CalArts is committed to the principle of equal opportunity. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, veteran status, ancestry, national or ethnic origin or other characteristics or classifications protected by the law in the administration of its educational, employment or admissions policies, scholarships and loan programs, and other Institute administered programs and activities, but may favor U.S. citizens or residents in admission and financial aid.

Inquiries concerning CalArts' equal opportunity policies, compliance with applicable laws, statutes, and regulations (such as Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973), and complaint procedures should be directed to the Dean of Students, Room A207, (661) 253-7891. Inquiries and complaints pertaining to employment-related matters, should be directed to the Director of Human Resources, Room A201-A, (661) 253-7837.
WELCOME

As a member of the CalArts residential community, you will have an opportunity to explore new lifestyles, new relationships and new ideas. We believe on-campus living offers more than a place to eat and sleep. However, it is very different than living at home.

You will have neighbors on floors above or below you, on either side, across from you, down the hallway, and...you get the idea! Learning to tolerate and live with differences between you, your roommate, and neighbors can be a valuable learning experience. Sharing academic and social challenges with other students can significantly enhance your campus life.

We believe that you will be a responsible community member. Our residential staff therefore emphasizes support for growth rather than control of undesirable or immature behavior. Best of all, living on campus provides easy access to all of the many events and activities taking place here at CalArts.

Tina Borella
Housing Director
HOW TO APPLY FOR ROOM ASSIGNMENT

Application and deposit All newly-accepted students who apply for on-campus housing are required to submit a $250 housing deposit with a completed Housing Application. Any applications received without the full deposit, will not be processed and will jeopardize your chances of receiving a secured space.

The $250 deposit covers a damage deposit of $150 and a $100 credit toward your housing fee balance. Returning students with a damage deposit on file need not submit an additional damage deposit. However, if the damage deposit has been increased by the Institute this year, the student is responsible for the difference.

Roommate Information Form Along with a completed Housing Application and $250 deposit, you must complete and return the Roommate Information Form. This information is used to match you with a roommate or suitemates. Please provide all information requested. The more information we have, the more accurate will our attempts be to match you with another student.

It is also important for Ahmanson residents to complete the Roommate Information Form, since common spaces in the suite are shared, leading to the formation of a comfortable community environment.

Answer honestly and add any additional information that you think is relevant to your living situation. Your participation helps to ensure a successful living space assignment.

ON-CAMPUS HOUSING

CalArts will accommodate as many students who need on-campus housing as possible. Our priority is to facilitate a smooth transition for incoming students new to the Institute, and to offer returning students a reliable and comfortable homebase.

There are two residence halls at CalArts: Chouinard Hall and Ahmanson Hall. Both are located on campus and within easy walking distance of the Academic Building, which houses most of CalArts’ classrooms, studios, rehearsal, gallery and performance spaces and accommodates students 24 hours a day. All registered students are eligible to apply for on-campus housing.

Chouinard Hall houses approximately 340 students through double occupancy rooms with bathrooms shared between two or three rooms. All registered students are eligible to live in Chouinard.

Ahmanson Hall provides apartment-style housing for 99 students in 17 suites. New and returning graduate students and returning third and fourth year undergraduate students are eligible to live in Ahmanson. Each suite has either five or six bedrooms—each assigned to a single student—with a shared living room, kitchen and bathroom.
Facilities for students with disabilities  We make every effort to accommodate the needs of every student with disability on an individual basis according to the facilities available. If you have a disability, please notify the Housing Office as soon as possible of your intention to live on campus. Additional support services are coordinated with the Dean of Students.

Requests  We will attempt to honor as many of your requests as possible, but cannot guarantee that all requests or specific needs will be met. We cannot guarantee an all male/female or co-ed suite in Ahmanson Hall.

Room changes  While we attempt to match interests and lifestyles, we also realize that not every living arrangement will be successful. Oftentimes, students may resolve conflicts themselves through open and honest discussion. If such cases arise, we encourage you to seek guidance from the Resident Assistant (RA) on your floor. Housing Office personnel are available for additional assistance with roommate disputes.

We strongly recommend that students make every effort to resolve these conflicts before moves are considered. Room changes will only be considered after late registration is completed and will not occur during winter break. To initiate a room or roommate change, you must complete a request card in the Housing Office.

Room/suite changes without consultation with the Housing Office are in violation of the Housing License Agreement.

