



RESIDENTIAL POLICIES
2022-2023

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WELCOME!

Welcome to Cornish Commons!

This document has been designed to answer many of your questions about living in Cornish Commons. As a resident, you are responsible for reading and understanding the contents of this document. During your residency at Cornish Commons, it is our expectation that you uphold the standards and policies outlined here as well as designated throughout the year by Housing & Residence Life.

We encourage you to read this document thoroughly prior to your arrival and when possible, with an experienced family member or trusted friend. Be sure to keep this information in a handy place in your room or bookmark it online so that you can refer to it when questions arise in the coming months. You can also contact your Resident Assistant or the Housing & Residence Life office whenever you have questions about living in the residence hall.

HOUSING & RESIDENCE LIFE (HRL)

Housing & Residence Life is responsible for the overall coordination of the residential experience in Cornish Commons. Our professional staff members have extensive training and education in student learning and development and employ that expertise to enhance and support a safe, dynamic and healthy community which welcomes everyone, promotes self- understanding, and values community responsibility.

It is our goal to provide you with an environment that encourages your growth in areas of independence, self-advocacy, inclusivity, cohabitation, etc. While we will work to provide tools, services and guidance, your success in these areas rests primarily on you and your interest and willingness to seek assistance and participate in the community.

The Office of Housing & Residence Life is located on the 3rd floor of Cornish Commons and is open during standard business hours, but housing can also always be reached at housing@cornish.edu!

Cornish Commons Professional Staff

Director of Housing & Residence Life

The DHRL serves as the tether between Cornish Commons and the rest of Campus, and keeps HRL up and running and on track. The DHRL collaborates with several departments and teams to ensure the safe and engaged experience of our resident population and staff as well the maintenance and function of all Cornish Commons related facilities.

Assistant Director of Residence Life

Our ADRL oversees the student staff and collaborates with them on program planning, resident engagement and leadership skill development. The ADRL also acts as an advocate and source of information for residents and can assist in roommate mediations, resident conflict and understanding policy and procedures.

Assistant Director of Operations

Our ADO is the main contact for connecting to our vendors, and coordinates with companies to keep our laundry room, vending machines, fitness centers and other building functions up and running. The ADO also is the forefront of our summer and intern housing programs as well as room turnover.

Marketing & Assignments Coordinator

Our MAC handles all things marketing, including our social media content, weekly resident newsletters and family newsletters. The MAC also is our main point for contract signing and takes the lead on roommate assignments, room placements, moves and swaps.

Maintenance Supervisor

Our MS addresses resident maintenance concerns and needs. The MA will be the person you see if you need assistance replacing a light, fixing a microwave or addressing a faucet issue. The MA also assists the ADO in collaborating vendor visits and larger building maintenance projects.

Maintenance Porter

Our MP works closely with the MS, and assists in building upkeep, grounds upkeep, maintenance requests and more. The MP also handles our trash and recycling systems in the building and allows our building to stay green and clean.

Custodial Team

Our custodial team is here to keep spaces clean, sanitary and safe. The custodial team addresses the community spaces within Cornish Commons, such as the 20th floor kitchen and floor hallways.

Cornish Commons Student Staff

Resident Assistants (RA)

Resident Assistants are student staff members who act as a resource for residents during their time here. RAs assist in mentorship, roommate mediation, event hosting and resident engagement and support. Each RA is assigned a section of floors to oversee and build community within, and your RAs will be introduced to you at the beginning of the year. Your RA is here to help you find your way as you navigate adjustments such as new scheduling challenges, homesickness, community responsibility, self identity discovery, etc. and much more.

Desk Assistants (DA)

Desk Assistants serve a highly functional and safety based role in the community with their main efforts around supply check out, guest management, immediate communication to HRL, lockouts, etc. but they also are a first and consistent point of contact and are here to welcome you home each and every day.

Summer Assistants (SA)

Summer Assistants are student staff that serve the mission of HRL during the Cornish summer session, and assist in the operation of the building to host a variety of summer guests including conference groups, interns and residential students. Summer Assistants provide Welcome Desk as well as on-call support and coverage.

POLICIES, PROCEDURES & COMMUNITY STANDARDS

Mutual respect and consideration for others is the best strategy to help ensure the successful growth of the community. Before you act, consider the impact your actions may have upon your fellow community members.

To ensure the resident experience is conducive to the academic and personal enrichment of all residents, Cornish College of the Arts and its partners have established the following residence hall community living policies, expectations, guidelines and facility policies; the violation of which may lead to discipline under the Student Code of Conduct.

Adjustments to Policies

At any point in time, Housing and Residence Life may make adjustments, amendments, changes and updates to these policies in order to uphold safety and community in the building. Residents will be notified of these changes as they occur, and are expected to check for communication frequently from Housing and Residence Life.

Alcohol & Other Drugs

Alcohol is not permitted in Cornish Commons or on Cornish Commons property, regardless of age. This includes empty alcohol containers, which, even if only intended for decoration, are still not permitted.

Use, possession, manufacturing, distribution of alcoholic beverages, being knowingly in the presence of alcohol, or public intoxication by a resident is not permitted by the Student Code of Conduct.

Regardless of WA state laws and regulations, cannabis and affiliated paraphernalia remains prohibited on campus.

Drugs and affiliated drug paraphernalia are not permitted in Cornish Commons or on Cornish Commons property, regardless of age. Drug paraphernalia is defined by federal law as “any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.”

Use, possession, manufacturing, purchasing, selling, distribution, or being knowingly in the presence of drugs or other controlled substances except as expressly permitted by law, or possession of drug paraphernalia by a resident is not permitted by the Student Code of Conduct.

