

Center for the Study of World Religions



Handbook for Residents
2009–10

An Overview of Community Life at the Center for the Study of World Religions Including Rules and Regulations for Residential Life

Dear CSWR residents:

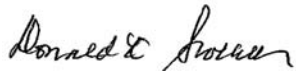
Welcome to the CSWR community!

The members of the Center staff are happy to welcome you to the 2009–10 academic year. This handbook provides necessary information about the Center's residence, facilities, rules, and policies. **The handbook should be read very carefully.** Any questions should be directed to Alicia Belair, administrative and residential coordinator, or Charles Anderson, assistant director for finance and operations. The Center staff manages a wide range of programs and activities.

The Center functions as a home to a community of scholars and their families. Cooperation, goodwill, observing the Center's regulations, and being attentive to others are hallmarks of the Center and serve the good of all. Our success as a community depends on the imaginative responsiveness of all Center residents to one another's needs and interests. The quality of the Center's community life depends largely on your responsible active engagement and participation.

I invite you to take full advantage of the all-too-brief time you will be in residence here at the Center. Learn from each other, teach one another, and enjoy this unique opportunity.

Best wishes for a fruitful and productive stay!

A handwritten signature in cursive script that reads "Don Swearer".

Don Swearer
Director

Welcome to the Center for the Study of World Religions Residential Housing!

This handbook will answer most commonly asked questions about community life at the center. In addition, this handbook also sets forth the rules and regulations for all residents living at the CSWR.

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General Information

1. Emergency Numbers

- Police, Fire, or Medical Emergencies: 911 (9.911 from apt. phones)
- Harvard University Police: 617.495.1212 (5.1212 from apt. phones)
- University Health Services: 617.495.5711 (5.5711 from apt. phones)

2. CSWR Staff (generally available Monday through Friday, 9 am to 5 pm)

- Charles Anderson—Assistant director for Finance and Operations (617.496.5834)
- Alicia Belair—Administrative and Residential Coordinator (617.496.1934)
- Joseph Cook—Staff Assistant (617.495.4495)
- Rebecca Esterson—Coordinator of Events and Programming (617.495.4476)
- Susan Lloyd McGarry—Manager of Planning and Special Projects (617.496.1608)

3. Proctor and Assistant Proctor (available nights, weekends, and holidays for emergencies)

- David Amponsah, Proctor (apt. #5) (804.200.3512)
- Charles Carstens, Assistant Proctor (apt. #14) (617.833.3472)
- Outside regular office hours, the proctor serves as primary authority for the Center in the absence of regular staff.
- The proctor is available to residents to assist with emergencies and is empowered to make decisions concerning the security of the property and safety of the residents.
- *Residents must abide by the proctor's decisions until the matter at hand may be taken up with the CSWR administrative and residential coordinator or the assistant director for finance and operations.*
- The proctor can let residents into their apartments if locked out.
- The assistant proctor, Charles Carstens, will perform these duties in the absence of the proctor. Residents will be informed in advance of planned absences.

4. Harvard University ID Card

- Obtain your Harvard University Identification Card as soon as possible at the Harvard University ID Services office.
- For spouses and non-Harvard Affiliates, a Special Photo ID Card Request form is required for provision of an ID card. Please see the CSWR administrative and residential coordinator.
- Harvard University ID Services
953 Holyoke Center, 1350 Massachusetts Avenue, Cambridge, MA 02138
Monday, Wednesday–Friday: 9 am–5 pm; Tuesday: 10:30 am–5 pm
Phone: 617.495.3322, Fax: 617.495.1858

5. Rent

- CSWR apartments are made available for rent for periods of one term or one academic year. Optional summer occupancy is also possible.
- You are legally obligated to Harvard University to fulfill the terms of your signed occupancy agreement. Under the terms of this agreement rent is due on the 1st of every month through the term of your agreement. *In the case that you wish to terminate early, you will be responsible for payment of rent until a replacement is found.* The Center will make every effort to find another occupant, but until such time, full payment of rent is required.

- Rent is paid by check and is due on or before the first day of each calendar month. Make checks payable to Harvard University and give to the CSWR administrative and residential coordinator. Late payment of rent may result in termination of your occupancy agreement.
- Signing your occupancy agreement creates a legal obligation to Harvard University. Rent is due on the first of each month through the term of your agreement. In the case where you wish to terminate early, you will be responsible for payment of rent until a replacement is found. The Center will make every effort to find another occupant but until such time full payment of rent is required.
- Rent that is not paid by the 15th of the month is subject to a delinquency charge of \$100. Returned checks are subject to a \$25 replacement fee.
- If you will be away for any length of time during your stay at the Center, please notify the CSWR administrative and residential coordinator or the assistant director for finance and operations and leave a check to cover the rent during your absence.
- Rents amounts may be changed on an annual basis, effective July 1.
- Receipts are available from the CSWR administrative and residential coordinator.

6. Mail

- Mail delivered by the U.S. Postal Service is placed in assigned, locked mailboxes near the back door to the Center, while internal Harvard University mail is placed in assigned open mailboxes in the Fellows Study. Please check both boxes regularly.
- Large packages will be kept in the front lobby and you will receive an email or notice card in your mailbox when a package has arrived for you. When you receive the notice card, please return it to the front desk and retrieve your package.
- If you are going away for an extended period of time, please ask the U.S. Post Office to stop delivery and hold your mail until your return. Upon your final departure, you must complete a “Change-of-Address Card,” available on the U.S. Postal Service website, www.usps.com, or at the U.S. Post Office, and you must leave a forwarding address with the CSWR administrative and residential coordinator. The Center will forward mail to your forwarding address for *30 days only* following your departure.
- Please remember to change your address with the companies and individuals with whom you correspond, since USPS forwarding expires after one year.