LIVING ARRANGEMENTS

Billing  Billing for the academic year is on your Housing Application. A copy is mailed to you as a confirmation of a reserved space. This amount can change if there is a change in your living accommodation. If you request a change to an occupancy different from your Housing Application, your bill will be adjusted based on the yearly rate of the requested room.

The Housing License Agreement covers the entire academic year. The only exceptions are for graduating students completing their studies mid-year, who will not be charged for the second semester, unless they wait to vacate on-campus housing past the approved checkout date. Penalty fees will apply after this date.

If you have requested a double occupancy room and are inadvertently without a roommate, a new roommate will be assigned to that space.

Housing fees for each semester include an $8 social fee, which will be allocated to a housing social fund.
RESIDENCE HALLS

Ahmanson Hall

Standard in every room:

Extra-long twin size bed, table top desk, desk chair, dresser, built-in closet and wall bookshelf

One cable jack (basic and limited channels provided)

One telephone jack (service information provided in the Housing Office).

One computer network connection (high-speed internet access provided)

Standard in every suite:

Couches, end tables, dining table with chairs, kitchen with refrigerator and stove/oven, one bathroom with two sinks, separate shower room, separate toilet stall, heat and air conditioning, in-house telephone with voice mail (for in-house and Institute calls only), fire extinguisher for emergency purposes only, broom, dust pan, sponge mop, bucket and toilet brush
Chouinard Hall

Standard in every room:
- Regular twin size bed, table top desk, desk chair, dresser and wardrobe closet for each resident
- One storage cabinet to be shared among room residents
- One cable jack (basic and limited channels provided)
- One telephone jack (service information provided in the Housing Office)
- One computer network connection (high-speed internet access provided)
- Heat and air conditioning

Standard in every hall:
- Lounge furniture (cannot be removed for private use, performance productions or art exhibits), in-house telephone (for in-house and Institute calls only), pay phones, pantry for cooking
- All Institute-provided furniture must remain in the room. Additional storage is not available for Institute or personal belongings; with the exception of Institute mattresses, should a student wish to bring his/her own.
- Living in a shared space requires that all occupants of the room or suite agree upon room decorations in advance.
What should I bring?

Suggested items:
- Kitchen utensils
- Pots and pans
- Small appliances (coffee pot, toaster, microwave, fan, alarm clock)
- Small refrigerator (no larger than 6 cubic feet)
- Laundry detergent
- Cleaning supplies and cleansers
- Trash can
- Vacuum
- Lamp(s)
- Bedding and linens
- Towels and toiletries
- Iron and ironing board
- Electronic equipment (television, stereo, computer, surge protectors)
- Clothes hangers
- First-aid kit
- Small safe for valuables
- Personal decor

Do not bring

For legal, safety and/or health reasons, the following items are prohibited in housing facilities:
- Space heaters
- Hot plates
- Extension cords
- Plug-in air fresheners
- Candles
- Incense
- Halogen lamps
- Paint or spray paint
- Barbeques
- Waterbeds
- Fireworks and/or explosives
- Weapons (knives, guns [toy or real], and other weapons such as gas or spring-operated guns and ammunition)

Whether for academic or personal use, the following are not permitted in residence halls: any article of a dangerous nature, games of chance played for money, illegal drugs and paraphernalia, and-for students under legal age-alcoholic beverages.

Items of a questionable nature that students consider to be art objects or props will be held by the Institute Safety Officer until their exact use has been determined. The Housing Director may also take possession of questionable items, and disciplinary action will be taken if warranted.

Pets

Pets are not permitted at any time in any of the housing facilities or on housing property. This includes small rodents and snakes. Fish are permitted provided tank capacity does not exceed five-gallon capacity. Residents are responsible for advising their guests not to bring pets onto housing property. The resident will be responsible for the fine. Please inform your guests of this policy in advance.

Liability

The Institute assumes no responsibility and provides no financial protection or insurance for any student loss. The Institute will also not assume responsibility for any claims for damages sustained by the resident or to others in his/her suite/room, which result from any alteration affected by the resident. The Institute is not responsible for property belonging to the residents which may be lost, stolen, or damaged in any way, whenever this may occur on the premises. Residents should consider renter’s insurance which covers damage to or loss of personal property.
RESIDENT ASSISTANTS (RAs)

RAs are returning students who have been chosen to assist the housing staff with students and their housing needs.

