



Resident Handbook 2010-2011

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FOR POLICE, FIRE, OR EMERGENCY MEDICAL SERVICES

In an Emergency: Call 911.

*The nearest pay phone is in the center entryway of the Lodge
Robertson Lodge pull stations are local alarm only: call needed*

Be prepared to tell the dispatcher:

- **The Location:** *“Pine Lake, 1894 Charlotte Creek Rd; near Davenport Center”*
- **Type of Incident:** *Injury, Cardiac arrest, Accident, Fire, etc*
- **Required assistance:** *EMS, fire department, police*
- **Directions to the location at Pine Lake:** *lawn, waterfront, field lab etc*

Arrange to have someone meet the responding crew at the entrance to Pine Lake if possible.

BEFORE HANGING UP, ASK IF ANY FURTHER INFORMATION IS NEEDED.

LET THE DISPATCHER HANG UP FIRST.

Please also notify one or more of these of these people by phone or in person:

Seth Lucas, Coordinator of Challenge Education and Pine Lake Residency: 607-353-9586

Peter Blue, Manager of Pine Lake Operations : 278-5801 or 278-5211

*Dr. Brian Hagenbuch, Pine Lake Director: 607-267-4343 (home) 431-4518 (office)
or 607-643-5515 (cell)*

And the Hartwick College switchboard at 431-4000; ask for the on-call administrator

Welcome

Hartwick College offers a residential alternative rarely found at other colleges. Pine Lake, Hartwick's environmental campus, provides housing for 30-40 students in eight cabins, the Farmhouse, and Robertson Lodge. Pine Lake offers a sense of community for students who share a love for living with the natural environment and who get together to cook, ski, walk, boat on the lake, study, celebrate, or just hang out.

The cabins are located on the Lower Tract (near the lake) within easy walking distance of one another along quiet dirt roads. All cabins have single bedrooms, a kitchen, a bathroom, a living room, and telephone access. Cabins are heated with pellet stoves or propane with electric backup. The only TV with cable at the Lake is in the common room at Robertson Lodge and the apartment.

Pine Lake State of Mind by Mike Morelli '98

Something very strange but very "Pine Lake" has been happening to me lately. In the past week I have set out to do something, made plans, and then through circumstance wound up doing something else completely different, unforeseen, and far more wonderful. A dinner with friends turned into a midnight swim with friends under a warm rain; another time a simple visit became four people lying on their backs in tall yellow grass listening to the night come in and watching more stars than shine in the summer skies of heaven. Needless to say I have been delighted, though I haven't quite made sense of this phenomenon yet. But if it has left me with anything, it's not to be overly concerned about future events. Love where you are; love what you are doing here and now and you may be surprised. The universe gives presents.

Mission Statement for Pine Lake (Revised on November 8, 2005)

Pine Lake, as the environmental campus of Hartwick College, plays an integral role in the larger campus. It is a place to learn from and live with nature; a site where the entire community of learners will study and use the environment in ways that sustain rather than deplete resources; a place where collaborative learning connects the environment to the curricular and co-curricular life of the college as well as the lives of individual students, faculty, staff and community residents.

In short, the mission of the Pine Lake Environmental Campus of Hartwick College is to:

- provide opportunities for hands-on research, academic study, and self-discovery of the natural environment and the history of human land use
- provide a residential alternative, a place where students and guests can live in and learn from a primarily natural setting;
- provide a place where challenge, reflection, and recreation can lead to personal renewal and growth, appreciation of nature, and responsible environmental stewardship;
- provide a living laboratory that teaches the college and the larger community how humans can sustain rather than deplete resources; and
- demonstrate environmentally responsible stewardship.

General Policies

All Hartwick College policies are in effect at Pine Lake. This Handbook has been developed to augment the Hartwick College Student Handbook and to address issues that are specific to Pine Lake. The policies of Hartwick College also pertain to the visitors and residents of Pine Lake.

Pine Lake Staff

In this handbook, "**Pine Lake staff**" refers to the Coordinator of Pine Lake Residency **Seth Lucas**, Manager of Pine Lake Operations **Peter Blue**, Coordinator of Sustainability Programs **Dan Morse**, and/or Pine Lake Institute Director **Brian Hagenbuch**. In general, these four individuals can respond to questions, concerns, or issues that arise during your stay at Pine Lake. The Resident Assistant (RA), **Alyssa Pearson**, is a student who has specific responsibilities as determined by the Office of Residential Life and can report problems to the Pine Lake staff but does not have decision-making authority in relation to the policies of Pine Lake.

Quiet hours

Quiet hours are from 10PM to 8AM weekdays and from 11PM to 10AM weekends.

Courtesy hours are in effect 24 hours a day, 7 days a week. Activities that interfere with or disrupt others at the Lake are discouraged. Use your common sense and respect your neighbors' right to peace and quiet.

Housing at Pine Lake

Sophomores, juniors, seniors and second-semester first-year students of any academic major may apply for housing at Pine Lake in response to these priorities (see Housing Selection below):

- ❖ Academics
- ❖ Pine Lake Seniority
- ❖ Housing points

First semester students enrolled in the residential first year seminar on sustainability may opt to live in Robertson Lodge at Pine Lake. Other first-semester students must live on the main campus. First-year students may live at Pine Lake beginning in their second semester, if rooms are available.

Housing applications are due and assignments are made at the time of housing selections for campus fall housing, in the spring of the preceding academic year. Applications are available from the Pine Lake office or Residential Life. Housing decisions are made by Pine Lake staff, in consultation with Residential Life staff on campus. Once Pine Lake housing is assigned, students' names are removed from the campus lottery. Any empty rooms are offered during the regular housing selection for campus housing on a first-come, first served basis.

Eligibility and grades

Residents at Pine Lake must be enrolled as full-time Hartwick College students or interns with a cumulative grade point average of 2.25 or higher. Students are not eligible for housing if they have active disciplinary sanctions from Residential Life. Students' grades generally go up while living at Pine Lake, and Pine Lake is regularly among the top "residence halls" in GPA averages.

Housing Selection

Priority in housing assignments for students at Pine Lake is made using the following criteria:

Academics: Students with an academic reason to be in a particular residence get priority. For example: a student doing research on the energy consumption of Bailey cabin on sunny days vs cloudy days to determine solar gain would get priority consideration. However, since Bailey is a four person cabin, one person requesting it for an academic reason would not get the cabin if a group of four students also requested it. A student doing field research on salamanders or birds would have priority to live at the lake, but no priority over any particular building. For this to be considered, the application must describe the research (an abstract is best) and list the research advisor. One non-science example of this category is a student who was writing his senior English thesis on "The Concept of Home in 19th Century American Nature Writing" and wanted to live in a cabin at the Lake while completing the thesis.

Pine Lake Seniority: Additional "Pine Lake" points will be assigned based on how long a student has lived at Pine Lake. A student will receive 500 points for each semester spent living at Pine Lake and completing all required service hours, and 100 points for each summer spent living **and** working at Pine Lake.

Housing Points: Finally, we will factor in the number of housing points assigned to a student in the Residential Life housing selection process. Placement is awarded based on the total housing points of the students applying for a particular cabin.

Housing options

Cob House is Pine Lake's newest student residence and cabin. Designed and built by Hartwick students, it is made from primarily local materials, sleeps two people in "nooks" and rests atop the knoll overlooking the lake. It's quaint (505 ft²) and cabin mates must be comfortable living with each other.

Outback 1, 2, & 3 cabins each house two students in 8' x 10' single bedrooms. Each cabin has a bathroom, 12' x 20' living room, kitchenette and front porch.

Redwood 1 has 3 single bedrooms, all approximately 8'x10'. The living room and kitchen area are approximately 12' x 30' combined. In addition, Redwood 1 has a small screened-in porch (8' x 14'). Residents of RW1 must inform Pine Lake staff if the holding tank "full" signal is noticed.

