



Resident Handbook

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FOR POLICE, FIRE, OR EMERGENCY MEDICAL SERVICES

In an Emergency: Call 911.

*There is a **YELLOW** emergency call box outside the office at Robertson Lodge. It contacts campus safety directly. All fire alarm 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 station, 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:

Erin BaxterToal, Director of Pine Lake: 607-278-5747 (1810) or 607-353-2216 (c)

Peter Blue, Manager of Operations : 607-278-5801 (work) or 607-287-8491(home)

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 about 30 students in 10 Residential buildings. 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, walk, boat on the lake, study, celebrate, engage in service projects, or just hang out.

The cabins are located near the lake within easy walking distance of one another along quiet dirt roads. All cabins have single bedrooms, kitchen, bathroom, living room, local telephone service, and wireless internet. Cabins are heated with pellet stoves or propane with electric backup. The only TV with cable at the Lake is in Robertson Lodge.

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 Institute and Environmental Campus

The Pine Lake Institute for Environmental and Sustainability Studies actively engages the Hartwick community in education, research, and experiential learning and living opportunities that promote ecological stewardship and economic, social, and environmental sustainability.

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 specific to Pine Lake. The policies of Hartwick College pertain to all visitors, residents, and Hartwick faculty and staff.

Pine Lake Pro-Staff

In this handbook, "**Pine Lake Staff**" refers to the Director of Pine Lake & Challenge Education, **Erin Baxter-Toal**, and the Manager of Pine Lake Operations **Peter Blue**. The Pine Lake staff can respond to questions, concerns, or issues that arise at Pine Lake. Staff bios and contact information are listed in the back of the handbook.

The **Pine Lake Residential Life Team** includes Director, **Erin BaxterToal** (resides onsite in 1810 Cabin) and the Resident Assistants (RA – reside onsite in Robertson Lodge Apartment & Crossroads Cabin). RAs are students with specific responsibilities as determined by the Office of Residential Life. The Residential Life Team can report problems to the Pine Lake Staff but RAs do not have decision-making authority in relation to Pine Lake policies.

Pine Lake Office Hours

The Pine Lake Residential Life Team has office hours each week and maintains a professional presence with residents and visitors. Office hours should be held in the Lodge Office and may not occur in the RA's personal residence. Office hours will be posted on the office doors each semester, as changes occur.

Quiet Hours

All residents should remain conscious of the noise levels. Additionally, all students should be aware of the campus quiet hours. Quiet hours begin at 10 pm through 8am, 7 days a week. Beginning Reading Days, prior to finals week we observe 24 hours quiet until the end of the semester. Time not specified as quiet hours is considered courtesy time, and residents are expected to act in a manner that demonstrates respect for the rights of others not to be disturbed by excessive noise.

Emergencies – Dial 911.

- A yellow emergency box is on the Robertson Lodge exterior by the Office door – press the red button to connect to Campus Safety 24/7. 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 Robertson Lodge and Field Station. All cabin land lines can be used to dial 911.
- At Pine Lake there are two different phone systems. Dialing 911 on each has different results. *On a land line 911 reaches the Delaware County 911 dispatch center and will automatically show your location. On the Voice-over-internet-phones 911 will reach the college switchboard. The switchboard will need to call 911. Cell phones will connect to the 911 center, but will not show your location. ALWAYS LET 911 HANG UP FIRST, in either case. LODGE: There are currently VoIP phones in the upstairs landing by room 5, in room 2 and in the office by the computer. There is a land line on the wall by the outside door. A YELLOW emergency call box outside will connect to the switchboard. All other student residences have a land line AND a VoIP connection. Take time to learn the differences.*

Pine Lake Closing/Evacuations

On rare occasions the Pine Lake Campus must close. In the event of official road closures or other emergency, Pine Lake residents and staff may be required to evacuate, or to shelter in place, depending on the nature of the emergency. Pine Lake shuttles will not run during road closures and emergencies. Students may not drive the shuttles during emergencies. Students who elect to travel at such times do so at their own risk. If evacuation is necessary, residents will be provided lodging and meals on the main campus or an alternate site. Pine Lake will remain closed until the emergency is lifted, the roads are re-opened, and Campus Safety approves re-opening.

Housing at Pine Lake

All year student, of any academic major may apply for housing at Pine Lake in response to these priorities (see Housing Selection below): 1) Academics 2) Residential Life Housing points.

First year students may only live in the Robertson Lodge.

Pine Lake is part of the themed housing applications, due during campus housing selections in the spring of the preceding academic year. Applications are available on the Hartwick Residence Life & Housing page. Empty rooms are offered during the regular housing selection for campus housing on a first-come, first served basis. Students not offered Pine Lake housing can elect to be added to a waitlist. The waitlist will be consulted as spaces become available.

