

**HARVARD**  
CAMPUS SERVICES



**HARVARD UNIVERSITY HOUSING**

**Residence Hall Policies and Procedures**  
**for**  
**Cronkhite Graduate Center**

**(Including Rules and Regulations for Harvard University Housing)**

**2017 – 2018 Contract Term**

*[www.huhousing.harvard.edu](http://www.huhousing.harvard.edu)*

**If you have questions about...**

**Contact:**

**These policies  
and procedures:**

Harvard University Housing  
Leasing Department  
1350 Massachusetts Avenue – Room 827  
Cambridge, MA 02138-3846  
617-495-1459  
*leasing@harvard.edu*

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**The mandatory meal plan (calendar/dietary concerns)**

Harvard University Dining Services  
Joe Iovino, Cronkhite Dining Services Manager  
617-495-8687 617-495-2710  
*joseph\_iovino@harvard.edu*

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**Obtaining a parking permit or canceling  
or extending your current parking  
agreement:**

Harvard University Parking Services  
Campus Service Center  
1350 Massachusetts Avenue – Room 807  
Cambridge, MA 02138-3846  
617-496-7827  
*parking@harvard.edu*  
*http://www.transportation.harvard.edu*

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Note: Parking is not, nor has ever been, included in the housing payment at Harvard University Housing complexes.

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**Housing and meal plan charges on your  
University bill (E-bill):**

Harvard University Housing  
Accounts Receivable Office  
617-495-1612  
*huhousing\_ar@harvard.edu*

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**Building maintenance:**

Property Management Office  
Cronkhite Graduate Center – Room 100  
Cambridge, MA 02138  
617-495-1252  
*huh\_cronkhite@harvard.edu*

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**The Graduate Commons Program (GCP)**

*graduatecommons@harvard.edu*  
*http://www.huhousing.harvard.edu/living-huh/graduate-commons-program*

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Additional information about Cronkhite Graduate Center facilities and living in Cronkhite is available at *http://huhousing.harvard.edu/residents/cronkhite-center-welcome-information.*

***These policies and procedures and rules and regulations are subject to change.***

**Welcome to Harvard University Housing!** This handbook will answer most commonly asked questions about policies and procedures and also sets forth the rules and regulations for all residents living in Cronkhite Graduate Center Harvard University Housing (HUH). *Please read this booklet carefully. Abiding by the provisions of your housing contract and this handbook is a requirement for continuation of residency.* If you have additional questions, we encourage you to contact us (see 2).

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## POLICIES AND PROCEDURES

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### HOUSING CONTRACT DOCUMENTS

Your housing contract is a legally binding document between you (the resident/licensee) and the Owner (President and Fellows of Harvard College by its Agent Harvard University Housing) which gives you a license to use and occupy a Cronkhite Graduate Center unit in exchange for a housing payment.

After you select a Cronkhite Graduate Center unit, a Leasing Coordinator will review your selection. Upon approval, the contract documents will be emailed to you within two business days.

Once you have received your contract, you may not alter it. This includes writing in any additional names. (Cronkhite units are single occupancy only.)

Read your housing contract carefully before signing it. Your signature on the contract (or the signature of the person you have designated on a notarized Power of Attorney) commits you to the following:

- Abiding by all of the provisions and agreements in the contract and any riders.
- Abiding by all of the Cronkhite Graduate Center Resident Policies and Procedures.
- Making housing payments on time each month during the term of the contract whether you occupy the unit or not.

The contract will state the *specific* due date for your return of all required signed documents with your initial payment. Typically, these must be returned within three business days if the contract starts in the future. However, if the room is available immediately when selected, the documents and payment must be returned within 24 hours.

A *RIDER* is an addition to the contract indicating a specific condition of that contract that varies from the printed terms of the contract document. For example, some contracts may end at a date other than June 30, or a construction project may be taking place during the contract term.

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### HOUSING PAYMENTS

- The first or initial housing payment due must be paid by wire transfer, by credit card, or by check or money order and returned with your housing contract by the specified due date. If your housing contract begins before the 15<sup>th</sup> of the month, the amount is prorated for that month. If it begins on or after the 15<sup>th</sup>, the amount due includes the prorated first month and the entire next month as well.
- To ensure proper credit to your account, be sure to reference your full name as it appears on your contract and your Cronkhite Graduate Center unit address in your payment.
- Monthly housing payments for full-time registered degree candidates is charged to and paid through the University's student billing system.
- Until student billing commences, or after generation of the final or graduation bill, housing payments must be submitted directly to Harvard University Housing by check, money order, wire transfer, or credit card (accepted **in person only** at the Harvard Campus Service Center). Please note that HUH's online housing payment credit card link may be used for the initial payment only; do **not** use it to make subsequent housing payments.
- **When your student bill is active, housing charges are transferred monthly to Student Receivables and billed via the University's electronic billing system. Housing charges are payable by the due date noted on your student bill.** Refer to the Student Receivables website for information about accepted forms of payment, and be sure to check your student bill frequently to ensure your housing payments are not in arrears (<http://sfs.harvard.edu/>).
- **Until student billing commences, or after generation of the final or graduation bill, housing payments are due on or before the first day of each calendar month and must be submitted directly to Harvard University Housing** by check, money order, wire transfer, or credit card (accepted in person only at the Harvard Campus Service Center). Refer to page 1 of your contract for additional information.
- Please note that students with unpaid charges on their accounts at the end of a semester may not be allowed to renew their contract for another year. Candidates for degrees must have discharged all indebtedness to Harvard University (including any housing payments due under the Contract) in order to be eligible to receive their diploma at Commencement.

#### Late Housing Payments

- If you fall two weeks behind in your housing payments, you may receive a late payment notice.
- Failure to respond to a late payment notice may result in license termination.

- HUH reserves the right to refuse to extend the housing contract of any resident with a history of late payments or other defaults under her/his license.
- Information on any outstanding balance may be filed with a credit reporting agency following termination of your contract.

### **Return of the Initial Housing Payment**

The contract is a binding legal document. If you are unable to fulfill your obligations, notify the HUH Leasing Office immediately at 617-495-1459 or [leasing@harvard.edu](mailto:leasing@harvard.edu). For example, if you decide you are not coming to Harvard and will not need your unit, **you must contact HUH to file a vacate notice, in addition to notifying your school.** (This notice must be submitted even if you never picked up your keys or moved into your unit.) Your initial housing payment will be returned in full only if another Harvard affiliate signs a contract for your unit before the date your contract was scheduled to start. If this occurs after your contract start date but during the initial housing payment time period, you will receive a prorated refund. If this does not occur during this period, you will forfeit your entire initial housing payment and you will be charged and held responsible for housing and meal plan payments and must meet all housing contract obligations until the date another affiliate's new housing contract for your unit commences or the expiration date of your contract, whichever date is earlier.

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### **MANDATORY MEAL PLAN**

- All residents living at the Cronkhite Center are **required** to participate in Cronkhite's dining plan (ten meals per week during the academic term; five dinners per week during the summer term). In return for the meal plan payment, residents are eligible to receive the specified number of meals per week, served Monday through Friday, except during University holidays, winter and spring breaks, and the January Term, as listed in the *Dining Services calendar* (or visit <http://dining.harvard.edu/campus-dining/cafes/locations/cronkhite>).
- The meal plan board charge will be transferred to Resident's student bill separately by Harvard University Dining Services. The total annual cost of the meal plan is applied and must be paid at the start of each academic ~~year~~ term, typically in early June, early August, and in early January.
- The meal plan charge is due and payable so long as you are obligated to pay the room license fee to occupy your assigned quarters. If you sign a room contract during the year (after the June 1 start date, your meal plan board charge will be pro-rated, based on the start and end dates of your contract).
- The 2017-2018 meal plan contract term begins on July 1, 2017 and ends on June 30, 2018. Refunds are not available for meals that go unused, and meals may not be carried over week-to-week.
- The meal plan payment amount stated on your contract is applicable throughout the contract term. Thereafter, if you request a new contract for same unit for the next contract year, the meal plan payment amount may be changed on an annual basis, effective July 1. Your new meal plan payment amount is provided when Contract Termination Notice/Request for New Contract notices are sent to you in the spring of each year.
- The dining room offers a variety of meal options, including daily vegetarian meals. Residents with specific food restrictions and/or food allergies should talk with the Dining Services Manager to arrange for the preparation of appropriate meals to accommodate their dietary needs. Participation in the meal plan will not be waived.
- Additional details about the meal plan and dining at Cronkhite are provided at <http://www.huhousing.harvard.edu/residents/cronkhite-center/cronkhite-center-dining-room-kitchens-food-literacy> and on the Harvard Dining Services website at <http://dining.harvard.edu/campus-dining/cafes/locations/cronkhite>. If you have billing questions, contact [huhousing\\_ar@harvard.edu](mailto:huhousing_ar@harvard.edu).

