

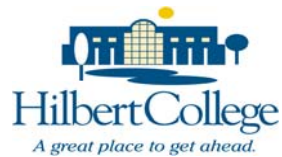
# Guide to On Campus Living

## 2005-2006



## Hilbert College

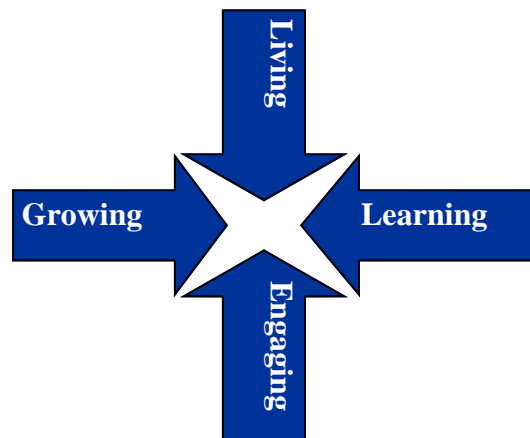
### Office of Residence Life



# The Residence Life Mission Statement

Residence Life serves to support the mission of Hilbert College by journeying with students as they engage in the unique educational experience that is Hilbert College by providing a safe, comfortable, inclusive, and academically-orientated community. Residence Life consists of professional staff and peer mentors charged with the responsibility of creating a dynamic community connecting living, learning, individual growth, and engagement of all our residential students.

*Where it all comes together @ Hilbert College.*



## **The Residence Life Staff**

### **The Director of Residence Life & Judicial Affairs**

The Director of Residence Life can be reached at (716) 649-7900 ext 362. The Residence Life Office is located in the Campus Center Lower Level near the bookstore. The Director of Residence Life is responsible for the overall operation and supervision of the Residence Life Department, the residence hall and apartments, and the residence life staff. The Director of Residence Life, along with the staff, provides the coordination for educational and social programs that students in the residence hall can participate in. The Director of Residence Life is a member of the Student Life professional staff.

### **Hall Director/ Office**

The Hall Director is typically a graduate student pursuing a master's degree in College Student Personnel Administration. The Hall Director lives in the residence hall throughout the academic year. During the evening hours, the Hall Director functions as the immediate supervisor of the staff and facility when the Director of Residence Life is not on campus. Responsibilities of the Hall Director include: serving as a resource for resident inquiries, crisis interventions, assisting in the residence hall policy making process, and advising the Residence Hall Association (RHA). She or he also helps the Community Assistants with programming and other areas of concern. The Hall Director's office is located on the 1<sup>st</sup> floor of the Residence Hall in the South Wing.

### **Community Assistants**

Community Assistants (CAs) are student leader staff members for the Office of Residence Life. CAs live on-campus in one of the wings or apartments. Each assumes the primary responsibility for responding to the personal needs of the floor/building members, for shaping an environment that supports academic and personal development, and for managing critical administrative tasks at the floor/building level. The CAs report to the Director of Residence Life and the Hall Director, they receive supervision from these staff members. The residential environment is a dynamic and changing one; the CA position requires individual flexibility, adaptability, enthusiasm, and commitment.

### **Resident Academic Coordinators**

Resident Academic Coordinators (RACs) are student leader staff members for the Office of Residence Life. RACs living in the Residence Hall, one on each floor. The primary goal of the RACs program is the development of an environment conducive to the academic and personal growth of students living the residence community. These student leaders serve as academic mentors to resident students by facilitating the Steps to Success first year student program, specialized study groups and by providing nightly tutoring service from 9:00pm-12:00am, Sunday-Thursday. RACs report to the Director of Residence Life and the Assistant Director of Academic Services.

### **Desk Attendants**

The Desk Attendants are to assist in the overall operation of the Hall and are primarily responsible for the security of the building. They support and assist the CA's in creating a secure and positive living environment for every student in the Hall. The desk attendants must follow the policies and procedures that are in both the Student Life Handbook and the Residence Life

Handbook. Any problems with the attendants should be reported to either the Director of Residence Life or to the Hall Director.

# **The Living Communities at Hilbert College**

## **The Hilbert College Residence Hall**

The Hilbert College Residence Hall is a co-educational building, split into four wings within two floors. The building has the capacity to hold up to 112 students. Every two rooms in the residence halls are connected by a bathroom. Each room comes with beds, desks, closets, a cable jack and two telephone jacks (for easy installation). Each wing does contain its own laundry facilities.

The lounges on each floor are for recreational purpose. The upper lounge has a sink and microwave for quick cooking, a large screen television, lounge furniture, and pool table.

The lower lounge has a kitchen size sink, microwave, adequate lighting for studying, and nine computers with Internet capability.

The Reception Office, just off the front foyer, is staffed 24 hours a day to provide information and resident security. The Hall is located behind the Campus Center and next to the Hafner Recreation Center and Bogel Hall.

## **The Hilbert College Apartments**

We are excited to open two new apartments this fall to bring our apartment total to 4, accommodating 68 students. Apartment units contain 4 or 5 individual bedrooms with a common living room and kitchen/dining room. There are two full bathrooms in each apartment. Basic furniture is provided for both the bedrooms and living areas including couches and tables. A laundry room is available on the first floor of each apartment building.

The Hilbert College Apartments are located behind the Residence Hall.

## **Renewal or Termination of Housing Agreement**

The resident must notify Residence Life by a specified date, of the current housing agreement year of the resident's intention to seek to renew the housing agreement. If the resident does not have such notification by the specified dates then Residence Life has the right to not renew this housing agreement at the end of the current housing agreement term, and the right to rent the unit specified in this agreement to another party. Residence Life retains the right not to renew the agreement whether the resident wishes to renew or not.

## **Amenity Services**

### **Telephones**

It is the responsibility of each resident to contact the telephone company to request services. All transactions are handled directly between the resident student and the telephone company. You can reach the phone company at 1-800-698-3545 or 890-7100.

### **Cable Service**

Basic cable service is supplied for each resident room. If interested in premium cable channels, each resident may contact Adelphia Cable Company for installation. You can reach the Cable Company at 827-9444. Residents requesting such service will be responsible for payment, and will be billed directly.

## **Internet Service**

Basic internet service is available. Students are required to comply with our Computer & Internet Use policies.

## **Laundry**

Each wing in the Resident Hall and each apartment building have washers and dryers for student use free of charge.

## **Your Room**

### **Conditions of Occupancy**

The students in the Residence Hall and Apartments are responsible for their housing contract. This contract is binding for the entire academic year. Each resident will be notified when they have to leave the Residence Hall during specified times within the academic year as well as when they can return to the Residence Hall. Apartment residents are typically permitted to remain on campus during breaks, but not the summer.