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 energy consumption in 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 Pine 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 while completing the thesis.

Housing Points: Housing point totals will consist of campus housing points and Pine Lake points. Placement is awarded based on the average housing points of students applying for a particular cabin.

Housing Options:

*All cabin residency options are DRY, unless/until, all residents in the cabin are 21+ (i.e. resident A moves in at 20, resident B moves in at 21 – this is a dry cabin, until resident A turns 21 in January, then this becomes a wet cabin as both residents are 21+)

Cob House: was designed and built by Hartwick students, is made from primarily local materials, sleeps 2 people in “sleeping nooks” each with a full sized mattress. Cob has a mini-air exchanger (installed in Winter 2019) providing both heat and air conditioning, with electric backup. Students residing in the Cob House may not have a dog or cat as an ESA or service animal, as this is a non-animal cabin. Residents in Cob have 2 parking spaces in the cabin driveway.

HillnDale: has 2 bedrooms, each with a full size bed, bathroom, open kitchen and common area, and porch. Cabin is heated with propane stove and electric back-up. Residents in HnD cabin have 1 parking spot by the Strawbale cabin (short walk) and others must park in the main or upper parking lots. This cabin has no road access and students must be willing to walk across the lawn or through the woods to get to the cabin.

Outback 1, 2, & 3: cabins each house 2 students in single bedrooms, each with a full size bed. Each cabin has a bathroom, living room, kitchen and front porch. Cabin is heated with pellet stove and electric back-up. Residents in OB cabins have 1 parking spot close by and others must park in the main or upper parking lots.

Redwood 1: has 3 single bedrooms, each with a full size bed, bathroom, open and kitchen common area. In addition, Redwood 1 has a small screened-in porch. Residents of RW1 should inform Pine Lake staff if the holding tank “full” signal is noticed. Cabin is heated with pellet stove and electric back-up. Residents in RW1 have 1 parking spot close by and others must park in the main or upper parking lots.

Redwood 2: is similar to Redwood 1, but has 2 bedrooms, each with a full size bed, bathroom, and open kitchen and common area. It houses 2 students. RW2 is located farthest from the Lodge, and has the weakest internet signal. Cabin is heated with pellet stove and electric back-up. Residents in RW2 have 1 parking spot close by and others must park in the main or upper parking lots.

Regardless of age of all residents the following spaces are **DRY:

Bailey (DRY) is a two-story cabin that has four bedrooms, each with a full size bed. Three bedrooms upstairs are on the 2nd floor (2 have skylights) accessible by a narrow circular staircase and has an emergency exit exterior staircase. The 1st floor contains a single bedroom, bathroom, kitchen/living room, and opens onto a large wrap-around deck. Cabin is heated with propane and pellet stoves and electric back-up. Residents in BLY have parking spots in the driveway by the cabin. *NEW kitchen winter 2019!

Robertson Lodge (DRY): is Co-ed and houses a mix of upper class students and first year students and has 8 bedrooms on the second floor consisting of 6 singles and 2 doubles, all with single XL beds, and 2 full bathrooms shared by Lodge residents. The first includes a large kitchen (for Lodge residents only), the living, dining and laundry rooms are available for use by all Pine Lake residents. The living room is the only location on site with digital cable television. Lodge residents must coexist with other Pine Lake residents; please keep the common areas clean and welcoming. The Pine Lake reception area and office is also located in the Lodge. Lodge residents park in the main lot. Heated by pellet stoves, electric, and oil.

Staff Residencies: *Staff reside onsite to boost community and aid in emergency or provide assistance*

Apartment: *[RA Cabin]* is located beneath the Lodge and provides housing as a super single or double, with 1 bedroom, bathroom, and open kitchen and common areas. Noise from the lodge is easily heard in the downstairs apartment, so please respect quiet hours. Resident(s) park in main parking lot. Heated with by oil and electric backup.

Crossroads: *[RA Cabin]* sleeps one student (as a super single) or two students as a double. Studio style open floor plan includes kitchen, living and sleeping area, cabin has enclosed bathroom, and small porch with a great view of the lake. Resident must park in main parking lot and walk to cabin across lawn or down lower path. Heated with a propane stove and electric backup.

1810 Cabin: *[Director Cabin]* The number "1810" indicates its street address. It was built in the 1940's. Cabin has 2 bedrooms, kitchen, bathroom, and living room.

Vacancies

As vacancies appear at the Lake, current Pine Lake residents are given the option of moving to fill the vacancy, after which the wait list is consulted. Vacancies are posted and filled on a first-come basis.

