



**HARTWICK  
COLLEGE**

**Pine Lake Campus**



# Campus Handbook (2026-27)

*A guide for students, visitors, renters, and community members*

## Table of Contents

SECTION I: Welcome & General Information.....	2
SECTION II: General Policies.....	5
SECTION III: Residents & Cabin Tenants.....	8
SECTION IV: Day Use Visitors.....	10
SECTION V: Event Participants, Workshop Attendees, and Class Visitors.....	12
SECTION VI: Facility Renters (Overnight or Day Use).....	13
SECTION VII: Programs & Educational Opportunities.....	15
SECTION VIII: Other Helpful Information.....	17
SECTION IX: Liability, Safety, & Property Policies.....	20
Appendix A: Forms.....	22

## SECTION I: Welcome & General Information

### Welcome to Pine Lake

Pine Lake offers a unique living-learning environment for Hartwick College students, visitors, and community members—a space for nature, reflection, community, and education. Whether you're here for a semester, a day, or a retreat, this handbook outlines expectations to help ensure a safe, respectful, and enriching experience.

### Land Acknowledgment

We acknowledge that Pine Lake is situated on the traditional and ancestral lands of the Haudenosaunee Confederacy, including the Oneida, Mohawk, Onondaga, Cayuga, and Seneca nations, as well as the Lenape (Delaware) Tribe and various Algonquin-speaking peoples. We honor their enduring relationship with this land, recognize their contributions to its stewardship, and acknowledge the rich cultural history that these communities have cultivated over generations. We commit to fostering a respectful and inclusive environment that honors the history, culture, and rights of Indigenous peoples, and we seek to incorporate Indigenous knowledge and practices into our educational offerings.

### Leave No Trace & Environmental Stewardship

Hartwick College's status as a Leave No Trace Campus Partner means that environmental responsibility is a shared community standard. Under the Code of Community Standards, students are expected to respect College property and the natural environment.

At Pine Lake, this means:

1. **Zero Waste:** Improper disposal of trash or failure to use compost/recycling systems correctly is considered a violation of community cleanliness standards.
2. **Land Protection:** Staying on marked trails is required to prevent habitat destruction.
3. **Preservation:** Removing natural items (flora, fauna, or minerals) from the property is prohibited.

By following these Leave No Trace principles, you fulfill your responsibility as a member of a community that values sustainability and mindful living.

### Sustainability & Daily Living

Sustainability is not just a goal at Pine Lake; it is a central pillar of our community. All residents, guests, and visitors are expected to practice active stewardship of our natural resources:

- **Waste Management:** Help us achieve our zero-sort goals. Separate all waste into clearly marked bins for landfill, mixed recyclables, and compost. Compost collection is strictly for food scraps and organic materials—please ensure no plastic or metal enters the compost stream.
- **Heating & Cooling:** Most cabins utilize pellet or propane stoves as the primary heat source. These require careful operation—never leave stoves running unattended or attempt to overheat the space. In units with air exchangers, use them thoughtfully as a secondary system to minimize energy consumption.
- **Climate Control:** To reduce our carbon footprint, thermostats must be kept at a maximum of **68°F** year-round. We encourage you to dress in layers to regulate your body temperature and stay hydrated. Please keep windows and doors closed when heating or cooling systems are active.

- **Water Conservation:** Pine Lake relies on local well systems. Conserve water by taking short showers and reporting any drips or leaks immediately via the Work Order system or to staff.

Choosing to be at Pine Lake—as a student, renter, or guest—is a commitment to participating in a community that values environmental responsibility and mindful living.

### Emergency Information

- **Emergency (Fire/EMS/Police):** Dial 911 from any VoIP phone in cabins/buildings.
- **Campus Safety (24/7):** 607-431-4111
- **Pine Lake Office:** 607-431-4520
- **AEDs:** Located in the Lodge and Vaudevillian foyers

### In an Emergency:

1. Dial 911 and provide:
  - **Address:** Pine Lake, 1894 Charlotte Creek Rd
  - **Exact location on campus** (e.g., lawn, waterfront)
  - **Type of emergency and services needed**
  - **Clear directions** to responders
2. Remain on the call until the dispatcher ends it.
3. Note: Fire alarms sound locally only—emergency services must still be called directly.

### Mailing Address

Pine Lake  
1894 Charlotte Creek Road  
Oneonta, NY 13820

### Office Hours

Monday–Friday, 9:00 AM–5:00 PM. For after-hours needs, call Campus Safety or 911. When unsure, start with Campus Safety.

### Maps

Trail and cabin maps are available in the lodge welcome center and on Pine Lake’s web site.

### Student Residential Support

Student residents at Pine Lake are supported by a team dedicated to safety, community building, and emergency response. In accordance with the *Code of Community Standards*, residents are expected to cooperate with staff to maintain a safe and inclusive environment.

- **Resident Assistant (RA):** The RA lives on-site and is the primary point of contact for general questions, roommate mediation, noise concerns, and community events. While classes are in session, the RA is available to support the residential community 24/7.
- **On-Call Staff:** Pine Lake staff rotate on-call coverage for urgent needs outside of business hours (e.g., significant facilities failures). The current on-call contact is posted in the Welcome Center and distributed via Hartwick email.
- **Campus Safety:** If you are ever unsure whom to contact, or if a situation requires immediate intervention, call Hartwick Campus Safety at 607-431-4111.

### Reporting & Facilities (Students)

- **Maintenance:** All non-emergency facilities issues must be submitted through the **Hartwick Work Order system**. Submitting a work order is the only way to ensure your request is officially logged and tracked.
- **Lockouts:** During business hours, contact Pine Lake staff. After hours, contact the RA or the on-call staff member. **Note:** Per College policy, multiple lockouts will result in administrative fees.
- **Policy & Safety:** Residents have a community responsibility to report policy violations or safety hazards to the RA or Pine Lake staff. Urgent safety matters must be directed to Campus Safety immediately.