There are no refunds of room and board payments for students who are asked to leave any of the residences for disciplinary reasons.

All residents are to abide by the guidelines that are set forth in the Hilbert College Residence Life Handbook; the Student Handbook; and all local state, and federal laws. All residents are also responsible for any policies which are set by the Director of Residence Life and the College.

### **Resident Student Account Payment Policies**

Resident students will not be allowed to move in the Residence Hall or Apartments until all financial aid is credited and their account is paid in full. All balances are payable by the published due date on the invoice. Failure to respond by the payment due date will result in a late fee and possible removal from the Residence Hall or Apartments. Students with outstanding balances are not eligible to participate in Room Selection processes for upcoming semesters.

### **Prohibited activities and articles in the Residence Hall and Apartments:**

If these policies are violated the student(s) that are involved will be subjected to immediate disciplinary action. When used, Residences applies to the Residence Hall and all Apartments.

1. Lit or un-lit candles, decorative candles, open flames, and the storage of flammable or explosive liquids and gases are not allowed in the Residences for the danger of causing a fire.
2. No incense burning of any type.
3. **Electrical decorations such as Halloween or Christmas lights, black lights and lava lamps are not allowed.**
4. Halogen lamps are prohibited.
5. Electrical appliances such as toasters, toaster ovens, grills, irons\*, hot plates, sunlamps, refrigerators over three cubic feet and bread making machines are NOT PERMITTED IN RESIDENCE HALL ROOMS. \*Irons can only be used in the laundry areas of the Hall or in the Apartment Units.
6. Water beds, lofts, and illegal elevation or stacking of furniture. This includes cinder blocks.
7. Unauthorized decoration of rooms or doors with paint or adhesive-backed wall coverings.

8. Window screens are not to be removed.
9. Hilbert College furniture is not to be moved in or out of rooms, apartments or lounges without the authorization of the Director of Residence Life.
10. Access to and from the Residences is only through the front doors.
11. Under no circumstances should the fire exits or windows be used to leave or enter the Residences unless it is in the cause of a fire or fire drill.
12. Throwing or handing objects in and out of windows, loud noise out of windows including yelling and playing of music.
13. Tampering with or misuse of fire and safety equipment.
14. Engaging in any activity determined to be in violation of health, fire, safety and/or maintenance codes.
15. Fish are the only pets allowed in the Residences. Tanks can not be larger than 10 gallons.
16. Duplication of College keys, or changing or adding locks.
17. Theft or unauthorized possession of college property or property of another individual.
18. Physical, verbal, or mental harassment of any individual.
19. Firearms, knives, other illegal weapons, fire works and firecrackers are not allowed.
20. All gambling (games or activities that include the exchange of money, property or services unless part of a sanctioned Hilbert event) is prohibited by Hilbert College and its domain.
21. No playing of any sport is allowed in the residences. This includes, but is not limited to roller blades, throwing or bouncing any type of ball, Frisbee, hackysac, hockey, golf, soccer, running, and lacrosse.
22. Illegal drugs as identified by the state penal codes.
23. Liquor bottles, full or empty, are not allowed in the Residences nor can they be used as decoration or holding loose change.
24. Failure to comply with the Residence Life Staff, Campus Safety or other college officials performing their duties.

### **Room Change Period**

No room changes will occur during the first two (2) weeks of classes. Emergency cases will be handled individually. To request a room change, contact the Hall Director or Director of Residence Life. The individual who wishes to change rooms must meet with the Director of Residence Life to discuss the reason(s) for the room change. Mediation may be required prior to a room change. Everyone involved in the room change must agree to the new arrangement. The student follows the normal check-out and check-in procedure.

Room change requests may not be approved in the case that the residences are full.

An inappropriate check-out will result in a \$25.00 fine.

### **Painting of Rooms**

Students are not permitted to paint their rooms or apartments. If the student believes that their room is in dire need of a paint job, they are to submit a request to the Director of Residence Life. If the Director of Residence Life agrees that a paint job is in need, a mutual time will be set between the resident and maintenance.

### **Consolidation**

The Residence Life staff has the right to consolidate.

## **Hall Closing at Vacation and Year-end**

During periods of extended holidays, such as winter and spring breaks, residents are required to vacate the Residence Hall. Belongings may be kept in the rooms, but all electrical items must be unplugged, wastebaskets emptied and refrigerators must be defrosted and emptied, and windows must be closed and locked.

All residents are to vacate the Residence Hall not later than 24 hours after their last class or exam at the end of the fall term. Residents will be allowed to return generally the day before the next scheduled class. All times and dates will be posted prior to any closings.

Apartment residents may remain on campus during extended holidays. However, residents planning to remain on campus are requested to contact the Director of Residence Life for safety reasons.

**ALL STUDENTS ARE REQUIRED TO VACATE THEIR ROOMS AND APARTMENTS ON THE DAY OF COMMENCEMENT.**

**THERE IS NO SPACE FOR STORAGE OF PERSONAL BELONGINGS DURING THE SUMMER.**

## **Resident Check-out**

All resident students need to adhere to the following steps in order to check-out properly:

1. Arrange for check-out time with a Hall Staff member.
2. Remove all personal items from room and clean bathroom.
3. Restore room to check-in condition.
4. Assess room condition with Residence Life Staff member.
5. Turn in all Hilbert keys.
6. Return parking tag to Campus Safety Department.
7. **Complete a change of address form.**
8. Contact the phone company to disconnect phone service.

When a resident withdraws from the College, he/she must withdraw from the Residence Hall.

If personal items are left behind after checking out or withdrawal from Hilbert College, the student may be charged a room rental fee of \$15.00 per day. After 30 days, belongings will be discarded.

Failure to check out properly will result in a \$25.00 fine being assessed to your student bill.

## **POLICIES AND PROCEDURES**

In addition to the policies of this handbook, all resident students are responsible for all policies contained in the Hilbert College Student Handbook, The College Catalog, and other Hilbert College publications.

Hilbert College reserves the right to change the rules and regulations in these handbooks as deemed necessary.

## **Fire Alarms/Equipment**

All campus buildings have fire alarms tied into the Town of Hamburg Alarm Central System. Various volunteer fire companies will respond to all activated alarms. Pulling false alarms,

tampering with smoke detectors, heat sensors, fire extinguishers or spring loaded door hinges may result in one or all of the following penalties:

1. A six hundred (\$600.00) fine (to be equally divided among building residents if responsible party is not determined).
2. Dismissal from Hilbert College
3. Notification of the proper Fire/Law Enforcement officials.

