OFFICE OF THE DEAN OF STUDENTS

OFF-CAMPUS LIVING GUIDE

2023 - 2024

Dear Off-Campus Students,

I hope all is well with you and your loved ones.

You are embarking on a very exciting time...your senior year and living off-campus! As we look forward to the start of the academic year. The health and safety of our community is our priority and as an off-campus student you are affiliated with two communities: Fairfield University and the Town of Fairfield.

The following Off-Campus Living Guide is for your edification regarding guidelines and resources. The last page is a template for you to print, fill out and give to your non-student neighbors living next door and nearby your residence. Please make a concerted effort to say hello to your neighbors the day you move in. This will help you going forward in building a connection with your neighbors and to show a good faith effort on your part to be a responsible neighbor.

When you return to Fairfield you will be required to follow all State of Connecticut, Town of Fairfield and Fairfield University directives. In this ever-evolving time, it is paramount to stay up to date on the directives.

Welcome back and do not hesitate to reach out if you would like to connect. I wish you and your loved ones good health and happiness.

Take good care,

Allison Berger
Associate Dean of Students

aberger@fairfield.edu

OFFICE OF THE DEAN OF STUDENTS

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INTRODUCTION

WELCOME BACK! YOUR OFF-CAMPUS LIVING EXPERIENCE IS ABOUT TO BEGIN!

The Office of the Dean of Students is pleased to offer the following Off-Campus Living Guide to Fairfield University students living off-campus. This guide provides an overview of University expectations and resources available to students living off-campus.

UNIVERSITY EXPECTATIONS

When you live off-campus, you remain a member of the Fairfield University community as well as a member of the Town of Fairfield. When you lived on-campus, you lived only amongst and with students who basically have the same lifestyle, eating, sleeping and entertainment patterns. Those patterns are different from the patterns of the residents of the beach community. Your home is now in the beach community, and you must be cognizant of how your actions impact others.

Get to know your neighbors by introducing yourself the day you move in. Give your neighbors your contact info, and a small gift (e.g., flowers, candy, a plant). These small gestures will set the tone for your living experience. At the end of this guide is a helpful template for you to fill out and give to your neighbors.

Please monitor the noise levels within and projecting from your homes, including noise created by your guest. Please arrange for and encourage the quiet and appropriate arrival and departure of your guests. Abide by speed limit.

Remember that homes are very close together in the beach area. Many residents have young children and virtually all households have adults who are employed. As a result, bear in mind that you and your neighbors' schedules will likely be very different and that difference must be respected in terms of noise, music levels and nighttime activities.

Regular communication with your landlord will demonstrate you have a vested interest in their property and are equally vested in having both sides of the lease agreement abide by its terms. It will also help keep the lines of communication open. This is good practice and can be especially helpful should a problem arise.

STUDENT CONDUCT CODE

The Student Conduct Code applies to all Fairfield University students both on and off campus. Your behavior off-campus will be documented by the Fairfield Police Department, University officials, and other students and neighbors, and reported to the Office of the Dean of Students. When the Office of the Dean of Students receives a report, you will be contacted by the office soon thereafter. Your prompt attention to the matter is expected. Many times complaints and other issues can be resolved swiftly. Open communication is key to arriving at an amicable resolution.

When community standards are violated, the following minimum guidelines may be imposed. An individual student's conduct history will affect the range of sanctions imposed.

Minimal Sanctions for Incidents Occurring Off-Campus will likely result in:

- First Occurrence: formal warning or student conduct probation, $200 fine, educational sanction
- Second Occurence: $400 fine, separation from the University dismissal or expulsion

The Fairfield Police Department maintains the safety and quality of life for the Beach area for all individuals. The Beach area is defined as Reef Road, Fairfield Beach Road, including all intersecting streets, south of Edward Street. If a nuisance or disturbance occurs and it meets the legal elements for an arrest, an arrest will be made. No prior warning will be given. Arrests can be made for the following, regardless of the time of day: loud parties or music, unreasonable noise, fights, assaults, vandalism, drunk driving, alcohol in public, dispensing of alcohol to minors, possession of alcohol by a minor, urination in public, and pedestrians recklessly using the roadway, or any other conduct resulting in a reported incident.

OFF-CAMPUS BOARD

The Off-Campus Board will work to bring students and neighbors together to address concerns, formulate reasonable solutions, and offer recommendations to achieve peaceful community living. The Off-Campus Board composition will include trained University staff and students, and community members. A referral to the Board can come from the Fairfield Police Department, students, community members and Fairfield University adminstration. The Off-Campus Board will provide all parties with transparency while respecting privacy of those involved. For students, this will be part of the student conduct process.

