

JOHNS HOPKINS  
UNIVERSITY



THE PEABODY CONSERVATORY  
OF THE JOHNS HOPKINS UNIVERSITY

RESIDENCE HALL HANDBOOK  
2011 - 2012



## WELCOME

*July 2011*

Dear Resident::

On behalf of the Residence Life and Student Activities Office, I would like to welcome you to your new home. Each year the Peabody Residence Hall becomes a unique community that reflects the individual personalities and attitudes of its residents. No two floors are alike, just as no two people are the same. Each member relies on the others to make the community work. During your stay in the residence hall, you will be able to form many new friendships and appreciate the diversity that our resident population offers.

The positive impact of the residence hall community on your life is directly proportional to efforts you put into living here. The residence hall staff will provide you with many opportunities to enhance your education, meet other people, and to improve yourself. You will find the residence hall environment supportive and at times challenging. It is important that your community knows who you are and what you would like to see happening in and around your new home. Your opinions, concerns, and needs, balanced with those of your fellow residents, are what will create the community on your floor.

Equally important is our desire to develop your intellect and sense of responsibility. This guidebook is designed as a tool to assist you during your adjustment to campus life and help meet your information needs while you are living in the residence hall.

Please don't hesitate to visit the Residence Life and Student Activities Office with questions or concerns. Once again, welcome to your new home and have a wonderful year!

Sincerely,

*Kyley T. McClain*

Kyley T. McClain  
Residence Life and Student Activities Coordinator



## PEABODY DIRECTORY

RA Cell Phone.....	443-250-7240
Campus Security (Emergency).....	410-234-4600
Campus Security (Non-Emergency).....	410-234-4605
Escort Van.....	410-234-4610
Office of Residence Life & Student Activities.....	410-234-4535
Dining Services.....	410-234-4645
Plant Operations.....	410-234-4640
Office of Student Affairs.....	410-234-4540
International Student Advisor.....	410-234-4537
Peabody Information Technology.....	410-234-4660
Counseling Center.....	410-516-8278
JHCP at Wyman Park.....	410-338-3421
Bookstore.....	410-659-8195
Disability Resources.....	410-234-4538

## RESIDENCE LIFE STAFF

### Residence Life and Student Activities Coordinator

The Residence Life and Student Activities Coordinator (RLSAC) is responsible for the overall management of the residence hall. It is her job to coordinate room assignments and changes, supervise the Resident Assistant (RA) staff, and work to create the best possible environment in the residence hall. The RLSAC also works with OASIS (student government), Creative Access, and other on-campus student organizations. You are encouraged to stop by her office and visit with questions, ideas, or concerns. Her phone number is 410-234-4535 and her e-mail address is [kmccclai6@peabody.jhu.edu](mailto:kmccclai6@peabody.jhu.edu).

### Resident Assistants

Resident Assistants are student staff members who live on each floor and provide front-line support to students in the residence hall. Providing informal peer advising to residents, planning recreational and educational programming, responding to emergencies, enforcing Peabody Institute policies, and serving as a resource on campus are some of their job responsibilities.

There is one RA on duty each night from 7:00 PM until 8:00 AM, who can be reached at 443-250-7240. The RA duty schedule will be posted on each RA's door.

Your RA is the first residence life staff member to contact when you have questions, concerns, or complaints. If you and the RA cannot resolve the situation, you may contact the RLSAC for additional help and resources.

The Resident Assistants for the 2011-2012 Academic Year are:

- Maggie Dixon, Junior, Violin Performance
- Jared Harrison, Sophomore, Flute Performance
- Christopher Keenan, Senior, Organ Performance
- Justine Moral, Junior, Voice Performance
- Cody Raum, Junior, Double Bass Performance
- Terrence Sweeney, Junior, Percussion Performance

## PEABODY RESIDENCE HALL

The Peabody Residence Hall consists of two towers connected at the plaza level by the dining hall. Constructed in 1968, the towers have large, fully furnished, air-conditioned rooms which can accommodate 188 students. The residence hall is a non-smoking, traditional residence hall with single and double rooms, and shared bathrooms.

### Residence Life and Student Activities Office

The Residence Life and Student Activities Office is located in the Student Affairs Office Suite in Unger Lounge. It is open Monday through Friday, 8:30 AM to 5:00 PM.

### Room Arrangement

#### *Furniture*

Each resident is provided with a dresser and mirror, twin XL bed, bulletin board, desk and chair, window shade, and ethernet internet jack. The furniture in the residence hall may not be removed from rooms or disassembled. You are responsible for any damage beyond normal wear and tear. Inform your RA if any furniture is missing from your room upon your arrival.

#### *Decorating/Alterations:*

You must adhere to the following guidelines in decorating and caring for your personal space.

