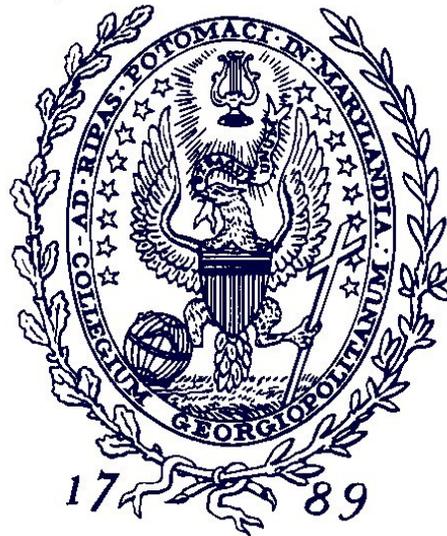


GEORGETOWN LAW

THE OFFICE OF THE DEAN OF STUDENTS



OFFICE OF RESIDENCE LIFE & STUDENT HOUSING

RESIDENT HANDBOOK—2018-2019

Important Telephone Numbers

All telephone numbers begin with (202) 662-, unless otherwise indicated. All 662- numbers may be contacted using only the last four digits from campus telephones.

ACADEMIC AND CONFIDENTIAL ADVICE

For academic advice:

J.D. Program

Mitch Bailin, Dean of Students		
McDonough 210	4066	
Sarah Loope Hulsey, Assistant Dean, JD Academic Programs		
McDonough 352	9041	
Sally McCarthy, Assistant Dean, Academic Services		
McDonough 352	9041	
Maura DeMouy, Director of Academic Success and Deputy Title IX Coordinator		
McDonough 210	9121	

Graduate Program

Hotung 5000	9036	
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For confidential advice or referral about personal problems, contact any of the above or:

Campus Ministry

McDonough 113		
Rev. Brandon Harris		
McDonough 113D	573-2870	
Fr. James McCann		
McDonough 113C		
Mary Novak		
McDonough 113A	9259	
Michael Goldman		
McDonough 113B	9297	
Imam Yahya Hendi	480-0172	
Mental Health Appointments	687-6985	

CAREER COUNSELING/ EMPLOYMENT INFORMATION

Office of Career Strategy		
McDonough 328	9300	

CLINIC INFORMATION

Clinical Programs		
McDonough 352	9100	

DISABILITIES SERVICES

Mara Bellino, Director of Disability Services		
McDonough 210	4042	

EMERGENCIES/LOST AND FOUND

Security Booth (24-hour duty)		
Department of Public Safety		
Gewirz 104		9325

EQUITY AND INCLUSION

Judith Perez Caro, Director of Equity and Inclusion		
McDonough 214		6621

FINANCIAL AID INFORMATION/ EMERGENCY LOANS/PART-TIME JOBS

Financial Aid Office		
McDonough 335		9210

GOCARD OFFICE

McDonough 171		9915
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INTRAMURAL SPORTS

Yates Field House/Main Office		
Main Campus		687-2400

LIBRARY

Edward Bennett Williams Law Library		
111 G St., N.W.		9131
(Hours subject to change during exam periods and the summer. Please check with the Library)		
Lauinger Library		
Main Campus		687-7607

LOCKERS - McDONOUGH HALL

Facilities Management		
McDonough 154		9330

MAIN CAMPUS--GETTING THERE:

G.U.T.S Bus departs from 1st Street/New Jersey Ave. entrance.
Contact the Department of Public Safety for schedule.
9325

MEDICAL ATTENTION

Law Center Student Health Services		
Gewirz L102		
Student Health, Main Campus		687-2200
Health Insurance, Karen Pierce, Wellness Promotion,		
Gewirz L104		9835

PARKING

For parking in McDonough and Gewirz, please contact the Parking Office		
McDonough 154		9331

REGISTRAR'S OFFICE

Registration Information, Transcripts and Loan Certification, etc.		
McDonough 315		9220

RESIDENCE LIFE AND STUDENT HOUSING

Chris Hall, Director of Residence Life and Student Housing		
McDonough 210		9298

SEXUAL ASSAULT SERVICES

Nicole Sandoz, McDonough 210		
9293		
Jen Schweer, Main Campus		687-0323
OFFICE OF STUDENT ACCOUNTS		
McDonough 581		9057

STUDY ABROAD DURING SUMMER

Graduate Programs		
Hotung 5000		9487
Transnational Programs		9860

TELEPHONE AND COMPUTER INFORMATION

<i>Information Systems Technology</i>		
McDonough 152/150		9284

WIFI SUPPORT

Convergence		301-446-2521
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WELLNESS PROMOTION AND CLUB ATHLETICS

Karen Pierce, Director of Wellness Promotion and Club Athletics		
Gewirz L104		9835

We invite you to share in the camaraderie of our community!

You are now part of a unique living - learning community, dedicated to values that foster respect for each other and that enhance the academic mission. We believe that living according to these values requires us to show “active concern of each for the good of all in a common pursuit of wisdom.” As a Catholic and Jesuit University, Georgetown places special emphasis on the dignity and worth of every person and the love of truth. Membership in this community carries with it high expectations regarding the ways in which each person will act both within and beyond campus. In particular, students are expected to honor the following commitments in all their actions:

A commitment to the highest standards of honesty and personal integrity both inside and outside the classroom.

A commitment to treat others in a respectful manner, regardless of differences such as race, religion, nationality, ethnicity, gender, or sexual orientation.

A commitment to open discourse and the free exchange of ideas.

A commitment to exercise mutual care and responsibility in all relationships.

A commitment to an active concern for the safety, security, and well-being of each individual and a respect for individual, communal and university property.

Because acting against these values undermines the very essence of community, we ask that you read through this Gewirz Student Handbook. Each resident is responsible for knowing and upholding these policies. However, mere observance of rules falls short of what we hope each member can contribute to this community. Please help to make this a valuable learning environment in the coming year by upholding our values.



RESIDENCE LIFE

The Office of Residence Life and Student Housing

All residents are encouraged to stop by the Office of Residence Life to ask questions or to provide suggestions about residential living at the Gewirz Student Center. The office is located on the ground floor, Room 104. The telephone number is (202) 662-9290.