To this end, they:
- Have been trained in first aid and CPR.
- Offer personal support to students.
- Facilitate better social contact among residents by organizing activities and special events.
- Provide an escort for those residents walking to the dorms or their car at night, as requested.
- Provide referral information to students who seek help.
- Maintain strict confidentiality regarding personal problems shared with them; are the front line negotiators in room conflicts, and are helpful in resolving conflicts.
- Manage the housing facilities after office hours.
- Have regularly-scheduled, posted in-room hours and provide weekly local van runs.

LOS ANGELES ARRIVAL

Airport pick-up The Housing Office can pick up students arriving at Los Angeles International Airport (LAX) and Bob Hope (Burbank) Airport on the check-in dates listed on your Housing Application. Please note these dates when you are making your travel arrangements.

Students arriving at LAX should take the Fly Away bus to the Van Nuys Bus Terminal where you will be picked up. The approximate travel time averages between 30 and 45 minutes. We don’t pick up directly from LAX.

Students arriving at Bob Hope Airport will be picked up curbside outside their terminal. If your travel plans allow, we recommend flying into Bob Hope Airport.

Airport pick-up is not available year round. There are no early check-ins and no airport pickups before or after the assigned dates. Please refer to the Housing License Agreement.

Transportation forms A transportation form will be included in your confirmation package. This form must be returned to the Housing Office by the deadline in order to schedule your pickup.

CAMPUS ARRIVAL

Receiving your keys Upon arrival, proceed to our welcome desk at the front entrance of Chouinard Hall. RAs will supply room assignments and keys for both residence halls at this location. If there are additional questions or information needed, we recommend that you approach the RA on your floor. He or she will help you or direct you to the Housing Office.

Housing orientation If this is your first year living on campus at CalArts you are required to attend the housing orientation. This meeting is held in Mom’s Café, located in Chouinard Hall. Date and time to be determined.

Room inventory
A room inventory process has been established to ensure that each room and/or suite, including its furnishings, is maintained in good condition.

When you check in your RA will review your room inventory form with you. You are required to verify that all the information on the form is accurate.

When you check out of the room/suite or a room change is completed the inventory form will be used to determine any damages. You are responsible for removing all personal items upon check-out.

Personal information Once you have checked in, please notify family and friends of your room number. For security reasons, we will not release room number assignments for any reason, including to law enforcement officers. A roommate or suitemate has the right to restrict access to your room if necessary for your personal safety or legal protection. If there is an incident, it is preferred that a representative of the Institute be in attendance.
GUEST POLICY
You may have one overnight guest per semester for a maximum of three days/two nights.
You must pre-register your guest with the Housing Office prior to arrival.
Your roommate and suitemates must agree to the guest visit in advance.
You must accompany your guest at all times within the residence halls.
You are responsible for your guests’ actions on campus.
Students living on campus may not permit another person to occupy his or her respective room as a residence at any time.

QUIET HOURS
To ensure an environment conducive to community living, residents are responsible for monitoring their personal noise level. Quiet hours are from 11 p.m. through 9 a.m. daily in both resident halls. Consistent violators of quiet hours will be asked to vacate the premises.
All remaining hours of the day are considered courtesy hours in which all noise must be kept to a level which is respectful to other residents in the building. Residents are asked to comply with reasonable requests from their peers regarding noise.

KEYS/LOCKS
For your safety, we require room and suite doors to be locked even when you are in the room. When you leave your room, you must close and secure the window as well. Remember to carry your keys with you at all times.

Locked out If you are locked out of your room during business hours you may borrow a set of keys from the Housing Office. At night, on weekends and holidays, contact the RA on duty or Campus Safety for assistance.

Key replacement If you lose a key, please come to the Housing Office immediately to pick up a replacement. If a lock change is required, there is an additional fee:
Lost room key: $15
Lost building/suite key: $30
Lock change charge: $60

PHONE AND INTERNET ACCESS
Personal phone service Students are not to place or attempt to place long distance calls by fraudulent means. Students must comply with all telephone company regulations and federal and state laws concerning telephone equipment and telephonic communication. Any misuse or damage of the telephone equipment will result in prosecution by the telephone company and/or disciplinary action by the Institute. Collect calls may not be accepted on an Institute phone. Personal telephone service can only be set up after check-in.

Internet access Residents agree to abide by the Acceptable Network Uses Policy which they accept when they activate the connection in their room.
CAMPUS SAFETY

The Campus Safety Office is located on the first floor of D Block in the Academic Building, between the Theater School offices and the Facilities Management offices. Campus Safety personnel patrol the campus and the housing facilities and they offer assistance after business hours.

