

1609 Hazel Residents' Handbook

AY 2023-24



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Welcome!

Welcome to 1609 Hazel, the residence hall for first- and second-year undergraduate students at the Cleveland Institute of Music. We hope that during your years of residence you will find an environment in which you can grow as a musician and as a person.

Residence Life at CIM is an integral part of the student experience. As a resident of 1609 you will forge relationships with many new colleagues and friends, some of which will last a lifetime. The Residence Life staff are here to support you in this process. Residence Life staff includes three student Resident Assistants and the Resident Director, a full-time professional who lives on campus. The primary goal for all residence life staff is to ensure the safety and health of you, our residents, and to build an atmosphere of growth and acceptance where you can explore your ambitions and personhood.

The 1609 Hazel Handbook provides the rules and regulations of the residence hall. These are designed with your well-being as the primary objective. All policies in this handbook can be enforced by any member of the Residence Life staff.

Many friends and colleagues talk about the warm sense of community they find at CIM. You can ensure that sense of community is carried into our residence hall and helps to make this a welcoming space for all people. All members of the CIM staff are here to assist you. Please don't hesitate to ask if you have any questions.

We wish you every success in the coming year!

Devina Hogan

Assistant Vice President, Student Affairs & Services

Christopher Agnew

Resident Director

Residence Life Staff

The **Assistant Vice President of Student Affairs & Services** supervises the residence life program. Violations of the student Code of Conduct and 1609 Hazel Handbook are handled by the Assistant Vice President. The Assistant Vice President is also notified of any emergencies in the building so that CIM can take timely, appropriate action.

The **Resident Director (RD)** provides direction to CIM residence life, supervises the Resident Assistants (RAs), and acts as a liaison to Case Western Reserve University in overseeing the day-to-day operations of the building. Together with the RAs, the RD ensures that 1609 Hazel is a safe, open, and welcoming environment for all its residents. The RD handles most administrative details pertaining to the hall and can help residents with issues like key fobs, room changes, and network services. The RD also works closely with the Assistant Vice President to handle violations of building policy.

There are **three resident assistants** in 1609 Hazel. The RAs serve as the primary contacts for residents, and the RA Office is located on the 3rd floor of Hazel across from the elevator. An RA is the first person you should contact in many situations, including help with a maintenance request, organizing an event, borrowing games or sports equipment, room lockouts, finding a building on campus, dealing with roommate issues, responding to emergencies, and just to talk. The RAs participate in a rotating overnight call schedule so there is always a staff member available in case of emergency. RAs also have a responsibility to enforce 1609 Hazel and CIM policies, and to report violations to the RD.

Residence Life Staff Directory

DEVINA HOGAN (SHE/HER) ASSISTANT VICE PRESIDENT OF STUDENT AFFAIRS & SERVICES	H106	O: 216-791-5170
CHRISTOPHER AGNEW (HE/HIM) RESIDENT DIRECTOR	H106	O: 216-791-5000 ext. 243
AJ GAUGER (THEY/THEM) RESIDENT ASSISTANT	RA Office	<i>See posted office hours</i>
IRÉN HANGEN VÁZQUEZ (SHE/HER) RESIDENT ASSISTANT	RA Office	<i>See posted office hours</i>
RUBY PINE (SHE/HER) RESIDENT ASSISTANT	RA Office	<i>See posted office hours</i>

RA On Call

The residence life staff member on call is available by PHONE CALL ONLY during these hours:

Every Day 11:00pm - 7:00am

The on-call phone number is **(216) 392-4434**.

1609 Hazel Floor Plan



Suite Furnishings

Each suite is fully furnished, and residents are responsible for the furniture, appliances, and general upkeep of the suite. The suite should look the same when you move out as it did when you move in. Furnishings include:

Kitchen	Living room	Bedroom
Refrigerator	Three (3) barstools	Bed frame
Stove/oven	Sofa	Mattress
Microwave	Armchair	Dresser

Dishwasher
Washer/dryer

Coffee table
TV Stand

Desk
Desk chair

Building a Good Suitemate Relationship

You may be an experienced roommate or sharing space with someone other than a family member for the first time. In either case, successful room- and suite-mate relationships are built on trust, communication, and clear mutual expectations. This section contains CIM's procedures around roommates during the school year and some suggestions for creating positive relationships with the people in your suite.

