



THE

# ACADEMY HOUSE

WEST

2023-2024 | Residence Guide

800-463-8900 x143 | [LAhousing@aada.edu](mailto:LAhousing@aada.edu)

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# An Introduction to The Academy

## **Institutional Overview**

Founded in 1884, the American Academy of Dramatic Arts (“the Academy”) is the first conservatory for actors in the English-speaking world. Since then, its purpose has remained constant: To provide students with the tools needed to make acting their profession.

The American Academy of Dramatic Arts is a diverse and disciplined learning community committed to the personal, intellectual, social, and artistic growth of students. The Academy trains students with varied backgrounds from across globe to become highly skilled, professional actors for stage, television, film, and digital media. The training is based upon its founding principle of upholding truthfulness in performance, while embracing modern methods that promote discipline, self-discovery, and the development of technique. Academy faculty consists of industry professionals and expert teachers who support students’ achievements through constant feedback and collaboration throughout their enrollment.

## **Mission**

A world-leading acting conservatory and college, the American Academy of Dramatic Arts trains a diverse community of emerging actors from across the globe to thrive as professional artists and collaborators.

## **Vision**

A world inspired by shared artistic experiences that explore and celebrate the human condition from the silly to the sublime.

## **Values**

- Excellence inspires us to embrace rigor and discipline and to risk beyond our comfort for growth.
- Diversity broadens our awareness and enriches the depth of our work.
- Inclusion nurtures a sense of belonging for everyone in our community to thrive.
- Self-Discovery develops a foundation for authenticity and truthfulness.
- Empathy empowers us to collaborate with understanding, respect, and humanity.
- Collaboration enables us to nourish one another’s growth.

# Welcome to the Academy House West

The American Academy of Dramatic Arts has a long and prestigious tradition of training some of the world's finest actors. New to this tradition is the Academy House West, our first Los Angeles campus residence hall. By engaging in an immersive community, you will have the opportunity to leave your imprint for years to come. We want you to feel at home and happy and will do the best job possible to make sure all of your needs are met, and expectations exceeded. This *Residence Guide*, along with the *Student Handbook*, which is also provided by Student Services, will aid you in your transition to on-campus living.

Our Housing and Residence Life team is ready to help your transition go as smoothly as possible and waiting to answer any questions. The staff of the Academy House West are some of the school's best students! Our Residence Director and Resident Assistants will be able to provide you with information about the residence, school, and best practices to navigate the city. If you are new to Los Angeles, this time will be an experience unlike any other. You will have access to the best food, beautiful green spaces, beaches, amusement, and an unlimited amount of entertainment.

Our goal is clear, to provide you with impeccable customer service and secure accommodations to make your time in Los Angeles an unforgettable life experience. You are about to join your fellow Academy House West residents in experiencing life in one of the greatest cities of culture, creativity, and entertainment, leading to lasting memories and friendships. We are proud to be a part of this great experience and will work our hardest to make sure you get the absolute most from your time staying with us in Los Angeles.

If you have any questions (or just want to say "hello!"), feel free to stop by the Office of Housing and Residence Life, located in the main lobby area of the Academy House West or by my office, located in the reception area of the Administration Building. We are looking forward to helping create a fun and unforgettable experience for you!

Warmest welcome,

Ashley Griffith  
Director of Student Services

## Housing and Residence Life

The Office of Housing and Residence Life works diligently to make your stay pleasant and enjoyable. The staff members who work in this department are staff who reside and work within the building to ensure your well-being. Housing and Residence Life has weekly office hours and are available 24-hours a day in case of an emergency.

Daily Hours of Operation	
Monday	10AM-3PM, unless otherwise posted
Tuesday	10AM-3PM, unless otherwise posted
Wednesday	10AM-3PM, unless otherwise posted
Thursday	10AM-3PM, unless otherwise posted
Friday	10AM-3PM, unless otherwise posted
Saturday	EMERGENCIES ONLY
Sunday	EMERGENCIES ONLY

During office closures, or where “EMERGENCIES ONLY” is indicated, please contact the Resident Assistant On-Call Phone for any emergencies. Hours of operations are subject to change, especially around national holidays or school closings. Please contact the Office of Housing and Residence Life in advance or check the office door for more information.

## RESIDENT ASSISTANTS

Resident Assistants (RAs), under the direct supervision of the Director of Student Services and Residence Director, are an integral part of The Academy who enjoy working in a community setting and foster a living/learning community. They are paraprofessional student staff who have direct and constant contact with our residents. Their primary responsibility is to act as facilitators for the residence hall community and to enhance the social, educational, intellectual, and cultural development of each individual. The RA articulates the philosophy and policies of The American Academy of Dramatic Arts. Each Resident Assistant can relate well to others and handle administrative responsibilities. The six basic roles of the RA: On-Call Emergency Responder, Community Development Manager, Programmer, Administrator, Community Mediator/Advocate and Role Model.

# The Academy Community

Living in a community involves learning to use new freedoms wisely and adjusting to a new environment where rules may be different from ones you are accustomed. Most residents will make this adjustment without difficulty. A few residents are unable or unwilling to do so, and their behavior may interfere with the environment. The cornerstone to The Academy's vision is discovering your "truth" through self-discovery, which is essential in the development of a student.

As a resident at the Academy House West, you are a guest in our home, please be responsible and appropriate at all times. There are important procedures and policies you need to be aware of and abide by to make our community a more pleasant experience for you and everyone else living in our residence. You will agree to the policies in this guide when you sign your Housing Agreement and during your check-in process. Any violation of these rules, other policies or laws; whether included in this guide or not, will result in the appropriate disciplinary sanction by The Academy and possibly the legal authorities.

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## EVENTS

The Housing and Residence Life team plan events and activities for you to enjoy. We plan trips around the city including tours of different neighborhoods, entertainment events, and popular attractions. Some events require signing up in advance to secure a place. While there are many free events, some may require a ticket purchase. Ticketed events may partially be sponsored by The Academy, which lowers the cost. Of course, there will also be free events within the residence for you to enjoy!

If you would like to suggest an event/activity email us at [LAhousing@aada.edu](mailto:LAhousing@aada.edu).

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## SOCIAL MEDIA

Connect with **#AcademyHouseWest** online to share your amazing stories and experiences, and even tag us in your pictures and videos; we might share it in our social media platforms! We share our events and pictures so you can tag yourself and show your friends and family your Academy House experience.



/AmericanAcademyofDramaticArts



TheAcademyInstagram



@TheAcademyLA

# Your Arrival and Departure

## PREPARE FOR YOUR ARRIVAL

Before your arrival, you will receive specific information about what to expect on your move-in day. While rooms are pre-assigned, we are unable to provide your room number or roommate(s) until you arrive. In addition, we cannot accept mail or packages for residents prior to arrival.

As shared in Los Angeles Campus Update on June 11, vaccinations will be required for all students and proof of vaccination should be submitted at least two weeks prior to your move in date. Student's inability or failure to be vaccinated may impact their ability to move in and receive on-campus housing.

We have put together the following list to help you pack for your stay. We recommend you bring essential items. You may always purchase additional items or have them sent to you after you move in. When you arrive, talk to your roommates about items you can share so there are not multiples of the same items. However, no items which interfere with fire safety equipment and laws are permitted in the residence. The Academy does not provide linens, utensils, cleaning, or cooking supplies.

### SUGGESTED ITEMS TO BRING

#### BEDDING

Twin Extra Long Sheets  
Blanket/Comforter  
Pillows and Pillowcases  
Mattress Cover  
Mattress Foam/Pad

#### BATHROOM

Shower Curtain (liner with hooks provided)  
Garbage Can/Waste Basket  
Toiletries (Soap, Shampoo, Toothbrush, Toothpaste, etc.)  
Toilet Paper  
Towels  
Bathmat  
Hair Dryer

#### COOKING

Cooking Pots/Pans  
Can Opener  
Utensils  
Microwaveable Plates, Cups, and Bowls  
Tupperware  
Dish Soap, Sponges

#### EMERGENCY & SECURITY

First Aid Kit  
Lockbox/Safe Box  
Emergency To-Go Bag  
Flashlights  
Batteries

#### MISCELLANEOUS

Hangers  
Cleaning Supplies  
Desk Lamp  
Alarm Clock  
Broom/Vacuum  
Throw Rugs  
Wastebasket  
3M hooks (specifically)

#### LAUNDRY SUPPLIES

Laundry Detergent  
Laundry Basket  
Iron and Ironing board

**PROHIBITED ITEMS**

The following items are prohibited. If found, there is a penalty fee of \$100.00, disciplinary action will be taken, and item(s) will be confiscated, donated, or discarded at the resident's expense.

