.

If these efforts determine that a student’s whereabouts have been unknown for 24 hours, the student will be considered missing. Within 24 hours of determining that a student is missing, Curtis will take the following actions, in accordance with the Clery Act:

- Notify the individual identified by the student as their confidential missing person contact, if one has been designated.
- Notify the student’s emergency contact on file.
- If the student is under the age of 18 and not emancipated, notify the student’s parent or legal guardian.
- Notify the Philadelphia Police Department or other appropriate local law enforcement agency.

All students residing in Lenfest Hall are strongly encouraged to designate a confidential missing person contact to be notified in the event the student is determined to be missing. This individual may be the same as, or different from, the student’s designated emergency contact. Confidential contact information will be maintained in the Curtis Student Information System and will be accessible only to authorized campus officials. This information will be disclosed to law enforcement authorities solely in connection with a missing student investigation.

Students who wish to designate or update a confidential missing person contact should contact the Coordinator of Residence Life and Off-Campus Housing.

## **28. Move-In and Move-Out**

Official move-in is completed once a resident has received their room and mailbox keys and submitted their Room Condition Report (RCR).

### **Move-Out Checklist and Procedure**

Residents are required to follow all move-out procedures to avoid additional rent charges or unanticipated fines.

#### Before departing, residents must:

- Remove all personal belongings and trash from their assigned space.
  - Personal belongings may not be left in hallways at any time, including during packing or disposal, as they may obstruct emergency exit routes.
    - Any items left in residential hallways will be considered trash and discarded.
- Ensure all drawers, closets, shelves, storage areas, and shared spaces are completely cleared.
- Leave the room/suite in clean condition.
- Empty, clean, and unplug the Community MicroFridge®.
- Turn off all lights, close and lock all windows, and turn off thermostats.
- Arrange for mail forwarding.

#### Check-out requirements:

- Residents must return both room and mailbox keys at check-out.
- Failure to check out by the scheduled move-out date will result in daily fines and additional rent charges.
- A minimum \$100 lock-change fee will be assessed if keys are not returned.

#### Shared spaces and responsibility:

- If one roommate or suitemate moves out while others remain, all residents are equally responsible for ensuring shared spaces are cleaned and left in acceptable condition for new occupants.
- If this obligation is not met, cleaning services will be provided and billed equally to all residents.

#### Damage and liability:

- Residents are jointly and individually responsible for damage to rooms, suites, furniture, furnishings, and fixtures.
- Charges will be assessed for repairs, including fire or smoke damage, resulting from violations of the Housing Agreement.

#### Vacating and inspections:

- Residents must vacate their assigned space by the time specified on the final day of their occupancy period.

- Curtis is not responsible for belongings left behind after the move-out deadline. Items not removed will be disposed of at the resident's expense.
- After move-out, Residence Life will inspect each space for cleanliness, damage, and missing inventory.
  - Any associated charges will be billed by the Coordinator of Residence Life and Off-Campus Housing.

**Failure to vacate:**

- Failure to move out within the prescribed period may result in daily rental fees and possible eviction.
  - In such cases, Curtis is not responsible for resident belongings and reserves the right to remove and dispose of any items left behind.

**Early Move-In and End-of-Year Move-Out Extensions**

The Coordinator of Residence Life and Off-Campus Housing reserves the right to approve or deny requests for early move-in and for extensions to remain in residence beyond the end date of the Housing Agreement. Approval of early arrival or late stay requests is subject to facility availability and may be impacted by off-term building use, including construction, Curtis-sponsored events, or other operational needs. Residents approved for early move-in or extended occupancy are required to comply with all applicable procedures and policies. Failure to do so may result in additional charges and/or removal from the residence hall.

**29. Non-Discrimination Policy Statement**

Curtis values diversity and is committed to attracting and supporting talented students, faculty, and staff from a wide range of backgrounds. Curtis does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected classification in the administration of its admissions, financial aid, or employment practices.

Questions or concerns regarding this policy should be directed to Kimberly Gould, J.D., Vice President, People and Culture; Title IX Coordinator.

**30. Occupancy/Early Termination of Housing Agreements**

Once a resident has assumed occupancy, picked up keys, activated door access, or signed the Housing Agreement, the agreement may not be canceled. A resident may request an Early Termination of the Housing Agreement only under the circumstances outlined below and with approval from the Office of Residence Life. Residents who vacate housing for unauthorized reasons or without following proper check-out procedures remain financially responsible for housing fees for the full term of the agreement. The Office of Residence Life reserves the right to reassign vacated spaces.