Redwood 2 is similar to Redwood 1, but has 2 bedrooms, a standard bathroom (with bathtub) and slightly smaller common area. It houses 2 students. The Pine Lake RA, Alyssa Pearson '12, will reside in Redwood 2.

Hilldale 2: “The Long Legged House” has two bedrooms, kitchenette, bathroom, living room and porch. Originally a 1920s Sears and Roebuck Kit house, it was completely renovated in 2008. It has no nearby road access and students must be willing to walk across the lawn or through the woods to get to the cabin.

Bailey is a two-story cabin that houses up to 4 students in 4 very generous bedrooms. Three bedrooms upstairs are approximately 10’ x 20’ each. Two have skylights. The upstairs is accessible by a narrow circular staircase and has an emergency exit exterior staircase. The downstairs contains a single (9’ x 10’) bedroom, bathroom, entryway/mud room, and kitchen/living room (total about 20’ x 30’), and opens onto an awesome wrap-around deck.

Crossroads sleeps one student (as a super single) or two students as a double. It but does not have separate bedrooms. Kitchen, porch, bathroom, and awesome view of the lake are included.

The Farmhouse has four bedrooms: two bedrooms plus bathroom, kitchen and living room on the first floor; and two bedrooms and a common area on the second floor. The Farmhouse provides living quarters for 4-5 students.

Robertson Lodge has eight bedrooms on the second floor. For 2009-2010, the lodge will house a mix of upper class students and four first year seminar students enrolled in the sustainability FYS. The Lodge kitchen and second floor bathrooms are communal. The first floor living room is for the use of all Pine Lake residents and is semi- public: that is, visitors to Pine Lake may enter the living room without warning at any time. The living room has digital cable television available to all residents. An adjacent art gallery exhibits student work and is open to the public. The gallery provides access to the laundry room (for use by Pine Lake residents only) and public bathrooms. Lodge residents must coexist with visitors; please keep the “public” areas clean and welcoming for guests. The Pine Lake reception area and office is also located in the Lodge.

Apartment is located beneath the Lodge and considered an “efficiency” with two small bedrooms (for two students) or a super single for one student. It contains a kitchenette, living room and bathroom. Noise from the first floor of the lodge is easily heard in the downstairs apartment, so please respect common sense quiet hours.

Vacancies

As vacancies appear at the Lake, current Pine Lake residents are given the option of moving to fill the vacancy, after which all remaining vacancies are posted to the housing office and filled on a first-come basis.

Changes in residence, mid-year

Any changes in residence at Pine Lake in the middle of the semester must follow the same procedures as resident changes on campus and outlined in the Student Handbook. In addition, new residents must agree to abide by the agreements and customs of the current residents of whatever residence they move. For example, students moving into a substance-free house where alcohol and other drugs are not permitted would have to abide by that policy. This is the case even if there is no formal agreement between the house residents, or if only one student lives there. In any special-interest house, the special interest agreements remain in effect.

Cabin and residence access

All residents at Pine Lake agree to the following conditions by living at Pine Lake.

Residences at Pine Lake are inspected by the Pine Lake staff for fire hazards and safety violations, including disconnected or disabled smoke detectors, extension cord use, and sanitary conditions. Pine Lake, as a remote campus of Hartwick College, is located in a volunteer Fire District, and the isolated conditions increase response times in emergencies. **Therefore fire and safety regulations are of paramount importance, and frequent unannounced inspections are necessary. Disconnecting smoke detectors is a serious offense and may result in students having their Pine Lake living privileges revoked.**

In addition, the residence program at Pine Lake is a highly visible and unique program at Hartwick College and tours of Pine Lake with prospective students include stops at residence cabins. Every effort will be made to notify students in advance of visits. Occasionally prospective students arrive unannounced; in that case we will call ahead or knock on the door and ask permission. In the case of these tours, residents are free at any time to say, "No this is not a good time for a visit." All cabins and the Robertson Lodge residence are part of the Pine Lake Open House at Spring and Fall visitation days.

Cabin Access Notification

Notification of visits, inspections, and official communications will be made by email. Residents are advised to check their Hartwick College email regularly.

Fire drills and fire safety inspections

In the absence of the ability to conduct unscheduled fire drills, Pine Lake staff will inspect fire detection and safety conditions in student residence areas *without prior notice* to ensure they remain in operating condition. See "Cabin and residence access" for more information. Disabling smoke detectors is a serious offense and may result in your Pine Lake living arrangements being revoked.

Work orders and repairs

In order that repairs may be quickly and efficiently completed, students should report all damage or needed repairs to the Pine Lake staff or RAs. Unreported maintenance needs are, naturally, difficult to address. Since Pine Lake is a small community, a formal procedure for work requests is unnecessary. If you need repairs done to your cabin or have other maintenance needs, you can: 1) call the Pine Lake Office (278-5429); 2) contact a staff member in person; (3) complete a work request form, below; or 4) leave a note on the office door;. Please keep in mind, however, that emails, notes, and phone messages after business hours (9AM-5PM) will likely not be received until at least the following morning. **If you feel a maintenance problem constitutes an emergency or represents a safety issue, get in touch with Pine Lake staff immediately, no matter what time of day or night, whether he is in the office or at home.** The most reliable communication method is in person, do not rely on email or a note on the office door, especially when communicating concerns about heat or safety.

Damage reporting

All Pine Lake residents are required to complete a check-in form that provides information about the condition of their room or cabin when they arrive on campus. This form is also used when students check out at the end of their stay at Pine Lake. This information is used to determine damages.

Damage beyond normal wear-and-tear will be billed to the students responsible. Any damage found that is not reported will be billed to the last known user(s) if appropriate (as in use of boats, tools, snowshoes, or other equipment) or to the group or persons responsible for a living area such as the Lodge or a cabin.

Students using College property without permission will also be billed for damages when appropriate, and may be charged with unauthorized use of property as well. Students who do not report damage may be charged with a violation of this policy, in addition to any other charges stemming from the damage.

Cooking

All cabins and the Lodge have facilities for students to prepare their own meals. Most students cook their own food or prepare food communally. Most students purchase a limited meal plan (usually commuter plan) so that they can eat on the main campus when necessary. More information on meal plan options can be found at <http://www.hartwick.edu/x2959.xml>. Occasionally cooking mistakes result in heat or smoke detectors going off. Where possible, fans have been installed over the stoves to aid in exhaust. It is not acceptable to disconnect heat or smoke detectors for any reason. If there is a problem with a heat or smoke detector, please notify the Pine Lake staff, RA on duty, or on-call administrator immediately.

Pellet Stoves

The pellet stoves that heat cabins need periodic checking and maintenance. While staff will make every effort to notify residents before maintenance is done, the timing of the visits depends on the level of use, which in turn depends on weather, and so is unpredictable.

Pellet stoves are the primary heat source in most cabins and a secondary heat source in Robertson Lodge. Pellet stoves burn compressed sawdust pellets that look like rabbit food. Students are responsible for refilling the hoppers in the stoves or they will not run (no fuel = no fire = no heat). The pellet stoves at Pine Lake are Quadra-Fire 800* stoves, supplied by Hearths-a-Fire in Davenport. Pellet stoves burn a waste product (sawdust) extremely efficiently and safely, reducing emissions while burning a renewable, recycled waste product. *Never burn anything but pellets in the stoves, and never put burnable items on top of the stoves.* Pellets are purchased by Pine Lake staff and distributed to the cabins by staff and resident students. Please let the staff know when you are low on pellets, preferably *before* you run out. Instructions on running a pellet stove are provided by the PL staff to residents of individual cabins at the beginning of the heating season.