- Alcohol (even if you are of legal drinking age)
- Alcohol, drugs, or paraphernalia of any kind
- Candles, incense, smoking, matches, lighters, etc.
- Electric or gas-powered heaters
- Explosives, fireworks, weapons of any kind
- Flammable decorations such as Christmas lights, Christmas Trees, etc.
- Furniture, outdoor/patio furniture, extra television, refrigerator, or microwave.
- Halogen lighting equipment
- Hover boards, self-propelled scooters
- Illegal substances of any nature
- Open coiled appliances
- Smoke laden materials/vapors, fog machines and/or instruments

**IMPORTANT TIPS**

- Closet spaces are shared and limited so do not bring your entire wardrobe. Los Angeles maintains a warmer daytime temperature with cooler evening temperatures.
- It is a good idea to pack some items for unforeseen incidents: Band-Aids, aspirin, antibacterial cream, cold medication, and eye drops.
- There are grocery stores right around the corner. Bring items with you which do not expire right away. You will need to share the apartment's refrigerator with your roommates.
- You may want to consider purchasing a lock box for your important items. Aside from the apartment's main door, there are no locks on bedroom doors for when you depart the room. It is a good idea to keep your valuable items locked so only you have access. We are not responsible for any lost/stolen items.
- While there is a Smart Television and Wi-Fi access provided, you may want to bring your laptops to stream/access your favorite shows/media.
- Do not bring items which are dirty or have been discarded such as furniture left on the street. Dirty or dilapidated items may have pests such as bedbugs and will not be allowed in the residence, even if it meets guidelines.

## MOVE-IN

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On the day of move-in, follow signs to the Academy House West. With guidance from our Health and Safety experts, we're committed to offering a memorable experience for students and their families, with in-person activities being scheduled to take place. We recognize that students and families often wish to share this momentous occasion together. Students are welcome to be accompanied by their family members on move-in day as long as all guests are masked.

A staff member who will check you in and provide you with your keys as well as other important information, including your Room Condition Report, will greet you. If you have someone helping you move in, we recommend someone stay with the car until all of your belongings have been unloaded. Afterwards, you can move your car to the designated space. To help with your move, you may borrow a moving cart to bring your items up to your room, available first come, first serve.

### ACADEMY ADDRESS:

American Academy of Dramatic Arts  
1336 N La Brea Avenue  
Los Angeles, California 90028

*The vehicle entrance is located right off the corner of La Brea Avenue and DeLongpre Avenue on the Northbound side. Please see the "MAIL AND PACKAGES" section on page 35 for more information.*

## GETTING SETTLED

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Once your belongings are in your room discard garbage and boxes inside the trash areas, located next to the elevators. Garbage bags should be discarded in the trash chute while boxes and large items should be broken down and brought down to the P1 Parking Level. Return the moving carts back to the move-in area for other residents to use.

While in your living area ensure the TV, internet, shower, toilet, kitchen appliances, door locks, air conditioner, etc. are working and note any issues you might see on the Room Condition Report (RCR). While we do not foresee any problems with your room, we may have missed something, and it is important for you to report it upon your move in.

During the first week of your arrival there are opportunities to meet your neighbors and the staff. In addition, you will learn a lot about the building, the neighborhood, and all of the exciting events being offered during your stay. Pick up an events calendar from the Office of Housing and Residence Life if you do not receive one at check-in.

## WHEN IT IS TIME TO LEAVE

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If at any point you need to depart prior to your lease-end date, please contact the Office of Housing and Residence Life to schedule a move-out appointment. No refunds are made for students departing earlier than their lease-end date. On the final day of the lease to expedite your checkout, you must be prepared to depart before 10:00AM. This includes having all belongings moved out, trash thrown away, and a general cleaning of the entire unit. Failure to do so may result in additional charges applied to your account.

### **PREPARE FOR YOUR MOVE OUT**

Below are some steps you can take for a successful checkout. Failure to clean, remove garbage/debris/personal belongings and not return your mailbox key, keys or proximity key will result in fees and extra charges applied to your account.

- Clean and remove garbage/debris and all personal belongings from your room.
- All food must be removed from your refrigerator.
- Return all furniture to its original set up.
- Return all keys (room, mailbox, proximity key).
- Notify companies and the Post Office of your address change.
  - After you depart, The Academy will no longer accept mail or packages in your name. All mail/packages you fail to retrieve will be returned to the sender.

### **HOW TO CHECK-OUT**

To avoid improper checkout fees, you must follow one of these checkout procedures. An improper checkout includes failure to make or miss a check out appointment, or not completing the proper checkout paperwork, etc. Residents who neglect to follow the checkout procedures will receive an “Improper Check-Out” fee of \$100.00 added to their account.

#### **Schedule an Appointment**

Schedule a check-out appointment with the Office of Housing and Residence Life at least 48 hours prior to your departure date. During your checkout a staff member will check your room for any damages, collect mailbox key, room key, proximity key, and payment for damages or other fees. Final inspection by a staff member does not guarantee you will not have any damages. Only the Director of Student Services has final say regarding damage fees.

# Safety and Security

## CAMPUS SECURITY ACT POLICY

The Academy supports Public Law 101-542, The Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991. The Academy will distribute to all students, faculty, and staff a publication with information regarding campus security policies and campus crime statistics on an annual basis prior to October 1<sup>st</sup>. Any individual interested in this information should contact the Registrar's Office or Director of Student Services.

## EMERGENCY PROCEDURES

In accordance with the Clery Act, The Academy will notify the campus community without delay upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Warnings may only be withheld if they would compromise efforts to contain the emergency.

In the event of a campus emergency, it is vital The Academy can contact students as quickly as possible with critical information regarding campus emergencies or closures. In this regard, every student is required to have an email address and/or a phone number which can receive text messages to which official Academy communication can be sent. Students are expected to check their email account at least once a day.

The Academy takes the safety and security of residents very seriously. Posted on the back of your apartment door is information with telephone numbers to use when the office is closed and in case of an emergency. In case of any medical or police-related emergency, call 911. After calling 911, if you are able, please contact Resident Assistant On-Call so The Academy is aware of the situation and can assist you in your emergency.

### **FIRE SAFETY**

In the event of a fire drill, all residents must follow all instructions given by the emergency staff. Use emergency staircases and exits. Residents should familiarize themselves with these areas and be able to exit promptly during fire drills or actual emergencies. In the event of a fire or other emergency, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire but take action to get other residents out of the building.

### **FIRE ALARM PROCEDURES**

If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest your room. It is extremely important you familiarize yourself with all applicable fire safety procedures. Falsely activating a fire alarm is against the law. Residents will be evicted and are subject to punishment to the fullest extent of the law. As a resident, you are strongly advised to maintain

fire/theft insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider.

### **If the fire is in your room**

All persons are to vacate the room immediately in the safest possible way. If you are able to, please do the following:

- Call 911 after you exit the building.
- Do not try to extinguish the fire by yourself.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Pull Fire Alarm station, if possible as you exit.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Learn your location's evacuation plan and know your pre-determined path for exiting from the building.
- Assemble across the street and maintain absolute silence so instructions can be heard.
- Wait until the appropriate officials indicate you can re-enter the building.

### **If the fire is not in your room**

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from safety personnel unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your room safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If condition in the room appears life threatening, open a window, use your balcony, and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

### **HOW TO AVOID CAUSING AN ACCIDENTAL FIRE ALARM**

- When using a microwave, oven or stove use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time which may cause a fire or excessive smoke.
- If you are making popcorn, please make sure you watch it very carefully.
- Never leave the food warming area unattended while you are cooking food.
- Be certain to keep all other items which can catch fire away from the cooking surface.

- Cook only when you are **ALERT** – not when you are sleepy, drowsy from medication(s) or after alcohol use.
- The residence is smoke free environment; please smoke outside the building and campus, including vaping.
- Remove all prohibited items from your room.

### **SEVERE WEATHER CONDITIONS**

If an evacuation becomes necessary, you will be instructed by staff to assemble in the parking area of your location and will receive further instructions. Please listen to announcements made by the staff. You should bring a “To-Go” bag along with any item you want to bring with you. Consider you may be in the meeting area for an extended period of time. Bring items which would occupy you without the possibility of power (games and books are a couple of suggestions). We encourage you to take the stairways and appreciate your cooperation in this matter.