Suitemate Agreements

At the beginning of the year, you will complete a suite agreement with all your suitemates. This contract covers things like how you feel about borrowing each other's items, having guests, practicing in the room, quiet times, etc. It's important to take the time to complete your agreement thoroughly. Your suite agreement serves as a point of reference if any issues come up during the year, and you can update it at any time.

Getting to Know Your Suitemates

The suitemate agreement should incite conversations about what behaviors are acceptable within your suite and the mutual expectations you'll have for each other, but what about getting along? It may seem awkward to sit around and tell your life story but sitting down for a get-to-know-you talk can help break the ice and make it much easier to get into the swing of living together. Here are some sample questions you can use to get to know the people you'll be living with:

- Have you ever lived with a roommate before? What did you like and dislike about it?
- Are you excited or nervous about having a roommate? Why?
- How do you like to socialize? Do you tend to have people over or prefer going to someone else's place?
- How do you feel about using alcohol, tobacco, marijuana, or other substances?
- What are your goals for the future?
- What aspects of your social life are important to you?
- When you want to relax and unwind, what do you do and where do you go?

You'll get to know your suitemates well throughout the year, but to start off it can be helpful to understand your suitemates' feelings and opinions. You might consider a conversation on some of these topics:

- You can tell I'm upset if I...
- My pet peeves are...
- I do not joke about...
- I would rather be left alone when...

Room and Suitemate Conflict

Some issues are unavoidable when you're sharing space with someone, even if you get along really well. The Residence Life staff are here to help you resolve these issues when they arise.

If you are having issues with other members of your suite, your suitemates are the first you will contact. Communication is important! You cannot solve conflicts or grow as a person without this first step. An RA is the second person you should contact after unresolved issues with a suitemate. They can give you advice on how to approach the situation on your own, or they can facilitate a conversation between you and your suitemate(s) if necessary. Many suitemate conflicts are resolved through these simple steps.

If working with the RAs does not solve your situation, the next step is mediation with the Resident Director. The RD will coordinate a time for all parties to meet and discuss the issue at hand. This mediation is focused on finding mutually agreeable action steps to effectively resolve the issue. You and your suitemates will agree on a period of time to try out these action steps before a follow-up meeting with the RD. Room changes will only be considered after all other avenues have been exhausted.

Room changes are not permitted in the first or last two weeks of each semester.

Policy and Procedure

Alcohol

It is illegal for anyone under the age of 21 to possess, distribute, or consume alcoholic beverages in the United States.

Consumption or possession of alcohol or cigarettes in CIM residential suites is prohibited.

Anyone found providing alcohol or cigarettes to residents or visitors or otherwise violating this policy will face serious judicial sanction, including possible suspension from CIM and the housing complex. Guests that violate the alcohol policy will cause appropriate sanctions to be imposed upon themselves and their hosts.

Amnesty Policy – Alcohol and Drug Emergencies

Safety is always the top priority. As a member of the 1609 Hazel community, we expect you to show the highest levels of care, compassion, and concern for yourself and for others in times of medical emergency and/or crisis. To help encourage students to immediately seek medical attention when necessary for themselves or others, the Amnesty Policy is:

*CIM will **not** impose recorded disciplinary action for a student's policy violation of alcohol or drug consumption or possession against individual students or officially recognized student groups/organizations when – the student(s) report to or seek assistance from on-duty medical staff or law enforcement for a medical emergency or condition. Similarly, CIM will **not** impose recorded disciplinary action for a policy violation of alcohol or drug consumption or use against the student who is the subject of such a medical emergency or condition.*

However, the following steps must be accurately used to implement the Amnesty Policy:

1. **Calling for help:** In the moment of witnessing a medical emergency or personal crisis, you must take immediate action to call for emergency services.