The direct line to the Campus Safety Office is (661) 222-2702.

The in-house extensions are 2113 or 2114, or in an emergency 2222.

Students, faculty, and staff play an important role in campus safety and should always use common sense. While Valencia is rated one of the safest cities in the country, residents should still take precautions to ensure their personal safety and the security of their property. Get to know your neighbors. Report any strangers by calling the Housing Office, the Campus Safety Office or an RA. Keep all doors locked, even if you are in your room or suite. Your cooperation and participation is critical in matters of security.

Evening security  RAs rotate Night Duty seven days a week to provide both security and near continuous round-the-clock housing services. The assigned Night Duty RA is in his/her room from 7 p.m. to 9 p.m. From 9 p.m. to 1 a.m. (2 a.m. on Thursdays and Fridays) the Night Duty RA is posted in sight of the front door of Chouinard Hall to monitor activity except when making regular rounds through the building.

Additionally, Campus Safety personnel patrol housing facilities 24 hours a day.

HEALTH AND CLEANING

Cleaning  There is no daily maid service. The custodial crew maintains only the buildings and common areas.

Chouinard residents are responsible for the cleanliness of their rooms and bathrooms. Ahmanson residents are responsible for the cleanliness of their room, bathroom and common areas within their suite. A cleaning schedule is a helpful tool for helping roommates/suitmates to maintain a clean living environment.

Health and safety inspections  Health and safety inspections take place throughout the school year.

These inspections are necessary to confirm that residents are maintaining their personal space in a clean and sanitary manner.

Anyone causing a health hazard by refusing to clean or by damaging property will be asked to vacate the premises.

Laundry  There are two laundry rooms available in Chouinard Hall and one laundry room in Ahmanson Hall for residents. The washers and dryers in the laundry rooms do not accept coins and only “read” an electronic card, which can be purchased from the Add-Value Station located next to the Security Office. After you purchase a $2 card, you may add money to your card at any time. Any money left on your card will not be reimbursed. If you lose your card, you must purchase a new one. The Housing Office and WEB Service Company is not responsible for lost or stolen cards.

The doors to the laundry rooms should remain closed at all times. Please remain in the laundry room until the process is complete. Report any problems to the Housing Office.
**FACILITY MAINTENANCE**

**Repairs** Small repairs (clogged toilets, burned out bathroom lights, etc.) are performed by the custodial crew and can usually be addressed on the same day they are reported.

Larger repairs and maintenance work are handled through Facilities Management. It is imperative to cooperate with Facilities Management personnel so that they can make their repair when they arrive. Work is assigned on a priority basis, and we cannot guarantee prompt rescheduling if you deny them access. Unless it is an emergency, personnel will not enter a student’s room until after 10 a.m.

**Precautions regarding electricity** While Housing facilities were built to meet electrical needs in 1972, and today’s increased needs for electricity have stretched capacities to their limit.

Basic bedroom electrical needs can be sustained without worry. However, additional equipment such as phone answering machines, fax machines, computers, printers, refrigerators, televisions, stereos, etc. may cause an electrical overload. The Institute is not responsible for damage to equipment due to an electrical overload. Residents are encouraged to prepare for such problems and to consider renter’s insurance which covers damage to, or loss of your personal property.

If you “blow a breaker” in Chouinard Hall, please notify Campus Safety, the RA or the Housing Office of the problem. Ahmanson Hall residents have breaker boxes near the back door of each suite. If you experience power loss as a result of mechanical errors, which occur due to an electrical company shutdown, you may contact them directly to file a formal complaint or claim.

**Water conservation** Throughout the state, voluntary and/or mandatory conservation measures are in effect. Residence halls have water-saving devices (like showerheads), and we ask your cooperation in developing water conserving habits and reporting any water waste (from leaky faucets, showerheads, etc.)

**Recycling** We encourage you to recycle whenever possible. Bins are located on the Facilities Management and Chouinard Hall loading dock areas. The bins at the Facilities Management loading dock are a collection site for plastic, cardboard, etc. with additional bins for office paper and metal. Bins at Ahmanson and Chouinard Halls separate plastic containers, cardboard, glass and aluminum cans.