- You may not install equipment, make alterations, paint, or make repairs. You may not change or add to existing wiring.
- Transparent tape, adhesives, tacks, or nails are not to be used on walls. Painters tape, pushpins, and removable 3M poster strips are permitted for hanging on walls.
- For fire safety reasons, nothing may be attached to room ceilings or doors with the exception of one small message board on your door. You may not obstruct the smoke detector or decorate your room in a way that impairs a quick exit from the room in case of an emergency.

## PEABODY RESIDENCE HALL CONT.

### Lock Outs

If you are locked out of your room during the day, you will need to go to Campus Security for assistance. During RA duty hours (7:00 PM - 8:00 AM), you may call the RA on duty for assistance.

### Trash Disposal

Each lounge has at least two trash cans, a “can/bottle” recycling can, and a paper recycling can. Residents are responsible for the disposal of trash from their rooms into the proper disposal bins in the lounge which housekeeping will clean daily. Excess trash in a room during a room check can result in a fine.

### Damage Charges

The student is liable for damage to the premises caused by an act or omission of the student and student’s guest. Upon taking possession of the space, the student agrees to complete a Room Condition Report, which reflects the condition of the room. A final inspection by a Peabody staff member will occur after move-out in May to make the final damage assessment. The student agrees to reimburse the Peabody Institute for damages and defacement of space he/she occupies during the term of this contract exclusive of normal wear. The room must be left in “broom clean” condition; failure to do so will result in a custodial cleaning charge.

Damage to common areas will be calculated and distributed amongst the residents on the floor and/or tower.

### Maintenance Request

All maintenance requests should be made online by submitting the form found at <http://www.peabody.jhu.edu/3929>. Residents should contact the Residence Life & Student Activities Office if their request has not been addressed within 24 hours.

### Exterminator Services

There is an exterminator on campus weekly to address any pest concerns. If you have a concern and/or would like the exterminator to check your room, please submit a request at <http://www.peabody.jhu.edu/3929>.

## RESIDENCE HALL AMENITIES

### Cash Machine

*Plaza Level, West Tower*

For your immediate cash needs, there is a 24-hour automated teller machine (ATM) furnished and operated by the Johns Hopkins University Federal Credit Union. Check with your bank to determine what fees will be charged for transactions at this ATM. For more information on the JHU Federal Credit Union, visit <https://www.jhfcu.org/>.

### Common Kitchen

*2 East Tower*

The kitchen is equipped with a stove, sink, refrigerator, and microwave oven. Resident students from either tower may use the kitchen during the hours of 7:00 PM to 11:00 PM daily. Students must check out the key with the RA on duty and are expected to clean up after themselves. The Residence Life staff will monitor its use and may shut down the kitchen, if necessary.

### Ethernet

Internet wire access is available in every residence hall room for a direct computer link to the internet. In addition, Wi-Fi is available in all residence hall lounges. Questions? Contact Peabody IT at [help@air.peabody.jhu.edu](mailto:help@air.peabody.jhu.edu).

### Fitness Room

*Plaza Level, Leakin Hall*

The fitness room is equipped with a universal weight set, elliptical machine, exercise bikes, treadmills, and free weights. The room is available 24-hours a day, and is only open to faculty, staff, and Conservatory students. A key must be checked out from Campus Security in order to gain access to the fitness room, and individuals are responsible for locking the room after it has been used.

## RESIDENCE HALL AMENITIES CONT.

### Laundry Room

*Basement of West Tower*

There are six coin-operated washers and dryers available for use 24-hours a day. Although there are no change machines on campus, nearby banks can supply rolls of quarters to support your clothes washing needs. It costs \$1.25 per washing machine and \$1.25 per dryer.

If you find that a machine is not working properly, please report the number of the machine to plant operations immediately at [plantop@peabody.jhu.edu](mailto:plantop@peabody.jhu.edu).

### Lounge Appliances

There is a communal microwave in every lounge. Students are also welcome to leave one coffee pot or electric water kettle in the lounge, provided that the appliance has an automatic shut-off.

### Mail Room

*Unger Lounge*

During the academic year, the mail room is open Monday through Friday, 10:00 AM to 12:30 PM and 1:30 PM to 4:30 PM.

Each student is provided with a locked mailbox. Your mailing address should read:

Your Name  
Peabody Institute  
Campus Box # \_\_\_\_  
606 St. Paul Street  
Baltimore, MD 21202-2355

### Television

There is a television, satellite receiver, and DVD player in the common area lounge on every residence hall floor.

### Unger Lounge

The Unger Lounge, located on the plaza level of the East tower, is open 24 hours a day and houses vending machines, a ping pong table, a pool table, a foosball table, and a TV.