TV/Cable

In the Lodge, the first floor living room has cable TV that is available to all residents. At this time there is no cable hook-up provided in the cabins. If you want to watch TV in a cabin, bring a TV and a VCR or DVD player, since broadcast reception at Pine Lake is virtually nonexistent. Listen to WAMC and NPR (National Public Radio) at 99.3 FM. It's better than most of what's on TV anyway.

Laundry

A coin-operated washer and dryer are located in Robertson Lodge for use by Pine Lake residents only. Phosphate-free detergents are recommended. Solar-powered clotheslines are located behind the Lodge. Occasionally, during heavy use periods, we must restrict the number of loads of laundry to protect our septic system. Tampering with the settings on the washer or dryer is theft of service. If this occurs, those responsible will be reported to appropriate campus authorities. Any tampering may result in revocation of laundry privileges for those responsible, in addition to limits on when the laundry room is available for general use.

Telephone

Telephone lines are connected to every bedroom in the Lodge and to each cabin. Telephone numbers for all Pine Lake cabins, facilities, and offices is provided on the next to last page of this Handbook. The office phone is for business calls – *no personal calls are allowed*. Pine Lake provides telephone access to all cabins and rooms in Robertson Lodge. That means we provide the access and you provide the telephone! Local calls (including Hartwick College) and 911 are considered free (we get charged \$0.01/minute. You must provide your own long-distance service. Dial-up option for computers is not available and way to slow anyway.

A pay phone is available in the front foyer at Robertson Lodge for personal and/or emergency calls. Many Pine Lake residents choose to have cell phones in addition to, or in place of, a land-line phone to their room or cabin. The quality (and existence) of cell phone reception at Pine Lake varies widely, depending on both your specific location and the company that provides your cell phone service. If you plan on getting a cell phone to use at Pine Lake, the best approach is to talk to current residents who have cell phones, find out what company provides their service, and where their phones do and don't work at Pine Lake.

Wireless access

In Spring 2010, the Pine Lake Environmental Campus became wireless. All cabins and buildings have wireless access through the unit in the Robertson Lodge. The Field Station maintains a separate wireless system. To access wireless, click on Internet Explorer and use your college userid and password. Should you have problems, contact Pine Lake staff or the RA for assistance. Please tell us if the connection is not good in your cabin and we can make adjustments. All Hartwick College computer policies are in effect at Pine Lake. Please do not download large video or music files as this will slow down the system and limit access by others.

Recycling

For most students, living at Pine Lake will be the first time they are directly responsible for their own waste and the responsibilities of recycling. Pine Lake is in Delaware County, while Hartwick's main campus is in Otsego County, so each recycling system is somewhat different. The principal difference is that all recycled materials at Pine Lake – plastics, metals and glass– are not separated from each other. Clean glass, plastics and metals all go in the same bin. If you separate them, they will still be mixed at the transfer station. Labels do not need to be removed. Plastics numbers 1, 2 and 3 are the only plastics recycled in Delaware County.

Paper recycling includes newspaper, magazines, corrugated cardboard and "all other paper". Paper with food on it (like pizza boxes) is garbage. Staff and student workers make periodic recycling runs to take recyclables to the Davenport Transfer Station. If your recyclables are piling up and you would like a pickup, please contact Pine Lake staff, leave a note on the office door, or call the office (278-5429).

We maintain a compost bin along the road to the Outbacks behind the Maintenance building. Keep proteins (meats and cheeses) and fats out of the compost – they stink and attract critters like skunks. Five-cent deposit bottles and cans are separated as well, and if not redeemed by local urchins, are donated to a local Boy Scout troop.

Garbage

Garbage is everything we don't recycle. All garbage goes into the dumpster in the upper parking lot. It is students' responsibility to take garbage to the dumpster. However, if you have unusually heavy items and need assistance, we'll be glad to give you a hand. If you have questions about what can or cannot be put in the dumpster, please ask.

Travel

Transportation to and from campus is the responsibility of each resident. It is much easier to live at Pine Lake if you have your own car. However, cars are not a necessity if you are willing to carpool with other residents. In fact, carpooling is good for the Earth! The Pine Lake Shuttles are College-owned vans available for car-pooling and commuting to campus. It is about a 20-minute drive to campus, but with parking, allow at least 30 minutes each way on average.

Pine Lake Shuttles

While any Pine Lake student can ride in the shuttle, all drivers must be approved by the College, in advance. Please see the Pine Lake staff for information about getting cleared to drive the vans or with any other van-related questions. Residents who use the van are responsible for any damage beyond normal wear and tear. If the van or anything in it is damaged, notify a Pine Lake staff member right away. When you are driving or riding in the van, you are representing Pine Lake and Hartwick wherever you go, so please drive cautiously and act responsibly. If we receive complaints about your driving or your behavior in the vans, it may lead to revocation of your right to use and/or drive the vans.

Driving

There are LOTS of deer and other animals on our road, including salamanders and frogs during spring breeding season. Obey speed limits, especially on Charlotte Creek Road. The speed limit (40MPH) on this road is actually the fastest safe speed in ideal conditions. In non-ideal driving conditions, SLOW DOWN. Many people have had accidents on this road; mostly concerning deer. See the attached accident map. Drive REALLY, REALLY SLOW through the village. The posted speed limit in the village is 30 MPH. Drive slower. Kids in the village often play in or near the road. Please remember that a speed limit does not mean you should drive that speed, it means you should not drive faster. Students have received tickets for speeding through West Davenport village. Charlotte Creek Road is a rural, town-maintained road, and conditions vary greatly depending on the weather and road maintenance. Watch out for the speed bumps on the road to the Outback cabins.

Parking

“Walking clears the mind and restores connection with the earth.” – Wendell Berry

Pine Lake has two parking lots for all vehicles: the main lot by the Lodge and the upper lot near the maintenance building. The roads to the cabins are emergency vehicle access routes and considered fire lanes. Residents may drive to their cabins to load or unload vehicles but must park in either parking lot and walk to their cabins. If cars block the roads or cabin access, car owners will be ticketed. At times, due to weather, road conditions or other needs, the gate on the road to the Outback cabins is closed. When the gate is closed do not drive in, even to unload. Students living at Redwood 2, Crossroads, HillnDale2, and the Outbacks may not park at their cabins at any time,--period. Students in those cabins are urged to drive in as little as possible due to the pedestrian traffic around the Lake and condition of the road. ***Any unattended vehicle parked so that it blocks access to roads or cabins may be towed!***

Service Projects

All residents must complete 12 hours of community service for Pine Lake each semester. Work must be approved by the Pine Lake staff, in advance. Look for a list of projects on a bulletin board in the Lodge. Please register in the notebook after you provide a service (activity, date, and hours).

Swimming

Swimming is permitted in designated areas **only** when lifeguards are on duty.

Sauna

We anticipate that the sauna will be ready in the fall, 2010. The sauna will be open 1-2 nights per week. All rules and regulations regarding use of the sauna will be strictly enforced. Such rules will be posted in the sauna.

Boating

Thanks to the Pine Lake Club, we now have five new kayaks and a paddleboat. Rowboats, canoes, and kayaks are available for use on Pine Lake during daylight hours only. In accordance with NYS regulations, personal flotation devices (PFD's) must be used. These were recently replaced with new models. All boats must be equipped with one personal flotation device for each person on board; children under 12 years of age must wear a US Coast Guard approved type I, II or III PFD. A coast-guard approved PFD must be WORN and fastened for all boating that occurs between November 1 and May 1 (see state regulation below). Oars, paddles, and PFD's are available at Pine Lake. All boats should be carried onto shore at the boat area by the sauna and turned upside down. PFD's should be returned to their proper storage area. Boats may not be removed from Pine Lake. Personal boats are allowed, with permission. Please wash your boat before placing it in the lake to prevent the introduction of invasive species. PFD's must be used in accordance with NYS Navigation Law and the above policy, even in personal watercraft.