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### **HOUSING PAYMENT RATE INCREASES**

The monthly housing payment amount stated on your contract is applicable throughout the contract term. Thereafter, if you request a new contract for same unit for the next contract year, the housing payment amount may be changed on an annual basis, effective July 1. Your new housing payment amount is provided when Contract Termination Notice/Request for New Contract notices are sent to you in the spring of each year.

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### **ELIGIBILITY AND GUESTS**

- Only full-time, registered, tuition-paying, Harvard University graduate degree candidates (excluding Harvard University Extension School students) are eligible to sign a housing contract and occupy a Cronkhite Graduate Center unit. If the occupant ceases to be a full-time affiliate as described herein, Harvard may terminate the contract.
- No other persons including a resident's spouse/domestic partner and/or family members (i.e., children, siblings, or parents) are allowed to reside in Cronkhite Graduate Center.

- Residents may have occasional guests for temporary visits of up to three days/nights over a seven-day period per individual guest, not per room. To clarify, a guest will not be permitted to stay in a room for up to three days/nights and then move to another room or rooms for additional days/nights during any seven-day period.
- Residents are responsible for the behavior of their guests at all times, and guests may not use common areas of Cronkhite Graduate Center when the resident host is not present. HUH does not provide keys, key fobs or swipe cards to guests, so the resident host will be responsible for letting their guest in and out of the residence hall and their room. Your HUID is not transferable. No guest may stay in Cronkhite for a period of time when the official resident will not be present. In other words, residents cannot turn their room over to others, and others cannot live in the room with the resident. Children under the age of 18 are not allowed to stay overnight in Cronkhite.

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### KEYS, KEY FOBS, AND SWIPE CARDS

- HUH will issue one key set/key fob/swipe card per resident. Additional keys/swipe cards may not be purchased.
- Please be aware that the key fobs are programmed to expire at the end of your current contract period. If you receive approval to extend your contract for another year or to vacate on a date after June 30, you may need to bring your key fob to your property management office in Room 100 for reprogramming prior to that date, or you may not be able to access your building. Failure to do so may incur a lockout fee. Your property management office will provide updated information.
- If you have lost your keys/key fob/swipe card, refer to **Lost Keys, Key Fobs, Swipe Cards, and Replacements** on pages 16-17 for important information regarding replacement and fees.

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### ROOMMATES

- Roommates may not be added to single occupancy room contracts at Cronkhite.

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### SUBLETTING

**Safety and security is a responsibility shared by all of our residents.** Those who live in the building have the right to assume that other occupants are affiliates or guests known to members of our community as specifically authorized in your housing contract. Use by anyone else is a violation of HUH policies and is grounds for contract termination and will be communicated to the Dean of Students of the resident's School. As such, all residents must adhere to all HUH subletting policies.

To sublet your unit you **MUST** obtain and use the HUH Cronkhite Sublet Kit available at <http://huhousing.harvard.edu/living-huh/important-information-residents/subletting-your-apartment-or-room>. The Cronkhite Sublet Kit contains all the policies and restrictions regarding subletting your Cronkhite unit, provides you information on how to advertise your unit to the Harvard community on the only HUH-approved listing website (Off-Campus Partners), and provides you with the required Cronkhite Sublet Application form to submit for approval.

Notes:

- 1) Only a Harvard graduate or undergraduate student aged 21 years or older at the commencement of the sublet period is eligible to sublet your unit. *Contact the **HUH Leasing Office** if you are not sure about who is eligible to sublet your apartment.*
- 2) Residents holding an HUH housing contract are not permitted to sublet another HUH apartment/unit during their contract term.
- 3) Sublet periods may not overlap; you cannot sublet more than one HUH unit at the same time.
- 4) You cannot end your housing contract on a sublet. Sublets are not allowed if you elect to vacate on any date during your contract term, including the expiration date specified in your current contract, or the expiration date of your short-term contract extension. For example, during the Termination/Extension period, if you elect to terminate your contract and you are not extending your contract for the next academic year, you cannot sublet, even if you will be away from your unit temporarily and will return before your elected vacate date.
- 5) Only an HUH resident (holder of a valid HUH housing contract) may sublet a unit. Their approved subresidents are not permitted to sublet the unit to another subresident.
- 6) Residents may advertise their sublet listing only on the HUH-approved Off Campus Partners sublet listing site at <https://www.harvardhousingoffcampus.com/>. Advertising on any other online listing platform or social media group, such as, but not limited to Airbnb, Sublet.com, Roamer, Facebook, Twitter, etc., is not permitted under any circumstances.

**Receipt of compensation for occupancy of your unit, transient subletting including "lending" your unit during graduation or over term breaks, and all similar arrangements allowing use of your unit via non-approved short-term rental website listings is specifically prohibited.**

- 7) If it is determined that you have allowed the use of your unit for any unauthorized purpose, HUH reserves the right to change the unit locks and charge the resident a \$200 lock/core replacement fee or a \$100 key fob replacement fee, as applicable to your property.
- 8) Sublet periods ordinarily are restricted to the winter recess (late December—late January) and the summer recess, as defined by the University Academic Calendar, and subresidents are required to be active Harvard affiliates during the sublet period. You may have a total of three successive subresidents during each of these two time periods.
- 9) Your sublet must start on a weekday (Monday through Friday).
- 10) At times other than summer and winter recesses noted above you may sublet your unit only if you are leaving for academic reasons and will return to finish your housing contract term. For example, if you plan to go abroad for study or research and then come back to finish your program at Harvard. This option requires a letter of confirmation from your school.
- 11) Residents are responsible for showing their unit to prospective subresidents. HUH will not issue viewing passes for this purpose.
- 12) Subresidents are expected to pick-up and drop-off keys/key fobs and swipe cards at the Property Management Office during regular business hours. The making of other arrangements is at the sole discretion of Property Management. The Property Management Office can be reached at 617-495-1252 or [huh\\_cronkhite@harvard.edu](mailto:huh_cronkhite@harvard.edu).
  - In the event keys/key fobs are lost/stolen, the primary resident may be charged a \$200 lock replacement fee or a \$100 key fob replacement fee, as applicable. If the temporary swipe card is lost or is not returned by five days after the sublet expiration, the tenant will be charged a \$25.00 lost/unreturned swipe card replacement fee..

*Note:* If your subtenant already has a valid Harvard University ID Card (HUID), they may have their HUID activated for access at the Property Management Office.
- 13) HUH does not inspect or clean your unit after your subresident has vacated.
- 14) Any subresident not approved by the Harvard Housing Office will be deemed an unauthorized occupant, which is cause for termination of your contract. HUH reserves the right to deny an unauthorized occupant access to your unit in the event of a lockout and to deny requests for maintenance.
- 15) Non-compliance with these and additional policies listed in the Sublet Kit constitutes a contract violation and is cause for termination of your contract.

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## TRANSFERRING TO ANOTHER HARVARD UNIVERSITY HOUSING UNIT

To be eligible to transfer within Harvard University Housing the following requirements apply:

- You must meet all Harvard University Housing eligibility requirements.
- Your current housing and meal payments must be up-to-date.
- You must not be in violation of any terms of your housing contract.
- Your contract must have been in effect for at least six months.
- After the spring contract termination/extension period has started (typically early March), you must request extension of your current contract in order to be eligible to transfer to another HUH unit/apartment.
- Upon selection of a new unit/apartment, you must submit a \$300 Transfer Fee to HUH, payable by check, money order, or credit card (accepted **in person only** at the Harvard Campus Service Center). Please note that being added to an existing lease does not qualify as a transfer.
- Damage beyond normal wear and use to your current unit and/or not removing your personal property from your unit may incur additional charges. Please note that personal property may NOT be left for an incoming resident.
- There must be no more than a one month gap between the date you are vacating your current unit and the date the lease/housing contract starts for the transfer apartment/unit. Also see Note 2, below.

***To apply for a transfer within Harvard University Housing, follow these steps:***

- Visit [www.huhousing.harvard.edu](http://www.huhousing.harvard.edu) and click “Start an HU Housing Application” at the top left of the page. This will take you to the “New Applicant Registration” page.
- On this page you will start a *new* application as a Transfer applicant. It is important that you do the following:
- Create a new Username using an email address that is *different from the one under which you are currently registered* as an HUH tenant and click “Submit.” **DO NOT** click “I am registering as an existing tenant” or “Already registered? Click here to log in.”
- On the “Personal Information” page, complete the required fields and also provide your current HUH address and telephone number.