University Circle Police Department (Emergency)	(216)-791-1234
CWRU Police Department (Emergency)	(216)-791-3333
CIM Security Desk (7am-11pm)	(216)-791-5000 ext. 0
CIM RA On-Call (11pm-7am)	(216)-392-4434
Other off-campus locations	9-1-1

2. **Stay:** Remain with the individual(s) needing help until the on-duty emergency medical staff or law enforcement arrive.
3. **Cooperate:** You must provide information and assistance as needed from the emergency responders or officials of the Institute that are reporting to the needs of the individual(s). You must meet with the appropriate Institute staff following the incident and agree to the timely completion of any educational alcohol or drug corrective measure that may be recommended as assigned by Institute staff during the student conduct process.

*It is important to note that the Amnesty Policy may not apply to repeated incidents or egregious medical emergencies. It also will not excuse students of other violations of applicable policies, including but not limited to Title IX violations, physical or emotional abuse, distribution of alcohol or drugs, hazing, theft, owning or use of weapons or other prohibited items, other serious violations of CIM's Community Standards, etc.

If an individual(s) in need of medical assistance, and other members of the community fail to seek medical assistance for that individual, there may be serious and lasting consequences. Most significantly, the health of the individual(s) that are not provided medical attention may experience severe illness, harm, or death as a result. In such circumstances, a student's failure to seek appropriate assistance, or efforts to disrupt attempts to seek appropriate medical assistance for someone reasonably known to need medical assistance may be met with severe disciplinary action from the Institute.

Prohibited Items

Residents are prohibited from possessing the following items in the residence hall:

- Candles, incense, lighters, or anything that produces an open flame
- Halogen Lamps
- Space heaters of any kind
- Portable air conditioners
- Extension cords (surge protectors are ok)
- Flammable or combustible liquids or gases
- Smoking equipment, including but not limited to cigarettes, pipes, vaporizers, and e-cigarettes
- Motor vehicles of any kind (including scooters)
- Live trees or wreaths
- Weapons of any kind, including but not limited to knives, guns, and air rifles
- Live animals of any kind, including pets

Bicycles

Bicycles should be locked to the bike racks outside 1609 Hazel. There is no bike storage available in the building.

It is strongly recommended that students register their bikes with CWRU Security. Bike owners will receive a free u-lock from security once their bike is registered.

Breaks

1609 Hazel remains open during Fall, Thanksgiving, and Spring breaks.

The building closes completely for two weeks during Winter Break. See the building schedule for the exact dates and times. Students who are unable to return home during this closure must make alternate arrangements for accommodations during this time.

During summer vacation, all student-owned property including bicycles, carpet, and furniture must be removed from 1609 Hazel.

Campus Security

CIM is in the University Circle neighborhood of Cleveland. Although University Circle has a park-like atmosphere, it is part of an urban environment. Always be aware that crime is a possibility. Students should take the following simple precautions to protect themselves:

- Always lock your room/suite and take your key with you when you leave
- Never let anyone into the building unless they are your guest
- Avoid walking alone at night

Outside the residence hall, or when a Residence Life staff member is not available, CWRU Security (216) 368-3333 should be your first contact in case of an emergency or security concern.

Check Out

All residents must complete a formal check-out process before leaving the building for Winter Break and at the end of the year. At this time, your room and apartment will be inspected by a Residence Life staff member for damage and missing items. The staff member will also collect your key fob.

Resident Assistants do not assess damage charges. Please contact the Resident Director with any related questions or concerns.

The Resident Director will email all residents before both winter and summer breaks. Residents are responsible for following the instructions in the email to schedule their check-out appointment. A resident may incur a fine if:

- You miss your check-out time
- You are not completely packed and ready to leave campus at your check-out appointment
- You do not sign up for a check-out appointment

The fine for an incomplete or improper checkout is \$200.