Resident Fellows

Resident Fellows are upper-division law students who live in the Gewirz Student Center. They advise students about Law Center resources. In addition, the Resident Fellows are responsible for developing programs that will support and enhance the residents' academic experience. A Resident Fellow is on duty each night for emergency situations.

Kara Schoonover	Floors 10 + 11
Donalene Roberts	Floors 8 + 9
Christopher Ceresa	Floors 6 + 7
Rachel Ungar	Floors 5 + 6
Harsimar Dhanoa	Floors 2 + 4

SERVICES FOR RESIDENTS

Borrowing Equipment

Residence Life has a range of equipment available for check out from the front desk. Students must sign out the equipment they wish to borrow. To avoid late/lost fees, students must also sign the equipment back in.

Cable and Internet Services

Residential cable and internet services are provided by RCN Incorporated and paid for through each resident's individual rent. While the Office of Residence Life does not control either network and cannot provide direct technical support to address any issues that arise, the Gewirz Student Center front desk can provide information about how to submit a support request to RCN, Convergence, or any other related vendor.

Georgetown University's Computer Systems Acceptable Use Policy

All members of the University community are bound by Georgetown University's *Computer Systems Acceptable Use Policy* and by federal and local laws, including those relating to civil rights, harassment, copyright, security, and other statutes relating to electronic media. **Students should note that the University cooperates with the enforcement of laws pertaining to file sharing or unlawful downloading of copyright material.**

Housekeeping

The housekeeping staff cleans the public areas in the Gewirz Student Center on a regular basis. This includes cleaning the lounges, laundry rooms and corridors. Residents are responsible for keeping their apartments clean. If you notice something in the Gewirz Student Center that needs attention, please notify the Office of Residence Life.

Laundry

Laundry rooms in Gewirz are located on the 2nd and 11th floors. All machines are both coin and card operated. Instructions for card-operated machines are found in each laundry room.

Please use the machines carefully as overloading may cause damage. There are certain peak times for doing laundry, such as Saturday and Sunday afternoons. Doing laundry at other times should reduce over-crowding in the laundry rooms.

Mail and Packages

Resident mail boxes are located on the ground floor of the Gewirz Student Center, across from the Office of Residence Life. Each resident is assigned a numbered box to which mail should be addressed. Combinations to the mailboxes will be given out when residents move into their apartments.

Mail should be addressed in the following manner:

Jane Doe
Box #
120 F Street, N.W.
Washington, D.C. 20001

All packages should be picked up at the Law Center package room. Residents will be notified when they receive a package.

Maintenance Service

Standard requests for maintenance should be made to the Office of Residence Life. To report a non-emergency maintenance issue, please fill out a service request online. Maintenance emergencies that occur when the Office of Residence Life is closed should be directed to the Public Safety Communication Center, RGSC room 104, 202-662-9325.

Newspapers

The *Washington Post*, the *Wall Street Journal*, and the *New York Times* can be delivered to the Office of Residence Life. Residents who arrange to have a subscription to any of these publications should pick up their newspapers in the Office of Residence Life, Gewirz, room 104.

Printing and Photocopying

A photocopier and networked printer is located on the 1st floor of the Gewirz Student Center.

Shuttle Service

The Department of Public Safety has historically provided shuttle service to Union Station and to various shopping destinations. Please consult their website for more information. The Georgetown University Transportation

GEWIRZ STUDENT CENTER

Philosophy

The use of the Gewirz Student Center as a residence for approximately 290 students significantly enhances the educational, social, and recreational opportunities available to all members of the Law Center community. These opportunities will be maximized, however, only if each member of the community extends to his/her fellow residents the courtesies necessary to make each person's experience comfortable and pleasant. To that end, community guidelines have been developed, which each member of the community is expected to follow.

Please note that student residents of Gewirz are bound by these guidelines, as well as the Student Disciplinary Code published in the Law Center Bulletin, which remains applicable to all students regardless of where they reside.

Sections 101-103 of the Student Disciplinary Code describe substantive violations as being in one of three categories:

Sec. 101 STANDARD OF CONDUCT

Without regard to motive, intentional student conduct that is dishonest, evidences lack of integrity or trustworthiness, or may unfairly impinge upon the rights or privileges of members of the Law Center Community is prohibited.

Sec. 102 ADMINISTRATIVE VIOLATIONS

Prohibited conduct that does not evidence a serious lack of honesty, integrity or trustworthiness on the part of the student engaged in such conduct constitutes an administrative violation, but does not constitute a disciplinary violation.

Sec. 103 DISCIPLINARY VIOLATIONS

Prohibited conduct that does evidence a serious lack of honesty, integrity or trustworthiness on the part of the student engaged in such conduct constitutes a disciplinary violation.

Resident Conduct Inquiry Procedure

Living in the Gewirz Student Center is a privilege and requires adherence to community living standards. Everyone in the building has the right to feel safe and secure in this environment. Any action that threatens or disrupts this community or its members may be subject to the following process. The goal is to resolve issues administratively when possible.

1. Process

Complaints or violations involving resident behavior are initially handled by the Coordinator of Residence Life & Student Housing in the Office of Residence Life. These include disruptive behavior, grievances against a resident, and violations of the Occupancy Agreement or the Gewirz Student Center policy. If an agreement cannot be reached, the complaint may proceed to the Director of Residence Life & Student Housing or to the Dean of Students. These persons have the authority to administratively investigate and respond to complaints about student conduct.

In most cases, the Coordinator will proceed to investigate the incident. In some cases, however, after consultation, the matter will be referred to the Law Center's Professional Responsibility Committee or Ethics Counsel. Once the Committee takes jurisdiction over the matter, the involvement of the Office of Residence Life ends.

2. Resolving Complaints

The Coordinator of Residence Life & Student Housing will make every attempt to handle complaints regarding residents' conduct in a fair and timely manner.

As part of the investigation of a complaint, the Coordinator will give the resident about whom the complaint has been filed timely notice of the complaint and a chance to respond to the complaint or allegation. The resident will be informed of the nature of the complaint and given an opportunity to respond in writing and in person.

If after investigating a complaint, the Coordinator, or other appropriate administrator determines that a resident has violated the Occupancy Agreement or Gewirz Student Center policies, the administrator will meet with the resident and may apply one of the sanctions described below. Whenever appropriate, the Coordinator will mediate between residents in order to air grievances and develop a mutually agreed upon resolution of the problem. In some instances, the students may be referred to another mediator.