- Next, complete the “Applicant Information” page but *DO NOT* enter your University ID Number (HUID). Instead, click “Letter of Admission/Appointment.”
- If you use the same email address and HUID that are linked to your current tenant record, the online system will reject your application.
- Continue through the end of the application and click “Submit.”
- You may receive an email requesting your letter or HUID number. When you respond, notify the application processor that you are a current tenant applying for a transfer and provide your HUID. The processor will input your HUID.
- Once your application is approved, participate in your assigned View and Select period (if you are applying between March 1 and May 1) or select an apartment/unit from our Currently Available list at any time.
- To access listings and choose an apartment or unit, 1) visit [www.huhousing.harvard.edu](http://www.huhousing.harvard.edu) and click “Applicant Portal” at the top right of the page to log in, 2) click the “Self Service” link in the left-hand menu bar to go to the Self-Service page, 3) click to acknowledge the Instructions, 4) and then follow the directions to view the listings.
- If you select an apartment/unit, you must pay the new market rent /housing rate for the transfer apartment/unit, effective on the lease/housing contract commencement date.
- Contact the Leasing Office at [www.leasing@harvard.edu](mailto:www.leasing@harvard.edu) immediately to complete a Residence Hall Contract Termination / New Contract Change Request form so you are not held responsible for two units. Your obligation to pay for your current unit will end on your vacate date. (See Note 3 below for important policy conditions.)

*Notes:*

- 1) If you are submitting a transfer application for the spring Self Service rental period, you must request extension of your current housing contract in order to be eligible to transfer to another HUH apartment/unit. Otherwise, you might find yourself with no place to live if your current contract expires before you sign a lease/housing contract for another unit/apartment.
- 2) If you have no intention of remaining in your current unit for the next year and/or you do not need Harvard University Housing during the summer, but you do want to rent a new HUH apartment/unit, you may want to terminate your current contract. In this circumstance, you should submit a new application at [www.huhousing.harvard.edu](http://www.huhousing.harvard.edu), but use a *different* email address than the one you are currently using as a resident. You also should not list your HUID, but instead click the Letter of Admission/Appointment box. If you use the same email address or the HUID that is linked to your current resident record, the online system will reject your application. You may receive an email requesting your letter or HUID number. When you respond, notify the application processor that you are a current resident applying for a transfer and provide your HUID. The processor will input your HUID.
- 3) Apartment/unit availability is not guaranteed.
- 4) In the circumstance where two (or more) current residents living in *separate* Harvard University Housing apartments/units wish to become roommates and transfer together into *one* new apartment, the following will apply:
  - Obligation to pay rent/housing payments will be ended *on the primary applicant’s current apartment/unit only* as of the vacate date. The primary applicant is the person who will submit the transfer application for the roommate group. Roommates should decide in advance who is to be the primary applicant.
  - Obligation to pay rent/housing payments will **not** be ended on the secondary applicant’s/roommate’s current apartment(s)/unit(s) on the vacate date(s). Obligation to pay rent/housing payments will continue until the date the apartment/unit is selected for occupancy by another affiliate or until the expiration date specified in your current lease/housing contract, whichever date is earlier.

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### **SPRING TERMINATION/NEW CONTRACT REQUEST FORMS**

Unless otherwise stated on your housing contract or Termination/New Contract rider, Cronkhite Graduate Center contracts expire on June 30. This expiration date will be printed on your contract. Therefore, your housing contract grants you a license to occupy your unit only through June 30, 2018. You will be required to vacate your unit no later than midnight of that date unless you request either 1) a vacate date between July 1 and July 31, which is a short-term extension of your contract, or 2) you request to enter into a new contract for your current unit for the next academic year.

In March, HUH sends all residents a Termination/Extension email notification. You are required to log in to complete and submit this online form even if you intend to vacate your unit on the expiration date specified in your current contract or you are graduating. On the form, you are asked to specify either of the following:

- Your vacate date (on or prior to your contract expiration date) if you do not wish to remain in your current unit.
- Your request to sign a new contract and remain in your current unit for another contract term.



- Note: If you wish to request a vacate date between July 1 and July 31, you must contact your leasing coordinator, Ana Vieira ([ana\\_vieira@harvard.edu](mailto:ana_vieira@harvard.edu); 617-384-8110) as this option cannot be selected through our online system at this time.

If you are vacating, you are expected to move out by your selected vacate date, even if your unit is not selected by another housing applicant. Failure to move out by your selected vacate date may result in additional charges. Also refer to pages 12-13, *MOVING OUT AND DROPPING OFF YOUR KEYS, KEY FOBS, AND SWIPE CARDS*.

You are not responsible for paying for the painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your unit. Please note that personal property may NOT be left for an incoming resident.

#### **Termination/Extension Riders**

- A Rider is an addition to the housing contract that indicates a specific condition that varies from the standard printed terms of the Cronkhite Graduate Center Housing Contract. Examples: Notice of a building or unit coming offline in the future, acknowledgement of renovations scheduled to take place during the current or new contract term, etc.
- By submitting a request for a contract extension or a notice to vacate on a date between July 1 and 31 (a short-term contract extension request), you agree to the terms indicated by the rider.

#### **Graduating Students**

- Your final or graduation E-bill, which is ordinarily generated in mid to late April, will automatically include your housing charges through the expiration date specified in your current contract.
- If you have requested a vacate date between July 1 and 31 (a short-term extension contract extension), the housing and meal plan charge for the additional days (at the new contract year rate) will also appear if we receive your request by the deadline listed in the online Termination/Extension Request Instructions.
- If you miss the deadline, you will be required to pay the additional housing charges directly to Harvard University Housing by check, money order, wire transfer, or credit card (accepted in person only at the Harvard Campus Service Center).

Please read the following sections for additional information.

#### **New Contract Request (Request to Extend your Current Housing Contract for another Year)**

If you wish to remain in your current unit for another year, you MUST submit a "Request for Extension" in March, once you receive your Termination/Extension email notification from HUH. Your request for a contract extension will then be reviewed in consideration of the following:

- You fulfill all Harvard University Housing eligibility requirements.
- Special conditions do not preclude extension of the contract.
- Your housing and meal payments and student billing account (if applicable) are up-to-date.
- You are not in violation of any terms of your contract and you abide by all HUH riders and policies.
- Your unit is in clean and healthful condition.

If HUH approves your request, your extended contract will commence on July 1 and will terminate on the following June 30. New housing charges at the new academic year rate will be applied to your student billing account on or prior to June 30.

Note: HUH is under no legal obligation to approve your request for a new contract and reserves the right to refuse to extend the contract of any resident with a history of late payments, instances of insufficient funds, or other defaults under her/his housing contract (license).

#### **Contract Termination (Unit Vacate Notice Submitted During the Annual Spring Termination/New Contract Request Period)**

If you do NOT wish to remain in your unit for another year, you MUST submit a "Vacate my unit" notice in March, once you receive your Termination /Extension email notification from HUH. This form is required, even if you intend to leave on the expiration date specified in your current contract or you are graduating.

- If you are graduating, your final or graduation E-bill, which is ordinarily generated in mid to late April, will automatically include your housing and meal plan charges through the expiration date specified in your current contract.
- You are expected to move out on your selected vacate date and to return your complete set of keys, key fobs, and swipe cards to the Property Management Office on that date. Failure to do so may result in the removal and

disposal or recycling of your personal belongings and termination of your access to the unit by the Property Management staff.

- Also refer to pages 12-13, *MOVING OUT AND DROPPING OFF YOUR KEYS, KEY FOBS, AND SWIPE CARDS*.

Notes:

- 1) Unless otherwise stated on a housing contract or Termination/Extension Rider, the majority of Harvard University Housing contracts typically expire on June 30. This expiration date will be printed on your contract or on your "Request for extension" approval form/email if you are a continuing resident with an extended contract.
- 2) If the expiration of your contract varies from our typical dates, you may receive your Termination/Extension form at a different time of year. Your leasing coordinator will provide you with full details.

