

# **Jackson Court Handbook**

**Everything you need to know about your new home!**  
Jackson Court Area Office

## **The Jackson Court Area Office**

### **Area Staff:**

Jackson Court Area Coordinator (AC)

Emily Gaetano, M.S. | Office (585) 276-4682 | [egaetano@ur.rochester.edu](mailto:egaetano@ur.rochester.edu)

Jackson Court Area Secretary

Danica Brown | Office (585) 276-4682 | [danica.brown@rochester.edu](mailto:danica.brown@rochester.edu)

Graduate Head Resident

**Environmental Service Worker (ESW) Staff:**

ESW Supervisor:

Kris Winters

Anderson ESW Staff:

Melinda

Robert

Wilder ESW Staff:

Andre

Pasang

\_\_\_\_\_:

Casandra

**Facilities Staff:**

Building Mechanics:

Keith Hartzog

Tony Mormino

**Useful Campus Numbers:**

College Center for Academic Support ..... (585) 275-2354

Bursar's Office ..... (585) 275-3931

Campus Bookstore ..... (585) 275-4012

Center for Excellence in Teaching and Learning ..... (585) 275-9049

Facilities ..... (585) 273-4567

Financial Aid ..... (585) 275-3226

ID Office ..... (585) 275-3975

Interfaith Chapel ..... (585) 275-4321

Library

### **Leadership Ambassadors**

Jackson Court has two Leadership Ambassadors. The Leadership Ambassadors work together to plan events and hold regular meetings with their advisor. Events often include festivals and celebrations. All residents are encouraged to be involved in the planning by contributing ideas.

### **Laundry**

Laundry facilities are available in the basements of Anderson and Wilder and on the first floor of  
machines that are  
out of order should be reported to (585) 503-2361.

\*Note - Please see individual machines for proper usage.

### **Cooking**

Limited cooking is permitted in designated cooking areas (i.e. kitchens). Residents are responsible for cleaning the kitchen and their dishes immediately after use. Kitchens may be closed due to improper use.

### **Multiple Locations for Reservations**

Multiple spaces within Jackson Court are reservable through virtual EMS. The Area Office is also happy to assist you with walk-in/same-day reservations. Please stop by the office during regular business hours to do so. These spaces are available for reservations:

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- Jackson Court

## **Residential Life Policy Information**

The following is a partial listing of the policies of most day-to-day concern for residents:

### **Alcohol and Drugs**

The legal drinking age in New York State is 21 years of age. Residents of legal drinking age may consume alcohol in the privacy of their room and/or in their suite with other of age peers.

- Underage drinking is a violation of State law and University policy. Residents who violate the law and the policy will be subject to disciplinary action.
- Funnels, beer-pong (Beirut) tables, other drinking game paraphernalia, kegs, mini-kegs, beer balls, boxed wine, and other multi-serving containers are also PROHIBITED.
- Hosts are responsible for the behavior of their guests at all times. Please consult the Alcohol Policy for these standards.
- All illegal substances (any drug not prescribed to you) and all drug paraphernalia are PROHIBITED.

### **Social Gatherings**

Parties are NOT PERMITTED in the residence halls. Parties are defined by behavior and atmosphere, as well as excess of room occupancy. While we encourage our residents to be social, they should do so without breaching any University policy, state law, or federal law.

### **Jackson Court Fireplace/Grounds**

This should be done through virtual EMS if you are a student organization (please be sure the person who is fire trained is used for the contact information) or by stopping into the area office to see the Area Secretary. Reservations should be submitted at least 5 business days before the event, if it is less than that they need to be done in person at the area office to see if it is possible. No reservation less than 3 business days will be considered.

Only those students who have participated in Fireplace training will be allowed to reserve the space. Training lists will be maintained with the Jackson Court Area Office and shared with the WC Reservation Coordinator and EHS. The trained student must be at the event reserved for the entire time.

Burning books, furniture, paper, or non-sanctioned combustibles is **PROHIBITED**. Do not deface or otherwise vandalize this space. Be safe and courteous when using it.

### **Pets (Fish Only)**

No air-breathing pets allowed. The only pets allowed will be fish in a small aquarium (no larger than a 5 gallon tank). Dogs, cats, rabbits, ferrets, insects, spiders, and snakes are strictly prohibited in student housing. Consequences for breaking this policy could include removal from housing.

### **Smoking**

All UR undergraduate housing is smoke-free. You may NOT smoke in your room, suite, or bathroom. The campus has changed to tobacco-free. If you choose to smoke tobacco it must be in a designated spot on campus, or off campus property.

### **Vandalism**

Replacement/repair costs for damage in community building areas (hallways, stairwells, foyers, etc.) may be divided among the residents of the building if the responsible parties cannot be identified. This billing includes removal of trash left after check-out, including cinderblocks. Cinderblocks are prohibited from the resident Tf1 00ut, in