3. Sanctions

Sanctions may include one or more of the following:

- a. **Verbal warning** - applied for minor, first time violations
- b. **Written warning** - follows a meeting with the resident and reflects a more serious violation. A copy of the letter is kept on file during the period of occupancy.
- c. **Room change** - for a serious violation that does not warrant termination of the occupancy agreement.
- d. **Expulsion from housing** - used for behavior that threatens health of oneself or the health or well being of others or for serious or repeated violations of the Occupancy Agreement, Gewirz Student Center policies or Student Conduct Code. Residents expelled from housing are given 24-48 hours to vacate.
- e. **Damage charges** - Charges for damages shall be assessed as appropriate and charged to the resident's student account.

4. Appeal in Cases of Expulsion from Housing

A resident who has been asked to vacate the Gewirz Student Center because of serious or repeated misconduct may appeal the decision to the Dean of Students within one business day.

The Law Center reserves the right to remove a student from housing immediately pending adjudication, when it determines, in its sole discretion, that this student would pose a threat to his/her own or other's safety or well-being and/or would create a disruption to the community if he/she remained in the residence hall while the issue is investigated.

Cancelled Occupancy Agreement

When a resident signs an occupancy agreement, he/she accepts full financial responsibility for his/her space in the apartment for the entire occupancy period. A resident who wishes to cancel the agreement may do so at any time **if he/she can find an eligible student who is willing to assume the occupancy agreement.** The procedures for this are:

1. The resident wishing to cancel the Agreement contacts the Office of Residence Life.
2. The Office will provide the resident with a list of eligible students who may be interested in assuming the Occupancy Agreement.
3. The resident is responsible for contacting the eligible student and ensuring that all administrative procedures are completed.
4. A refund is offered to the departing resident based on the day that the Office of Residence Life determines that all administrative procedures for the cancelled agreement have been completed.

Move-out

All residents will receive instructions concerning moving out. In order to avoid unnecessary charges, remember the following:

1. Keys should be turned in at the Office of Residence Life.

2. Make sure the apartment is clean and that all personal belongings and trash have been removed.
3. All apartments must be vacated by the assigned time on the last day of the Period of Occupancy.
4. All apartments will be inspected before and after the residents leave. The condition of the apartment upon move-out will be compared to the apartment and room inventory form each resident signed during move-in. If there are any **damages** or missing inventory, the resident(s) responsible for the apartment or bedroom will have the charge for repair or replacement cost billed to their student account.

Room Charges

Room charges are placed on each resident's student account at the beginning of each semester. They are due at the same time as tuition charges and are subject to the same late fees, deferment fees and monthly service charges. Georgetown University offers a monthly payment plan that enables a student to pay all or part of his/her annual tuition and room and board in ten equal monthly installments. Interested students should contact Student Accounts at (202) 662-9057 for further information. All arrangements to participate in the monthly payment plan must be in place by the start of the academic year.

Termination of Occupancy

The Law Center reserves the right to cancel an Occupancy Agreement if:

1. The resident ceases to be eligible for housing in the Gewirz Student Center; i.e., the resident is no longer a student at the Law Center.
2. The resident violates any term of the Occupancy Agreement, including, but not limited to, failure to pay any amount due on the due date, failure to vacate the assigned space or allowing any other person to occupy the space without prior written consent from the Law Center; resident causes harm to others, self, or is exceptionally disruptive to the community.
3. The assigned space is unavailable or unusable due to damage, construction, renovation, the necessity for repair or for any other reason that the Law Center considers to be good cause.

4. The student violates the Student Conduct Code, the Gewirz Student Center policies and/or the terms of the Occupancy Agreement, and is sanctioned with expulsion.

If the Agreement is terminated by the Law Center, the resident will vacate the assigned space within 24 to 48 hours. In certain cases, an immediate vacating of space may be required. In most cases, the resident will remain liable for all fees for the full period of occupancy.

SECURITY

Building Access

The entrance to the Gewirz Student Center is equipped with card reader access and a telephone for assistance or contacting building residents. The Department of Public Safety's (DPS) communications center is housed in Gewirz room 104 and is staffed 24 hours a day. The phone number is 662-9325. In addition, weekdays from 8:00 a.m. - 10:00 p.m. there will be Residence Life staff on duty at the front desk located in the Student Center's entrance lobby. The phone number is 662-9290

Access to the Gewirz Student Center is limited to members of the Law Center community and their guests. Georgetown GOCard identification cards operate the access card readers throughout the campus. If you lose your GOCard, you should contact the Department of Public Safety. All community members need to have a Georgetown GOCard to gain entrance to Gewirz.

Stairs

There are three stairwells in the Gewirz Student Center. Stairwell One is located at the north end of the building and is accessible only to residents of the building. It runs from the lower level to the 12th floor. Stairwell Two is also located at the north end of the building, but runs only from the ground level to the lower level and the parking garage. Non-residents may use this stairwell. Stairwell Three is located at the south end of the building and acts as a fire exit to the back alley at the ground level.

Elevators

There are four elevators in the Gewirz Student Center. Elevator #4 travels only to the ground floor, lower level and parking levels and can only be operated with a valid GOCARD. The other three elevators service the residence floors and the twelfth floor multi-purpose room. For twelfth floor special events, Elevator #3 can be set on express service, preventing stops on the residence floors.

MEDICAL ACCESS

Emergency Medical Procedures

Should you need medical attention, contact the Nurse Practitioner in Health Services 662-9255, Monday through Friday, 9:00 a.m. to 5:00 p.m. **After hours and weekends, call Public Safety at extension 662-9325 and ask for the Resident Fellow on duty for assistance.** In the event that an emergency response is warranted, Public Safety will arrange for an ambulance to transport you from the Gewirz Student Center to the nearest hospital. *If you do not call Public Safety, the fire department and the ambulance will be delayed in their response to the correct location of the incident or person(s) requiring assistance.

Counseling Services

Confidential counseling is available to all students. Our professional, medical, and campus ministry staffs are available to discuss individual student concerns. Services are intended to help students recognize and deal effectively with academic, personal, interpersonal, and career difficulties. Counseling from our campus ministry office is available without regard to a student's faith, and medical evaluations are provided for individuals whose concerns include health-related issues.