7. Telephone Service

- Many residents prefer the convenience of a cellular phone over a land-line.
- The CSWR does not provide telephone service to the apartments. Residents must arrange for their own telephone service.
- PaeTec Communications is the designated vendor that provides all local and long distance telephone service. To activate your telephone service and obtain your PBN (Personal Billing Number), contact PaeTec directly at 1.800.960.6555 (uis.harvard.edu/telecom/student_phones). Activation of phone service takes up to 3 business days from the time you call. You will receive a monthly bill; contact PaeTec directly for billing or service inquiries.
- Dialing Instructions:
 - Any telephone within the University system can be reached by dialing the last five digits. Your apartment phone is part of the University system.
 - For local calls outside of Harvard, dial 9 + area code + phone number.
 - For domestic calls, dial 9 + 1 + area code + phone number.
 - For international calls, dial 9 + 011 + country code + city code + phone number.

- When you move out of your CSWR apartment, you must cancel your phone service by calling PaeTec at 1.800.960.8555. Failure to cancel your service will result in continuing charges to your account. You will be personally responsible for these charges.
- Coin- and credit card-operated phones are located in the basements of Andover Hall and Andover-Harvard Theological Library.

8. Cable Television

- Each apartment is wired for cable television. Contact Comcast Cable at 1.800.COMCAST (1.800.266.2278) or visit them at www.comcast.com for service.
- Cable installation must take place during normal business hours. Residents must arrange to be at home during cable installation and are responsible for all expenses associated with installation and use. *Please remember to contact Comcast to cancel your cable television service when you move out.*

9. Internet Service

- All CSWR apartments have wireless and Ethernet access via the HDS Network. The Common Room and second-floor research library also have been equipped with wireless capability for use by those with wireless-compatible laptops. *Note:* HDS IT does not provide support for any personal computers.
- Please note the wireless service is open to the public. This means security of your information is not guaranteed. Do not use this connection for any private transactions.

10. Storage

- A limited amount of space is available in the basement for residents to store personal items. Each apartment has a designated storage cubicle (approximately 4' x 4'). Do not place items outside or in front of your storage space. The Center will dispose of any belongings left behind; the cost will be passed along to the resident.

11. Parking

- Parking is not available at the Center. The paved parking area in front of the Center is reserved at all times for use by Center staff and guests. Residents are not allowed to park in this area.
- Permits to park in Harvard University parking lots/garages are purchased from the Harvard Parking Office. For information visit uos.harvard.edu/transportation/par.shtml or call 617.495.3772.
- Parking on Cambridge streets is restricted to registered Cambridge residents with valid parking permits on all days except Sundays, when parking restrictions are waived. You can obtain a Cambridge Resident Parking Permit if you register your car in Cambridge. Residents without a car may apply for a visitor's permit from the City of Cambridge for guests. For more information, call 617.349.4700 or visit the City of Cambridge website, www.cambridgema.gov/traffic/RPP.cfm. Cars parked on the street in areas marked for resident permit parking that do not display a resident parking permit will be ticketed.
- Street Cleaning: On the third Monday and third Tuesday of each month from April 1 through November 30, rotating sides of Francis Avenue and Irving Street become no-parking zones between 8 am and 2 pm as a result of street cleaning. This applies to the Center side of Francis Avenue on Tuesday and to the Andover Hall side of Francis Avenue on Monday and to the Center side of Irving Street on Monday and the opposite side of Irving Street on Tuesday. These times are strictly enforced. Cars parked on the street during street cleaning times will be ticketed and towed.

- The declaration of a Snow Emergency by the City of Cambridge eliminates one side of the street for parking. In the case of Irving Street, this is the side closest to the rear of the Center. No matter where one parks, one's car is likely to be plowed in if it snows; you should purchase a shovel for this contingency.
- Other temporary parking arrangements include parking at the Alewife T station, where one may park for \$5/day and take the subway into Harvard Square (www.mbtta.com). Parking is also available at commercial parking lots/garages in Harvard Square, but these lots are very expensive.

12. Apartment Cleaning Services

- As detailed on page 10 of this handbook, residents are responsible for the cleanliness of their apartments. The CSWR reserves the right to inspect apartments for cleanliness and fire safety.
- As described further on page 10, residents are responsible for maintaining a clean apartment. The Center reserves the right to inspect apartments during occupancy.
- Apartment cleaning services are available; please see the administrative and residential coordinator for details. These services are by individual contract and are not provided directly by the CSWR.

