



**Irell & Manella Graduate School of Biological Sciences
2009 Student Housing Handbook**



Welcome to the Irell & Manella Graduate School of Biological Sciences and student housing. We are very excited that you have chosen our School and are we look forward to an exciting school year. The goal of student housing is to provide you with a comfortable living arrangement and a supportive academic environment.

This comprehensive guide to living on campus at City of Hope outlines the policies, rules, and regulations required for living safely and productively in our community. Please take a few minutes to read through the information and please let us know if you have any questions. By signing your housing contract, you agreed to follow the policies stated in this handbook.

The Corporate Real Estate Department is located at 2240 Buena Vista Road, Second Floor.

Corporate Real Estate can provide you with the following services:

- Information about housing options, rates, contract terms and conditions.
- Explain policies and procedures.
- Process move in, move out, room assignments, billing questions, and other housing concerns.

Please let us know if there is anything we can do to make your time here more enjoyable.

Eligibility for Housing

All students enrolled at the Graduate School are eligible for on-campus housing. Male and female students can be assigned to the same unit, if all occupants of the unit agree. Graduate Students with children cannot be accommodated. If space is available, postdocs may be eligible at the discretion of the Manager of Student Housing.

If a student resident elects to occupy his/her room with another adult for more than three days the student must register that person with the Property Manager.

Assignments

Students may express their interest in student housing to Nancy Gengo, Corporate Real Estate by phone, email or fax. Students will be asked to fill out an "Application for Occupancy" Agreement, which is available on the City of Hope website or in the Office of Admissions and Student Services (Miller 107). Completed applications received by May 1st will be processed together; applications received after May 1st will be processed and assigned on a space-available basis. The housing assignment period begins on the Move-in Date and ends at noon on the Move-out Date. These dates are established and set forth by Corporate Real Estate, the Office of Admissions and Student Services and the Graduate School Oversight Committee.

All students, who have completed the form, will be assigned in order of priority based on their year of study. First year students will be given priority over second year students who will be given priority over third year students, etc. A lottery system will be implemented to determine who gets to choose first within each class of students. The student will be notified by June 1st and asked to choose where he/she wants to live, sign a contract, and provide key and security deposits. The key deposit is \$25 and the security deposit is \$200, which are both due on the Move-in Date. The deposits will be returned after the premise has been completely vacated minus any amount necessary to pay for: (a) cleaning, (b) key replacement, (c) damages above ordinary wear and tear, (d) outstanding utility bills. The must confirm or cancel his/her assignment via email (ngengo@coh.org) by June 15, 2009.

The one-bedroom house is reserved for married couples or for a student with special needs.

Move-In Information

The Move-in Date for the 2009-2010 school year is August 17, 2009 and the Move-out Date is July 31, 2010. During the first two weeks of August, the units will be inspected and freshened up for the next group of residents.

If a Student moves in before or after the Move-in Date, the rent will be charged a daily pro-rated fee on the room assignment.

Here is an abbreviated move-in check list:

1. Confirm move in date and time with Nancy Gengo, Corporate Real Estate.
2. Pick up your key from the Security Office located in the back of Parking Lot E.
3. Inspect your unit for obvious missing or damaged furnishings or appliances.
4. Complete the Room Inventory and Conditions Form and return it to Nancy Gengo, Corporate Real Estate via inter office mail.

You may bring with you:

- Small personal hand truck for move-in
- Pillows, blankets/comforter, mattress cover (mattresses are fire-resistant, plastic-surfaced), egg crate, bath towels and bed sheets
- Hangers
- Soap (laundry and bath), soap dish
- Small shower caddy to carry your things to the bathroom
- Laundry bag/basket/hamper, wastebasket, throw rugs

- Sewing kit
- Computer
- Power strip with surge protector
- Mirror
- Telephone
- Additional light-Desk lamp(s) - **halogen lamps are not permitted**
- Light bulbs - **Compact Fluorescent Light bulbs (CFLs)**
- Flashlight
- Alarm clock
- Can opener
- Broom or small hand-held vacuum.
- Small fan
- Plants
- Pictures/posters, to make your room "home"
- Double-sided tape
- Food storage containers made of glass, plastic, rubber or tin with lids.
- Cleaning products. The School provides housekeeping service once per quarter. All residents are expected to maintain a reasonable level of order and cleanliness in rooms and to maintain proper health and safety conditions.
- Personal care items (soap, shampoo, toothbrush, toothpaste, deodorant, etc)
- Towels
- Shower caddy and shower shoes
- Toilet Paper
- Laundry detergent, iron, small ironing board, drying rack