If you feel you need help, or simply want to talk with an understanding counselor about areas that concern you, the skilled professional staff will provide you with responsive, confidential service. Initial consultations at the Counseling Center are without charge. No record of any counseling service is retained in a student's academic records. Appointments may be made for the Counseling Center on main campus or at the Law Center by using the online form or calling the intake phone line.

Professional Counselors

The Law Center has three full-time professional counselors available on campus. Appointments are made through Mr. Patrick Lillis, Intake Coordinator, at 202-687-6985. Day and occasional evening hours are available in the Counseling Office, room 110 in the Gewirz Student Center, or on the main Campus, 1 Darnall Hall, next to the Medical Center.

In the event of an emergency in the evening or on the weekends, call (202) 444-PAGE (444-7243). Ask to speak with the CAPS/Counseling Center doctor-on call.

For further information on University's Health Services & emergency phone numbers visit the University Health Services website. Students desiring information on alcohol or drug problems should contact the DC Bar Lawyer Assistance Program at 202-347-8131 for free and confidential assistance.

Sexual Assault and Relationship Violence Services

Georgetown University is committed to promoting an environment which supports its educational mission and Jesuit heritage and which preserves the safety and dignity of its members. In particular, the university views, with the utmost seriousness, offenses against the individual such as stalking, sexual harassment, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity. Georgetown Law has policies prohibiting all of these types of behaviors. Consult the Code of Student Conduct for more information.

Nicole Sandoz is the Sexual Assault and Relationship Violence Liaison for the Law Center. In this capacity, she is an extension of the Health Education Services Office on main campus. Nicole can provide confidential crisis interventions and options counseling for Law students who are struggling with issues related to interpersonal violence. Services include assistance in accessing medical care, student and/or criminal judicial systems, counseling services, safety planning, academic assistance, support groups, and housing relocation. Nicole is available to provide confidential consultations with survivors and friends of survivors. She can be reached at ns1028@georgetown.edu or at 662-9293.

Reporting a Sexual Assault

Deciding to report sexual assault can be a difficult and personal decision. Georgetown Law students have several options for reporting sexual assault on-campus and off-campus. Reporting a sexual assault to the University as a violation of the Student Code of Conduct and reporting the assault to local law enforcement are two different processes. The Sexual Assault and Relationship Violence Liaison is available to discuss reporting options and provide support and assistance through any or all of these processes. In case of an after-hours emergency, contact the 24-hour DC Rape Crisis Center hotline at 202-333-RAPE (7273).

Consult with the Sexual Assault and Relationship Violence Liaison, Nicole Sandoz,

ns1028@georgetown.edu, 208 McDonough Hall, (202) 662-9293 or Jen Schweer, Sexual Assault and Relationship Violence Services Coordinator, jls242@georgetown.edu, Village C West – Main Campus, (202) 687-0323.

Referrals for off campus counseling and support services can be provided at the student's request. For further information, contact Nicole Sandoz (202) 662-9293.

RESOURCES

Confidential Support: Nicole Sandoz (202) 662-9293 and/or Jen Schweer (202) 687-0323.

If it is after hours contact DC Rape Crisis 24 Hour Crisis Line (202) 333-7273.

Safety: Department of Public Safety (202) 662-9325, Metro Police Department, 911

Medical: Washington Hospital Center, (866) 977-7263 (under the Violence Against Women's Act, victims of sexual assault treated in the District of Columbia are not required to speak with law enforcement), Georgetown University Health Services, (202) 687-2200

Legal: [WEAVE – Legal Resource website](#), Metro Police Department or On Campus Process, refer to Nicole Sandoz or Jen Schweer for more information.

Blue Light System

Around campus you will find posts with blue lights on them. Each of these spots has a phone that can be used to call for help during an emergency as well as an emergency button. Pressing the button causes the blue light to flash and send for the campus police.

Access Control

The Law Center limits access to our campus. Department of Public Safety officers and/or employees monitor access at the main entrance of the Edward Bennett Williams Law Library, Gewirz Student Center, the New Jersey and 2nd Street entrance of McDonough, the First Street and Tower Green entrances of Hotung, and the main entrance to the Sports and Fitness Center. In order to assure campus security, it is important that you show your Law Center GOCard when requested to do so.

Community Alerts

Information about any serious criminal activity affecting the Law Center is reported to the Law Center community as soon as possible. This information is made available through oral briefings, posted memos, campus publications, and e-mail. In addition, there are computer monitors in front of the entrance to the cafeteria that provide information on events affecting the community. You can also register online for HOYAlert on the GULAW website. In addition you can be notified of all Washington DC emergencies by subscribing to DC Alert at <https://textalert.ema.dc.gov/index.php?CCheck=1>

Protection of Minors Policy

The Protection of Minors Policy sets forth guidelines to help prevent the abuse, neglect, or bullying of minors and for reporting and responding to incidents in which the safety of minors may be compromised. In addition, the policy imposes on those who participate in programs or activities involving minors certain requirements that must be met in advance of the start date of the program or activity.

If an individual student or a student group (whether formal or informal) is considering sponsoring or getting involved with a program or activity involving minors, the student(s) coordinating the program must register the program or activity and learn what is required to comply with the University's Policy.

Programs and activities that involve minors, including those that are sponsored by or that involve Georgetown Law students, are integral to the University's mission and identity. At the core of all of these programs is a commitment to providing a safe environment and a positive experience for all participants.

As a part of the Office of the Dean of Students, Residence Life (ORL) oversees implementation of the Protection of Minors Policy at the Gewirz Student Center for student-sponsored programs. If you are planning an ORL or student-sponsored program in the Gewirz Student Center (Floors 2-11), please contact the Office of Residence Life (ORL). ORL is located on the first floor of the Gewirz Student Center and can be reached at 202-662-9290 or lawhousing@georgetown.edu.

For all other student-sponsored programs (formal and informal), please submit a registration form [here](#). For more information, you may contact the Office of Student Life (OSL). OSL is located in McDonough Hall 212 and can be reached at 202-662-9292 or lawstudentlife@georgetown.edu.

Students participating in Law Center departmental programs involving minors must follow the sponsoring department's registration process.

Special Policies exist for Law Center Clinical Programs and for certain Experiential Education Programs. The clinical faculty, practicum teacher, or the Director of Externships will provide students with all relevant policies and answer questions about these policies. If you are in a clinic, practicum course or are receiving externship credit and have specific questions about the Law Center's Working with Minors policies, please email lawclinics@georgetown.edu.