Charges and Fees

The resident specifically agrees to be financially responsible for damage or other loss incurred to the building, room, furnishings, and equipment which is in excess of normal wear and tear. All residents share responsibility for their building, therefore damage, vandalism, or loss to public areas will be their joint responsibility. Any costs incurred to repair and/or clean public areas, including furnishings, will be equally split and assessed to the entire living group or a portion thereof if the person(s) responsible is not identified. Charges which exceed the deposit amount will be added to the student account balance.

For students continuing to live on campus for the next year, any damage charges will be applied directly to their student account for payment, leaving the full \$300 deposit for the next year.

Compliance

Housing & Residence Life staff and other officials of the College staff are authorized by the College to make requests regarding behavior and policy compliance.

If a staff member believes that a violation has or is taking place, staff may make requests of residents including, but not limited to: asking for identification, asking residents to physically wait while information is being gathered, and entering residential rooms.

Calm and respectful behavior with college staff is expected during any interaction. Compliance with directions of all College officials is required by the Student Code of Conduct.

Cooking

A community kitchen is available for cooking on the 20th floor of the Commons. When cooking in rooms, please refer to our [prohibited items section](#) to reference what appliances you can and cannot have.

Standard Rooms

Standard residential rooms are all provided with a [microfridge unit](#). These units are designed to keep items cool and use standard microwave functions. Outside of heating

water and assembling simple snacks, cooking should happen on the 20th floor, as standard rooms are not designed for food preparation. Food should NOT be disposed of down the sink.

Kitchenette Rooms

Kitchenette rooms are equipped with a full size fridge, a convection oven/microwave combination, an induction cooktop, and a kitchen sink. In order to operate the induction stove, you will need induction ready pans; these are different from typical cookware so pay attention to packaging when purchasing. Cast iron and most stainless steel items are induction friendly. You can also test your item by holding a magnet to the bottom of the pan, if it sticks, it is compatible. Food should NOT be disposed of down the sink.

20th Floor Community Kitchen

All residents are welcome and encouraged to utilize the 20th floor kitchen. This community kitchen is fully equipped and includes a full microwave/convection oven/conventional oven combination, a large induction cooktop, a full fridge, kitchen sink, a coffee pot, and dishwasher. It is up to the residents using the space to clean up after themselves. We provide limited cookware and dishwashing materials. Additional cleaning supplies can be checked out at the Welcome Desk.

Cornish ID

Always carry your residential ID and never give or lend it to another person. All residents are expected to have their residential ID with them at all times. Your ID serves as your meal card, your key to the residence hall, and to your room. Residents are only permitted to have one copy of their ID, and extra copies must be surrendered to Security.

Lock Outs

If you forgot your ID and are locked out of your room, stop by the Welcome Desk and a staff member will check you out a fob for your room. If the desk is unattended, you may also call the on-call phone. Fobs must be returned within one hour of check-out to the black box located at the Welcome Desk. Fobs not returned will result in a \$50 charge to the resident's student account.

Lost ID

If you have lost your ID please contact Security (206-726-5038) immediately so they can get a replacement. Replacements are \$25 for lost IDs, and this charge is added to the student account. Security can replace your ID, and after a replacement is distributed residents need to go to the Welcome Desk in the Commons to have it encoded in order to open your room door. If there is not a staff member at the Welcome Desk, please reach out to the on-call phone number.

Residential and Commuter IDs

Residents of Cornish Commons are provided an identifying horizontal Cornish ID. If a student is no longer a resident, but still remains a Cornish student, the residential ID must be switched out for a commuter ID. This can be done at no cost at the Security office in MCC. This applies to students whose housing contracts have ended, even if they are just on break for the summer.

Fire Hazards

Engaging in behavior which constitutes a fire hazard is prohibited. These behaviors include, but are not limited to: starting a fire, cooking in an undesignated area and/or irresponsible fashion, causing a false alarm, discharging or removing a fire extinguisher or hose when there is no indication of a fire, tampering with or removing a battery from a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, decorating or hanging personal items to or within 12 inches of any fire safety equipment such as sprinklers, and possession of prohibited items.

Food Deliveries

When ordering through food delivery apps, residents must let the delivery service know that they must meet the resident outside. Food delivery services are not permitted into the building, and our desk does not hold or accept deliveries on a resident's behalf. Cornish Commons is not responsible for food delivery left outside unattended.

Guest Policies

Guests are welcome at Cornish Commons and need to follow College and Residential policies. The individual rights of a resident and the overall safety and considerations of the community take precedence over another resident's preference to host a guest in the room or building. Cornish reserves the right to ask a guest to leave at any time.

Standard Guest Times: 8am - Midnight

Overnight Guest Times: Midnight - 8am

- All guests must be checked in daily at the Welcome Desk upon arrival. Residents registering guests after hours when the Welcome Desk is closed are expected to check in their guests virtually.
- All guests must be escorted by a current resident, who serves as a host, whenever present in the building. This includes entering and exiting.
- Resident hosts are responsible for the actions of their guests and will be held accountable for any violations of College policies, procedures, or standards by the guest regardless of whether or not the guest is escorted.
- Staff will address residents and guests who demonstrate behavioral concerns

that violate residence hall and College policy.

- It is expected that anyone housing an overnight guest has received explicit permission from their roommate(s).
- A maximum of two overnight guests are allowed per host.
- A guest is limited to staying overnight in a residence hall for three consecutive nights in a two week period at a time. If any guest intends to stay longer than three nights, or if more than two overnight guests are visiting, written permission must be obtained in advance.
- Guests must show ID to be checked in. Types of Photo IDs accepted: Cornish ID, Government Issued ID, Passports.

Guest Age Requirements

Cornish Commons does not permit guests who are minors (under the age of 18) in the building, regardless of relational status. If there are concerns or questions about this policy, contact the Housing & Residence Life Office during business hours at housing@cornish.edu.

