Guidelines for Sharing Columbia Residential Housing

Communication
Talk to your roommate(s) and come to an agreement regarding personal habits, schedules, cleaning, purchasing common supplies, paying utility bills, guest procedures, etc. Express your expectations. Misunderstandings create stress and conflict.

Sharing Common Areas
The common areas (living room, kitchen, bathroom, halls, studies and extra closets, if any), are to be shared equally by all of the unit's residents. Common rooms may not be used for storage or for the exclusive use of one student/tenant. Each student should use his/her own telephone; a separate phone line is installed in each bedroom. Personal electronics kept in your bedroom will be less of a source of potential conflict than those kept in the common areas.

All roommates should make an effort to keep the common areas of the apartment clean, neat, and uncluttered. To avoid problems with vermin and insects, dishes should be washed immediately, and garbage should be removed daily. Clean up after yourself on a daily basis, and make a schedule of which roommate will do each large cleaning task (i.e., bathroom, kitchen, and sweeping) weekly. Each building has specific garbage and recycling procedures. Your superintendent can outline any specific procedures for your building. If you have questions about maintenance in the apartment, contact your superintendent.

Personal Space and Personal Property
In an apartment share, each student is assigned to a specific room. That room is the personal space of the student; roommates should not enter each other's rooms uninvited. Any personal property that roommates agree will be shared (i.e., television, kitchenware, furniture in the common areas) should be treated with care. Do not keep items in the shared common areas unless they are to be shared. Personal property must be respected, and not borrowed or used without permission.

Pets
Pets are strictly prohibited in Columbia Residential, except for service and assistance animals and pets kept in aquaria. Students with service and assistance animals must be registered with the Office of Disability Services. Violation of these policies will result in termination of the lease or student housing contract and the student will no longer be eligible for University housing.

Guests
Having guests creates a situation of overcrowding, and causes unnecessary stress to fellow tenants by increasing the noise factor and denying them fair use of common areas. Apartment shares are used to house single students only. Infrequent, occasional overnight guests, staying for one or two nights, may be permissible if all roommates agree. Roommates should discuss the issue of guests and visitors and come to a common understanding and agreement. Spouses, partners, family members and friends are strictly prohibited from sharing these accommodations with student tenants. Violation of this lease provision and Columbia Residential policy will result in termination of the lease and the student will no longer be eligible for University housing. Students residing in dormitories or suite rooms must abide by the guidelines specific to their building. Contact building personnel or the Columbia Residential office for more information.

Noise
Discuss your working and sleeping hours with your roommate(s). All tenants have a right to a quiet room in which to study and rest. Do not play loud music or watch television with high volume. We strongly recommend the use of headphones. If you want to have visitors, make sure that you discuss these plans with your roommate(s) well in advance.

Keys
The Superintendent issues each tenant a complete set of keys to the building/apartment. Keys may not be duplicated.

Bills
Keep accurate records of all shared bills and payments. Pay these bills on time, so that debt does not accumulate. Decide which roommate will be in charge of opening and paying particular bills, and provide your roommate(s) with your share of the payment before he/she writes the check.

Smoking
Smoking is prohibited in specified buildings. Please contact the Director of Residential Services for your building with questions. For contact information, please see the information provided to you when you signed your rental agreement, or contact the Columbia Residential office: residential@columbia.edu or (212) 854-9300.

I have read the Apartment Share Guidelines, and understand that my continued eligibility for University Apartment Housing is contingent upon my compliance with these guidelines and policies.

__________________________________  ____________________________________
(Print name here)  (Columbia Residential address)

__________________________________  ____________________________________
(Sign name here)  (Date)