## DINING SERVICES

Aramark Dining Services has a professional team experienced in food preparation, service and nutrition. Every resident will be issued a J-card which must be presented to the cashier at all meal times. All-You-Care-To-Eat meal swipes may be used for Dinner on a nightly basis and Brunch on the weekends. Dining points may be used for Breakfast and Lunch during the week in the Dining Hall, as well as at Maestro's Café. All-You-Care-To-Eat meal swipes, which reset on a weekly basis, and Dining Points may not be transferred from semester to semester, and no refunds will be issued for any points left at the end of the semester. Students are not permitted to share their meal points with anyone else, including fellow students, family members, faculty, etc.

Lost or stolen J-Cards should be reported to Campus Security as soon as possible. To replace your card, you must go to the J-Card office, located in Garland Hall on the Homewood campus. You will be charged \$15 for a replacement card. Dining services will provide meals for up to 3 days without a meal card. After 3 days, you will have to pay for your meals by cash or credit card.

For more information regarding dining services, visit Aramark's website at <http://www.campusdish.com/en-us/CSE/PeabodyInstitute>.

The schedule for the 2011-2012 Dining hall board plan is as follows:

Aug 23 Tue	Board Plan begins with breakfast
Oct 8 Sat	Board Plan closes after brunch
Oct 12 Wed	Board Plan resumes with breakfast
Nov 22 Tue	Board Plan closes after lunch
Nov 28 Mon	Board Plan resumes with breakfast
Dec 17 Sat	Board Plan closes after brunch
Jan 17 Tue	Board Plan resumes with breakfast
Mar 17 Sat	Board Plan closes after dinner
Mar 26 Mon	Board Plan resumes with breakfast
May 17 Thur	Board Plan closes after dinner

## DINING SERVICES CONT.

### Peabody Dining Hall

The Dining Hall is located on the Plaza Level of the residence hall between the East and West towers. The hours of operation are:

Monday - Friday:

Breakfast	7:30 AM – 9:30 AM
Continental Breakfast	9:30 AM – 10:30 AM
Lunch	11:00 AM – 2:00 PM
Dinner	5:00 PM – 7:30 PM
(Dinner on Friday ends at 7:00 PM)	

\*\*Grab 'n Go items are available between the hours of 7:30 AM and 4:30 PM\*\*

Saturday and Sunday:

Brunch	11:00 AM – 1:00 PM
Dinner	5:00 PM – 7:00 PM

\*\*Grab 'n Go items are available between the hours of 1:00 PM and 4:30 PM\*\*

### Maestro's Café

Maestro's Café is located adjacent to the Peabody Bookstore at 5 East Centre Street. The hours of operation are:

Monday - Friday:

7:30 AM—4:00 PM

Saturday & Sunday:

CLOSED



## COMMUNITY STANDARDS

Residents are expected to take responsibility for their own actions. They are expected to take an active roll in safeguarding the overall needs of the community by working to encourage others to conduct themselves reasonably.

The Conservatory does enforce several policies designed to guarantee that residents can live and study together in harmony and comfort. You are expected to abide by these community standards as a resident of this community. Below are guidelines to follow:

- ◆ Respect the rights of others and behave in a fashion that is considerate of others.
- ◆ Be aware of and comply with Conservatory policies governing student conduct.
- ◆ Cooperate with the Residence Life and other Conservatory staff. Failure to comply with the request of staff members will result in disciplinary action.
- ◆ Provide proper identification upon request.
- ◆ Be aware of and comply with relevant local, state, and federal laws.
- ◆ Help to foster a strong residential community by taking reasonable action to discourage other residents from engaging in inappropriate or abusive conduct.

## ROOMMATE BILL OF RIGHTS

The Roommate Bill of Rights is an agreement between you and your roommate(s) to ensure that each person's rights are respected. Your level of enjoyment and satisfaction in the residence halls will depend to a large extent on honesty, consideration, mutual respect, compromise, and communication with one another.

1. The right to study in your room free from undue noise and interference. Your room should provide you with an environment that allows you to succeed academically.
2. The right to sleep in your room without undue disturbances from noise, guests, etc. Regular sleep is essential to your general health and peace of mind. It takes precedence over any activity that may interfere with this right.
3. The right to expect that your roommate will respect your personal belongings.
4. The right to be free from intimidation and physical or emotional harm.
5. The right to live in a clean, safe, and healthy environment.
6. The right to personal privacy.
7. The right to be respected as a person.
8. The right to entertain guests with the understanding that your guests are your responsibility. They are to respect the rights of your roommate and the members of your floor. Your roommate needs to consent to have a guest stay overnight. Plan in advance for overnight guests.
9. The right to expect reasonable cooperation in the use of shared spaces such as the kitchen and bathroom, etc.
10. The right to expect that any and all disagreements and conflicts will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable to get the assistance of staff when necessary.