**A. Leave of Absence/Withdrawal:**

Residents who take a leave of absence or withdraw from Curtis are required to vacate their room within 48 hours of the effective date of the leave or withdrawal, or by the end of the semester, whichever occurs first. The room must be left in good condition, all room and mailbox keys must be returned, and the resident must complete an official check-out

process. Termination of the Housing Agreement is not effective, and rent will not be prorated, until all required steps have been completed. No housing refunds will be issued after the tenth week of classes in any semester.

**B. Loss of Eligibility for Campus Housing:**

Curtis reserves the right to terminate a Housing Agreement and reclaim a room in cases of nonpayment of Curtis fees, violations of Curtis policies, or loss of full-time student status. Students who are deemed ineligible for campus housing or who lose housing privileges as a result of policy violations remain financially responsible for the full term of their Housing Agreement.

Rent will be prorated only after all early termination requirements have been satisfied. No refunds will be issued after the tenth week of classes in any semester.

**31. Pets/Animals**

**Purpose**

Curtis recognizes the importance of providing reasonable accommodations for students with disabilities who require the assistance of animals. This policy outlines the specific requirements and guidelines that govern student's use of a Service Animal or requests for reasonable accommodation in the form of an Assistance Animal. It clarifies the difference between a Service Animal and an Assistance Animal and provides a framework for students with disabilities to utilize animals on campus. Curtis reserves the right to amend this policy at any time as circumstances require.

**Service Animals**

**Definition and Requirements**

Service Animals are defined and regulated in accordance with the Americans with Disabilities Act ("ADA"). Per the ADA, a Service Animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability directly related to the individual's physical or mental disability. Examples of tasks performed by Service Animals include assisting an individual who is blind or has impaired vision, pulling a wheelchair, and alerting an individual who is deaf or hearing impaired to the presence of people or sounds.

With the limited exception of individually trained miniature horses, only dogs are considered Service Animals under the ADA.

Pets are not Service Animals and are not allowed in residence halls. In most cases, a student with a Service Animal may bring their Service Animal into all areas of the Campus that are open to the public or to students.

**Service Animal Identification**

In a situation where it is not readily apparent that a student's Service Animal is trained to do work or perform tasks for a student with a disability, Curtis may ask the student if the animal is a

Service Animal required because of a disability and what type of work or tasks the animal is trained to perform. Curtis will not ask for and does not require documentation about the training or certification of the Service Animal, nor does it require information about the nature or extent of a Service Animal owner's disability.

Students wishing to utilize a Service Animal should contact the Coordinator of Residence Life and Off-Campus Housing.

### **Use of Service Animals on Campus**

A student with a Service Animal is permitted in all Curtis facilities on campus, where other members of the Curtis community and the public are allowed to go. However, Service Animals may be denied access from any facility on campus if the Service Animal (i) is out of control and the student is not effectively controlling it; (ii) is not housebroken; (iii) poses a direct threat to the health or safety of others; or (iv) is behaving in such a way that would fundamentally alter the nature of a service or program at Curtis. While Service Animals are not categorically banned from any campus facilities, in certain instances (and for the safety of the Service Animal and consistent with applicable law), Curtis may restrict a Service Animal from certain campus facilities such as custodial closets containing dangerous chemicals. All such assessments will be made on a case-by-case basis.

### **Assistance Animals**

#### **Definition**

Assistance Animals are a category of animals that may work, provide assistance, or perform physical tasks, for a student with a disability and/or provide necessary emotional support to a student with a mental or psychiatric disability that alleviates one or more identified symptoms of a student's disability. Assistance Animals are not Service Animals under the ADA. Assistance Animals are typically not trained to perform specific work or tasks. Assistance Animals are not limited to dogs and can be other species of animals. Assistance Animals are only permitted on campus with prior approval from the Coordinator of Residence Life and Off-Campus Housing and are generally only permitted in student housing.