### Reporting & Facilities (Non-Students)

- **Facilities:** Visitors or renters who notice a maintenance issue should report it to Pine Lake staff during business hours or email [pinelake@hartwick.edu](mailto:pinelake@hartwick.edu).
- **After-Hours Urgent Needs:** For urgent hazards or lockouts regarding cabin rentals after 5:00 PM, contact Campus Safety at 607-431-4111.
- **Immediate Safety Concerns:** Any observed unsafe behavior or policy violations should be reported immediately to Campus Safety. Pine Lake staff will conduct follow-up reviews during business hours.

### Privacy & Security

In alignment with Hartwick College's commitment to campus safety, security cameras are utilized at Pine Lake.

- **Placement:** Cameras are positioned to monitor building entrances, parking lots, and common exterior grounds.
- **Privacy Standards:** Cameras are **never** directed toward private cabin interiors or residential living spaces.
- **Monitoring:** Footage is not monitored in real-time. In accordance with the *Code of Community Standards* and College policy, recordings are only reviewed by authorized personnel in the event of a reported incident or safety investigation.

### Handbook Subject to Change

The policies within this handbook are subject to revision at the discretion of Pine Lake Staff and the Office of Residential Life. Any significant changes will be communicated via Hartwick College email. In the event of a conflict between this handbook and the *Hartwick College Code of Community Standards*, the *Code* shall take precedence.

## SECTION II: General Policies

### Applicable to All Visitors, Renters, and Residents

All Hartwick College policies are in effect at Pine Lake. By entering the property, you agree to uphold the following standards and expectations:

- **Smoke-Free & Vape-Free Campus:** Pine Lake is a smoke-free and vape-free campus. This includes all indoor facilities, outdoor grounds, and trail areas.
- **Alcohol Policy:** Alcohol is permitted only in designated areas for individuals 21 and over.
  - **Student Residents:** Per the *Code of Community Standards*, alcohol is only allowed in cabins where **all assigned residents are 21 or older**.
  - **Renters & Day-Use Groups:** Must complete an **Alcohol Use Form** at the Welcome Center in advance, designating one responsible party who agrees to ensure all guests remain in compliance with NYS law and Pine Lake expectations.
- **Marijuana & Illegal Substances:** Consistent with the *Code of Community Standards*, **marijuana is strictly prohibited on campus in all forms**, regardless of New York State legality. Illegal drugs and drug paraphernalia are also strictly prohibited.
- **Quiet Hours:** Quiet hours are from **10:00 PM to 8:00 AM**. During all other hours, please maintain respectful noise levels in keeping with Pine Lake's emphasis on serenity and mindfulness.
- **Driving & Parking:** Drive slowly—the maximum speed is **10 mph**. Park only in designated lots; never block access roads or fire lanes. Overflow parking is located in the rear parking lot on Charlotte Creek Road near the Challenge Education Course.
- **Trail Use:** Remain on marked trails to protect the ecosystem. Yield to others, respect wildlife, and keep pets leashed at all times. The collection of plants, mushrooms, rocks, or other natural materials is prohibited.
- **Firewood & Fires:** Use of fire pits is permitted with **written approval only (this is included in short and long term rental agreements)**. Only firewood available in designated areas on site may be used to prevent the spread of invasive species.
- **Boating:** Boating is permitted during daylight hours only. All individuals **must wear** a properly fitted Personal Flotation Device (PFD) at all times while on the water.
- **Swimming:** Swimming is **not allowed** at Pine Lake at this time.
- **Pets:** Pets are welcome outdoors and on trails if **leashed at all times**. Owners are responsible for immediate waste cleanup. Pets are not permitted inside any facilities (including cabins) without prior written approval.
- **Trash, Composting, & Recycling:** Pine Lake utilizes zero-sort recycling. Compost bins and dumpsters are located in the upper lot. Follow all posted signage to ensure waste is diverted correctly.
- **Guests:** All guests must adhere to Pine Lake policies. Overnight guests are not permitted in residential cabins without prior approval from Pine Lake staff.
- **Facility Access:** Use of any Pine Lake building must be reserved in advance. Unauthorized entry into cabins or facilities not assigned to your group is a violation of the *Code of Community Standards*.
- **Damage & Liability:** Renters, residents, and visitors are **financially responsible** for any damage to cabins, facilities, or Pine Lake property that occurs during their visit.
- **Drones & Airborne Equipment:** The use of drones or other aerial devices is not permitted without prior written authorization from the College.
- **Security Cameras:** Cameras are located in outdoor areas (entrances and parking lots) to ensure safety. In accordance with privacy standards, these do not monitor private cabin interiors or trail spaces.

- **Emergency Contact & Safety:** In an emergency, **call 911 first**, then notify Pine Lake staff or Campus Safety. Landlines are available in the Lodge. An emergency contact sheet with the specific address and VoIP extensions is posted in every residential and public space for your reference.
- **Maps & Kiosk Registration** Trail maps, cabin maps, and the mandatory Day Use Registration Kiosk is located in the main parking lot. Maps are also available digitally on Pine Lake’s website. All non-Hartwick day visitors must register at the kiosk immediately upon arrival.

**Winter Ice Safety & Property Restrictions:** Due to unpredictable winter weather in Oneonta, fluctuating water levels, and hidden underwater currents, the ice thickness on Pine Lake is never monitored or guaranteed safe by Hartwick College.

- **Strict Prohibition:** Walking, running, ice skating, ice fishing, snowmobiling, or traversing the frozen surface of Pine Lake in any manner is strictly prohibited at all times for all students, residents, renters, and visitors.
- **Enforcement:** Venturing onto the ice is considered a critical safety violation. Violators will face immediate removal from the property, potential termination of rental/lease agreements without a refund, or disciplinary referral to the Office of Community Standards (for Hartwick students).

### Cabin Access & Safety Inspections

In accordance with Hartwick College residential policies, Pine Lake staff will provide at least 24 hours’ notice before entering a cabin or residential space, except in cases of emergency (as determined by Pine Lake Staff).