Health & Safety Inspections

Housing & Residence Life performs biannual health and safety inspections of all rooms. Notice of inspections is published at least 48 hours ahead of time, and residents are not required to be present during inspection. Housing & Residence Life will follow up in person or via email with concerns or comments submitted after the notice of inspection and, if needed, schedule a reinspection. Reinspection may happen during break periods or when residents are not occupying their room.

Staff will enter residential rooms after the building is closed for winter break to make sure all windows are closed, appliances are unplugged, trash removed, and generally safe conditions are met for the duration of the winter break.

During inspections, staff will specifically be checking for:

- Fire safety violations including, but not limited to, unauthorized electrical equipment, unauthorized appliances, candles, incense, or anything deemed a fire hazard;
- Excessive paper, fabric, or other flammable materials hanging on walls, ceiling and within 12 inches of the fire alarm, sprinklers, or light fixtures;
- Obstructions or tampering of the fire alarm, sprinklers, or other life safety systems;
- Unsanitary living conditions including, but not limited to, excessive trash and/or improperly stored food or waste;
- General maintenance needs including, but not limited to, repairs needed as a result of damage to the room or provided furnishings;

Staff will not be searching the room, but any violations of the Residential Policies outlined here, policies outlined in the Student Handbook, and/or alleged violations of

the Student Code of Conduct, observed during the inspection will be documented for follow-up by the Office of Housing & Residence Life and/or will be referred to the Office of Student Life.

If as a result of the inspection, staff determines that additional services are needed (ie. pest services, repairs due to excessive damage, and/ or cleaning) to bring the room up to an acceptable standard, the resident(s) will be charged for the services needed. These charges would be added directly to the Student Account of resident(s).

Housing Accommodations

Housing accommodations and requests are handled through the Office of Student Life. Approved accommodations are subject to building availability at time of approval. Having an approved accommodation may result in room or roommate reassignment.

Residents can learn more about applying for accommodations [here](#), or by reaching out to their Student Success Coach.

Assistance Animals

Only service animals are permitted in campus buildings. Washington State law defines a service animal as “an animal that is trained for the purposes of assisting or accommodating a disabled person’s sensory, mental, or physical disability.” This definition includes only dogs and miniature horses that are individually trained to do work or perform tasks directly related to their owner’s disability. Service animals must be registered with the Office of Student Life.

Additionally, approved emotional support animals (ESAs) are permitted in the residence hall when outlined specifically in an approved accommodation notice from the Office of Student Life. These approvals must happen before an emotional support animal is brought into Cornish Commons.

For information on pets permitted in Cornish Commons, see our [Pets and Plants](#) section.

Assistance Animal Housing Expectations

Caring for your animal in your room:

- Provide appropriate food AND water bowls for your assistance animal.
- Make a plan for replenishing your assistance animal’s supplies. How will you get food, toys, litter, medications, etc?
- Identify a place in your room to store food, litter, and other pet supplies in a manner that upholds health & safety standards. Storing loose/unpackaged food and litter in campus provided furniture is prohibited.

While you are not in your room but your animal is:

- Your Assistance Animal is permitted to be in your room while you are not there, this includes if your roommate is home but you are not.
- You are the sole caregiver of your Assistance Animal. At no time should your roommate or other resident be caring for your animal. Please plan how you will care for your animal accordingly.
- If you will be away for an extended period of time, as appropriate for the animal, including overnight; please make proper arrangements on where your animal will be staying and who will care for your animal outside of Cornish Commons. Your assistance animal cannot remain under the care of another resident or remain in the building if you plan to be away.

Other general guidelines:

- Plan for your assistance animal's needs. You know your animal best. Plan for their care in conjunction with your needs. Consider walks, bathroom breaks, playtime, meals, your class schedule, and socializing.
- If this is your first time caring for an animal on your own, research best practices or reach out to a local animal shelter or training facility for information or classes.
- Accidents happen! Don't let it sit. While your assistance animal should be fully housebroken, it's imperative that you let us know. The longer a mess sits, the worse the damage may become. Please clean up as best as you are able and then let us help you.
- Your animal should be secured on a leash or carrier when traveling in and out of the building. You are the only person who should be taking the animal in and out of the building.
- Assistance animals are only permitted in your own assigned residential room. They cannot be relocated to a friends room or hang out in common areas with you.

Review the Student Handbook and your personal Assistance Animal Agreement from the Office of Student Life for additional campus policies related to your assistance animal.

Residents must also announce their intention to continue the accommodation into the following academic year. Residents will be contacted by the Office of Student Life prior to each academic year move-in to complete an updated Agreement form.

Move In & Move Out

Residents will be given instruction on move-in practices at least two weeks before the move-in date. Residents should not arrive or permanently depart from Cornish Commons without connecting with and receiving communication from Housing & Residence Life.

Residents moving out will be provided specific guidance at least two weeks in advance of their move out date. Moving out processes include, but are not limited to: returning their residential ID, returning their mail key, cleaning the room, resetting furniture, and removing all personal items from the residential room.

All late departure or early arrival requests must be approved by HRL. All requests will be subject to a nightly fee, as determined by room type and availability. Unauthorized late departures or early arrivals may or may not be able to be granted and will result in an additional \$75 fee.

Residents may request a housing extension and view costs through [this form](#).

Noise Levels

Residents should contact the on-call phone at any time of day for assistance with continued noise disturbances.

Quiet Hours

Quiet Hours are from 11pm - 8am daily.

During these hours residents should avoid loud talking or disturbance in the halls. Keep TVs, stereos, and instruments at a low volume or use headphones, and avoid unnecessary noise.

Courtesy Hours

Courtesy hours can be enforced 24/7.

Due to the close living conditions in the halls, respect for others should always be taken into consideration. This is to say, should the amount of noise any individual or group is making at any time become disruptive to others, residents should ask each other to lower the noise level and/or discontinue the loud activity. Residents have a responsibility to comply with reasonable requests made by other residents.