**Trash** Large dumpsters are located on the west and east loading docks of Chouinard Hall and on the south side of Ahmanson Hall. Please remove your trash on a daily basis. Keep Ahmanson Hall balconies and/or Chouinard Hall hallways/lounge areas clear of trash. Trash left in these areas will be identified and the person responsible will be fined.

**Utility conservation** We request that you conserve utilities whenever possible. Close doors and windows when using air conditioning. Close drapes during the day to direct sunlight; this will help to keep your room cooler. In winter, consider opening the drapes to allow some natural warmth into your room. In addition, please shut off your air conditioning or heat if you will be gone all day.

As you exit your room/suite, please remember to shut off lights and unplug electrical appliances that are not in use. Don’t forget to shut off your computer monitor.

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**PARKING/VEHICLES**

**Parking and permits** On-campus parking is available to all students, staff and faculty. Students with vehicles must have a parking permit displayed in the front left window. Parking permits may be obtained from the Campus Safety Office. No fee is required.

We recommend that Chouinard residents park in the lots east or west of Chouinard Hall (Lots 2 and 3).

Ahmanson residents are recommended to park in the east lower Campus Safety Lot (Lot 4).

**Chouinard loading zone** The front entrance driveway to Chouinard Hall is for loading and unloading only. There is a maximum time limit of 20 minutes. Otherwise, vehicles must be parked in one of the parking lots. A $25 fine is assessed for any violation.

**Restricted parking** Vehicles illegally parked in a red zone, handicapped, reserved, visitors space or parking longer than 20 minutes in a green zone will receive a parking violation notice under the windshield wiper and a fine will be levied. Parking regulations are enforced 24 hours daily. Cars parked in unauthorized areas, without a registration sticker may be secured with an immovable boot or towed at the owner’s expense.

**Ahmanson fire road** Ahmanson Hall Road is a fire road and may be used only for loading/unloading for a maximum of 20 minutes. All vehicles, including those of residents, must be removed and parked in other designated parking areas. A $50 fine is assessed for any violation. The Los Angeles County Fire Department may tow your vehicle if it remains on the fire road for an extended period of time.

**Emergency call boxes** There are emergency call boxes located throughout the campus. They are connected directly to the Campus Safety Office and are to be used for emergency purposes only.
RECREATION

Pool Available for use by all registered students, the swimming pool is located in the center of the courtyard at Chouinard Hall. There is no lifeguard on duty and specific rules are posted. Students are responsible for keeping the pool area clear of trash and debris. No alcohol or glass of any kind is allowed around the pool. In accordance with state and county health laws, dogs are not permitted within 40 feet of the pool. Therefore, no dogs are allowed on housing property at any time. The pool is heated, as necessary, from March through November.

Sauna Located on the first floor of Chouinard Hall, the sauna is available for resident use 24 hours a day.

Athletic equipment The Student Affairs Office provides equipment for sports including baseball, basketball, tennis and croquet through the activity coordinator. There is no charge for checking out equipment, however, 24 hours notice is required and late fees may be applied if equipment is not returned on time.

Weight room The Student Affairs Office operates the weight room located on the 2nd floor in Chouinard Hall. It has aerobic and weight training equipment including a treadmill, exercise bike and weight bench. The weight room hours are determined at the beginning of each semester and will be posted on the entrance door. Students who wish to utilize this service are required to pay a minimal fee of $10 per year to activate their student ID as a passcard. Visit the Student Affairs Office for more information and an access form.

Bicycles, skates and skateboards To ensure the safety of everyone on campus, no one is allowed to ride bicycles, rollerblades, skates, skateboards within campus buildings or on the ramps, porches, elevators, hallways or entrance areas to buildings. Violators will be fined.

Personal bicycles may be stored in the racks located outside the building or in the resident’s room and cannot block an exit route, stairway or walkway. Residents are responsible for any damage to the room or its furnishings caused by this storage.

A bicycle lock is recommended if you store your bicycle on public racks.
COOKING AND MEALS

Cooking In Chouinard Hall, each hallway contains one pantry, equipped with a stove/oven, microwave oven, toaster oven, refrigerator and sink. Since large kitchen appliances are prohibited in Chouinard Hall, residents must use the pantry for cooking their food. A refundable deposit of $5 is required for rental of a pantry key.

Residents are responsible for cleaning up after their use. Monday through Friday, the custodial staff will inspect the pantries, wipe down counter tops and appliances, and empty trash receptacles. For health reasons, leftover items and all dirty dishes and pots will be discarded. Residents sharing the pantry are responsible for a general cleaning of the pantry and refrigerator on a monthly basis.