Climate Control

Each suite is equipped with its own thermostat. Residents can set this thermostat to any temperature within a preset range. **Any problems with the HVAC system should be reported as a maintenance request through email: HazelMaintenance@cim.edu.**

Contract

Housing contracts are for the academic year. Contract releases will not be granted mid-year unless medically necessary, regardless of status as an undergraduate or graduate student.

See also: residency requirement

Counseling

CWRU has counselors available 24/7 by phone at (216) 368-5872. Counseling Services is now located in the Dental Research Building at 2124 Cornell Rd. Their new offices will be located on the Second floor. They accept walk-ins five days a week.

Damage Charges

The room damage deposit will be refunded by check at the end of your last year residing in 1609 Hazel if the room is left clean and in good condition. There should not be marks or holes in the walls or other damage to the room or furniture. Charges will be assessed for damage. Rooms which require extra cleaning at the end of the year will be charged accordingly.

Any damage to the suite that cannot be ascribed to a single person will be divided among all residents of the suite as a suite damage charge. **Maintenance's Building Manager and Resident Director are responsible for assessing damage charges; the Resident Assistants do not and cannot make any promises about damage charges.**

Residents may appeal damage with proof within one week of notification of charges.

Deliveries

The building address for food, grocery, and other delivery is 1609 Hazel Dr. Cleveland, OH 44106. However, it is recommended that students use the main CIM building mailroom address for packages or mail, which is 11021 East Blvd, Cleveland, OH 44106.

Drugs

CIM aggressively enforces a zero-tolerance policy for illegal chemical substances. Any resident found possessing, distributing, or ingesting any such substance will face severe disciplinary action including potential suspension and separation. Furthermore, criminal prosecution will be aggressively pursued by CIM in cooperation with the University Circle Police Department.

See also: CIM Student Handbook

Elevator

The elevator will require you to scan your key fob to access the residential floors. All CIM residents have access to floors 2 and 3 in order to use the lounges and other amenities on those floors.

Emergencies

Fire

Each room is equipped with a smoke detector. Hallways and lounges have sensitive smoke detectors, fire extinguishers and alarm pull stations. For your safety, every fire alarm must be treated like a real fire. When the alarm rings, all residents are required to leave the building until they are notified by a staff member or CWRU security guard that they may reenter. Any room may be entered during an alarm to investigate possible fires. **The fire department fines individuals \$250 for not leaving the building.**

If you accidentally activate a fire alarm or cause a fire, contact a Residence Life staff member immediately. The intentional activation of or tampering with fire alarms, smoke detectors or other emergency equipment will result in a fine of \$250 and disciplinary action.

Fire drills will be conducted periodically throughout the year.

Medical Emergency

In case of a medical emergency, contact a Residence Life staff member or CWRU emergency services (216) 368-3333 if a staff member is not available. Residents **should not** call 911 on their own since emergency personnel will not have access to the building.

Residence Life staff have a limited amount of medical training. Emergency medical situations will automatically be referred to the emergency room when appropriate.

Mental Health Emergency

If you are concerned about a resident's mental health, contact Residence Life staff immediately. If a Residence Life staff member is not available, you can request a wellness check from CWRU emergency services at (216) 368-3333. A trained officer will go to the student of concern's room and have a conversation to evaluate that person's safety. If the officer determines that the student is at risk, they will be escorted to Counseling Services or the emergency room as appropriate.

Fire Safety

All residents must assume responsibility for ensuring fire safety in all areas of the residence hall. Fire safety violations include but are not limited to: intentional or unintentional setting of a fire, use of a fire extinguisher or other emergency equipment in a non-emergency situation, tampering with fire safety equipment, not leaving the building during a fire alarm, use of prohibited appliances, use of halogen lamps, smoking, lighting candles or incense, storage of flammable materials or any type of motorized vehicle (including scooters), use or storage of fireworks, and obstructing or blocking fire doors or hallways. **The automatic minimum fine for a fire safety violation is \$150.00.**

Fire extinguishers are available on each floor. Use of this equipment is limited to trained personnel. In the event of a real fire, residents should activate one of the alarms and evacuate the building, then notify a staff member or emergency responder of the fire's location.