PARKING

On-Campus Parking

All off-campus students are required to register their vehicles and obtain the appropriate Fairfield University parking decal from Public Safety to park on-campus. Students are required to park in designated lots. Tickets will be issued when parking regulations are violated. All unresolved tickets will result in placement of a hold on your account which will affect your ability to participate in events including, but not limited to, graduation and receiving your diploma.

As a reminder, students should plan their trips to campus accordingly. Parking on-campus is limited and students should make sure to leave enough time to find parking in their designated area in order to arrive at class and appointments on-time.

More information on parking can be found at **fairfield.edu/publicsafety**.

Off-Campus Parking

Off-campus, off-street parking areas are generally provided by landlords to their tenants. Not all dwellings come with off-street parking. In many cases, off-street parking can only accommodate a limited number of vehicles. An agreement should be made between roommates about off-street parking. If your dwelling has limited or no off-street parking, please recognize there is limited street parking available. All street parking is on a first-come, first-serve basis. All street parking is monitored by Fairfield Police and any violation of parking laws can result in a parking ticket, or towing of the vehicle at the owner's expense. Do not park in a neighbor's parking area or at a property that is not yours without permission. Do not block a driveway or obstruct the street in any way.

PERSONAL SAFETY

Your safety is incredibly important. Be aware of your surroundings, exercise good judgment, abide by all laws, and always be considerate.

Your House

If you choose to invite guests to your home, you are responsible for the resulting effects on the neighborhood. Only allow those you have invited into your home and on your property. If you do not wish to have an individual or groups of people in your home, you should deny entrance. Do not hesitate to call Fairfield Police for assistance. We strongly recommend purchasing renters' insurance.

Neighbors and Neighborhood and Social Gatherings

It is very important to know your neighbors and your neighborhood. This could make the difference between getting arrested or having a good time. Knowing your neighborhood allows you to know what to expect when having a social gathering or any get-together at your house.

LANTERN POINT ASOCIATION

Rules for Student Living

- No Large gatherings on common property. There is a court ordered injunction which prohibits more that 250 students gathered on common area property at one time. Common area property includes the walks, the grass between houses, the decks and all beach area in front of LPA. This means no Santa Con, Clam Jam, Mock Wedding, Sham Jam, etc.
- Town quiet hours are 10 PM to 7 AM Sunday through Thursday and 11 PM through 8 AM Friday and Saturday. https://www.fairfieldct.org/noiseordinance
- Resident and Guest passes are required to be on your person at all times, regardless of security presence. If security requests proof of residency or visitation, then the resident and guest passes are for this purpose. You are expected to comply with security enforcement of the injunction on the property, and to carry your LPA ID passes.
- Fairfield Police are authorized to be on LPA property at any time, and fully authorized to assist security with enforcement of local laws, including noise ordinance, trespassing, vandalism or other infractions.
- Parking for LPA – The main lot in front of the property and lot to the left of the deli are both allowed. Do not block the sidewalk by 731 Driveway. No parking in security & contractor spot AT ANY TIME. The towing company information is posted in both lots. Street parking is also free and available. Read the signs!
- Mail Delivery Location /Boxes on the side of 771 on Fairfield Beach Rd.
- Trash & recycle collection requires you to bag all garbage. There are 60 garbage cans onthe property. Please do not litter. Littering and garbage outside of the trash cans will also attract skunks, racoons, rats and other rodents.
- Call your landlord if you have issues you wish to discuss. This includes any issues with your house (leaky faucets, broken locks, etc.) The LPA board does not manage the individual houses.

UNIVERSITY RESOURCES

Off-Campus Patrols by Fairfield Police

Fairfield Police patrol in the Beach area on Thursday, Friday, and Saturday nights and Saturday and Sunday daytime during the academic year. The Office of the Dean of Students follows up on all referrals.

Beach Resident Advocacy Group

The Beach Resident Advocacy Group (BRAG) is a senior class, student-run organization for students living at Fairfield Beach. BRAG plans activities and advocates on behalf of students living in the Beach area. BRAG is also involved in community relations between other Beach area residents and Fairfield University students. Students interested in joining BRAG should email beach@fairfield.edu.