- **Health & Safety Standards:** Residents are expected to maintain their spaces in a manner that prevents pests, mold, and fire hazards.
- **Monthly Inspections:** Monthly fire, health, and safety inspections are conducted to ensure compliance with New York State fire codes. Official communication regarding these inspections is sent via Hartwick College email; residents are responsible for checking their email regularly to remain in compliance with the *Code of Community Standards*.

### Fire Safety & Emergency Preparedness

Because Pine Lake is situated in a rural area served by a **volunteer fire district**, the integrity of our fire safety equipment is a community-wide priority. Every resident and visitor shares the responsibility for maintaining a fire-safe environment.

- **Inspections & Drills:** On the first Wednesday of each month, staff conduct mandatory checks of fire extinguishers and smoke detectors. Periodic fire drills are coordinated by the Office of Residential Life; **immediate evacuation** is required during all alarms.
- **Prohibited Conduct:** Tampering with, disabling, or covering smoke detectors, or the unauthorized discharge of fire extinguishers, is a Tier 1 violation of the *Code of Community Standards*. Such actions endanger the entire community and will result in immediate disciplinary action and significant administrative fines.
- **Emergency Response Protocol (911):** 1. **Report:** Call 911 immediately from any cabin VoIP phone or personal cell. 2. **Location:** Clearly state the Pine Lake address (**1894 Charlotte Creek Road**) and your specific cabin name or field location. 3. **Logistics:** If safe to do so, designate one person to meet the responding fire trucks at the Pine Lake entrance to guide them to the scene. 4. **Notification:** After 911 is notified, contact Campus Safety (607-431-4111) to initiate the campus-wide emergency response.
- **Exit Awareness:** All residents and renters are expected to familiarize themselves with the primary and secondary exits of their assigned buildings upon arrival.

## Stewardship: Waste, Recycling, and Composting

To uphold our **Leave No Trace** commitment, all residents and guests must manage waste responsibly.

- **Location:** Dumpsters for trash/recycling and compost bins are located in the rear parking lot.
- **Sorting:** You are expected to separate compost, recyclables, and landfill items according to posted signage. Contaminating the compost or recycling streams undermines our sustainability mission.
- **Bulk Items:** Large items (furniture, appliances, mattresses, etc.) may **not** be disposed of in campus dumpsters. Contact Pine Lake staff for proper disposal options. Leaving bulk items outside cabins or by dumpsters is considered littering and a violation of environmental stewardship standards.

## Environmental Stewardship: Heating & Firewood

- **Pellets for Pellet Stoves:** Pellet stoves are a sustainable primary heat source. Residents must monitor their supply and notify staff *before* running out. Use pellets only for their intended stove; burning trash, treated wood, or other materials is a safety hazard and an environmental violation.
- **Air Exchanger Systems:** Several cabins utilize high-efficiency heat pumps. Residents should review posted instructions to maximize efficiency. Do not tamper with settings or attempt repairs; maintain thermostats at **68°F or lower** to support campus energy goals.
- **Firewood & Invasive Species Prevention:** To protect Pine Lake's forest, do **not** cut down trees, collect "dead wood" from the forest floor, or transport outside firewood onto the property. Use only the kiln-dried wood provided in designated storage areas. This prevents the spread of invasive species like the Emerald Ash Borer. Store wood in dry areas to prevent waste.

## Laundry Access Policy (Robertson Lodge)

Laundry facilities are reserved for the exclusive use of Hartwick Student Residents.

- **Quiet Hours:** To respect the residents living in the Lodge, machines may not be used between 10:00 PM and 8:00 AM.
- **Stewardship:** Remove laundry promptly. In accordance with the *Code of Community Standards*, students are financially responsible for any damage caused by machine misuse or neglect of the laundry area.
- **Non-Students:** Local laundromats in Oneonta are available for renters and guests; contact staff for recommendations.

## On-Call Support & Work Order System

Maintenance and safety are a shared responsibility.

- **On-Call Support:** Available evenings and weekends for urgent concerns (safety hazards, major leaks). Contact information is posted in the Lodge. Please reserve this service for matters that cannot wait until business hours.
- **Work Order System:** All non-emergency maintenance requests must be submitted through the Hartwick College Work Order system. Provide your cabin number and a detailed description. Do not rely on email or office visits for maintenance; the work order system ensures your issue is tracked and resolved as part of our commitment to facility stewardship.

## SECTION III: Residents & Cabin Tenants

Living at Pine Lake is a distinctive opportunity for independent, sustainability-focused living. Whether you are a Hartwick student or a private tenant, residency here requires a high degree of self-sufficiency and environmental stewardship.

### 1. Eligibility & Occupancy

- **Student Residents:** Must be enrolled full-time, maintain a 2.0 GPA, and remain in good standing with the Office of Residential Life. Applications open each spring.
- **Non-Student Tenants:** Individuals renting cabins on a long-term or seasonal basis must sign a formal Rental Agreement and provide a security deposit.
- **Transportation:** There is no college shuttle service. A personal vehicle is strongly recommended for all residents and tenants.

### 2. Insurance & Liability (The "At-Your-Own-Risk" Policy)

- **Student Coverage:** Students on official college housing contracts are generally covered by Hartwick's institutional liability insurance for standard living activities.
- **Non-Student/Private Renters:** Private tenants are strongly recommended to maintain a Renters Insurance policy (\$100,000 minimum liability). Hartwick College is not liable for theft, loss of personal property, or injuries sustained by tenants or their private guests.
- **Financial Responsibility:** All residents (student or private) are personally responsible for damages to the cabin. Costs for repairs or excessive cleaning will be billed directly to the student account or deducted from the tenant's security deposit.

### 3. Environmental Stewardship: Heating & Climate

Living at Pine Lake requires an active role in managing your cabin's climate. All residents are expected to prioritize energy conservation to support Hartwick's sustainability goals.

