APPEALS OF DISCIPLINARY DECISIONS

A decision reached by a Hearing Board or through Administrative Action may be appealed by the Respondent to the Appeals Committee. A Respondent who requests an appeal is called the "appellant". An appeal consists of a review of the written record and supporting documents based only on the grounds set forth below. The decision of the Hearing Board or authorized Administrator may be appealed to the Appeals Committee only once and the decision of the Appeals Committee is final.

A. Sanctions Held in Abeyance

Any sanctions imposed by the Hearing Board or through Administrative Action are held in abeyance until the deadline for submission of a Statement of Appeal has passed. Once a student has submitted a Statement of Appeal, his/her sanction(s) will continue to be held in abeyance pending final appeal decision outcome. **Note:** Sanctions are not held in abeyance in instances of Emergency Administrative Actions.

B. Grounds for Appeal

An appeal may seek review only on one or more of the following grounds:

- **Substantial Procedural Error:** The specified procedural error or error in interpretation of University regulations may have substantially affected the hearing such that the Respondent was denied a fair hearing; or the error prevented the person taking Administrative Action from making a fair decision.
- **New Evidence of a Substantive Nature:** New, significant or relevant evidence becomes available that could not have been discovered by a properly diligent Respondent at the time of the original decision and that may have substantially affected the hearing or changed the outcome of the hearing.
- **Substantial Disproportionate Sanction:** The sanction appears to be disproportionate to the level or nature of the offense or the student's prior record.

C. Statement of Appeal

1. Deadline for Submission of Appeal: If a student wishes to appeal a Hearing Board decision or Administrative Action decision, he/she must submit a **Statement of Appeal** within seven (7) calendar days from the date on the Hearing Board Decision Letter or Administrative Action Letter.

    a. Special Deadlines for Students Requesting Transcripts: If a student plans to appeal a Hearing Board decision and he/she desires a transcript of the Hearing, he/she must submit a written **Notice of Intent to Appeal** ***and*** a request for a copy of the Transcript within ***two (2) calendar days*** from the date on the Hearing Board Decision Letter. In such circumstances, the student's **Statement of Appeal** must be submitted within ***seven (7) calendar days*** from the student's receipt of notice from the Office of Student Conduct that the transcript of the Hearing is available for pick up.

    b. Transcript Requests: Only transcripts of the entire hearing will be produced. The Office of Student Conduct will select the transcription service. The cost of the transcript is the responsibility of the appellant. The transcript and all copies of the transcript must be returned to the Office of Student Conduct at the conclusion of the appeal process.

2. Contents of Statement of Appeal: The Statement of Appeal must cite the specific ground(s) for appeal that the appellant would like the appellate body to consider and provide an explanation of why, based on these grounds, the results of disciplinary process should be changed. Any supporting evidence or documentation that is not contained in the original case materials must be attached to the Statement of Appeal. Statements of Appeal must be typed and double spaced. Appellants must also print and sign their names to the Statement of Appeal.

    a. New Evidence: If the appellant seeks an appeal based on the grounds of new evidence, any such evidence must be submitted with the Statement of Appeal. For example, if the appellant seeks to submit new witness testimony, it must be submitted in the form of a written Witness Statement and must accompany the Statement of Appeal. For guidelines on Witness Statements, please see "Witnesses" section on page 16.

3. Submission: Statements of Appeal (and/or Notice of Intent to Appeal, if applicable) should be submitted to the Office of Student Conduct on 5 Leavey. If an appellant's deadline falls during a time in which students are away from the University and/or the OSC/University is closed, appellants may submit Statements of Appeal via e-mail or via fax. E-mails to kasperb@georgetown.edu. Faxes to 202-687-6255.

Board of Zoning Adjustment
District of Columbia
CASE NO.16566
EXHIBIT NO.295A3

D. Other materials submitted to Appeal Committee

1. Copy of Original Case File: The case file will include official documents prepared in connection with the processing of the original complaint, including a copy of the original Hearing Board's or Administrator's Letter of Decision, the audio tapes of the original hearing (if any), and the transcript of the original hearing (if any). Work product of University representatives (including memoranda and notes that they might generate) and correspondence between University representatives and University attorneys shall not be considered part of the case file. The complete case file will be provided to the Appeals Committee. The appellant will be provided with a copy of the Case File as soon as reasonably possible after he or she has indicated an intent to appeal. The Case File contains confidential material and is provided to a student in preparation for his/her Statement of Appeal. This material cannot be shared or copied without the express permission of the Office of Student Conduct. All copies of the case file and its contents must be returned to the Office of Student Conduct at the time of the Statement of Appeal's submission.