#### **Requesting Approval for an Assistance Animal**

A student seeking to live with an Assistance Animal in Curtis housing must obtain prior authorization from the Coordinator of Residence Life and Off-Campus Housing before bringing the animal on campus. If the student's disability and/or disability-related need is not readily apparent or known, Curtis may ask for additional documentation of the student's disability and disability-related need for the Assistance Animal. In such an instance, the Office of Residence Life will require the student seeking an Assistance Animal to fill out an Assistance Animal Request Verification Form to be completed by the student's treating physician, psychiatrist, mental health professional, or other reliable third party confirming that the requested Assistance Animal is necessary to provide the student with the support they need to alleviate one or more symptoms of the student's existing disability. Students will need to re-submit an updated Assistance Animal Request Verification Form and any other necessary supporting documentation for each academic year. Students seeking to bring an Assistance Animal on campus should contact the Coordinator of Residence Life and Off-Campus Housing as far in

advance as feasible, and at least 30 days prior to the Assistance Animal's anticipated arrival on campus.

Although students will be required to demonstrate their need for an Assistance Animal, Curtis will not ask students to provide access to medical records or for healthcare providers to give detailed and/or extensive information or documentation of the requesting student's physical or mental impairments.

Upon submitting an Assistance Animal Request Verification Form, Curtis will consider whether (1) the student has a disability and (2) whether the Assistance Animal is necessary to afford the student an equal opportunity to Curtis's services. Curtis may approve the request, deny the request, or seek additional information. If Curtis grants a request for an Assistance Animal, the requesting student will receive a letter so indicating. If Curtis denies a request for an Assistance Animal, the requesting student will receive a letter explaining the reasons for the denial. Curtis will not grant approval for a student to have an Assistance Animal if granting such approval would impose an undue burden on Curtis, fundamentally alter Curtis's services, or pose a direct threat to the health or safety of others.

Students submitting an Assistance Animal Request Verification Form must provide consent for the Coordinator of Residential Life and Off-Campus Housing to disclose the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Curtis personnel and potential and/or actual roommate(s)/suite(s). Such information shall be limited to information related to the animal and shall not include information related to the student's disability.

### **Use of Assistance Animals on Campus**

Assistance Animals are only permitted in a student's assigned housing unit and must remain in the privately assigned individual living accommodation (e.g. room or suite). Curtis retains discretion as to exactly where any student will be housed. Unlike Service Animals, Assistance Animals are not permitted in other areas or facilities of Curtis. The sole exception to this rule is when the student takes the animal outside for toileting, in which case the animal must be in a carrier or controlled by a leash, harness, or other means. Furthermore, if an Assistance Animal request is approved, the student will be required to meet with a member of the Residence Life team to review the rules regarding Assistance Animals and sign an Assistance Animal Agreement. The student will also be required to complete an Animal Registration Form. Roommates and/or suitemates of students utilizing an Assistance Animal will also be required to complete a Roommate/Suitemate Agreement Form.

Assistance Animals may only stay on campus as long as the Student Owner has a disability-related need for the Assistance Animal. Student Owners must notify the Coordinator of Residence Life and Off-Campus Housing if the Assistance Animal is no longer necessary or no longer on campus.

### **Responsibilities of Student Owners of Service Animals and Assistance Animals on Campus**

Students with Service Animals or Assistance Animals (“Owners”) are solely responsible for the animal’s care and supervision. The animal must be under the control of the Owner at all times and must remain in close proximity to the Owner whenever outside the Owner’s room.

All animals living on campus must be licensed and vaccinated. Owners are required to abide by all current city, county, and state ordinances, laws, and regulations for animals. Owners are responsible for knowing and understanding these laws. Owners may be asked to provide proof that the animal is in compliance with applicable legal requirements regarding licensure and vaccination. Owners are responsible for ensuring the animal is well-cared for and fed. Curtis is not responsible for providing care or food to any Assistance Animal, including, but not limited to removing the animal during emergency evacuations for events such as a fire alarm.

All animals must be housebroken. Owners are responsible for cleaning up after and properly disposing of animal waste in a sanitary and appropriate way. Feces must be secured in a plastic bag and disposed of in a designated receptacle. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in a designated trash receptacle. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces. Owners are also responsible for ensuring that the animal maintains proper hygiene and is free of fleas and other pests. If fleas, ticks, or other pests are detected through inspection, Curtis will seek treatment from a pest control service. Owners may be charged for this expense.

