**OFF-CAMPUS COLLEGE HOUSING**

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**Oh No, something seems to be leaking, broken, etc! What do I do?**
Notify Campus Facilities at 526-3699 of any items in need of repair. If an immediate or emergency repair is needed after regular hours, contact Campus Safety at 526-3300.

**The internet isn’t working... Help!**
Contact the IR Helpdesk at 526-3800.

**The power is out and I’m afraid of the dark!**
If the power has been out for more than 30 minutes, you should call Campus Safety to let them know you are without power in your off-campus location. Sometimes the off-campus houses are on a different power grid than the college, so power outages may not effect campus and off-campus housing in the same way. Please remember the use of candles is still prohibited.

**Our trash is piling up! What do we do with it?**
The college will provide pick-up for trash that is securely bagged and put in front of the house by the road on the established pick-up days. If you live on Main Street trash pick-up is on Mondays and Fridays. If you live off Seaman’s Road trash pick-up is on Tuesdays and Thursday. Residents on Cottage Lane should bring trash to the dumpster.

**What’s the deal with Parking?**
There is limited parking in your off-campus housing locations and it is recommended that you bring your vehicle only if necessary. Please be courteous of your housemates and plan accordingly. Parking is not permitted on the lawn under any circumstances. As an off-campus residential student, you MUST have a NTH (Non-Traditional Housing) parking decal or you may be ticketed in your off-campus location. This will permit you to park in lot D when on campus. In addition, tenants with a NTH decal have permission to park overnight (7pm-6am) weekdays and anytime Saturday and Sunday in the lot behind the Sawyer Arts Center. Contact Campus Safety if you have any questions.

**It’s my birthday and I’m expecting lots of mail! Where do I get it?**
The college will provide the delivery of mail through the regular campus address. You should pick-up your mail in the Ware Student Center mailroom. Students in off-campus housing do not have separate mailing addresses.

**I’m wearing my last clean t-shirt. Where can I do some laundry?**
All of the off-campus houses have laundry on-site. If they’re not in your direct unit, they are in a common space within the building. Please remember your laundry machines should be used by residents of that location only.

**My cell phone is dead. Is there another phone to use?**
Yes! There is one landline per apartment with unlimited local & long distance calling. You MUST set up your voicemail on this phone because if a message is needed to get to you this is the PRIMARY way of communication. This includes notifications from Campus Safety, Facilities, etc.

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**Important Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Campus Safety (Direct Line)</td>
<td>603-526-3300</td>
</tr>
<tr>
<td>Campus Safety (Office)</td>
<td>603-526-3675</td>
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<tr>
<td>Facilities</td>
<td>603-526-3699</td>
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<tr>
<td>IR Helpdesk</td>
<td>603-526-3800</td>
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<tr>
<td>Baird Health &amp; Counseling</td>
<td>603-526-3621</td>
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<tr>
<td>Harrington Center</td>
<td>603-526-6766</td>
</tr>
<tr>
<td>Academic Development Center</td>
<td>603-526-3711</td>
</tr>
<tr>
<td>Parent &amp; Community</td>
<td>603-526-3978</td>
</tr>
<tr>
<td>Partnerships Coordinator</td>
<td><a href="mailto:parents@colby-sawyer.edu">parents@colby-sawyer.edu</a></td>
</tr>
<tr>
<td>Harrington Center</td>
<td>603-526-6766</td>
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**Emergency:** 911

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**For more off-campus resources:**

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Please Do NOT remove this sheet.
Guests & Gatherings: Being a Good Neighbor

Non-Student Guests who are visiting campus, including college-owned or leased buildings, must register with Campus Safety (whether sleeping here or not) immediately upon arrival and may do so until the start of quiet hours Sunday-Thursday, 10:00 p.m.; Friday and Saturday, 1:00 a.m. A student hosting a non-student guest who will be arriving after quiet hours must contact Campus Safety at x3675 during regular business hours (M-F, 8a-5p) prior to their guest's arrival and request a special exception. No non-student guest will be registered after quiet hours without having made prior arrangements.

If you do have guests please be aware of their parking. Under no circumstances should anyone ever park on the lawns. Please also be courteous of other housemates' parking availability.

Student behavior occurring in college-owned residential properties which violate the Code of Community Responsibility is addressed by Campus Safety and adjudicated by Citizenship Education; Violations may result in loss of housing.

Social Functions must be registered when they involve at least 6 people in a single, 8 people in a double, triple, or quad, or 10 people in an apartment, including the residents, and when alcohol will be present. Total capacity of an apartment may never exceed 25 people. Social Registration Forms must be completed and turned in to Campus Safety prior to 7 pm the evening of the function per college policy.

Remember, you are not living on campus, but in a residential neighborhood. Town residents need to be respectful of noise, particularly after 10pm; Should there be any issues with neighbors concerning noise, parties, or disturbance, it is the jurisdiction of the New London Police Department.

New Hampshire has a Party Host Liability Law—You should be familiar with your responsibilities under this law.


Occupancy throughout the year: Tenants may remain in off campus apartments only during the times and under the conditions listed below. You may not house other Colby-Sawyer students as guests during these times. Campus Safety will do regular checks and report any issues to Citizenship Education.

| Thanksgiving Recess, Winter Break & Spring Break | Housing Available at an additional cost |
| Holiday Shutdown | Housing Unavailable |

End of Year: Tenants will be expected to move out of the apartments following the same schedule as on campus residents. Non-seniors must move out within 24 hours of their last final, or by 10:00 am on morning after the last day of finals (whichever comes first). Seniors must be moved out by 7:00 p.m. on Commencement Day.

Access to on-campus Residence Halls: Residents of Colby-Sawyer off-campus apartments have access to all residence halls with their college issued SmartCard ID: Sunday – Thursday from 7:00am to 9:30pm and on Friday – Saturday from 7:00am to 7:00pm.

Access to Leased Property: In order to provide a safe academic and living environment, a Colby-Sawyer College Authorized College Representative has the right to inspect College-owned and leased property at any time for the proper operation of the facility, for reasons of health, safety, security, and if they have reason to believe that a violation of College policy, state, or federal law is occurring. Normal, requested, and emergency maintenance will be accomplished from time to time without prior notification. At all other times, Authorized College Representatives may enter upon twenty-four (24) hours advance notice for the purposes of making repairs, decorations, alterations, and improvements. In addition, Authorized College Representatives may make an inspection upon twenty-four (24) hours advance notice once a semester to determine the general condition of the residential property.