2. Statement from Appellee: The Director of Student Conduct or his/her designee will serve as the "appellee" and be given the opportunity to respond in writing to the arguments presented in the Statement of Appeal. The appellee's statement must respond to the specific ground(s) for appeal raised in the appellant's Statement of Appeal. Any supporting evidence or documentation that is not contained in the original case materials must be attached to the appellee's statement. The appellee's statement must be typed and double spaced. The appellee must also print and sign his or her name to the appellee's statement and submit it to the Office of Student Conduct on 5 Leavey. If the appellee is away from the University and/or the OSC/University is closed, the appellee may submit his or her statement via e-mail or via fax. E-mails to kasperb@georgetown.edu. Faxes to 202-687-6255.

3. Statement from Complainant/Victim:

   - If the Complainant/Victim submitted an impact statement to the Office of Student Conduct at the time the complaint was initiated, the impact statement will be provided to the Appeals Committee.

   - Pursuant to the Disclosure of Adjudication Outcomes Policy (see p. 22), those original Complainants and/or Victims informed of an Administrator's or Board's decision will have an additional opportunity to:

     1. Supplement an impact statement previously submitted.

     2. Submit an impact statement if they have not previously done so

   This statement must be submitted within seven (7) calendar days after the Complainant and/or Victim receives notice from the Office of Student Conduct of the opportunity to submit a statement. Any supporting evidence or documentation that is not contained in the original case materials must be attached to the impact statement of the Complainant/Victim. The Complainant/Victim statement must be typed and double spaced. Students must also print and sign their names to the statement and submit it to the Office of Student Conduct on 5 Leavey. If the student's deadline falls during a time in which students are away from the University and/or the OSC/University is closed, he/she may submit his or her statement via e-mail or via fax. E-mails to kasperb@georgetown.edu. Faxes to 202-687-6255.

4. Appellant's prior Georgetown University disciplinary file (if applicable). If the student has a disciplinary file with the Office of Student Conduct reflecting prior disciplinary action at Georgetown University, this file will be provided to the Appeals Committee.

5. Additional Information. The Appeals Committee shall have the discretion to accept and/or request additional information it deems relevant to the appeal.

E. Determination/Action by Appeals Committee

The Appeals Committee will review and consider all materials submitted to it as soon as reasonably possible and make its determination by majority vote.

1. **Burden:** The burden of proof rests on the appellant who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

2. **Action:** The following actions may be taken by the Appeals Committee:
   a) affirm the finding of responsibility and the sanction imposed by the original board or administrator; or
   b) affirm the finding of responsibility and reduce the sanction; or

c) overturn the finding of the Hearing Board or administrator and return the matter to the Office of Student Conduct for action consistent with the Appeals Committee's determination.

3. The Appeals Committee will provide a written explanation of its determination to the appellant with a copy to the appellee. This determination is final and binding on all parties.

POLICY ON DISCIPLINARY RECORDS

The Family Education Rights and Privacy Act of 1974 is a federal law which states that a written institutional policy with respect to student records must be established and that a statement of adopted policy procedures covering the privacy rights of students be made available annually. The law provides that the institution will maintain confidentiality of student records. The general requirements of this law with respect to student discipline records are covered in the information that follows. For a complete statement on the University's policy towards student records, please see the Georgetown University Bulletin-Undergraduate Schools.

ACCESS

Any student has the right to inspect his/her own disciplinary file. The information contained therein will be made available to the student by the Director of Student Conduct upon written request. No one outside the institution shall have access to the student's records nor will Georgetown University disclose any information from these records without the written consent of the student except in those cases permitted by the Family Educational Rights and Privacy Act of 1974 and enumerated in the Georgetown University Bulletin.

Students are advised that employers or graduate schools may request information on disciplinary status. It is the student's right to deny access. Only when a signed permission form is presented to the Office of Student Conduct will any information be made available. Within the University community, only those members individually or collectively, acting in the student's educational interest are allowed access to the records. It shall be the responsibility of the Director of Student Conduct to provide an explanation, in writing if necessary, as to the nature and severity of any violation in which the student in question has been sanctioned when an authorized inquiry to inspect the records of any student is made.