Curtis will not require Owners to pay any additional fee for an animal, however, if an animal causes damage beyond normal wear and tear, Owners may be charged for this damage.

An animal cannot stay in Curtis housing overnight without its Owner. The animal must leave campus if the Owner leaves overnight, and during all Curtis breaks during which the Owner leaves Curtis housing. The Owner must designate an emergency handler to support the animal’s care in emergency situations. The Owner must ensure that the emergency handler is familiar with these policies regarding animal care and supervision.

Owners are responsible for ensuring that the animal does not cause difficulties for students without animals. Sensitivity to other students with allergies and to those who fear animals is important to ensure a peaceful residential community.

Failure to fulfill the responsibilities laid out herein will result in the removal of the animal from the Curtis campus.

### **Removal of a Service or Assistance Animal from Campus**

Curtis may require a student to remove their Service Animal or Assistance Animal from Curtis if the animal poses a direct threat to the health and safety of others, creates an undue burden on Curtis, when the animal’s presence fundamentally alters Curtis housing or a Curtis program or service, or when the student Owner does not comply with the responsibilities outlined above. Each determination for removal will be made on an individual basis.

### **Questions and Grievances**

Students with questions about Service Animals or Assistance Animals should contact the Coordinator of Residence Life and Off-Campus Housing. Students who believe they have been subjected to discriminatory actions on the basis of disability may seek a remedy by filing a complaint through Curtis's institutional policies.

### **32. Posting**

All signs, posters, and advertisements—whether created by students or outside organizations—must receive prior approval from the Coordinator of Residence Life and Off-Campus Housing before being displayed in Lenfest Hall. Materials that are not inclusive of the Curtis community are unlikely to be approved.

Once approved, all postings will be distributed to RAs or PAs for placement throughout the building using building-approved blue tape. Students are not permitted to post or remove signs or posters on residential floors.

Any outward-facing postings, including items displayed on doors or windows and visible to others, are subject to removal at any time, with or without notice. This policy does not apply to official door decorations (doordecs), including name tags created by RAs for residential students.

### **33. Quiet Hours/Practice Hours**

Regardless of any additional functions an institution or residence hall may serve, Lenfest Hall's primary purpose is to provide an environment that supports study and practice. Quiet hours are observed on residential floors from 10:00 p.m. to 9:00 a.m. During quiet hours, sound should not be audible outside of individual rooms.

Practice hours on residential floors are from 9:00 a.m. to 10:00 p.m. Students may only practice instruments in residential areas during these designated hours. All residents share responsibility for upholding quiet and practice hours and are expected to hold one another accountable. Lenfest residents are encouraged to use the designated practice rooms located on floors 2, 3, and 4, which are available at all times.

Lenfest Hall also enforces a Courtesy Policy at all times. This policy affirms each student's right to request a reasonable level of quiet when noise becomes disruptive. Students are expected to respect such requests and adjust activities—including reducing volume or discontinuing disruptive behavior—to support a respectful and considerate living environment.

### **34. Roofs and Windows**

Throwing or hanging items from any window, terrace, or the roof is dangerous and strictly prohibited. Student access to the roof is not permitted. Residents are expected to use caution when on the terrace and near all windows.

### **35. Room Changes**

Room changes are not permitted during the first two weeks of classes, with no exceptions. Students experiencing suite or roommate concerns are encouraged to contact their RA for support with mediation and conflict resolution.

Unauthorized room changes are not permitted. All room change requests must be reviewed and approved by the Coordinator of Residence Life and Off-Campus Housing. Due to occupancy levels and limited available space, room changes may be limited or unavailable throughout the academic year.

### **36. Room Entry and Inspection**

Curtis recognizes and respects residents' expectations of privacy within a shared living environment. At times, Curtis must exercise its contractual right to enter a room to protect the health, safety, and well-being of individual residents and the community. In these situations, residents are expected to cooperate with Curtis administrators, staff, and student staff (RAs) as they carry out their responsibilities. The following guidelines are intended to balance operational needs with resident privacy:

- RAs, with support from the Office of Residence Life, conduct three to four Health and Safety inspections per semester. These inspections help ensure clean, safe, and healthy living conditions. Residents are not required to be present during inspections.
- Authorized Curtis personnel or RAs may enter rooms when there is reason to believe a situation exists that could endanger health or safety, cause damage to facilities or furnishings, or when access is needed for housekeeping, inspections, or maintenance.
- Prior to entry, staff will make a reasonable effort to notify occupants by knocking, clearly announcing their presence, and allowing sufficient time for a response.
- All staff members and contractors entering student rooms or suites are required to display proper identification. Residents have the right to request to see identification.

