

# General

## Towers Policies

### Lock-Outs

If at any time you are to be without keys or a keycard and cannot gain entry to your room, you must go to the Welcome Desk located in the first floor lobby and inform them that you are locked out. The security personnel will contact the Resident Assistant who will then let you into your room.

- There are five (5) free lock-outs. After the fifth lock-out there will be a \$50.00 charge for every subsequent lock out after.
- During normal business hours (Monday - Friday, 9am-5pm) to receive entry into your room, you must go to the office.

For a full list of policies, go to the Towers website and click on "Forms". Look for a document entitled, "Towers Handbook".

### Drug and Alcohol Policy

CCNY is a dry campus and the possession of alcohol or other illegal paraphernalia at The Towers may result in your immediate removal and sanctions upon your return. Please note that your respective school may be notified of any violations.

### Overnight Guests

Residents are permitted to have overnight guests who come between 12am-8am. However, overnight guests may not stay more than three consecutive days in a seven-day period.

### Guest Policy

Each resident is allowed up to ten people (guests and residents included) in their suite at any given time. When signing in a guest, both resident and guest(s) must present a state-issued or school issued, valid photo identification to the Courtesy Officer upon entry to the building. All non-Resident guests must be accompanied at all times while in common areas of the building (i.e., lounges, seminar room, etc.) by the host Resident. Resident hosts may not leave their guest(s) unaccompanied in suite for more than 4 hours.