#### **Other Important Information:**

- Please listen for announcements.
- Do not take the elevator in case of emergency.
- Keep your cell phones and electronics charged.
- Please listen to staff members.

Please be cautioned we could experience leaks. As a proactive measure, please pick up all items off of the floor. Make sure your windows are tightly shut, blinds are down, and move all items away from windows. Please report any issues to a staff member.

### **EARTHQUAKES**

During an earthquake in residence, stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects. Drop down to your hands and knees and cover your head and neck with your arms to protect yourself from falling debris. If you are outside, avoid any powerlines, falling debris, etc. Get into an open area. Each apartment is equipped with an Earthquake Emergency Kit for four people. If your apartment has less than, and it is safe too, please share with apartments who may have more than four. Please do not utilize this kit outside of an emergency or a fine will be assessed for breaking the kit’s seal. Locate the kit upon move-in, typically under bathroom sinks.

## **GENERAL SAFETY INFORMATION**

No community and/or student residence is 100% crime free; however, most crimes are crimes of opportunity and can be avoided with a little planning and a lot of common sense. By recognizing the types of problems which commonly occur on most student campuses and/or residences, the following tips are designed to educate everyone on how to handle and to respond to different situations.

Good crime prevention is simply learning how to avoid becoming a victim. Listed below are some safety tips you will need to exercise and adhere to in order to enjoy a wonderful living experience in Los Angeles. Reviewing and understanding these Safety Tips will help each individual to acquire a safety and security mindset, one which will come back to you when you are in uncomfortable or unsafe situations.

### **PERSONAL SAFETY TIPS**

- Reduce or eliminate opportunities which make you a target.
- Increase awareness in places you are most comfortable.
- Trust your instincts regardless of feeling embarrassed.
- Prepare your schedule daily with safety in mind.
- Do not make eye contact or engage in conversation with strangers.

### **BUILDING SECURITY**

When you encounter suspicious behavior (a trespasser, theft, damage, etc.) immediately contact security even if it turns out to be a false alarm. It is better to be safe.

- Always lock your door. Never prop your door open. Although you may be inside your room, you may not be aware your valuable items are in total view near the door.
- Do not leave notes on your door stating you are not home and times you will be gone. This will attract would-be thieves.
- Do not give out your keys to anyone.
- Always pay special attention to security precautions, especially during breaks.
- Get acquainted with your neighbors on your floor as soon as possible. Every resident has a role to play in security. Part of that role is to know who belongs on your floor and who does not.
- Never allow another residents' visitor to visit your room without being accompanied by their host. Recognize strangers and never let down your guard.
- Immediately report to your Resident Assistant if you are uncomfortable with the visitor(s) your roommate has signed in.
- Be assertive where security is concerned. You have both rights and obligation in this regard. You have the right to expect security to challenge you and everyone when entering the building. You have the right to expect fellow residents to follow good security practices and to do things which protect your interests.

### **Visitors**

It is essential you are aware the residence in which you reside is a shared community. Be fully aware by inviting strangers into this community you are placing your roommate and/or neighbors at a potential risk.

- **Tips**
  - Always ensure your roommates are familiar with your visitors.
  - Never leave a visitor alone in your room.

- Never allow your visitor to travel unescorted throughout the building.
- Ensure your visitor properly signs in with security. Your guest is required to leave a valid photo ID card which will remain at the security desk until the visitor leaves the premises.
- All residents are always required to carry their keys.
- In the event a stranger tries to gain access into the building, immediately notify security by calling **(818) 370-0656**.
- Keep your keys ready in hand as you approach the campus and building. As you gain access into the campus/building/room, ensure the door is properly closed behind you.

### **Metropolitan or Neighborhood Areas**

- When traveling alone or accompanied by others, ensure your personal items are secure.
- Never open your wallet or purse in a potentially dangerous situation.
- Please avoid anyone asking for money.
- Although the neighborhood appears safe during day hours, always use precaution.
- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where people are or head into the nearest open store and inform them you are being followed. Call the Police.

### **RECOMMENDED EMERGENCY KIT**

As weather changes, we recommend all our residents prepare an emergency to-go kit. A “To-Go” Bag should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. Below are some recommendations on this “To Go Bag:”

- A Go Bag should be easily accessible if you must leave your home in a hurry. Make sure it is ready to go at all times of the year.
- It should have copies of your important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.)
- Credit and ATM cards and cash, especially in small denominations. We recommend you keep at least \$50-\$100 on hand.
- Bottled water and nonperishable food, such as energy or granola bars
- Flashlight: Traditional flashlight bulbs have limited lifespan. Light Emitting Diode (LED) flashlights, however, are more durable and last up to 10 times longer than traditional bulbs.
- Battery-operated AM/FM radio and extra batteries
- List of the medications you take (if any) and their dosages. Medication information and other essential personal items. If you store extra medication in your Go Bag, be sure to refill it before it expires.
- First Aid Kit
- Lightweight raingear and Mylar blanket
- Cell phone charger

If you wish to buy a Go Bag you can do so by going to the American Red Cross website and search Emergency Go Bag.

# Residence Amenities

## COMMUNITY AREAS

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### AROUND THE ACADEMY HOUSE WEST

Whether you need to study, meet new friends, and/or mingle with old ones; there are plenty of spaces for you to enjoy while living at the Academy House West. All public areas have wireless capability.

Drinking alcoholic beverages is not allowed anywhere in residence, including in any community areas, which includes hallways, balconies, courtyards, stairways, elevators, and laundry room. Any misuse or damage to The Academy's equipment will result in the resident being held responsible. Please clean up after yourself and understand these spaces are used by all residents and observe all signage and hours of operations.

### COMMUNITY LOUNGES AND LIVING ROOMS

There are several comfortable community lounges open to residents and meant for gathering, studying, and relaxing. All residents using these spaces must follow the below rules:

- Be respectful of others and mindful this is community space.
- No smoking of any kind, drugs, or alcohol permitted.
- Be courteous during organized events.
- All activities held in common areas must have a person whom oversees the event/activity.
- During events, recreational activities are prohibited such as: video games, loud music, and loud conversations as it may be disruptive to the event.
- Furniture must be utilized appropriately and cannot be moved from its original location.
- Please dress appropriately, wear shoes, shirts and pants/shorts/skirts at all times.
- Be responsible for your own personal items.
- Clean up after yourself before leaving the lounge so everyone can enjoy a clean environment.
- No sleeping in public places (including furniture, floor, garage, etc.).
- Public spaces are under 24-hour surveillance

### PUBLIC ACCESS WAYS

Students shall not block or leave anything in or on balconies, the sidewalks, entrance/exit, elevators, stairways, gate areas or halls. Public access ways shall be used only for entering and leaving the apartment and the building. Students shall not store any property (including shoes, bicycles, garbage, and/or furniture) in any public area of the building.

### IN YOUR APARTMENT: LIVING/REHEARSAL ROOM, KITCHEN, AND DINING AREA

The living room/rehearsal space is a common area shared by all residents in a respected unit. Please be mindful of your roommates and neighbors when rehearsing. In addition, there is a communal kitchen available for your use in each apartment unit. Please help maintain it by cleaning the area when you have finished cooking. In addition, there is space for you to eat in your apartment's dining room.

### **Kitchen Rules**

- Clean up after yourself.
- Only sit on chairs.
- Dispose of your trash in proper bins.
- Wipe off your counter space.
- Clean off burners if spillage occurs.
- Do not clog sinks, remove food from drain.
- Do not misuse garbage disposal and ensure it is off.
- Do not leave the kitchen while your food is cooking.

### **Safety Cooking Tips:**

- Double-check the kitchen before you go to bed or leave the apartment. Make sure all other appliances are turned off.
- Wear short, close fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and catch fire.
- Always keep a potholder, oven mitt and lid handy. If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the pan. You may also use baking soda. Turn off the burner. Do not remove the lid until it is completely cool. Never pour water on a grease fire and never discharge a fire extinguisher onto a pan fire, as it can spray or shoot burning grease around the kitchen, spreading the fire.
- If there is an oven fire, turn off the heat and keep the door closed to prevent flames from burning you and your clothing. Call 911 from a safe location.
- If there is a microwave fire, keep the door closed and unplug the microwave - if safe to do so. Call 911 from a safe location. Remember food cooked in a microwave can be dangerously hot. Remove the lids or other coverings carefully to prevent steam burns.
- Do not pour cooking grease down the kitchen drain. Let the grease solidify and dispose of in the trash. Be careful with hot grease as most fire related emergencies are due to the improper heating of grease.
- Keep track of the time when heating things in microwaves.
- If you are making popcorn, please make sure you are watching it very carefully.
- Never leave the food warming area unattended while you are cooking food.
- Use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time which may cause a fire or excessive smoke.