- **Primary Heating Systems (Stoves):** Depending on your assigned cabin, your primary heat source is either a Pellet Stove or a Propane Stove.
  - **Mandatory Training:** All residents must complete a safety and operation orientation for their specific stove type before the first frost.
  - **Pellet Management:** Residents in pellet-heated cabins must monitor their supply. Submit a Work Order (Students) or notify the Welcome Center (Tenants) before your supply runs out.
  - **Safety Warning:** Burning unauthorized materials (trash, paper, wood scraps) in stoves is a major fire hazard and a safety violation.
- **Secondary Systems (Mini-Splits/Heat Pumps):** All cabins are equipped with electric mini-split units for supplemental heating and air conditioning.
  - **Usage Guidelines:** Heat pumps should be used sparingly. During winter months, they are intended to supplement the stove, not replace it.
  - **Thermostat Standard:** To minimize environmental impact, residents are expected to maintain thermostats at 68°F or lower during the winter.
- **Seasonal Preparedness:** Residents should dress appropriately for the season (layering clothing) and keep windows and doors tightly sealed during the heating season to prevent energy loss.

#### 4. Winter Preparedness: Snow Removal

Living at Pine Lake means preparing for a Central NY winter.

- **Staff Support:** Staff will plow main roads and common driveways.
- **Resident Responsibility:** Residents (both students and private tenants) are responsible for clearing snow from their own entryways and maintaining a 10-foot clear perimeter around the cabin to ensure emergency egress. Shovels and ice melt are provided in designated areas.

#### 5. Life at Pine Lake: Rights & Responsibilities

- **Maintenance:** Residents are the "eyes and ears" of the lake. Report leaks, broken windows, or electrical issues immediately via the online Work Order system to prevent property damage.
- **Substances & Conduct:** Students: Must follow the *Code of Community Standards*.
  - **Private Tenants:** Must follow the terms of their lease. Alcohol is permitted for those 21+, but disruptive behavior or safety violations are grounds for immediate lease termination.
- **Service Animals & ESAs:** All animals must be registered in advance. For students, this goes through AccessAbility Services; for private tenants, this must be disclosed in the lease agreement.

#### 6. Fires & Events

- **Approval:** All residents must submit a fire/event request via the online form at least 24 hours in advance.
- **Safety:** Unapproved or unattended fires are strictly prohibited and subject to fines.

## SECTION IV: Day Use Visitors

### Who This Includes

- **Hartwick Students & Employees:** Visiting Pine Lake for recreation, research, or study.
- **Community Members:** Using trails or attending public events.
- **Off-Campus Guests:** Participating in scheduled programs, classes, or facility rentals.

### Permitted Activities

- **Recreation:** Hiking, snowshoeing, nature observation, and photography.
- **Boating:** Permitted during daylight hours only. **Properly fitted Personal Flotation Devices (PFDs) must be worn at all times while on the water.**
- **Gatherings:** Picnicking or small group gatherings (requires prior coordination with Pine Lake staff).

### Prohibited Activities

- **Swimming:** Swimming is strictly prohibited at Pine Lake.
- **Substances:** In accordance with the *Code of Community Standards*, **marijuana is prohibited in all forms.** Illegal drugs and drug paraphernalia are strictly prohibited.
- **Alcohol:** Alcohol is prohibited for day users unless a written exception is granted via the **Alcohol Use Form** (see guidelines below).
- **Fires:** No fires are permitted without written pre-approval.
- **Pets:** Pets must be **leashed at all times.** Off-leash pets are not permitted.
- **Noise:** Loud or disruptive behavior is prohibited, particularly during Quiet Hours (10:00 PM – 8:00 AM).
- **Community Safety & Conduct:** Pine Lake is a space dedicated to peace, reflection, and mutual respect. Guest harassment, verbal or physical abuse, and inappropriate or disruptive behavior will not be tolerated. Violations of this standard will result in immediate removal from the campus and a permanent ban from the Pine Lake property.

### Day Use Guidelines & Stewardship

- **Leave No Trace:** All visitors are expected to be active stewards of the environment. Stay on marked trails to protect the ecosystem and "**Pack it in, Pack it out**"—leave the land exactly as you found it.
- **Sustainability & Waste:** Sorting waste is a community requirement. Use the designated recycling, compost, and landfill bins located at the Lodge. Do not leave trash on trails or in parking areas.
- **Fire & Alcohol Approvals:** \* **Fires:** Require written approval from Pine Lake staff at least 24 hours in advance.
  - **Alcohol:** Groups must submit an Alcohol Use Form identifying one responsible party (21+) who agrees to uphold Pine Lake's safety expectations.
- **Safety & Emergency:** Be aware of your location at all times. In case of emergency, **call 911 first**, then notify Pine Lake staff. Emergency landlines are located in the Lodge.
- **Parking:** Use only designated parking lots. Do not block fire lanes or access roads; emergency vehicles must have clear access at all times.
- **Privacy & Residential Boundaries:** To respect the privacy and security of our student residents, do not enter or approach residential cabins or restricted buildings unless invited and accompanied by Pine Lake staff.

## Mandatory Day Use Registration

To support campus safety, emergency response coordination, and our environmental stewardship goals, all day-use visitors who are not current Hartwick students or employees residing on campus must register upon arrival.

- **Where to Register:** A self-service visitor registration kiosk is located at the main parking lot.
- **Registration Process:** Prior to utilizing the trails, waterfront, or picnic areas, all visitors must sign the guest logbook and pick up a complimentary trail map.

## SECTION V: Event Participants, Workshop Attendees, and Class Visitors

This section applies to individuals or groups attending Pine Lake for a specific event, class, workshop, retreat, or Challenge Education program. Visits may be day-use or part of a multi-day experience.

### Who This Includes

- **Hartwick Classes:** Academic courses held partially or fully at Pine Lake.
- **Campus Organizations:** Retreat groups, student clubs, and faculty/staff committees.
- **Community Partners:** Workshops, seminars, or continuing education events hosted by external partners.
- **Challenge Education:** Individuals or teams participating in the ropes course or team-building programs.

### Arrival, Orientation & Stewardship

- **Parking & Logistics:** Follow all posted signage for parking, buildings, and trails. Group leaders must check in with Pine Lake staff upon arrival.
- **Facilities Use:** Restrooms and common spaces will be assigned according to your program. To maintain our **Environmental Stewardship** standards, please ensure all lights and equipment are turned off when your group exits a space.
- **Waste Management:** All groups are responsible for following the **Leave No Trace** "Pack it in, Pack it out" rule. Use the zero-sort recycling and compost bins located at the Lodge; do not leave event waste in classroom or meeting space bins.

