

ROME CAMPUS INFORMATION

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 at a time to attend to other matters, but generally, is always at the desk. Please see the security guard for any and all emergencies if an administrator cannot be located or if it is after business hours.
- All residents or authorized campus users must always present their SJU Rome ID card to the security guard every time they enter the building.

Administrative Offices (2nd Floor)

- Generally, a staff member or graduate assistant is available Monday to Thursday from 9:00 AM to 6:00 PM and Fridays from 9:30AM to 5:00 PM (**offices closed on Fridays during summer sessions**).
- Assistance is provided for the following:
 - Laptop troubleshooting (with Rome campus)
 - Information about Rome and excursions
 - Other needs / issues

Reception (2nd floor) Room 209 (across from elevator) – open Monday to Thursday, 8:30am to 6:30pm and Friday, 10am-4pm

- All mail delivered to the school is kept in Reception.
- Residents are responsible for picking up their mail from the Reception office. St. John's University students and staff will receive an email from a Graduate Assistant when they have received a package, but not when they have received a letter. For all non-St. John's University program participants, a notification will be sent to the program leader. This program leader is responsible for communicating the package delivery information to their appropriate student.
- Should a package arrive that requires a delivery payment, the Graduate Assistant will email the recipient or group leader to communicate the cost. The package courier will return within the next 24 to 48 hours to redeliver the package, so it is imperative that the recipient leave the appropriate amount (delivery personnel do not make change so please leave the exact amount required) at the security desk so that when the package is delivered a second time, St. John's can pay the required delivery fee and accept the package.
- Residents are welcome to check at Reception directly for their mail any time. **St. John's University, Rome Campus, will hold all unclaimed mail for you for one (1) semester following your departure from the Rome Campus at the end of your program. After such time, all mail and packages will be discarded.**

Residence Director and Resident Assistants (3rd and 4th floor)

- The Residence Director has an apartment in room 324 on the 3rd floor. The RD is available during business hours for all questions and available 24/7 for emergencies only.
- Resident Assistants are located throughout the 3rd and 4th floors. The RA duty schedule and RA room locations can be found on the bulletin board between the 2nd and 3rd floor or on the RA doors. 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 go to the Security desk on the 1st floor or call the Rome campus emergency cell (+39) 331 469 4745 (see SAFETY/EMERGENCY INFORMATION on page 4 for more details).

Computer Lab (2nd 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 can be picked-up at the Security Desk
- Wireless Internet Access:
 - Official St. John's University issued laptops automatically connect to the wireless server.
 - For all other personal non-St. John's University laptops and other wireless devices please consult with a STJ administrator about registering for WiFi.
 - Wireless internet can be accessed from anywhere on campus. THE WIRED NETWORK SOCKETS IN YOUR DORM ROOMS ARE NOT FUNCTIONAL.
- Computer Lab Printing Policies:
 - Printing is for academic purposes only
 - Please be considerate when you print: conserve paper and ink

Common Areas with Microwaves and Refrigerators (3rd Floor & 4th Floor)

- Common Areas are open 24/7.
- Permanent markers and labels can be found next to the refrigerator. Please put your names and a date on any items you put in the refrigerator. Food that is unlabeled or stored improperly may be thrown out by SJU administrators.

****PLEASE NOTE THAT REFRIGERATORS WILL BE ROUTINELY CLEANED. ALL FOOD FOUND IN THE REFRIGERATOR DURING CLEANINGS WILL BE DISPOSED OF. ADVANCED NOTICE WILL BE PROVIDED BEFORE CLEANING VIA EMAIL AND SIGNAGE. DO NOT LEAVE FOOD IN THE REFRIGERATOR DURING THIS PERIOD IF YOU DON'T WANT IT THROWN AWAY.****

Kitchens (3rd and 4th Floor: rooms 307, 407, and in between rooms 438 and 439)

Kitchen rules

- The kitchens are for the use of all residents.
- The kitchens are open for use from 7am to 11pm daily.
- To use one of the kitchens, a resident must sign-out a 50 minute time slot at the security desk.
- The resident who signs-up to use that kitchen is responsible for retrieving that kitchen key from security, opening that kitchen, cleaning that kitchen after use, locking that kitchen, and returning that key within the allotted 50 minutes. Students must vacate the kitchen regardless of whether or not they have returned the key.
- Loss of a kitchen key is a \$100 fine.
- Each resident is allowed to reserve a kitchen in advance for THREE 50-minute periods. Also, for an additional TWO times, a student may go down to the security desk and check the kitchen reservation log and if a kitchen is free at the start of the hour, the student may use that kitchen for the next 50 minutes. **In total, a student is allowed to use the kitchen 5 times per week.**
- No student is allowed to reserve and/or use either of the kitchens more than a combined total of 5 times per week.
- All residents who sign-up to use a kitchen must check-in at the security desk before using that kitchen.
- 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.
- Students are responsible for providing their own 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 the suspension of one's kitchen privileges.

Laundry Room (Room 322 and 472)

- Laundry is 2€ to wash and 2€ to dry. Residents must purchase their own 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 email maintenance.rome@stjohns.edu.
- Laundry room 472 open from 7am to 10:30pm daily. Laundry room 322 open 24/7.