More information on this law and safe boating in general is available at <http://nysparks.state.ny.us/recreation/boating/navigation-law.aspx>

Excerpts from the NYS Navigation Law:

"Every pleasure vessel including canoes, kayaks and rowboats operated upon the waters of NYS must have on board one United States Coast Guard approved wearable Personal Flotation Device (PFD) for each person on the vessel. In addition, vessels 16 feet and greater in length, except canoes and kayaks, must also carry a type IV throwable PFD. Children under 12 years of age, on any vessel 65 feet or less in length must wear a US Coast Guard approved type I, II or III PFD, while underway.

" In order for any PFD to be considered properly worn, any straps or zippers must be tied or zipped. All persons aboard a pleasure vessel less than 21 feet regardless of age must wear a Personal Flotation Device from November 1st to May 1st. All PFDs carried on board your vessel must be serviceable, readily accessible, and of the appropriate size for the intended PFDs wearer. A serviceable PFD must be free of rot, tears, punctures, or waterlogging of any flotation material. In addition, all straps and buckles must be attached and fully functional. Readily accessible means that the PFD must be quickly reachable in an emergency situation...

"Beginning November 1, 2009, Section 40, Subdivision 1 of the Navigation Law shall be amended by adding new paragraph (e), which reads as follows:

"No owner or operator of a pleasure vessel less than twenty-one feet, including rowboats, canoes, and kayaks shall permit its operation, between November first and May first, unless each person on board such vessel is wearing a securely fastened United States Coast Guard approved wearable personal flotation device of an appropriate size when such vessel is underway.

"Failure to wear a lifejacket on such vessels will be considered a violation under Section 73-c if the Navigation Law and is punishable by a fine of not less than \$100 nor more than \$250, applicable to either the operator and/or the owner of the vessel."

Try to avoid exposing any PFD to constant direct sunlight, this will in time degrade the device's outer shell. Keep them out of wet or moist areas, and avoid sitting on any PFD particularly those filled with kapok.

Parties

The Pine Lake staff or RA on duty must approve all parties at Pine Lake at least 24 hours in advance. Party hosts must provide written notification prior to the event and include a list of individuals invited. Campus regulations on kegs (none are allowed) and underage alcohol possession and consumption are in effect at the Lake. Illegal substances and behaviors are still illegal at Pine Lake.

Fire Pits and Fires

Fires are permitted only in approved fire pits. Residents must notify Pine Lake staff in advance, in writing, for all campfires and/or bonfires. If non-Pine Lake residents are present, any fire will be treated as a party. Forest fires are a major public concern when environmental conditions are dry during the fall and spring seasons. During fire seasons, Pine Lake staff have the right and responsibility to prohibit all open flames (fires, BBQ grills, the fireplace, etc.). Fire bans will be announced and posted.

The Mailing Address at Pine Lake is:

(your name)
Pine Lake Environmental Campus
1894 Charlotte Creek Road
Oneonta, NY 13820

Although Pine Lake is in the town of Davenport (it's actually closest to Davenport Center), which is not even in the same county as Oneonta, the mail is delivered by an Oneonta mail driver, and goes through Oneonta for sorting. If you use Davenport, Davenport Center or West Davenport in the address, mail may get returned to the sender. (At best, IF the mail sorter knows where Pine Lake is, it will delay the mail by several days.) This doesn't really make a lot of sense, so you're going to have to just trust us on this one.

Use of College equipment

All college-owned equipment at Pine Lake is for use only at Pine Lake, and only with permission from the Pine Lake staff or RA on-duty. Written permission may be given for off-campus use in special situations (hikes, club functions etc). Arrangements for long-term access must be made with the Pine Lake staff on a case-by-case basis, in writing. Equipment may not be taken off the property without specific, prior, written permission from staff.

Storage

Combustible materials such as paper and boxes must be stored away from heaters, electrical equipment, and pellet stoves. All flammable liquids are stored in the Maintenance Shop at Pine Lake in a vented, fireproof, flammable liquids cabinet. Gasoline and gas/oil mixes are stored in the flammable liquids cabinet or with the mowers in the garage section of the maintenance shop.

Pine Lake residents may store personal belongings in the "dressing room" of the Vaudevillian with prior permission from the Pine Lake staff or RA on duty, and in accordance with the above policy. Personal belongings are stored at the owners' risk and Pine Lake is not responsible for loss or damage. At the end of the academic year, unclaimed items in storage will be disposed.

Keys

All keys issued at Pine Lake must be issued only by the Coordinator of Pine Lake Residency . All key checkouts are recorded in the key record and in the cabin inventory; which all students sign on arrival. Keys must be returned prior to students' checkout approval. Lost or unreturned keys will be billed for replacement of key cores in the lodge, for replacement of the entire locksets, and any additional keys needed in the cabins. These are the numbers of keys that are required if the locks are replaced: Bailey - 8; Redwood 1 - 6; Redwood 2 - 5; Outbacks 1, 2, and 3 - 4 each; Apartment - 2; Lodge rooms - 2 each; Field Station - 25 plus four key cores; Vaudevillian - 6; Lakeside - 4; Crossroads - 4; Strawbale -6; Farmhouse - 6; HillnDale 4.

Pets Policy

The pet policy at Pine Lake is the same as on campus and published in the student handbook. It boils down to this: Aquaria with fish are OK. No other pets are allowed. Guiding Eyes for the Blind (GEB) pups are not pets, but must be approved according to Hartwick College and GEB guidelines for student raisers. All animals visiting Pine Lake must be with their owners and must be leashed.

Guests

The guest policy at Pine Lake is the same as published in the Hartwick College Student Handbook:

- Overnight guests must be reported to the Resident Manager or the RA on duty;
- Guests may stay a maximum of three nights in any given month;
- Sleeping in student lounges and other public places is prohibited.
- Camping is allowed only with permission of the manager or RA on duty.

Emergencies – dial 911.

In emergencies, remember that Pine Lake is in a different town and county than Hartwick College. In the Lodge and Field Station, the pull alarms are a local warning system only. Emergency services must still be called by phone. Phones for emergencies may be found in the Robert R. Smith Field Station, Lodge, and manager's house.

STUDENT CODE OF CONDUCT AND CAMPUS POLICIES

An important component of your Pine Lake experience will be your willingness to assume and exercise personal responsibility for your actions as a member of this living-learning community. Hartwick College expects students at all times to comport themselves in a mature, ethical and honorable manner and to demonstrate a sincere consideration for the other members of this community.

Student conduct which violates Hartwick College's regulations or community standards may result in the filing of disciplinary charges with the appropriate vice president or dean. The expectation of appropriate student conduct also applies to students in their roles as employees of the institution. Students engaging in unethical, inappropriate or illegal behaviors or actions in violation of established work standards set for the area or department in which they are employed may have their employment terminated and/or be referred to the College judicial process.

All Hartwick College policies are in effect at Pine Lake! All policies are fully described in the Hartwick College Student Code of Conduct and Campus Policies (<http://www.hartwick.edu/x2984.xml>). Below are College policies with regard to alcohol, drugs, and smoking that are in effect at Pine Lake and Hartwick. Other policies can be found on the website.

Alcohol at Pine Lake

The alcohol policy in effect at Pine Lake reflects the philosophy that Pine Lake is an environmental campus that provides educational and recreational programs. There is no place for alcohol use under these circumstances. Individuals who come to Pine Lake for daytime use are not permitted to possess or consume alcohol.

Students living at Pine Lake are expected to comply with the College Alcohol Policy and all applicable New York State laws. Students who have been assigned residency at Pine Lake and who are at least 21 years of age may have alcoholic beverages in their rooms, if they wish. However, the possession and consumption of alcohol must be restricted to their living quarters (cabin or room in lodge).

