

## ROME CAMPUS INFORMATION GUIDE

### FACILITIES

#### Security Desk (entrance first floor)

- A security guard is stationed at the security desk 24/7. Please note that the security guard may be away from the desk for up to 5 minutes to attend to other matters, but generally, is always at the desk. For emergencies after business hours, please see the security guard.
- All residents or authorized campus users must always present their SJU Rome ID card to the security guard whenever they enter the building.
- Please use your ekey to open the sliding doors when entering or exiting the building.

#### Administrative Offices (2<sup>nd</sup> Floor)

- Generally, a staff member is available Monday to Thursday from 9:30 AM to 5:30 PM, and Friday from 9:30 AM to 3:00 PM (\*\*offices might be closed on Fridays during summer sessions\*\*).
- Assistance is provided for the following:
  - Laptop troubleshooting & Maintenance (office 206)
  - Information about Rome, excursions, & the Residence Hall (office 208)
  - Academics and Short-term Programs, Information about Rome, excursions (office 207)

#### Reception (2<sup>nd</sup> floor) Office 209 (across from the elevator) – open Monday to Friday. You can check the updated hours on the office door.

- All mail delivered to the university is kept in Reception.
  - Recipients are responsible for picking up their mail from the Reception office as soon as possible. The recipients will receive an email from Reception staff when they have received a package or paper mail items.
  - Should a package that requires a delivery payment arrive, we will email the recipient to communicate the cost. The package courier will return within the next 24 to 48 hours to redeliver the package, so the recipient must leave the appropriate amount (delivery personnel do not make change, so please leave the exact amount required) with the Reception office staff in cash with a copy of your identity document so that when the package is delivered a second time, St. John's can pay the required delivery fee and accept the package.
  - **St. John's University, Rome Campus, assumes no responsibility for mail items that are not retrieved in a timely manner and are eventually discarded or returned to sender.**
- Residents may freely check out various cleaning supplies. Bring your SJU Rome ID card when checking out supplies, and you will be able to retrieve it upon the return of the items. This service is only available during Reception's open hours.

#### Resident Assistants (3<sup>rd</sup> and 4<sup>th</sup> floor)

- Resident Assistants are located throughout the 3<sup>rd</sup> and 4<sup>th</sup> floors.
- You can call the RA number, (+39) 331 469 4745, between 8am-11pm every day for general assistance or questions and from 11pm-8am every evening for emergency assistance only. For emergency assistance outside of business hours, residents can also go to the Security desk on the 1<sup>st</sup> floor or call the Rome campus emergency cell (+39) 331 469 4745 when off campus.

#### Computer Lab (2<sup>nd</sup> Floor) Room 215N - open 24/7

- Computer Lab Log-On Information:
  - SJU Students: Use the St. John's University username and password you would use on the New York Campus.

- Visiting Students: Each student will be provided with a specific username and password, which will be provided at check-in.
- Wireless Internet Access:
  - You can log in to the SJU- Mobile network using your SJU email information or the login credentials provided to you upon check-in.
  - Wireless internet can be accessed from anywhere on campus. The wall jacks for WiFi in the Residence Hall are not active.
- Computer Lab Printing Policies:
  - Printing is for academic purposes only
  - Please be considerate when you print: conserve paper and ink

#### **Kitchenettes** (3<sup>rd</sup> Floor & 4<sup>th</sup> Floor)

- Common area kitchenettes are open 24/7. Please be respectful of noise after hours.
- Permanent markers and labels can be found on the refrigerator. Please put your name and date on any items in the refrigerator. SJU administrators may throw out food that is unlabeled or stored improperly.
- Remember to sanitize or wash your hands before you touch anything.
- Please note that refrigerators will be routinely cleaned. All items found in the refrigerator during cleanings will be disposed of, but advance notice will be provided via email and signage.