Bedroom Furnishings

Each room is supplied with a bed, desk, desk drawers, chair, and nightstand. Additional room furnishings may be supplied depending on the type of room you are renting. Residents are free to rearrange furniture and add their own small furnishings so long as they are not wall-mounted. However, furniture should not obstruct smoke detectors, vents, or exits. Window coverings and screens may not be removed nor may residents alter windows with window film or tinting of any kind. Residents may not paint the rooms or any part of the units.

Common Area Furnishings

In addition to bedrooms, each apartment or house contains a living room, dining area and kitchen. The living area is furnished with a couch, chair, coffee table and flat screen television. The dining area contains a table and four chairs. The kitchen is supplied with dishes, utensils, pots, and other kitchen supplies. Each of the houses contains a washer/dryer and the apartments share a washer/dryer. Additional appliances and furnishings may be supplied depending on the unit you are renting.

Due to limited storage space, you may not bring your own beds or large furniture to substitute for the existing furniture.

Residents will be charged for any furniture that is missing or damaged at the end of the occupancy period.

Rent

Rent includes electricity, water, trash pick-up and wireless internet. All payments are to be made by check or money order and no cash shall be acceptable. All payments are made payable to the "Graduate School" and delivered to the office of Dawn Eastmond, Associate Dean, Miller Building, Room 107.

Rent is due on the last day of the month. Please consult the 2009-2010 rent calendar for actual dates.

If students are interested in premium channels, please contact Nancy Gengo in Corporate Real Estate and she will arrange for installation. The student must pay the additional fee in full on a monthly basis directly to the cable company.

Emergencies

In an emergency, please call 55 from any campus phone.

Maintenance and Repairs

Report repair requests and pest control issues without delay to: **Nancy Gengo in Corporate Real Estate, by email at ngengo@coh.org. For a maintenance emergency after hours & weekends, call Engineering, ext. 32245, or page 626/423-5503.** Residents should not attempt to handle repairs themselves. By reporting a maintenance problem, residents are authorizing entry to the property by the appropriate maintenance or service representative. **Residents will be charged for repairs due to abuse, misuse, or negligence.** Corporate Real Estate, Engineering or Security Personnel may enter properties during business hours for maintenance and repairs, safety inspections, or emergencies.

Corporate Real Estate or Engineering reserves the right to enter the accommodations during reasonable hours to provide efficient service and maintenance. Corporate Real Estate, Engineering or Security Personnel may enter accommodations without notice for the purposes of emergency service, safety, and room condition inspections and term cleanings or if there is reason to believe that any term or condition of this agreement is being violated. When entering accommodations, Corporate Real Estate or Engineering may be accompanied by an outside party, such as a fire inspector.

Corporate Real Estate will arrange for repairs from defects in the unit, which arise from ordinary wear and tear. All defects caused by the acts or omissions of Resident, Resident's, guests or invitees, will be charged to Resident, including the cost of repair to or clearing of waste pipes and drains, repair to water pipes, plumbing fixtures, or overflow there from caused by negligent or improper usage or the introduction of articles or materials into the system for which the system was not intended, and including the cost of repair or replacement of damaged or missing furniture, fixtures, appliances or equipment. Upon the expiration or termination of any contract, Resident must return the unit in the same condition as received less reasonable wear and tear.

Guest Policy

Residents may have an overnight guest in their own room or apartment for a maximum of three nights per month. Please be considerate of your unit mate(s) regarding the frequency or length of time a guest is staying with you. Amenities, including extra keys will not be provided for your guest. Residents assume full responsibility for the actions of their guests.

Pest Control

Please follow these guidelines to help our efforts in keeping rodents and insect pests under control:

- Do not store food in the room or in common storage areas.
- Always store food in airtight containers and clean up promptly after any food preparation.
- Garbage should be disposed properly. Do not dispose of food waste in student rooms or in bathroom trashcans. Use kitchen trashcans or outside trash bins.
- Leaks or other moisture sources should be reported to Nancy Gengo, Corporate Real Estate.
- Pest control problems result from lack of cleanliness.
- Do not tamper with window screens. Windows are common points of entry for pests of all kinds.
- Report all pest control problems promptly to Nancy Gengo, in Corporate Real Estate

Keys

If you lock yourself out of your residence, contact Security at extension: 62006.