First Aid

Residence Life staff have a first aid kit with basic medical supplies, including bandages, ice packs, antiseptics, etc. See an RA for these items.

Garbage

Trash should be bagged, brought to the trash room, and dropped in the chute labeled "rubbish." Recycling should be dropped in the chute labeled "recycling." Cardboard boxes should be flattened and placed neatly on the floor in the trash room, out of the way. Maintenance will periodically remove cardboard placed in the trash room.

Group Meetings

No meetings of religious, political, or social organizations may be held in, or use the name of CIM or Cutter House. Questions related to the distinction between meetings and social gatherings may be directed to the Resident Director.

Guests

Please note: your suite must decide as a group if and when to allow guests when you complete your suite agreement.

A guest is defined as anyone who is on a residential floor of 1609 Hazel that is not a current resident or CIM/CWRU staff member carrying out job-related duties. This includes non-resident CIM students, CIM staff, CWRU and CIA students, and visiting friends and family members.

All guests in 1609 Hazel must be admitted by their resident host. The host is responsible for the actions of their guest while the guest is in the building. Accordingly, **you are responsible for any non-resident you let into the building, so never open the doors for someone that is not your guest.** Additionally, any time you invite someone who does not live in your suite to visit your apartment, you are responsible for that person's actions in your unit.

Guests must be escorted by the host at all times.

Overnight Guests

Overnight guests must be registered a minimum of 24 hours in advance by emailing the resident director, and by cc-ing all suitemates in that same email. Guests are permitted to stay for a maximum of three consecutive nights and room/suitemate consent is required. Extensions may only be granted by the Resident Director. A maximum of 14 total overnight stays for guests per resident is allowed per semester. Additional nights in excess of 14 may only be granted by the Resident Director.

Guests are expected to abide by all 1609 Hazel policies. Hosts are responsible for the actions of their guests and may be charged \$150 in addition to losing guest privileges if their guests violate these policies.

Keys and ID cards cannot be transferred to guests.

Health & Safety Inspection

To ensure general cleanliness and safety of the Residence Hall, members of the Res Life staff perform routine health and safety inspections for each room currently occupied. A copy of the Health & Safety Inspection report will be provided to each student. In the result of a failed inspection, a follow-up inspection will be performed within 48 hours of the initial inspection with the expectation that the students will have made the necessary changes according to the initial report. Failure to comply or pass the second inspection will result in a one-time fee of \$100 and possible disciplinary action.

Health Services

All CIM students have access to the CWRU University Health Services located at 2124 Cornell Rd. UH&CS includes a general clinic, allergy clinic, occupational health services, sexual health services, and immunization. Students can talk to a nurse on-call 24/7 at (216) 368-2450. More information, including hours, appointments, and pricing, can be found [here](#).

Housekeeping

The housekeeping staff is responsible for performing routine cleaning tasks in the building common areas. The housekeeping staff work hard to keep your living area clean and pleasant. Show them the respect they are due by cleaning up after yourself. Common areas should be left clean when you are done using them.

ID Card

Your ID card serves as your primary source of identification as a CIM student on campus, and you are expected to carry it with you at all times. The card gives you access to CIM, the 1609 Hazel practice

rooms, and your meal plan at Leutner or Fribley Commons. In addition, your card allows you to get student discounts at places such as movie theatres or museums around University Circle and greater Cleveland.

Your ID card can also be used as a debit card at places that accept CaseCash. Some CaseCash is included in most meal plans, or it can be purchased separately online. A list of restaurants that accept CaseCash can be found [here](#). CaseCash is also accepted at the University bookstore.

If you lose your ID card or it does not function properly, you will need to go to Access Services located in the basement of Crawford Hall. There is a \$25 charge for any lost ID card. You can reach Access Services in Crawford by calling (216) 368-2724. ID cards cannot be transferred to anyone for any reason. Transferred ID cards may be confiscated or deactivated by Residence Life Staff or CWRU Security. Both parties involved will be subject to disciplinary action.