Other Considerations

Residents who own amplifiers for musical instruments must ensure that those amplifiers are not disruptive to their neighbors nor in use during quiet hours.

Residents should be conscious of the impact they have on our residential neighbors in South Lake Union. Just as you would wish for our neighbors to respect our space and needs, we ask that you keep in mind that we are next to other housing complexes when engaging with one another in outdoor spaces where noise travels more easily.

Offensive Odors

Residents should be conscious of the impact that smells may have on other residents and their community as a whole. Residents may be asked to remove items, do a deep clean, and/or other enact other solutions as needed if there are consistent or recurring issues with smells. Keep in mind the following preventative recommendations:

- Partake in frequent and regular cleaning
- Limit the amount of scented plug-ins in a space
- Be aware of allergies and sensitivities among the residents on your floor

Pets & Plants

Residents are permitted to keep one fish kept in a tank limited to no more than ten gallons in size. We encourage residents to research which fish are best suited for small tank living, and implement proper fish care practices. All other pets are prohibited.

Small plants are allowed to a reasonable extent. Residents are responsible for care and maintenance of plants, and need to plan accordingly for plant care when away from the building. Larger plants, including holiday trees, must be artificial.

For information on Service and Emotional Support Animals, see our [Assistance Animals](#) section.

Preferred Name

Residents may choose a preferred name on their housing application and expect to be called by that name in all possible housing communications and materials. This name doesn't need to match any name other Cornish departments use for this student.

Residents may request to have their preferred name changed anytime by emailing housing@cornish.edu. Name requests that housing staff determine to be inappropriate for the Cornish community and/or made in bad faith will not be accepted. Otherwise, all such requests should be accepted without question.

Prohibited Items

General Prohibited Items

Items on this list are not comprehensive and residents are responsible for common sense in relationship to prohibited items.

- Candles/Incense
- Explosives/Fireworks

- Extension cords (except power strips)
- Flammable Liquids
- Halogen Lamps
- Hookahs
- Open Flame Devices
- Waterbeds and Other Water Furniture
- Weapons as defined in the Student Code of Conduct.

Prohibited Appliances

Appliances not permitted in the residence halls include but are not limited to the following:

- Any appliance with an exposed hot plate
- Any appliance exceeding 1200 watts and other high voltage equipment
- Any appliance that does not have an auto shut off function
- Air Conditioners
- Air Fryers
- Electric Grills
- Fixed Window Fans
- Freezers
- Microwaves
- Refrigerators
- Space Heaters
- Toasters/Toaster Ovens
- Washing Machines
- Wax Melters

Prohibited Decorations

- Anything hanging in or from windows
- Anything touching, hanging from, or blocking fire safety devices
- Anything hanging from the ceiling
- LED peel and stick strip lights
- Nails and Screws

In general, decorations can only be put up with blue painter's tape.

Residential and Building Doors

Building and room doors close and lock automatically. Never use an object to cover and/or obstruct any door locking mechanism. If you discover that any exterior door is propped open, close it and report it to a staff member. Report any required maintenance to building or room door locks 24 hours a day to the on-call phone.

Propping doors (including your room door, interior or exterior), allowing access to an unknown person, forcing open a secured door, and tampering with door locks are not permitted. All residents and their guests must use the front entrance.

Do not let strangers into the building. Opening the door open for someone you do not know may result in you having responsibility for their actions and compromises the safety of the building. This may be considered Unauthorized Entry by the standards set in the Student Code of Conduct.

Residents are expected to have their name posted on their room door for the duration of the residency. Housing will provide residents with a door decoration, but residents are free to make and display their own instead.

Restricted Areas

Residents are restricted from accessing elevator shafts, roofs of buildings, exterior building ledges, mechanical/storage rooms, offices, and other non-public areas where they are not clearly and willfully allowed.

Amenity areas, such as the 20th floor and floor lounges, may be restricted as deemed necessary by Housing & Residence Life.

Resident Roommates

Residents assigned to double and triple rooms will be living with roommates. Housing and Residence Life uses a platform called [My College Roomie](#) in order to give residents a chance to select their own roommate, and to allow us to best match you with a compatible roommate.

Residents will receive an invitation to their school email after they apply for housing, and should complete the questionnaire provided.

Roommate Agreements

Roommate agreements begin once you've started to identify a match in My College Roomie. Outlining your lifestyle preferences honestly and thoughtfully will ensure you and your roommate both have the best experiences. After you move into a new room and meet your roommate(s) in person, your Resident Assistant will facilitate a formal roommate agreement conversation.

This process is mandatory and allows each roommate to identify and express their expectations for the shared living space and come to a consensus on how to best live together. We encourage you to be open and honest during this process so your roommate knows your needs and wants. Roommate agreements can always be revisited as expectations change.

Roommate/Room Change Procedures

The on-campus living experience is an educational one that contributes to your development. You'll probably learn a thing or two about yourself while living with about 430 other people. The residential experience provides you many opportunities to meet new people, develop relationships, and learn to live and communicate with a diverse group of people.

On occasion, roommate matches do not develop as intended and a resident wants to change roommates. In these cases, it is expected that every effort will be made by the individuals involved to resolve any conflict and seek harmony prior to a change of assignment. Residents are encouraged to speak with their Resident Assistant as soon as possible to begin this process.

Generally, when you speak with your Resident Assistant you will mutually decide if you want to address the situation personally after some helpful coaching or if a mediated conversation with your roommate(s) would be helpful. This conversation between roommates most often resolves roommate conflicts. You should schedule a time within two weeks of addressing the concerns with your roommate to reconnect with your Resident Assistant to discuss how the conversation went and whether or not the situation has improved.

If the issue persists you can come up with another strategy collaboratively with your Resident Assistant or they may suggest that you meet with the Assistant Director of Residence Life. The Assistant Director will then determine the most appropriate next steps.