### Expectations During Your Visit

- **Community Respect:** Observe quiet hours from **10:00 PM to 8:00 AM** and maintain a respectful distance from residential cabins.
- **Site Integrity:** Practice Leave No Trace principles in all outdoor spaces. Do not disturb the local flora or fauna during outdoor activities.
- **Regulated & High-Risk Activities:** Fires & Alcohol: Use of fire pits and the consumption of alcohol are strictly regulated; both require prior written approval.
  - **Boating:** While boating does not require prior approval or staff supervision, it is a "use at your own risk" activity. For the safety of the community, all boaters are required to wear a properly fitted Personal Flotation Device (PFD) at all times and must remain off the water after dusk.
- **Substance Policy:** Consistent with the *Code of Community Standards*, Pine Lake is a drug-free and smoke-free environment. Marijuana is strictly prohibited.
- **Maintenance & Damage:** Use only the facilities assigned to your group. Report any damage or maintenance issues immediately to Pine Lake staff. Per the *Code*, groups or departments may be held financially responsible for damages occurring during their reservation.
- **Supervision:** Youth and minors must be supervised by a designated adult at all times.
- **Behavioral Expectations:** All participants and attendees are expected to treat staff, residents, and other visitors with respect. Inappropriate behavior, harassment, or actions that compromise the safety and well-being of the community are strictly prohibited. Non-compliance will result in immediate dismissal from the program, removal from the property, and the potential revocation of any associated organizational memberships or future access.

## SECTION VI: Facility Renters (Overnight or Day Use)

This section applies to groups and individuals renting buildings or grounds at Pine Lake, including Hartwick-affiliated departments, alumni, external organizations, and private individuals.

**Personal Property & Liability Disclosure** Hartwick College is not responsible for the loss, theft, or damage of personal property. All visitors, residents, and renters use the Pine Lake facilities at their own risk. While Hartwick College maintains institutional insurance for campus-sanctioned activities, this coverage does not extend to private rentals or non-college events. **Insurance Recommendation** We strongly recommend that all external renters maintain a personal liability insurance policy (such as a Homeowners or Renters policy) for the duration of their stay. In the event of accidental damage to a cabin (such as fire or breakage) or an injury to a guest, a personal insurance policy protects you from significant out-of-pocket expenses.

**Financial Responsibility** By choosing to rent without a dedicated liability policy, the Renter acknowledges that they are personally and financially responsible for the full cost of any repairs, property replacement, or legal claims arising from their stay. Any damages to College property or injuries sustained by guests will be the sole responsibility of the Renter.

### Rental Policies & Compliance

- **Advance Planning:** Contact Pine Lake staff well in advance to discuss availability, rates, and deposit requirements.
- **Documentation:** Provide a complete participant list and designate a primary group contact.
- **Substance Policy:** In accordance with Hartwick College's status as a drug-free campus, marijuana and illegal drugs are strictly prohibited. Alcohol is prohibited unless a written exception is granted via the Pine Lake Alcohol Form, and all guests participating must be 21 or older.
- **Where to Get Extra Coverage:** If you do not have homeowners or renters insurance, coverage can be purchased for a small fee through independent providers like *The Event Helper* or *GatherGuard* to protect you during your stay.
- **Guest Conduct & Zero-Tolerance Policy:** The primary Renter is responsible for the behavior of all guests in their party. Guest harassment, abusive language, or inappropriate behavior toward students, staff, or other visitors will not be tolerated. A violation of this policy constitutes a material breach of the rental agreement and will result in the immediate revocation of the rental without a refund, immediate removal from campus, and a permanent ban from Pine Lake.

### Facilities Available for Rental

- **Robertson Lodge:** Multipurpose event space with kitchen access.
- **Vaudevillian:** Indoor event space with fireplace.
- **Cabins:** Overnight accommodations (availability varies by season).
- **Lakeside Classroom:** Education-focused indoor space near the water.
- **Challenge Course:** Available by prior arrangement with certified instructors.

### Renter Responsibilities: Stewardship & Safety

- **Leave No Trace:** Return all rented spaces to their original condition. All personal belongings must be removed, and waste must be sorted into the **zero-sort recycling, compost, and landfill bins** at the Lodge.

- **Property Care:** Do not remove or relocate any college-owned furniture, equipment, or supplies. Renters are financially responsible for any damages as outlined in the *Code of Community Standards*.
- **Supervision:** Children and youth must be supervised by an adult at all times to ensure safety near the lake and forest.
- **Building Security:** Renters are responsible for securing buildings when not in use. Ensure all doors and windows are locked upon departure.

### Additional Guidelines for Overnight Renters

Overnight guests must adhere to the same safety standards as student residents:

- **Occupancy:** Respect all cabin occupancy limits and layout restrictions.
- **Heating Stewardship:** Use pellet stoves and heating systems safely, following provided instructions. Maintain thermostats at **68°F or lower** to support campus sustainability.
- **Emergency Maintenance:** Report urgent facilities issues immediately to the on-call staff or Pine Lake office.
- **Winter Protocols:** During winter months, follow all snow removal protocols for cabin entryways to ensure emergency egress.
- **Wi-Fi Connectivity:** Complimentary guest Wi-Fi is available in all rental units. Network login credentials are listed on the informational signage inside your cabin and are provided in your check-in packet.

### Parking & Arrival/Departure Procedures

- **Parking:** Use only designated parking lots. **Do not block fire lanes or access roads.** Overflow parking is available in the rear lot near the Challenge Course.
- **Speed Limit:** Adhere to the **10 mph speed limit** on all campus roads to protect pedestrians and wildlife.
- **Check-In/Out:** Group leaders must check in upon arrival to receive keys and safety orientations. At check-out, return keys promptly and complete any required forms to ensure the facility is marked as clean and secured.