In addition to this Bill of Rights, you and your roommate will sit down and fill out a Roommate Agreement Contract to be used for setting ground rules for your room.

## PEABODY HOUSING POLICIES

The Peabody Housing Policies apply to acts of non-academic misconduct in the residence hall. Students are also subject to all Conservatory Policies and Regulations, including the Student Conduct Code, which can be found in the Student Handbook.

### 1. Alcohol

It is illegal for anyone under the age of 21 to purchase, possess, or consume alcoholic beverages. No resident or guest, regardless of age, is permitted to consume or possess any alcohol or alcohol containers, whether empty or full, in the residence hall. Students must be in full compliance with the Conservatory's policy and with local, state, and federal laws.

Residents are expected to monitor their own behavior, with respect to the law. Intoxication will not be accepted as an excuse for behavior that violates community standards nor will it lessen a resident's accountability to the university or the residential community.

In the event that you are found in violation of the alcohol policy, the Office of Residence Life requires Resident Assistants to:

- i. Identify all individuals. Identification must be provided to any Residential Staff member when requested.*
- ii. Confiscate or require residents to dispose of alcohol.*
- iii. Stop the consumption of alcoholic beverages in residence hall public areas, including, but not limited to, hallways and lounges.*
- iv. Assure that the rights of all members of the community are protected and to intervene whenever necessary to protect those rights if residents are abusing themselves, disrupting others, or damaging Peabody property.*
- v. Report to the Residence Life and Student Activities Coordinator the names of residents who are drinking in public or private areas for follow-up action, including disciplinary action, if appropriate..*

### 2. Cafeteria Property

Cafeteria equipment, including dishes, flatware, glassware, trays, and furniture, are the property of the Peabody Conservatory or its food caterer, and may not be removed from the cafeteria for any reason. These items are specifically

## PEABODY HOUSING POLICIES CONT.

prohibited from the residence hall, including rooms, bathrooms, lounge areas, and stairwells.

### 3. Drugs

The possession, use, manufacturing, sale, or distribution of illegal drugs as defined by federal, state, and local statutes are prohibited on Peabody property. Students known to possess, use, manufacture, sell, or distribute illegal drugs or drug paraphernalia, including, but not limited to, water pipes, hookahs (decorative or otherwise) or bongs, will be referred for disciplinary action under the Student Conduct Code. Members of the Residential Life staff are obligated to report any knowledge they have about violations of this policy to the Residence Life and Student Activities Coordinator.

### 4. Furniture/University Property

Residents may not move, or be in possession of, University furnishings or property other than that which is assigned to their residential room. In addition, furniture may not be disassembled. Furniture and Peabody Conservatory property is not to be removed from assigned locations. This includes University and non-University signs, including in-and out-of-state road and construction signs and cones.

### 5. Guests

All guests are required to be accompanied by a resident and must surrender a government-issued photo ID to a member of the Residence Life Staff or Security Officer if asked.

Residents are expected to stay with their guests throughout the guest's entire visit. Guests must abide by all established rules and regulations in the residence hall and on campus. As the host, you are responsible for the conduct of your guest. Any violation of Conservatory policies or regulations committed by the guest will be charged to the student host, including any sanctions or fines resulting from the conduct of the guest.

## PEABODY HOUSING POLICIES CONT.

Visitors who are not students, faculty, or staff at the Peabody Conservatory must leave the residence hall by 11:00 PM unless they are being hosted overnight by a Peabody residence hall student. All Peabody affiliated non-residents must vacate the residence hall by 2:00 AM. Residents are permitted to house overnight guests in their rooms provided that they first obtain the consent of their roommates, Resident Assistant, and the Residence Life Office. Extended visits (over three days) are prohibited by the Conservatory.

### 6. Harassment and Personal Respect and Safety

Any action or situation involving verbal, mental, or physical assault and/or abuse including harassment, intimidation, sexual violence, or other conduct that recklessly or intentionally endangers or threatens the health, safety, and welfare of another student will result in disciplinary action.

### 7. Keys and Peabody ID

The room key and Peabody ID card issued to residents are the property of the Peabody Conservatory and cannot be exchanged, duplicated, or given to another person. The lending of keys or ID card to anyone, or the possession of another person's ID card or keys, is a violation of Peabody Institute regulations and may result in confiscation of the ID card and keys, disciplinary action, and/or loss of privileges. Students will incur the cost of a lock change and new ID if a card or key is lost or stolen.

### 8. Noise/Quiet Hours

All residents are expected to keep noise at a level that is not disruptive to those living around them. Roommates are encouraged to discuss acceptable noise levels within residence hall rooms so that everyone can live, study, and sleep in comfort. Minimally, quiet hours must begin at 10:00 PM on week-nights and 11:00 PM during the weekend, and must end no earlier than 9:00 AM. Floors are free to extend quiet hours but may not reduce them.