Illness & Injuries

All illnesses and injuries should be reported to a Residence Life staff member. This information is crucial if your condition worsens, or special arrangements must be made for you in the event of a building evacuation.

All students are expected to self-monitor for any symptoms of COVID-19, including fever of 100.4° F (38° C) or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat or loss of taste or smell. All illnesses must be reported to the Resident Director as well as to University Health & Counseling Service to assist in campus-wide COVID-19 contact tracing if necessary.

Internet Access

When you move in, you are given a unique internet access code. This code is good for up to 7 total devices. Access for additional devices can be purchased through the Resident Director. Any visitors may use your code, but they will need to have their devices **forget the network before leaving**. Otherwise, that device will continue to count against the seven (7) device limit. For technical assistance, please submit a request to help@cim.edu.

There is also wired internet access throughout the building with ports in each bedroom and living room. Devices connected to the wired network do not count against your 7-device total. The wired network also does not require a password. Personal wireless routers are prohibited.

Key Fob

You should always carry your key fob with you when you are not in your room. The room and suite doors do not lock automatically, but even if you do not lock the door behind you, your roommate might. If you are locked out of your room or suite, a staff member can let you in. If you lose your key fob, the RD can provide a temporary fob for up to a week. If your key fob has not been found after the week is up, you will be charged \$35 for the replacement fob.

You must live in your assigned space. Keys may not be transferred to anyone for any reason. Transferred keys may be confiscated by Residence Life staff or CWRU security. All involved parties will be subject to disciplinary action.

Key fobs must be returned at the end of the year when you check out of the building. Failing to return your key fob will incur a \$35 fine.

Keying In

Staff members may only enter your room without your supervision under the following circumstances:

1. To conduct maintenance work
2. During a fire drill or alarm
3. Suspicion of harm being done to one or more students
4. To turn off an annoying electronic device
5. To investigate a safety, security, or health concern under the direction of the Resident Director, Assistant Vice President, or the Dean of the Conservatory.

If a staff member is keying into your room, they will knock at least twice and identify themselves. Staff members are not permitted to key into a resident's room for anyone but the resident.

Lock Outs

You should always lock your door and take your key fob and ID card with you when leaving your suite. If you get locked out of your room or suite, or the building, a staff member can let you in. The first lock out is free; afterwards you will be charged a \$25 fee for this service.

Lost & Found

Residence Life staff take all lost and found items to the main security desk in the CIM building. Check there to claim any lost items.

Lounges

Each floor has a large communal lounge. **Practicing is not allowed in the lounges. Repeated violation of this policy will result in a fine and/or disciplinary action.** The exception is the electronic piano in the 2nd floor lounge, which can be used at a reasonable volume, or with headphones. Please use headphones with this keyboard if asked by a fellow student. These lounges are intended to be social spaces and to be a relaxing environment away from the intense musical atmosphere needed at CIM, featuring comfortable furniture, tables for studying, a ping pong table, and TV. Practicing in the lounges invalidates this space as intended for all residents, and ample space for practicing is available on the first floor, in suites during specified hours, and within the CIM main building. The furniture may not be removed from lounges. Lounge spaces should be left clean when you are done using them. **Quiet hours apply in the large lounges.**

The second floor features an exercise room with television and open floor space suitable for yoga, pilates, or bodyweight training, as well as some free weights and equipment. Appropriate attire, including a shirt and close-toed shoes, is required at all times in the fitness room. You should wipe down benches and put all equipment away after use.

The third floor houses the RA Office across from the elevator. This space is always reserved for meeting with RAs during office hours or by appointment to discuss roommate agreements, other concerns, or just to talk with the RAs.

Furniture

Lounge furniture must be left in the lounge area where it was originally placed. You may not take lounge furniture into your suite. You will be charged for the repair or replacement of any furniture damaged or removed from its designated location.