Failure to leave the Residence Hall, Apartments or any other Campus building when a fire alarm is activated, and/or failing to obey the directions of a Community Assistant (CA), Residence Hall Director, College official or Campus Safety official will result in the following penalties:

**1<sup>st</sup> offense**-\$50.00 fine per violation, and possible notification of the proper Fire/Law Enforcement officials

**2<sup>nd</sup> offence**-Suspension from the Residence Hall, and possible notification of the proper Fire/Law Enforcement officials

Periodically the Campus Safety Department will run unannounced fire drills to monitor the response time in evacuating the Residence Hall and Apartments. During a real fire alarm or a drill all residents should exit the building immediately via the nearest fire exit. We encourage your support and cooperation in this matter.

Community Assistants and the Residence Hall Director will direct all evacuees to the walkway area in front of the Campus Center. The Campus Center will be used to wait in during inclement weather once it is cleared by the on duty Campus Safety Officer.

Under no circumstances should anyone reenter any of the Campus buildings unless cleared by the Campus Safety Officer. Your assistance in relaying information to the CA's about the location of missing students or their status is crucial. Please take the time during an event like this to do a head count and to confirm to you and others that everyone has been accounted for.

### **Children in the Residence Hall**

No children under the age of 17 are permitted to stay overnight in the Residence Hall without written parental notification. Children under the age of eight are allowed in the Residence Hall only with parent/guardian. The child is NOT to be left in the Hall without parental/guardian for any reason. The only exception to this is during "Siblings Weekend."

The Residence Life Office does not permit or allow babysitting services within the building.

### **Discipline**

The Residence Life Staff is committed to confronting inappropriate behavior. Residents should consider the possible consequences of their behavior before they act or react to a situation.

Residents will be held accountable for their actions and the actions of their guests and/or visitors at all times. Inappropriate behavior may result in investigation and appropriate action by a CA, the Hall Director, and the Director of Residence Life or Campus Safety.

Violation(s) will be dealt with in a number of different ways, depending on the intent and seriousness of the violation(s).

The Director of Residence Life may exercise whatever disciplinary sanctions are deemed reasonable with Hilbert College disciplinary channels.

## **Proximal Complicity**

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area that he or she is in, the student should immediately leave. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that room, regardless of his/her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

- a. All students in a residence hall room, apartment or area may be held responsible for any violation of the Student Code of Conduct, Residence Life policies, or other Hilbert College policies in that room, apartment or area, even if they are not active participants in the activity or in direct possession of any prohibited items.

## **DRUG-FREE SCHOOL PROGRAM**

### **A. College Drug and Alcohol Policy**

As part of its mission and objectives, Hilbert College is committed to providing all students, faculty, and staff with a safe, healthful and pleasant environment in which to study and work. Part of this commitment is that the College will be completely free from the presence and adverse effects of illegal drugs and unauthorized use of alcohol.

This Program was developed to accomplish the above objective and to comply with the College's legal obligation. The Higher Education Amendment of the Drug-Free Schools and Communities Act of 1989 require that all institutions of higher education prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Similarly, the Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to maintain a drug-free environment. The above laws require that Hilbert College adopt and implement certain mandatory rules of conduct, and strictly enforce these rules by disciplinary measures.

Each student, faculty, and staff member is personally responsible to ensure his or her compliance with all rules, procedures and other requirements that are mandated by the College. The Rules of Conduct and the Student Alcohol and Drug Policy contained in this program are no different in this regard. If any student, faculty, or staff member has a problem with drug or alcohol dependency which could lead to a violation of the Rules of Conduct and result in disciplinary action, he or she must do what is necessary to see that a violation does not occur. If professional treatment or other outside assistance is needed to help resolve the dependency problem, it is the responsibility of the student, faculty, or staff member to obtain such assistance and work toward a successful resolution of the problem. The Counseling Office is available to provide information and confidential, professional referrals to students who conscientiously request such assistance. The Employee Assistance Program is available to members of the faculty and staff who require assistance. If assistance is desired or questions arise concerning any drug or alcohol related matter, contact should be made with the Director of Counseling. Inquiries will be kept confidential.

### **B. Rules of Conduct and Discipline for Alcohol & Drugs - Students**

The following Rules of Conduct constitute conditions of enrollment with the College. All students agree to abide by these rules, and any violations of these rules will be dealt with by whatever disciplinary measures the College deems appropriate, as described below.

1. The unlawful manufacture, distribution, selling, intending to sell, dispensing, possession or use of a controlled substance or illegal drug on College property or as part of any College activity is prohibited.
2. Possession or consumption of beer, wine, liquor or any other form of alcohol on College property unless in accordance with policies pertaining to parties, campus wide events, and residence facilities as stated below. (The rule applies to all students and includes any bottle, can, mug, or any other container used to transport alcohol).
3. Unlawful possession or use of controlled substance or illegal drug.
4. Providing a controlled substance or illegal drug to another person.
5. Possession of paraphernalia for illegal drug production or use.
6. The unlawful or unauthorized consumption of alcoholic beverages on College property or as part of any College activity is prohibited.
7. Public intoxication or drunk and disorderly conduct are prohibited.
8. Giving or selling alcoholic beverages to anyone under the age of 21
9. Giving or selling alcoholic beverages to anyone who is intoxicated.
10. Driving under the influence of any substance while on campus.
11. Violation of federal, state, and local ordinances with respect to possession, purchase, transport, and use of alcohol, controlled substances or illegal drugs.
12. Regulations specifically concerning consumption of alcoholic beverages in residence facilities:
  - a. The consumption of alcohol in residence facilities will be subject to all state and federal laws governing the consumption of alcohol as well as any and all regulations mandated by Hilbert College regarding the use of alcohol.
  - b. No student or guest under the age of 21 should have full or empty beer, wine, or any other alcohol bottles or cans in his/her possession. Residents of legal drinking age will be permitted to consume alcohol ONLY in 21+ student bedrooms or apartments. Alcohol is not permitted to be served while underage people are present in 21+ rooms or apartments. It is considered a violation of our policy if alcohol is consumed by any student or guest, no matter their age, outside of these designated 21+ areas unless at a sanctioned event compliant with the Policy Regarding Alcohol at Campus Events.
  - c. Alcohol will not be permitted in any common area including lobbies, lounges, laundry rooms, or hallways.
  - d. The amount of alcohol allowed for residents 21 years of age or older for personal consumption in a 24-hour period should not exceed 12 cans of beer, 1 liter of wine, 4 wine coolers or malt beverages or other commercially marketed beverages of similar nature per within a 24 hour period. **Apartments units** with residents 21 years of age or older should not exceed 24 cans of beer, 2 liters of wine, 8 wine coolers or malt beverages or other commercially marketed beverages of similar nature within a 24 hour period. Empty containers must be properly disposed of daily.
  - e. No hard alcohol, beer kegs, and/or beer balls are allowed in any of the residence facilities. Liquor bottles, full or empty, are not allowed in residence facilities. Open containers are not allowed outside student rooms.
  - f. Resident students are permitted to have a maximum of 6 people in a room or 10 in an apartment at any given time, including themselves.
  - g. Resident students are responsible for the behavior of their guests and the rules and regulations of the Alcohol and Drug Policy. Resident students are responsible for any damage caused by their guests to their rooms and/or residence facilities. Such guests must follow the rules and regulations of the Alcohol and Drug Policy.

