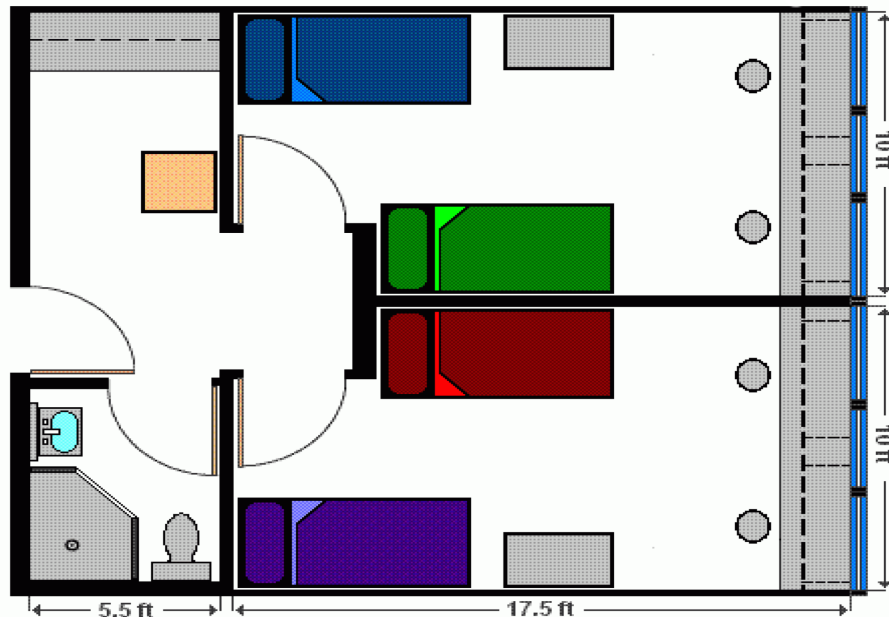




We are excited to share our space with you, and hope your stay will enhance your experience this summer. Please read on for helpful information about our facilities to help you understand our community expectations.

Schottenstein Residence Hall Layout



Features: Community kitchen, and furnished open lounge community space with couches, table, and entertainment stand. Bedrooms include extra-long twin beds, desk, desk chair, wardrobe and dresser. The building includes a 24 hour fitness center and no-cost laundry facility. Each suite consists of two bedrooms, a common area and one shared bathroom.

Recommended Items to Bring: Cookware, plate ware, utensils, laundry supplies (pods not recommended), and bathroom needs including hygiene items and bathroom mats.

Front Desk: Hours vary based on what groups we have on campus. At the least, the desk will be staffed from 4 p.m. – 8 p.m. and Midnight – 8 a.m. Trash bags and toilet paper are available at no charge at the front desk. Schottenstein Front Desk 614-222-3240.

Keys: Your key card, mailbox key, and room key are important to your protection and the safety of all residents and guests. Please carry them with you at all times. They are for your use only. Never loan them to anyone. Should you lose your key card or any key, stop by the front desk right away to report it and to get a replacement. **Replacement charges:** Apartment Key Card \$50, Mailbox Key \$50, Bedroom Key \$100.

Parking: Parking is available in 3 designated lots surrounding DSA or in the lot outside of Kinney Hall.



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Internet Login: You can access the community wifi by connecting to GUESTNET/GUESTNET1 and using the password 144yearsofinspiration. If you need to connect devices like Smart TVs, Rokus, Amazon Fire or Echo, or gaming consoles, you can connect to GUESTNET1 with the guest password.

Mail & Packages: Mailboxes are in the first floor lobby area. Incoming mail should have a complete mailing address – see below. Mail will be distributed by 4 p.m. Monday – Friday (excluding holidays). CCAD cannot assume responsibility for lost or stolen items. We do collect stamped outgoing mail at the front desk; however it will not go out until the following afternoon. Packages are available for pick while the front desk is open.