Security

1. General Regulations

- Neither Harvard University nor the Center for the Study of World Religions is responsible for personal property in the apartments, in the basement storage area, or anywhere else on the Center property.
- The Center recommends that residents keep their doors locked *at all times*. Residents are cautioned against leaving personal belongings outside. Theft, robberies, and vandalism are rare in this neighborhood but have occurred.
- It is your responsibility to insure any personal property. Tenant insurance (theft and fire coverage) is available from National Student Agencies, Inc. (www.nssinc.com; 1.800.256.6774), or through local insurance agents, and is strongly recommended.
- Residents should be cognizant of their personal safety at all times.
- The CSWR facility is located within the Harvard University van shuttle service. The shuttle is available to all Harvard affiliates from 7 pm to 2:40 am every night except holidays. The on-demand service often requires significant wait-times on cold or rainy evenings, but is a safe way to get around Cambridge late at night; 617.495.0400.

2. Apartment Door Lock

- In order to double-lock your apartment door, turn the key to lock the door and continue turning the key in the same direction until the lock clicks again. This will engage the dead bolt. If the door is merely pulled shut, it will be locked but not bolted. From the inside, if the bolt is turned counter-clockwise past vertical, the door will not automatically lock.

3. Keys

- Residents are issued keys to their apartments, mailboxes, and the Fellows' Study. If you do not return all keys issued, you will be charged a key replacement fee of \$50. Duplication of keys is prohibited.
- You are also given swipe-card access on your Harvard ID for the front gate, basement, and back doors.
- If you need additional keys for your apartment, please see the CSWR administrative and residential coordinator, who can supply copies. If you lose a key, please inform the CSWR administrative and residential coordinator or the assistant director for finance and operations immediately.
- *Under no situation or circumstance should you give your keys to anyone who is not listed on the rental agreement.* If you are locked out, contact the CSWR administrative and residential coordinator during business hours or the proctor after 5 pm.

4. Front Gate and Back Doors

- A swipe-card security system is in place at the various exterior entrances to the CSWR complex, including the front gate, the lobby door, basement door, building B back door, and the back door leading to the trash shed.
- All exterior entrances remain locked after business hours—which are 9 am to 5 pm, Monday through Friday—and on weekends and holidays. During these times, residents will need a swipe card to gain access to the complex.
- Residents will use a valid Harvard ID card as their swipe card.
- Residents must never prop open any door with an object placed between the hinge side of the door and the door jamb, to avoid security issues and the possibility of damage to the door and door jamb. After hours, when exterior doors are locked, residents must never prop open the front gate or exterior doors in

any way and leave them unattended. *Failure to abide by this security rule could result in immediate eviction.*

- Periodically, the front gate is unlocked after hours for Center-sponsored public events and it is relocked automatically by the security system at the posted end-time of the event or 11 pm, whichever comes first.
- The front gate and back doors cannot be left unlocked after hours for private functions of residents. As a result, plans must be made by the hosting resident to greet people and afford them access to the Center without propping open the front gate or other doors. No exceptions to this rule are allowed.

5. Visitors

- For the protection of the Center and its residents, it is important to know who has access to the building. *Please inform the CSWR administrative and residential coordinator and the proctor, in advance by email, if you plan on having overnight guests, the number of visitors you'll have, and the length of their stay.*
- If you are expecting visitors, they should be told in advance to use the Centrex phone (i.e., the phone box marked "Assistance" located to the left of the front gate) to call you and have you let them in. The front gate cannot be opened remotely.
- A list of residents' names and phone numbers is posted adjacent to the front gate and Centrex phone. The Centrex phone is only able to call local telephone numbers; please plan accordingly.

6. Bicycles

- Bicycles may not be left on any part of the Center grounds.
- Center residents may store their bicycles in the large covered bike shed located in the parking lot to the left of Andover Hall.
- Bicycle theft is very prevalent in Cambridge, and residents are advised to take all precautions necessary to secure bicycles. We strongly recommend that you purchase a high-quality U-shaped lock and register your bicycle with the Harvard University Police Department.
- During the winter months, bicycles may be stored in the basement storage room.

7. Automobiles

- The Center strongly discourages its residents from bringing cars with them to Cambridge. If you do have a car, keep it locked at all times. In case of theft, immediately notify the Harvard University Police (617.495.1212), as well as the Cambridge (617.498.9300), Somerville (617.625.1600), and Boston (617.247.4200) police departments.
- The Harvard Parking Office provides emergency road service on campus to people affiliated with Harvard. Should you need assistance, please contact the Motorist Assistance Program at 617.496.HELP (617.496.4357). They will jump a battery, open a locked car, change a tire, or do whatever else they can, between 7 am and midnight.

General Rules and Policies

1. Schedule of Occupancy and Use

- The CSWR makes its apartments available for rent over an entire academic year or for one term. Apartments cannot be rented for shorter periods of time, and no prorating of rent for partial month occupancy is allowed.
- You are legally obligated to Harvard University to fulfill the terms of your signed occupancy agreement. Under the terms of this agreement rent is due on the 1st of every month through the term of your agreement. *In the case that you wish to terminate early, you will be responsible for payment of rent until a replacement is found.* The Center will make every effort to find another occupant, but until such time, full payment of rent is required.
- Dates of arrival and departure must be arranged with the CSWR administrative and residential coordinator or the assistant director for finance and operations as far in advance as possible; optimal lead time is about two months.
- Optional summer occupancy during the period between July 1 and August 31 is possible and must be discussed with the CSWR administrative and residential coordinator or the assistant director for finance and operations at least two months in advance.
- Apartments are for residential use only. Residents may not run businesses out of their apartments.
- Clause 11 in the License Agreement for Use and Occupancy grants the CSWR the right to enter your apartment at reasonable times, or in cases of emergency, to inspect the premises, to conduct annual fire alarm testing, to show the premises to prospective residents, to make repairs, to make any improvement deemed appropriate by the CSWR or the Divinity School or required by law, or to perform pest extermination. Residents will be notified in advance when possible.