Special Policies also exist for Law Center EJF Summer Funding recipients and some Pro Bono projects. Staff in the Office of Public Interest and Community Service will provide

you with all relevant policies and answer your questions about these policies. If you are an EJF recipient and have specific questions about these policies, please email lawopicsfunding@georgetown.edu. If you are doing a Pro Bono project and have specific questions about these policies, please email lawprobono@georgetown.edu. More information is also available on the Law Center's Protection of Minors website. If you have further questions about the policy's requirements generally, please contact Maura Grant Hayes in the Office of Student Life at mkh61@georgetown.edu

Fire Emergency Procedures

Gewirz Fire Safety System

The fire safety system in the Gewirz Student Center consists of three systems that work simultaneously. First, the smoke detection system alerts us to the location of a potential fire. Second, the sprinkler system responds to extinguish any fire. Third, the air exhaust system works to minimize the negative effects of smoke. In addition, the construction standard for the building provides for a two-hour fire resistance separation in the stairwells. This combination of effective systems and features provides a level of fire safety beyond what any single system can provide.

The smoke detection system is extremely sensitive. It detects smoke in the corridors, elevators, lounges and stairwells. When it is activated, it announces an evacuation, but only of the floor indicating a problem and the floors above and below it. We call this a "sandwich system". The evacuation command is also heard in the stairwells and the elevators. This system is used in most modern high-rise facilities and is designed to control crowding in the stairwells, where the majority of injuries occur.

The fire department is called by DPS at the first alarm indication. Because of the sensitivity of our system, the alarm may be set off by something as small as a cigarette in a no smoking area. Our facilities engineer then investigates the location identified by the alarm indicator.

If no fire is discovered and an alternative reason for the alarm response is determined, the "all clear" sign is given and everyone may re-enter. If a fire is discovered, we begin a full building evacuation. Depending on the specific circumstances of the fire incident, Public Safety may further alert Gewirz residents by means of the fire safety system intercom and/or place all of the floors of the building in the fire alarm mode. The Law Center's alarm system is activated when fire or smoke is detected.

Immediately following the alarm, an evacuation message will be heard. Everyone should leave through clearly marked exits. Please familiarize yourself with the location of the nearest fire exit stairway. In the unlikely event of a fire, please find the nearest stairwell, and exit quickly but calmly. The elevators should not be used. Re-entry to affected building(s) will be announced by the Department of Public Safety after clearance from the Fire Department. It is very important to evacuate when the fire alarm goes off.

SAFETY, SECURITY, AND EVACUATION

Your safety and the security of your personal property are of the utmost concern to Georgetown University Law Center. We urge you to take advantage of the following suggestions:

Double Lock

For additional security, use the deadbolt provided on your door. This will prevent the door from being opened by a regular room key. Do not leave your doors propped open.

Visitors

Residents who expect a visitor should meet him/her in the lobby. Every attempt is made to ensure guests sign in.

Students with Disabilities

Any residents who need assistance in evacuating the building should proceed to the North Stairwell on their respective floor (stairwell is identified as the evacuation

point for students with disabilities).

A list of residents with disabilities is posted in the fire control room for the Department of Public Safety and fire department. Residents with disabilities will be evacuated by the fire department.

Public Safety

If you need assistance or a campus escort, dial 662-9325.

Report suspicious individuals to Public Safety.

Safety and Emergency Response Information

The following information is meant to assist you in case there is a natural, accidental, or deliberate incident affecting our community. While the level of detail is intentionally brief, the administration at Georgetown University Law Center has established specific plans for emergencies. Details of these plans are available on the Law Center website. This overview will give you an idea of the services and support systems available to you at the Law Center. The Gewirz Student Center has assigned floor marshals as well as building marshals, identified by their emergency vests. Please take a few minutes to familiarize yourself with this information.

LAW CENTER SAFETY AND SUPPORT SYSTEMS

Department of Public Safety

The Department of Public Safety (DPS) is responsible for providing security at the Law Center. In order to meet this objective, DPS has 24-hour coverage at the Gewirz Student Center and a desk at the 600 New Jersey Ave. entrance to McDonough Hall. DPS also maintains fixed security posts at both the Hotung building and the entrance to the Edward Bennett Williams Library during all times the library is open. In addition, DPS officers patrol the Law Center campus, on foot, bicycle and in marked vehicles. In case of an emergency, DPS should be notified immediately at (202) 662-9325.

DPS Escorts

DPS offers 24-hour escorts to any campus location as well as to cars parked near the school and to the Washington Court Hotel taxi stand. Contact DPS at (202) 662-9325 for details.

Key Safety and Room Access

Keep your keys safe, and don't lend them to anyone. Have

your key ready before you get to the door. If your key or GOCard is lost or stolen, report it to Public Safety immediately.

Georgetown University reserves the right to enter an apartment and/or a resident's room for administrative purposes, repairs, to inspect for compliance with health, fire, building codes or for other situations that the University deems to be a danger to health, safety, or property or a potential violation of law or university policy. An effort will be made to give resident(s) advance notice before a University staff member enters an apartment or room. In addition, when a staff member needs to enter an apartment and/or bedroom, he/she will knock and enter only after waiting a reasonable amount of time. If the occupant is not home, a note will be left indicating the name of the person who entered and the purpose of the entry.

In order to maintain the University's right to enter apartments and/or rooms, no additional locks or security systems may be installed on any doors. If you have particular concerns about safety, please contact the Office of Residence Life.

SAFETY AND EMERGENCY RESPONSES

Structural Threat

The Law Center's alarm system is activated when fire or smoke is detected. Immediately following the alarm, an evacuation message will be heard. Everyone should leave through clearly marked exits. The elevators should not be used. Re-entry to affected building(s) will be announced by DPS after clearance from the Fire Department. It is very important to evacuate when the fire alarm goes off.

Weather-Related Events

In the case of natural disasters, such as tornadoes, hurricanes, floods, earthquakes or blizzards, updated information will be available for reasonable possibilities on GULC TV channel 6. Information will also be provided on the Georgetown Law website and transmitted via HOYA Alert. If specific action is required, it will also be announced on the public address system if possible. In some of the above cases, the recommendation may be to shelter inside the law school

buildings.