### **37. Room Searches**

The Office of Residence Life may conduct searches beyond plain sight when there is reasonable cause to believe a policy violation may be occurring, excluding routine safety inspections. Such searches will be initiated only when specific and credible information indicates a potential violation within a room. Violations may include, but are not limited to, possession or distribution of illegal substances or possession of weapons.

All beyond-plain-sight searches require prior authorization from the Senior Associate Dean of Student Services or their designee. Searches may include areas such as drawers, dressers, suitcases, and bags and will be conducted in a manner that avoids damage to personal property.

Searches may be conducted with or without the presence, consent, or approval of the resident(s).

### **38. Room Furnishings**

Each student room is furnished with a bed, desk, wardrobe, chest of drawers, and desk chair. Suites and rooms also include wall-to-wall carpeting and window shades.

Any alterations to the room—including walls, floors, ceilings, doors, wiring, plumbing, or furnishings—are strictly prohibited. Residents may not modify existing facilities and must comply with the following policies:

- The placement of tape, decals, chalk, or other items on the exterior of rooms or the building—including windows, doors, entryways, and floors—is prohibited.
- Residents are responsible for all furnishings provided in their room or suite. Due to space and operational limitations, Curtis cannot store room furniture. Furniture left in public areas will be removed, and removal costs will be charged to the resident.
- Residents will be billed for any furniture that is damaged, dismantled, missing, or not returned to its original condition at the end of the occupancy period.
- Residents may not remove residence hall furniture, equipment, or property, nor may they alter floors, ceilings, or doors, including painting or making structural repairs or modifications. Residents are financially responsible for any resulting damage.
- Partitions of any kind—including structural modifications or freestanding dividers—are not permitted, as they damage facilities and create safety hazards.
- Residents may not install additional locks, alarms, or chains on doors, as these interfere with access by authorized personnel.
- Waterbeds and bed risers are not permitted in Lenfest Hall. Tampering with or altering network, electrical, plumbing, ventilation, or other building systems is strictly prohibited.
- Residents may not perform maintenance or repairs. All work on rooms, fixtures, or furnishings must be completed by authorized Curtis personnel.
- Residents must not use harsh chemicals or substances such as drain cleaners (e.g., Drano®), pesticides (e.g., Raid®), or similar products. All maintenance or repair concerns should be reported to Facilities Services at [fix@curtis.edu](mailto:fix@curtis.edu).
- Removal of common-area furniture, equipment, or fixtures is prohibited, as these items are intended for shared use.
- Residents may not remove music stands, chairs, or other furniture or equipment from classrooms, dining areas, rehearsal spaces, or other common areas. Items found in a resident's room may result in a minimum fine of \$50 per day.

### **39. Room Condition Report (RCR)**

All residents are required to complete a Room Condition Report (RCR). The RCR details the furniture provided for your assigned room type and notes the expected condition of each item upon move-in. It also allows residents to document any missing furniture, damages, or condition discrepancies.

Completing the RCR protects residents from being charged for pre-existing damages or missing items at move-out. Any concerns must be reported within the designated RCR submission period. If discrepancies are not documented and damages or missing furniture are identified during the move-out inspection, the resident may be charged accordingly.

### **40. Safety and Security Systems**

Curtis provides multiple systems, resources, and staff members dedicated to maintaining a safe and secure residential environment. While these measures are in place, residents share responsibility for building safety by following established security procedures. Adherence to these practices helps protect both personal property and the well-being of the residential community.

For the safety of all residents and their belongings, cooperation with the building's security program is required. The following security regulations are enforced by Security and Student Services, and all residential students are expected to comply:

- Keep all exterior and exit doors closed and locked at all times.
- Do not lend your keys to others; duplication of room keys is prohibited.
- Never give your Curtis ID Card to another individual for building access.
- All guests must be registered at the security desk and escorted by the host at all times.
- Keep your room door locked at all times, including when you are inside the room.
- Do not leave your suite door propped open.