2. CSWR Events and Resident Engagement

- Those invited to live at the CSWR have been selected based upon their particular interests in world religions and their potential for contributing to and benefiting from residency at the Center. As such, the CSWR expects its residents to participate actively in its scholarly and social life.
- Throughout the year numerous social and academic events take place at the Center. Your participation enhances the community spirit of the CSWR and gives you the opportunity to interact with colleagues on multiple levels throughout the year. Residents are also encouraged to discuss their ideas for social events with the administrative and residential coordinator.
- Each year, in addition to its regular schedule of events, the Center for the Study of World Religions hosts a series of informal presentations by its residents and other affiliated scholars. The “World Religions Café” will meet for an hour, roughly twice a month during the academic year. This year we are returning to a more intimate format, opening the sessions to residents and invited guests only. This will be an opportunity for the CSWR residential community to come together over the academic interests of its members. Residents in the past have found this to be a good opportunity to either “test the waters” with a new research project, or share an already completed project with a new group of people. The atmosphere of this particular series of meetings is intended to be relaxed and conducive to in-depth conversation around a given topic.
- It is expected that residents will make every attempt to attend these sessions. We also invite you to prepare a short presentation to be featured at one of the Cafés. The presentations are 20–30 minutes and are followed by a 30 minute period of conversation. We suggest you not write a formal paper, but prepare an informal presentation that is accessible to participants with a range of familiarity with the subject.

3. Noise

- While the Center is a home for residents, it is primarily a place for quiet study and work. Noise tends to reverberate throughout the Center as a result of the concrete construction of the building. For the consideration of your neighbors, please set the volume of televisions, radios, telephones, and stereos as low as possible. Mechanical systems and equipment such as bathroom fans, kitchen disposals, vacuum cleaners, and showers are also sources of noise. Please avoid using any of these devices late at night (after 11 pm) or early in the morning (before 6 am).
- Children are requested to refrain from loud and boisterous play in the courtyard and on the balconies. Please also be considerate of the neighbors whose homes border the Center's property.

4. Smoking

- In the City of Cambridge, smoking is prohibited in all public places. In addition, smoking is prohibited in all Harvard University residential facilities. Consequently, smoking is not permitted anywhere in CSWR buildings or grounds.
- Disposal of cigarette residue on the grounds of the Center (including balconies, stairwells, walkways, the gardens, and parking area) is strictly prohibited.

5. Children

- Parents are responsible for supervising the activities of their children on the Center property. This includes preventing them from damaging the landscape and buildings, keeping their noise level within tolerable limits, and picking up their playthings.
- The Center requests that parents use the side yard immediately outside the back door for their children's active play. Please respect the Center's boundary with the Dean's residence and prevent children from making incursions past the line of small trees onto the Dean's back lawn or into the HDS Community Garden.
- We understand that the waterfall in the courtyard attracts the attention of children. However, they must be restrained from climbing on the waterfall or throwing pebbles and other debris into the water. The waterfall is artificial and the pebbles at the base of the fall camouflage a screen and deep holding tank for the recycling water.

6. Pets

- The Center is unable to accommodate any pets for any duration.

7. Firearms

- Firearms or ammunition are not allowed to be kept in apartments, even with a license.

Apartments

1. Furnishings

- The apartments are provided with basic items of furniture. Residents should not exchange Center-owned furniture between apartments. If a resident needs any additional furniture, please consult with the CSWR administrative and residential coordinator or the assistant director for finance and operations.
- The Center does not provide bedding. It is the responsibility of residents to furnish their own pillows, linens, and blankets. Residents must also provide a mandatory mattress cover.
- The moving of substantial pieces of furniture into the CSWR apartments is prohibited.
- Residents should not take furnishings from any other location on site without prior permission. If something breaks, please inform the CSWR administrative and residential coordinator or the assistant director for finance and operations.
- Apartment furniture may not be stored in the basement.
- Please inform the CSWR administrative and residential coordinator if you have dietary needs that require special kitchenware.
- No hazardous materials are to be transported to or stored at the CSWR.

2. Trash

- A shed with barrels for trash is located at the rear of the building, next to the fence along Irving Street. Residents provide their own plastic trash bags and take their own trash to the shed. All trash must be tightly sealed in plastic bags.
- Place bagged trash in the yellow barrels (blue and green barrels are for recycling only).
- Do not leave trash, empty cardboard boxes, or any other materials outside your apartment. This is not only an eyesore; it attracts animals and other pests as well.

3. Recycling

- There are large blue recycling barrels in the trash shed.
- All recyclables other than corrugated cardboard can be combined in the recycling bins. Do not place trash, food wrappers, cups, or napkins in these barrels.
- All cardboard boxes should be flattened and put in the blue bin marked "Corrugated Paper." Do not leave boxes that have not been broken down in the shed.
- Please refer to Appendix 2 of the handbook for residential recycling specifications.