#### **Kitchens** (3<sup>rd</sup> and 4<sup>th</sup> Floor: rooms 307, 407, and 4K-1N in between rooms 438 and 439)

##### Kitchen rules (open 7am-11pm daily)

- The kitchens are for the use of all residents, but usage is a privilege. **Misuse of the kitchen will result in a suspension of kitchen privileges.**
- To use one of the kitchens, a resident must sign out a 30-minute time slot at the security desk but may reserve up to 3 time slots back-to-back (1.5 hours max per day).
- When it is the time of your reservation, the resident will provide their ID to security to retrieve the key and will receive their ID back when returning the key. With the key, the resident can open the kitchen, cook, clean, close the window, lock the kitchen, and return the key before the reservation time has expired. Students must vacate the kitchen even if they have returned the key.
- If you find the kitchen unclean or damaged at the beginning of your shift, please scan the QR code in the kitchen to fill out the kitchen condition report form.
- Loss of a kitchen key is a \$100 fine.
- Each resident is allowed to use a kitchen for a maximum of 1.5 hours in a row.
- No resident is allowed to reserve and/or use the kitchens for more than a combined total of 5 hours a week.
- It is each resident's responsibility to clean all dishes, pots and pans, cooking materials and the stove after use. Residents are also responsible for cleaning up any spills on the floor, table, and all other furniture.
- Residents are responsible for providing their eating materials (plates, forks, knives, spoons and cups).
- No cooking materials (pots, pans, cutting knives, cutting boards, large spoons, etc.) may be removed from the kitchens.
- **Failure to follow the kitchen rules and procedures will result in suspending one's kitchen privileges. Cleanliness will be taken very seriously.**

#### **Laundry Room** (Room 322 and 472)

- Laundry is €2.20 to wash and €2.20 to dry. Residents must purchase their detergent.
- Avoid overloading the machines as the clothes will not come clean, and it may cause damage to the machines. For any maintenance problems or machine malfunctions, scan the QR code on the wall and submit a ticket.
- Laundry room 472 is open from 7am to 10:30pm Monday-Saturday and 10am-10:30pm on Sunday. Laundry room 322 is open 24/7.

#### **Study Room** (1<sup>st</sup> Floor) - *open 24 hours/day for residents*

#### **Student Lounge/Map Room** (1<sup>st</sup> Floor) - *open 24 hours/day for residents*

#### **Courtyard** (1<sup>st</sup> Floor) - *open 24 hours/day for residents, no sunbathing allowed, please be respectful of noise*

## RESIDENCE HALL RULES AND REGULATIONS

### General Conduct

Residents and guests are expected to treat the facilities and each other with the utmost respect. Residents are expected to act maturely and responsibly at all times. Only use emergency exits in emergencies, and do not attempt to access the roof.

### Noise

*Quiet Hours are from 11:00 PM to 8:00 AM*

*Courtesy hours are 24/7. Excessive noise will not be tolerated.*

Be respectful and keep your voice to a whisper in the halls during quiet hours because it will carry.

Please avoid shouting, screaming, running, loud music, and other disruptive behavior at all times.

### Alcohol

1. Students who are 18 years old or older are permitted to have a quantity of alcohol for personal consumption limited to one (1) six-pack of beer, mixed seltzer, or cider OR one (1) bottle of wine. Hard liquor or grain alcohol are prohibited.

2. Mass and expedited alcohol consumption containers, contraptions and games are prohibited from University housing (buildings, suites, apartments, bedrooms, bathrooms, common areas). These items include, but are not limited to kegs, beer balls, funnels, boxed wine, beer pong tables, drinking game paraphernalia, and other large quantities of alcohol.

3. Alcohol consumption or having open containers in most common spaces of University locations abroad is prohibited including, but not limited to classrooms, computer labs, study areas, lounges, laundry rooms, elevators, administrative offices, public bathrooms, trash rooms, hallways, etc.

4. Alcohol consumption is permitted in the courtyard, bedrooms, and kitchens.

5. Empty alcohol bottles, cans, etc. must be disposed of in a trash room or proper receptacle and should not be left idle in student rooms or courtyards for extended periods of time as they present a cleanliness hazard.

6. Alcohol may not be stored in shared refrigerators.

7. Public intoxication is prohibited. Behaviors that are exacerbated by the use of alcohol and become problematic will be addressed by University personnel, and/or through the Office of Student Conduct.

### Drugs

Under no circumstance are drugs allowed anywhere on St. John's University Rome campus property. This includes drug paraphernalia or evidence of drug use, including any kind of marijuana product. Sanctions for violating this policy may include fines (\$100-\$300+), expulsion from the residence, expulsion from St. John's University, and/or legal sanctions.

### Smoking

Smoking and vaping are prohibited on all St. John's University Rome campus property, including rooms, hallways, bathrooms, classrooms, courtyard, and the entranceway.

### Furniture

Furniture provided by the University may not be moved, removed, dismantled, or otherwise altered. Residents will be billed for any missing and/or damaged furniture. Furniture may not be moved between rooms. Lounge furniture may not be removed from the lounge areas. Clothing lines may not be hung inside rooms and/or strung across furniture.

