

Dear Members of the Adams House Community,

We welcome you to Adams House, your home for the academic year! We rely on everyone living in the house to uphold community standards, to be aware of residential policies, and to understand the consequences of violating these standards and policies. Please confirm that you have reviewed this document by signing at the bottom of the next page, and talk to your entryway tutor if you have any questions.

IMPORTANT PHONE NUMBERS - Please store these in your phone!

Harvard University Police Department (HUPD) - 617-495-1212
Adams House Tutor-On-Call - 617-999-5878
University Operations - 617-495-5560

HOUSE SECURITY

- Always keep your room/suite door closed and locked when you are not present. Do not tape over locks or prop open your door.
- **PIGGYBACKING:** Do not let people into Adams House if you are not certain they are members of the Harvard community or invite guests into the House whom you do not know well.

PERSONAL SAFETY

- Register with "Message Me" to get important campus safety messages: www.messageme.harvard.edu
- Do not wear headphones when walking outside, especially at night.
- Do not walk through the Cambridge Common alone at night. Use the Evening Van Service or Campus Escort Program.
 - Evening Van Service (617-401-0758) - The service operates between 7:00 p.m. and 3:00 a.m., seven days a week throughout the academic year. Download Harvard Evening Van in the app store! No advance arrangements are needed. However, the last call for a ride must be received by 2:15 a.m.
 - Campus Escort Program (617-384-8237) – The hours of operation for HUCEP are 10:30 pm-3:00 am Thursday through Saturday. These HUPD-trained walking escorts service the Yard, River, Quad, and North Yard areas.

FIRE SAFETY

- No smoking or vaping inside Adams House, within 25 feet of its entrances, or in Randolph Courtyard.
- Fire Alarms: Every person should exit the building immediately. There is no such thing as a false alarm. We will have a fire drill sometime this fall, and the Cambridge Fire Department will time how long it takes us to get out of the building and check to make sure rooms have been cleared. Do not use an elevator.
- Fire meeting locations: **Westmorly** – across Bow Street at St. Paul Church; **Russell and Randolph** – across Bow Street at the Lampoon; **The Oaktel** (1201 Mass Ave) – across Harvard St. to the Barker Center main entrance/lawn; **Hampden Hall** (8 Plympton Street) – up Plympton St., straight across Mass Ave. at the crosswalk, through the gate into Harvard Yard, to the Yard side of Wigglesworth Hall; **Fairfax Hall** (1306 Mass Ave) – left at Mass Ave., cross at first crosswalk, through gate into Harvard Yard, onto the lawn in front of Wadsworth House
- Evacuation site for longer-term emergencies is the Quincy House Dining Hall, across Mount Auburn Street and first left off Plympton Street.
- For safety: Do not block fire doors. Do not overload your outlets with equipment. Do not use candles or burn anything in your rooms. Do not use fire escapes unless necessary.

DRUGS

- The College will not tolerate drug dealing or distribution. Do not buy or sell drugs. Report strange or suspicious behavior. All suspected drug use will be addressed by Tutors and HUPD.
- Ordinarily, students can expect the following response to incidents involving drugs:
 - First indication of drug use: The Tutor will confront the student and report the incident to the Resident Dean. HUPD will be called in order to confiscate and/or dispose of any drug paraphernalia. *Expect to meet with the Resident Dean.*
 - Second indication of drug use: In addition to meeting with the Resident Dean, a House Warning will be issued and recorded in your file.
 - Third indication of drug use: The Resident Dean will refer the matter to the Administrative Board.
- *At any stage, the Administrative Board and HUPD may be involved* as the seriousness of the incident warrants.
- Offenses are cumulative over your time in Adams House.
- Although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, **federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity.** Thus, even if possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus.

ALCOHOL

- Students are expected to act responsibly and follow state law.
- All individuals serving or consuming alcohol must be aged 21 or older, per state law.
- **No alcohol consumption is permitted in common areas except at scheduled House events.**
- **SAFETY:** Binge drinking is dangerous. Do not play drinking games.
- Student violations of policies relating to serving or consumption of alcohol may result in a House Warning, being asked to leave the House, or even disciplinary action by the Administrative Board
- **Amnesty Policy:** You may bring an intoxicated or drug impaired friend to UHS or a hospital or seek staff assistance and neither you nor the friend will face disciplinary action from the College for having used or provided alcohol or drugs.

PARTIES

- All parties must be registered. If you are planning a party, you must talk with your entryway tutor about your plan before submitting your online form, which can be found on the Adams House website. The form is due **by NOON Friday for weekend parties, no exceptions.** Tutors may decline to approve parties at their discretion. Refer to the online form for more details.
- Parties are allowed only on Friday and Saturday nights, or before University Holidays. Parties are forbidden during Reading and Exam/Finals periods and prior to major standardized tests (LSAT, MCAT, etc).
- Be respectful of the community: Speak with your neighbors before hosting a party and clean up any mess resulting from your party. Music must be turned off by 1:30am and guests must leave by 2:00am.
- Kegs or multi-suite parties **MUST** be approved by the Resident Dean.
- Be a responsible host: monitor the safety of your guests. If you have any concerns, call the Tutor-On-Call.

COMMUNITY

- Know your neighbors – introduce yourselves to one another.
- Enjoy our many common spaces and treat them with respect.
- Treat the dining hall and custodial staff with dignity and respect. Pick up after yourselves in bathrooms and public spaces. **No dining hall trays, dishes, or utensils should be stored in student rooms.** Introduce yourself and learn the names of staff who work in your entryway and around the House.
- **Quiet Hours** are from 11pm – 7am Sunday through Thursday, and 2am - 9am Fridays and Saturdays. If those around you are making a lot of noise, first ask them to be quiet. Then ask the Tutor-On-Call or your entryway tutor to intervene.
- Get involved! Join HoCo, go to House and SCR events, and participate in IMs. Share any ideas or concerns with House Staff, your Resident Tutor, the Faculty Deans, or the Resident Dean.

LOCK OUTS

- Go to the Building Manager's office in C-entry. Jorge's staff is in the office from 8am – 4pm Monday through Friday, and a Security Guard is at the desk 4pm – 8am every day. As a general rule, HUPD is not available for lockouts, but if no one in the building is available to assist you during the day on Saturday and Sunday, call HUPD at 617-495-1215.

In case of emergency, if you're not sure how to proceed, call the Tutor-On-Call.

Thank you again for being mindful of these policies and respectful of your new neighbors.

Sincerely,

Judy and Sean Palfrey
Faculty Deans

Charles (Chip) Lockwood
Allston Burr Resident Dean

By signing here, you indicate that you have read this document and understand that remaining in residence is dependent upon your being respectful of your fellow students and mindful of Adams House's community standards.

Student Name (print)

Student Signature

Date