From the college alcohol policy:

“New York State law prohibits anyone under the age of 21 from possessing alcohol if they intend to consume it. The law makes no distinction between alcohol that is purchased or received as a gift, nor does it distinguish between consumption in public versus private areas. It is illegal for anyone under 21 to misrepresent his/her age and/or use false identification for the purpose of obtaining alcohol. This policy statement includes the text of the law, an explanation of its implications, and additional College regulations regarding the use and possession of alcohol on the Hartwick campus. The policies outlined below are the result of an intensive campus discussion conducted by a special committee representing students, faculty and administration. All campus constituencies, program-planning groups, student clubs and organizations, in addition to local community officials, College catering services, and Greek community leaders, were consulted.”

Student Responsibility

- 1. The use of alcohol on the Hartwick College campus by Hartwick College students, faculty and staff is subject to the New York State Alcoholic Beverage Control Law and certain provisions of the New York State Penal Law. All members of the College community are expected to be familiar with these laws as well as College regulations regarding the use of alcohol on campus.*
- 2. Hartwick College complies with the New York State law that prohibits anyone under the age of 21 from possessing alcohol with the intent to consume it. In New York State, it is illegal to consume alcohol if you are less than 21 years of age.*
- 3. The responsible use of alcohol on campus by those of legal age is a social privilege that, if abused, may be revoked by the College. Each member of the community is responsible for their sobriety and personal discipline in this area.*
- 4. Students are recognized as adults and are expected to obey all local, state and federal laws as well as College policies and regulations. Students will be held responsible for their own conduct. Because intoxication implies consumption, students under the age of 21 who are intoxicated on campus may be referred to the vice president for student life for disciplinary action.*
- 5. Students will be subject to College discipline if their use of alcohol generates disorder, creates a disturbance, damages property, or presents a danger to themselves and/or others.*
- 6. Drinking apparatus used for consuming alcohol, including but not limited to funnels and tubing, are prohibited on campus.*
- 7. Beerballs or kegs are not permitted anywhere on campus, other than on behalf of College-approved third party vendors. Any prohibited beerballs or kegs, including taps, will be confiscated. These may be destroyed or turned over to a local distributor, at the discretion of the College. Violators will be subject to disciplinary action.*
- 8. Because rapid consumption of large quantities of alcohol is far more dangerous than casual and responsible consumption, drinking games in which alcohol is consumed rapidly or in large quantities are not permitted.*
- 9. Campus organizations advertising social events may not promote or refer to alcohol as a part of the event.*
- 10. The advertising of alcohol is not permitted on campus.*
- 11. For those students over 21, possession of alcohol is limited to quantities for personal consumption. Large quantities of alcohol will be deemed a violation of the alcohol policy.*

To see the entire college alcohol policy go to the web page at <http://www.hartwick.edu/x2984.xml>

In accordance with this policy, alcohol is permitted at certain special events at Pine Lake if permission is secured from the director and/or Pine Lake staff in advance. A list of participants must be provided by the leader of the program, and they must ALL be at least 21 years of age.

Drug Policy

The unlawful manufacture, distribution, dispensing, possession, or use of an illegal drug or alcohol is prohibited on College property or as part of any activity sponsored by the College or any off-campus event sponsored by a College-recognized organization.

Drug abuse in the work place is a danger and a detriment to all members of the Hartwick College community, including faculty, administration, staff and the students. It is therefore the intent of this policy to maintain a drug-free work place.

Hartwick College cannot and will not protect students or staff from prosecution under federal, state or local laws. Students are cautioned that the College does not provide sanctuary from the law, nor are students immune from legal investigation or arrest by civil authorities resulting from the possession, use or sale of drugs. Persons suspected of selling or using illegal drugs, or voluntarily being in the presence of their use, may be subject to disciplinary action by the College and prosecution under applicable law.

Additional information concerning the dangers of drug abuse is available at the counseling center in Perrella Wellness Center. Drug counseling for students is available at the counseling center free of charge by appointment. In the event additional referral counseling is necessary, counseling staff will provide the referral and the student will be responsible for all costs.

Drug paraphernalia is not allowed anywhere on the College campus.

Smoking

Hartwick College and Pine Lake seek to maintain a healthy, comfortable, and productive educational and work environment. It is the College's policy to provide a smoke-free environment for all students, faculty, staff, and campus visitors. Our policy is based on the "Clean Indoor Air Act", which took effect on January 1, 1990 and requires every employer in New York State to provide smoke-free work areas for non-smoking employees. The Law was recently amended; these additional restrictions became effective July 24, 2003. "Smoking" is defined as the burning of a cigar, cigarette, pipe or any other smoking material.

Smoking is prohibited: (for complete policy, go to <http://www.hartwick.edu/x550.xml>)

- within 25 feet of any College building entrance or exit;
- under any covered walkway or building overhang;
- within the immediate vicinity of all windows and air intakes;
- in College-owned vehicles;
- in all Pine Lake buildings, at the beach, on the stage, and in public places

Smoking is permitted:

- 25 or more feet from a building entrance or exit and away providing that it is away from windows and air intakes.
- In non-College owned personal vehicles

Cigarette butts must be extinguished and disposed in appropriate containers. Tossing butts on the ground is litter and will not be tolerated. Cleanup of butts around cabins will be billed to the resident students.

Enforcement is the shared responsibility of the entire College community. Any student, faculty member, staff member, or visitor may request individuals to comply with this policy. Students, faculty, and staff are expected to comply with this policy. Supervisors are responsible for ensuring compliance with this policy. Failure to comply with the policy will result in referral to Student Life, Academic Affairs or Human Resources.

Other Things That Happen at Pine Lake

Hartwick Classes

Hartwick classes that have been taught at the Lake (all or in part) include Creative Writing, Color & Composition, Ecology, Ecology and the Environment, Earth Cycles, Changes in the Land, Buddhist Practice and Meditation, Chemistry in Today's Society, Architecture of the Sacred, Field Natural History, Forest Ecology. Idea and Practice of Sustainability, and Women in Healing. Other classes visit for special events or lessons; regulars include Fiction Writing, Principles of Biology, 3-D Design, Poetry Writing, Old English Literature, Nursing senior seminars and several First Year seminars. Classes taught at Pine Lake change frequently. Several January term classes have also met entirely at the Lake, including Buddhist Meditation, Movement and Metaphor, Field School in Archaeology, and Winter Ecology.

Robert R. Smith Environmental Field Station

The Smith EFS was built in 1995 and contains three labs and classroom space. Biology, geology, archaeology, environmental chemistry, and other courses frequently use the field station labs. During the summer, Hartwick students work collaboratively with their professors and conduct thesis research in the field station. Environmental Science and Policy program offers 1-2 Pine Lake research scholarships per year to support student work.

Work Study/Student Employment

Looking for a part-time job at Pine Lake? We're always interested in hiring students. We are especially in need of weekend office support, a sauna attendant, shuttle drivers, and/or work on campus on sustainability initiatives. Contact Brian or Seth, if interested, and check the Job Board on-line with financial aid (<http://www.hartwick.edu/x2862.xml>).

Guiding Eyes for the Blind Puppy Raising Program

One of the ongoing programs at Pine Lake and Hartwick is the raising of guide dogs for Guiding Eyes for the Blind (GEB). These dogs are raised from 8 week old puppies until they are about a year and a half old. Because they are working animals, students may, and have, raised Guiding Eyes puppies in student housing. The dogs, because of their intended purpose, must abide by fairly rigorous standards. People working with the dogs must agree to abide by them as well. Students raising Guiding Eyes dogs in college owned housing *must* have approval from the college in advance. Puppy raisers from the Leatherstocking Region of GEB have classes every other week, year round, usually in the Vaudevillian. For more information see Peter or Debbie Blue or contact Guiding Eyes directly. Dogs raised at Pine Lake are guiding blind people in Alabama, Georgia, Ohio, Colorado and Maryland.