Television

The lounge televisions are available on a first-come, first-served basis. Student reservations are not permitted. Residence Life staff has the right to reserve lounges, including the television, for building programming.

Mail

There are Parcel Pending package lockers on the ground floor of 1609 Hazel. There is a one-time fee of \$25 to set up access to the lockers, payable to Parcel Pending. These lockers can receive packages from non-USPS carriers such as Amazon and FedEx. You will need to install the Parcel Pending app on your phone to use the locker system. The address for these lockers is

[YOUR NAME]
1609 Hazel Dr.
Cleveland, OH 44106

Packages left in the lockers for an extended period may be returned to sender.

Letter mail and USPS packages should be sent to the main CIM building and will be processed through the mailroom. Every student has a mail folder on the lower level of CIM outside the mail room. You will be notified if you receive items that do not fit into the mailbox. USPS mail should be addressed to

[YOUR NAME]
11021 East Blvd
Cleveland, OH 44106

Maintenance Requests

CIM students have access to [MyHousing](#). All maintenance requests should be submitted online or via email at HazelMaintenance@cim.edu.

Emergency Maintenance

Emergency situations can happen at any time. Call 216-243-8442 and request emergency maintenance if you experience:

- No heat when the outside temperature is 50 degrees or lower
- No air conditioning when the outside temperature is 80 degrees or higher
- No electricity
- Uncontrollable water leak
- No water
- Broken window
- Broken door locks
- Refrigerator not working

If you have an emergency after office hours, call 216-368-3300 and leave a message with your name, phone number, address, and the nature of the emergency. Your call will be returned as soon as possible. Please do not call Emergency Maintenance for non-emergencies. Instead, use the instructions above for a maintenance request.

Meal Plan

1609 Hazel residents may opt to participate in a CWRU meal plan, but it is not required. The closest dining hall is Leutner Commons, about a three-minute walk from the residence hall. You must have your CIM ID card to enter the dining hall. Guests may join you in the dining hall if your meal plan includes guest swipes.

Residents with special dietary needs should contact Bon Appetit Catering at CWRU to make arrangements.

Noise Violations

Quiet hours are enforced to maintain a community where all members can successfully live, work, and sleep. During quiet hours, noise in hallways and lounges should be kept to a minimum. Volume can be slightly higher in your suites, but you must be courteous of suite members who may be sleeping. The fitness room is closed during quiet hours and practicing anywhere outside the practice rooms is not permitted.

Your first two noise violations will receive verbal warnings. Any violations beyond 2 will be subject to a \$75 fine per incident. Excessive noise violations will necessitate a meeting with the Resident Director or Assistant Vice President for Student Affairs.

Parking

There is no parking for 1609 Hazel residents in the CIM lot. Residents with cars should procure a permit for CWRU lot 46 through the [CWRU Parking Portal](#).

Pets

We all love animals! Unfortunately, pets are not permitted in 1609 Hazel. Support and service animals with proper documentation will be permitted once approved by the Assistant Vice President as part of the accommodation process. If you have a support or service animal, the animal is only approved to be in your bedroom, not in other parts of the suite or the common areas and should be crated when you are not home. Violators will be fined \$150.

Practice rooms

There are 22 Wenger practice rooms on the ground floor of 1609 Hazel. These rooms are reservable through EMS from 8:00am to 10:00pm daily and subject to all CIM practice room policies. Overnight use of the ground floor practice rooms is an exclusive benefit for 1609 Hazel residents. The practice rooms must still be reserved through EMS during these hours.

Quiet Hours

Quiet hours are in place to ensure time each day when residents can reasonably expect to sleep or study quietly without interruption. Noise in public areas should be kept to a minimum during these hours. Excessive noise during quiet hours will be documented as a noise violation.

Sunday – Thursday, 10pm – 9am

Friday – Saturday, 12am – 10am

See also: Noise Violations

Recital Receptions

Recital receptions may not be held in 1609 Hazel.