- h. Students assume responsibility for their behavior regarding use of alcohol in residence facilities. Students, who are in an intoxicated state and if it is deemed necessary to have an ambulance called, will be responsible to pay the full cost associated with the EMS services provided.

The foregoing rules are not exclusive and the College will enforce any other common sense rule or practice that is consistent with the policy expressed in this program.

### **C. Disciplinary Sanctions and Legal Penalties for Alcohol & Drugs**

Hilbert College will impose disciplinary sanctions on students for violations of the Rules of Conduct established by this Program. The College, in its sole discretion, will determine whether a violation has occurred and what the appropriate disciplinary measure will be. Disciplinary sanctions will include, among others, the following:

1. Mandated alcohol and/or drug education workshop
2. Mandated appointment with the college counselor for alcohol assessment/participation in substance abuse group which may be held on or off campus\*
3. Suspension from participating in college activities or functions
4. Suspension from classes
5. Community service
6. College probation, suspension, or dismissal
7. Monetary fines
8. Referral to the proper legal authorities for possible prosecution
9. The college reserves the right of family notification in cases where it is deemed appropriate and beneficial to the student.
10. Suspension of on-campus vehicle privileges.

\*Students may be held responsible for any fees, charges and transportation associated with these programs.

For students, you may receive some or all of the sanctions listed for an alcohol offense:

- a. First offense – disciplinary probation for one year, parental notification, mandated alcohol education program (see description below), suspension from participating in activities or functions, a monetary fine, and/or community service
  - b. Second offense – deferred suspension from the residences and/or the college for one week up to one year, substance abuse counseling, parental notification, suspension from participating in activities or functions, a monetary fine, and/or community service
  - c. Third offense – suspension from the residences and/or college for one year or longer and parental notification. The student will be held responsible for the full cost of the residence hall for the remainder of the semester.
- The alcohol education program is called “We Care” and lasts for 2-3 hours and is generally held on a Saturday. If the violator fails to attend this mandated program, further sanctions can be incurred. Fines collected for alcohol/drug violations will be used for counseling and alcohol/drug education programs.

In addition to the disciplinary sanctions that the College will impose on violators of its Rules of Conduct, students should also be aware of the applicable legal sanctions under state and federal law for the unlawful sale or possession or use of illicit drugs and alcohol.

#### **D. Rules of Conduct and Discipline - Employees**

Hilbert College expects and demands a drug-free workplace and strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employee while on duty. Employees in violation of this policy will face serious penalties including possible immediate discharge and/or mandatory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

#### **E. Physical Effects of Drugs and Alcohol**

All students are encouraged to learn more about the problems of drugs and alcohol including the serious threat these substances pose to health and safety, how to spot the signs of dependency and abuse, and ways of dealing with dependency and abuse. Hopefully, an awareness of these harmful side effects will discourage use of alcohol and drugs and will also help in identifying others who may be users in order that assistance can be offered and obtained.

#### **F. Assistance to Students**

Any student, or recovering, student who would like to discuss an alcohol or drug related problem may contact the Director of Counseling. Your discussion will be kept confidential. In addition, any student desiring professional treatment or outside assistance to help resolve a dependency problem may contact any related community organization.

#### **G. Policy Regarding Alcohol at Campus Events**

The following outlines the “policy”/procedures for the “serving” of alcohol at “controlled” events on the Hilbert College campus. A “controlled” event is defined as one sponsored by a specific group of faculty/staff for a predetermined amount of time with a predetermined, and self-provided, amount of beer and/or wine. These events must have an approved “party permit” from the Office of Student Life.

In accord with this definition, “serving” will mean the storing of the beer/wine in the food service cooler for up to 24 hours prior to the event and the providing of glasses, ice, and “service/storage” device (e.g., bowl, etc.). The members of the group will, unless otherwise requested, bear total responsibility for the dispensing of the beer/wine among themselves.

A party is defined as a social gathering of 6 or more persons with alcoholic beverages present. An individual or organization wishing to host a party must register the event with the Student Life Office one week prior to the event. Parties are subject to the following regulations:

1. To pay a \$50.00 clean-up deposit to the Office of the Vice President for Student Life. This deposit is fully refundable provided the area is restored to normal.
2. To insure all trash is removed from the designated party area, adjoining areas, and restore area to normal condition.
3. That in the event damage is done by a guest of those responsible for the party, in the designated area, in the hall(s) or washroom(s) adjacent or any other public area on the Hilbert College where the party is held, we accept complete financial responsibility.
4. That all students and guests will be appropriately identified as to age.
5. That alcohol beverage will be served only to those persons appropriately identified and of legal age.
6. That non-alcoholic beverages and food will be provided for the duration of the event.
7. That advertising or publicity concerning this event will avoid any references (either written or illustrated) to alcoholic beverages or consumption.

8. To not serve noticeably intoxicated persons.
9. That Hilbert College Food Service will serve as monitors of identification and servers of alcoholic beverages. No persons other than Hilbert College Food Services will serve in these capacities.
10. To pay Hilbert Campus Safety if mandated by the Vice President for Student Life.

### **Conclusion**

As noted above, this Program is in furtherance of the College's policy to provide a campus and workplace free of illicit drugs and unauthorized alcohol. It is also designed to comply with applicable laws. This program may be changed or amended as the College deems appropriate or to comply with any changes in applicable laws.

### **SMOKING POLICY**

NO SMOKING IN THE RESIDENCE HALL or APARTMENTS. Smokers are required to dispose of cigarette butts appropriately. Special cigarette waste cans are located outside the residences.

### **Evacuation Procedures**

Students are expected to evacuate the building in the event of a fire alarm or emergency. A gathering place outside the building will be designated so that it is possible to ascertain if anyone is believed to be missing. In some cases this may be directly outside your building. In the case of any emergency, always follow the directions of emergency personnel or apartment staff.