Changes in Residence

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. Smoke detectors are checked at least 2-3 times per month.**

In addition, the residence program at Pine Lake is a highly visible and unique program at Hartwick College. Tours of Pine Lake with prospective students may include stops at resident 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 are part of the Pine Lake Open House events at Spring and Fall visitation days.

Cabin Access Notification

Pine Lake staff will make every effort to notify residents of visits and work or repairs of living spaces. However, fire and safety inspections are unannounced. Official communications will be made by email. Residents are advised to check their Hartwick College email regularly.

Fire drills and fire safety inspections

Because Pine Lake is in a somewhat remote location and in a rural volunteer fire district, Pine Lake staff will inspect fire detection and safety conditions in student residence areas *without prior notice*. Disabling smoke detectors is a serious offense and may result in your Pine Lake living arrangements being revoked.

Work orders and repairs (www.hartwick.edu/pinelakeworkorder)

In order that repairs may be quickly and efficiently completed, students should report all damage or needed repairs through the online work order request form. Unreported maintenance needs are, naturally, difficult to address and may become more expensive over time. If you need repairs done to your cabin or have other maintenance needs, please log on to the following link and submit your work order (www.hartwick.edu/pinelakeworkorder). Please include as much detail as possible. (“Stove doesn’t work” is hard to diagnose. “Stove in redwood 2 clicks on but does not light” ...is more helpful). Please keep in mind that work orders submitted after business hours (9AM-5PM) will not be received until at least the following working day. Submitting requests on Friday night means staff will likely not see it until the next work day.

If 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. In case of emergency, the most reliable communication method is in person; please do not rely on email or the work order system when communicating after-hours concerns about heat, water, or safety.

Need Something Fixed?

Leave a detailed message on the Pine Lake Work Order System: www.hartwick.edu/pinelakeworkorder

Move-In Procedures

Upon arrival at Pine Lake, students must report to the Lodge office to check-in with Pine Lake staff. All Pine Lake residents are required to complete a check-in form that provides information about the condition of their room when they arrive. In addition, students are required to complete an inventory of their cabin’s common spaces (living room, kitchen, bathroom, exterior, etc.). These two forms are used when students check out at the end of their stay at Pine Lake. Since the information written on the check-in form is used to determine damages, students should assess the conditions of their rooms and cabins thoroughly before signing off on the document. Students will receive a room key upon completion of the inventory. Students who do not complete the inventory may have their accounts frozen and risk being fined.

Keys

All Pine Lake keys must be issued by the Pine Lake RAs, Director, or Manager of Operations. Staff will provide keys only after completion and submission of the check-in forms. All keys given out 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. **Do not give your key to another student or leave in the room or cabin.** 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 - 4; Outbacks 1, 2, and 3 - 4 each; Apartment - 2; Lodge rooms - 2 each; Field Station - 20 plus four key cores; Vaudevillian - 8; Lakeside - 6; Crossroads - 2; Strawbale -6; HillnDale -4; and Cob House -4. Minimum charge for keys lost or not returned is \$50.

Move-Out Procedures

Contact the RAs or Pine Lake Staff when you plan to move out of your living space. The check-in form you completed earlier will be used to determine potential damages. Keys must also be turned in or you will be charged \$50. For more information on reducing your damage liability, see the “How to Avoid Paying More” in the back of this handbook.

Damage to College Property

Damage beyond normal wear-and-tear will be billed to the students responsible. Any damage of common

property 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 (including PL shuttles) without permission will be billed for damages when appropriate, and may be charged with unauthorized use of property (theft) 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 misuse.

Cooking/Meal Plans

All cabins and the Lodge have facilities for students to prepare their own meals. Most students cook their own food or prepare food communally. All Pine Lake students are eligible for any meal plan, many choose to purchase a reduced meal 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/campus-life/student-affairs/residential-life-and-housing/residential-life-and-housing-guide/food-service/meal-plan-choices>. Occasionally cooking may result in heat or smoke detectors going off. Most cabins have fans installed over the stoves to aid in exhaust. It is not acceptable to disconnect heat or smoke detectors for any reason. If a problem occurs with a heat or smoke detector, notify the Pine Lake staff immediately.

Stoves (Pellet and Propane)

Most cabins are heated with either pellet stoves or propane stoves. During Fall semester, Pine Lake staff offer sessions on basic stove cleaning and maintenance. All residents are required to attend at least one session. Both types of stoves need periodic checking and maintenance. While staff will make every effort to notify residents before maintenance is done, the timing of 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 (Outbacks, Redwoods) and a secondary heat source in others (Bailey, Lodge, Cob). 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 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. Never put combustible 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, *before* you run out.