### **BALCONIES**

Each unit has a balcony located off the living room or a bedroom. There is a posted balcony policy in each unit. Residents may access their balconies from 10AM-10PM daily. Access to balconies between 10PM to 10AM is prohibited out of respect to the neighbors. No more than

two individuals may be present on the balcony at any time. No resident is permitted to place any furniture or storage of any type onto the balcony. No smoking is permitted on balconies. Balconies are a form of emergency egress and must be completely empty. Residents not following this policy may be restricted from balcony usage and face disciplinary action.

## **BATHROOMS**

The bathrooms, toilets and wash closets along with all plumbing fixtures shall only be used for the purposes for which they were designed or built. Sweepings, rubbish bags, acids, garbage or other substances shall not be placed in them.

## **LAUNDRY ROOM**

There is a laundry room located on each floor of the residence with two washers and two dryers, across from the elevator. All machines are free to Academy House West residents; guests are not permitted to utilize machines. Please be mindful of your laundry. As a courtesy to others do not leave your laundry alone for any unspecific time. If you choose to leave it behind, make sure you know how long it takes to do a wash/dry. If you leave your laundry too long in a machine, someone may choose to move it for you. The Landlord or Licensor is not responsible for items damaged, stolen, or removed. If you would like to report a problem with a machine email [LAfacilities@aada.edu](mailto:LAfacilities@aada.edu). To operate the machines, place your hand in the slot to press the button in the back while making your selection and pressing start at the same time.

## **GARBAGE/TRASH/REFUSE**

Garbage rooms are located on each floor behind the elevator behind a door marked "Trash." All trash and recyclables should be in small bags and tossed down the silver chute. Do not leave garbage bags in hallways, outside of the trash room, or inside of the trash room. Any bulk items should be brought down to the dumpster on level P1. Any violation of this will result in a \$100 Administration Fee assigned to the apartment, unless the person(s) responsible is identified. Carpeting, bedding, clothes or other articles are not to be hung or shaken out of any window of the building. Students shall not sweep or throw or permit to be swept or thrown any dirt, garbage or other substances out of the windows or into any of the halls, elevators, or elevator shafts.

## **BBQ GRILL AND OUTSIDE PATIO**

There is a small patio directly through the campus access equipped with a BBQ Grill. Both are accessible to residents from 10AM-10PM. We close the area at 10PM to comply with noise policy procedures. The BBQ is locked and the key may be picked up from security. Security will hold onto your ID while you are using the grill. We require residents who have had previous experience to utilize the grill for safety reasons. Any misuse of the grill may result in indefinite restrictions for the community. The Academy may not offer supplies.

## **INTERNET AND WI-FI**

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Wireless Connectivity (WiFi) is available throughout the building. In order to connect, you will need a Wireless enabled laptop, tablet, or smartphone. Any tampering with the internet equipment or software will lead to suspension and/or termination of internet access.

The network information will be provided upon your move in. This residence offers High Speed Internet Access (defined by the FCC as a connection to the internet of at least 768kbit/s) in every room. The availability speed will vary over the 786kbit/s threshold depending on many factors such as load, concurrent connections, as well as other factors. The Network gives priority to traffic for the following services: HTTP (web surfing), SMTP/POP3 (email), Instant Messaging, FTP, telnet, and so forth. Other traffic such as games, streaming, or gaming consoles will automatically receive bandwidth allocation based on the factors mentioned above.

The Academy does not provide technical support for any item. We recommend residents either purchase the extended technical support program through the individual computer company or contact The Geek Squad at [www.thegeeksquad.com](http://www.thegeeksquad.com) or Geeks on Call at [www.geeksoncall.com](http://www.geeksoncall.com). We take every effort to avoid spreading harmful viruses into our system.

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## TELEVISION AND ENTERTAINMENT

Each apartment's living/rehearsal room is equipped with a Smart TV and a remote control. The TV is hardwired to the internet via an Ethernet cable. Your TV has access to streaming applications such as Amazon Prime, Hulu, and Netflix. The Academy provides each apartment with a free Netflix account. Residents are free to sign into their personal Amazon Prime and/or Hulu accounts but remember to sign out as your time at the Academy House West ends.

During your stay if the Netflix account is signed out and you require access, please submit a request at the Office of Housing and Residence Life and it will be resolved within one business day during business hours. Do not contact the Resident Assistant On-Call after office hours for access to Netflix.

## Maintenance

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### MAINTENANCE PROCEDURES

If your unit, room or the provided equipment and furnishings in your room require any repair or maintenance, please do not attempt to repair it yourself.

General maintenance and routine repairs (such as a plumbing, electrical, or furniture/appliance maintenance, etc.) are performed without charge to residents. We encourage you to report damage immediately. Neglecting to report a problem (leaky faucet, water damage, etc.), could lead to furthermore complicated problems.

Emergency repairs include major leaks, flooding, inoperative door locks, and any problem which endangers property or safety. In case of an emergency, contact the Resident Assistant On-Call or security immediately.

Residents are not permitted to paint or make any alterations to their rooms. If you damage anything, you will have to repay the building for the cost of repairs (or replacements). The Academy will not service or repair any furnishings or equipment provided by residents. Do not put any nails, screws, hooks or sticky substances in/on the wall. You will be responsible for any damage caused to the room. For safety reasons, do not try to clean the outside surface of your windows. Do not sit on ledges or lean out windows or balconies, this is for your own safety. Do not put anything on balconies. Never attempt to exit through windows.

### **REPORTING A MAINTENANCE ISSUE**

All repair requests must be emailed to [LAfacilities@aada.edu](mailto:LAfacilities@aada.edu). All requests are processed during business hours and will be resolved in a 48-72 business hour timeframe unless more time is needed for parts which are not on-site.

## **EXTERMINATION PROCEDURES**

In order to protect the general health and safety of all our residents the following guidelines must be followed. Please keep your room free of debris and keep all food in sealed containers to help prevent a bug or rodent problem. While our contracted exterminator may make routine visits, if you find you need to utilize exterminator services please submit a Work Request and email [lafacilities@aada.edu](mailto:lafacilities@aada.edu)

### **EXTERMINATOR RECOMMENDATIONS**

Exterminators highly recommend all unused boxes and plastic bags are properly disposed. Do not leave either item on the floor as this creates a breeding ground for unwanted insects and pests. Facilities has been instructed to inform us of any rooms which violate these guidelines and a note to document such violations will be submitted to you. You will be given 24 hours to correct all noted violations and a post-inspection will follow.

Areas which need to be kept in good condition to avoid problems in your room:

- **General Area**
  - Microwave: Should be wiped clean after each use.
  - Floors: Must be properly swept and kept free of debris.
  - Garbage: Must be removed on a nightly basis and taken to the garbage room next to the elevators.
  - Refrigerator: Do not leave rotted food in your refrigerator. If your refrigerator needs to be defrosted please contact maintenance.
  - Food Items: Must be properly stored. Please do not leave unsealed food out.

- **Bathroom**
  - Floors: Must be mopped.
  - Sink/Shower: Must be cleaned and the drain must be kept clear.
  - Toilet: Must be cleaned regularly.
- **Community Areas**
  - Floors: Please make sure all crumbs and food items are swept up and properly thrown away after cooking and eating.
  - Stovetops: Must be kept clean, including the removal of all grease and food items.
  - Sink: Do not leave any dirty dishes in the sink.
  - Counter: Should be wiped clean.
  - Garbage: Must be removed after cooking and eating and disposed of properly.
  - Cooking Utensils/Supplies: Must be removed from lounge areas or it will be disposed of by the cleaning staff.

### **BED BUGS**

In the past few years, there has been a resurgence of reports of bed bugs in metro areas – with complaints from luxury apartments, 5-star hotels, popular clothing stores, and theatres. We recognize the responsibility to investigate every report, take all possible precautions to prevent the spread of an infestation, and to eradicate any confirmed problems. The Academy is committed to an effective and efficient response to residents who suspect they may have bed bugs.