Residents who are disruptive and fail to maintain reasonable quiet hours will face disciplinary action. Audiovisual equipment such as stereos and televisions will be confiscated and held by the Residence Life and Student Activities Office if you fail to keep volume levels reasonable.

The placing of sound equipment in windows to project sound outdoors is

## PEABODY HOUSING POLICIES CONT.

prohibited. Disciplinary sanctions for repeated noise violations include, but are not limited to, relocation or removal from housing.

### 9. Off-Limit Areas/Roofs/Windows

Residents are not permitted in the following areas of the Peabody residence hall: all roofs; the area above drop ceilings; window ledges; storage rooms; machine rooms; elevator shafts; and other rooms not designed for residential use.

Residents may not throw anything out of the windows, down the stairs, or off the roof of any Peabody Conservatory building. Residents may not enter or exit a building through a window. Furthermore, the safety bars on the residence hall windows must remain attached.

### 10. Personal Property

The Peabody Conservatory is not responsible for damages to, or disappearance of, personal possessions of any occupant or guest(s). Students are advised to lock their rooms at all times and to insure their possessions.

### 11. Pets

No pets of any kind are permitted in the residence hall. Service animals are permitted with prior authorization from the Disability Resources Coordinator in the Student Affairs Office.

### 12. Postings

Any materials approved by the Residence Life and Student Activities Office may be posted in approved areas only. Inappropriate and unapproved signs will be removed.

### 13. Smoke Free Policy

Smoking is prohibited inside the Peabody Conservatory buildings, including, but not limited to, practice rooms, studios, residence hall rooms, lounges, bathrooms, stairwells, and elevators. In addition, leaning out of windows to smoke is also prohibited. Individuals who smoke must do so outside in the designated smoking area located behind the cafeteria overlooking Centre Street. Any violation of this policy will result in disciplinary action.

## PEABODY HOUSING POLICIES CONT.

### 13. Solicitation

Solicitation, canvassing, and sales of products by individual students, non-registered student groups, and/or non-students for personal or organizational funds, sales, membership, or subscriptions are prohibited in Peabody Conservatory buildings unless prior authorization has been granted. Students may not conduct business dealings in their rooms, nor operate a business from their room.

### 14. Vandalism

Students are liable for damage to the premises caused by an act or omission of the student and student's guests. Upon taking possession of the room, the student agrees to complete a Room Condition Report which reflects the condition of the room. A final inspection by a Peabody staff member will occur after move-out to make the final vandalism/damage assessment. The student agrees to reimburse the Peabody Conservatory for damages and defacement of the room that he/she occupies during the term of this contract, exclusive of normal wear. Damage to common areas will be calculated and distributed amongst the residents on the floor and/or tower.

Students are responsible for maintaining the cleanliness of their individual rooms and the common areas. The Peabody Conservatory reserves the right to hold the students financially responsible for related extermination and/or cleaning costs.

No grades, transcripts, or degrees shall be released until all the charges, including but not limited to, damage charges have been paid.

### 15. Weapons

The possession, wearing, carrying, transporting or use of firearms, explosives, paint guns/balls, pellet/stun weapons, or any other kind of weapon (including but not limited to knives, nun chucks, fireworks, swords, fencing foils, etc.) is strictly forbidden on Conservatory premises. This prohibition also extends to persons who may have acquired a government issued permit or license.

## PEABODY HOUSING PROCESSES

### Residence Hall Room Changes

The Peabody Conservatory reserves the right to make changes in room assignments as it deems advisable or necessary.

Room changes must be authorized by the Residence Life and Student Activities Coordinator. For the first month of the academic year, room changes will only be approved in the case of emergency. After that time, students who request to change rooms due to roommate conflicts must first review the Roommate Agreement signed in the beginning of the semester. The Resident Assistant on the floor will be asked to mediate and attempt to reach a new agreement between the roommates. If needed, the Residence Life and Student Activities Coordinator, or other appropriate school official, will be asked to intervene if the situation continues to escalate. Ultimately, the Residence Life and Student Activities Coordinator, or other appropriate school official, will make the final decision for all room changes.

### Residence Hall Occupancy and Partial Refunds

If a student vacates or fails/refuses to take possession of the assigned room before the end of the term indicated, for reasons other than withdrawal from the Peabody Conservatory, the student remains responsible for all charges related to that room.

Partial refunds of Residence Hall fees will be made on a pro-rata/per-week basis, in accordance with Conservatory Refund Policies. Charges will be effective through the end of each week. No refunds will be granted after the tenth week of each semester. No refunds will be granted if the student is suspended or dismissed from the Conservatory or Conservatory housing for disciplinary reasons. Funds in the Board Plan left over at the end of each semester are not refundable.