#### **Vacating your Unit Prior to your Current Contract Expiration Date (Early Surrender)**

- Notice of at least 30 days prior to your requested vacate date is required.
- Enter the date you intend to vacate your unit and submit your form.
- HUH will schedule turnover of your unit for the purpose of re-marketing unless there is a University need. Scheduling is dependent upon unit turnover volume, staff and vendor availability, and takes into account HUH's normal business hours and the Harvard University Holiday Calendar (<http://hr.harvard.edu/holiday-calendar>). **You are responsible for the housing and meal plan payments during the painting and cleaning period.**  
Note: You cannot access your unit during the painting and cleaning period, but you may continue to eat in the dining hall until the last day you have paid for the meal plan board (either the date your contract expires or midnight prior to the date another affiliate starts a contract for your unit, whichever date is earlier).
- Your unit will be made available for selection through our online leasing system Currently Available list. During the View and Select Window period (<http://huhousing.harvard.edu/apply/application-process/unit-selection-process>), Cronkite units are open to full-time Harvard GSAS, GSD, GSE, HDS, and HKS graduate degree candidates; after the View and Select Window period, they are open to full-time degree candidates at all Harvard graduate schools (except Harvard Extension School). Your unit's listed availability/contract start date will be based on the date the unit would be ready for occupancy by a new resident after painting and cleaning is completed.
- You are not responsible for paying for painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your unit. Please note that personal property may NOT be left for an incoming resident.
- Turnover painting/cleaning and the assignment of a Ready/Contract Start Date cannot take place as scheduled if you do not move out by the vacate date you submitted on your "Vacate my unit" notice and may result in additional cost to you.
- **You are responsible for paying all housing and meal plan board payments and must meet all housing contract obligations until another affiliate's contract for your unit commences, or until the expiration date specified in your current contract, whichever date is earlier. Selection of your unit prior to the expiration of your contract is not guaranteed.**
- You are expected to move out by your selected vacate date, even if the unit has not been selected for occupancy by another affiliate.
- If your unit is selected prior to the expiration date of your contract, any applicable refunds of the housing and meal plan payments will be pro-rated.
- Failure to move out on time may result in the removal and disposal or recycling of your personal belongings and termination of your access to the unit by the Property Management staff.

#### **Vacating your Unit on your Current Housing Contract Expiration Date (Timely Surrender)**

- If you do not wish to make any change and plan to vacate your Unit on your *current contract expiration date*, enter that date and submit your form.
- You are not responsible for paying for painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your unit. Please note that personal property may NOT be left for an incoming resident.
- You are expected to move out by your selected vacate date, even if your unit is not selected for occupancy by another affiliate.
- Failure to move out on time may result in the removal and disposal or recycling of your personal belongings and termination of your access to the unit by the Property Management staff.

### **Vacating your Unit between July 1 and July 31 (After your Current Contract Expiration Date)**

- The option to choose a vacate date after your current contract expiration date up to July 31, which is a short-term contract extension option, also is available unless your contract is designated as non-extendible.
- Your housing and meal payments and student billing account (if applicable) must be up-to-date.
- Payment for the additional days must be made in advance and is nonrefundable. Please note that housing and meal payment rates for the new contract year will be in effect.
- You are not responsible for paying for painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your unit. Please note that personal property may NOT be left for an incoming resident.
- You are expected to move out by your selected vacate date, even if the unit is not selected by another affiliate.
- Failure to move out by your selected vacate date may result in termination proceedings. Also refer to pages 12-13, *MOVING OUT AND DROPPING OFF YOUR KEYS, KEY FOBS, AND SWIPE CARDS*.

### **Changes to your Contract Extension Request or Unit Vacate Notice**

If you need to change the request for a full-year contract extension, a short-term housing contract extension, or a unit vacate date notice you submitted during the Termination/Extension period, you must contact the Leasing Office immediately.

- A minimum notice of 10 days prior to your originally requested move-out date is required if you wish to change your vacate or short-term extension date. Change requests made with less than 10 days notice must also be approved by HUH Property Management.
- A change to a vacate date or short-term extension date may be permitted only if your unit has not been selected by a new housing applicant.
- If you originally selected the expiration date specified on your current contract or a short-term extension of your contract (a later date up to July 31) as your vacate date *but then change to an earlier date*, you will be charged and held responsible for housing and meal plan payments and must meet all obligations as an HUH resident until the original vacate date or short-term extension date you selected or the date your unit is selected by a new housing applicant, whichever date is earlier. Refer to page 10, *Vacating your Unit Prior to your Current Contract Expiration Date (Early Surrender)*.
- If you originally requested a new contract, but now wish to vacate your unit, you will be charged and held responsible for rent payments and must meet all HUH Licensee obligations until the expiration date specified on your extended housing contract or the date your unit is selected by a new housing applicant, whichever date is earlier. Refer to page 10, *Vacating your Unit Prior to your Current Contract Expiration Date (Early Surrender)*.
- If you originally requested to vacate your unit, but now wish to request a new contract or short-term contract extension, *you must be a resident in good standing and must meet HU Housing eligibility requirements to qualify for renewal*. Additionally, renewal may be permitted only if your unit has not been selected by a new housing applicant. HUH has no legal obligation to extend or renew your housing contract. Refer to the contract extension option on page 9.
- **If your change request is approved, you must sign a Residence Hall Contract Termination / New Contract Change Request form and submit a \$300 processing fee**, payable to HUH by check, money order, or credit card (accepted in person only at the Harvard Campus Service Center).

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### **VACATING YOUR UNIT DURING THE CONTRACT TERM (Early Surrender – Notice Submitted Prior to the Annual Spring Termination/New Contract Request Period)**

If you need to vacate your unit during the contract term, prior to the expiration date specified on your current contract:

- Contact the Leasing Office to speak with your leasing coordinator regarding the process to submit your vacate notice.
- Notice of at least 30 days prior to your requested vacate date is required.
- **You must complete and sign a Residence Hall Contract Termination / New Contract Change Request form.** Payment of a \$300 processing fee is required at the time you submit your form. Payment to Harvard University Housing may be made by check, money order, or credit card (accepted **in person only** at the Harvard Campus Service Center).
- HUH will schedule turnover painting and cleaning of your unit for the purpose of making it available for selection by a new resident unless there is a University need. Scheduling is dependent upon unit turnover volume, staff and

vendor availability, and takes into account HUH's normal business hours and the Harvard University Holiday Calendar (<http://hr.harvard.edu/holiday-calendar>). **You are responsible for paying all housing and meal plan payments during the painting and cleaning period.**

- Your unit will be made available through our online housing selection system. Its listed availability date will be based on the date the unit would be ready for occupancy by a new resident after painting and cleaning is completed.
- You are not charged for the cost of painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your unit. Please note that personal property may NOT be left for an incoming resident.
- Turnover painting/cleaning and the assignment of a Ready/Contract Start Date cannot take place as scheduled if you do not move out by the vacate date you selected on your termination request form and may result in additional cost to you.
- **You are responsible for paying all housing and meal plan board payments and must meet all housing contract obligations until another affiliate's contract for your unit commences, or until the expiration date specified in your current contract, whichever date is earlier. Selection of your unit prior to the expiration of your contract is not guaranteed.**
- You are expected to move out by your selected vacate date, even if the unit has not been selected.
- If your unit is selected prior to the expiration date of your contract, any applicable refunds of the housing and meal plan payments will be pro-rated.
- Failure to move out on time may result in the removal and disposal or recycling of your personal belongings and termination of your access to the unit by the Property Management staff.

#### **Loss of Affiliation during the Contract Term**

- Typically, residents who know they will lose affiliation during the contract term (i.e., November degree) should not request a new Harvard University Housing contract.
- If loss of affiliation occurs unexpectedly during the course of the contract term, you should contact the Leasing Office to speak with your leasing coordinator.
- If you decide to vacate your unit, the above rules under *VACATING YOUR UNIT DURING THE CONTRACT TERM* apply (refer to pages 11-12).
- If HUH (the Owner) does not terminate your contract and you are permitted to remain in Harvard University Housing until the expiration date specified in your current contract, the housing payments must be paid directly to Harvard University Housing if you do not have an active student bill as a result of your loss of affiliation. Meal plan payments must be paid directly to Harvard University Dining Services at the start of each semester
- The housing payments must be submitted on or before the due date, which is the first day of each month, consistent with contract terms. (Example: The housing payment for the month of April is due by April 1.) Payments must be made by check, money order, wire transfer, or by credit card.
  - Check, money order, wire transfer payments should be sent to Harvard University Housing Accounts Receivable, 46 Blackstone Street, Cambridge, MA 02139-3710. (Note: this office cannot accept in-person payments.) To ensure proper credit to your account, be sure to reference your full name as it appears on your contract and your Harvard University Housing address in your payment.
  - Credit card housing payments must be made in person at the Harvard Campus Service Center, 1350 Massachusetts Avenue – Room 807, Cambridge, MA 02138-3846. This office also accepts checks and money orders. (See website for hours: [campusservicecenter@harvard.edu](mailto:campusservicecenter@harvard.edu).)