If you suspect you may have bedbugs, contact us immediately at [LAfacilities@aada.edu](mailto:LAfacilities@aada.edu)

## Community Standards & Procedures

These policies are subject to change without notice. Due to COVID-19, for the 2021-2022 academic year, students will be required to conform with applicable public guidance and Academy policies.

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### **ACADEMY'S CIVIL RIGHTS**

The full policy of The Academy's Civil Rights Policy: Discrimination, Harassment, and Sexual Misconduct, which includes Sexual Harassment may be found in *The American Academy of Dramatic Arts' Student Handbook*. Any community member who feels they have an incident report should contact the Sixth Floor Administrative Team immediately; or file a report by emailing [civilrights@aada.edu](mailto:civilrights@aada.edu)

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### **ABANDONED PROPERTY**

#### **COMMUNITY AREAS**

Residents are encouraged to keep personal items secure in their rooms. Public areas of the residence are not intended for storage of personal belongings. Items found left behind in public

space given to security or a staff member will be placed in a “Lost and Found” area for seven days. After this period these items will be considered abandoned and will be discarded. If an item is left behind and taken by another individual, we will attempt to recover the item; however, The Academy is not financially responsible for the item if it cannot be recovered.

## **RESIDENT ROOMS**

If a resident vacates an assigned space and leaves personal possessions, whether intentionally or unintentionally, these items will be considered abandoned property. All items left behind will be removed, recycled or donated. The Academy is not responsible for any items left in the rooms/residence and will not be responsible for the replacement or compensation of abandoned property.

## **CONSOLIDATION**

Double/triple occupancy rooms are intended for two/three residents, respectively. When a vacancy becomes available in a shared space, another roommate or roommates will be found immediately. If you are in a shared apartment/bedroom which has a vacancy, or if you are scheduled to vacate; please be aware we may show your unit to prospective residents. You will be emailed or telephoned first and if there is no answer we will knock on your door before entering. You are permitted to only occupy your side of the room at all times. We will make every effort to give you at least 24-hour notice prior to your roommate's arrival.

## **CRIMINAL BACKGROUND**

The Academy reserves the right on a case-by-case basis to deny the request of any person to reside in housing or to involuntarily remove any person already admitted to housing due to the conviction of any felony or misdemeanor offense which, in the judgment of The Academy, indicates the person who has been convicted of such an offense has the potential to disrupt the normal functioning of housing, engage in conduct which may endanger the health or safety of any person residing in housing; including self, or otherwise negatively impact the residential community.

The decision of whether or not to deny the request for housing or remove any person already admitted to housing and the seriousness of the felony or misdemeanor offense or educational institution disciplinary infraction upon which such decision is based is at the sole discretion of The Academy and is not subject to appeal.

## **DAMAGES**

If your room or any Academy property has sustained damage beyond the usual wear and tear, the cost of the repairs will be charged to you at the time of check-out or during your stay. Below is a sample list of charges for items within your room. This list may not be fully inclusive and all charges not listed will be charged at market rate at the discretion of Housing and Residence Life.

DESCRIPTION	CHARGE
Additional Cleaning Fee	\$100.00
Air Conditioner Thermostat	\$50.00
Air Conditioner Unit	Cost invoiced
Apartment Door	\$500.00
Balcony Doors and/or Locks	Cost invoiced
Base Molding	\$150.00
Bathroom Basin	Cost invoiced
Bathroom Door	\$100.00
Bathroom Doorknob	\$50.00
Bed	\$250.00
Blinds (per blind)	Cost invoiced
Bulk Item Removal (per)	\$100.00
Bunk Bed Roll Bar	\$60.00
Closet Mirror Door	Cost invoiced
Common Area Ceiling Fan	Cost invoiced
Common Area Chair	\$250.00
Common Area Coffee Table	\$125.00
Common Area Dining Chair	\$95.00
Common Area Dining Table	\$175.00
Common Area End Table	\$95.00
Common Area Entertmnt. Table	\$300.00
Common Area High Stools	\$115.00
Common Area Loveseat (2 seater)	\$375.00
Common Area Sofa (3 seater)	\$450.00
Dishwasher	Cost invoiced
Door Defacement (inside/out)	\$150.00
Dresser unit (2 drawer)	\$250.00
Dresser unit (3 drawer)	\$300.00
Fire Evacuation Sign	\$50.00
Fire Safety Notice	\$40.00
Floor Tiles	\$150.00 per tile
Furniture Disassembly	\$150.00
Housing Proximity Key	\$75.00
Improper Check-Out Fee	\$150.00
Kitchen Cabinet	Cost invoiced
Late Check-out Fee	\$75.00 per hour
Light Fixtures	\$150.00
Mailbox Key or Apartment Key	\$20.00 / \$30.00
Mattress	\$200.00
Medicine Cabinet	\$250.00
Medicine Cabinet Mirror	\$100.00
Medicine Cabinet Shelves	\$25.00 per shelf

Microwave	Cost invoiced
Microwave Plate	\$50.00
Mirror	\$100.00
Paint/Repair Ceiling	\$250.00
Paint/Repair One Wall	\$100.00
Painting (Full Room)	\$350.00
Parking Proximity Key	\$75.00
Refrigerator	Cost invoiced
Refrigerator Shelving	\$75.00
Remote Control	\$25.00
Room Lighting Fixtures	\$150.00
Room Signs	\$75.00
Shower Fixtures	\$350.00
Shower Rod	\$50.00
Smoke Detector Device/CO	\$150.00
Television	\$500.00
Television Mount	\$100.00
Toilet	Cost invoiced
Toilet Paper Roll Dispenser	\$25.00
Toilet Seat Cover	\$25.00
Toilet Tank Cover	\$100.00
Towel Rod	\$25.00
Tub Re-glazing	Cost invoiced
Unauthorized Appliance	\$100.00
Window Stoppers and Screens	\$150.00
Window/Glass replacement	Cost invoiced

## DELIVERY SERVICES

All residents must pick up their food, laundry and other deliveries from the main pedestrian entrance on La Brea Avenue. The Emergency Exit on Sycamore Avenue is not to be used for any reason besides an emergency egress. Please make sure you give all delivery personnel your mobile telephone number. Please do not order any food delivery services to be sent to the front desk, as food pick-up is the responsibility of the individual resident.

## DISCIPLINARY SANCTIONS

Residents can expect fairness from the staff in addressing alleged violations of the *Residence Guide*, policies and terms. Failure to comply with the terms of a sanction will be considered further violation and may result in additional, extended and more severe sanctions. Below are sample actions a resident can be sanctioned when violating any policy or procedure.

**Sanctions may include, but are not limited to:**

- Written Warning
- Disciplinary Fines
- Educational Projects
- Community Service
- Referral for Substance Abuse Evaluation, Education and/or Treatment
- Referral for Personal Counseling
- Restitution for Damages
- Disciplinary Probation
- Required Room Reassignment
- Loss of Guest Privileges
- Parental Notification
- Suspension from the Residence
- Expulsion from the Residence without a Refund
- Referral to Public Law Enforcement Agencies

## **DISRUPTIVE CONDUCT**

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Disorderly, disruptive or aggressive behavior which interferes with the general comfort, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. No resident shall create a condition which endangers or threatens the safety or well-being of himself/herself or others—this includes staff members, security guards and building staff.

**COMPLIANCE WITH ACADEMY OFFICIALS**

Students are required to comply with the instruction or direction of any Academy employee, agent or representative at all times. No resident shall intentionally or recklessly interfere with a staff member or other officials exercising her/his assigned duties.

**COMPLIANCE WITH LAW**

Students shall obey all present and future local, state, and federal laws and orders or regulations of the California Board of Fire Underwriters, which affect the building and shall comply at student's expense which arise from student's improper use of the apartment or the Building.

**FAILURE TO COMPLY**

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of these rules and regulations or any applicable rule. Students are expected to comply with any instruction provided by The Academy and its officials. Failure to comply could result in housing removal.

**HAZING**

In January 1997, California passed an anti-hazing law which makes any hazing activity a criminal action. Hazing is defined as "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization of body is officially recognized by an education institution, which is likely to cause serious bodily to any former, current, or prospective student

of any school, community college, college, university, or other educational institution in this state.” Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. An agent of The Academy can define additional forms of hazing. The Academy does not support any hazing activity by students enrolled in the Academy. Such activity would be in violation of the Academy’s Student Conduct Policy and will result in serious disciplinary action, in addition to any criminal penalties which may apply.