### **Medical Emergency**

In the event of any medical emergency, call Hilbert College Campus Safety at 479-1233.

### **COURTESY/QUIET HOURS**

The Residence Life Office supports each resident's right to be able to sleep and study. Therefore, specific hours have been designed as quiet hours, during which noise and loud activities are to be kept to minimum. The hours between 10:00 pm and 9:00 am, Sunday through Thursday; and 12:00 am to 9:00 am, Friday and Saturday are the designated quiet hours.

There are also 24 hour courtesy hours in affect for respect to the other residents. At any time, residents are encouraged to comply with requests to reduce noise.

### **GUEST POLICY/RESTRICTIONS**

A **Guest** is a non-resident student at Hilbert College or a non-student. Guests must be accompanied by Hilbert residents at all times. Guests under the age of 17 must provide parental consent to the Director of Residence Life 24 hours in advance. Children under 8 years of age must be accompanied by a parent or guardian and may not be left without the parent or guardian for any reason.

A resident's room can have no more than two guests spending the evening and guest(s) may stay no longer than two consecutive nights during the week and 3 consecutive nights over a long weekend.

A resident's privilege to have guests is subjected to the following limitations: (a) a resident may not pressure or force roommates to tolerate the presence of a guest; (b) a guest may not occupy a

student's room when the student is not present (a resident may not give a guest a room key or College ID to enter the residences).

**Coeducational Visitation** refers to resident students or guests visiting other residents of the opposite sex. For example, men visiting the rooms/apartments of women is considered Coeducational visitation.

**Entry**—Guests may only enter through the front doors of buildings. Residents may not give guests their keys!

An **Overnight Guest** is a guest of a resident who is of the same sex only!

**Responsibility** for actions of guests lies with the host student. All guests are required to follow Hilbert College policies and rules that are stated in both the Residence Life Handbook and the Student Handbook. Any infraction by guests will result in immediate expulsion of the guests from the Residence Hall or Apartments.

**Vehicles** belonging to guests must be registered with Campus Safety. Forms are available at the Residence Hall Front Desk or Campus Safety.

**Violations** of guest policies can result in loss of guest privileges as well as other sanctions.

## **Visitation Hours**

### **Open visitation**

9:00am-9:00pm

No restrictions, but guests must be accompanied by a student to enter buildings.

### **Coeducational Visitation**

The coeducational visitation policy for students in the residence hall rooms is based upon a sincere concern for student welfare, a recognition of the rights of a roommate and suitemates, and the desire to communicate the values of Hilbert College as a Franciscan institution.

#### **Restricted Coeducational Visitation**

9:00pm-12:00am Sunday—Thursday

9:00pm-2:00am Friday-Saturday

All guests must sign-in, leave ID; all overnight/same sex guests must be registered as such.

### **Closed Coeducational Visitation**

12:00am-9:00am Sunday-Thursday

2:00am-9:00am Friday-Saturday

All non-overnight registered guests must exit the buildings; all overnight guests must be registered as such.

All male residents must leave women's rooms, and all women must leave men's rooms.

- a. No person shall have a member of the opposite gender in their room past the Coeducational Visitation hours listed above.
- b. No person shall be present in the room of a member of the opposite gender past the Coeducational hours listed above.
- c. No person shall permit members of the opposite gender to sleep overnight in their rooms.

## **SEXUAL ASSAULT POLICY**

Forcing or coercing someone to have sexual intercourse or engage in other sexual contact is against the law. Specifically, in New York State if a person is forced to have sexual intercourse or is unable to consent, (i.e. saying YES/NO) for reasons of fear of injury, fear for their life, or is mentally incapacitated due to drug and/or alcohol consumption, or if the person is mentally defective, is asleep, or is less than 17 years of age, male or female, under these circumstances, it is RAPE. Please refer to the Student Handbook for further information about this topic.

### **Legal Policy**

The Student Code of Rights and Responsibilities found in the Student Handbook, and the New York State Penal Code, are very explicit with respect to policies, violations, and sanctions. Depending on the violation: sexual abuse, aggravated sexual misconduct, or any of the three degrees of rape, a guilty individual may receive a prison sentence of 5 days to 25 years and/or fined up to \$5,000. Where there is probable cause to believe that such violations have occurred, the College will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the College. The victim can bring a complaint either through the College Judicial System or in criminal courts or both. The victim is encouraged to speak with the Vice President for Student Life, the Director of Counseling, or a Campus Safety Officer to discuss the various legal courses open to them.

### **RIGHT TO ENTER A ROOM**

Students are expected to uphold the values and policies put forth by Hilbert College to ensure a positive living and learning atmosphere for all residents. Hilbert College respects and seeks to ensure the privacy of students living in the residence halls. As a private institution in operation of the Residence Hall and Apartments, Hilbert College maintains certain legal rights to room enter.

Hilbert College reserves the right to enter a student's room or apartment to perform maintenance duties, in emergencies, or for health and safety reasons. Health and safety inspections may occur on a regular basis.

Any room or apartment may also be entered by College officials, including Residence Life Staff, Campus Safety officials, if there is reasonable cause to believe a policy of Hilbert College, New York State, or federal law is being violated. Upon entering the room or apartment, the College official may confiscate material believed to be associated with an alleged violation of Hilbert College policy if the material in question is in plain view. The above may take place whether or not the resident is present. Searches of the room, its contents, and personal effects are not made except when authorized by the Director of Residence Life and Judicial Affairs or his/her designee, and then only in the presence of the resident(s) unless it is impossible to locate the resident(s) to give them sufficient notice.

Residence Life staff may enter a resident's room to turn off a stereo, alarm clock, TV, or other such device if the resident(s) cannot be reached. The staff member will leave a note stating the purpose of entry.

### **MAINTENANCE ROOMS**

Residents are prohibited from entering mechanical/maintenance rooms and may not use these areas for storage.

## **MAIL**

Each room has one mail box. This mail box will be shared with all the residents living in the room(s) or apartment.

## **Package Delivery**

A resident life employee will be responsible for giving out any packages sent to residents. In order to pick up your package call ext 225, schedule a time for pick up; show valid ID, and be prepared to sign for your package.

## **GARBAGE**

All garbage must be contained in securely sealed plastic bags. Trash must be carried out to the dumpsters behind the campus center. Door-to-door pick up is not provided. Students may be charged if garbage is not placed inside the dumpster areas. Large trash such as automobile tires or chemical compounds cannot be put into garbage dumpsters. No dumping is allowed on or around the Residence Hall or Apartment Complex units.