Café @ CalArts The cafeteria, known as the Café @ CalArts, is on the third floor of the Academic Building. Food is prepared fresh daily using only the finest ingredients and features a selection of hot entrees, vegetarian meals, a full salad bar, drinks and snacks. Meal plans are mandatory for all first year BFA students living on campus. The Flex Plan ($200 per semester) is mandatory for all second year BFA students living on campus. Meal plan options are available to all students.

CAFÉ HOURS: Monday-Friday, 7:30 a.m.–8 p.m.; Saturday and Sunday, 10 a.m.–4 p.m.

The Café foyer is open seven days a week until 10 p.m. There are vending machines and a microwave oven in the foyer for after-hour student use. Times are subject to change.

Mom’s Café Located on the first floor of Chouinard Hall, Mom’s Café is operated by students. Snacks and games are available along with performances, events, and activities as scheduled by students. Hours will be posted by the end of orientation week.

Tatum Lounge “Tatum” is the nickname for Donn B. Tatum Lounge, located in D213. The lounge is open 24 hours a day and features a coffee bar staffed by students during posted hours. Tatum is a gathering place for chatting with friends, watching television, or viewing an art exhibition. Events in Tatum may be scheduled through the Institute Coordinator.

MAILROOM

Student mailboxes Students pick up their mail in the Mailroom located in the Academic Building on the first floor. Mail is not delivered to on-campus rooms or suites. Students may post letters and receive packages at the Mailroom, but stamps are sold at The Store @ CalArts. Mailboxes should be checked regularly for academic and official correspondence.

Students are assigned mailboxes upon enrolling and students retain their mailbox for as long as they are continually registered. Mailbox assignments are made by the Registrar’s Office and are included in the registration packet sent in August. Students’ mail should be addressed to them, c/o CalArts Box #, 24700 McBean Parkway, Valencia, CA 91355. The mailbox number must be clearly noted.

For moving onto campus, we recommend that students ship large items by United Parcel Service. Students must arrive on campus before their packages do because the Mailroom cannot store them. They must be picked up immediately.

ART AND LIVING SPACES

Studio/rehearsal space All rehearsals must be held in the Academic Building and not in housing facilities. Residents cannot use their room as a private studio, practice, or rehearsal space. Instruments and drums cannot be played in housing facilities.

Art supplies may not be stored or used in rooms, i.e. paint, spray cans, etc. Under certain circumstances students may request to use Chouinard or Ahmanson Halls for their class projects, such as a patio, hallway and the swimming pool. Each request must be accompanied by the appropriate paperwork, supplied by the Housing Office, and an appointment with the Housing Director.

Painting Residents may not paint their rooms. All rooms and suites must remain their original color. Use of personal cans of paint or spray paint in on-campus housing facilities is prohibited.
PERSONAL HEALTH AND SAFETY

**Smoking** Cigarette smoking is not permitted in Chouinard and Ahmanson Halls, including rooms, bathrooms, stairwells, kitchens, and any and all common areas. Pipe or cigar smoking is also prohibited inside the building at all times. Burned or unburned candles and incense are not allowed in the residence halls.

**Smoke alarms** County fire and building codes require smoke alarms in each bedroom. Ahmanson Hall room alarms are electrically-powered individual units. A red light indicates the alarm is operating. Chouinard Hall room smoke alarms are battery operated. RAs enter rooms once a month to test the smoke alarms. If the smoke alarm battery needs to be replaced, it will beep. Please contact the Housing Office for replacement batteries.

Do not obstruct or tamper with any emergency equipment, including fire alarms, hoses, extinguishers, smoke and heat detectors, exit signs and lights. False alarm sounding the alarm, forcing of doors or otherwise hindering the operation of the elevator is prohibited.

Tampering with any fire system equipment will be considered a violation of the Housing License Agreement. Violations of the fire code may cause loss of housing. Pulling a fire alarm without cause is classified as a “malicious act” subject to a $1,500 fine by the Los Angeles County Fire Department. This is a misdemeanor, and students can be arrested whether or not the fire department arrives on campus.