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#### **MOVING OUT AND DROPPING OFF YOUR KEYS, KEY FOBS, AND SWIPE CARDS**

##### **Moving Out**

- You must remove food, rubbish, etc. and leave the unit in clean condition or you will be charged for additional maintenance costs.
- All HUH-provided furnishings and equipment must remain in the unit.
- You must remove all of your personal belongings (your own furniture, personal items, etc) and vacate your unit by midnight of the vacate date you selected on your unit vacate notice, whether or not another affiliate has signed a contract for your unit. Your license to occupy your unit will expire on your selected vacate date.
- You must remove food, rubbish, etc. and leave the unit in clean condition or you may be required to pay for additional maintenance costs.

- Failure to vacate on time may result in the removal and disposal or recycling of your personal belongings and termination of your access to the unit by the Property Management staff.
- Be sure to set up a mail forwarding account with Harvard University Mail Services (HUMS) well in advance of your move. To do so, go to <http://www.hums.harvard.edu/mail-delivery-services> and click “**Student Mail Forwarding**.” You will need your HUID and password. Once this is completed HUMS can send all of your first class mail and USPS packages to your new address. Unfortunately they cannot forward UPS, FedEx or magazine subscriptions so be sure to also notify all shippers of your new address. Address changes may take two weeks or more to go into effect. HUH management is not responsible for collecting or forwarding any mail or packages that may arrive after you vacate.

#### **Key/Key Fob, and Swipe Card Drop-Off**

- During business hours keys and swipe cards, if applicable, can be dropped off at the Property Management Office located in Room #100.
- After hours, place all swipe cards and keys on the chest of drawers in your room. Telephone or email the Property Management Office to inform them that you have left the keys (617-495-1252 or [huh\\_cronkhite@harvard.edu](mailto:huh_cronkhite@harvard.edu)).
- If you fail to return all keys, key fobs, and swipe cards, you may be required to pay a \$200.00 fee for door lock core replacement of \$200.00 for a keyed building or \$100.00 for a key fob building (payable by check or credit card).

#### **Reoccupancy Restrictions**

- After HUH receives your vacate notice, turnover painting and cleaning of your unit will be scheduled in order to make it available to other affiliates through our online housing selection system unless there is a University need.
- The unit locks will be changed and any remaining personal furniture, clothing, or other items will be removed and recycled or disposed of.
- Even if another affiliate has not signed a contract for your unit, you will not be permitted to re-occupy the unit without prior notice to HUH.
- If you elect to re-occupy the unit for any period prior to its selection by another affiliate, (1) you must file a Residence Hall Contract Termination / New Contract Change Request and you will be required to pay the \$300 change processing fee, and (2) your unit will be removed from HUH available unit listings.

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#### **RETURN OF PRO-RATED HOUSING PAYMENT AFTER MOVE-OUT**

If another affiliate signs a new housing contract for your vacant unit that commences prior to the expiration of your contract term/date your responsibility for housing and meal plan payments end.

- You will receive a prorated housing and meal plan payment refund on your E-bill account if you are a continuing student.
- If you are a departing student (losing affiliation or graduating), you must send a letter to the Harvard University - Student Accounts, 953 Smith Campus Center, 1350 Massachusetts Avenue, Cambridge, MA 02138, requesting a prorated rent refund to be returned to you directly. Please be sure to provide a forwarding address.
- All prorated refunds are based on the actual number of days in that month.
- Refund processing can take several weeks.

## **UNIT AND BUILDING RULES AND REGULATIONS**

**Note: Further details about living at Cronkhite Graduate Center are provided in residents' Cronkhite Graduate Center Welcome information available online at <http://huhousing.harvard.edu/residents/welcome-information/cronkhite-center-welcome-information>.**

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### **UNITS**

#### **Furnishings and Appliances**

Basic furniture and mini-fridge is provided in your unit. No substitution of items will be made.

- Residents' personal coffee makers, hot pots, rice cookers, percolators, crock pots, toasters, and similar small appliances may be used only in Cronkhite's four shared kitchens; they are not permitted in your unit.
- Additional information is provided in your Welcome booklet.

#### **Heat and Air Conditioning**

- Heat is included in the housing payment at all complexes. In compliance with Massachusetts regulations, heat is provided from September 15 through June 15 each year, at a minimum temperature of 68°F between 7:00 a.m. and 11:00 p.m. and a minimum of 64°F at all other hours.
- During the heating season, it is not uncommon to hear some noise from the heating system when it is operating.
- To prevent building and unit pipes from freezing, do not close radiator valves during winter for any period while absent from your unit. Residents who fail to comply may be charged for the cost of any damages that may occur.
- Central air conditioning is provided only in the basement and first-floor common areas during the cooling season, May 15 through October 31
- Room air conditioners are not permitted.

#### **Telephone, Internet, and Television**

- Cell (mobile) phone service cannot be guaranteed in any unit. Any contract made for cell phone service is between the resident and their service provider, not HUH.
- FAS wireless network service is included in the housing payment. Users of University-provided wireless Internet service must adhere to all terms of HUIT's **Acceptable Use Policy**. Once you have your Harvard I.D. you may register your computer at <https://autoreg.fas.harvard.edu/index.html>. When searching for a wireless signal, please select "Harvard University" and log in with your HUID.
- Philo online stream television service is available to residents logged in to the Harvard University wireless network.
- Cable television is provided in the basement common area. Note: The rest of Cronkhite Graduate Center is not wired for cable, so residents do not have the option of installing it in their rooms.
- Satellite television dishes, aerials, or antennas may not be installed.

#### **Smoking**

Smoking of all types is prohibited within all units, in all common areas, near all building entrances and exits, and in all exterior premises within 25 feet of Cronkhite Graduate Center.

#### **Pets, Service Animals, and Assistance Animals**

- Pets are not allowed to visit or reside in Cronkhite Graduate Center. Animal "guests" and pet-sitting also are not permitted.
- Exceptions to the foregoing policy is granted only on the basis of an eligible reasonable accommodation. Eligibility to keep a service or assistance animal must be verified by appropriate University staff. **Please contact the HUH disability housing coordinator at [leasing@harvard.edu](mailto:leasing@harvard.edu) for preliminary information.** Also refer to the Use of Premises clause in your housing contract.
- No service or assistance animal shall be kept in the unit until:
  - The applicant's/tenant's eligibility for a service animal or assistance animal has been verified by appropriate University staff.
  - The Service Animal or Assistance Animal Authorization and Policies Rider amending your housing contract is signed and returned with required veterinary records and a photo of the animal.
  - If the requester is a subresident, the primary resident must sign the form consenting to the presence of the animal in the unit.

- The authorization rider is executed by HUH.
- The authorization form and required veterinary records must be updated annually prior to submission of any request for an extension of your lease/housing contract. Forms are available from the HUH Leasing Office.
- ***The keeping of any unauthorized or unregistered animal is a violation of your housing contract and is grounds for contract termination.***
- If you choose not to abide by the HUH Service Animal or Assistance Animal Authorization and Policies Rider and instead choose to terminate your contract and vacate your unit, the HUH early contract termination policy shall apply (refer to *VACATING YOUR UNIT DURING THE CONTRACT TERM* on pages 11-12).
- Service and Assistance Animals are working animals trained to perform an essential task or tasks for their handler. They may come in all types and breeds and are not always readily identifiable. They are not required to wear an identifiable vest or harness. Do not assume that an animal, while seemingly at rest, is not working, and do not feed, pet, or tease the animal as this can distract it from its task. No service or assistance animal shall be kept in the Premises unless the Service Animal or Assistance Animal Authorization and Policy Rider amending your housing contract is signed.

### **Personal Property Insurance**

- **It is your responsibility to insure any personal property.** Harvard University Housing and Harvard University *do not* provide personal property insurance, and they do not cover the cost of replacing residents' personal items (clothing, computers, furniture, stereos, books, etc.) that may be damaged or lost due to theft, fire, water, vandalism, or any other cause.
- Renters personal property insurance may be obtained through local insurance agents (search online for insurance agents), National Student Services, Inc. (1-800-256-6774, [www.nssi.com](http://www.nssi.com)), or Arthur J. Gallagher & Co. College Student Renters Insurance (888-411-4911, [www.CollegeStudentInsurance.com](http://www.CollegeStudentInsurance.com)). For example, Gallagher offers \$10,000.00 in coverage with a \$100.00 deductible for approximately \$15.00 per month (rates in effect as of February 13, 2017; see website for details and other rate options).
- Students may first want to check if they are covered under their parents' homeowners policy, if applicable. Also, residents who live here and own a home elsewhere may want to add personal property insurance coverage for their Cronkite unit to their homeowners policy for a small additional fee.
- When submitting your contract you must acknowledge the above conditions and understand and agree to the following:
  - You have been provided information on options for obtaining personal property insurance.
  - If you choose not to obtain personal property insurance, your personal items will not be covered for damage or loss for any reason during your residency in HUH.
  - If you do choose to obtain personal property insurance, your personal items claim is limited to your policy coverage and neither HUH nor Harvard University provides additional coverage.