Roommate/Room Change Request Policy:

HRL will accept requests for residents to switch rooms and roommates at any time. If the request is processed and finalized, a "Room/Roommate Change Fee" of \$100.00 will be assessed to the student account of the requesting resident.

To request a change:

- Make sure your [My College Roomie](#) is up to date and accurate.
- Email housing@cornish.edu and include the following information as applicable:
 - Type of room you are requesting.
 - Have you identified a new roommate? The new roommate will also need to email housing to confirm.
 - What is your preferred room type? Are you willing to be placed in a new room type at a different cost?
 - In almost all roommate change requests, the resident making the request for a change will be the resident who moves rooms.

Please note that specific room types are not guaranteed in this process and the requesting resident can reject the change at any time prior to moving.

Unless designated as an emergency, residents may request ONE room/roommate change per semester. Any escalating concerns need to be made aware of to the Assistant Director of Residence Life through our on-call phone or email housing@cornish.edu.

HRL will make our best efforts to move and place any residents requesting a room/roommate change. However, urgency of need, availability, and specifics of the request will all directly affect the timeline and approval process.

The Office of Housing & Residence Life will not be reviewing or honoring any roommate conversations or mediation requests that involve their roommate's race, religion, culture, nation of origin, sex, gender identity, sexual orientation, medical history or any other protected classes. All of our policies and procedures strictly adhere to local, state, and federal guidelines.

Changing rooms without authorization from Housing & Residence Life is not permitted.

Resident Rooms

Room Assignments & Types

Cornish Commons offers a variety of room types to residents. We do our best to match our rooms with the residents who can make the best use of them. Some room types will not be available to all residents for a variety of reasons, many of which are outlined below. Room pricing can be located on the Cornish Commons Housing Application and on the Cornish College of the Arts [tuition page](#).

Standard Double: Our most common room type, featuring space and furniture for two residents. Comes with a MicroFridge (microwave and mini-fridge combination).

Double with Kitchenette: A room with space and furniture for two residents, featuring the addition of a convection oven, stove, and full-size fridge.

Triple: A larger corner room with space and furniture for three residents. Comes with a MicroFridge (microwave and mini-fridge combination).

Standard Single: A room for a single resident. Comes with a MicroFridge (microwave and mini-fridge combination).

This room type is reserved with greater priority for residents with housing accommodations which have been approved by the Office of Student Life. Residents without an accommodation should not expect to receive this room type.

Single with Kitchenette: A room for a single resident, featuring the addition of a convection oven, stove, and full-size fridge.

This room type is reserved with greater priority for residents with housing accommodations which have been approved by the Office of Student Life. Residents without an accommodation should not expect to receive this room type.

Super Single: A standard double room, but with a single occupant. Comes with a MicroFridge (microwave and mini-fridge combination).

Eligibility consideration is limited to the following residents:

- Returning residents, with or without accommodations, who have been living continuously at Cornish Commons for the previous academic year.
- Residents with a single room accommodation.
- Residents who could have received a live-on requirement exemption and meet one or more exemption considerations, but chose to live at Cornish Commons.

If you would like to change your room type please note that any room change will be subject to availability, eligibility as listed above, and the Room Change Policy in this document.

Room Condition Report

Residents are given the opportunity to note the state of their room upon move-in. When moving into any room for the first time, residents will receive instructions on how to complete a room condition report. They need to complete it within 48 hours of moving in, and each roommate needs to complete their own form.

Room Consolidation Process

Your room assignment is considered final for the duration of your contract. At times Housing & Residence Life might need to change your assignment for reasons such as consolidating vacancies, student conduct, health & safety issues, or irresolvable incompatibility of roommates.

If a vacancy occurs in the assigned room, the office of Housing and Residence Life will notify the remaining student of one of these possible outcomes:

- A new roommate will move into the room.
- The student will be asked to move into another under occupied room
- The student will be notified they will remain in their room until an acceptable roommate match comes available.

- The student may have the option to buy out the open half of their room if their roommate leaves for spring semester only. This option is offered on room type availability as well as an acknowledged and accepted rental rate increase provided at the time of offering. Selecting this option must be approved by Student Accounts and payment will be due within five (5) business days after making this selection.

While a vacancy is occurring, residents should only use half of the space and furniture provided, and should be prepared to receive a new roommate or be moved within 24 hours of a new assignment notice being given.

Room Customizations

Personalizing your room is encouraged. Please follow these policies when doing so and closely reference our [prohibited items section](#) when planning. HRL is not responsible for damage caused by the use of items claiming to be dorm or wall safe. Additional fees will be incurred regardless of the resident's intentions if damage is found.

Acceptable Content

Residents have the right to approach anyone who displays a decoration which they believe to be offensive or obscene in order to discuss their concern. Residents may be asked to remove material if it is considered offensive, obscene, or a continual disruption to the College.

Care of Room

When decorating and organizing, take steps to protect the aspects of the room. When moving furniture, lift it to move it rather than dragging it. When you place furniture against a wall check to see that it will not rub/scrape the wall when in use.

Bed Height

Bed height is only adjustable by our maintenance team. Adjusting bed height on your own may result in damages and fines. Bed risers are not allowed.

Furnishings

[Rooms come furnished](#) and all furnishings must remain in the assigned room. Additional furnishings are allowed to a reasonable extent. Only stack furniture that is meant to be stacked, such as the provided drawers. Do not disassemble any furnishings. Any unauthorized removal or adjustments will result in fees assessed to your student account or housing deposit.

Lights

Any supplemental lighting such as lights on a string or bedside lamps must be UL approved and low wattage. No more than 3 strings of lights per room. Light bulbs in permanent fixtures cannot be removed.

Painting/Chalking Walls

Walls are a combination of traditional drywall and cement. There is no painting or chalking permitted on any of the walls.

Safety Considerations

Any room customization should not block exits or impede exit/entry to the space in any way. Customizations should also not interfere and/or come into contact with any safety devices in the room, including sprinkles, smoke detectors, fans, etc.