Department of Public Safety
Loyola Hall, 203-254-4090

Campus Ministry
Egan Chapel of St. Ignatius Loyola
Pedro Arrupe, S.J. Campus Ministry Center,
203-254-4000 ext. 3405

Health Center
Jogues Hall, 203-254-4000 ext. 2241

Counseling and Psychological Services
Jogues Hall, 203-254-4000 ext. 2146

CITY RESOURCES

Bridgeport Hospital
267 Grant Street
Bridgeport, CT, 06610
Main number: 203-384-3000

St. Vincent Medical Center
2800 Main Street
Bridgeport, CT 06606
Main number: 203-576-6000

Fairfield Police Department
100 Reef Road
Fairfield, CT 06824
Main number: 203-254-4800

Center for Family Justice
753 Fairfield Ave
Bridgeport, CT 06604
Main number: 203-334 6154

Town of Fairfield Health Department
725 Old Post Road
Fairfield, CT 06824
Main number: 203-256 3020

Town of Fairfield Town Hall
725 Old Post Road
Fairfield, CT 06824
Main number: 203-256-3000

Department of Motor Vehicle
95 Sylvan Ave
Bridgeport, CT 06606
Main number: 203-579-6015

US Post Office
357 Commerce Drive
Fairfield, CT 06825
Main number: 800-275-8777

Students are strongly encouraged to sign up for the Town of Fairfield emergency notification. Text FAIRFIELDCT to 888777.

LOCAL EMERGENCY NUMBERS

Fairfield Police Department (Emergency)	911
Fairfield Police Department (Non-Emergency)	203-254-4800
Fairfield Fire Department (Emergency)	911
Fairfield Fire Department (Non-Emergency)	203-254-4700
Fairfield Storm or Incident-Related Info Updates	203-254-4899
Town of Fairfield Website	www.fairfieldct.org
Department of Public Safety	203-254-4090

GENERAL GUIDELINES REGARDING LEASE AGREEMENTS

Important Note: The information that follows pertains to the responsibilities of landlords and tenants are meant solely as guidelines and should not be viewed as replacing the language contained in the lease agreement between students and a landlord. Students should familiarize themselves with the terms of their lease agreement before signing. Students should not hesitate to address any questions or concerns with their landlords prior to signing a lease. Fairfield University is not a party to the lease agreements between students and landlords. Students and landlords are entering into a private contractual relationship. Students should consider having legal counsel review lease terms before signing.

Information is available from the State of CT pertaining to tenant and landlord rights and responsibilities.

Students are encouraged to review this information at: **www.jud.ct.gov/faq/landlord.html**

The Town of Fairfield zones residential houses for a maximum occupancy of non-related individuals. For almost all houses in the Fairfield beach area there is a maximum occupancy of four non-related individuals. Before signing your lease, please consult with the landlord to find out what the maximum occupancy is to ensure you are in compliance with all zoning laws. Houses that are over occupancy are at risk for eviction or other sanctions by the Fairfield Health Department. Students who are overcrowding face the very real risk of being evicted during their senior year. Please take steps to ensure you are in compliance before signing your lease.

Landlords will require all occupants to sign a *Certificate of Rental Occupancy* (CRO).

LEASES FOR RESIDENTIAL PROPERTY

Most, but not all, written leases typically contain the following provisions:

- A description of the property the tenant is renting
- The length of time the tenant will be allowed to live in the unit
- The names of the landlord and the tenant
- The amount of rent, the due date and any late charges for late payments of rent
- The landlord's rules and regulations
- The tenant's rights and responsibilities
- Responsibilities for maintenance of the unit
- Provisions for utility services (whether or not payment of utilities is included in the rent charge)
- The amount of the security deposit, if any.

A written lease may also contain one or more of the following provisions:

- Sublease arrangements (terms under which the tenant may rent the apartment to someone else)
- Laundry and recreational facilities (whether any are included)
- Which appliances, if any, are provided by the landlord.

Among the responsibilities a tenant will have in a typical lease are the following:

- Pay the rent on time and what recourse the landlord has if rent is not timely paid
- Keep the apartment and the surrounding areas clean and in good condition (For example, garbage should not be piled up or left around, but should be disposed of promptly)
- Keep noise to a level that will not disturb neighbors.
- Repair any damage occurring to the leased premises through the fault of the tenant, family members or guests. If there is major damage, the tenant should notify the landlord at once
- Notify the landlord immediately if the apartment needs repairs through no fault of the tenant
- Give the landlord permission, on advance notice, to enter the apartment at reasonable times to inspect the place or to make any necessary repairs
- Notify the landlord of any extended absence from the leased premises so he or she can keep an eye on things
- When moving out, give the landlord proper advance notice, be sure that the leased premises is in the same condition as when the tenant moved in and return the key to the landlord promptly.

