



Your Guide to On-Campus Living

OFFICE OF HOUSING AND RESIDENTIAL EDUCATION





Residence Hall Staff Definitions

The Housing and Residential Education team consists of a variety of staff members who are here to assist you in having a successful experience during your time at Berklee. You'll get to know them throughout your first few weeks on campus.

Resident Director (RD) and Area Coordinator (AC): Each residential area is home to a Resident Director or Area Coordinator. These are full time professional staff members who supervise the Resident Assistant team, and oversee all aspects of their specific residential area.

Resident Assistant (RA): Each student living on campus has an assigned Resident Assistant, who are current Berklee students. RAs provide support for the residents in their communities, create engaging events for residents to participate in, and help enforce the policies of the department and college.

Head Resident Assistant (HRA): Each residential area also features a Head Resident Assistant. HRAs are experienced RAs who have been in the role for at least one year. They have additional responsibilities to make sure the Resident Assistant team and those living in the residence halls can create a thriving community.

Important Locations

Public Safety: The Public Safety office is located in the basement of 155 Massachusetts Avenue. You can reach them 24/7 at 617-747-2682.

Housing Office: The Housing Office is located on the 3rd floor of 150 Massachusetts Avenue, and is open Monday through Friday from 9:00AM to 5:00PM. You can contact the housing office at 617-747-2292 or housing@berklee.edu.

RA Office: Each area has an RA office that is open from 7:00PM to midnight Sunday through Thursday and 7:00PM to 1:00AM on Fridays & Saturdays. You can go to these offices when they are open to speak to an RA and to rent various items. RA Office locations are listed below:

- **12 Hemenway:** 1st Floor; Room 108
- **98 Hemenway:** 1st Floor; Room 108
- **150 Massachusetts Avenue:** 3rd Floor, Room 302
- **160 Massachusetts Avenue:** 5th Floor, Room 505
- **270 Commonwealth Avenue:** Lobby
- **Fenway:** 24 Fenway, Room 22

Important Policies and Procedures

Student Code of Community Standards: As a student living on campus, you are responsible for knowing the following policies in addition to those covered in the Student Code of Community Standards. Visit berklee.edu/community-standards to view a digital version. This document outlines the behavior you are expected to uphold while you are a Berklee student, both on and off campus.

Guest Policy: You must use the Residence Hall Guest Pass form on the berklee.edu website to register any guests you bring into the residence halls.

- All guests must be 17 years of age or older.
- A guest is defined as either a Berklee student who does not live on campus or any person not affiliated with Berklee.
- Guests must show one of the following upon entry: Driver's License, Passport, Military ID, ID card issued by another college with photo of student, Green Card.
- Overnight guests may stay no longer than three (3) nights in a seven-day period, and no more than 10 calendar days in a month.
- Residents must be physically present with their guests at all times.
- Guests are expected to follow Berklee's policies while on campus.
- Guests who violate this privilege may have their overnight guest privileges terminated.
- You must get approval from your roommate(s) before bringing over any guests.

Prohibited Items: For your safety, the following items are prohibited in the residence halls: air conditioners, space heaters, electric percolators or kettles without an automatic shutoff, fridges larger than four cubic feet, candles, incense, electric air fresheners, open flames, non-LED string lights, non-Berklee issued furniture, electric blankets, appliances (grills, hot plates, toaster ovens, hot pots, electric frying pans, griddles, rice cookers, toasters, and crock pots), self-heating meals, traditional coffee makers (single-serve coffee makers like a Keurig are permitted), wireless hubs, sun lamps, halogen lamps, electric scooters, bicycles (permitted, but cannot be stored in the residence halls), pets (except for approved emotional support animals and service animals), water guns, water balloons, toy guns, weapons of any kind.

Lockouts and Lost Keys: If you are locked out or lose your key Monday through Friday between 9:00AM and 5:00PM, you should visit the Housing Office on the 3rd floor of 150 Massachusetts Avenue. If you are locked out, they will loan you a key. If you lost your key, you will need to pay \$25 to replace it. You can also call the Lock-Out Line at 617-747-UNLK (8655) for door-unlock services 24/7.

Maintenance Requests: If something in your room is broken or not working properly, please submit a [work order](#) online. Once submitted, a staff member from Physical Plant will address your request.

Quiet Hours: Quiet Hours are enforced nightly from 11:00PM to 7:00AM the following morning. During this time, noise should be kept to a minimum.

Courtesy Hours: Courtesy Hours are 24/7. This means that noise should never inhibit someone else's ability to sleep, study, or exist in their residential spaces.

Alcohol Policy: Alcohol is prohibited for students under 21 years old. If you are over 21 years of age, you are only permitted beer, wine, wine coolers, champagne, cider, or malt beverages in limited quantities. Check out the Student Code of Community Standards for more information.

Smoking: The use of tobacco products, ecigs, and vapes are not permitted in the residence halls. If you choose to smoke, you must not do so within 25 feet of a Berklee exit, entrance, or window. Use of marijuana is not permitted within the residence halls or anywhere on campus. Smell of smoke can constitute a policy violation.

ID Cards: Berklee students must carry their Berklee IDs with them at all times, and present it to a staff member if asked. Your Berklee ID will allow you to gain access to the residence halls, as well as our dining facilities. If you lose your Berklee ID, you must go to the OneCard Office at 155 Massachusetts Avenue during business hours to replace it immediately.