## **BUILDING CONSERVATION**

All residents are expected to conserve on energy by keeping windows in the Residence Hall closed when the heating is in use and turning off lights and other electrical units when not in use. Apartment residents are expected to keep windows in rooms and common areas closed when air conditioning and heating is in use. When leaving apartments for longer than 24 hours, set temperature to 60 degrees and turn off lights. Excessive energy use will be charged back to the residents of the apartments.

## **WITHDRAWAL**

When a resident withdraws from the College, he/she must immediately withdraw from the Residence Hall or Apartments.

Residents who withdraw from the College must vacate the Residence Hall or Apartments and remove all personal belongings from the premises no later than midnight of the date on which the withdrawal becomes effective. Applicable Check-out procedures must be completed.

A fifteen dollar (\$15.00) renters fee will be charged for everyday the individual's belongings remain with the Residence Hall or Apartments.

## **HOUSING REFUND SCHEDULE**

Refunds are given if termination is on or before the end of the following:

1<sup>st</sup> week of residence 50%

2<sup>nd</sup> week of residence 25%

3<sup>rd</sup> week of residence NO REFUND

Hilbert College will refund board charges on a pro-rated scale.

## **DAMAGE BILLING**

Residents pay a room damage fee (security deposit) which is refunded (less any deducted charges against individual accounts) by mail after leaving the Residence Hall or Apartments. This fee is paid at the time of annual application.

Before the student moves into their room, and before he/she moves out, the room will be inventoried and inspected to determine the contents and condition. Please review the room condition/inventory sheet carefully before you sign it. **You will be held responsible for keeping the room and its contents in the same condition in which they were found at the time you checked-in.** Please refer to the Summary of Fines and Charges for estimated costs associated with common damages.

When two or more students occupy a room and it cannot be determined who is responsible for damage or loss, both or all students will be assessed equally. This also applies to common areas of the Residence Hall and Apartments such as hallways, lounges, and kitchens. Thus, all residents will be assessed equally for damage that may occur in common areas of the Residence Hall or Apartments that cannot be accounted for or if the individuals responsible are not determined (i.e. lower levels, stairwells, front lobby).

If a resident's damage assessment exceeds the damage fee (security deposit) at the end of any semester, the student will be billed for the excess and an additional room damage fee must be paid before the student re-enters the Residence Hall or Apartments at the start of a new semester/year. If a resident is billed for room damage, a "hold" is placed on that individual's records. This "hold" will be removed as soon as the bill is paid in full at the Student Accounts Office.

### **Summary of Fines and Charges**

Charges within student rooms or common areas will be determined by the fines listed or by the actual costs (materials, labor, and overhead) of the replacement or repair of the property damages, whichever is greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.

#### **ROOM CHANGE FINES**

- |   |      |
|---|------|
| <input type="checkbox"/> Failure to Check-in to New Room  | \$25 |
| <input type="checkbox"/> Failure to Check-out of Old Room | \$25 |
| <input type="checkbox"/> Failure to Return Room Key       | \$25 |
| <input type="checkbox"/> Failure to Return Mail Key       | \$25 |
| <input type="checkbox"/> Failure to Clean/Sweep Room      | \$75 |

#### **OTHER FINES/CHARGES**

- |  |             |
|--|-------------|
| <input type="checkbox"/> Failure to Check out properly | \$25        |
| <input type="checkbox"/> Removal of Furniture          | \$50/item   |
| <input type="checkbox"/> Removal of Refrigerator       | \$100       |
| <input type="checkbox"/> Removal of Window Screens     | \$25        |
| <input type="checkbox"/> Failure to Clean/Sweep Room   | \$75        |
| <input type="checkbox"/> Insufficient Cleaning         | \$50 and up |

#### **DAMAGE CHARGES**

##### **Ceiling**

- |  |      |
|--|------|
| <input type="checkbox"/> Light cover       | \$25 |
| <input type="checkbox"/> Drop ceiling tile | \$15 |

## Door

<input type="checkbox"/> Replacement	\$100
<input type="checkbox"/> Refinished	\$75
<input type="checkbox"/> Frame repair	\$75 or actual cost which ever is higher
<input type="checkbox"/> Frame replacement	\$500
<input type="checkbox"/> Hinge replacement	\$25/hinge
<input type="checkbox"/> Room key	\$25/key
<input type="checkbox"/> Mail key	\$25
<input type="checkbox"/> Re-key	\$25 plus new keys
<input type="checkbox"/> Painting	\$50
<input type="checkbox"/> Tape removal/cleaning (per side)	\$35

## Floor Covering

<input type="checkbox"/> Carpet Cleaning	\$75
<input type="checkbox"/> Carpet repair	Actual cost
<input type="checkbox"/> Tile repair (apt)	Actual cost

## Walls

<input type="checkbox"/> Plaster wall	\$25/hole
<input type="checkbox"/> Larger hold	Cost of repairs TBD
<input type="checkbox"/> Repaint room	
<input type="checkbox"/> Double	\$350 or actual cost which ever is higher
<input type="checkbox"/> Quad	\$500 or actual cost which ever is higher
<input type="checkbox"/> One room (apt)	\$300 or actual cost which ever is higher
<input type="checkbox"/> One wall	\$50 or actual cost which ever is higher

## Bathrooms

<input type="checkbox"/> General cleaning	\$25 or actual cost which ever is higher
<input type="checkbox"/> Toilet seat replacement	\$25
<input type="checkbox"/> Shower head replacement	\$15
<input type="checkbox"/> Toilet replacement	\$200
<input type="checkbox"/> Towel bars	\$10/each
<input type="checkbox"/> Shower curtain	\$10
<input type="checkbox"/> Sink	\$150
<input type="checkbox"/> Mirror	\$35

## Windows

<input type="checkbox"/> Screen repair	\$25
<input type="checkbox"/> Screen replacement	\$100
<input type="checkbox"/> Frame repair	\$25 or actual cost which ever is higher
<input type="checkbox"/> Glass replacement	\$50 or actual cost which ever is higher
<input type="checkbox"/> Blinds	\$60

## Furniture

<input type="checkbox"/> Replacement of any item	Actual replacement cost
<input type="checkbox"/> Repair	Cost and of repairs (including labor) TBD
<input type="checkbox"/> Mattress	Actual replacement cost
<input type="checkbox"/> Wardrobe	Cost of repairs (including labor) TBD

- Wastebasket \$10

**Miscellaneous**

- Room clean-up \$25 or actual cost which ever is higher
- Switch plate \$10
- Light switch broken \$40
- Telephone jack \$65
- Cable or internet jack \$65

**FIRE SAFETY FINES**

- Fire extinguisher shot off \$100
- Re-filling a fire extinguisher \$150
- Missing fire extinguisher \$100
- Exit Light \$100
- False Fire Alarm Actual fine assessed to the college and removal from campus housing.