### Residency Requirement

There is a two-year residency requirement for all new students attending the Peabody Conservatory. This policy requires that first and second year students reside in Conservatory housing or at home with a parent or legal guardian.

## PEABODY HOUSING PROCESSES CONT.

### Room Checks

Rooms in the Peabody residence hall will be checked once during each semester and during each hall closing by staff members from the Residence Life and Student Activities Office. The checks are intended to guarantee that basic cleanliness and health and fire safety practices are observed.

Any Conservatory property not authorized to be in a student's room will be confiscated, and the students who reside in the room may face disciplinary action. Prohibited items may also be confiscated if found during maintenance of the room or during inspections. Fines may also be assessed.

### Unacceptable Room Conditions

- Dismantled, disengaged, or covered smoke detectors
- Multiple extension cords plugged into one outlet
- Loose wires running across floors
- Beds lofted without permission/assistance of Plant Operations
- Dismantled beds
- Halogen lights, track lighting, dismantled Conservatory-provided lighting
- More than half the wall surface covered in posters or cloths
- Open food containers, excessive dirty dishes
- Excessive paper, stickers on doors
- Excessive clothing and/or trash on floors
- Blocked exit from room

### What to Bring

Students should plan to bring bedding for a Twin XL bed, a computer, and clothing for varied temperatures. For a complete checklist, visit <http://peabody.jhu.edu/3911>.

### Prohibited Items

Please visit <http://peabody.jhu.edu/3911> for the complete list of prohibited items.

## PEABODY HOUSING PROCESSES CONT.

### Residence Hall Close Down

The housing contract for all International residential students begins on Monday, August 22, 2011. Housing contracts for all other students begin on Tuesday, August 23, 2011. Residents may not move in before the assigned date. The contract ends on Friday, May 18, 2012 at 3:00 PM.

In addition, the residence hall will close for the winter break at 12:00 PM on Sunday, December 18, 2011 and will re-open on Friday, January 13, 2012 at 9:00 AM. Please note that students who remain in the residence hall after it officially closes for breaks and/or end of the year will be charged \$150 per day.

### Housing Contracts

The room and board contract that is signed and submitted is a binding agreement between the student and the Conservatory. It is in effect for the entire academic year. Release from the contract is permitted only under the conditions of academic withdrawal or dismissal, or leave of absence from the Conservatory.

The contract and the Community Standards and Policies in the Residence Hall Handbook spell out the specific terms of your room and board agreement with the Conservatory. Release from a signed contract is permitted only with the written approval of the Residence Life and Student Activities Coordinator or other appropriate school official.

### Check-In and Check-Out

Only one room key per resident will be issued at the time of check-in. Keys will not be distributed to friends or family.

When vacating the residence hall, residents must return their room key to the Residence Life and Student Activities Office or Campus Security. If a student does not return his or her key, there will be a \$75 charge for a lock change. If students are vacating before their contract ends, The Residence Life & Student Activities Office must be informed and proper checkout procedure must be followed.

## SAFETY AND SECURITY

### Student Identification Card

Your Student Identification Card is your access to the Peabody campus as well as the Residence Halls. Each time you enter campus you will be required to use or present your Student Identification Card. Please note that this is different than your Dining Plan J-Card. If you lose or break your ID card, you will be required to get a new one from Campus Security, Monday thru Friday from 8:00 AM to 2:00 PM. A \$25 replacement fee for lost ID cards will be payable to the Business Office before a replacement card is issued.

### Escort Van

During the school year, Peabody offers an escort van service from 7:00 PM to 2:00 AM, then on the hour by request at 3, 4, and 5 am. The van runs north to North Avenue, east to Fallsway Road, south to Pratt Street, and west to Howard Street.

### Outside Campus Entrances

Leakin Hall—21 E Mt. Vernon Place

Rouse Visitor's Center—17 E Mt. Vernon Place

Saint Paul Street Door—at the corner of Mt. Vernon Place

Centre Street Door—just past the Centre Street Gate

Centre Street Gate—just past the Peabody Inn

Mews Entrance—Next to Shapiro House at 609 N. Charles Street

### Inside Campus Entrances

Upper Parking Level Entrance

Lower Parking Level Entrance



## SAFETY AND SECURITY CONT.

### Fire and Life Safety Policies

The following guidelines were established to prevent fire so that a safe environment for students, faculty, and staff at the Peabody Institute of the Johns Hopkins University is maintained. It is expected that all individuals comply with these rules, which are provided for the safety of all occupants. Peabody Institute Fire Safety guidelines are enforced by Campus Security.