All access, security, and guest procedures outlined in this Handbook are essential to maintaining a safe residential environment and are designed with the protection of all residents in mind.

### **Access to Residence**

- Entrances to Lenfest Hall are monitored 24 hours a day.
- Access to the building is controlled by a card-reader system that verifies a valid Curtis ID before allowing entry through electronic turnstiles or portals.
- Residents are expected to cooperate with Security staff, who are required to verify identification for every individual entering the residence, regardless of familiarity or frequency of entry.
- All students must carry their Curtis ID card at all times and present it upon request by Security. If a resident forgets or loses their ID, Security may use a temporary alternate method of verification. Lost ID cards must be reported immediately.
- Curtis ID cards are non-transferable. Any ID used by someone other than its owner will be confiscated. Confiscated IDs may be retrieved from the Office of Residence Life. Failure to present proper identification or causing a disturbance during the entry process may result in disciplinary action and/or fines.
- Building entry and exit are available 24/7 through the Locust Street and Latimer Street entrances. Residents should not use alarmed doors unless directed during an emergency or evacuation.
- Residents are strongly encouraged to keep their room doors locked at all times. Theft of unattended items is common, and residents should not leave personal belongings unattended in public spaces or unsecured rooms, even briefly. Curtis is not responsible for items lost or stolen from rooms left unlocked.

### **Residential Security Systems**

Security systems and procedures within the residence are in place to protect all residents. Abuse of staff and vandalism of any kind will not be tolerated. Students who damage or tamper with security-related equipment—including building entrances, locks, room doors, alarm systems, turnstiles, emergency phones, or other security features—will be subject to disciplinary action and held financially responsible for all repair costs.

Use of a tampered Curtis ID card or an ID card belonging to another individual is prohibited. Violations of Curtis policies may also constitute violations of state law. Security systems and activity may be monitored on site throughout the year.

#### **41. Smoking**

Lenfest Hall is a smoke-free facility. Smoking of any substance is prohibited in all residential buildings, on the Dannenbaum Terrace, and within 20 feet of all windows and doors. This policy includes the use of electronic cigarettes, vaping devices, hookahs, and any other smoking-related paraphernalia. Violations may result in disciplinary action, fines, and possible termination of the Housing Agreement. For additional details, please refer to the Curtis Code of Conduct.

#### **42. Solicitation and Business Activity**

Residence hall spaces are intended for living and study purposes only. They may not be used as offices, sales areas, service locations, rentals (including short-term rentals such as Airbnb), or for the storage of merchandise. Subletting of rooms or suites is strictly prohibited. Any individual occupying a student room without an official Curtis-issued assignment will be subject to disciplinary action for theft of services. Soliciting or peddling within the residence hall is not permitted.

#### **43. Hall Sports**

Sports activities are not permitted anywhere inside Lenfest Hall, including the Dannenbaum Terrace, Gould Rehearsal Hall, Bonovitz Concourse, hallways, lounges, suites, and other indoor areas. Prohibited activities include, but are not limited to, bouncing or throwing balls or frisbees, rollerblading, skateboarding, and riding bicycles.

#### **44. Supplemental Storage**

Curtis does not provide supplemental storage for resident belongings during the summer or beyond the space available within a student's suite during the academic year. Residents are encouraged to insure their personal belongings. Any items left in a room after move-out will be considered abandoned property and will be disposed of at the resident's expense. The Office of Residence Life partners with Storage Scholars and recommends their services for summer storage needs.

#### **45. Student Health Concerns in Residence**

Health-related concerns involving residential students are addressed on an individual basis. Curtis works with health professionals to develop appropriate support plans, with careful attention to confidentiality and the well-being of all parties involved.

Students who are immunocompromised may be eligible for special housing accommodations for medical or emotional reasons. Concern or fear related to a resident's non-contagious medical condition—including HIV, AIDS, or hepatitis B—is not considered a valid reason for release from a Housing Agreement. In such cases, Curtis will not permit requests that a resident be tested, relocated, isolated, segregated, or excluded from housing against their wishes based on speculation or suspicion. Room assignment and change requests are reviewed in accordance with established residence policies and subject to space availability.

Professional staff from Penn Student Health Service are available to provide information, support, or referrals as needed. Penn Student Health Service can be reached at (215) 746-3535.