If it is not possible to determine which student is directly responsible for room damage, all the roommates/apartment-mates will be responsible by dividing up the total charges among the individual room/apartment residents.

**Common Area Use (Interior)**

Outdoor common areas such as green space and sidewalks must be kept free of obstacles (i.e. lawn furniture, bikes, etc.) for the safety of all residents of the Residence Hall and Apartments. Damage to the exterior of the building, including littering, may result in charges to residents of that area.

**Common Area Use (Interior)**

All interior common areas (i.e. stair wells and laundry rooms) are to be kept clear of personal belongings, except during laundry use.

**Signs and Notice**

Displaying signs, notices, placards or flyers on any building is prohibited unless authorized by the office staff.

**Cooking and Use of Outside Areas**

Outside cooking in the Apartment must be approved by the Director of Residence Life. Residents are responsible for themselves and their guest(s) in ensuring that any approved outside event results in expeditious and complete clean-up of the area. Violation of this section may result in loss of privileges as well as more severe sanctions.

**Weapons and Explosives**

Weapons, ammunition, explosives, and fireworks are not permitted in the Residences and its domain. In addition, any air guns, spring guns, or other instruments in which the propelling force is a spring, air, CO2 or other compressed gas, are not permitted. Decorative or marital arts weapons are prohibited. The possession of bows and arrows and other weapons used for hunting

are prohibited. Any violation to this section will result in the immediate confiscation of said device and/or possible further sanctions.

### **Parties**

Large group gatherings in excess of 6 people in the Residence Hall rooms and 10 people in an Apartment are prohibited.

### **Solicitation**

Any door-to-door solicitation is considered as an invasion of privacy and is therefore prohibited. Any person found soliciting in the Residences and its domain is subject to arrest for criminal trespass.

### **Unauthorized Use of Video/Computer Equipment**

Use of such devices that infringe on another's privacy is prohibited. Tampering with cable equipment and/or theft of cable services, including cable boxes, is prohibited. Satellite dishes are not allowed on the grounds.

### **Violence/Physical Abuse and or/Harassment**

Physical abuse and/or harassment are strictly prohibited. Sexual harassment is also a violation of federal law under Sec. 203 (f), Title VII of the 1964 Civil Rights Act (amended in 1972), under Title I of the Education Amendment of 1972, and under Executive Order 11246. Students may contact your apartment office staff member for additional information.

Any student, who intentionally harasses, physical abuses, or intimidates apartment residents or staff, may be charged with a violation of this section. Any suspected case of violence or abuse will be reported immediately to Campus Safety or Hamburg Police. One possible outcome of this offense could be eviction from the premises, or termination of your housing agreement.

### **BIAS-RELATED BEHAVIOR**

A "bias-related incident" is an action by an individual(s) which reflects negatively on a person's race, gender, nationality, disability, religion, or sexual orientation. Such include:

1. name calling
2. stereotyping
3. graffiti or other vandalism
4. physical assault

If anyone observes or should be confronted with what you feel might be a "bias-related incident" take action. Contact the College staff listed below to review the situation and develop a positive strategy for response to the problem.

Jim P. Sturm	Vice President for Student Life	ext: 231
Phyllis Dewey	Director of Counseling	ext: 232

### **HEALTH RELATED ISSUES**

#### **Health Insurance and Immunization**

### All resident students must have health insurance.

Proof of insurance must be submitted annually to the Office of Residence Life by August of each academic year. Student health insurance will be available to all Hilbert students for a reasonable cost. Hilbert mandates accident insurance for all full-time students (12 credit hours or more). Information concerning the issues of health and accident insurance may be obtained through the Student Life Office.

Student injuries, including athletic injuries, that require medical treatment and/or hospitalization, MUST be reported to the Student Life Office within 2 days of occurrence. It is the responsibility of the student to report the accident/injury IN PERSON to the Student Life Office. Any injury that is NOT reported becomes the responsibility of the student.

Hilbert College is NOT responsible for payment of any medical expenses by students.

### **Immunizations**

New York State has mandated that all full-time and part-time (6 hours or more) students born after January 1, 1957, are required to submit verification of immunization prior to attending any college or university in New York State. A health report, provided by Hilbert College, should be filled out and returned to the Office of the Vice President for Student Life as soon as possible.

Student will not be permitted to live in the Residence Hall or Apartments without meeting this requirement. Any questions should be directed to the Office of the Vice President for Student Life.

If students do not show proof of their immunization after 30 days, they will be removed from the Residence Hall until proof is given to the Student Life Office. Furthermore, they will not be able to attend classes with out their proof of immunization.

### **Contagious/Communicable Diseases**

Any resident who is diagnosed as having a contagious/communicable disease is prohibited from staying in the Residence Hall or Apartments. Upon approval of the Director of Residence Life and with written evidence from a doctor, that the disease is no longer exists, the resident may return to the Residence Hall or Apartments.

## **ON-CAMPUS SERVICES**

### **Bookstore**

Follett's Bookstore is located in the lower level of the Campus Center. The regular hours of the Bookstore are; Monday through Friday 9:00 am to 4:30 pm.

The Bookstore has extended hours before each semester. Please stop by the Bookstore if there are any other questions.

### **Campus Safety Office**

The Campus Safety Department provides 24 hour a day, 365 days a year service to the Hilbert College Community. You may contact the Director at 649-7900 ext. 226 or call the on duty officer at 479-1233.

The Campus Safety Department provides an on-campus escort service. To request an escort, contact Campus Safety at 479-1233 or Residence Hall's front office at extension 225; they will call and request that Campus Safety provide an escort to a car or another building. There are also 3 red phones in the lobbies of Bogel Hall, 1 red phone in the gym, 1 red phone in the lower campus center near the ATM machine, and 1 red phone in hallway of the Campus Safety Office, which is open 24 hours a day; There are three blue phones outside near the Recreation Center parking lot, between Apartment A & B, and behind Apartment D; these phones will immediately put you in contact with the on duty Campus Safety Officer.

### **Parking Permits/Parking**

It is the responsibility of all residents to fill out a vehicle identification form and obtain a parking permit within the first week of classes. These forms are available through the Campus Safety Office located in the Maintenance Building, behind the McGrath Library.

Residents may park in the lot adjacent to the Residence Hall or the large lot behind the Apartments, which are designated for residents only. Overnight guests with vehicles must also register their vehicle with Campus Safety.