Typical responsibilities of the landlord contained in many leases include the following:

- Provide a clean apartment when the tenant moves in
- Provide and maintain properly working plumbing and heating (both hot and cold running water).

CHECKING THE PREMISES

It is very important for the tenant to check any rented premises that he/she is considering renting for unsafe and unhealthy living conditions. These conditions should be brought to the immediate attention of the landlord, preferably before signing the lease. Some conditions to look out for include, but are not limited to the following:

- Kitchen appliances that don't work properly
- Plumbing problems (leaking faucets, broken toilets and bathtubs)
- Inadequate heat or hot water
- Doors without locks
- Building problems (leaking roof, broken windows, peeling paint, falling plaster)
- Broken or unsafe steps
- Unlit hallways
- Pest problems (rats, roaches or rodents)
- Overcrowding (many tenants located in the same location)
- Hazardous electrical wiring or equipment
- Bad odors (the smell of garbage)
- Other conditions in the premises that appear unsafe or unhealthy.

In addition, both the landlord and the tenant will benefit from inspecting the premises together and agreeing upon the conditions when the tenant moves in.

Landlords are legally obligated to provide functioning smoke and carbon monoxide alarms on all levels of the dwelling. Tenants have a responsibility to not disable or remove the devices and promptly report any issues with detectors to the landlord. Keep exits and paths to reach them clear.

Renters with safety questions or concerns should contact the Fire Department at **203-254-4700** at any hour of the day or night. The Fire Department will provide and install smoke alarms free of charge to anyone in need.

Discrimination

Discrimination on the basis of race, creed, color, national origin, sex, marital status, ancestry or physical or mental disability in renting an apartment or house is prohibited by federal and state law. Anyone who feels that he or she has been discriminated against may file a complaint with the Commission on Human Rights and Opportunities (CHRO) immediately after the problem has occurred. While it is not necessary to hire a lawyer to file a complaint, it may be helpful to discuss the problem with an attorney. Contact the Commission on Human Rights and Opportunities for further information on discrimination.

Southwest Region Office
1057 Broad Street
Bridgeport, CT 06604
(203) 579-6246

Security Deposits

Most landlords require a security deposit when a new tenant moves in. In general, a security deposit is an advance payment that is used to protect the landlord from damages to the apartment or unpaid rent.

A landlord or tenant who has questions about security deposits may contact:

Security Deposit Investigator
State Banking Department
260 Constitution Plaza
Hartford, CT 06103
(860) 240-8299.

Evictions

Helpful information regarding the eviction process is contained in "A Tenant's Guide to Summary Process." This publication is available in courts handling housing matters and is also available online at **www.jud.ct.gov/Publications/hm015.pdf**

Utilities

In general, landlords are required to keep all heating, plumbing, electrical systems and appliances in good working order. Unless the rental agreement states that the tenant is responsible, the landlord must supply running water and reasonable amounts of heat and hot water.

If it is the landlord's responsibility to provide and pay for heat, the law requires the temperature of the apartment to be at least 65 degrees at all times of the year.

Where the tenant is responsible for supplying the utility, he or she should:

- Contact the utility company to arrange delivery of the utility
- Set-up bill delivery or automatic payment
- Make all payments on time.

For questions regarding discontinuation of utility services, tenants can contact:

Consumer Assistance Division, (DPUC)
10 Franklin Square
New Britain, CT 06051
Toll-free: 1-800-382-4586

Cable, Internet, and Phone Service

In addition to regular utilities it is the tenants' responsibility to set-up cable, internet, and phone services. Most service companies offer a bundled package deal for use of all three services from the same service provider.

Local Providers:

Cablevision (Optimum)
203-336-2225

Comcast
866-928-9135

Legal Aid Offices

For all initial screening of requests for legal assistance from legal aid programs in Connecticut:

Statewide Legal Services, Inc

860-344-0380

Connecticut Legal Services, Inc.
Regional Offices:
1000 Lafayette Blvd #950
Bridgeport
203-336-3851

STUDENTS PLEASE FILL OUT THE FORM BELOW AND SHARE WITH YOUR NEIGHBORS!

Fairfield University Students Contact Information Form

We are Fairfield University students and would like the opportunity to meet and get to know our neighbors during the 2023-2024 academic year.

We live at:

_____

Our names, email and contact numbers are listed below:

_____

_____

_____

_____

If there are any issues that arise please give us the opportunity to rectify the situation by contacting us at the emails and or numbers above. We are looking forward to a great year ahead!

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