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 your own TV with VCR/DVD/streaming device.

Laundry

Two stackable washers and dryers are located in Robertson Lodge for use by Pine Lake residents only. Phosphate-free and high-efficiency (HE) detergents are strongly recommended. Solar-powered clotheslines are located outdoors. Occasionally, during heavy use periods, we must restrict the number of loads of laundry to protect our septic system. Tampering with machines may result in revocation of laundry privileges for those responsible, in addition to limits on when the laundry room is available for general use.

Telephones

Land telephone lines are connected to each cabin. Telephone numbers for all Pine Lake cabins, facilities, and offices are provided in the back of this Handbook. The office phone is for business calls – *no personal calls are allowed.* Pine Lake provides land lines and VoIP to all cabins. Local calls including Hartwick College and Oneonta area) and 911 are free, you must provide your own long-distance service phone card.

There is a YELLOW emergency phone outside the Lodge office that directly connects to campus safety. Many Pine Lake residents choose to have cell phones in addition to, or in place of, a land-line phone to their cabin. The quality (and existence) of cell phone reception at Pine Lake varies widely, depending on both your specific location and your cell phone service provider. 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 the best service, and where their phones do and don't work at Pine Lake.

Wireless access

In Summer 2016, all cabins and buildings at Pine Lake received wireless internet access upgrades through a high speed connection in the Robertson Lodge. To access wireless, use your college userID and password. Should you have problems, please contact the Technology Resource Center at 431-4357 or Pine Lake staff immediately. All Hartwick College computer policies are in effect at Pine Lake. **Please do not download large video or music files, use a wireless printer, or a booster as these will slow down the system and limit access by others.** Do not tamper with or unplug the wireless antennae in your living space.

Problems with Internet Access?

Contact the Technology Resource Center at 431-4357 or call 431-4000 (switchboard) or any Pine Lake staff as soon as possible. Be sure to include details such as date, time, cabin affected, and specific problem.

Zero-Sort Recycling

All of our recycling goes in one bin (plastic, glass, cardboard, etc). The only sorting is to keep the trash/compost out. Large blue outdoor bins are provided for each cabin, and smaller indoor blue bins are available for inside each cabin. Residents are responsible for taking their own recycling to the bin by the green dumpster in the upper lot. More details of our zero-sort recycling program will be available when students arrive for the semester.

Composting

We maintain a compost bin along the road to the Upper parking lot (by the end of Cob driveway), near the garden by the Lodge. Keep proteins (meats and cheeses) and fats out of the compost – they stink and will attract critters like skunks.

Garbage

Garbage is everything we don't recycle or compost. All garbage should go into the large 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 put in the dumpster, please ask PL staff.

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. In fact,

car pooling is good for the Earth! The Pine Lake shuttles are College-owned vehicles available for car-pooling and commuting to campus. It is about a 15-minute drive to campus, but with parking, allow at least 20-30 minutes each way on average.

Pine Lake Shuttles

While any Hartwick College student can ride in the shuttle, **all drivers must be approved by the Hartwick College Office of Campus Safety**, in advance. **Unauthorized use of Pine Lake shuttles will be treated as a theft.** Please see the Pine Lake staff for information about getting cleared to drive or with any other van-related questions. Residents collectively are responsible for cleanliness, damage beyond normal wear and tear. If the shuttle or anything in it is damaged, notify a Pine Lake staff member right away. When driving or riding in the shuttle, students represent Pine Lake and Hartwick, so please drive cautiously and act responsibly. If we receive complaints about driving or behavior in the shuttles, it may lead to revocation of the right to use and/or drive the shuttles.

If you are involved in an accident with the shuttle contact Campus Safety as soon as possible. If the accident involves personal injury to you or another involved person, or damage to the shuttle that requires a police response, call 911 immediately. Then call Campus Safety & Pine Lake staff at your earliest convenience.

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. People have had accidents on this road; mostly concerning deer and winter conditions. Drive REALLY, REALLY SLOW through the village of West Davenport. 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. Driving on Pine Lake roads should be kept to a minimum. There the speed limit is 10mph.

Parking

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

Pine Lake has two parking lots: the main lot by the Lodge and the upper lot near the Outbacks. The roads to the cabins are emergency vehicle access routes and are 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 may be ticketed. At times, due to weather, road conditions or other needs, the gate on the road between the Main and Upper Lot is closed. When the gate is closed do not drive in, even to unload. Students living at Crossroads and HillnDale do not have individual driveways, thus may not park at their cabins at any time and should park in the Main Lot and walk; Redwood cabin residents may park in the small area below Bailey cabin, this area is only large enough for 2 cars, thus residents must communicate to share the area (1 space for RW1 and 1 space for RW2 if both cabins are full); Outback Cabins have a small parking area by OB1, only large enough for 1 car per cabin, students should communicate for parking to be shared, others can park in the upper or main lots.