### **INTENT TO HARM**

It is prohibited to endanger, threaten, or cause physical harm to any member of The Academy community or to oneself. Causing reasonable apprehension of such harm or engaging in conduct or communications which a reasonable person would interpret as a serious expression of intent to harm is not permissible. Violations may result in termination of Housing Agreement as well as a review of the resident’s status as a student at The Academy.

## **ELECTRONICS**

The Academy is not responsible for any personal electronic equipment, including computers, brought into the residence. All residents should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

## **FIRE EQUIPMENT**

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing smoke alarm (includes taking out batteries/removing from hard wire).
- Removing a fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Setting false alarms.
- Tampering with the covers on fire alarm pull stations.
- Tampering with common area and room sprinkler systems.

Any action by a resident which places other residents at risk will result in the violator being held financially responsible to all costs associated. Additionally, the violator will be subject to disciplinary sanction.

## **GUEST POLICIES**

Be advised, due to safety guidelines around COVID-19. The right to receive outside visitors or allow guests will be determined by the relevant Institute Guest Policy and the policy on Community Health and Hygiene. This will fluctuate based on local health guidelines.

This policy exists to allow residents to have guests in a manner which does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Having a guest is a privilege and not a right. Regardless of length of stay, the guest is expected to abide by all Academy policies, procedures, regulations and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violates any policy is subject to penalties including disciplinary procedures and/or legal penalties and will be asked to leave the residence. The Academy has the right to ban any guest.

**The following conditions must be met:**

- Must be a currently enrolled Academy Students.
- No guests under the age of 18 are permitted in the residence without permission from the Director of Student Services unless they are an enrolled Academy student.
- No Academy faculty or staff is permitted into the residence hall, apartments, or bedrooms at any time for any reason except to access their vehicle.
- It is always the responsibility of the host to meet his/her guest at the security station and to remain with that person when the guest is in the residence.
- If the host departs the building the guest must also depart and is not permitted back into the residence until the host is able to personally escort them.
- All guests must register at the security station by showing proof of a valid unexpired photo identification card.
- When the guest leaves the residence, they must be escorted to the entrance by the host and must sign out with security.
- No person who is required by law to register as a sex offender may be a guest.
- Guests, regardless of their length of stay do not receive a proximity key and residents are not permitted to hand their proximity key/apartment key to their guest if they depart the building. Guest must be physically escorted by host at all times
- All guests must abide by the *Residence Guide* and *Student Code of Conduct Guide*.

**DAYTIME GUESTS**

Provided there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of one (1) short-term daytime guest who stay between the hours of 10AM and 10PM. A particular person may not be a short-term guest for more than three days in one week.

**OVERNIGHT GUESTS**

Residents are not permitted to have overnight guests. There are no exceptions to this policy.

## **HARASSMENT AND INTIMIDATION**

Residents living in the residence have the right to live free of intimidation, harassment or bullying. If after an investigation, The Academy determines a resident is harassing, bullying, or intimidating another resident, The Academy may take appropriate action to cause such behavior to cease including, without limitation, terminating the Housing/License Agreement and right to be in the residence. Refer to the *Student Handbook*, provided by the Office of the Student Services for more

information. Do not engage in, or threaten to engage in, any behavior which endangers the health or safety of another person or oneself.

## HEALTH AND SAFETY

In order to determine compliance with The Academy's policies, with federal, state and local laws, and to check for any repairs needed; The Academy conducts Health and Safety Inspections a minimum of once per month and when there is a reasonable cause to believe a violation has occurred or is taking place. The Academy personnel may obtain evidence while conducting the inspection, which may later be used by the law enforcement agencies in the prosecution of criminal behavior. Any confiscated item will be donated to local charities or discarded immediately.

Residents are responsible for maintaining a reasonable level of cleanliness in their units, rooms and in the building. Keeping food in appropriate storage containers, regularly cleaning the bedroom and bathroom, promptly disposing trash (trash must be disposed of in designated areas) and keeping laundry clean will help keep the room free of rodents and pests. The inability may result in cleaning fees. The Academy reserves the right to enter any apartment unit or any resident's room at any time without warning.

Do keep in mind we do not have vacuums or mops to lend, and you should purchase your own cleaning supplies (Swiffer, Clorox Wipes, Windex, etc.). The Academy will provide a bi-monthly cleaning service for all units' living room, kitchen, and bathroom(s) only. The cleaning staff will not provide cleaning to individual bedrooms.

During the inspection, staff will check for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards.

We suggest cleaning your bathroom at least every week. You should purchase cleaning supplies for your room. Your cleaning routine should include the following:

1. Clean the inside and outside of the toilet, including the base.
2. Wash the sink, the faucet area, and clean the entire mirror.
3. Wash the soap residue in the bottom of the shower. A plastic pot-scrubber is perfect for this.
4. Always clean the drain cover after your shower and purchase a drain cover.

While The Academy provides each resident a welcome toilet paper roll, residents are responsible for providing additional toilet paper. Do not dispose of facial tissue, q-tips, paper towels sanitary napkins, tampons, wipes or substitute toilet paper in the toilet as these will clog it. Purchase a small trash can for your bathroom. Please do not use your foot to flush the toilet.

**Residents may not have any of the following items:**

- Alcohol (even if you are of legal drinking age)
- Alcohol or drug paraphernalia of any kind

- Candles, incense, smoking, matches, lighters, etc.
- Electric or gas-powered heaters
- Explosives, fireworks, weapons of any kind
- Flammable decorations such as Christmas lights, etc.
- Furniture, television, extra refrigerator, or microwave not provided
- Halogen lighting equipment
- Hover boards, self-propelled scooters
- Illegal substances of any nature, including “medical marijuana”
- Open coiled appliances
- Smoke laden materials/vapors, fog machines and/or instruments, including e-cigarettes

If these items are found in the room they will be confiscated. Residents will be given two business (2) days to determine where to send their items. After this time period all items will be disposed of. Alcohol, drugs, or drug paraphernalia will be disposed of immediately.

## IDENTIFICATION CARDS AND KEYS

Each resident will be issued a proximity key and hard keys to enter the building and their apartment and to access their shared mailbox, all of which is property of The Academy and must be returned at departure. All residents are required to carry their keys at all times and must present it to the security guard before they can be admitted to the residence. If someone is found with a key which does not belong to them, the resident will face disciplinary sanctions including possible expulsion from the residence without a refund, and keys will be confiscated. No one is permitted to install additional lock(s) on any door at the Academy House West.

Duplication of apartment keys is strictly prohibited. Lost keys must be reported immediately. If a door must be re-keyed because of a lost key, the student responsible for losing the key is charged an administrative fee for the re-keying. Students who fail to return key(s) issued to them on the day they move out will be charged an Administrative Fee to re-key the apartment.

### **To keep in mind:**

- Replacement cost for the proximity key is \$75.00.
- Replacement cost for the apartment key is \$30.00.
- Replacement cost for the mailbox key is \$20.00.
- Administrative Fee for re-keying is \$150.00.

### **LOCK-OUTS**

It is your responsibility to carry your keys with you at all times. We will be keeping track of every lock-out. If you are locked-out, you should first go to Office of Housing and Residence Life during the posted office hours. For lockouts after the office is closed seek out a roommate, security, or contact the RA on-call who will let you in. The first lock-out of each semester is free of charge and any subsequent lock-out is \$5 per lock-out if security or staff from the office assist.

## INSURANCE & MEDICAL SERVICES

We strongly recommend all residents are covered under a health and homeowners insurance policy. Residents are advised to check for possible coverage of personal belongings and other items under their parents'/guardians' homeowners' or renters' insurance. There are no medical services on the campus. Below you will find the urgent care and hospital(s) around the area. None of these medical facilities have relationship with The Academy.

### **West Hollywood Urgent Care**

1300 North La Brea Ave.  
Los Angeles, CA 90028  
Phone: 323-872-0298

### **Hollywood Walk-in Clinic**

6430 Selma Ave.  
Hollywood, CA 90028  
Phone: 323-848-4522

### **Cedars Sinai Hospital**

8700 Beverly Blvd.  
Los Angeles, CA 90048  
Phone: 310-423-3277

## INTOXICATION

Intoxication whether from alcohol, narcotics, or prescription medicine is not acceptable justification for irresponsible or inappropriate behavior. Residents of legal age who consume alcohol outside of the residence are expected to do so in moderation and in a manner which ensures other residents' rights to privacy, sleep and study. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, they will seek medical attention by calling 911. Residents will be financially responsible for the costs of the medical care including ambulance and/or hospitalization and will face disciplinary action. In addition, loud or disruptive behavior, interference or drinking habits which are disruptive or injurious to the health of individuals will not be tolerated and disciplinary action will be taken which could lead to removal from the building and forfeitures of all monies paid.