### **Miscellaneous**

- Bed bugs are found all over the world and are constantly being dispersed via used furniture, luggage, and bedding. During the last decade the number of bed bug infestations reported from the housing industry in Massachusetts has significantly increased. The challenge is to correctly identify this insect, prevent its spread, and eliminate it from housing units. The information available at [http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Bed\\_Bug\\_Harvard\\_Housing\\_Flow\\_chart.pdf](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Bed_Bug_Harvard_Housing_Flow_chart.pdf) will help affiliates recognize and prevent infestations of bed bugs at Harvard. If you have any questions or concerns, please contact the Property Management Office.

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### **COMMON AREAS AND FACILITIES**

- The removal of fixtures, furnishings, equipment, supplies, and any other items from building common areas and facilities constitutes theft and the Harvard University Police Department will be notified.
- Two shared kitchens are available on each residential floor for meal preparation at times when residents do not wish to use the Cronkite dining room or when it is closed on weekends and during University breaks.
- A laundry room is available for residents' use. Machines are equipped to take quarters as well as credit and debit cards. Laundry facilities should only be used during posted hours to avoid disturbing adjacent residents. Please be courteous and remove your laundry from machines promptly when washing or drying is complete. Clothing should not be left overnight in the machines. Unattended laundry left in the laundry room will be discarded. Machines may not be able to accommodate certain items.

- Cronkhite Graduate Center has community bathrooms that may be shared by as many as 10-12 residents per wing. Residents are expected to wear appropriate clothing in the hallways when traveling between their units and bathrooms. Residents are also expected to keep bathrooms free of personal belongings and clothing.
- The fitness room is available for use by Cronkhite Graduate Center residents only; guests are not permitted to access the room. Restrictions on their use apply and residents must register with the Property Management Office and sign the *Acknowledgement Of Fitness Room Policies And Assumption Of Risks Release*, included as a Rider to your housing contract.
- Additional information about the use of Cronkhite Graduate Center common areas and facilities can be found in your Welcome information at <http://huhousing.harvard.edu/residents/welcome-information/cronkhite-center-welcome-information>.

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## STORAGE

- Storage for personal items is not available at Cronkhite Graduate Center. If you require storage, please search online for local storage companies.
- Storage of items in your unit, in designated storage areas, in any other part of the building, or anywhere on the property is not permitted before or after your contract term.
- Per Massachusetts Board of Fire Prevention Regulations, storage is not allowed in common areas, public hallways, or stairwells. Personal property should not be stored near or block the way to the mechanical or electrical equipment. The storage of hazardous or combustible substances is not allowed.
- Bicycles may only be locked to bicycle racks outside the building, stored in the basement bike room, or kept in your unit. Bicycles must not be left in hallways or attached to stairwell railings, benches, entryways, or gates. Bicycles found in hallways or attached to the foregoing may be removed without notice at the owner's expense. Registration is required at some buildings.

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## LOCKOUTS

- If you are locked out of your unit during regular office hours, come to or call the Property Management Office in Room 100 (617-495-1252).
- If you are locked out after office hours, call the on-duty Resident Advisor at 617-312-7112. If the Resident Advisor is not available, call the Property Management Office.
- Only current residents and approved subresidents with a valid I.D. may request lock-out assistance.

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## LOST KEYS, KEY FOBS, SWIPE CARDS, AND REPLACEMENTS

- If it is determined that a primary resident has allowed the use of a unit for any unauthorized purpose, or if an HUH-approved subresident does not return keys to the primary resident, HUH will change the unit door lock core and the resident may be required to pay a sublet access administration fee of \$200.00 for keyed units or \$100.00 for key fob building, by cash, check, or by student bill (registered students with an active student account only).
- HUH will issue one key set/key fob/swipe card per resident. Additional keys/key fobs/swipe cards may not be purchased.
- Swipe and University-issued ID cards for building access are not transferable. Residents are responsible for the card and for the consequences of its misuse.
- Lost/stolen keys, key fobs, swipe cards and/or lost HUID (if used to swipe for building access) should be reported to the property management office, which can issue a temporary swipe card for use for a maximum of five days until you can get a new HUID. You may be charged a key/key fob/swipe card replacement fee of \$25.00 for the first two occurrences.
- Also be sure to report a lost HUID to the Campus Service Center I.D. Office (<http://www.campuservicecenter.harvard.edu/services/id-cards>, 617-496-7827, [id\\_services@harvard.edu](mailto:id_services@harvard.edu)). A fee is charged for HUID replacement.
- After a second replacement key/key fob has been given to any resident, management will notify the resident that a third request will trigger a key/unit door lock core replacement and a core/lock change charge at a cost of \$200.00 or a key fob replacement at a cost of \$100.00, payable by cash, check, or by student bill (registered students with an active student account only).
- When a third lost key/key fob request has been received, management will inform the resident when the \$200.00 door lock core replacement fee or the \$100.00 key fob replacement fee may be applied, which and is payable by



cash, check, or by student bill (registered students with an active student account only). The resident will receive new keys/key fob.

- Unauthorized unit use and repeated loss of keys/swipe cards poses a safety and security risk for all building residents. HUH reserves the right to impose a reasonable limit on key/unit door lock core replacements and to impose fines for excessive use of services.

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## **RESIDENT NOISE OR DISTURBANCE**

### **Courtesy Policy**

HUH cannot guarantee that residents will not hear sounds from neighboring units. However, in keeping with the expectation of mutual respect within the Harvard community and at Cronkhite Graduate Center, we request that you show consideration for your fellow residents' concerns regarding noise. Please show regard for other residents and keep all sound within reasonable limits. There should be no excessive noise at any time in any part of Cronkhite. Residents having events or gatherings in individual rooms should keep noise levels down. Residents should also mind their alarm clocks, particularly when leaving Cronkhite overnight or longer. Ideally, every resident should be able to produce as much noise as one would like in one's own room, but in a residential community, residents are obligated to be sensitive to the needs of others. It is expected that residents will respect their fellow residents' concerns when asked to lower the volume of any noise. Residents should be mindful that hallways are not an ideal gathering space, particular late at night and early in the morning. Conversations in kitchens and lounges should be kept at reasonable volumes since these spaces neighbor individual rooms.

### **Quiet Hours**

Quiet hours are from 11:00 p.m.—7:00 a.m. and 24-hour quiet hours are in effect during reading and exam periods. If a resident is using a common area or lounge during quiet hours, noise should not be audible within any of the neighboring rooms. During quiet hours, noise from a room should not be audible outside that room.

### **Resolving Noise Complaints**

If a resident is disturbed by noise produced by a neighbor, the resident should first communicate that concern directly to the neighbor. It may be that the neighbor is unaware that the noise is as loud as it is or that it could be bothering other residents. If the problem persists after communicating with the neighbor, the resident should inform the Resident Advisor. If the residents feel that the Resident Advisor has not been able to solve the problem, the resident should contact the Property Management Office @ 617-495-1252 or [huh\\_cronkhite@harvard.edu](mailto:huh_cronkhite@harvard.edu).

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## **CONSTRUCTION AND OTHER NOISE OR DISTURBANCE**

Cronkhite Graduate Center is located in a city environment, and HUH cannot guarantee that any unit will be sound proof. During your residency you may experience the following types of noise:

- Typical urban and commercial noise, such as sounds from traffic and delivery, trash, and recycling trucks, particularly in apartments located near loading docks, garages, or trash and recycling pickup areas.
- Noise from building systems, such as trash compacting, elevator, water, plumbing, ventilation, cooling, and heating systems (for example, noise associated with the operation of heat cycling through properties with the older systems).
- Sounds from neighboring units, such as footsteps overhead, ringing alarm clocks, etc.
- Noise occurring in nearby units in your building during HUH's performance of turnover maintenance to prepare vacant units for occupancy by new residents. Examples of this work include scraping, painting, cabinet, appliance, and carpet replacement, floor sanding, etc.
- Noise from nearby construction being performed by HUH or other Harvard University departments. Typically, information about such projects will be provided in riders attached to your contract or Termination/Extension form, or may be found on Harvard University's Construction Mitigation website at <http://www.construction.harvard.edu>.
- Noise occurring from emergency repairs that must be performed by HUH or other Harvard University departments. Advance notification to residents, such as that provided in lease/housing contract or Termination/Extension riders, may not be possible in emergency circumstances.
- Nearby construction being performed by private construction companies or by the city of Cambridge that is beyond HUH's control or knowledge. HUH encourages applicants and residents to stay informed about projects that may be taking place in their neighborhoods. The following are some of the websites you may visit to find information on current and upcoming projects:

- <http://www.cambridgema.gov/theworks/cityprojects.aspx>
- <http://www.bostonplans.org/projects/development-projects/>
- [http://www.bwsc.org/projects/construction/construction\\_%20projects.asp](http://www.bwsc.org/projects/construction/construction_%20projects.asp)
- <http://www.cityofboston.gov/publicworks/construction/>
- <http://www.somervillema.gov/alerts/detours-and-construction-updates>
- <http://www.massdot.state.ma.us/highway/ProjectInfo.aspx>

It is important to note that Cambridge, Boston, and Somerville are densely populated urban environments, and not all projects or other sources of noise or disruption can be listed at these websites or predicted in advance.