An unattended vehicle parked so that it blocks access to roads or cabins may be towed!

Service Projects

All residents who complete 10 hours of community service for Pine Lake each semester will earn a Pine Lake t-shirt. Work must be approved by the Pine Lake Pro-staff, in advance. We also welcome your ideas for projects.

Swimming

Swimming is permitted in designated areas **only** when lifeguards are on duty – mid June – Labor Day.

Boating

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. 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 May - October (see state regulation below). Oars, paddles, and PFD's are available at Pine Lake, in the sauna shed by the lake. PFD's should be returned to their proper storage area. Boats may not be removed from Pine Lake. Personal boats are allowed, with permission. 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>

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 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 also 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 fires (campfires, 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. 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 has very limited storage capacity. Residents may store personal belongings only with prior permission from the Pine Lake staff 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 of.

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) dogs and pre-approved ESA's are not pets, but must be approved according to Hartwick College and GEB guidelines for student puppy raisers. Students raising GEB dogs and housing ESA's are responsible for any room and/or cabin damages as well as cleaning up after their pets. All animals visiting Pine Lake must be leashed.

Volunteers

Pine Lake staff 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 organizations) are interested in volunteering or performing a service project, please contact Pine Lake staff.

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 RD 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 not prohibited.

Other Things That Happen at Pine Lake

Hartwick Classes

Hartwick classes that have been taught at the Lake (all or in part) from departments including: Archaeology, Ecology, Creative Writing, Religious Studies, Chemistry, Natural History, Sustainability, Physical Education, Outdoor Education, etc. Classes taught at Pine Lake occur year round, some include more intensive research, individual special topics, projects or internship experience.

Robert R. Smith Environmental Laboratory

The Smith EFL 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 maintenance help during the week, weekend office support, shuttle drivers, and/or work on campus on sustainability initiatives. Contact Pine Lake staff, if interested, and check the Job Board on-line with financial aid <http://www.hartwick.edu/admissions/scholarships-and-financial-aid/financial-aid-and-affordability/financial-aid-and-affordability-for-current-students/work-study-job-board>.

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. For more information, go to <http://www.hartwick.edu/campus-life/student-affairs/residential-life-and-housing/residential-life-and-housing-guide/guiding-eyes-for-the-blind-puppy-raising-program>.

Challenge Education/Ropes Course Programs

The Ropes course, Awakening, Challenge and Outdoor Education programming/courses—organized by the Director of Challenge Education — require student leaders and belayers to run many challenge programs throughout the year. For more information contact Erin Baxter-Toal at 431-4547 or email challengeed@hartwick.edu.

Recreation

Hiking, mountain biking, boating, birding, swimming, reading, picnicking, and enjoying the sunshine are popular pastimes for visitors. There are over eight 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 K-12 schools in the region visit Pine Lake as part of their curriculum in a program called the Pine Lake Partnership. Classes range from Kindergarten to 12th grade. 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 Pine Lake staff for more information.

Retreats

Hartwick clubs, classes, athletic teams, faculty departments, and residence hall floors can use Pine Lake facilities. It's also common for community groups, organizations, and even wedding parties to reserve a building at Pine Lake for their event. If you are part of a group that is interested in using Pine Lake facilities, please contact Pine Lake staff, fees may apply.

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/campus-life/student-affairs/student-handbook/student-code-of-conduct-and-campus-policies>. 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. There is to be no open containers of alcohol on the grounds.

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 in the Lodge and Bailey may not have alcohol in their buildings, regardless of age these are DRY residency spaces. Students residing in cabins must have all residents 21+ before their building can be an approved wet building. Cabins with mixed 21+ and -21 are DRY residency locations until all residents are 21+

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/campus-life/student-affairs/student-handbook/student-code-of-conduct-and-campus-policies#Smokingpolicy>)

- 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. 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 Affairs, Academic Affairs or Human Resources.