### **ALCOHOL**

Residents are required to abide by all federal, state and local laws and regulations and the policies of The Academy regarding the use, sale, and distribution of alcoholic beverages. These rules specify persons under 21 years of age are prohibited from possessing any alcoholic beverage. Residents who are of legal drinking age may consume alcohol outside of the residence as the Academy House West is a non-alcohol/dry residence hall. **No alcohol is permitted in housing.**

- Any liquor found in the building will be confiscated, poured out, and the resident(s) present at the time of discovery will face disciplinary sanctions, which may include removal from housing.
- Residents who bring alcoholic beverages into the residence will face disciplinary sanction.
- Kegs, beer balls, and other mechanisms or devices which promote the purchase, storage and distribution of alcoholic beverages in bulk quantities, or which allow unregulated access to alcoholic beverages by any means may result in immediate removal from housing.
- Alcoholic beverages may not be sold or distributed by a resident or guest in residence. This prohibition includes, but is not limited to, parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

- Residents found to be intoxicated (including those who have to seek medical treatment for intoxication) may be subject to the appropriate disciplinary sanction by The American Academy of Dramatic Arts and by legal authorities.

## DRUGS

Residents are required to abide by all federal, state and local laws and regulations and the policies of The Academy, regarding the use, sale, and distribution of controlled substances despite its changing legal status in other jurisdictions. Unlawful manufacture, distribution, dispensing, possession, use, misuse, or sale of; or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The Academy adheres to federal law, which does not recognize the possession and/or use of medical and/or recreational marijuana. In addition, the possession or use of drug related paraphernalia is prohibited. If found in violation your Housing/License Agreement will be immediately terminated, your rights to live in residence will cease and all monies paid forfeited and you will be required to vacate the premises. Refer to the *Student Handbook's* "Substance and Alcohol Abuse Policy" for more information.

## MAIL & PACKAGES

There are mailboxes on the P1 lobby level, next to the Sycamore Avenue Emergency Exit and the Office of Housing and Residence Life. All paper mail or post will be delivered to your mailbox located in the Academy House West lobby. All mail and packages must be sent directly to the main school's address so the package can properly be received and distributed. You may pick packages up during Front Desk Reception hours in the Administration Building. Packages are not to be sent directly to the Academy House.

### RESIDENCE ADDRESS:

Your Name  
Academy House West (Apt #)  
1336 N La Brea Avenue  
Los Angeles, California 90028

We kindly request you do not ship any packages before your arrival; unfortunately, we do not have storage space to hold boxes for more than one business day. When you check-out, you must fill out a change of address form at the nearest Post Office. After you depart, we will no longer accept any mail or packages in your name and any current mail/packages you fail to retrieve will be returned to the sender. The Academy has the right to refuse acceptance of your package, especially if the contents violate any policy or law.

## NOISE

You live in a community where it is essential you respect your neighbors. Please keep sound levels low within your room and comply with requests to reduce intrusive noise levels. The Academy requires quiet hours from 10PM-10AM. Regardless of the hour, courtesy policies are always in effect. Please respect your neighbor's space. If your noise can be heard from another apartment

or hallway, it is considered too loud. Repeated violations of the noise policies will subject you to disciplinary sanction. 24-hour quiet hours will be in effect during final exam/graduation plays. The Academy wants to provide residents with an atmosphere where they can relax and study.

### **AMPLIFIED SOUND AND MUSICAL INSTRUMENTS**

The residence is not designed for playing amplified musical instruments or high watt stereo equipment. Residents who wish to play or practice should wear headphones.

## **PARENTAL NOTIFICATION**

We reserve the right to contact the parent(s) or guardians(s) of residents involved in dangerous and/or inappropriate behaviors which are threatening to oneself or others. Academy staff members will make a decision on whether to contact depending on the severity of the situation.

## **PARKING ON-CAMPUS**

Parking is available to Academy House residents on a first come, first serve basis. Residents who are interested in bringing their car to campus should alert the Office of Housing and Residence Life while paying their reservation fee, or prior to the start of the term. At no time in the parking levels at The Academy House, which is reserved for faculty and staff.

Students are not to park in staff, faculty, and handicapped parking slots. A student, who parks in one of these slots, will be warned the first time. If there is a second time, the student will be banned from parking on campus for a specific period of time. If there is a third infraction, the student will be banned from parking on campus for the rest of the semester. If a student's car is found parked on campus while banned, it will be towed and impounded.

Students are to drive safely on campus. The speed limit in the parking lot is 5 MPH. Students should be extra vigilant while driving in the parking lot as there are many pedestrians in the area. Do not use cell phones in the car while moving- make calls before turning on the car or after leaving campus. Students are advised to lock and secure their vehicles when left unattended. The Academy assumes no responsibility for vehicles parked on campus.

Replacement parking passes may be picked up from the Reception Desk and cost \$5.00. Loss of the parking proximity key which allows you into the security gate is \$75.00.

## **PETS**

For the sake of cleanliness and safety, resident students are not permitted to have pets or animals of any kind in the building, including fish and reptiles. Residents found with animals in their custody will be subject to disciplinary sanction and required to remove the pet immediately. Residents who require an assistance animal must comply with the Academy Assistance Animal

Policy, which may be obtained from Housing and Residence Life. All requests must be submitted no later than 30 days before the start of the Housing/License Agreement.

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## RECREATION

Playing any sports or bouncing balls in your apartment, hallways, balcony, lobbies or lounges is strictly prohibited.

### **HOVER BOARDS**

Due to recent concerns surrounding hover boards, self-propelled scooters and similar devices, they are prohibited to be stored or used in any part of the residence.

### **BICYCLES & ROLLERBLADES**

You are permitted to have a bicycle or rollerblades. Bicycles may be stored on the rack located on the P1 Garage Level, space permitting. If there is no space, you must store your bicycle in your room. You are NOT ALLOWED to ride them anywhere inside the building including the lobbies. Any bicycle, roller blades, etc. left outside in the hallway is a safety hazard and will be promptly confiscated. Any bicycle chained to any part of the property will be cut and disposed of.

### **GAMBLING**

Gambling in your room or anywhere within the residence is not permitted.

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## RESTRICTED AREAS

Residents are strictly prohibited from going into certain areas including but not limited to: electrical closets, storage closets, and closed off areas in the lower/basement level. Residents cannot take emergency exits unless there is an emergency. The only proper entrance point for the Academy House West is located through the main entrance through the campus. All other entrances are for emergency only.

### **ROOFTOPS**

Residents are forbidden to be on the roof at any time for any reason (except by the request of a Los Angeles Fire Official). Any violation of this policy will lead to disciplinary sanction.

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## RIGHTS AND RESPONSIBILITIES

Each resident living in the residence possesses specific individual and group rights and responsibilities, which serve to guide housing personnel in making decisions concerning resident welfare and behavior.

Each resident has the right to engage in activities which are part of The Academy. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights and responsibilities which are associated with community living.

### **RESIDENTS HAVE THE RIGHT...**

- To have free access to their living accommodations as long as there are no Academy holds.
- To live in a clean and secure environment.
- To written copies of housing rules and regulations, or individual building policies, which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free of intimidation or harassment.
- To enforce the housing agreement/contract.
- To direct access to staff, which provides assistance, guidance and support as needed.
- To equitable treatment when behavior is in question.
- To host guests, within established guidelines.
- To individual and group educational and developmental opportunities in their living community.

### **RESIDENTS HAVE THE RESPONSIBILITY...**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff and those appointed by them.
- To meet expected payments.
- To monitor and accept responsibility for the behavior of their guests when applicable.
- To respect the rights of others, as stated above.
- To report violations of rules and regulations to appropriate staff.
- To express themselves individually or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior when applicable.
- To contribute positively to the community by participating in educational and developmental activities. To abide by all applicable city, state, and federal laws.
- To report any condition, which may be unsafe or may pose a threat or perceived threat to the health, safety, security, or well-being of any student.