Mail: All packages and paper mail will be delivered to the basement of 1108 Boylston Street. You should check with the Mail Center periodically to see if you have any mail. To make sure your mail gets delivered properly, use the following address. Packages addressed to the residence halls will be returned to sender:

Student Name
Berklee Resident
1108 Boylston Street
Boston, MA 02215



Roommate Agreements

Each residential community is made up of students from all over the world. Everyone has their own story, which presents many opportunities for collaboration and connection. While this can be an exciting and creative time for residents, it can also present unique challenges.

To help students manage this, our RAs administer a roommate agreement to each room of residents on campus. A roommate agreement is a tool to help residents discuss their wants and needs while living together.

The RA helps each room review topics such as noise, cleanliness, methods of communication, and areas of compromise. Every resident in the space is encouraged to be honest about habits and be open and flexible to adjusting to each other.

Roommate agreements are living documents. They are used in conflict mediations led by the RA and are updated for any changes to room dynamics (new roommates, etc.). Residents can review the agreement at any time of the year.

Leadership Opportunities

Resident Assistant

Each community has an assigned Resident Assistant, who are current Berklee students. RAs provide support for the residents in their communities, create engaging events for residents to participate in, and enforce the policies of the department and college. RA selection begins in November for the following academic year.

Being an RA allows for our student to obtain experiences in many ways, such as:

- Public speaking and audience engagement
- Personal development
- Organizing large scale events
- Understanding crisis management
- Working as a team

Hall Council

Hall Council is a student-led organization that focuses on community building, social events, advocacy and recognition. Students in this volunteer leadership organization will learn valuable skills, such as:

- Learning how to work on a team
- Planning events for large populations
- Managing budgets
- Navigating advocacy efforts
- Cross collaborating with other organizations

Move In, Move Out, and Break Information

Check out the [berklee.edu website](https://berklee.edu) for important dates and instructions related to move in, move out, and breaks.

Fall Break

Berklee is closed during this time, but you are allowed to stay in your room; services such as dining are limited during this time.

Fall Semester Closing

Once the residence halls close for the fall semester, you are not permitted to be in the residence halls until they reopen for the spring semester. You may leave your things in your room if you are staying in the same room for spring semester, but should take important items home with you.

Spring Break

During this time, Berklee is open, and you are allowed to stay in your room. Services such as dining are limited during breaks.

Spring Semester Closing

When the residence halls close for the academic year, you must remove all of your belongings from your residence hall room, clean your room, and turn in your residence hall key.

Conflict Resolution Tips

Whether it's a roommate conflict, disagreement in the classroom, or an argument with your best friend, conflict is also an opportunity for learning and growth. The following tips may help you look at a situation from a new perspective and seek resolution before situations escalate:

- **Acknowledge the conflict.** Conflicts are a normal and natural part of life.
- **Be an active listener.** Conflict isn't about winning. Listen to the other person to gain an understanding of that individual's point of view.
- **Take your time and be intentional.** Slow down and find the right words. Rushing to action may inadvertently escalate a situation.
- **Be willing to let go of your assumptions.** Many conflicts arise from a lack of communication. Take responsibility for your own assumptions and be willing to accept feedback.
- **Ask questions.** What is important to the other individual? What potential solutions exist to address the conflict?
- **Find common ground.** It's okay if common ground can't be reached on every point. Identify areas of agreement, as well as areas of disagreement. Agree to disagree on some points.
- **Utilize your resources.** Sometimes you do need a neutral person to help facilitate effective communication to address a conflict. If you live on campus, reach out to your Resident Assistant (RA) or another housing staff member. Reach out to the Office of Community Standards and Conflict Resolution for additional resources and support.



Allston



NORTH



- 1 1140 BOYLSTON STREET
- 2 1126 BOYLSTON STREET
- 3 1120 BOYLSTON STREET
- 4 1108 BOYLSTON STREET
- 5 1096 BOYLSTON STREET
- 6 1090 BOYLSTON STREET
- 7 939 BOYLSTON STREET
- 8 921 BOYLSTON STREET
- 9 899 BOYLSTON STREET
- 10 855 BOYLSTON STREET
- 11 1249 BOYLSTON STREET
- 12 7 HAVILAND STREET
- 13 155 MASSACHUSETTS AVENUE
- 14 161 MASSACHUSETTS AVENUE

- 15 169 MASSACHUSETTS AVENUE
- 16 171 MASSACHUSETTS AVENUE
- 17 135 MASSACHUSETTS AVENUE
- 18 130 MASSACHUSETTS AVENUE
- 19 136 MASSACHUSETTS AVENUE
- 20 150 MASSACHUSETTS AVENUE
- 21 18 BELVIDERE STREET
- 22 160 MASSACHUSETTS AVENUE
- 23 22 FENWAY
- 24 98 HEMENWAY STREET
- 25 264 COMMONWEALTH AVENUE
- 26 270 COMMONWEALTH AVENUE
- 27 25 FORDHAM ROAD, ALLSTON
- 28 12 HEMENWAY STREET



- A 8 FENWAY
- B 24 FENWAY
- C 26 FENWAY
- D 32 FENWAY
- E 40 FENWAY
- F 54 FENWAY
- G 31 HEMENWAY STREET
- H 132 IPSWICH STREET
- I 181 MASSACHUSETTS AVENUE
- J 699 BOYLSTON STREET



Berklee



STAY CONNECTED

Office of Housing and Residential Education:
housing@berklee.edu

For more information:
bit.ly/4otY2HR