### Windows

Please do not hang anything from your window sill or window safety bar. Do not put anything on your exterior window sill, as items could potentially fall off and seriously injure a passerby below on the street or in the internal courtyard, causing severe personal or property damage. It is prohibited to drop, throw, or pour any items out of campus windows. Always close the windows when you leave a room to prevent damage from occurring.

### Linens

All residents are provided with 1 top sheet, 1 bottom sheet, 1 blanket, 1 towel, and 1 pillowcase upon arrival. Linen exchanges are provided only to extended-stay programs.

### Prohibited Items

Residents are prohibited from utilizing/possessing the following items in their rooms: hot plates, grills, microwaves, and other similar items. The use of sporting equipment within the building is also prohibited. These items are prohibited for both health and safety reasons.

## Decorations

Residents must refrain from hanging any decorations on the walls or the doors. The use of tacks, nails, tape, glue, or tabs to hang items is strictly prohibited. Candles, incense, and other similar items are not allowed anywhere in the building. Clothing lines may not be hung inside rooms and/or strung across furniture.

## Remote Key and Identification Card

- Rome Campus Remote Key: Allows Residents to access the building and enter their rooms. Residents must use the Remote Key to open the front doors of the building, operate the elevator to access the 3<sup>rd</sup> and 4<sup>th</sup> floors, and at the 3rd-floor landing where there is a security door.
- Identification Card: **All residents must present their SJU Identification Card to the guard at the front desk before entering campus space.** SJU administrators can ask for your Rome Campus ID at any time.
- A resident should report a lost or stolen Remote Key or I.D. card immediately to the front desk guard, the Residence Hall Director, or the Resident Assistants and fill out the related form at security. The cost of Remote Key replacement is \$75, and I.D. card replacement is \$25.
- All residents are responsible for maintaining their I.D. and Remote Key. You may not lend your ekey to anyone else. All residents must return the specific remote key that they were given upon their arrival in person to the RHD or security guard before their departure. Failure to do so will result in a \$100 fine.

## In-room Heating/Air Conditioning and lights

- Heat and air conditioning for each room can be controlled by a panel on the radiator/AC unit in each room. When using heating or AC, residents are asked to keep the window closed. When opening a window, please turn off heat or AC to save energy.
- Residents are asked to please turn off all lights when out of the room to save energy.

## Rome Campus Visitation Policy

- Residents are allowed up to two (2) visitors at any given time. Visitors must sign in at the front desk by presenting a valid form of state-issued photo ID (passport, driver's license, etc.). Resident ID cards will not be accepted as a valid form of ID.
- Guests may be signed in anytime between 7am and 11pm. All guests must leave by midnight. No overnight guests are permitted. Guest must be with their host at all times.

## Room Power Outlets

- Only use simple plug adapters, not power converters, because they can blow a fuse or damage your appliance.
- Voltage in the EU is 220-240, so make sure your device can support this voltage without the use of a power converter (generally, laptop/smartphone chargers support 100 to 240 volts).
- Any US-specific appliance rated 110-115volt will be damaged and may cause damage to the building's electric system. Never use 110-115V rated devices on campus. If in doubt, ask maintenance or IT tech support.

## Pets

Students and faculty, both residents and non-residents and guests, are prohibited from bringing animals, including pets, into the building.

## Luggage Storage

We do not permit luggage or any other personal effects to be stored anywhere on campus outside of the resident's assigned room. Non-residents are not permitted to store luggage or personal effects on campus at any time, and residents cannot store luggage after their program has ended, in their room or on campus.

## Maintenance

Maintenance requests can be mailed to [maintenance.rome@stjohns.edu](mailto:maintenance.rome@stjohns.edu). For emergencies outside of business hours, please report problems immediately to the security guard or the RA on duty, (+39) 331 469 4745.

**Report an issue here for maintenance, IT, or the laundry machines!**



## ST. JOHN'S UNIVERSITY RECYCLING POLICY

All residents are asked to comply with national Italian recycling laws. In the common areas there are 5 designated recycling and trash bins for: **compost and organic waste**, **glass**, **plastic bottles**, **plastic packaging and metal cans**, **non-recycling and trash**, and **paper and cardboard**. When cooking in the common areas or kitchens on the 3<sup>rd</sup> or 4<sup>th</sup> floor, please use the designated trash and recycling bins appropriately. Likewise, designated recycling and trash bins are on the 1<sup>st</sup> and 2<sup>nd</sup> floor.