MAINTENANCE OF RECORDS

When a student is found responsible for violating a University regulation, either by a hearing board or administrative action, a disciplinary file is created. This file contains all the information pertinent to the disciplinary proceedings in which a student has been involved.

Each subsequent time a student is found responsible for violating a regulation, his/her record is used by an Administrator or Hearing Board in determining sanctions. The records of any student contained in the disciplinary file shall be maintained by the Office of Student Conduct until the graduation of the student from the University, at which time it will be destroyed. An exception will be made to this policy, however, in the following circumstances:

- In the case where a student has been actively suspended, but returns to the University and completes his/her degree, the disciplinary file will be maintained for only 2 years after he/she graduates.

- In the case where the student either withdraws or is dismissed, the student's file will be maintained permanently. A notation will become a part of the student's academic record: "Withdrawn" for withdrawn students; "Disciplinary Suspension" for suspended students; or "Disciplinary Dismissal" for dismissed students.

WITHDRAWAL PRIOR TO RESOLUTION OF AN ALLEGATION OF A VIOLATION

Under normal circumstances a student is not allowed to withdraw with disciplinary action currently pending. Where for a good cause, a student is allowed to withdraw, the University may maintain a continuing interest in a final resolution and the matter is not automatically rendered moot.

CHALLENGES TO RECORDS

Any student may contest the content of his/her disciplinary records. Students who believe that their records contain information that is inaccurate, or misleading or is otherwise in violation of their privacy or other rights, should discuss those concerns with the Director of Student Conduct. If this discussion does not lead to a resolution of the student's concerns, the student has a right to an informal hearing, and if necessary, a formal hearing before a special committee appointed by the Vice President for Student Affairs.

DISCLOSURE OF ADJUDICATION OUTCOME POLICY

The University will disclose the final results of a disciplinary hearing (the name of the student, the violation committed, and any sanction imposed by the University against the student) only to the Respondent and, subject to the conditions discussed below, to a Complainant or other individual who is the Victim of the alleged violation in cases where the facts alleged constitute a crime of violence or non-forcible sex offense as those terms are defined under the Family Educational Rights and Privacy Act (FERPA).

Except in cases of alleged sex offenses, such disclosure to a Complainant or alleged Victim will be made only on the condition that he or she agrees to and signs the confidentiality agreement set forth in the *Disclosure of Adjudication Outcome Form* prior to the release of the information. The Complainant or Victim will not be prohibited from sharing the final results with his or her parents and the individual who served as his or her Advisor or student consultant during the disciplinary process, as long as those individuals are advised of and abide by the same confidentiality obligations. If a student fails to maintain the confidentiality of the information, he or she may be held accountable under the Code for violation of confidentiality and may be subject to appropriate disciplinary action.

Such disclosure will be made to a Complainant or alleged Victim irrespective of a finding of responsibility. The disclosure will be made after the appropriate administrator or hearing board decides whether a violation of the Code has occurred, regardless of whether an appeal is taken.

In addition, statistics reflecting the number of cases handled by the student disciplinary system and the sanctions imposed will be periodically published.

These Policies are subject to change. Please check the web for the most current information.
http://www.georgetown.edu/student-affairs/handbook/conduct/index.html

Appendix P

Guide to Off Campus Living

The Guide to Off Campus Living, attached as Appendix P, is current as of the 2005 spring semester. Its contents are subject to change, as the University reviews and revises the Guide to Off Campus Living on an on-going basis.

Off Campus Living Guide

The Off-Campus Housing Resource Services was established to serve the needs of off-campus students through programs, resources and support services. This guide is designed to assist you in making decisions about living off campus, and to enable you to develop a housing search strategy. It contains information on how to go about finding suitable housing, what rights you have as a tenant, and where to get help if you have any questions. In addition, it includes information about specific programs offered by us.

It is also designed to make you aware of your responsibilities as a member of a neighborhood community. We hope that this awareness will assist you in establishing and maintaining positive relationships with your student and non-student neighbors.

We hope this guide is helpful to you. We welcome your input and suggestions and encourage you to take advantage of the programs, services and resources we provide for off-campus students.

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I. The Housing Search

Your Housing Needs

Before you begin your housing search, you should consider your options and preferences. You may need to re-evaluate your choices as you encounter the housing market, but it is helpful to start with some guidelines.