The following is advice from real students:

- I'm not sure you can give advice about living at Pine Lake.
- *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.
- *Your mother, if she did before, isn't going to clean up after your messes in the kitchen anymore! If you don't do the dishes, then eventually you won't have any clean plates to eat off of or any clean cups to drink from.*
- 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...).*
- 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.*
- Drive slow—save the roads, your tires, and your car chassis. And your neighbors.
- *Figure out how you're 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 line. Try not to be one of those six.
- *Pine Lake friends become friends for life.*
- Be prepared to spend time taking care of the space you live in!
- *Present moment; wonderful moment. You will not regret your time at Pine Lake.*

Pine Lake Staff

Manager of Pine Lake Operations: Peter Blue bluep@hartwick.edu or 278-5801 (shop)

Responsible for the day-to-day operation of the Pine Lake Environmental Campus and for responding to emergencies. Peter lives just down the road at 1227 Charlotte Creek. Likes espresso, black tea with lemon, blueberries and good vanilla ice cream. Peter plays nyckelharpa, accordion, percussion (bones, bodhran & hand drums) and calls for contra dancing. He performs at contra dances and concerts individually and in the bands Balter, Tunescape, Eleemosynary, The Road Kill All-Stars, and others. He is a 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 dance in the Vaudevillian soon after the glacier receded and lived at the Lake from 1987-2010. Debbie was one of the first Hartwick students to stay overnight at the Lake. Their three grown children all grew up at the Lake.

Director of Pine Lake & Challenge Education: Erin Baxter-Toal toale@hartwick.edu or 278-5429 (office) or 431-4547 (on campus) A product of the trees and the trails, Erin is responsible for the managing all aspects if Pine Lake, including resident concerns, guest services, supervising staff, teaching courses, etc. A former resident of Pennsylvania, Erin has a degree and over 19 years' experience in the Outdoor Recreation and Education fields. Barley (the great) red healer cattle dog mix, son Westley, partner Monica, and Erin reside onsite in the 1810 Cabin (278-5747). They enjoy hiking, gardening, cooking, traveling, being in nature, and the changes that come with each season. Erin splits her time between Pine Lake and her campus office (Dewar 320) where she works to manage the Pine Lake & Challenge Education.

Fire & Party Notification Request - Pine Lake

(Send to a Pine Lake staff member; a written response is needed for permission)

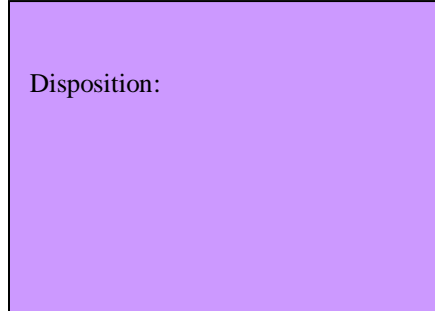
Location:

Date:

Responsible person:

Description:

Disposition:



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

Residence Hall Agreement

To be completed by student

The period of this agreement shall be for the _____ academic year. (Please Print Clearly)

Student Name: _____

Student ID. : _____

Current Residence hall: _____

Payment: The college agrees to provide housing and the student agrees to payment therefore in accordance with the schedule published in the Hartwick College Catalog (<http://www.hartwick.edu/catalog.xml>), which may be revised annually.

Dining Services: The student agrees by residing in College housing, other than the on-campus houses, the Townhouses, at Pine Lake, or in specifically designated on-campus apartments, to board with the College food service. The student further agrees to payment therefore in accordance with the fees set forth in the Hartwick College Catalog, which may be revised annually.

Policies: Residential life Policies of the Student Handbook (<http://www.hartwick.edu/x3292.xml>), in its entirety, is incorporated herein by reference and is made part of this agreement. The student agrees to comply with the provisions contained therein and as may be amended. The refund policies as contained in the expenses section of the Hartwick College catalog as may be revised will apply. Additional Policies for residing on campus Smith Hall is for first – year students only.

Oyaron House is substance free. The fourth floor is for first-year honors students.

Hilltop House fourth floor is designated as the Three Year Bachelor’s Degree Program floor.

Students cannot arrive on campus earlier than Sunday, September 4th, unless given permission by the Office of Residential Life and Housing.

Students who arrive on campus prior to opening day without permission will not be allowed into their residence.

No college-owned furniture may be removed from any room, lounge, hallway or kitchen for any reason. Missing/damaged furniture will result in restitution by the student.

Students must maintain at least 12 academic credits in the fall term to live in housing for the fall term.

Students must be enrolled in at least 3 academic credits in the J-term to live in housing for the J-term.

Students must maintain at least 12 academic credits in the spring term to live in housing for the spring term.

All students are required to fill out a Room Inventory form when they check into their room. If a student moves, they are required to officially check out of their old room and return their key. They will then check into their new room by filling out a new Room Inventory Form.

At the end of the academic year, all residential students are required to check out of their room with either a Resident Advisor (RA) or Resident Director (RD) or by filling out the Express check-out form.