4. Heat

- The Center for the Study of World Religions is committed to working to reduce energy consumption. We encourage all residents to share our commitment by conserving water and energy. Heat for each apartment at the CSWR is controlled individually by thermostat. The heating system is fueled by gas. In the colder months, please set the heat back during the day when you are away from the apartment and while sleeping at night. If you encounter problems with the heat in your apartment please contact the CSWR administrative and residential coordinator. For heating problems after office hours and on weekends, please contact Harvard FMO (see Appendix 3).
- Residents are asked to help maximize the efficiency of the central heating system and save energy by observing the following: Never cover the radiators in your apartment with anything, such as drapes, furniture, or boxes. Air should flow freely around each unit. Close windows tightly during the winter to minimize heat loss and/or the introduction of moisture. If you leave your apartment for any significant

length of time, please close windows tightly. If any windows do not close easily, please inform the CSWR administrative and residential coordinator.

5. Refrigerator

- Never unplug your refrigerator.
- Occasionally your refrigerator should be washed with warm water and baking soda. Placing an open box of baking soda in your refrigerator helps to absorb any odors.

6. Stove and Microwave Oven

- If a cooking fire starts on top of the stove, use a lid or pot cover to smother the flames. If that does not work, use your carbon dioxide extinguisher located in the kitchen area. The extinguisher works on all fires. If there is a fire in your oven, shut the oven door immediately, then turn off the oven.
- If cooking smoke causes the fire alarm to go off, first try ventilating the apartment for the smoke to dissipate. If it continues, please call FMO (617.495.5560) directly to have them turn it off as soon as possible.
- Never place metal containers or aluminum foil in the microwave oven—or turn it on when empty—as this causes sparks and fire!

7. Garbage Disposal

- A garbage disposal is located within the kitchen sink drain in the majority of CSWR apartments and can be used only for the disposal of certain kinds of organic waste. It does not work on metal, plastic, rubber, or paper or tough food waste such as onion skins, banana peels, bones, celery, etc. Do not dispose of coffee grounds in your garbage disposal. Keep the food catch in the drain to prevent silverware or bottle caps from sliding into the drain accidentally. If you notice a change in the sound of the disposal, it usually means that something metal has become lodged in the unit. Notify the CSWR administrative and residential coordinator immediately. Never put your hand into the drain to retrieve anything from the garbage disposal.
- To operate the disposal: turn on cold water, place disposal lid on and turn and let it run until the garbage is gone. Do not leave waste in the garbage disposal for a long time before operating the disposal. Do not use lye or drain cleaners (e.g., Drano) in the sink drain.
- If the disposal does not work, press the “reset” button located on the bottom of the disposal unit (under the sink). If that does not work, please report the problem to the CSWR administrative and residential coordinator.

8. Walls and Shelves

- Wall hangings are not permitted in CSWR apartments, as they or their installation may damage the apartment walls. Please do not use adhesive tape on the walls, as this will damage the paint. Do not put sticky shelf paper on the shelves in your apartment; it is too difficult to remove when the shelves are repainted later.
- Apartment alterations, including painting, are not allowed. Please do not apply paint to any surface.

9. Storm/Screen Doors

- The exterior door of each apartment is equipped with a storm/screen door. The top panel is fixed and the bottom panel has a fixed screen with a sliding storm panel. To move the storm panel up and down, push the gray levers at the bottom of the panel toward the center. This will cause the panel to disengage from

the bottom slot/notch. Pull the panel slightly toward you and then move the panel up or down to the desired position, making sure that it clicks into place in a new side slot/notch. Note that the plastic panels inhibit air circulation; it may be more comfortable to leave the screen panel partially exposed during the winter, particularly if you notice moisture build-up on the inside of the door.

10. Cleaning, Balconies, and Walkways

- Each resident is responsible for consistently maintaining a clean apartment, as well as the balcony or walkway area in front of the apartment. Damage beyond normal wear and use to the apartment will incur additional charges.
- Apartments will be inspected before your departure and a cleaning fee may be assessed. If you have questions about what is expected, please ask the CSWR administrative and residential coordinator.
- A vacuum cleaner is available on a first-come-first-served basis. It is stored in the laundry room in the basement. The vacuum cleaner should be returned to the laundry room when you are finished using it. If the dirt bag inside the vacuum cleaner becomes full and needs to be replaced, please alert the CSWR administrative and residential coordinator.
- Please do not use any commercial drain cleaners to clear clogged drains in your apartment, as this creates a hazard for plumbers. If a plunger does not clear a clogged drain, please contact the CSWR administrative and residential coordinator for assistance.
- To prevent mildew from appearing in the bathroom, leave the bathroom fan on after you use your shower until the ceiling and walls are dry. Mildew is easily removed with a chlorine bleach solution (1 part bleach to 5 parts water) or with commercial products such as Clorox or Tilex.
- Residents are responsible for sweeping the balcony or walkway in front of their apartments. Walkways and balconies must also be kept clear of all personal items, including baby carriages. Baby carriages should be kept inside apartments. The Center provides each apartment with two patio chairs for use on the balconies and walkways.