Smoking (Tobacco)

Smoking is prohibited in any college building or within 25 feet of any entrance, exit, window that opens or ventilation intake. There is absolutely no smoking including e-cigarettes and vaping, on the roof deck or anywhere inside the building.

There is a designated smoking area outside of the residence hall. Smokers must dispose of cigarette butts in proper receptacles.

Solicitation

Solicitation is not permitted in the residence halls unless approved by Housing & Residence Life. Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at Cornish.

This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents by telephone, mail, email, or in person. This policy also applies to residents attempting to advertise, sell, petition, etc. to other residents without prior permission from staff. Groups who wish to set up tables in a hall lobby for such purposes may do so only with prior approval of the Office of Student Life.

Please report anyone soliciting in the halls to Housing & Residence Life or Student Life.

Sports in the Hall

Residents should not engage in sports or throwing objects in the residence halls. Sports include but are not limited to: frisbee, golf, soccer, riding skateboards, rollerblades, bikes, etc. This includes the 20th floor open air deck.

Vandalism

Residents should not damage or deface student rooms or public areas of the residence hall, both interior and exterior. This includes posters and decorations in the hallways.

Residents involved in vandalism will be promptly referred for appropriate disciplinary action and held financially accountable. Such acts are not tolerated.

Community Damage Billing

The community damage billing system is employed when there is an excessive level of unaccountable common area damages due to unidentified vandalism and/or theft. Common area damage cost will be divided and applied to applicable Student Account(s).

Weapons and Firearms

Residents must abide by the Weapons Policies as stated in the [Student Handbook and Student Code of Conduct](#).

Possession, use and/or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and/or pellet guns), and/or other weapons and/or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, and/or knives with a blade in excess of three inches, including the storage of any item that falls within the category of weapon in a vehicle parked on College property, except as permitted by College stage combat and production weapons policies, is prohibited.

Suspected violations of this policy should be reported 24 hours a day to Security at 206.726.5038.

Windows

Room windows are set to open approximately 5". Additionally, there are vents on all windows that can be opened for fresh air.

Residents are prohibited from tampering or altering windows to increase the amount they open. Additionally, throwing or dropping any object from a window is strictly prohibited. Residents found smoking out of their window or throwing anything out their window could be charged up to a \$200.00 fee.

RESIDENCE HALL AMENITIES & SERVICES

Residence Hall amenities and services are provided as a privilege to residents. Based on health, safety, or other concerns, Housing & Residence Life reserves the right to adjust access, guidelines, and usage of these spaces as needed.

Bike Storage Room

There is a secure bike storage room located in the lower level, P1. To gain access to the bike storage room, you will need to register your bike with Housing & Residence Life via email or by visiting the Welcome Desk, and display a physical permit on your bike. Failure to properly display a bicycle permit may result in the removal of the bicycle at the resident's expense.

Residents may only store bicycles in the Cornish Commons' facilities during the terms of their housing contract. Permits become void in the event of the cancellation or termination of the residents housing contract.

Residents transporting their bike inside must enter from the main entrance, and take the bike down the elevator, the exit doors on P1 are one way exits.

When storing your bike you agree to the above rules and regulations and understand that neither Cornish Commons nor Cornish College of the Arts will be held responsible or liable for any bicycle that may at any time be damaged or stolen while at Cornish Commons.

Community Lounges

There are lounge spaces on each floor outside of the elevator as well as a community lounge on the 20th floor. Residents are expected to clean up after themselves, not leave personal belongings in these spaces, and follow the instructions of all posted signage. Lounge and lobby furniture may not be taken from designated areas.

On the floor lounges, there is one wall that has been painted with dry erase paint which allows residents to use dry erase markers on the wall. Whiteboards are a way for residents to engage and interact with each other, and writings on the whiteboards need to uphold our standards of community and respect.

Custodial Service

Custodial service is provided in common areas such as hallways, stairwells, lounges, and public bathrooms. However, you are responsible for cleaning up after yourself in all community spaces including lounges, fitness center, art/practice rooms, and kitchen.

Excessive misuse or mess may result in fines to an individual or community.

You are responsible for keeping your room and bathroom clean. Residents are responsible for the disposal of trash, recycling, and compostable items in designated areas.

Fitness Room

A 24/7 access fitness room is located on the 20th floor of the Cornish Commons. Please treat the equipment with care. Sanitizing wipes are provided in the exercise room to help keep the space clean. Please wipe down all equipment and mats after you have used them. Do not leave personal items unattended in the exercise room.

Kitchen

The Community Kitchen on the 20th floor is available to residents 24/7. It is important to keep the building free of food debris, trash, spilled water, and cardboard. Staff will dispose of improperly stored food items found in the 20th floor kitchen, including food that is not properly labeled with an owner and date. Food items will be disposed of each week.

Additionally, residents are responsible for keeping the 20th floor kitchen clean of trash, dishes, pots, pans, and other items. Custodial staff will clean countertops and floors, but are not responsible for cleaning dishes or other messes left by residents. Abandoned personal items will be cleaned and taken to the housing office where the owner can retrieve them for an assessed cleaning fee.

The resident, at their own risk, may leave or store personal property in the residence hall kitchen refrigerator. We expect the community to respect the shared space and not violate the property of others accordingly. Personal items should be labeled and dated and will likely be disposed of every month or as necessary by health and safety standards.

Laundry Facilities

The laundry room is located on the 20th floor and is available 24-hours a day. Washers and dryers are paid for and activated using the app *CSC Go*; this app is on both the

App Store and Google Play. There are detailed instructions and FAQs posted in the laundry room.

Using *CSC Go*, residents can see what washers or dryers are being used, how long until they will be free, and manage your virtual wallet of available funds.