Library (1st Floor) - *open 24 hours/day for residents*

Television Lounge (1st Floor) - *open 24 hours/day for residents*

Courtyard (1st Floor) - *open 24 hours/day for residents, no sunbathing allowed*

RESIDENCE RULES AND REGULATIONS

Unauthorized Areas:

Emergency Exits
Roof Structures

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.

Noise

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

Excessive noise will not be tolerated.

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

Alcohol and Drugs

Under no circumstance are drugs or alcohol allowed anywhere on St. John's University Rome campus property. This includes empty alcohol containers, drug paraphernalia or evidence of drug or alcohol 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. **St. John's University program students under the age of 21 are expected to not consume alcohol in any capacity for the entire duration of their program.**

Smoking

Smoking is 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.

Always close the windows when you leave a room to prevent damage from occurring.

Linens

All students are provided with 1 top sheet, 1 bottom sheet, 1 wool blanket, 1 towel, and 1 pillowcase upon arrival. Linen exchanges are provided only to long-term semester and MA/MBA program students.

Prohibited Items

Residents are prohibited from utilizing / possessing the following items in their rooms: hot plates, grills, refrigerators, 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.

Check-In/out

Room Condition Report (issued to residents whose stay is at least 5 weeks)

- The report notes any damage that existed prior to resident arrival, but does not generate a maintenance call.
- Damage found at the end of the term will be charged to residents.

Remote Key and Identification Card

- Rome Campus Remote Key: Allows Residents to access the building and enter their individual rooms. Residents must use the Remote Key to open the front doors of the building, operate the elevator to access the 3rd and 4th floors, and at the 3rd floor landing where there is a security door.
- Identification Card: **All students must present their SJU Identification Card to the guard at the front desk before entering campus space.**
- A resident should report a lost or stolen Remote Key or I.D. card immediately to the front desk guard, the Residence Director, or the Resident Assistants and fill out the related form at security. Cost of Remote Key replacement is \$75 and I.D. card replacement is \$25.
- All Students are responsible for maintaining their own individual I.D. and Remote Key. All students must return their specific Remote Key that they were given upon their arrival in-person to the RD 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, students are asked to keep the window closed. When opening a window, please turn off heat or AC to save energy.
- Students 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.

Room Power Outlets

- Only use simple plug adapters, not power converters because they can blow a fuse or damage your appliance.
- Voltage in EU is 220-240 so make sure your device can support this voltage without the use of a power converter (all laptop/smartphone chargers support 100 to 240volt).
- Any US specific appliance rated 110-115volt will blow the fuse or damage the electrical system and should not be used.

Pets

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

Luggage Storage

Please know we do not permit storage of luggage or any other personal effects 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. For emergency conditions, please report problems immediately to the security guard.

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 and metal cans**, **plastic bottles and plastic packaging**, **non-recycling and trash**, and **paper and cardboard**. When cooking in the common areas or kitchens on the 3rd or 4th floor, please use the designated trash and recycling bins appropriately. Likewise there are designated recycling and trash bins on the 1st and 2nd floor.

All personal student trash and recycling is the responsibility of each individual student 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 school, take a left and the recycling and trash dumpsters are on the corner). Students **MAY NOT** leave their trash or recycling in common areas or outside their room for university cleaning staff to dispose of. Students 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. There are municipal Italian trash and recycling officials who monitor trash and recycling traffic in the city.

Extra trash bags are available in office 208 and can be pick-up during business hours (Monday-Friday, 9am to 5pm *** offices closed on Fridays during summer sessions***).



SAFETY/EMERGENCY INFORMATION

Fire Safety Procedures

- For your safety, all stairway fire doors must be kept closed at all times.
- If the fire alarm sounds, the occupants of the building must evacuate the residence hall **IMMEDIATELY** unless they are unable 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 only call an administrator or other emergency services only when life-threatening emergency situations exist. All non-threatening conditions should be handled during normal business hours.

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 students 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.

Local Emergency Services Phone Number: **112**

NEIGHBORHOOD

Banks / ATMS

- CheBanca!, Via Pompeo Magno 23
- UniCredit Banca di Roma, Piazza Cola di Rienzo 68
- BNL, Via dei Gracchi 122

Fast Food / Pizza

- Vero, Via Marcantonio Colonna
- Mondo Arancina, Via Marcantonio Colonna
- Pizza Colonna, Via Marcantonio Colonna

Grocery Store

- Pewex, Piazza Cola di Renzo 86
- PAM, Via dei Gracchi 139
- 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

Electronic Store

- Elettronica Mazzini, Via Duilio 8-10

Post Offices

- Roma 5, Via Virgilio 1/B
- Roma 29, Via Giuseppe Gioacchino Belli 1

Pharmacy

- Farmacia Ricci, Piazza Cola di Rienzo, 31
- Farmacia Cola di Rienzo, Via Cola di Rienzo 213 (24 hours)

Public Transportation

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

Taxis

- There is a taxi stand located at Piazza Cavour and across the street from the school next to the bus stop.
- Taxi service call numbers: 06-3570; 06-4994; 02-5353
- Taxi apps: FreeNow, ITTaxi

FOR MORE INFORMATION ON DOCTORS, HOSPITALS, RESTAURANTS, NEIGHBORHOOD MAPS, AND TRANSPORTATION IN ROME, CHECK THE HAND-OUT STAND IN FRONT OF THE ELEVATOR ON THE 2ND FLOOR