11. Plumbing, Mechanical, and Electrical Systems

- A resident who experiences a plumbing, electrical, or mechanical problem in their apartment during business hours should report the problem by phone or email to the CSWR administrative and residential coordinator, who will arrange for service and repairs as soon as possible. To ensure that problems have been resolved satisfactorily, the resident should advise the CSWR administrative and residential coordinator when the repair has been completed.
- If the problem occurs after regular business hours and it is an emergency (i.e., no water, broken pipe, no electricity, no heat), then the resident should follow the instructions listed in Appendix 3 of this handbook: “Building Maintenance and Emergency Services Information for CSWR Proctors and Residents.” If the after-hours problem is not an emergency, then the CSWR administrative and residential coordinator will respond to it on the next business day.
- The Center is responsible for replacing all exterior light bulbs, as well as all fluorescent bulbs and bulbs in recessed/encased fixtures in the apartments. Residents are responsible for purchasing their own replacement bulbs for table and floor lamps inside their apartments.

12. Appliances Not Permitted

- Use of clothes washers and dryers, dishwashers, and air conditioners in the apartments is prohibited.

Other Facilities/Services

1. Common Room

- The Common Room is available for the general use of all CSWR residents, Monday–Friday, 7–9 am and 5–11 pm. Occasionally the room is needed for CSWR-sponsored events. A schedule of Common Room events will be posted on the board outside the Fellows’ Study at the beginning of every month.
- The room is also available for private parties. If you would like to use the Common Room for a private party, you must seek the approval of the CSWR administrative and residential coordinator. The user will be responsible for leaving the Common Room completely clean, including the removal of trash to the trash shed and the return of furniture to its original location. Note that only events officially sponsored by the Center may be advertised publicly (e.g., through posting of flyers).
- The Common Room cannot be used by residents for regular meetings, classes, or sections.
- Residents and their families are welcome to play the piano located in the Common Room. Please use the piano only in the early evening and never during office hours.
- Children may use the Common Room only when supervised by parents.
- Residents are allowed to use the projection TV in the Common Room during the hours designated above unless the Common Room is being used for an event. We ask that you keep the TV volume as low as comfortably possible at all times to minimize disturbance to residents living above the Common Room. The projection TV is controlled using the wall-mounted “touch screens” on the wall next to the door leading to the kitchen and on the wall next to the drop-down screen. There is a combination VCR/DVD player for use by residents located on top of the locked A/V tower in the Fellows’ Study, and instructions for its use are posted on the side of the A/V tower.
- Daily newspapers and the *Economist* are provided. Do not remove them from the room.
- Heating in the Common Room is controlled by HDS Operations. If you are experiencing a problem with the heat/air conditioning, please contact the CSWR administrative and residential coordinator.
- The Common Room is a public area. Please help us keep it neat and clean. If the furniture has been rearranged, please return it to its original location. There is a room layout chart above the newspaper rack near the Common Room entrance for your assistance.

2. CSWR Administrative Offices

- Office space and equipment located in the Center’s administrative office areas, including telephones, fax machines, office supplies, computers, and printers, are for use by Center staff only.

3. Photocopying

- There is no copier available for resident use at the CSWR. Copiers are available in Andover-Harvard Theological Library for use during library hours, and copy cards may be purchased at the circulation desk in the library. Large copying jobs should be brought to one of the commercial copy centers in Cambridge.

4. Laundry Room

- The laundry room is for use by Center residents only. It is located in the basement and may be reached by the rear basement door. Please do not prop the basement doors open at any time.
- The washers and dryers are connected to the Crimson Cash electronic system at Harvard for your convenience; www.cash.harvard.edu. Two Crimson Cash and coin-operated washers and dryers are provided, as well as drying lines, an iron, and an ironing board.

- Users must supply their own detergent, etc., and are responsible for the neatness of the room. Please remove clothes from the washers, dryers, and lines promptly.
- Please clean the lint filters *before* and *after* using the dryer; otherwise, your clothes will not dry properly and the machine will overheat. Please dispose of lint in the wastebasket located next to the sink.
- Report all problems with the laundry room equipment to the CSWR administrative and residential coordinator.

5. Grounds

- Please be aware of your noise levels while in the courtyard.
- The lawn to the left side of the CSWR complex (i.e., out the back door and behind the Dean's residence) is for general use. Picnic tables and grills (one meat and one vegetarian) are available for use by residents.
- The row of crab apple trees that extend north from the Common Room serve as a boundary between the Center's property and the Dean's property. Residents are asked to respect the privacy of the Dean by avoiding all incursions onto the Dean's property. All residents should be aware that extended and loud noise in this area disturbs both neighbors and Center residents.
- The vegetable garden is an HDS Community Garden not maintained by the CSWR. Please do not remove any items from this garden.

6. Fellows' Study and CSWR Library

- The Fellows' Study adjacent to the Common Room is a convenient and quiet place for study. Use of this room is for residents and CSWR Fellows only. It contains a number of reference and other general works in the history of religions, but texts may not be taken off the Center premises.
- You will also find computers and a network printer at your disposal. See the CSWR administrative and residential coordinator for a password. Please supply your own paper for large printing jobs.
- Please do not touch the locked video tower housed in this room.
- Please do not use the Fellows' Study for prolonged conversations.
- Please remember to remain in compliance with the HDS computer policy. The computers are for work and research purposes only. Remember that these are public computers.
- The CSWR Library on the second floor is available for residents for quiet study only. Books and publications are not for circulation. Please do not remove them from the library. You are welcome to read in the sitting area.
- Out of courtesy to those working on the second floor only quiet study is permitted in the library. Conversation and other activities should be conducted elsewhere.