Man-Made Disasters

This type of event would include such threats as bio-terrorism, dirty bombs and chemical spills, and may or may not require partial or full evacuation of the Law Center. In the case of such an event, an announcement will be made indicating what you need to do. In some situations, we may ask you to remain in the shelter of the Law Center buildings.

Personal Safety

The Law Center's location in the District of Columbia is one of its greatest assets. But living in any urban area presents risks as well. Residents should take every precaution to protect themselves.

If you have been threatened by anyone or feel that you are at risk of being hurt, report the incident to the Department of Public Safety or the police.

If you observe a suspicious person on University property, notify Public Safety immediately at 662-9325.

Remember, every emergency situation is different. Only you can decide what course of action is appropriate under the circumstances. Always be aware of your surroundings. Follow your intuition, be careful, and don't take any chances.

Residents' Safety

We remind residents to take responsibility for their personal safety by observing the following:

1. Keep your apartment door locked at all times.
2. If someone knocks, know who it is before opening your door. Never leave any Gewirz Student Center door propped open. You put the whole community at risk if you do.
3. Protect your property by identifying all items of value. Make a list of your valuables including item, brand name, model, serial number and description. Keep this list in a safe place.
4. Protect your belongings. Secure all valuables in your bedroom. Check out a bedroom key at the front desk.

GENERAL FACILITIES

Appliances

Residents are welcome to bring household appliances with them including microwaves, computers, stereos, televisions, and non-commercial hair dryers. All appliances must be UL approved. Space heaters, halogen lamps and holiday lights are not permitted. Appliances furnished in the apartments may be used for their intended purposes only.

Bicycle Storage

Secure storage is provided for residents who own bicycles. To avoid unnecessary damage to apartments and public areas, residents should use the secure storage space provided and not bring their bicycles to their apartments. **Bicycles must be registered with the Office of Residence Life.**

Floor Lounges and Floor Terraces

The lounges on the residential floors and the terraces on the 11th and 12th floors are for the use of the residents and their guests. Furniture from the lounges and the terraces should not be removed. Floor lounges may be reserved through the Office of Residence Life. Smoking is not allowed in the lounges or on the terraces. Doors to the 12th floor terrace are locked by Public Safety at midnight and reopened the next morning.

Furnishings

Each apartment in the Gewirz Student Center is fully carpeted, furnished and equipped with miniblinds. The furnishings for most apartments includes a bed, desk, chair, bookcase, and floor lamp. Larger apartments have loveseats in the living room areas. All have kitchen tables and chairs.

Residents are welcome to personalize their apartments for their own comfort. Please keep the following guidelines in mind:

1. Storage space is not available; therefore, furnishings in the apartments cannot be removed.
2. Tacks or small nails should be used to hang or post decorations on the apartment walls. Adhesive material should not be used.

3. Decorations may not be hung outside the building.
4. Remodeling and/or permanent changes to the apartment (including painting) are not allowed.
5. Furnishings in the apartment are to be used for their intended purposes only.

Heating/Cooling System

The Gewirz Student Center is equipped with a central system, but each room contains a thermostat for individual climate control. For year-round comfort, thermostats should be set at about 68 degrees in the cool seasons and 72 degrees in the warm seasons. Because the system operates on two pipes, it can offer heat or air conditioning but not both simultaneously. The heat is generally activated in October and the air conditioning in April.

POLICIES AND REGULATIONS

Insurance

Because Georgetown University does not provide coverage for personal belongings that are lost or damaged, insurance coverage for all personal property is recommended. You may be covered through existing homeowner's or renter's insurance. If you are not covered under an existing policy, you are encouraged to purchase coverage.

Although not administered by the University, National Student Services provides property insurance to university students nationwide. Interested students should call 1-800-256-6774 for more information.

Keycards and GOCards

A resident who loses his/her GOCard should report the loss to the Office of Residence Life or Public Safety immediately. Replacement GOCards may be obtained through the GOCard office in McDonough Hall, Room 171. A replacement fee may apply.

Lockouts

A resident who is locked out of an apartment can go to the Office of Residence Life during desk hours to sign out a replacement keycard. Positive identification must

be made to issue a new keycard. Residents have 24 hours to return the replaced keycard without charge. If the office is not open, a Public Safety Officer will unlock a resident's apartment when identification is provided.

Lost Keycards

A resident who loses an apartment keycard can go to the Office of Residence Life and have a new keycard issued. If the resident knows that the keycard is lost, the resident will be charged \$25 for the replacement keycard. If the keycard is missing or simply misplaced, the residents will have 24 hours to turn in the replaced keycard. If the keycard is not returned, the resident will be charged a fee of \$25.

Distribution of Keycards

To ensure the safety of residents, keycards are given only to residents. In addition, residents may possess only one keycard to their apartment. Signing out keycards for guests is not permitted. Residents may not duplicate their keycards.

Parking

Because of our location near Washington's Metrorail system, as well as the availability of Georgetown's shuttle service, residents may not need to bring a car. However, there is limited long-term parking available at the Gewirz Student Center.

Car storage fees are paid by the semester. An application for resident parking in the Gewirz Student Center is available on the Georgetown Law website.

Personal Property

Georgetown University is not responsible for the theft, damage or loss of residents' property. In addition, any personal property left in an apartment after the Housing Occupancy Agreement expires will be removed at the resident's expense.

Refuse/Recycling

Refuse

Trash chutes are located on each floor at the south end of the building near Stairwell Three. Trash should be tightly tied in plastic bags before being placed in trash chutes. Residents should be careful not to force large

items into the trash chute. Boxes or large items that will not fit should be brought down to the loading dock area.

Recycling

Recycling facilities are located on each floor at the north end of the building. Residents of the District of Columbia are required to recycle aluminum, glass, plastic, paper and newspapers. Residents should rinse out containers before putting them in the recycling bins. Do not put trash in the recycling bins.

Disposing of Hazardous Substances

Residents who need to dispose of hazardous substances, including solvents, grease, paint and toxic substances, should contact the Office of Residence Life for information about proper disposal. Please do not pour these substances down plumbing drains.

Storage

Unfortunately, space does not permit storage of personal belongings in the Gewirz Student Center.