Failure to obtain a parking permit or abuse of parking permits will result in fines and possible loss of parking privileges.

Before obtaining a Residence Parking Permit, the resident must present their driver's license and vehicle registration card.

**If a resident falsely obtains a Residence Lot parking permit for other than their registered vehicle, he/she will be subjected to disciplinary action under the Hilbert College Student Code of Rights and Responsibilities.**

The space in front of the Residence Hall is for loading and unloading only. Cars parked there for more than 10 minutes will be ticketed and possibly towed.

In the event someone is parked illegally, Campus Safety will be called to ticket the vehicle. If the vehicle has a proper permit our staff will make an attempt to find out whom the car belongs to and contact the owner and ask that the vehicle be moved. If the vehicle is not moved within 24 – 48 hours in the cases of a handicapped space, Campus Safety will be called with a request to tow the vehicle

### **Counseling Center**

The Counseling Center is located in the first floor of Franciscan Hall in the Office of Student Life. The Counseling Center seeks to provide counseling assistance in order to address student needs in personal, social, emotional, academic, wellness and substance abuse concerns. No problem is too small or large and students are urged to seek assistance at the onset of a concern. Depending upon the nature of the concern referral services are also provided.

The following groups are available:

- Adult Children of Alcoholics
- Single Parent Support Group

Literature and Information are available on:

- AIDS/STD'S
- Alcohol Awareness
- Coping with Loss
- Peer Educators and Counselors provided through the Center
- Wellness

## **Dining Services**

The dining service is available for resident students through the Hilbert cafeteria, which is located in the upper-level of the Campus Center. All Residence Hall students must acquire a meal plan. Apartment residences are encouraged, but not required to purchase a meal plan. The hours of operation are:

### **Monday through Friday**

Breakfast: 8:00 am - 10:30 am  
Lunch: 10:30 am - 1:30 pm  
Dinner: 4:30 pm - 7:00 pm

### **Saturday and Sunday**

Brunch: 11:30am - 12:30 pm  
Dinner: 4:30 pm - 5:30 pm

## **Conduct in the Dining Hall**

All students utilizing the food service facilities are expected to observe the following regulations:

- All resident students must give their ID number to the dining staff before going through the serving line.
- Resident students on meal plans may have seconds on all items.
- Resident students must personally consume all food that they take. Food may not be given to non-boarding friends. Students who violate this rule will be subjected to the disciplinary process.
- Only ala carte purchased food may be removed from the dining room. Food taken under the resident meal program must be consumed in the dining room.
- Sick tray-a student can have a friend pick up a sick tray by obtaining a CA's approval slip and present it to the cashier.
- Bag Lunches-by giving Dining Service 24 hour notice, a bag lunch will be provided to those who miss a meal due to class or work. You can sign up with the dining staff.
- Shoes and shirts must be worn at all times.
- Tables must be bussed after use.
- No throwing of food is allowed.
- Foul language or rude behavior WILL NOT be tolerated and may result in suspension of meal privileges.
- Hats are not to be worn at dining tables.
- All diners are requested to turn off cell phones while in the Dining Hall.

In an effort to continually improve our program. We welcome comments and suggestions. Please feel free to contact Laura Ferrara, Director of Dining Service or any member of the Dining Service Staff. For your convenience a "Suggestion" mail box is available in the Dining Room.

## **THE RESIDENCE HALL ASSOCIATION (RHA)**

The Residence Hall Association is an organization solely based on the ideals of the Resident Student. It is the governing body of the Residence Hall. Leadership positions are available within the RHA. The positions are President, Vice President, Secretary and Treasurer.

The committees of RHA are also governed by a Chair. The Chair of the committee will oversee the responsibilities the committees.

If students have concerns with the Hall, they should be brought forth to the executive board of RHA and the concerns are addressed by bringing ideas to the Director and the Hall Director of the Residence Life Office due to the fact they are the Advisor and Co-Advisor of the RHA.

Issues that students can voice their concerns can be from programming to parking, or food service on campus. There are several committees that student in the Hall can be an active part of. The Residence Hall Association tries to provide a service that will be in the best interest of the residential population.

To be considered for an officer position, you must be at least a 2<sup>nd</sup> semester freshman with a 2.3 GPA or higher.

## Telephone Numbers

### Services

Alcoholism Treatment Center	882-4900
Southern Erie Clinical Services (out-patient – Chemical Dep.)	648-3700
Hamburg Youth Bureau (Counseling)	646-9406

### Points of Interest

Allentown Historic District	881-1024
Buffalo and Erie County Botanical Gardens	827-1584
Buffalo and Erie County Naval Park	847-1773
Buffalo Zoo	837-3900
Inaugural National Historic Site	884-0095
Tift Nature Preserve	825-6397

### Museums/Arts Galleries

Albright-Knox Art Gallery	882-8700
Artpark	754-4375
Buffalo Museum of Science	896-5200

### Entertainment

Alleyway Theatre	852-2600
Buffalo Philharmonic Orchestra	885-5000
Darien Lake Theme Park	585-599-4641
Kleinhans Music Hall	883-3560
Shea's Buffalo	847-1410
Studio Arena Theater	856-5650

### Comedy Clubs

Comix Café	835-4242
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### Movie Theatres

Regal Cinemas, Quaker Crossing	827-1109
Amherst Theatre	834-7655
Eastern Hills Mall Cinema 3	632-1080
FLIX-Superplex	668-3549
Four Seasons	297-1951
Maple Ridge 8 Theatre	833-9500
McKinley Mall Cinema 6	824-3479
Palace Theatre	649-2295
Walden Galleria Cinemas	681-4550

### Niagara Falls

Aquarium of Niagara Falls	285-3575
Cave of the Winds	278-1730
Maid of the Mist Boat Tours	284-8897
Old Fort Niagara	745-7611

**Ski Centers**

Cockaigne-Cherry Creek	287-3223
Holiday Valley	699-2345
Kissing Bridge	592-4963
Peak N Peak	355-4141

**Transportation Information**

Amtrak	
Buffalo Station	856-2075
Depew Station	683-8440
Reservations	1-800-872-7245
Metro Bus/Rail Local Service	855-7211

**Emergency Phone Numbers**

Hilbert College Campus Safety	479-1233
Ambulance – Big Tree (Hamburg)	648-5111
Fire Department – Big Tree (Hamburg)	648-5111
Crisis Services (24 hour)	834-3131
Poison Control (24 hour)	878-7654
Our Lady of Victory and Mercy Hospitals	825-8000
Mercy Ambulatory Care Center	662-0500