



# OFF-CAMPUS LIVING GUIDE

**2019-2020**

Office of the Dean of Students

**203-254-4211**

**[beach@fairfield.edu](mailto:beach@fairfield.edu)**



**Fairfield**  
UNIVERSITY

# 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 and become a member of the Town of Fairfield community and the community you are now living in. We expect students to be considerate of their neighbors and the community at large in much of the same way it was expected when you lived on-campus.

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.

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 encouraged. 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.

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.

#### Standard Sanctions for Off-campus Misconduct:

- First Offense: \$200 fine, educational sanction, formal warning
- Second Offense: \$400 fine, probation
- Third Offense: dismissal from the University.

### ZERO TOLERANCE POLICY

The Town of Fairfield maintains a Zero Tolerance policy 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. Zero Tolerance means 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.

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### 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 administration. 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](http://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.

## 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. 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

It is very important to know your neighbors and your neighborhood. This could make the difference between getting arrested and 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. This will include which houses are occupied by students, where full-time residents live, and where to park. These factors are key whenever you consider hosting a social gathering.

### Social Gatherings

It is extremely important to know who is in and around your house. When hosting a gathering only you and your invited guest should be in attendance. Many times first-year students, friends of friends, and locals looking for a place to party may arrive at your house. It is perfectly appropriate to send these people away. You should only be allowing those you know and trust into your house. Many times it is these people that you do not know who cause damage, steal, and create nuisances, which could lead to your arrest or worse. If at any point there are people who you do not want there, call Fairfield Police and ask them to assist you in removing these people from your house.

If you are attending a social gathering do not go alone. Only go to houses where you know the occupants and are invited. Make sure that you leave with the people you arrived with so you know that all of your friends are safe and cared for.

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## UNIVERSITY RESOURCES

### Off-Campus Patrols by Fairfield Police

Fairfield Police patrol in the Beach area on Thursday, Friday, and Saturday nights 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](mailto:beach@fairfield.edu)

### Department of Public Safety

Loyola Hall, 203-254-4000 ext. 4090

### Campus Ministry

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

### Health Center

John C. Dolan Hall, 203-254-4000 ext. 2241

### Counseling and Psychological Services

John C. Dolan 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

### Fairfield Animal Shelter

211 One Rod Hwy  
Fairfield, CT 06824  
Main number: 203-254-4857

### US Post Office

357 Commerce Drive  
Fairfield, CT 06825  
Main number: 203-332-4547

Students are **strongly** encouraged to sign up for the Town of Fairfield CodeRed emergency notification at [fairfieldct.org/codered](http://fairfieldct.org/codered).

## 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:	<a href="http://www.fairfieldct.org">www.fairfieldct.org</a>
Department of Public Safety	203-254-4000, ext. 4090

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## 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](http://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.



## 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.

#### **CHRO Offices**

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](http://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.

## 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

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.

## Legal Aid Offices

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

**Statewide Legal Services, Inc**  
1-800-453-3320

**Connecticut Legal Services, Inc.**  
Regional Offices:  
Bridgeport  
(203) 336-3851



**Fairfield University Students Contact Information Form**

We are Fairfield University students and would like to opportunity meet and get to know our neighbors during the 2019-20 academic year.

We live at:

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Our names, e-mail and contact numbers are listed below:

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