Challenge Education/Ropes Course Programs

Ropes course, Awakening, and Challenge Education programming—organized by the Coordinator of Challenge Education and the Office of Student Affairs—require student leaders and belayers to run many challenge programs throughout the year. For more information contact Seth Lucas at 431-4547.

Recreation

Hiking, mountain biking, boating, birding, swimming, reading, picnicking, and sleeping in the sun are popular pastimes for visitors. There are over 6 miles of maintained trails at Pine Lake. In winter, snowshoeing and cross-country skiing are common activities. Skis are available from the Binder Equipment Room (campus extension 4716). Snowshoes can be borrowed from the Pine Lake office and are for use at Pine Lake only.

School Visits

Several classes from the Oneonta School district visit Pine Lake as part of their curriculum in a program called the Pine Lake Partnership. Classes range from Kindergarten to 6th grade. School visits arrive around 9:30, use the Vaudevillian as their primary indoor space, and leave generally by 2PM. Some classes move their entire classroom to Pine Lake for several days or a week. All subjects are taught using Pine Lake as a focus. Students interested in becoming part of this program should contact Brian or Education Professor Mark Davies for more information.

Retreats

Hartwick clubs, classes, athletic teams, and dorm floors can use Pine Lake facilities. It's also common for church groups, arts organizations, and even wedding parties to reserve a building at Pine Lake for their event.

The following is advice from real students:

- *Bring whatever you need to cook with – pots, pans dishes, forks, knives and especially spoons. The gnomes in the cabins at the Lake seem to be unduly fond of spoons, as they vanish with alarming regularity.*
- Flashlights are useful at night.
- *Boots or shoes are helpful in dirt, mud and snow. Desk lamps and reading lamps are useful both in the Lodge and the cabins.*
- Having AAA is useful if your car doesn't start.
- *Buy a good cookbook.*
- Walk outside at night and listen.
- *Get snow tires for your car.*
- Bring your skis (cross country) and mountain bike
- *It is useful to: look up (at the stars), bring lots of dish soap, have warm clothes to bundle up in when the weather gets cold (usually end of August...), remember your phone is not like campus and will be a pain to set up.*
- Two things one needs:
 1. Studded snow tires
 2. Coffee brewing machinery
- *You should be nice to the staff; they fix stuff. Say hi, offer them coffee.*
- Watch out for deer!
- *Bring pots and pans.*
- Get more pellets for your stove than you think you need. You won't regret it.
- *Remember to clean out your pellet stove and keep it stocked so you don't wake up shivering in the winter.*
- Hike the Hemlock Trail in bare feet.
- *Carry a flashlight on the first warm night of spring so that you can see the hundreds of salamanders and frogs that will be migrating to the lake! (Watch your step!)*
- Use the Pine Lake Shuttle!
- *Pine Lake is a great way to be part of a community. You really need to go around to the cabins and fires and be part of the happenings of Pine Lake.*
- Remember, no internet in the cabins, no phones in the cabins, and usable but poor cell phone service.
- *Figure out how your getting to and from campus before you get stuck somewhere when you need to be somewhere else*
- Never underestimate the comfort of a fireplace on a cold weekend winters day.
- *Remember, the roads around Pine Lake are not great. Don't drive on them unless you're sure your car will make it.*
- Deliver the mail if you see it sitting around the Lodge. This simple act of kindness will let you get to know your neighbors, and give you another excuse to drop in and say "Hi."
- *If you're ever wondering if you made the right choice to live at Pine Lake, go sit on the bird observation deck across the lake, paddle to the island, walk around the swamp during "Peeper Season," or have a campfire with a few good friends.*
- Listen to your fellow Pine Lake residents... they may not be right. But do your best to understand what they are saying.
- *Take an active role in the development of Pine Lake, Hartwick College, or at least something. You'll appreciate and learn much more from your experience at the Lake if you do.*
- Respect people studying in the Lodge: it is an area to study.
- Respect people having fun in the Lodge: it is an area to socialize.
- *If a bunch of Pine Lakers are going to Pie-In-The-Sky, grocery shopping, having a bonfire, taking a moonlight hike to Mud Lake, taking part at a "Conversation at the Lake," or going to a Contra Dance, you should too. You'll have a fantastic time. If they're not, bring them along. You'll have a fantastic time.*
- Understand that you will walk into the Lodge and see up to six people on their computers while watching television at night. They might even be talking to each other on instant messenger. Try not to be one of those six.
- *Pine Lake friends become friends for life.*
- Present moment; wonderful moment. You will not regret your time at Pine Lake.

Pine Lake Staff

Pine Lake Institute and Environmental Campus Director: Dr. Brian Hagenbuch hagenbuchb@hartwick.edu or 431-4518 (office) Brian provides direction and leadership for the Pine Lake Institute, which includes the Pine Lake Environmental Campus, the Center for Sustainable Living (on-campus and Pine Lake), Hartwick's annual Campus Theme, Pine Lake Summer Institute, and the Smith Environmental Field Station. He also teaches the first-year seminar at Pine Lake. He can be found on-campus in Golisano 120 or at Pine Lake a few days a week. Campus number is 431-4518. He and his partner Joan enjoy paddling kayaks, bicycling, landscaping, snowshoeing, home renovation, and cooking. Tahoe, their dog, loves people and is a regular at the Lake. A low-tech guy, he makes a mean pot of chili, a great frittata, and has a soft spot for really good desserts!

Manager of Pine Lake Operations: Peter Blue bluep@hartwick.edu or 278-5429 (office)

Responsible for the day-to-day operation of the Pine Lake environmental campus and responding to emergencies.. Peter lives just down the road at 1227 Charlotte Creek. Likes espresso, chai, black tea with lemon , and good vanilla ice cream. Plays nyckelharpa, accordion, percussion (bones, bodhran & hand drums) and calls contra dancing. Plays music in the bands Tunescape, and Illegal Contraband. Member of the East Meredith fire Department and captain of their EMS squad. (East Meredith is the fire district that serves Pine Lake.) Peter is an EMT-Basic; and a Wilderness EMT. He and his wife Debbie met at a contra dance in the Vaudevillian after riding in on a triceratops and lived at the Lake from 1987-2010. They have three grown children who all grew up at Pine Lake.

Coordinator of Pine Lake Residency: Seth Lucas '10 lucass@hartwick.edu or 278-5429 (office) or 431-4547 (on campus) A child of the mountains, Seth is responsible for the managing all resident concerns, organizing facilities reservations and providing support to groups and individuals who wish to use the Lake. A recent graduate, Seth was an active member of the Pine Lake Community throughout his tenure. Peter, the small resident black bear, and Seth share the Manager's House. Solo kayaking, cooking with butter and early morning hikes with his dog make Seth smile. Nothing gets him moving faster though than a good contra. Seth will split his time between Pine Lake and his campus office (Dewar 320) where he works to manage the Challenge Education and Awakening Programs.

Coordinator of Sustainability Programs: Dan Morse '97 morsed@hartwick.edu or 431-4666, 124 Golisano Hall (office) As you might just guess from his job title, Dan coordinates sustainability programs: on-campus programs, programs at Pine Lake, and programs relating to the campus theme. He works on campus sustainability initiatives, Pine Lake Institute publications and the PLI website, and generally just about anything sustainability-related that he can get his hands on. He is proud to be part of the team that has worked to (finally!) finish the Cob House. A Hartwick grad, Dan lived and worked at Pine Lake as a student and participated in Awakening. His Awakening handle is "Stringbean," due presumably to his affinity for all things green. In his free time, he pursues a number of interests, some of which he might even tell you about if you ask. Dan has a dry sense of humor. Pine Lakers are always welcome to stop by Dan's office, 124 Golisano, while they're on campus.