After each use please leave washer doors open and remove lint from the lint trap in dryers. This will help keep machines in working order. If a washer or dryer is out of order, please submit a maintenance request by emailing housing@cornish.edu

Lost and Found

All lost and found items are taken to Security in MCC. If you have found an item, or are looking for a missing item, please connect with Security as soon as possible to ensure best next steps.

Mailboxes and Packages

You have a private residential mailbox, and the number of this mailbox is issued to you before or at move in. Mailboxes are located on the 3rd floor of MCC.

Your Name

1000 Lenora Box #____

Seattle, WA 98121

Packages or mail addressed to any other address that is not your assigned 1000 Lenora St address will be returned to sender at no fault of the college.

Mail is distributed once a day (Monday-Saturday) usually by 5pm. Mail is not distributed on Sundays and during holiday break periods. Items too large to fit into your mailbox will be collected by Security or placed in the HUB Lockers. You will receive an email with pick up instructions from Security or your Amazon Hub account.

At the end of the academic year, residents are responsible for submitting a change of address form to the USPS. This will allow for your mail to be rerouted to your summer address. Cornish will “return to sender” any mail or packages it receives before the start or after the close of the academic year.

Packages

Your packages for Cornish College will be delivered to the Lenora Main Hub.

The Hub is located in the MCC third floor mail room. You will receive an activation email before you move in. After you activate, you’ll automatically receive a pickup code each time a package is delivered via email or text if you choose. You can pick up your packages during MCC building hours.

Property staff may remove packages that have been in the Hub more than 3 days to make room for new packages. You'll receive a notification if one of your packages is removed.

Additional Package Delivery Options @ Cornish Commons Amazon Locker

The Amazon Locker (Kerning) within the Cornish Commons is a self-service parcel delivery service offered by online retailer Amazon. Amazon customers can select any Locker location as their delivery address, and retrieve their orders at that location by entering a unique pick-up code on the Locker touch screen. However, certain third party sellers on Amazon may not be able to ship to an Amazon Locker, due to their use of other shipping services such as FedEx or UPS that require a signature.

Amazon Lockers are located on the 1st floor of the Commons.

Sending Packages Ahead of Time

Mailbox assignments and packages are handled through the Cornish Security Office. Residents can ship items once they receive their mailbox assignment, which most residents will receive at move-in. If you need to ship items before receiving that assignment, please reach out to Security directly at msecurity@cornish.edu.

Maintenance

We have a full time maintenance team dedicated to working on Cornish Commons. If you notice something in your room or in a community space that needs attention, please submit a maintenance request by emailing housing@cornish.edu.

The prompt reporting of maintenance issues can often prevent more extensive problems and keep our halls as comfortable as possible.

If you are experiencing a maintenance emergency such as no electricity, no heat, a broken window, inoperable door, a major plumbing issue, or leak please call the on-call phone 24 hours a day to report this emergency.

Practice Rooms & Art Room

Three practice spaces are located on the 20th floor of the building, as well as one designated art room.

To respect the rights of all residents' use of practice rooms is restricted and are not available during [quiet hours](#). The art room is available 24/7.

For additional spaces on campus you can reserve and use, please reference [Course Dog via Compass](#) in order to reserve other campus spaces. This would include first and second floor spaces in Cornish Commons.

Recycling, Trash & Compost

Recycling bins are located in the Trash & Recycling room located on each floor next to the elevators. Trash can be deposited directly into the trash chute. Boxes should be broken down before being placed in the recycle bin.

Household batteries and compact fluorescent light bulbs (CFLs) can be turned into the Welcome Desk or the HRL office for recycling.

A compost bin is available for use located behind the building next to the P1 level. Housing & Residence Life can provide a small compost bin to be used in your residential room only by request at housing@cornish.edu.

Residents are expected to maintain a reasonable level of cleanliness in your room, including removal of all trash and recycling to the Trash & Recycling room on each floor.

Safety and Security

Cornish Commons is committed to the safety and security of residents, faculty, staff and facilities. Cornish College of the Arts provides 24 hour staffed officers who wear uniforms and carry identification as they patrol the areas around the residence hall.

Security officers are also stationed at the front desk of the building overnight.

Vending Machines

Soda and snack machines are available on the 1st and 20th floor. The machines accept cash, coin, credit cards, and Mobile Pay options. If there is an issue with the vending machine, please email housing@cornish.edu.

Welcome Desk

The Welcome Desk located at the entrance of the 1st floor of Cornish Commons serves as a central location for disseminating information, performing various services for residents, and maintaining safety and security.

Visit the desk to:

- Ask questions
- Get help when locked out of your room
- Seek help in an emergency situation
- Check out cleaning supplies (vacuums, cleaning buckets, etc)
- Check out a blue moving bin

Wireless Internet

Please follow the IT WiFi instructions relevant to you. Information Technology is available at 206.726.5092 and at helpdesk@cornish.edu to answer any questions Mon-Fri 9am-5pm.

- [Cornish Student/Faculty/Staff](#)
- [CityU Residents](#)
- [Intern/Summer Conference Guest](#)
- [General Guest](#)

EMERGENCY PROCEDURES

The following emergency procedures have been established by operations at Cornish College of the Arts. Emergency documents are posted throughout the building on each floor, residents should identify these postings and become familiar with them.

COVID-19

Residents of Cornish Commons are expected to follow the COVID-19 policies and procedures set by Cornish College of the Arts.

Earthquake/Tremors

How to Prepare:

- Make sure you know the designated evacuation site where the occupants of your building are to assemble following an earthquake.
- Look at your surroundings and think about where you could seek shelter from falling objects.
- Consider keeping a few supplies somewhere easy to grab - flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes.
- Become familiar with all the exits in your building.
- What to Do:
 - If indoors, take cover under a freestanding desk or table and hold onto whatever you are under. Stay away (and face away) from glass and other items on the wall. Do not leave cover until the shaking has completely stopped.
 - If outdoors, stay in the open and keep away from buildings, trees and electrical poles and wires.
- What Not to Do:
 - Do not rush outside
 - Do not use elevators
 - Do not use the telephone and do not call 911, unless a real emergency exists (fire, injuries, or serious damage)
 - Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment
- What to Do After:
 - If inside: Evacuate the building. Remember, additional shocks or tremors may occur. Watch for falling debris or electrical wires when leaving the building.
 - If outside: Do not enter buildings until it is determined that they are safe.