The student agrees to vacate the residence hall by the appropriate date at the end of the academic year, which can be found on the Residence Hall Calendar (<http://www.hartwick.edu/x2954.xml>)

Room Assignment: This is for living unit space and does not guarantee the Student any particular room. The college reserves the right to change student assignments from one room to another if it is considered advisable or necessary. If the occupancy of a room changes after a term is started, the college reserves the right to assign another student to that room to maintain occupancy. When a vacancy occurs after a term is commenced, the student agrees to maintain that room in a manner sufficient to permit another student to move into it at any time. Room assignments are made without regard to race, creed, color, religion, sexual orientation, or national origin. This agreement is terminated by graduation, withdrawal, academic dismissal, disciplinary suspension, or expulsion. This agreement constitutes the entire understanding between the parties insofar as the college providing housing for the student and the student accepting responsibilities as herein contained. By signing this agreement, the Student acknowledges responsibility for compliance with all applicable college policy as stipulated in this agreement, the Student Handbook, Hartwick College Catalog, and all other official College publications. See <http://www.hartwick.edu/catalog.xml>.

Students Signature

For more information, contact the Office of Residential Life and Housing at 607-431-4501.

PINE LAKE Phone numbers & extensions

Pine Lake Campus Landline numbers:	
PL Office: 278-5429	OB1: 278-5332
Apt (RA): 278-5563	OB2: 278-5530
XRDS (RA): 278-5681	OB3: 278- 5193
1810 (RD): 278-5747	Bailey: 278-5069
PL Shop: 278-5801	RW1: 278-5508
PL Director: 353-2166	RW2: 278-5680
Campus Safety: 431-4111	Cob: 278-5415
Help Desk: 431-4357	HnD: 278-5524

Pine Lake Campus VoIP extensions: (431)x	
Strawbale: 7011	Apt (RA): 7001
Vaude: 7012	HnD: 7002
Lakeside: 7013	Bailey: 7003
Lodge 1 st floor: 7014	OB1: 7004
Lodge 2 nd floor: 7015	OB2: 7005
Field Station: 4417	OB3: 7006
PL Office: 4520	RW1: 7007
Campus Safety: 4111	RW2: 7008
Help Desk: 4357	Cob: 7009
CE Office: 4547	XRDS (RA): 7010

Pine Lake Cabin Map



CHECKING IN/OUT OF PINE LAKE HOW TO AVOID PAYING MORE MONEY

Here are some tips to follow before checking-in and checking-out of your room and cabin. **READ THIS** to find out what you can do to reduce the amount of damages you may owe at the end of the year.

1. *MISSING / BROKEN ITEMS - YOU WILL BE CHARGED FOR* broken windows, beds, blinds, chairs, mirrors, etc. (anything not documented at check-in will be considered broken after you entered the room.) Beds, mattresses, desks, desk chairs, blinds, etc. must be in *your* room. Return items to your room before check-out to avoid being charged! *Charges range from \$35-\$200 per item.*
2. Take care of your recyclables, clean your refrigerator, empty your trash, and sweep your room and cabin common rooms. Pine Lake charges \$25 per hour for general cleaning of rooms and cabins. *Costs to clean common areas left dirty will be charged to all residents.*
3. Remove all your personal property. You will be charged for the removal of any personal property that does not belong to Pine Lake, including furniture, rugs, refrigerators, excess, books, furnishings, etc. *Minimum charge to remove personal items will be \$50. Additional charges may be included based on amount and size of items. Removal of items is charged separately from cleaning charges (#2 above).*
4. Pennies, stickers, markers must be removed from all surfaces. Scrub area with cleanser and wash it down. Do not repaint walls. Obscenities and messages must be removed from doors. If the doors and walls are not clean, *minimum charge will be \$25. Additional charges may be included based on amount of damages. These charges will be applied separate from billing for general cleaning (#2 above).*
5. As stated in the general college agreement for puppy raising, raisers of Guiding Eyes for the Blind dogs are solely responsible for cleanup and damages caused by the dogs both inside and outside cabins. *Cleanup and damages are billed separately from general cleaning charges. Minimum charge: \$25. Additional charges may be applied based on extent of damages.*
6. Cleanup of cigarette butts and other litter around cabins will be charged to all residents of the cabin unless the smoker assumes responsibility for charges. *Minimum charge \$30. Additional charges may be applied based on extent of litter and cleanup time.*
7. *YOU MUST CHECK IN AND CHECK OUT WITH PL STAFF.* Procedures have been set up by Pine Lake staff that will make a staff member accessible at most times (Seth Lucas, Pine Lake RAs, Peter Blue). Failure to check out properly will result in a \$50 charge.
8. *Keys must be returned at time of check-out or you will be charged \$50 per key.*
9. *You will receive a copy of the check-out form from the RA as you check out.* College personnel will perform final inspections. Any damage noted on your check-out form completed by the RA or as noted by College personnel during final inspections, will be billed to your home address in June.
10. Students are billed for *damages within* their room. Students sharing a cabin are billed for damages in common areas. In addition, students are billed for damages occurring in common areas of Pine Lake (shuttles, grounds, sauna, stage, Strawbale, etc.) on a prorated basis. Please consider others when vacating Pine Lake. Do not leave furniture or garbage in common areas.
11. Your residence at Pine Lake signifies acceptance with the above conditions, whether or not you sign and return the form. Appeals must be filed with the Office of Residential Life within 10 days of receipt of bill.