Fires and Other Emergencies

In responding to fires, physical injuries, and other emergencies, residents should follow the instructions listed in Appendix 3 of this handbook: “Building Maintenance and Emergency Services Information for CSWR Proctors and Residents.”

Life-threatening emergencies call 911 (9.911 from apt. phones)

Residents must evacuate the premises immediately upon hearing the fire alarm. Do not assume it is a drill!

- The “evacuation assembly area” is the Center’s side lawn behind the Dean’s house (i.e., proceed through the back door near the mailboxes and onto the lawn).
- Each apartment is equipped with sprinklers that will activate in the case of a fire. Your fire alarm is also wired into building systems. Harvard emergency services will be notified when your fire alarm is activated.
- Please review the evacuation map posted in your apartment so you will be prepared in case of an emergency.

In the case of a fire:

1. *Evacuate your apartment immediately.* If fire blocks your escape through a door, use a window for escape. Once you have evacuated your apartment, do not return to it until the firefighters have declared it safe.
2. Pull the lever at one of the fire alarm pull stations located on the first and second floors by each stairway. These alarms automatically summon the Cambridge Fire Department.
3. Move immediately to the evacuation assembly area located on the side lawn of the Center directly behind the Dean’s house. Do not congregate in the courtyard or front parking area of the Center, as that would impede access to the building by responding emergency services. A detailed evacuation map is posted on the inside of your apartment door. Please familiarize yourself with the plan.

Fire Safety Monitors

The proctor and assistant proctor also serve as CSWR fire safety monitors. Please follow their instructions carefully during an emergency.

MessageMe Emergency Notification

Harvard University’s Community Emergency Notification System, MessageMe, helps you to stay informed in the event of an emergency by sending alerts to your personal electronic device (cell phone, pda, smartphone, etc) through text messaging, voice, and/or email. We strongly recommend registering for this service at messageme.harvard.edu or call 617.496.2001.

Conclusion

As mentioned in the opening of this handbook, the CSWR is not only a research center but also an experiment in community. The success of that experiment rests with each resident and depends upon the cooperation and active participation of all residents both in the routine activities necessary for the upkeep of the Center and in the social and academic events that are such a large part of the Center's life. Residents at the Center are a diverse and interesting group of people. Learning about their backgrounds and interests will greatly enhance the value of your experience at the CSWR and Harvard. Every resident should feel free to bring suggestions or concerns to the attention of the Center staff.

All policies and rules are subject to change without notice.

Appendix 1: Selected Local Shops, Post Offices, and Banks

Food Markets

- Market Basket (large supermarket)
400 Somerville Avenue, Somerville
617.666.2420
- Star Market (large supermarket)
275 Beacon Street, Somerville
617.354.7023
- Broadway Marketplace (small grocer, bakery,
wines/liquor, catering)
468 Broadway, Cambridge
617.547.2334
- Whole Foods (large supermarket/organic and
health foods)
115 Prospect Street, Cambridge
617.492.0070
186 Fresh Pond Parkway, Cambridge
617.491.0040
- Savor's Market (butcher shop and grocer)
92 Kirkland Street, Cambridge
617.876.7070
- Beacon Kosher (specialty kosher grocer)
1706 Beacon Street, Brookline
617.734.5300
- The Butcherie (specialty kosher grocer)
428 Harvard Street, Brookline
617.731.9888
- India Foods and Spices (Indian foods)
80 River Street, Cambridge
617.497.6144
- Various Japanese grocers and restaurants
Porter Square Exchange
1815 Massachusetts Avenue, Cambridge
- Shalimar India Food and Spices (Indian foods)
571 Massachusetts Avenue, Cambridge
617.868.8311
- Al Hoda Market (Halel meats)
304 Prospect Street (Inman Square), Cambridge
617.441.7854

- Trader Joe's (specialty grocery store)
748 Memorial Drive, Cambridge
617.441.7854

Liquor/Specialty Stores

- The Wine Cask (cheeses, wine, beer, liquor,
kosher wine)
407 Washington Street (corner of Beacon and
Washington)
617.623.8656

Bakeries

- The Biscuit (breads, pastries)
406 Washington Street, Somerville
617.666.2770
- Petsi Pies (pies, pastries)
285 Beacon Street, Somerville
617.661.7437

Post Offices

- Harvard Square Post Office
125 Mt. Auburn Street, Cambridge
617.876.0620
- Central Square Post Office
770 Massachusetts Avenue, Cambridge
617.876.6483
- Union Square Post Office
237 Washington Street, Somerville
617.666.0745
- Porter Square Post Office
1953 Massachusetts Avenue, Cambridge

Banks

- Cambridge Trust Company (Harvard Square)
- Cambridge Savings Bank (Harvard Square)
- Bank of America (Harvard Square)
- Citizens Bank (Harvard Square)

Appendix 2: Residential Recycling Specifications



What to Recycle

How to Prepare

Restrictions



Paper

Includes:

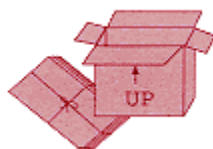
- Computer and copier paper
- Stationery
- Newspaper and magazines
- Colored paper
- “Junk mail”
- Catalogs
- Phone books
- Paperback books
- Hardback books

(Staples, clips, tape, window envelopes OK)

Set into “Paper” recycling barrel, loose or in clear plastic bag.