Evacuation Procedure

When a building fire alarm is sounding, all occupants of the floor on which the alarm is sounding are required to proceed down four (4) floors from their current location, unless the residents have a preexisting alternative evacuation/Area of Refuge plan in place.

If the alarm is sounding at this new location, occupants are to fully exit the building via the stairwells, and the associated emergency exits. Occupants should then proceed to gather in the established evacuation location. Established evacuation location for The Commons is the parking lot adjacent to the Beebe building.

A building evacuation may also occur upon notification by police or CCA staff. residents and guests should evacuate via the nearest safe exit. residents should evacuate via the Emergency Exits in stairwells and not the lobby entrance if possible. The most direct evacuation routes from each hall are mapped and posted on each floor's elevator lobby and near each stairwell.

As individuals evacuate a building, they should move out of the way of the fire/safety responders as they arrive. Individuals will not enter the building until permitted to do so by fire personnel, and subsequently the Pro on-call.

Fire

When instructed to do so by Housing staff and/or when a fire alarm sounds, you must evacuate the building. In the event of a fire alarm or if a student suspects a fire:

- If possible, activate the building alarm. Try to activate an alarm before attempting to put out a fire.
- If safe to do so, grab your Cornish ID and proceed to the nearest exit using the Evacuation Map on your floor/location (example below). Be sure to alert any other occupants in the room.
- Evacuate from the building quickly and safely. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you.
- Never use elevators! Elevators will stop during a fire.

If you are in your room:

- Feel the door from top to bottom. If it is hot, do not open it. Keep calm. If trapped in a room, do the following if possible:
 - Place towels or clothing, preferably wet, under the door to keep smoke out.
 - Clear the window of blinds and attract attention. If you have a phone available, contact Campus Safety & Security at extension 5038 or 206-726-5038 (with a cell phone) and/or 911 to report that you are trapped; give your name and room number/specific location.

- Stay low; breathe fresh air near the ground.
- Stay calm and await help.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke or fire is present.
- If you encounter heavy smoke in a stairwell, go back and use an alternate route.
- If it is clear, locate the nearest EXIT sign and proceed down the stairwell. Stay low if smoke conditions exist. Report to your designated Evacuation Meeting location, indicated below.



Evacuation: Designated Meeting Location



Fire Drill Schedule

All residents will be notified of fire safety procedures and evacuation routes in the event of a fire alarm. Before the first planned fire drill, a community email will go out to all residents with this information as a reminder of the fire safety procedures. The fall fire drill will occur within three weeks of the email notification to residents.

A surprise or announced drill will occur within sixty (60) days of the 1st day of classes in the spring. Unscheduled alarms will NOT be credited as organized drills.

Residential Life will coordinate the drill schedule with Security and attempt to take weather into account. All drills will be scheduled from Monday through Friday between the hours of 10:00 am-10:00 pm.

CORNISH STUDENT IMPORTANT DATES

Fall Move-In

Fall move-in will begin for all academic year residents Sunday August 28, 2022.

New residents will be notified of their move-in time frame and procedures beforehand, and should not move-in without receiving those instructions.

Returning residents are welcome to move in any day and time after 5 PM on Sunday August 28th. Just keep in mind that classes begin on Tuesday, September 6th, and feel free to arrive as early or as late in that window as needed to start the semester on the right foot.

Winter Break Closing

Winter break housing & meal services are not provided within your signed, academic year housing contract. Residents must vacate the residence hall for winter break no later than 12:00PM Saturday, December 17, 2022.

“Off-contract” dates run from Dec 17 - Jan 15th . Residents may request to remain in the Commons for the duration of winter break. The process for submitting this request will be released during fall semester. All requests will be subject to a nightly fee, as determined by room type.

Residents may request a housing extension and view costs through [this form](#).

Most residents choose to go home or travel during this period. While you do not have access to the halls over break, you may leave belongings in your room if you wish.

When you leave your room for break, it is important that you do the following:

- Submit any maintenance requests
- Report any dripping or running water including toilets and turn off all faucets
- Unplug personal or small electrics (excluding microfridges & kitchenette appliances)
- Remove all trash and recycling
- Dispose of all perishable food items
- Close and lock windows, and close drapes
- Securely close your door, it will lock behind you

Spring Move-In & Return

The residence hall will re-open for returning resident occupancy at 9:00 AM Sunday, January 15, 2023. Residents participating in spring New Student Orientation may return starting at 9:00 AM Thursday, January 12, 2023.

Spring Move-Out

Occupancy will end no later than 12:00 PM on Saturday, May 6, 2023. If the resident is graduating at the end of the academic year, occupancy will end at 12:00 PM the day following commencement as set by the College, up to a maximum of ten days after the end of regular occupancy.

Requests for exceptions to the standard last date of occupancy must be submitted in writing to the Director of Housing & Residence Life no later than April 10, 2023. If the request is denied, the resident must abide by the standard last date of occupancy. Exceptions to these dates are rarely granted and are typically reserved for emergency situations. The resident should plan for a standard exit.

We do what we can in order to encourage residents to make plans so that move-out can be a smooth process. This can mean shipping things home ahead of time, coming a few days or the weekend before to gather large items, renting out third-party dollies or bins (as the ones we have are a courtesy and cannot be guaranteed for use), and submitting extension requests by the deadline mentioned in the housing contract if you anticipate needing additional time.