Address: Your Full Name
Group Affiliation
Schottenstein Residence Hall **Room #, Bedspace**
95 N.9th St.
Columbus, OH 43215

Maintenance Requests: You will get best results if you personally complete the on-line request form at: <https://www.ccad.edu/form/maintenance-request-form>. If you need assistance, our front desk staff can help!

Do you have a maintenance request or concern? Any custodial needs?

Just scan the QR code below from your mobile device, or enter the web address into your browser, fill out the form and hit submit!

The more details you can include the better, and pictures always help!



Trash: Waste cans are provided in each room and trash liners are available upon request at the front desk. Trash should never be set outside the door of an apartment or suite.

Quiet Hours: CCAD expects a peaceful, quiet environment in residence halls at all times. Designated quiet hours are between 10 p.m. and 8 a.m. Sunday through Thursday and midnight to 8 a.m. Friday through Saturday. **However, all noise should be kept at a**



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minimum level in consideration of others.

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Prohibitions & Results: CCAD facilities are smoke free and e-cigarette free. Smoking is only permitted outside and in designated smoking areas. (Evidence of smoking in the residence hall may result in additional charges or eviction.) Consumption of alcoholic beverages **within private residence hall units (not in the hallway) is permitted for those of legal drinking age** but must comply with CCAD residence hall policies. (Violations may result in eviction.) The unlawful use, possession, distribution, or sale of drugs and drug paraphernalia is prohibited on the premises of CCAD. (Violations may result in eviction.) The use or possession of firecrackers, fireworks, ammunition, firearms, or any dangerous ordinance is prohibited. (Violations may result in eviction.) Due to health and safety reasons, the following are not permitted: candles, incense, toaster ovens, hot plates, pets and weapons. (Violations may result in additional charges or eviction.)

CCAD will confer with the coordinators of College Preview regarding all violations.

Windows: Nothing should come out of your window at any time. This includes, but is not limited to, keys, water balloons, food, cans, bottles, flags, signs, and persons. This applies to throwing or spitting objects and liquids, as well as causing them to fall.

Postings: No item, including flags, signs, and banners, may be attached to public areas of any CCAD residence hall without written approval from the Office of Residence Life. At no time should items be hung on windows within the common areas of the residence halls.

In case of emergency, call CCAD Safety & Security at 614-222-6165.

Fire Emergencies: In case of a severe weather emergency or a tornado warning, a local emergency siren will sound. **(This siren is tested every Wednesday at noon).** In case of fire, residents should set off a fire alarm to evacuate the building. False alarms or tampering with fire-safety equipment is grounds for eviction. ALL residents must quickly leave through the nearest exit or stairwell and gather in the Quad. Do not attempt to smother the fire or use fire extinguishers. Elevators **MUST** never be used in a fire emergency. CCAD staff will provide further instructions and indicate when it is safe to return to normal activities.

Weather Emergencies: Your primary tornado safety zone is in the ground floor hallway outside the residential spaces on that floor, as well as in the stairwell at the end of that hall. Security will ensure those doors are open for you. Your secondary location, should the ground floor be far from where you are, are the hallways (not the lounge areas) of each floor. Do not go to the basement lounge area. Your third option, should the first two not work for you, is to huddle in the common area of your suite. Just be sure to close the bedroom doors since there are windows in the rooms.



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Damages: College Preview is responsible for the cost of all damages and losses beyond normal wear to buildings, facilities, equipment, furniture, etc. (CCAD will provide a list of participants who caused the damages or losses to the coordinators of College Preview.)

Move Out: At move out, you should remove all belongings and give your ID card and room key to the front desk. You must make sure your room is “near move-in” condition. You must move out of the building on the pre-arranged date. Your stay cannot be extended. Failure to be out by the date will result in a billing of \$100 per 12 hours over your set move out.

If you have any questions, or concerns, please contact the CCAD Residence Life & Housing Staff by emailing housing@ccad.edu.