

# HPL Acorn Dormitory and Marsh House Policies

## A. Reservations and Check-In

- 1 All requests for housing are handled on a first come – first served basis.
- 2 All requests must specify the period of occupancy.
- 3 Check-in time for rooms is 3:00 – 4:00 in the afternoon. If the renter cannot be here to check in by 4:30, they will have to make alternate commercial arrangements for their first night on the Eastern Shore. If payment is pre-arranged, a HPL staff member may pick-up key.
- 4 An information form is to be completed at check-in. It requests home address, phone number, method of payment, verifies occupancy dates, etc.
- 5 The occupant must pay by check, cash, money-order or grant number at the time of registration. Long-term occupants must provide the first month's rent.
- 6 Failure to return the key prior to leaving will result in the charge for an additional day.
- 7 If a group of visitors (example: attendees of a scientific conference) is requesting reservations, someone associated with the event must take the responsibility for providing HPL with the individual arrangements needed. Upon arrival, each attendee will then check in with the HPL receptionist.

## B. Regulations for Dorm Occupants

### 1. Individual Rooms

- a. You are responsible for keeping your room clean.
- b. Any changes to the room must be approved and implemented by the Maintenance Department. Do not block air vents, ducts, paint, construct partitions or install additional locks on doors or windows.
- c. The use of cooking appliances in living quarters is prohibited.
- d. Do not take the bunk beds apart.
- e. Do not remove desk lamps from desks
- f. Keep your key with you at all times and lock your door when leaving the building.
- g. Privately owned air conditioners are prohibited.

### 2. General Use Areas

- a. There is no smoking in the dormitory.
- b. Alcohol may be stored and used only with specific permission of the Director of HPL.
- c. Do not change thermostats.
- d. Cats, dogs, birds, fish and other animals are prohibited in the building. Guide dogs for visually or hearing impaired individual are permitted.
- e. When trashcans are full, please bag the trash and leave it in the garbage cans provided on the front porch.
- f. Food may be stored and prepared only in the kitchen.
- g. The occupant is responsible for washing and storing appliances, dishes, and utensils used in the preparation of food.
- h. General areas will be routinely cleaned. Each occupant should leave the premises as they found it.
- i. Furniture may not be removed from the general use area.
- j. Do not leave personal items in the bathrooms.

## **C. Safety Requirements**

- 1 Fireworks, firearms, lit candles, gasoline, kerosene and other flammable fuels and their containers are prohibited.
- 2 Familiarize yourself with emergency telephone numbers and the location of exits.
- 3 If the smoke detector sounds or you see fire or smell smoke, pull the fire alarm and leave the building. Do not attempt to put out the fire. Call 911.
- 4 If you suspect a fire, do not leave the room if the doorknob is warm to the touch. Place a towel or clothing to block the space at the bottom of the door and go to a window to be visible to rescue personnel. If possible, open the window at the top and bottom to let smoke out and air in.
- 5 Never tamper with sprinklers, pipes, pipe-coverings. Do not hang objects from them or place furnishings or decorations near them.

## **D. HPL Guidelines for Reservation Acceptance**

- 1 At the beginning of the calendar year, the Director of the Teacher Workshops will advise the reservation desk of their need for an apartment in the dormitory for staff and the dates of their stay.
- 2 The remaining apartment and winter dates for the above apartment are intended for visiting faculty and short-term use of new hires, etc.
- 3 Three rooms will be reserved for REU students for the period of the program as defined by the REU coordinator in January.
- 4 Full year accommodations for up to six graduate students will be permanently set aside (3 rooms).
- 5 The remaining six rooms will be reserved on a first come first serve basis.
- 6 Irregular stays for short periods shall release the room for other occupants and the returnee must apply again at their return.
- 7 Any applicant having direct activities on HPL property shall have priority for any vacant space over university or state personnel undertaking activities elsewhere on the eastern shore or interviewees for positions at other state or university entities.
- 8 Priority dorm room allocation should be given to HPL graduate students needing a room at the beginning and at the end of their graduate career. Dorm stay when students arrive is often necessary until they find a rental off campus. Dorm space at the end of their graduate career is often necessary when signing a long-term rental lease is not possible.
- 9 HPL graduate students should not use the dorm as a permanent residence. In general, new students should not stay in the dorm more than 6 months while they find a residence off campus.
- 10 Graduate students from other universities who are at HPL on a 1-year exchange program, may reside in the dorm for this period.
- 11 If it becomes necessary to evict a person from the dorm to make room for REU summer
- 12 Exceptions to these guidelines will be evaluated on a case by case basis and must be communicated in writing to the Laboratory Director.