DISASTER PREPAREDNESS

Each student is responsible for his/her safety in the event of a disaster. To this end, the Institute has implemented evacuation procedures and a Preparedness Survival Guide, which you will receive after you arrive. All on-campus residents must supply their own three day emergency survival kit. Suggested items include:

- **First-aid kit**
- **Sleeping bag or blanket**
- **Flashlight**
- **Non-perishable food**
- **Small tool kit**
- **Warm jacket and clothes**
- **Five gallons of water**
- **Transistor radio**
- **Extra batteries**
- **Can opener and utensils**
- **Plastic tarp/plastic kitchen bags**
- **Comfortable shoes**

Scheduled emergency drills occur at various times throughout the year, and students must evacuate the buildings. A Safety and Disaster Preparedness Committee meets regularly to review, maintain and improve the Institute’s preparedness plan. Students’ suggestions are always welcome.
3. The student will have an opportunity to meet with the Dean of Students to discuss reasons for the appeal.
4. The Dean of Students, at his/her discretion, can meet with any other relevant members of the community regarding the appeal.
5. The student may remain in the housing facilities until the decision on the appeal has been made. The Dean of Students reserves the right to impose an interim suspension from on-campus housing.
6. The decision of the Dean of Students is final.

Private parties
No private parties are allowed in housing facilities. A party is defined as six or more people in a room.

Solicitation
Solicitation is prohibited without written consent of the Housing Office. In addition, posters advertising a non-Institute sponsored event must be cleared through the Housing Office prior to its distribution. If approved, posters must be attached to available bulletin boards, and removed immediately after the publicized event.

Fines
Violators of prohibited actions are subject to a monetary fine of $35 for each violation. Chronic violators will be subject to additional disciplinary action. A total of any three violations may result in loss of current and future on-campus housing. The violation fines are assessed per incident.

Disciplinary policy
Because CalArts is a private institution we reserve the right to respond to any given situation on a case-specific or individual basis.

WHEN YOU CHECK OUT
When you plan to vacate a room or suite, notify the Housing Office and the RA of the anticipated check-out date. On that day, you will meet in your room with your RA who will confirm the status of its physical condition. The room must be left as you found it upon check-in: cleaned, absent of trash, with all furniture in place. Your keys may be given to the RA or brought to the Housing Office. Do not leave your keys in your room or turn them in to another institute office.

Withdrawal
Students who withdraw from school prior to the end of the semester are required to vacate within 72 hours of the last date of classes attended on your withdrawal form. Failure to do so will subject the student to a rental rate of $125 per night past the required check-out date.

GENERAL REGULATIONS
Alcohol and drugs policy
Possession and consumption of alcoholic beverages must be in full compliance with local, state and federal laws and regulations, and the Institute Alcohol and Drugs Policy (refer to the Student Handbook). It is unlawful to provide alcohol to anyone under the age of 21. Selling any alcoholic beverage, either directly or indirectly, is strictly prohibited. Behavior that is the result of alcohol abuse is not acceptable under any circumstances.

No underage consumption.

Only students 21 and older may purchase, possess and/or consume alcoholic beverages.

Alcoholic beverages can only be consumed in an individual’s room, not in public or common areas.

Underage students cannot be in any room where alcohol is present.

Of-age students cannot possess and/or consume alcohol in their room if they have an underage roommate.

Alcoholic beverages must remain in sealed containers when transported through the building. Possession of empty containers may be considered evidence of prior consumption.

CalArts prohibits the unlawful possession, use, transport, manufacture or distribution of illicit drugs, drug paraphernalia, or simulated drugs and alcohol on Institute property.

Students who violate CalArts’ alcohol and drugs policies are subject to discipline including termination of the student’s Housing License Agreement, which will result in a notice to vacate. Students accused of violation may be required to vacate the residence hall during the appeal process.

Housing probation
Students who violate any of the Institute policies can be placed on housing probation. The Institute is concerned with conditions that disrupt the on-campus living environment, and will in all cases act accordingly. The student will be notified in writing and probation will last no less than one academic semester. All conversations regarding housing violations will be documented and kept on file. Violation of housing probation will result in termination of the student’s Housing License Agreement and a notice to vacate will be given.

Notice to vacate
Violation of the Housing License Agreement may result in the loss of housing. When a student loses the privilege of living on campus, he/she also loses visitation rights to the housing facilities, including Mom’s Café, the pool area, and forfeits the right to re-apply for on-campus housing.

Right to appeal notice to vacate
A student is entitled to appeal a vacate notice.

1. The student must submit a written notice of appeal to the Dean of Students by the end of the next business day, after the date of notice to vacate.
2. The written notice must contain reasons for appeal.