

# AFFINITY HOUSING

LIVING GUIDE

Office of Residential Life



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## Introduction

This Living Guide includes general policies, procedures, and information pertaining specifically to Albright College Affinity Housing.

Each student is responsible for knowing and understanding the information contained in this guide and in the [Community Living Guide](#). We ask that you take the time to thoroughly read the Affinity Housing Community Living Guide in its entirety and refer to it as a convenient resource.

Sincerely,

The Office of Residential Life

## Non-Emergency Protocol

Should non-emergency issues arise please contact:

Vittoria Flick

Lead Resident Assistant for Affinity Housing

Email: [vittoria.flick001@albright.edu](mailto:vittoria.flick001@albright.edu)

Non-emergency Example:

- A broken cabinet
- Housemate conflict (in most cases)

Utilize the Facilities Service Request form, found underneath the "Facilities Services & Operations" Albright Page, by placing a work order for non-emergency facilities issues.

## Emergency Protocol

In the event of an emergency immediately contact:

Public Safety

Phone: (610)-921-7670

An emergency is one of the following:

- Immediately threatening to life, health, property, or environment
- Has already caused loss of life/health, or severe property/environmental damage
- Has a high probability of escalating to cause immediate danger to life/health or damage to property/environment

Examples:

- Medical Attention
- No Heat or A/C
- Flooding

Please be sure to report all issues that may arise in a timely fashion and to the appropriate personnel.

## Processes

### HOUSING INSPECTIONS

Monthly housing inspections conducted by Residential Life.

### BREAKS & HOLIDAYS

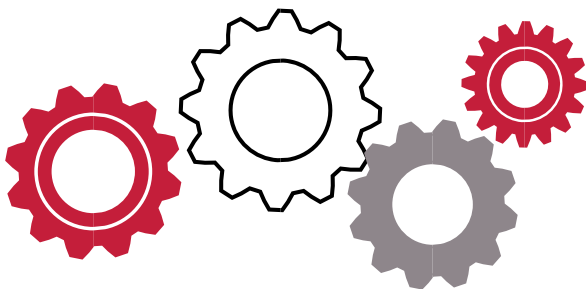
All Affinity House residents are permitted to stay on-campus during breaks and for holidays in which the campus is typically closed.

### HOUSE MANAGER DUTIES

- Room condition reports
- Biweekly walk-throughs with the Lead RA

### DEPOSITS

Affinity Housing security deposit for the amount of \$300 will be charged to your student account and refunded post-checkout. Any damages within the house may alter the refund amount.



## Utilities

### Waste Disposition by Republic

Trash days: Monday & Friday

Recycling: Friday

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### Electrical by MetEd

Please report outages to Public Safety first  
by calling 610-921-7670

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### Gas by UGI

Please report outages to Public Safety first  
by calling 610-921-7670

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### Internet/Cable by Comcast

Please report issues to Comcast  
by calling 1-855-638-2855

## Programming

Each Affinity House theme is required to facilitate two programs per semester. Please see the [Community Living Guide](#) for guidelines on number of visitors allowed.

## Mail

Postal and Parcel deliveries to the affinity house address is not permitted. Students must have delivery sent to their student mailbox in the Student Center.

## City of Reading Trash Bin Regulation

The City of Reading has a law stating that all residential properties within the city limits, are required to store the trash receptacles in the back of the house on non-trash days. In the event the City of Reading issues a citation for violating this policy within your house, the residents of the house will split the fine amount based on the number of residents within the house.



thank  
you

Thank you for taking the time to read and adhere to Affinity Housing Community Living Guide

If you have any comments, questions, or concerns do not hesitate to contact our office.

We appreciate your involvement in Affinity Housing. Best wishes from the Office of Residential Life for a happy and successful 2020-2021 academic year!

Sincerely,

The Office of Residential Life