#### *Smoke Free Policy*

Smoking is prohibited inside the Peabody Institute buildings, including but not limited to, practice rooms, studios, residence hall rooms, lounges, bathrooms, stairwells, and elevators. In addition, removing window screens or window safety bars and leaning out of windows to smoke is prohibited. Individuals who smoke must do so outside in the designated smoking area located behind the cafeteria overlooking Centre Street.

#### *Candles*

Candles are strictly prohibited in all office areas and residence halls. The only exception is that they may be used for religious gatherings if the following measures are taken:

- Candles must not be left unattended.
- Candles must not be located near an exit.
- Candles must have a non-combustible stand or base.
- Use of candles must be pre-approved by Campus Security.
- Prior written permission must be obtained by the Associate Dean for Student Affairs five (5) days prior to the gathering.

#### *Fire Drills*

Fire emergency preparedness is monitored by fire drills. Every fire drill is evaluated by designated staff and by the Department of Health, Safety, and Environment (HSE). The frequency of fire drills shall be one drill per year for free standing business occupancies and twice a year for the residence hall. Unless prior notification is issued regarding alarm system testing, all fire alarms shall be treated as a real fire emergency with appropriate reaction and evaluation.

## SAFETY AND SECURITY CONT.

### *Activation of the Fire Alarm*

When you discover a fire, please follow the proper steps:

1. Evacuate anyone in immediate danger
2. Close the door
3. Pull the fire alarm nearest the scene of the emergency.
4. Call Campus Police at 410-234-4600
5. EVACUATE
6. DO NOT attempt to use fire extinguishers unless trained to do so.

All fires, regardless of size, must be reported by pulling the alarm box. Residents should not investigate the emergency area to determine whether or not the assistance of the Fire Department is necessary.

### *Mandatory Evacuation During Fire Alarm Activation*

Faculty, staff, and students are advised that pursuant to Peabody Institute and state fire safety regulations, upon the activation of the building fire alarm system, all occupants are required to immediately evacuate the building and to remain outside until directed to return by the official in command at the scene. The evacuation procedure is as follows:

1. If you hear the fire alarm sound, you must prepare to evacuate. Students found in the residence hall during an evacuation will be subject to disciplinary action.
2. Feel the door. If it is hot, stay in the room and signal for help from your window. Put a towel under the door.
3. If there are no flames or heavy smoke, exit the room, close the door behind you, and walk quickly to the nearest exit. DO NOT use the elevator to exit.
4. If you find the nearest exit blocked, use one of the other exits on the floor.

When evacuating to the outside, occupants are required to exit and stand at least 50 feet from the building. For buildings that are joined to another building, evacuation can most often be accomplished by moving horizontally to an adjacent building. In the event of a fire alarm, individuals should use the stairs and refrain from using the elevator.

Evacuation routes are posted on the inside of every door in the residence hall, as well as in the hallways and stairwells. Residents should familiarize themselves with these routes in preparation of a fire alarm.

## SAFETY AND SECURITY CONT.

### *Fire Safety Equipment*

University buildings are protected by Fire Detection and Alarm Systems consisting of manual pull stations, smoke detectors in all common areas, local-sounding smoke detectors in all sleeping rooms, and audible evacuation alarms.

Please remember that all individuals are responsible for the abuse of fire safety equipment by themselves or their guests. Pulling a false fire alarm in the city of Baltimore is a felony offense punishable by a \$5,000 fine and/or five years in prison. Anyone who causes a false alarm, either deliberately or through inappropriate activity that results in an accidental activation of the alarm, will be assessed a \$500 fine by the Peabody Institute. The individual(s) may also be subject to additional disciplinary sanctions imposed under the student conduct code. Individuals who accidentally activate an alarm must immediately alert Campus Security. Failure to come forward is viewed by the Fire Department as evidence of intentional activation and thereby warrants an independent investigation by Fire Department officials.

If more than one person causes a false alarm, all individuals involved will share the \$500 penalty, and each will remain subject to additional disciplinary sanctions. In the residence hall, if the perpetrator(s) cannot be identified, all residents of the building or floor will share the \$500 fine.

Fire extinguishers are provided in all residence hall common areas. This equipment is critical to life safety and should be used only in emergency situations. Any student who uses a fire extinguisher for any reason other than to put out a fire will be fined \$75 per extinguisher and be subject to additional disciplinary sanctions. When the individual(s) responsible for the unauthorized use of an extinguisher cannot be identified, residents of the building or floor will share the \$75 fine.

### *Right of Entry*

Peabody personnel have the right to enter the premises for inspection at any time whenever necessary for purposes of repair, maintenance, safety check, and break closures. The right of entry includes, but is not limited to, agents of the Institute who enter the premises for the purpose of inspection and treatment of rodent and insect infestation or inspection for compliance with

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## SAFETY AND SECURITY CONT.

housing regulations. Residential Life personnel may also enter if a safety or policy violation is perceived to be occurring in the room, and no one is answering the door.