Tuition and Room Refund Insurance Plan

Students may wish to consider the purchase of a tuition and room refund insurance plan which would insure students against financial loss should they withdraw from the Law Center for a covered illness. Arrangements for coverage under this plan must be in place by the start of the academic year. A brochure explaining the plan, including costs, will be mailed to students in July. Information may also be obtained from the Office of Student Accounts or the Office of the Registrar.

Utilities

The cost of utilities is included in the cost of the apartment. Residents may be subject to additional charges, however, if their utility usage is excessive.

Vacation Periods

The Gewirz Student Center will be open during all vacation periods; however, services may be limited, and, due to safety and security concerns, residents must notify the Office of Residence Life if they plan to remain in the building during vacation.

RESIDENT CONDUCT POLICIES

1. Alcohol (Campus-Wide)

I. Purpose:

Students at the Georgetown University Law Center are preparing to enter a self-regulated profession with high expectations for professional conduct. Student conduct should reflect appropriate behavior of one entering the legal profession. University policies have been established to guide behavior and choices, promote the growth of our community and contribute to the overall learning environment.

Specifically, this policy is intended to clarify the regulations and guidelines governing alcohol and drug use by law students and student organizations. Both the District of Columbia and Georgetown University prohibit the possession, use or distribution of illicit drugs by students or employees at any time. Likewise, it is also a violation of Georgetown policy and the District laws to give, provide, offer, purchase or otherwise make alcohol available to persons under 21.

Working with Georgetown University guidelines and applicable law, this policy is designed to promote responsible alcohol use and involve all members of the community in risk management. Each individual is responsible for his or her conduct. Students or student organizations that violate this policy or the law may be subject to legal sanctions or administrative sanctions through the Law Center, as well as any legal sanction sought by local law enforcement.

II. Alcohol Policy

A. Open and Closed Events

An open event is one that is open to the public or is advertised in some fashion to the community at large and can be expected to attract guests from beyond the Law Center community. A closed event is advertised to the Law Center community only. Invited guests from outside the Law Center community may attend a closed event but must be placed on a guest list, which is submitted to the sponsor in advance. (A sponsor is the Law Center community member responsible for the event. See: Supervision)

B. Funding

University funds may not be used to purchase alcohol at open events. University funds may be used to purchase beer and wine only for closed events. University funds may not be used to purchase hard liquor under any circumstances.

If an event will be funded through ticket sales, donations, admission fees or any other means of collecting money and those funds will be used for the purchase of alcohol, the sponsoring organization must operate the event under a liquor license, regardless of whether the event is open or closed. Money collected is considered university money once it is deposited into a university account. University funds may not be used for hard liquor.

C. License

If alcoholic beverages are to be sold, a liquor license is a legal requirement. Selling includes charging an admission fee, or any other direct means of collecting money to fund the event. A temporary liquor license may be purchased through the District of Columbia's Alcoholic Beverages Commission [see Student Organizations Handbook]. If the event is catered, the caterer's valid liquor license may meet this requirement. The event sponsor is responsible for confirming that an appropriate license is in place prior to an event.

If common source alcohol is served, such as a keg, a licensed server or the license holder's designee must serve the alcohol. A license holder must designate in writing who may serve using their license. Servers may not consume alcohol while working the event.

D. Caterers and Event Sites

Any on-campus event that is catered or any off-campus event site (excluding private homes) where alcohol will be served must carry appropriate liability insurance acceptable in amount and form to the University's Office of Risk Management.

E. Supplemental Insurance

Large events, defined as those at which more than 100 attendees are expected, may require additional insurance. The sponsors should consult University Risk Management regarding the need for and amount of such supplemental insurance.

Likewise, if more than two kegs of beer or two cases of wine will be served, the host must either purchase additional event insurance OR have the event catered by a company with the appropriate insurance, acceptable in amount and form to University Risk Management.

F. Amount of Alcohol

The amount of alcohol served at an event must be calculated based on the number of expected attendees multiplied by the duration of the event. Reasonable calculations should be used such that excessive consumption is not encouraged.

G. Alcoholic Beverages

Hard liquor may not be served on-campus at student-sponsored events and as noted above, university funds may not be used to pay for hard liquor under any circumstances, even if the student event is off-campus.

H. Supervision

Each event must have a responsible Georgetown Law Center member (student, staff or faculty) in attendance at all times, who shall be designated as the "event sponsor." Unless otherwise designated, student organization officers of the hosting organization are assumed to be the sponsors. This event sponsor (s) is responsible for the management of the event and will be held responsible for adherence to these policies. There should be one sponsor for every 200 attendees. The sponsors supervising an event are encouraged to forego alcohol during the event and must remain sober.

I. Public Safety

The Department of Public Safety (DPS) must be notified of any event on-campus at which beer or wine will be served at least two weeks prior to the event. Depending on the size and nature of the event, DPS officers may need to be present at or near the event. This determination shall be made solely by DPS, and the cost of any officer's time shall be borne by the sponsoring organization or individual.

J. Publicity

In an effort to promote responsible behavior, all publicity for an event at which beer or wine will be served must be cleared with the Office of Student Life. All publicity mentioning alcohol must also refer to non-alcoholic beverages and food in an equally prominent way. No publicity may encourage the overindulgence of alcohol with terms like "free beer" or "all you can drink."

K. Alternative Beverages and Food

Any group serving alcohol is required to provide easily accessible, non-alcoholic beverages and some type of food. At least one-third of the beverages offered must be non-alcoholic. If the supply of non-alcoholic beverages is exhausted at any time during the event, the serving of alcoholic beverages must be halted until more non-alcoholic beverages become available.

L. Service

If alcohol is sold, guests may not serve themselves. Guests may not serve themselves if common source alcohol is served, such as a keg. Guests may not leave an event with alcohol. All beverages must be served in open containers.

M. Open Containers

Beer or wine may be served as part of an on-campus event using the above guidelines. Individual students who choose to consume beer or wine at such events are advised to confine their consumption to the areas specifically designated for the event, as D.C. law prohibits the consumption of alcoholic beverages in public places, including public areas of the Law Center for which a license to sell alcohol has not been issued.

N. Parties in the Gewirz Student Center

A social gathering of 15 or more people is considered a party. Out of consideration to neighbors, parties of this size or larger should be held in a designated lounge, reserved in advance. For more information, please contact the Office of Residence Life.