All personal resident trash and recycling is the responsibility of each resident and must be properly disposed of in the designated trash and recycling bins found on the corner of Via Marcantonio Colonna and Via dei Gracchi (when exiting the university, take a left and the recycling and trash dumpsters are on the corner). Residents MAY NOT leave their trash or recycling in common areas or outside their room for university cleaning staff to dispose of. Residents who do not comply with this university procedure may be subject to university-applied sanctions or monetary fines.

Moreover, failure to comply with recycling regulations outside of the university building may result in a **municipal** fine of €100 per improperly disposed item. Municipal Italian trash and recycling officials monitor trash and recycling traffic in the city.

Extra trash bags are available in reception, room 209.

## SAFETY/EMERGENCY INFORMATION

### Fire Safety Procedures

- If the fire alarm sounds, the occupants of the building must evacuate the residence hall **IMMEDIATELY** unless they are unable to because of hazardous surroundings. Note that the alarm only sounds if a fire has been discovered.

### General Emergency Procedures

#### On Campus:

- If an emergency occurs on campus, contact the security guard at the desk (x99). Security guards are professionally trained to help protect and assist residents in the event of an emergency.
- Or the Rome campus RA emergency cell (+39) 331 469 4745

#### Off-Campus:

- Rome campus Admin emergency cell (+39) 335 617 5054
- Front desk security (+39) 06 393 842 99
- SJU Public Safety in New York (+1) 718 990 5252
- Residents should call an administrator or other emergency services only when life-threatening emergencies exist. All non-threatening conditions should be handled during normal business hours.

### Local Emergency Services Phone Number: 112

### Emergency Procedure in the Event of an Earthquake

- If you are near an exit, leave the building immediately.
- If you aren't near an exit, seek shelter under/near a solid structure (an interior wall, corner of the room, a desk or table) then once the shaking has stopped, calmly leave the building via an emergency exit route, not the elevator.
- If an earthquake occurs during the day or at night, only use the emergency fire escapes to leave the building.
- Always keep to the sides of the corridors and staircases; do not stand in the center of large rooms.
- Once outside, stay away from any buildings. Find an open area away from any overhead power lines, and wait there until the earthquake stops.
- Do not wait for any signals or cues to start evacuating the building.
- Those in charge may alert those around them to evacuate, but they will not alert residents in rooms.
- If the earthquake is strong, wait for the shaking to stop, then check to see if the emergency escape routes are clear and usable before leaving the building.
- If the building is badly damaged and the emergency escape routes cannot be used, wait for help and don't do anything that could cause further collapses.

## NEIGHBORHOOD

### Banks / ATMS

- Mediobanca Premier, Via Pompeo Magno 25
- UniCredit Banca di Roma, Piazza Cola di Rienzo 68
- BNL, Via dei Gracchi 122

### Fast Food / Pizza

- Vero, Via Marcantonio Colonna 30
- Mondo Arancina, Via Marcantonio Colonna 38
- Grekos, Via dei Gracchi 282
- Gelarmony, Via Marcantonio Colonna 34
- Mastrogusto, Via dei Gracchi, 193

### Grocery Store

- Pewex, Via Fabio Massimo 35
- Pewex, Piazza Cola di Rienzo 86C
- Castroni, Via Cola di Rienzo 196

### Home Goods Store

- Risparmio Casa, Via dei Gracchi 217
- Kasanova, Via Fabio Massimo 11
- Zara Home, Via Cola di Rienzo 225

### Post Offices

- Viale Giuseppe Mazzini 101
- Roma 5, Via Virgilio 1/B

### Luggage Storage

- Bounce Luggage Storage, see <https://usebounce.com/> for all Rome locations (24/7)
- Leave your baggage, Via degli Scipioni, 65 (9am-8pm)

### Pharmacy

- Farmacia Fabio Massimo, via Fabio Massimo, 78
- Farmacia Ricci, Piazza Cola di Rienzo, 31

### Public Transportation

- Metro: Lepanto on Line A, located at the corner of Via Marcantonio Colonna and Viale Giulio Cesare.
- Buses: 30/70/81/87/280 (Via Marcantonio Colonna), 81 (Piazza Cola di Rienzo)

### Taxis

- There is a taxi stand located across the street near the bus stop, and at Pizza Cavour.
- Taxi service call numbers: 06-3570; 06-4994; 02-5353
- Taxi apps: FreeNow, ITTaxi, Uber (only black)

For more information about our recommendations visit [sjurome.com/information-forms](https://sjurome.com/information-forms) or check the hand-out stand in front of the elevator on the 2nd floor