- Do you want privacy or would you prefer to share space and living expenses?
- What is the rental price range you will consider? Have you considered the cost of utilities in determining your housing budget?
- How close do you need to be to campus? (Properties a bus ride away are sometimes more reasonable in rent.) How much time and expense could you afford for transportation?
- Do you prefer a place that is furnished?
- Would you like to have access to a kitchen?
- Do you need a place with parking privileges?
- What type of accommodation would you prefer?
    - room in a private home
    - apartment
    - room in a group house
    - townhouse
    - special situation (i.e. housing in exchange for a service such as baby-sitting)
- What amenities are important to you -- air conditioning? availability of washer and dryer? a yard?

Housing Costs

Rental prices in the Washington area are typically in the moderate to high range, depending on location. The more affordable accommodations tend to be group housing that is shared. You will find less expensive housing in the Maryland and Virginia suburbs, but you will need to factor in the time and cost involved in transportation.

These are typical rates in the area:

	Georgetown Vicinity	**Maryland/Virginia Suburbs**
Rooms in group houses/Houses to share	$600 & up	$500 & up
Rooms in private homes with or without a kitchen	$600 & up	$500 & up
Efficiencies/studios	$800 & up	$600 & up
One-bedroom apartments	$1,100 & up	$950 & up
Two-bedroom apartments	$1,500 & up	$1,000 & up
House/Townhouse	$2,000 & up	$1,500 & up

Rent Control

Rents in the District of Columbia are controlled by the Rental Housing Act of 1985, which allows automatic annual rent increases to keep up with the rate of inflation. A landlord must justify any other increase. All rental units within the area are covered by rent control unless the act specifically exempts them. "Small" landlords, defined as units owned by four or fewer persons (not corporations or cooperatives), who own four or fewer units (whether or not in the same building) may be exempt from rent control. The landlord in this situation must file with the Rental Accommodations and Conversions Office (RACO), however, to be exempt. You may check on an exemption by going to the **Department of Consumer & Regulatory Affairs (DCRA), 941 N. Capitol Street NE, Room 9500, (202) 442-8947**.

Neighborhoods to Consider

Adams Morgan - Washington's Greenwich Village, this is an ethnically diverse area filled with inexpensive restaurants and a number of moderately priced apartments and group living situations. The demand for housing is very high, and affordable locations are hard to find.

Bethesda, Maryland - just over the northwest district line, parts of Bethesda are convenient to Georgetown. Rental apartments in high-rise buildings and some houses and townhouses are available. Rents tend to be high.

Burleith - Located just north of the campus, Burleith combines the charm of Georgetown with slightly less expensive housing. Within walking distance, this neighborhood is popular for students living in townhouses.

Capitol Hill - Highly popular with young professionals and Capitol Hill staff, this area is also attractive for law students. Affordable and safe housing is available, but tends to be rented very quickly.

Cleveland Park/Woodley Park - This is a quiet attractive area with many single family homes which rent basement apartments to students. Some homes are rented to groups. There are also many large apartment buildings, but rents tend to be high.

Dupont Circle - An extremely popular area for young professionals, on a direct bus line to the Main Campus. This area's rents are usually high. Serviced by Metrobus and Georgetown University Transportation Services (GUTS).

Foggy Bottom - This close-in neighborhood surrounding the State Department and George Washington University has rental property mainly in apartment buildings. Rents tend to be high, and openings are few.

Foxhall - This residential community is located northwest of the University. It is expensive but has some housing available to students.

Foxhall Village - A pleasant community located to the west of the University.

Georgetown - The neighborhood surrounding the University is quite desirable and convenient. It is also one of the most prestigious and sought-after addresses in the city, therefore, rents are high and the competition is intense. Because of its proximity to the University, the Georgetown neighborhood has a large student population.

Glover Park - Located further north, this quiet residential area is popular with graduate students. Serviced by Metrobus and in certain areas GUTS.

Palisades - The Palisades area is located in Northwest DC along the Potomac River between Key Bridge and Chain Bridge. Some areas of Palisades are within walking distance of the University.

Rosslyn/Arlington, Virginia - Located directly across the Potomac River from the campus, this area has reasonable rents in some of the older apartment buildings. Some housing is convenient to Key Bridge, and you may find that a walk or bicycle ride from Rosslyn to campus suits your needs. Serviced by GUTS.