Mail

Due to liability issues, improperly labeled mail sent or forwarded to the City of Hope mailroom will be returned to sender. Mail is delivered through the United States Postal Service to your mailbox outside your home. For prompt delivery, make sure you use the following format:

STUDENT NAME
STREET ADDRESS
DUARTE, CALIFORNIA 91010-3000

Insurance

The School does not provide insurance for damage or loss to your property. We strongly advise you to arrange for coverage of all property you bring on campus and into your residence. You or your parents may have coverage through a homeowner or renter's policy of the household in which you live; check your policy for terms.

Pets

Pets are not permitted in residences except for fish. An aquarium cannot be larger than 20 gallons. Discovery of an impermissible pet will result in a \$50/day fine until the pet is removed.

Recycling

Recycling has a positive impact on the environment we urge you to participate in this important program. Blue recycling bins are located outside each building.

Trash

Residents must dispose all trash in the appropriate containers.

Energy Conservation

Residents are expected to minimize energy use whenever possible. Room lights and other electric equipment should be turned off when not needed. Shower and other water usage should be of a reasonable duration. In units with separate thermostats, heat or air should not be set at an excessive level. In general, residents are asked to be aware of and reasonable in their use of all consumable energy resources.

Alcohol Policy

The serving and/or consumption of alcoholic beverages on School property, including your room or apartment, must be in full compliance with Institute, local, state, and federal laws.

Smoking Policy

Smoking of tobacco products in any School property is prohibited. In School residences, this includes all interior common areas, individual rooms and apartments, walkways, outdoor areas where smoke may drift into buildings.

Noise Policy

The School residences have quiet hours after 10:00 PM. Residents are expected to conduct themselves in a considerate manner at all times. Residents who are disturbed by noise after these hours should diplomatically negotiate with the offending parties first. If the noise does not diminish, contact Security at ext. 62006 from any campus phone, or 626-256-4673, ext. 62006 from a non-campus phone.

Move-out Information

It is important to follow proper move-out procedure so that you do not incur additional rent charges and/or other unanticipated fines. The official Move-out Date for the 2009-2010 school year is July 31, 2010.

Below is an abbreviated move-out checklist:

1. On your last day, turn in your keys to Office of Admissions and Student Services (Miller 107). Keeping your key means you are still occupying the room. If the student has lost his/her key, the student will forfeit the \$25 key deposit.
2. Forward your mail. Make sure to forward your mail to your new address. When residents vacate the premises, they must notify the United States Postal Service at <http://www.usps.com>.
3. City of Hope will not be responsible for forwarding students mail.
4. Clean your space and remove all belongings and trash.
5. Refrigerators must be cleaned and defrosted. Stoves and ovens must also be cleaned.
6. Turn off all lights, heaters, and air conditioners.
7. Vacate your room by 4:00pm on the Move-out Date. The School is not responsible for any items left in the room past the Move-out Date. Items not removed by the Move-out Date will be removed and discarded at your expense.

Prior to vacating, Facilities and Corporate Real Estate will inspect your unit for repair needs, damage, and furniture. If there is damage to your bedroom or its furnishings, normal wear and tear excepted, the cost will be deducted from your security deposit and, if necessary, you will be sent a bill to cover the remaining repair costs. If there is damage to a common area, its furnishings or an appliance, all students in the residence will be liable for the damage.

Storage

If you are interested in sending items to the School prior to moving into your new residence, you can contact one of the local storage companies.

Safety and Security

Your safety and security are our primary concerns. In every community, there is the possibility of intrusion, theft, and physical threat. Security is everyone's responsibility.

Please report any suspicious behavior or activity that might endanger or compromise security. Call Security at extension: 62006 from any campus phone or 626-256-4673, ext. 62006 from a non-campus phone.

Communication with Corporate Real Estate

Corporate Real Estate will host town hall meetings for residents twice per year. The first one will be during orientation. The main purpose will be to explain how to request maintenance and repairs and to disseminate information. The second meeting will take place after the winter break. At these meetings, students will have the opportunity to voice their concerns and make suggestions for improving student housing. The dates and times will be emailed to all student residents in advance of the meeting.

Our primary way of communicating important news or concerns to the residents will be via email. Please check your email regularly.