### *Approved Residence Hall Lounge Appliances*

There is an approved microwave in the common area on each floor of the residence hall that students may use. One coffee maker or electric water kettle is also allowed in the lounge, as long as there is an automatic shut-off on the appliance.

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## GETTING INVOLVED

During your student experience at Peabody, you will learn a tremendous amount from your academic work. However, there is a great deal more that you can gain if you become involved in extracurricular activities and leadership opportunities. Students who are active outside the classroom develop invaluable skills that will give them an advantage upon graduation from Peabody. The following is a summary of the student organizations on campus. Visit the Student Activities website at <http://www.peabody.jhu.edu/119> to find more information about these student organizations.

### *Black Student Union*

The Black Student Union works to establish a network and support system for Peabody's African American student body. Students raise awareness about African Americans in the Arts by reaching out to various community groups, such as the Baltimore Urban League. Members of the BSU participate in the annual LINKS concert, as well as a number of music workshops and programs within the black communities in Baltimore.

### *Gay-Straight Alliance*

The Peabody Gay-Straight Alliance is a group of diverse individuals who want to make Peabody a supportive and welcoming environment for lesbian, gay, bisexual, asexual, pansexual, transgender, intersex, queer, questioning and allied students, staff and faculty members. The mission is to create a safe environment for community members to support one another and learn about homophobia and other prejudices; to educate and raise awareness in the Peabody community about homophobia, gender identity, and sexual orientation issues; to fight discrimination, harassment, and violence against LGBT people in our community; and to provide a forum for discussion encouraging diverse viewpoints.

### *Just Music N' Theatricks*

Just Music N' (JMN) Theatricks is committed to providing students with opportunities outside the realm of classical music. Students experience all aspects of producing a show including sets, costumes, directing, and publicizing. JMN Theatricks also runs an Improvisation Workshop that introduces students to the basics of improvisational acting.

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## GETTING INVOLVED CONT.

### *OASIS*

The Organization Advocating Student InterestS (OASIS) acts as the liaison between the student body and the faculty and staff. It works to promote the interests of all students of the Conservatory, and to establish Peabody's influence in the surrounding community. It also provides programs, activities, and social opportunities for the benefit of the Peabody community.

### *Peabody Green Group*

The Peabody Green Group is a student group that meets to help reduce Peabody's carbon-footprint. They raise awareness about recycling on campus, turn off practice room lights that are left on, and set an environmentally-friendly example to others!

### *Peabody Intramural Club*

The Peabody Intramural Athletic Club seeks to promote health, fitness, and fun among Peabody students through participation in recreational sports. Primarily, they help organize and encourage involvement in the intramural athletic program at the Ralph S. O'Connor Recreation Facility on the Homewood campus. There are a wide variety of intramural sports students can participate in, including, but not limited to, basketball, soccer, flag football, and volleyball.

### *Peabody Unaccompanied Minors*

Peabody Unaccompanied Minors is a contemporary a capella group composed of musicians from the Peabody community. It serves as a performance venue for students outside of their traditional classical or jazz training.

### *Rejoice*

Rejoice is a Christian Fellowship at Peabody. All Christians are welcome to participate in worship sessions where there is a focus on the growing love for God, God's words, God's people of every ethnicity and culture, and God's purposes in the world.

## GETTING INVOLVED CONT.

### *The Creative Access*

The Creative Access is a volunteer student organization of the Peabody Conservatory dedicated to enriching the lives of disadvantaged audiences in the Baltimore community. Active as professional performers and concert musicians, members of The Creative Access desire to see a positive change in the lives of people in our community, and volunteer their music as a way to bring about that change.

### *The River*

The River is a student led Christian fellowship made up of musicians at the Peabody Conservatory. As fellow musicians, students, and Christians, the group has been formed to create a community that provides support, friendship, and encouragement.

### *Student Activities on the Homewood Campus*

The Homewood campus of The Johns Hopkins University offers many opportunities for Peabody students to join clubs and organizations on their campus. A full list of student organizations can be found at [www.jhu.edu/studentactivities](http://www.jhu.edu/studentactivities).

### *Residence Hall Programs*

There are a number of programs every year focused on Residence Hall students. Floor specific programs, such as yoga and game night, help create cohesion on each individual floor. Residence Hall-wide programs like the Thanksgiving Dinner or "Ice Cream Sundae Tower" help build a larger residence hall community. Residents should contact their Resident Assistant (RA) if they have any ideas for a program.

**OFFICE OF RESIDENCE  
LIFE AND STUDENT  
ACTIVITIES**

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Baltimore, MD 21202

Phone: 410-234-4535

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