Excludes:

- Plastic-wrapped paper
- Loose plastics
- Food or pizza boxes
- Tissues and napkins
- Paper cups and plates
- Carbon paper



Cardboard

Includes:

- Multilayered, wavy-core corrugated cardboard
- Flat single-layer paperboard

(Tape, staples, and labels OK)

Break down flat by peeling apart corner glue seam or cutting tape. Set in or next to “Paper” recycling barrel or in “Cardboard” bin.

Excludes:

- Waxed cardboard
- Plastic liners
- Foam peanuts
- Polystyrene end caps



Cans and Bottles

Includes:

- Cans, bottles, jugs and jars made of glass, metal, or plastic # 1 through # 7
- Clean aluminum foil
- Laundry detergent jugs
- Juice boxes, milk cartons, and Aseptic packaging

(Paper and plastic labels OK)

Remove and discard all lids or caps. Rinse and drain any beverage or food residue. Place into sturdy clear bags, and set in “Cans and Bottles” recycling barrel.

Excludes:

- Caps and lids
- Glass mirrors
- China plates or cups
- Light bulbs
- Window pane glass
- Laboratory glass
- Metal items other than cans or foils
- Plastic shopping bags
- Films
- Non-container plastics

Appendix 3: Building Maintenance and Emergency Services Information for CSWR Proctors and Residents

- Harvard University Police: 617.495.1212 (5.1212 from university phones)
- Cambridge Police/Fire Departments: 911 (9.911 from university phones)
- Harvard FMO (Facilities Maintenance Operations): 617.495.5560 (5.5560 from university phones)
- CSWR Proctor (David Amponsah) 617.866.3532
- Assistant Proctor (Charlie Carstens) 617.833.3472
- Administrative and Residential Coordinator (Alicia Belair): 617.496.1934 (6.1934)
- CSWR Assistant Director for Finance and Operations (Charles Anderson): 617.496.5834 (6.5834)

CSWR Regular Office Hours: Monday through Friday, 9 am to 5 pm

Physical Injuries

In the case of a physical injury to a resident or guest *at any time*, the proctor or resident should request emergency medical assistance by contacting the **Harvard University Police** at 617.495.1212. If a resident calls the Harvard Police for medical assistance *outside regular office hours*, then he/she should notify the proctor immediately, who will notify the administrative and residential coordinator or assistant director for finance and operations by phone.

Building and Apartment Problems/Emergencies

Problems having to do with the physical plant and operations of the CSWR complex—including apartments and common areas—may occur outside regular office hours. Building problems that are not emergencies (e.g., minor leaks, cable television or internet connection problems, inoperable washer or dryer) can wait until office hours resume and should be reported via email to the administrative and residential coordinator. To report serious building malfunctions/emergencies (e.g., broken windows, broken pipes, lack of heat in winter, no electricity, security system/fire alarm malfunction) that occur *outside regular office hours*, the proctor or resident should contact **Harvard Facilities Maintenance Operations (FMO)** at 617.495.5560. To report other types of emergencies that occur within the CSWR complex *outside regular office hours* that may present an imminent safety hazard (e.g., trespassers, break-ins, domestic violence), the proctor or resident should contact the **Harvard University Police** at 617.495.1212. If a resident requests assistance *outside regular office hours* from either Harvard FMO or the Harvard Police, he/she should notify the proctor immediately, administrative and residential coordinator or assistant director for finance and operations by phone.

Fires

The proctor receives training in fire response and evacuation procedures during the training of new proctors in September and new residents will be given a fire safety briefing upon their arrival. All apartments and common areas of the CSWR complex are equipped with sprinkler systems that will activate in case of a fire. **Fire alarm pull stations—which connect directly with the Cambridge Fire Department—are located throughout the complex and should be used in the event of any fire on the CSWR property at any time.** The proctor or resident may also report fires to the Cambridge Fire Department via the telephone by dialing 911 (or 9.911). If a resident reports a fire to the Cambridge Fire Department *outside regular office hours*, he/she should notify the proctor immediately, who will then notify the administrative and residential coordinator or assistant director for finance and operations by phone.

Light Bulbs

Residents are responsible for buying new light bulbs for the floor and table lamps in their apartments when the original bulbs burn out. Should a fluorescent bulb in the kitchen or a bulb in a recessed ceiling fixture burn out, the resident should contact the CSWR administrative and residential coordinator via email, and the bulb will be replaced during regular office hours. If the proctor notices a burned-out bulb in any common area light fixture, the proctor should inform the CSWR administrative and residential coordinator via email. If loss of electricity occurs *during regular office hours*, the resident should contact the CSWR administrative and residential coordinator. If loss of electricity occurs *outside regular office hours*, then the resident should contact **Harvard FMO** at 617.495.5560 to report the problem.

Snow Removal and Ice Conditions

Harvard FMO has primary responsibility for removing snow and treating ice that accumulates on Center walkways and parking areas. If a significant amount of snow and/or ice has accumulated from a storm that occurs *outside regular office hours*—and if the Harvard FMO has not arrived to remove the snow or treat the ice in a reasonable amount of time—then the proctor must contact **Harvard FMO** at 617.495.5560 to report the problem. If, at that time, the Harvard FMO reports that they are unable to respond in a timely manner (i.e., 1 to 2 hours), then the proctor is responsible for shoveling and salting the walkway beneath the balconies and then out through the front gate to the street to allow for safe passage of residents.