### Waterfront & Boating Policies

- **Boating (Use-at-Your-Own-Risk):** Boating is permitted during daylight hours only. A properly fitted, Coast Guard-approved Personal Flotation Device (PFD) must be securely fastened and worn *at all times* while on the water or dock area.
  - **Enforcement:** Failure to wear a PFD or boating after dusk will result in the immediate confiscation of boating privileges, immediate removal from the water, and a formal safety violation review by Pine Lake Staff.
- **Swimming (Strictly Prohibited):** Swimming, wading, and bathing are strictly prohibited at Pine Lake for all residents, renters, visitors, and guests due to the absence of active lifeguard supervision and hidden underwater hazards.
  - **Enforcement:** Entering the water for swimming or wading constitutes a serious safety violation. Violators will face immediate removal from the property, termination of rental contracts (where applicable), or a referral to the Office of Community Standards (for Hartwick students).

## SECTION VII: Programs & Educational Opportunities

Pine Lake is a vibrant hub for learning, research, wellness, and community engagement. Programs are offered year-round for Hartwick students and employees, as well as for local school groups, nonprofit organizations, and community members.

### Academic Courses & Workshops

Hartwick regularly offers a wide range of credit-bearing and co-curricular programs at Pine Lake. Participants in these programs are expected to uphold the **Academic Integrity** and **Professional Ethics** standards outlined in the *Code of Community Standards*. Offerings include:

- **Field Schools:** Archaeology, biology, and environmental science.
- **Ecology Intensives:** Forest, aquatic, and general ecology courses.
- **Arts & Humanities:** Creative writing, literature, and studio art classes.
- **Outdoor Leadership:** Wilderness First Aid, outdoor education, and **Leave No Trace** certification.
- **Wellness:** Buddhist meditation, movement-based classes, and mindfulness retreats.
- **Special Sessions:** January Term (J-Term) intensives and First-Year Seminars.

### Research Opportunities & Stewardship

Hartwick students are encouraged to engage in field-based research alongside faculty. As stewards of the land, student researchers must adhere to approved research protocols and environmental ethics.

- **Focus Areas:** Biology, Geology, Hydrology, Archaeology, and Sustainability studies.
- **Support:** Many projects are supported by the **Robert R. Smith Environmental Field Station** and may qualify for summer research funding.
- **Expectation:** Research equipment and field sites must be treated with respect; tampering with active research sites is a violation of the *Code*.

### Facilities Used for Instruction & Events

To maintain these spaces for the community, all users must follow **Daily Living & Sustainability** guidelines:

- **Robert R. Smith Field Station:** Advanced lab and research instruction.
- **Lakeside Classroom:** Multi-use indoor space near the waterfront.
- **Robertson Lodge:** Large gathering space; users must respect the privacy of residents living on the upper floor.
- **Vaudevillian Building:** Program space featuring a fireplace; requires trained supervision for fire use.
- **Strawbale House:** A natural building used for sustainability workshops.
- **Outdoor Classrooms:** Various trail sites used for fieldwork and wellness.

### Challenge Education (Ropes Course)

Pine Lake's ropes course and team-building programs are led exclusively by certified instructors. Because these activities involve inherent physical risk, all participants must strictly adhere to the following safety and legal requirements:

- **Mandatory Liability Waivers:** Every participant—including Hartwick students, employees, corporate clients, and community members—must complete and sign an official *Hartwick College Challenge Education Liability Waiver and Medical Release Form* prior to participating.
- **Minor Policy & Parental Consent:** Participants under the age of 18 must have their liability waiver signed by a parent or legal guardian. There are no exceptions to this rule.
- **Youth Supervision & Chaperone Ratios:** Programs involving youth or minors must provide adult chaperones who remain on-site for the duration of the program. A minimum chaperone-to-youth ratio of 1:10 is strictly required. Chaperones are responsible for behavior management; instructors are responsible for technical safety.
- **Safety Compliance:** Full, immediate cooperation with instructor directions is mandatory. Failing to follow safety protocols, tampering with harness/belay equipment, or engaging in horseplay on either high or low elements will result in immediate removal from the program without a refund and potential revocation of future campus access.

### Guiding Eyes Puppy Raising

Hartwick students who are approved puppy raisers for **Guiding Eyes for the Blind** may live at Pine Lake with their service dog-in-training.

- **Standards:** In accordance with the *Code of Community Standards*, all service-dogs-in-training must meet behavior standards and be pre-approved by the College.
- **Responsibility:** Puppy raisers are responsible for the animal's behavior at all times and must ensure that the "Pets" policy (leashing and waste cleanup) is strictly followed to protect the Pine Lake ecosystem.

## SECTION VIII: Other Helpful Information

### Residential Cabin Directory

Each cabin at Pine Lake is unique. Residents are responsible for the stewardship of these specific layouts and heating systems.

Cabin	Capacity	Heating & Cooling	Unique Features & Stewardship Notes
<b>Crossroads</b>	1	Air Exchanger, Propane, & Electric	Open floor plan; lake view. Super single bed.
<b>Cob House</b>	2	Air Exchanger & Electric	Close quarters; shared "nook" beds.
<b>Outback (1-2)</b>	2	Air Exchanger, Pellet Stove, & Electric	Private 8'x10' bedrooms. Front porch.
<b>Redwood 1</b>	3	Air Exchanger, Pellet Stove, & Electric	Screened porch. Residents must monitor the holding tank "full" indicator.
<b>Redwood 2</b>	2	Air Exchanger, Pellet Stove, & Electric	Standard bathroom. Located farthest from Lodge; limited Wi-Fi signal.
<b>Hill n Dale</b>	2	Air Exchanger, Propane, & Electric	<b>No road access;</b> residents must walk across lawn/woods.
<b>Bailey</b>	4	Air Exchanger, Propane, & Electric	Two-story; wrap-around deck. Access to upstairs via narrow circular staircase.
<b>Lodge Apt</b>	1-2	Building Central	Located on the lowest floor of the Lodge. Residents must be extra mindful of quiet hours due to upstairs noise.