All residents of Gewirz are expected to follow the alcohol policy that is outlined previously. Open

containers of alcohol are not permitted in any common or public area of the Gewirz Student Center including lounges, stairwells, terraces and corridors, unless the student has received prior written permission from the Director of Residence Life or their designee. The consumption of beer and wine is permitted in a designated lounge provided that the event is in compliance with University policy and the laws of the District of Columbia. However, common sources of alcohol, such as kegs, are not permitted in Gewirz. For more information, please contact the Office of Residence Life.

Sponsored groups are permitted to have beer and wine in the Gewirz Student Center for social events only with prior written permission from the Office of Student Life or the Office of Residence Life as part of the space reservation process. Bulk containers are not permitted.

2. Arrears

The resident will be responsible for all costs incurred by Georgetown, including collection agency and legal fees, for collection of past due payments of rent or other charges owed under his/her Occupancy Agreement. In the event that the resident is in arrears, the Agreement is subject to termination at the sole discretion of the Law Center.

3. Dangerous Materials and Substances

Dangerous materials and substances, including grills, hibachis, explosives, fireworks, flammable materials, weapons and illegal drugs, are not permitted anywhere in the Gewirz Student Center.

4. Drugs

Consistent with the laws in the District of Columbia and the university-wide policies of Georgetown University, possession, use, manufacture and/or distribution of illegal drugs, as defined under D.C. and federal law, are prohibited at all times on University property, in University vehicles, or in connection with any University activity or business. Georgetown University policy prohibits the possession, use, manufacture, and/or distribution of marijuana pursuant to Georgetown's commitment to drug-free schools and communities. In addition,

sharing, selling, or illegal use of prescription medications is also prohibited.

5. Failure to Vacate

The resident shall vacate the assigned space on or before the end of the period of occupancy. If the space is not vacated by the end of the period, the resident is responsible for all costs and direct or indirect damages suffered by the Law Center in connection with the failure to vacate. Costs and damages include, but are not limited to, the cost of accommodations for each student who would otherwise have occupied the assigned space, and all expenses, including legal fees, incurred by Georgetown in connection with removing the resident from the assigned space.

6. Gaming & Gambling

Georgetown University Law Center expects students to adhere to all laws of the District of Columbia, including the following gaming and gambling laws.

DC law prohibits gaming or gambling devices of any kind designed for the purpose of playing any game of chance for money or property (DC ST § 22-1704). It is also unlawful for any person or association of persons within the District to place a bet or wager or to make books or pools on the result of any athletic contest. The term "athletic contest" includes any athletic or sporting event, contest, race, or match (DC ST § 22-1708). Managing, promoting, or partaking in any public lottery or sale of tickets is also prohibited (DC ST § 22-1701). Bingo, raffles, and Monte Carlo night parties organized for educational and charitable purposes must be regulated by the District of Columbia Lottery and Charitable Games Control Board. (DC ST § 22-1717)

If a Student Organization is interested in holding a raffle, card game, or fundraising event of any kind, please contact the Office of the Dean of Students (202.662.9041) before

organizing the event.

7. Guests

Guests of residents are welcome to visit the Gewirz Student Center. Guests may stay overnight in two-bedroom and three-bedroom units only if they have the express permission of the resident host's roommate(s). In the event of a conflict between roommates, the Office of Residence Life may provide mediation or other conflict resolution options. Guests may not stay overnight more than three days in 30-day period without the express permission of the Office of Residence Life. Resident host are responsible for the conduct of their guests, including any damages to university property or violations of Resident Conduct Policies. Resident hosts must stay with their non-resident guests at all times to ensure the safety and privacy of other residents. The University reserves the right to remove a guest from the Gewirz Student Center if their presence is disruptive or if they violate Gewirz Student Center policies.

8. Keys, Keycards, and GoCards

To ensure the safety and privacy of the residential community, residents may not transfer their bedroom keys, apartment keycards, or GoCards to any other individual for the purpose of accessing Gewirz Student Center spaces. Residents may not duplicate their keys or keycards.

9. Parties

A social gathering of 15 or more people is considered a party and is subject to additional policies. Out of consideration to neighbors, parties of this size should be held in a designated lounge, reserved in advance and in accordance with all University Alcohol Use Policies. For more information, please contact the Office of Residence Life.

10. Pets

For the safety and well-being of humans and animals, the only pets that students are allowed to have in the Gewirz Student Center are fish. A

"fish" is defined as an aquatic species that must live underwater at all times to survive.

11. Posting Materials

Materials to be posted in the Gewirz Student Center must be approved by the Office of Student Life. Once approval has been obtained, the materials should be delivered to the Office of Residence Life for distribution.

12. Public Rooms

The Flegal Moot Courtroom (108) and the twelfth floor ballroom may be reserved by the entire Law Center community through the Office of Student Life. The first floor Gewirz Student Center TV Lounge may be reserved through the Office of Residence Life for events that provide sufficient benefit to the resident community.

13. Quiet Hours/Courtesy Hours

It is important that the environment in the Gewirz Student Center be consistent with the academic goals of the Law Center. Therefore, the Gewirz Student Center maintains quiet hours and courtesy hours. Quiet hours are from 1 a.m. to 7 a.m. During quiet hours, sound or noise should be maintained at a level that allows for concentrated academic study. When quiet hours are not in effect, courtesy hours will be maintained. During courtesy hours any noise or sound that disturbs other residents must stop upon request.

14. Reasonable Requests

University officials, including Public Safety and Residence Life staff, may make requests to ensure a comfortable and safe living environment for all residents. Residents and visitors to the Gewirz Center are expected to comply with any reasonable request. Failure to comply may result in University action.

15. Smoking

Residents who wish to smoke may do so outside, at designated smoking areas, so long as their behavior complies with other campus smoking policies. Smoking is not permitted in any apartment or public areas in the Gewirz Student Center, including terraces.

16. Solicitation

To ensure residents' privacy, anyone who wishes to sell or solicit, including Internet ventures in the Gewirz Student Center must have prior written approval from the Office of Residence Life. The operation of a business from a Gewirz Student Center apartment is not permitted.

17. Vandalism and Dangerous Activity

Residents and visitors to the Gewirz Student Center are not permitted to damage University property or participate in any activity that might endanger the safety or well-being of themselves or others. This includes placing items, sitting, or standing on window sills or ledges, being on the Gewirz Student Center roof, and dropping items down the stairwells.