Student Staff (Resident Assistant (RA))

Alyssa Pearson (Redwood 2 cabin) pearsona@hartwick.edu

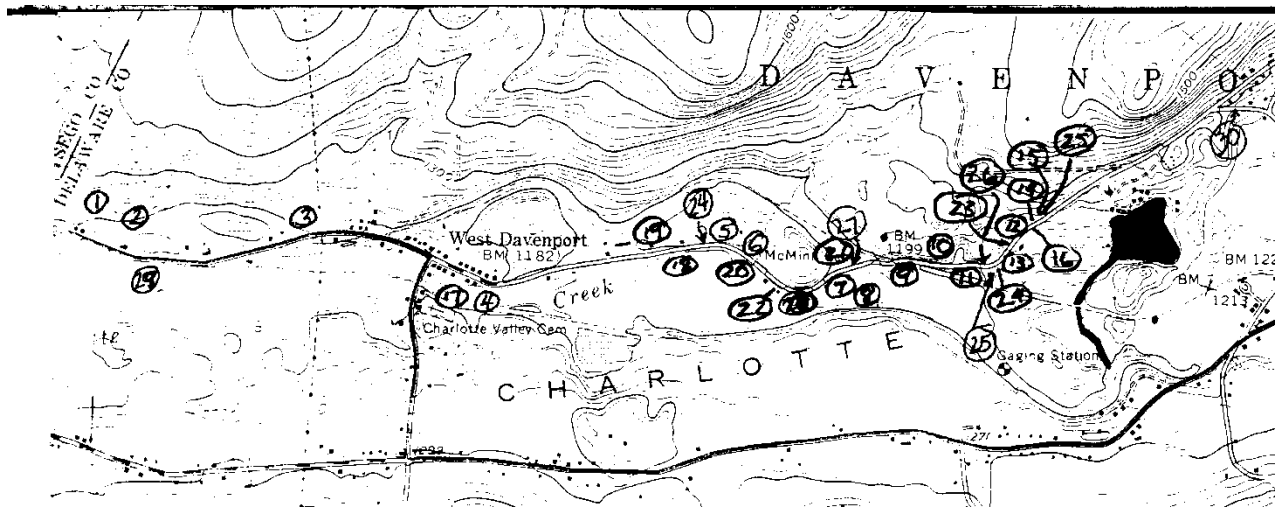
I am a junior majoring in Business and Political Science, with a minor in Religious Studies and Peace & Conflict. This will be my third year living at Pine Lake, and I am looking forward to spending time kayaking, hiking, taking photos, classes, clubs, and friends! I love trying new things and taking on new experiences and so far Hartwick has allowed me to do this. This summer I spent my time working at the climbing gym, a backpack trip to Colorado, and reading in the hammock . I mean business, but I love having a good time. Essentials I always have on me include a camera, bubbles, window markers, and my leatherman tool.

Volunteers

We organize formal "volunteer work days" to work on specific projects and encourage Pine Lake residents, along with other Hartwick students, to volunteer their time for the benefit of the Lake. Some suggested projects: planting gardens and bulbs for spring flowers, trail maintenance, leading tours for open house days, welcoming visitors, working with visiting school groups and painting boats. The Pine Lake residents clean the litter on Charlotte Creek Road twice a year. Pine Lake residents play an important role in promoting Pine Lake to visitors, prospective residents, and potential Hartwick students. If you (or your club or other campus organization) are interested in volunteering or performing a service project at Pine Lake, please contact Pine Lake staff.

Accidents on the road between West Davenport and Pine Lake are too common. One Hartwick College student, Evelyn "Sky" Bailey, died in a crash on this stretch of road. (Bailey Cabin was built and named in her memory.) Please drive slowly and carefully. The following list is only a partial account of Hartwick College students who have had accidents on the road to Pine Lake. This list and map is also a testimony to the value of wearing seat belts...

1. Sara A hit a deer that jumped out of nowhere.
2. Brenda hit an icy patch and ended up upside down in the pond. Car totaled, Brenda walked away. (Always wear your seatbelt.)
3. Honey skidded off the road into the ditch in her Jeep Cherokee.
4. Car hit the telephone pole, driver was killed.
5. Debbie B hit a deer
6. Tracy skidded off the road. First snow of the year.
7. Tracy hit a deer
8. Jean slid into the ditch. No snow or ice, gravel or leaves, probably, she says.
9. Lynn hit a deer (car totaled).
10. Peter hit a deer (\$2400 damage to car. Deer left the scene).
11. Jen hit a deer.
12. Head on collision both cars totaled. Summer day.
13. Shelly rolled her car, ended in the ditch on its side.
14. David went off the road trying to avoid the deer.
15. Charlie rolled his truck (totaled), no snow, no ice, sunny day..
16. Sam hit a deer.
17. Amy Clark went off the road in the snow & hit a parked truck.
18. Sara A. went in the ditch trying to avoid a cat.
19. Derrick wiped out a mailbox, skidding on slush. Had to pay for the mailbox *and* dig the hole to replace it.
20. Colleen went off the road (skidded on gravel on a sunny day.) Totaled car.
21. Mike went in the ditch, no snow or ice or slush.
22. Keith skidded on gravel and totaled his car on a tree.
23. Keith skidded on snow and totaled his car on a tree (different cars, different trees, same student.)
24. Traci went into the ditch trying to avoid a blind & deaf dog.
25. Linda hit a deer
26. Dan went in the ditch. (No, not *that* Dan.)
27. Solvei hit a deer.
28. Asa hit a deer.
29. Debbie hit another deer.
30. Lia went in the ditch, skidding in slush.



WORK REQUEST - PINE LAKE

(Give to a Pine Lake staff member or attach to the Lodge office door)

Location:

Date:

Filed by:

Description:

For office use:

Action taken, date:

Further action needed?

FIRE & PARTY NOTIFICATION REQUEST - PINE LAKE

(Give to a Pine Lake staff member or attach to the Lodge office door; a written response is needed for permission)

Location:

Date:

Responsible person:

Description:

Disposition:

Students living at Pine Lake are expected to comply with the College Alcohol Policy and all applicable New York State laws. .



RESIDENCE AGREEMENT 2009-2010

1. This agreement made this _____ day of _____, 2009 is between Hartwick College, hereafter referred to as the College and _____, hereafter referred to as the Student.
2. The period of this agreement shall be for the Academic Year 2009-2010, beginning Monday, September 7, 2009 and ending Saturday, May 29, 2010 unless sooner terminated as prescribed herein.
3. The College and the Student further agree as follows:
 - a. *The cabin or residence shall be used and occupied only by the Student for the purpose of private dwelling and for no other purpose.*
 - b. The occupancy of this cabin or residence shall be limited to the Student signing this agreement, with the exception of overnight and weekend guests who are not otherwise excluded from the campus by prior College action.
 - c. If vacancy occurs in the cabin or residence during a term, the remaining students will have ten class days to find a replacement. In the event the remaining students do not fill the vacancy, Pine Lake and the Housing Office reserve the right to fill the vacancy. If a vacancy occurs during the summer or between semesters Pine Lake or the Housing Office may fill the vacancy and notify remaining students of assignment. If residents do not accept the roommate assigned, or no roommate is found, room charges for the remaining space in the unit will be divided equally between remaining residents. If more than one vacancy occurs in one unit the remaining occupants may be consolidated if they cannot find replacements and if the College cannot find replacements.
 - d. The Student shall not make any alterations, additions or improvements to the unit without the College's written consent.
 - e. The Student shall take care of the residence and the furnishings and keep same in a clean and orderly condition.
 - f. The Student shall pay for all repairs in or about the unit and for replacements or repairs to the furnishings, necessitated by the negligence or misuse by the Student or visitors.
 - g. The Student shall observe and comply with all rules and regulations that may be prescribed by the Student Handbook which pertain to General College Policies and general Rules of Conduct.