Recycling

Recycling should be bagged, brought to the trash room on each floor, and disposed of in the chute labeled “Recycling.” Cardboard boxes must be left flattened in the trash room.

Residency Requirement

First- and second-year undergraduate students are required to live in 1609 Hazel. Returning conservatory students may request a space in the building via the housing lottery held in the spring.

Roof

Students are never permitted on the roof.

Room Modifications

Do not make any permanent structural or decorative modifications to your room. Prohibited modifications include but are not limited to painting, wallpapering, making holes in walls, and installing carpet. The room must be returned to its original condition when vacated.

Sanctions

The primary sanction imposed for violating policies in this handbook is a monetary fine applied to your student account. The Resident Director recognizes that not all students have equal financial resources, therefore if a fine imposes an undue burden on any student an alternative sanction will be found. Sanctions may also include, but are not limited to, probation, suspension of guest privileges, research, or community service. Severe policy infractions are referred to the Assistant Vice President for Student Affairs or the Dean of the Conservatory for appropriate action.

Sexual Assault & Title IX

See the CIM Student Handbook

Smoking

Smoking is not permitted in 1609 Hazel. CIM is also a non-smoking facility. Cigarette smoking is permitted outside only in designated smoking areas which do not include the parking garage or in front of the buildings. Designated smoking areas will have a provided ashtray for disposal of cigarettes. Smoking in any other areas will result in a fine and/or disciplinary action.

Suite Furniture

A list of provided furniture in each suite is available on page 7. Students may not remove furniture from their suite or room. The suite should look the same when you move out as it did when you moved in.

Theft

CWRU Police (216) 368-3333 should be notified immediately whenever there is a theft of Institute or personal property from the residence floors of 1609 Hazel.

University Circle Police (216) 791-1234 should be notified immediately if there is theft of Institute or personal property from the first floor of 1609 Hazel.

The resident director should also be notified by email as soon as possible.

Tornadoes

In the event of a tornado warning for Cuyahoga County or Cleveland, residents should move to the lowest floor possible, in the center of the building, in hallways where there are no windows. Remain seated with your head as close to your lap as possible and monitor weather alerts until the tornado warning has subsided.

Weapons

Absolutely all weapons are prohibited from 1609 Hazel. Weapons include but are not limited to firearms, pellet guns, knives, air rifles. Protective devices deemed legal by the county and state are permitted but may not be displayed.

Windows

Do not remove the window screens or attempt to force the windows open further than the guards allow. Do not throw objects out of the windows at any time.

Suite Appliance Guide

Dishwasher

- Wash full loads on the 1-hour wash cycle to save energy
- Always check whether plastic items are dishwasher safe before washing them
- Remember to always use dishwasher detergent and not dish soap in your dishwasher

Disposal

Each apartment is equipped with a garbage disposal in the kitchen sink. Use common sense when operating this appliance.

- Do not put your hand in the garbage disposal
- Always turn on cold water when appliance is in use and for a short time after to ensure disposal is clear of waste
- Do not shove food into the drain or put large amounts of food into the disposal at one time
- Do not put grease down the drain
- To clean out any leftover food in the drain, pour a cup of ice cubes into the disposal
- To clean your disposal, pour ½ cup of baking soda and 1 cup of white vinegar down the drain. Rinse clear with boiling water.

- When jammed, press the red reset button underneath the sink. Try running again. If the disposal is still jammed, submit a maintenance request

Glass Top Stove

- You will need glass-top stove cleaner to effectively remove grease and stains. Clean your cooktop regularly to prevent permanent damage.

HVAC & Air Conditioning

- When leaving for winter break, set your thermostat between 60-65 degrees to prevent your pipes from freezing
- Windows should be kept closed when running heat or air conditioning
- Keep the area beside the hot water heater clear of clutter. Do not use this area for storage.

Washer & Dryer

- Do not overfill the washing machine with clothes. You should be able to see the basket holes before closing the lid
- Be sure to evenly distribute clothing and linens around the center agitator. Failure to do this will result in an overflow situation.