<b>Robertson Lodge</b>	10	Building Central	2nd Floor: 2 doubles, 6 singles. Communal kitchen/bath for Lodge residents only.
------------------------	----	------------------	--

### Pine Lake Specific Forms & Notifications

- **Fire & Event Notification Form:** Must be submitted to the Welcome Center at least 24 hours in advance for any campfire or group gathering, including a guest list and location.
- **Pine Lake Alcohol Form:** Required for any group or renter (21+) requesting to have alcohol on-site. This identifies the "responsible party" for the event.
- **Work Order Requests:** All maintenance issues must be reported through the online Work Order system; staff rely on these to track and fix cabin issues.

### Important Phone Numbers & VoIP Extensions

#### External Landline Numbers:

- **Pine Lake Office:** 607-278-5429
- **Campus Safety (24/7):** 607-431-4111
- **Perella Wellness Center:** 607-431-4120
- **Technology Help Desk:** 607-431-4357

#### VoIP Extensions (From any cabin phone, dial 607-431 + Ext):

- **Campus Support:** Office (x4520), Campus Safety (x4111), Help Desk (x4357).
- **Programming:** Challenge Ed (x4547), Field Station (x4417).

#### Facility & Cabin Extensions:

- **Lodge:** RA Apartment (x7001), 1st Floor (x7014), 2nd Floor (x7015).
- **Individual Cabins:** Hill n Dale (x7002), Bailey (x7003), Outback 1 (x7004), Outback 2 (x7005), Redwood 1 (x7007), Redwood 2 (x7008), Cob (x7009), Crossroads (x7010).
- **Meeting Spaces:** Strawbale House (x7011), Vaudevillian (x7012), Lakeside Classroom (x7013).

### Wi-Fi Access & Network Information

Pine Lake is equipped with wireless internet across major facilities and most residential cabins. Please use the appropriate network below based on your status:

- **For Renters, Guests, & Day Visitors:**
  - **Network Name:** [Hawks-Guest](#)
  - **Access Info:** No prior credentials are required. Login instructions and passwords are provided to overnight renters at check-in, posted on the refrigerator or welcome clipboard in each rental cabin, and available at the Robertson Lodge Welcome Center.
- **For Hartwick Students & Employees:**
  - **Network Name:** [Hawks-Secure](#)

- **Access Info:** Log in using your standard Hartwick College email username and password.

**A Note on Connectivity:** Due to Pine Lake's rustic, wooded terrain and rural location, Wi-Fi signals can fluctuate. As noted in the Cabin Directory, outlying cabins (such as Redwood 2) may have limited or spotty signal strength. If you experience a complete network outage, please contact the Technology Help Desk at 607-431-4357.

## SECTION IX: Liability, Safety, & Property Policies

### Property Use & Assumption of Risk

Pine Lake is a rustic, natural environment characterized by unpaved trails, varying terrain, and open water. All visitors, renters, and day users enter the property and utilize the trails, waterfront, and facilities at their own risk. All individuals on the property are subject to the behavioral, safety, and property regulations established by the *Hartwick College Code of Community Standards*.

### Indemnification, Hold Harmless, & Personal Property Liability

- **Personal Property & Theft:** Hartwick College assumes no responsibility or liability for the loss, theft, damage, or destruction of personal belongings, vehicles, or gear kept in residential cabins, vehicles, or common facilities. Renters and long-term residents are strongly encouraged to secure personal renters insurance to protect their valuables.
- **Indemnification Clause:** By entering the property, reserving facilities, or occupying a cabin, all renters, visitors, and guest organizations agree to indemnify, defend, and hold harmless Hartwick College, its trustees, officers, employees, and agents from and against any and all claims, demands, lawsuits, liabilities, losses, damages, or expenses (including reasonable attorney's fees) arising out of or resulting from personal injury, bodily injury, sickness, disease, death, or property damage sustained by any individual or group during their stay, regardless of whether the renter carries personal or organizational liability insurance.
- **Financial Accountability:** Renters, residents, and visitors remain fully and personally accountable for any damages to cabins, utilities, equipment, or Pine Lake grounds caused by themselves or their invited guests.

### Ropes Course & Waterfront Restrictions

- **Mandatory Liability Waivers:** All non-Hartwick participants utilizing the Challenge Education Course must sign an official *Liability Waiver and Medical Release Form* prior to participating. Minors under the age of 18 must have this form signed by a parent or legal guardian. There are no exceptions to this requirement.
- **Winter Ice Restriction:** Walking, skating, ice fishing, snowmobiling, or traversing the frozen surface of Pine Lake in any manner is **strictly prohibited** at all times due to unpredictable weather, fluctuating ice thickness, and hidden underwater currents.
- **Waterfront Enforcement:** Violating the winter ice restriction, the absolute swimming ban, or the mandatory boating PFD (life jacket) policy constitutes a critical safety violation and will result in immediate removal from the property and potential termination of rental or lease agreements without a refund.

### Weapons, Hunting, & Fireworks

- **Weapons Ban:** In alignment with the *Hartwick College Code of Community Standards*, the possession, carrying, or discharge of firearms, ammunition, airsoft/bb/paintball guns, archery gear, or knives with blades over 3 inches is strictly prohibited on all Pine Lake grounds, trails, and facilities.
- **Hunting & Poaching:** The hunting, trapping, harming, or harvesting of wildlife, flora, fauna, or minerals on Pine Lake property is illegal. Any unauthorized hunting or poaching will result in immediate law enforcement intervention and a permanent ban from the property.
- **Fireworks:** The possession, storage, or use of fireworks, pyrotechnics, or explosives of any kind is strictly prohibited anywhere on campus.

## Enforcement & Administrative Action

Failure to adhere to any policies outlined in this handbook or the *Hartwick College Code of Community Standards* undermines the safety and mission of our community.

- **For Visitors and Renters:** Violations will result in administrative action, including immediate removal from campus, the revocation of facility rentals or organizational memberships without a refund, financial liability for property damages, and a permanent ban from the Pine Lake property.
- **For Student Residents:** Violations will result in immediate referral to the Office of Community Standards and may impact residential eligibility.