IN ADDITION, PINE LAKE RESIDENT STUDENTS AGREE TO THE FOLLOWING:

1. Pine Lake residents should complete 12 hours of community service at the Lake each semester, prior approved by PL staff, in accordance with the community service section in the 2009-2010 Pine Lake Handbook. This will affect future housing decisions for Pine Lake.
2. Residents are responsible for recycling and general upkeep of their assigned cabins and environs, including shoveling steps and porches.
3. **All** policies regarding campus life as outlined in the Student Handbook are in effect at Pine Lake.
4. Resident students themselves are responsible for the upkeep of their living areas, including cleaning of bathrooms and common areas, and submitting work orders as necessary. (See the Pine Lake Handbook for details on work orders.)
5. A faculty advisor is required for students claiming preference due to research or academic needs at the Lake. Students claiming preference for academic reasons must submit an abstract with their application and a summary of their work when complete.
6. An evaluation of any special interest living areas will occur at the end of every semester. Residents in each cabin are responsible for meeting the expectations outlined in any contract. The Pine Lake staff will conduct the evaluation in consultation with the Director and the Office of Residential Life and Housing. Each special interest area is expected to comply with the same requirements of other campus special interest housing regarding programming for the college community.
7. Failure to meet the expectations outlined in this contract may result in the reassignment of housing. *Due to budget concerns students who are reassigned for policy violations or disciplinary reasons will not receive a refund on their housing charges.*
8. Students recognize and accept that by submitting this contract they relinquish all rights to go through the general room lottery and are expected to maintain their residency at Pine Lake through the entire academic year.
9. Students living in a mixed-gender cabin **must** have their parent or guardian sign the parental permission section of this form, below.

By signing this agreement, student acknowledges responsibility for compliance with all applicable college policies as stipulated in this agreement, the Pine Lake Handbook, the Student Handbook and all other applicable college publications.

*Student Signature: _____ Date: _____
As responsible for all financial obligations contained in this agreement.*

Necessary for co-ed cabin housing only:

The parent/guardian, by signing this agreement, grants permission for the individual to reside in a Pine Lake residence with the following students:

1. _____
2. _____
3. _____

Parent/Guardian Signature: _____ Date: _____
As responsible for all financial obligations contained in this agreement

PINE LAKE ENVIRONMENTAL CAMPUS
LAND LINE PHONE NUMBERS 2010

Apartment [278-5563]
HD2 [278-5524]
Bailey [278-5069]
OB1 [278-5332]
OB2 [278-5530]
OB3 [278-5193]
RW1 [278-5508]
RW2 [278-5680]
Farmhouse [278-5540]
Crossroads [278-5681]
Strawbale [278-5527]
Cob {278-

Robertson Lodge

1. [278-5017]
2. [278-5048]
3. [278-5166]
4. [278-5183]
5. [278-5196]
6. [278-5363]
7. [278-5416]
8. [278-5624]

RA & RD office and main line [278-5429]
Field station [278-5186]
Shop (Peter) [278-5801]
Fax [278-5061] [
Coordinator of Pine Lake Residency (Seth) 353-9586
Pine Lake Institute office (Brian) (GOL 120) 431-4518
Coordinator of Sustainability Programs (Dan) (Gol 124) 431-4666
Pine Lake Institute Fax (GOL 120) 431-4008



Lower Tract Trails

Pine Lake Environmental Campus



Access Points

Trail

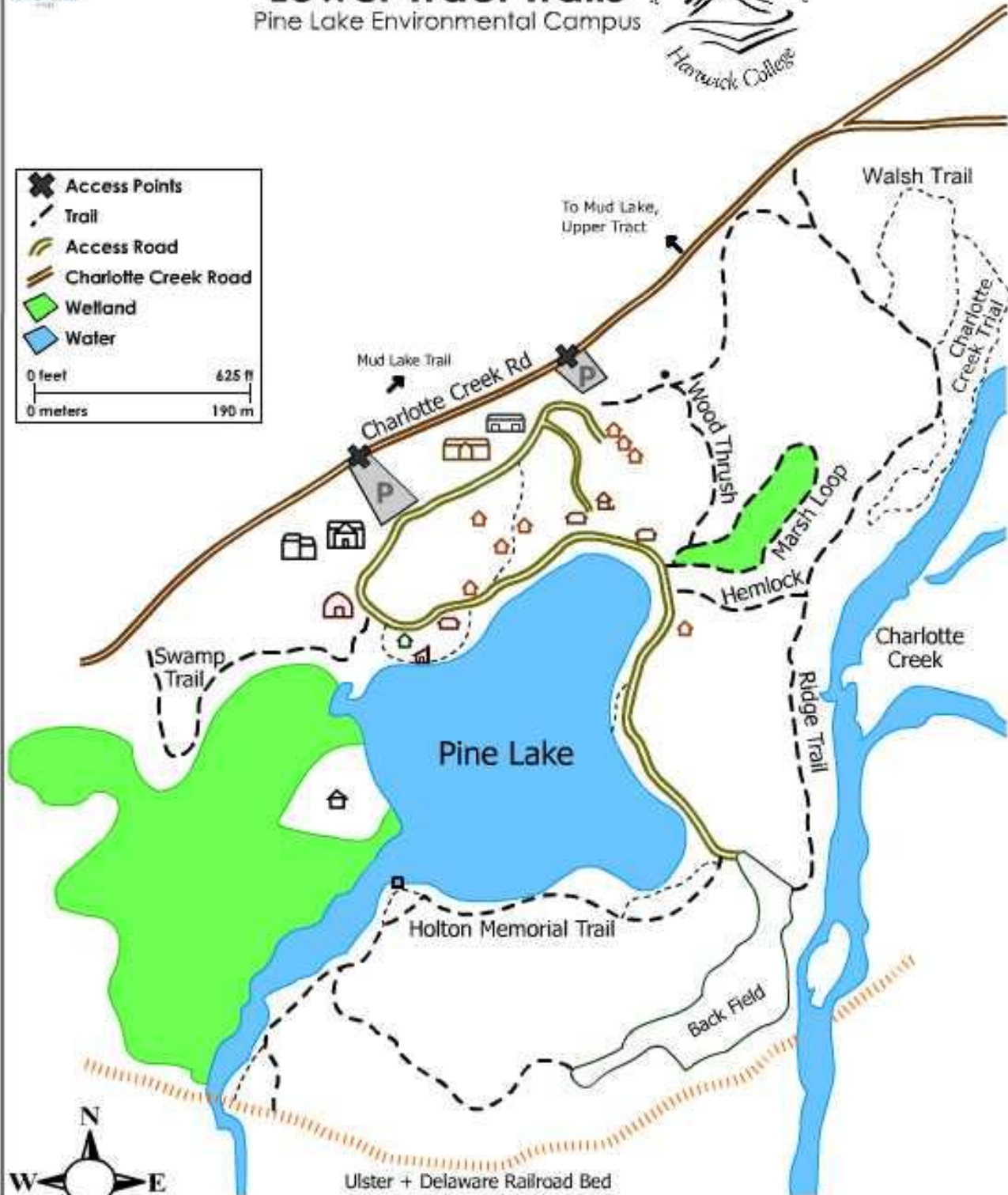
Access Road

Charlotte Creek Road

Welland

Water

0 feet 625 ft
0 meters 190 m



Created by Andrew Bailey Goodell
Last modified August 10, 2005