FISK HOUSE RULES AND REGULATIONS
2012-2013

SAFETY & SECURITY

Security
1. Each resident must be sure the front door is closed tightly and the dead bolt on the back door is locked when entering and exiting the building.
2. The rear entrance to the house is off limits to ALL residents.
3. Each resident is responsible for greeting her guest at the front door. No person will be admitted unless the resident is present to greet them.
4. Male visitors are not allowed above the third floor.

Fire Prevention
1. Fisk House is a non-smoking building.
2. Windows opening onto fire escapes and the doors between the rooms on the front side of the house must not be blocked at anytime.
3. Do not store bicycles in the hallways.
4. If house alarms go off, all residents must evacuate the building.
5. Malfunction of individual room alarms should be reported to the RA or Area Director.
6. All windows are equipped with locks that keep the windows from opening more than eight inches. Residents must learn how to release these locks. Bars on the windows can be released from the inside in case of emergency.
7. Fire escapes should not be used except in the case of an emergency. No items should ever be placed outside on the fire escapes. Property found there will be confiscated immediately.

Electricity
1. Hair dryers, lights, radios, televisions, computers, etc., must be used in combination with a power strip to prevent power blowouts.
2. The use of electric blankets, mini fridges, microwaves, air conditioners, hot-plates, etc. are NOT allowed on the advice of the City of Boston Fire Department. If these appliances are found in rooms, they will be confiscated and will be returned upon your departure from the house.
3. The lights on the stairs and elevators must be kept on at all times.
4. Lights in the recreation room, library, closets, bathrooms, kitchen, and the resident rooms should be turned off when not in use.
5. Electrical appliances such as toasters, microwaves, irons, etc., should only be used on the ground floor.
6. Wall sockets with 2-3-4 way devices are not allowed as they overload the electrical circuits. Power strips are to be used instead.

ROOM & COMMON SPACES

Library
1. NO FOOD OR DRINK MAY BE CONSUMED IN THE LIBRARY.
2. The library may be used for studying by residents. It is open 24 hours a day.
3. The library is used during the day on the third Tuesday of every month for the Boston University Women’s Council meetings.
4. If more than two people are in the library, it is understood that they are there for study, not socializing.

**Use of Kitchen**
1. The kitchen is open 24 hours a day.
2. Residents are expected to keep the kitchen in good order at all times. DISHES HAVE TO BE WASHED AND PUT AWAY AT EACH MEAL.
3. Dishes or pots may not be left in the sink overnight.
4. Each resident is responsible for the cleanliness and hygiene of her designated refrigerator and food space.
5. Any open food items left out on the counter will be disposed of properly.

**Bathrooms**
1. Do not put tampons or anything else down any of the toilets.
2. After every shower, clean out the drain to prevent clogging.

**Coat Room**
1. Jackets and coats can be hung in the downstairs coat closet across from the kitchen. However, when there is a meeting at the house (about 2 or 3 times a month), all coats must be removed.

**TV Room**
1. Work out amongst yourselves what programs or movies you will watch.
2. If you take food into the TV room, be sure to clean up after yourselves.

**Resident Rooms**
1. Residents are responsible for the care of their rooms.
2. Contact the Resident Assistant or Area Director for any needed repairs.
3. Any food items must be kept in a sealable air-tight container.
4. Do not dispose of leftover food in your room. Instead, dispose of it in the hall or kitchen trash barrels.
5. Glasses, mugs, plates, etc., may be taken from the kitchen, but should be returned to the kitchen and cleaned.
6. When a single room becomes available, the resident assistant will aid in the selection of a resident for that room (seniority/lottery system).

**OTHER**
1. All residents of the Fisk House must abide by the aforementioned rules as well as the policies and procedures outlined in the Boston University Lifebook, located at [http://www.bu.edu/dos/policies/lifebook/](http://www.bu.edu/dos/policies/lifebook/).
2. Fisk House and its furniture and artwork must be treated gently and with respect to preserve the integrity of this unique residence. Please do not move the furniture.

I, ________________________________, have read, understand, and will abide by the above rules and regulations.

(print name)

Resident Signature ________________________________ Date _______________________