#### **46. Student Telephones**

Curtis does not provide landline or in-room phone service in Lenfest Hall. All residents are required to have and use a personal mobile phone.

#### **47. Substance/Drug Abuse**

Curtis strictly prohibits the possession, use, manufacture, or distribution of controlled substances, marijuana, cannabis, or drug paraphernalia in any amount. The use of vaping devices, pens, or similar products is not permitted in any Curtis public space. While possession of a vape or pen is allowed, it may not contain any illegal substances. Prescription or law-enforcement-authorized possession or use of marijuana is not permitted.

Students found in possession of illegal substances or found to be under the influence may be subject to disciplinary action, removal from housing, and possible criminal prosecution. For additional information, please refer to the Curtis Code of Conduct.

#### **48. Dannenbaum Terrace and Multipurpose Room**

The Dannenbaum Terrace, located on the 5th floor, is intended as a shared gathering space for Curtis students. For safety reasons, walking on the ledge near the plants is prohibited. Plants may only be trimmed or maintained by assigned staff.

The 5th-floor multipurpose room (also referred to as the Medveckis Media Room) is a student-only space designed for collaboration, studying, relaxation, and informal gatherings. Students are expected to be respectful of others using the space.

Sleeping, engaging in inappropriate behavior, or completing projects that involve materials with the potential to cause property damage is not permitted in the multipurpose room or on the terrace.

#### **49. Vacation, Holiday, and Break Periods**

Lenfest Hall remains open during fall and spring break periods unless otherwise specified. During these times, access to services such as staff support and dining may be limited or unavailable. Housing during break periods is a privilege and may be revoked if a resident violates the Residential Handbook.

Lenfest Hall is closed during winter break, and all residents are required to vacate. No exceptions will be granted.

#### **50. Vandalism**

Students may not damage, remove, or make unauthorized additions to any Curtis-owned furnishings, equipment, or property. Defacing interior or exterior walls, artwork, floors, ceilings, or other surfaces with chalk, markers, paint, pens, or similar substances may be considered vandalism and will be addressed accordingly.

Charges for missing or damaged items will be assessed at full replacement cost, including labor. Violations may result in disciplinary action, including fines and/or removal from housing. In addition, individuals may be subject to criminal prosecution under applicable laws, such as institutional vandalism or criminal mischief, and may incur additional fines.

### **Appendix A**

Charges based on Room Condition upon move-out of Lenfest Hall. All charges are an approximation, and billing will be based on the actual damage caused. You will not be charged for normal wear and tear of a room. Prices are for any damage done to the room outside of usage due to typical damage.

#### **Bedroom**

\*Items will be billed to the roommate who likely caused the damage. If no one takes ownership of the damage, the charge will be split between both roommates.

<b>Item</b>	<b>Price Range</b>
Added Cleaning Fee	\$25 - \$150
Door	\$300 - \$600
Floor	\$50 - \$200
Ceiling	\$50 - \$200
Shades	\$150 - \$300
Bed (mattress)	\$200
Bed Frame	\$150 - \$300
Chair	\$50
Desk	\$250 - \$400
Dresser	\$200 - \$300
Mirror	\$100
Misused/Altered Furniture	\$25 - \$150
Wall (incl. paint chips)	\$50 - \$150
Windows	\$100 - \$500
Wardrobe	\$150 - \$300

#### **Common Area**

\*Items charges will be split between all suitemates unless one person takes ownership of the damage.

<b>Item</b>	<b>Price Range</b>
Added Cleaning Fee	\$25 - \$150
Door	\$300 - \$600
Floor	\$50 - \$200
Ceiling	\$50 - \$200
Shades	\$150 - \$300
Couch	\$200 - \$350
Chair	\$200 - \$300
Lamp	\$25
MicroFridge®	\$500
Misused/Altered Furniture	\$25 - \$150
Counter	\$100 - \$500
Wall (incl. paint chips)	\$50 - \$150
Fire Extinguisher	\$100

## Bathroom

\*Items charges will be split between all suitemates unless one person takes ownership of the damage.

<b>Item</b>	<b>Price Range</b>
Added Cleaning Fee	\$25 - \$150
Door	\$300 - \$600
Floor	\$50 - \$200
Ceiling	\$50 - \$200
Light	\$75
Toilet	\$200 - \$350
Sink	\$150 - \$350
Shower	\$100 - \$500