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## SAFETY AND CLEANLINESS

### Fire Safety Systems

- All units have smoke detectors. If the unit detector is set off, open your windows, NOT your doors, as the activation of a hallway smoke detector will set off the entire building system. If this occurs, the city fire department will be called and the building must be evacuated.
- Carbon monoxide detectors are installed in various locations in Cronkhite. Carbon monoxide is an odorless, poisonous gas that can be emitted by fossil-fuel burning equipment such as a furnace, water heater, fireplace, vehicle engine, etc. Massachusetts regulations require the installation of Carbon Monoxide (CO) detectors in any residence where such equipment exists or where there is enclosed parking within the structure.
- Carbon monoxide detectors are either battery powered or electrically powered and fitted with a battery backup to ensure they function if electricity is interrupted.
- If any CO detector sounds an alarm, evacuate the building immediately. To learn more about carbon monoxide please visit <https://www.epa.gov/indoor-air-quality-iaq/carbon-monoxides-impact-indoor-air-quality>.
- Do NOT tamper with smoke or carbon monoxide detectors.
- Units have sprinklers that will be activated at temperatures of 165 °F and above or if they are banged or pulled. **Do NOT hang anything from sprinklers or their pipes; leave 18” of clearance underneath them.** Residents will be responsible for damages due to inappropriate use.
- **All detectors and fire alarm systems are inspected, tested, and maintained annually at a minimum.** Access to units may also be required if any device is malfunctioning and must be replaced. You will be notified in advance when possible. Testing can be loud and invasive. We make every effort to take academic activity into account when scheduling testing, but this may not always be possible. Please contact the Property Management Office for more information.

### Fire and Safety Hazards

More information on fire and safety can be found in the *Safety Never Hurts – Emergency Information* booklet and the *Welcome* booklet included in your new resident welcome package.

- Candles, mattress pads, toasters, hot plates, halogen lamps over 50 watts, plug-in air fresheners, power strips or plugs not recognized by the National Electric Code (NEC), space heaters, hoverboards, and items considered to be hazardous (for example, any items recalled due to fire hazard) are prohibited.
- Do NOT store excessive amounts of flammable materials (paper, cardboard, fabric, etc) in or close to heat or electrical sources. Storage of personal property that would block windows and/or access or egress to your unit or traffic within your unit is prohibited.
- HUH reserves the right to contact city inspectional services and the fire department if resident’s improper storage of personal property constitutes a contract violation. If any such violation of the contract by the resident results in HUH being fined by a municipal or government agency, the resident may be charged and required to pay the amount of the fine.
- Any items left outside your unit door (this includes doormats, footwear, baby carriages, and bicycles) or in other public areas will be removed and discarded by Property Management in compliance with fire regulations.
- Windows must be neat and orderly so as to project a uniform appearance to the outside. No clothes or other objects (excepting supplied window treatments) may be hung from them or project outside of the building. Removal of supplied window treatments is not permitted.
- The use of all types of barbecue grills (e.g. charcoal, gas, electric, George Forman, smokers, etc.), hibachis, chimineas, etc. is prohibited in all areas of the building and grounds (patios, courtyard, etc.) of Cronkhite Graduate Center.
- Firearms and ammunition are prohibited, even with a license.

## **Cleanliness**

- You must keep your unit and any common areas (kitchens, bathrooms, study areas, lounge, etc.) you use in a clean and healthful condition, in compliance with municipal laws, ordinances, and building fire codes.
- You should not create any condition that is unduly attractive to insects, rodents or other pests. If your use of your unit or any common areas results in the need for pest control treatments beyond HUH's regular schedule for the performance of such measures, you may be charged for the additional cost of such treatment.

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## **COMMUNITY STANDARDS**

As a Cronkhite resident, you are held to a set of community expectations. Each resident is entitled to reside in an environment which includes, but is not limited to the following:

- The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect.
- The right to sleep and study without undue disturbance.
- The right to reasonable quietness.
- The right to live in a clean environment.
- The right to free access to all common areas of the building without pressure or intimidation from other residents and guests.
- The right to have opinions, feelings, and needs be given respect and consideration.
- The right to personal privacy.
- The right to expect each resident will respect one another's personal belongings.
- The right to host guests as long as this does not interfere with the rights of others and does not conflict with HUH policy.
- The right to discuss any and all disagreements when a resident or staff member finds it necessary.

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## **MISCELLANEOUS**

- The Right of Entry clause of your contract grants HUH the right to enter your unit at reasonable times, or in cases of emergency, to conduct inspections, to show the unit to prospective purchasers or residents, to make repairs, to correct anticipated or unanticipated building or mechanical issues, to make any improvement deemed appropriate by Licensor or required by law (including inspection for and abatement of lead paint, making unit alterations to address life safety or sustainability issues, or to exterminate insects, rodents, and other pests, and otherwise perform pest control measures (refer to your contract). In some circumstances, resident may be required to move possessions to allow complete access to the work area. You will be notified in advance when possible.
- The Use of Premises clause of your contract prohibits the putting of nails or screws in or making holes in the walls. To minimize damage to walls, your management office recommends the use of "3M" or similar products for picture hanging and will provide samples in new resident Welcome bags.
- HUH provides a list of residents' names and addresses to the Harvard University Police Department and the City of Cambridge election department annually. HUH is also legally required to provide resident information to an authorized census enumerator, if the enumerator is unsuccessful in contacting a resident directly.
- Cronkhite Graduate Center is a Graduate Commons property. Residents and subresidents of Graduate Commons properties are subject not only to all rules and regulations of the Graduate Commons Program but also to the standards of conduct of their respective School. The Graduate Commons Program works with the Schools to promote student well-being and safety.

**2017-2018 CRONKHITE GRADUATE CENTER HOUSING CONTRACT TERMS**

**IMPORTANT: The language below reflects the terms of the Cronkhite Graduate Center Housing Contract for the 2017-2018 contract term. These terms supplement those listed in Cronkhite Graduate Center housing contracts signed prior to March 1, 2017. If you are a continuing resident/licensee and have requested a housing contract extension for the 2017-2018 contract term, please be sure to familiarize yourself with the policies listed on pages 4-19 above and the terms below. By requesting a contract extension, you acknowledge you are bound by these policies and lease terms.**

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**CRONKHITE GRADUATE CENTER HOUSING CONTRACT  
2017-2018**

**NAME:** \_\_\_\_\_

Date: \_\_\_\_\_

**ROOM TYPE:** \_\_\_\_\_

**ROOM NUMBER:** \_\_\_\_\_

**MONTHLY ROOM RATE:** \$ \_\_\_\_\_

**MEAL PLAN:** March 1—June 30, 2017 Contract Period - **\$1,997**; July 1, 2017--June 30, 2018 Contract Period - **\$6,323**  
(Meal plan will be prorated per individual contract term.)

In consideration of the assignment of quarters in the room number stated above in the Cronkhite Center for the contract year 2017-2018 from \_\_\_\_\_ to \_\_\_\_\_ at midnight.(the “Contract term”), the undersigned (the “Licensee”) hereby agrees to accept a license as occupant of the quarters assigned for Licensee’s own occupation in accordance with the established rules, laws, and usages of the Cronkhite Center Policies and to pay the amount stated above for such license and for the care of said room for the academic year or Contract term designated above. This Contract shall not be binding until the signed Contract and the initial payment has been received and executed by Harvard University Housing (referred to herein as “Licensor” or “Owner”) on or prior to \_\_\_\_\_ (due date) at 5:00 p.m., EST.

The payment for the room Contract term shall be \$ \_\_\_\_\_, payable \$ \_\_\_\_\_ on \_\_\_\_\_, and \$ \_\_\_\_\_ monthly thereafter in advance on the first day of every calendar month commencing \_\_\_\_\_.