## **ROOM ASSIGNMENTS**

Room assignments will be made solely by Housing and Residence Life. The Academy reserves the right to change room assignments as reasonably required and will do its best to accommodate roommate requests. The Academy cannot provide your roommate information prior to arrival because of changes which may occur before you arrive. We primarily focus on gender, age, sleeping habits, then we take into consideration any other special requests.

If The Academy determines you do not fit into a positive environment or if we consider you a threat to our community, it will constitute termination of your contract. The Academy reserves the right to terminate your contract at any time for any reason.

## ROOM CHANGE

In the event of a roommate conflict, The Academy reserves the right to relocate one or all roommates to another room equal to resident's current rental payment. Roommate changes are subject to a full review by the Director of Student Services.

Room changes are permitted at the sole discretion of The Academy and are only authorized with the express written permission of The Academy. No room change will be permitted during the first two weeks of the semester. A written request must be submitted to The Academy in order to change rooms. Should a student wish to change their room assignment or apartment, they must formally request it by filling out the "Room Change Request Form." The form may be obtained from the Office of Housing and Residence Life. Once the form is submitted, a meeting will be set up to discuss reasons for the change. Not all changes are granted. Should a request be denied alternate solutions will be suggested. The Academy has the right to relocate a student for any reasons including disciplinary action and/or consolidation. All students will receive notification if relocation is necessary.

## ROOMMATES

Living in a shared space can be difficult, especially if you may not have had to. It is definitely an adjustment which requires give and take from all parties when conflict arises. We want you to have a great stay at the Academy House West. Here are items to keep in mind when working with your roommate(s) and roommates:

- **Daytime Guests:** Discuss with your roommates if you are planning to have a day guest. Some people need their rest and appreciate personal space and knowing in advance.
- **Cleaning Up:** We do not want you to get any rodents or pests in your space, decide who will pick up what and when. The Academy does provide bi-month (every other month) cleaning service for community spaces, but you should be cleaning at least once a week. Creating a cleaning schedule or sharing responsibilities is key.
- **Sleep Time:** Ask your roommate(s) about their sleep schedule so you can keep each other in mind. If you are a night owl, use your community space quietly to study. If you are an early bird, do your best to keep quiet while getting ready.
- **Showering:** In order to ensure everyone gets a little bathroom and shower time, talk about when you will need to shower and how long it will take you to get ready.
- **Sharing:** Make sure you speak about sharing kitchen supplies, food, clothes, and anything else you can think of. Some people do not mind sharing, but some do!
- **Social/Night Life:** It is Los Angeles and you are going to want to adventure out. Make sure to discuss reasonable hours to arrive back in the room and check on each other if you are concerned.

## **ROOM ENTRY**

Residents living in the residence can expect a level of privacy in their rooms, as well as in the community at large. However, The Academy reserves the right to enter rooms without notice to room occupants for reasons related to safety, maintenance, alteration, security, health, violation of drug and alcohol policies, fire-code compliance, facility maintenance, violation of burning substance policy, legal, reasonable cause, or discipline. In such cases, entry shall be preceded by a knock and verbal identification. Entry may be made even if a resident is not present. At the time of such entry, any prohibited articles may be reported and confiscated.

### **TRESPASSING**

You are not permitted to enter into, attempt to gain access to, forcefully/passively access another resident's room or any other restricted area of the residence without a written permission by The Academy. Those who attempt to gain access without express written or in-person verbal communication will be held responsible for breaking-and-entering.

## **ROOM CONDITION REPORT (RCR)**

Once you move in, it is required you complete a Room Condition Report within 24-hours of your arrival. A staff member will give you this form upon your check-in. Upon completion of your room condition report, the Office of Housing and Residence Life will report any work requests you noted on the form. In the event you do not complete a Room Condition Report you may be liable for any pre-existing damage to the room.

## **SECURITY**

The Academy maintains 24-hour security in the entrances as well as surveillance cameras around campus. Security personnel are posted at the entrance of the building. Do not congregate around this area. Please be mindful of your behavior at all times and note there are surveillance cameras throughout the campus.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is prohibited by Title VII of the 1964 federal Civil Rights Act, Human Rights Law and, in some instances, local law. The Academy is committed to the principle no employee, student, resident, or applicant for employment should be subject to sexual harassment. The Academy strives to provide residences, workplaces and learning environments which promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and of Academy policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, The Academy will undertake a fair and thorough investigation, with due regard for the

rights of all parties. Every reasonable effort will be made to protect the privacy of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including expulsion from The Academy and from employment, if an employee of The Academy. The Academy does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly. All findings will be turned over to the appropriate authorities for adjudication. Refer to *Student Handbook* for more details.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for employment or academic decision; or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

### **EXAMPLES OF SEXUAL HARASSMENT**

It is not possible to list all circumstances which might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct, which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship. A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct.

The following examples of conduct may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, or cartoons; this includes resident rooms
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcomed. Conduct is unwelcomed when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact a person may accept the conduct does not mean he or she welcomes it.

The Academy, its employees, and residents also must be aware of the need for freedom of inquiry and openness of discussion in their educational pursuits and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic/resident life can thrive.

## **COMPLAINTS**

We encourage you to contact the Office of Housing and Residence Life if you have any questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment. The Academy will assist in contacting the appropriate agencies, if necessary. Call 911 only for emergencies and imminent physical danger to yourself or another.

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## **SIGNAGE**

Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room, door or the building (including signage inside your room if it can be viewed from the outside) is prohibited, as is attaching or hanging any projections (radio or television antennas, awnings, flags, banners, etc.) on the outside walls or windows of the building.

## **BULLETIN BOARDS**

Bulletin boards around campus are intended to provide a space to publicize community events and provide necessary information to the community. The information distributed via the bulletin boards must be done so with the consent of a staff member. Any information posted around the residence without the consent of Housing and Residence Life will be removed. Vandalism of any bulletin boards will be subject to disciplinary sanctions.

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## **SMOKING**

In February 1993, the Board of Trustees voted to create a non-smoking policy for The Academy. Smoking tobacco or any other substance (including “vaping” or use of electronic cigarettes) is not permitted in any academic buildings, outside of the residence, your rooms or anywhere else in the building. If you smoke, please do so outside the building in the designated smoking area but do not loiter directly in front of any Academy building, and do not block the entrances. This policy applies to all who may hold medical clearances. Smoking may result in removal from housing.

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## **SOCIAL MEDIA**

It is possible a staff member may unintentionally encounter inappropriate resident conduct, or such conduct may be brought to the staff member’s attention by another. In general, a resident’s

conduct in non-Academy affiliated online communities should not be subject to disciplinary sanction unless the information relates to documented incidents which occurred within Academy property, or the conduct seriously affects the president's position as a member of the community.

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## SOLICITATION

It is prohibited to conduct any business or commercial enterprise from the building. You are prohibited from unauthorized solicitation, membership recruitment, subscription, polling, posting, placing materials underneath doors, canvassing, and commercial sale of products, services, or tickets in the residence. Additionally, under no circumstances is prostitution or escort services permitted in the residences at any time.

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## STORAGE

There is no extra storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available, and anything left behind will be considered abandoned (see "Abandoned Property" section) and you will incur appropriate charges. You may check out local storage spaces, but The Academy makes no representations or warranties about their services and assumes no liability for personal property stored off-site. The Academy is unable to remove any furniture from any apartment as we do not have storage.

### VANDALISM

Any resident who defaces public property or any area in any residence (or the surrounding neighborhood) will be subject to disciplinary sanction, appropriate fines, and possible removal from housing, and responsible for cleaning and repairing the defaced area. If any student has knowledge of anyone defacing or destroying the building or any fixtures, furnishings and/or equipment in any way, this should be reported in privacy immediately to The Academy.

### WINDOWS AND BALCONIES

Even a small item which falls or is thrown out of your window or balcony can seriously injure or even kill a pedestrian. Your windows and balconies are designed to not open more than a few inches. You are NOT permitted to remove or tamper with these safety devices. Additionally, you should NEVER throw anything out your window or place any items on the ledge outside of your window or balcony. Any violation of this policy, you will be subject to the fullest extent of the law.

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## WELLNESS

Students should follow the most up-to-date policy regarding their wellness and The Academy's policy. Please refer to the Wellness Policy in The American Academy of Dramatic Art's Student Handbook for further information. Any community member not feeling well should remain home, quarantine, seek medical attention, and report their absence to [lafrontdesk@aada.edu](mailto:lafrontdesk@aada.edu).