## Appendix A: Forms

The Hartwick College – Pine Lake Campus Handbook serves as the primary guide for balancing environmental stewardship with the expectations of collegiate life. While this handbook outlines the unique daily operations of the Pine Lake campus—including its sustainability initiatives, 'Leave No Trace' ethics, and specialized residential requirements—it functions as a direct extension of the Hartwick College Code of Community Standards. All students, visitors, and renters are held to the behavioral and safety benchmarks established by the College, with particular emphasis on maintaining a drug-free environment and responsible alcohol use. To ensure these standards are met, the campus utilizes a mandatory three-form compliance system: the Fire Permit for safety-regulated outdoor fires, the Event Registration Form for organized gatherings and facility use, and the Alcohol Use Form to designate a responsible sober party for events. Together, these documents and forms provide a framework for a safe, respectful, and sustainable community that honors both the natural integrity of the lake and the educational mission of Hartwick College.

## Fire & Event Notification Form (Combined)

This form is required for any outdoor gathering or campfire to ensure the Pine Lake Staff and Campus Safety are aware of activities for emergency response purposes.

### APPLICANT INFORMATION

- **Host Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_
- **Status:**  Resident  Day Visitor  Renter  Faculty/Staff
- **Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### EVENT DETAILS

- **Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ to \_\_\_\_\_
- **Specific Location:** \_\_\_\_\_  
(e.g., Lower Field Fire Pit, Lodge Porch, etc.)
- **Estimated Attendance:** \_\_\_\_\_ (Attach Guest List if >10 people)

### FIRE SAFETY AGREEMENT

- I have received/read the kiln-dried wood policy.
- I have a designated means to extinguish the fire (water/extinguisher).
- I agree to never leave the fire unattended.
- **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Pine Lake Alcohol Use Permit

*This permit must be submitted to the Welcome Center at least 48 hours prior to the event.*

### I. DESIGNATED RESPONSIBLE PARTY

- **Full Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_
- **Affiliation:** [ ] Student Resident [ ] Renter [ ] Faculty/Staff [ ] Guest
- **Phone (Cell):** \_\_\_\_\_ **Email:** \_\_\_\_\_

### II. EVENT SPECIFICS

- **Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Est. Attendance:** \_\_\_\_\_

**III. STATEMENT OF ASSUMPTION OF RESPONSIBILITY** I, the undersigned, hereby declare myself the **Responsible Party** for the group and event listed above. By signing this permit, I agree to the following:

- **Supervision:** I will remain present, on-site, and **sober** for the duration of the event to monitor all alcohol consumption and guest behavior.
- **Age Verification:** I assume full responsibility for ensuring that no person under the age of 21 possesses or consumes alcohol at this gathering.
- **Conduct:** I am responsible for the group's adherence to Pine Lake Quiet Hours (10:00 PM) and the "Leave No Trace" waste diversion policy.
- **Liability:** I understand that **I am personally accountable** for any violations of the *Code of Community Standards* or damages to Pine Lake property resulting from this event.

**Signature of Responsible Party:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Sustainability & Stewardship Agreement

*This third form is a "Sign-Off" for renters and student residents at check-in to ensure they acknowledge the environmental expectations unique to Pine Lake.*

### CAMPUS STEWARDSHIP ACKNOWLEDGMENT

- **LEAVE NO TRACE:** I agree to stay on marked trails and "pack out" all waste to the Lodge bins.
- **WASTE DIVERSION:** I have been shown the difference between Landfill, Recycling, and Compost bins and agree to sort my waste.
- **ENERGY:** I agree to maintain my thermostat at **68°F or lower** and turn off all lights when leaving.
- **FACILITIES:** I understand that I am financially responsible for any damage to College property and will report issues immediately via the Work Order system.
- **SUBSTANCES:** I acknowledge that marijuana is **strictly prohibited** on campus property regardless of state law.

[ ] **LIABILITY & FACILITIES:** I acknowledge that Hartwick College is not liable for personal injury or personal property loss/theft during my stay. I agree to indemnify the College as outlined in Section IX, accept financial responsibility for any damages to the property, and will report maintenance issues immediately.

Name: \_\_\_\_\_ Cabin/Group: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pine Lake Fire Permit

*This form is for individual or small group campfires in designated pits. It focuses strictly on NYS Fire Code and Hartwick safety compliance.*

### APPLICANT INFORMATION

- **Host Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_
- **Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Start Time:** \_\_\_\_\_ **Estimated End Time:** \_\_\_\_\_

### SAFETY CHECKLIST & AGREEMENT (Initial each)

- \_\_\_\_ I have confirmed there is no active NYS Burn Ban for this date.
- \_\_\_\_ I will use **only** provided kiln-dried wood (No gathering forest wood).
- \_\_\_\_ I will maintain a 5-foot "combustible-free" zone around the pit.
- \_\_\_\_ I will remain at the fire until it is fully extinguished (cold to the touch).
- \_\_\_\_ I have a dedicated water bucket or extinguisher on site.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Pine Lake Event Registration Form

Required for any organized gathering (6+ people), workshops, or use of public spaces (Lodge, Vaudevillian, etc.).

### EVENT OVERVIEW

- **Event Name:** \_\_\_\_\_
- **Sponsoring Dept/Group:** \_\_\_\_\_
- **Anticipated Attendance:** \_\_\_\_\_ (**Attach Guest List**)
- **Space Requested:**  Lodge  Vaudevillian  Lakeside Classroom  Fields

### COMMUNITY STANDARDS ACKNOWLEDGMENT

- **Substances:** I acknowledge that Pine Lake is a drug-free campus and marijuana is strictly prohibited.
- **Alcohol:**  No Alcohol  Alcohol Requested (Requires separate *Alcohol Use Form*)
- **Noise:** I agree to adhere to 10:00 PM Quiet Hours.
- **Stewardship:** Our group will perform a "Leave No Trace" sweep and sort all waste into Recycling, Compost, and Landfill bins before departing.

**Responsible Party Signature:** \_\_\_\_\_