In addition, all residents living at the Cronkhite Center are required to participate in the meal plan. In return for 10 meals per week during the academic period, served Monday through Friday (except during University holidays, winter and spring breaks, and the January term, and 5 dinners per week during the summer period as listed in the Dining Services calendar provided with this housing contract) Licensee agrees to pay a board charge of **\$1,997** for the March 1—June 30, 2017 contract period and **\$6,323** for the July 1, 2017--June 30, 2018 Contract Period, such charge to be due and payable so long as Licensee is obligated to pay the room license fee to occupy the assigned quarters. The meal plan board charge will be pro-rated, based on the contract start and end dates. Refunds are not available for meals that go unused, and meals may not be carried over week-to-week. The meal plan board charge will be transferred to Licensee’s student bill separately by Harvard University Dining Services. Total annual cost of the meal plan is applied and must be paid at the start of each term, typically in early June, early August, and in early January.

As a Harvard graduate student, Licensee will be billed by Student Receivables. The room license fee and other charges due under this Contract will be transferred to Licensee’s student bill and are payable according to the policies established by Student Receivables and on the due dates stated in each student bill. If housing payment or other charges are not paid, owner reserves the right to terminate license. Licensee understands and recognizes that all candidates for degrees must have discharged all indebtedness to Harvard University (including any payments due under this Contract) in order to be eligible to receive their diploma at Commencement.

It is understood and agreed that no occupant shall have any interest or estate in the land but only a license to occupy the room (subject to the terms and conditions stated in this contract). Occupancy at the Cronkhite Center is contingent on Licensee’s affiliation status as a full-time, registered graduate student of Harvard University; graduate students of Harvard Extension School shall not be considered eligible affiliates for the purpose of this paragraph. Licensee agrees to notify Licensor promptly if his or her affiliation ceases or changes. The room designated herein is licensed and the Licensee shall be liable for the fee and for the meal plan board charge for the entire contract term even if he or she ceases to occupy the room or ceases to be a full-time, regularly enrolled, tuition-paying graduate degree candidate at Harvard University. Unless written permission has been granted by the Licensor, Licensor reserves the right to terminate the license granted hereunder and reassign the room if the undersigned Licensee fails to register as a full-time degree candidate for the fall or spring term of the academic year 2017-2018, or if Licensee’s affiliation ceases for any other reason. Termination under this paragraph may be at any time after the Harvard affiliation ceases or changes, and Licensor shall retain the right to terminate this Contract regardless of the delay between the date that Licensee’s affiliation ceases or changes and the date that Licensor gives notice to terminate.

**Use of Premises.** The room designated herein is to be occupied only by the Licensee herein named. The room is for single occupancy only. Subletting is permitted subject to the Owner’s approval; restrictions apply. Keys issued to the Licensee are intended solely for the Licensee’s use or for the use of HUH-authorized subresident only. If it is determined that Licensee has allowed the use of the Premises for any unauthorized purpose, Licensor reserves the right to change the unit locks. Smoking is prohibited in all rooms and common areas of the Cronkhite Center as well as on all exterior premises. Licensee shall not remove or tamper with wireless access points. Dogs, cats,

birds, reptiles, rodents, fish, or pet animals of any kind as well as pet “guests” and pet-sitting are prohibited. In cases of service or assistance animals, reasonable modifications to this rule will be explored. Licensee must have prior verification of eligibility for a reasonable accommodation from appropriate University staff to keep a service animal or an assistance animal in the Premises. Upon verification of eligibility, the Service Animal or Assistance Animal Authorization and Policies Rider amending this contract must be signed. Prohibited items include candles, mattress pads, toasters, hot plates, halogen lamps over 50 watts, plug-in air fresheners, power strips or plugs not recognized by the National Electric Code (NEC), space heaters, hoverboards, room air conditioners, or any item considered to be hazardous. Licensee shall not make any use of the room other than as a private residence. Licensor reserves the right, for any cause deemed by it to be reasonable, either to assign the occupancy to another room or to terminate this License, making an appropriate adjustment of the within-mentioned price. Licensee shall not paint, put nails or screws in, make holes in, rewire, temporarily or permanently remove or relocate fixtures, or otherwise alter or change, and shall not make any additions or alterations in or to, the Premises. Licensee shall not cause damage to the Premises, and at the termination of this contract Licensee shall deliver up the Premises and all property belonging to Licensor in good, clean and tenantable order and condition, reasonable wear and tear excepted.

**Cleanliness.** Licensee shall maintain the Premises in a clean and healthful condition, and comply with all laws, ordinances, orders, rules and regulations of any governmental entity with reference to the use, condition or occupancy of the Premises. Without limitation of the foregoing, Licensee shall not create any condition that is unduly attractive to insects, rodents, or other pests (such as poor storage of food or failure to dispose properly of food waste). Licensee shall not sweep, throw, or dispose of from the Premises nor from any doors, windows, balconies, porches, or other parts of the Building, any dirt, waste, rubbish, or other thing into any other parts of the Building or the land adjacent thereto. All trash and garbage shall be placed in proper receptacles. Upon the termination of this contract and Licensee’s vacating the Premises, Licensee shall remove all personal belongings, rubbish, trash, food, and other items from the Premises, and shall deliver the Premises to Licensor in broom clean condition.

**Disturbance.** Licensee shall not make any unlawful, noisy or otherwise offensive use of the room, nor cause any substantial interference with the rights, comfort, enjoyment or safety of other occupants of the Cronkhite Center. Licensee shall not play any musical instrument, radio, television, audio equipment, stereo equipment, or other like device in the Premises in a manner offensive to other occupants of the Building nor in any event so as to be audible outside the Premises between the hours of eleven o’clock P.M. and the following seven o’clock A.M. Licensor cannot guarantee that any room will be soundproof. Licensee acknowledges all Harvard University Housing complexes are affected to some degree by urban noise and that sounds from traffic; delivery, trash, and recycling trucks; construction and room turnover maintenance; building heating, cooling, ventilation, elevator, and plumbing systems; and neighboring rooms may be heard.

**Loss or Damage.** Subject to provisions of applicable law, Licensee agrees to indemnify and save Licensor harmless from all liability, loss, or damage arising from any carelessness, neglect or improper conduct in the room, and Licensee shall be responsible for and agrees to reimburse Licensor for any loss or damage to the room or Licensor’s equipment or fixtures therein; however, nothing in any of the foregoing shall apply to any liability, loss or damages arising from any omission, fault, negligence or other misconduct of Licensor.

**Utilities and Repairs.** Heat, hot and cold water, sewer, electricity, and Harvard wireless Internet are provided in private rooms and common areas. During the cooling season, air conditioning is provided in common areas. Except as may be provided by applicable law, Licensor shall not be liable to Licensee or anyone else for impairment or cessation of any utility or service, or for failure or delay in making repairs, to the extent any of the foregoing are due to accident, to governmental laws or regulations, to the making of repairs, replacements, alterations or improvements, to labor difficulties, to trouble in obtaining fuel, electricity, service or supplies from Licensor’s usual sources, or to any cause beyond Licensor’s reasonable control.

**Right of Entry.** Licensor and its officers reserve the right to enter the occupied room at any time, in cases of emergency, to inspect the Premises, to show the Premises to prospective licensees, to make repairs, to correct anticipated or unanticipated building or mechanical issues, to make any improvement deemed appropriate by Licensor or required by law (including making room alterations to address life safety or sustainability issues, or to exterminate insects, rodents, and other pests, and otherwise perform pest control measures. Should Licensee’s use of the Premises result in the need for pest control treatments beyond Licensor’s regular schedule for the performance of such measures, Licensee shall be liable for the additional cost of such treatment. In some circumstances, Licensee may be required to move possessions to allow complete access to the work area. Safety and health inspections or required work will be conducted with advance notice, whenever possible. Licensor may also enter the Premises if they appear to have been abandoned or as otherwise permitted by law.

**Personal Property.** Articles of personal property brought onto the premises by the Licensee and others are at the sole risk of the Licensee. Licensor assumes no responsibility and shall not be liable directly or indirectly for any damage, loss, theft, or destruction of any articles of personal property of any person occurring by whatever cause wherever situated on the premises of the Cronkhite Center. It shall be Licensee’s own responsibility to insure Licensee’s personal property.

**Other Regulations, Policies, and Procedures.** Licensee shall conform to such additional written rules and regulations, and housing policies and procedures reasonably related to this Contract. Licensee acknowledges receipt of the *Policies and Procedures for Cronkhite Graduate Center Residents* at or prior to execution of this Contract and shall comply with them.