Lower Tract Trails

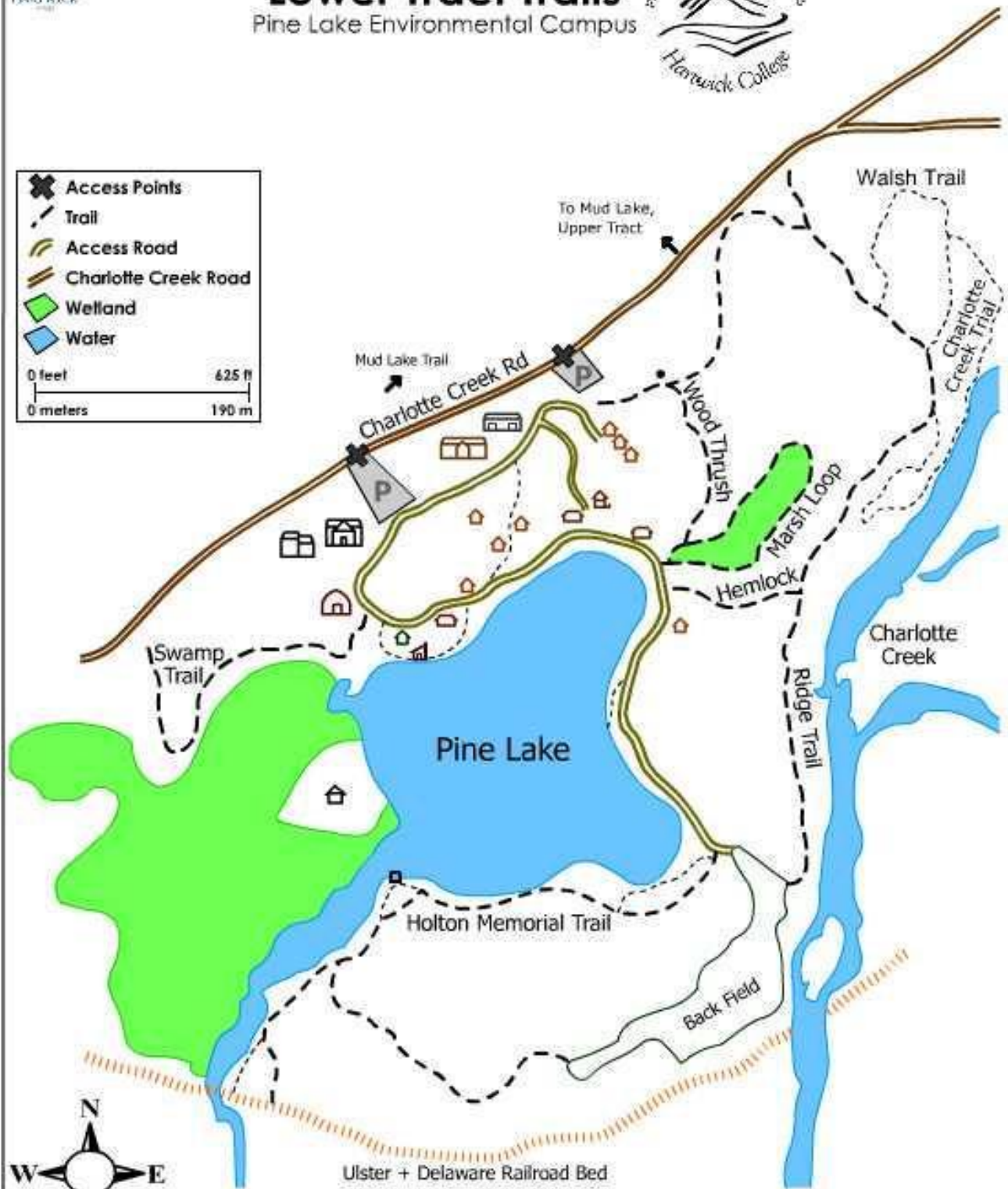
Pine Lake Environmental Campus



Legend

- 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