Takoma Park/Silver Spring, Maryland - This close-in Maryland area is on a direct subway line to Dupont Circle, from which there is both GUTS and Metrobus service to Georgetown. Takoma Park in particular has many group houses and is popular with young people. Rents are reasonable.

Listings

There are many places to find listings of available housing. Some of the best are:

Georgetown University Office of Off Campus Housing Resource Services - Located in M31 Darnall Hall, (202) 687-7764, maintains a computerized database of properties in the District of Columbia, Maryland, and Virginia that are currently available for rent. These properties include houses, town homes, apartments and efficiencies that are vacant or can be shared.

The listings can be accessed on the World Wide Web at: http://och.georgetown.edu. Internet access is available to all students free of charge in any of the computer labs located on campus (including Harbin, Village C West, LXR, and Reiss). Our office has two computers available for use Monday - Friday 9am - 5pm.

Georgetown University does not inspect or endorse the listed properties or make any warranties regarding their condition. Off Campus Housing Resource Services accepts listings with the expectation and understanding that the landlord or agent is in compliance with the Fair Housing Act.

While the University assumes no responsibility for the properties listed therein, the University has asked landlords to certify as follows:

I certify that the listed property is in compliance with the maximum occupancy regulations (6 per house), and the Federal Fair Housing Act, which makes it illegal to advertise any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin or intention to make any such preference, limitation, or discrimination. State and local laws forbid discrimination based on factors in addition to those protected under federal law. I also certify that the listed property is in compliance with all applicable laws, including, but not limited to, local housing codes.

We reserve the right to refuse listings from any landlord if our students register complaints or problems regarding the property or landlord, or if the landlord has been cited for housing code violations. The Office of Off Campus Housing Resource Services has the right to exclude or remove any listing at any time. Students with a complaint about an off campus residence or landlord is asked to put the complaint in writing and send it to: Off-Campus Housing Resource Services, M31 Darnall Hall, Washington, DC 20057.

Friends - If you know students who will be vacating an attractive place, ask them to recommend you as the next tenant. You will also find that friends are a good resource regarding information about landlords and realtors. They can tell you from their own experience which landlords they found to be most responsive and which realtors were most helpful.

Signs - Take a walk through the neighborhoods that are of most interest to you and look for "for rent" signs.

Large Newspapers - The *Washington Post*, (www.washingtonpost.com) and the *Washington Times*, (www.washingtontimes.com) You will find a comprehensive list of a wide variety of housing situations in the classified section of these daily papers, especially the Saturday and Sunday editions. Purchase it early and call immediately.

Local Papers - Some landlords prefer to list only in local newspapers such as The City Paper (www.washingtoncitypaper.com). This and other papers appear weekly and can be found in grocery stores, newsstands, bookshops and record outlets.

Apartment Shoppers Guide - This free publication is available at any CVS and at Georgetown's Off Campus Housing. Listings are for large apartment complexes.

Realtors - You can consult the telephone yellow pages for realtors in the area. Although realtors are more interested in selling than in renting property, many realtors manage properties for rent that may not be listed elsewhere.

Bulletin Boards - Postings found on community bulletin boards, such as those in neighborhood grocery stores, can be a good lead.

Other Schools Off Campus Housing Sites - Many local Universities have websites of off campus housing listings. Although GU's listings will tend to be the closest to campus, there may also be housing possibilities with American University and other local universities.

Searching Tips

Make an Appointment and Arrive on Time - Landlords usually do not appreciate prospective tenants arriving unannounced, and you want to be assured that you will be able to see the property when you get there.

Be Presentable - Landlords want to rent to individuals who look as if they would make good tenants. Proper attire may improve your chances when there are several applicants.

Be Persistent - A prospective landlord may take your name and say he/she will get back to you after reviewing all applications. Check back and remind the landlord that you are still interested.

Carry Your Checkbook - If you find a place you like, be prepared to put some money down to hold it. Landlords often ask for a deposit. Make sure you get a receipt for the deposit. The receipt should specify whether the deposit is refundable if you do not rent the place, and how the deposit will be used if you do rent the place, e.g., as part of the security deposit or the first month's rent.

Timing - Start looking early, and give yourself at least a few weeks to find housing. If you are searching for a rental for fall occupancy, you might start looking by the end of March. Landlords who usually rent to students may be willing to have you sign a lease in advance. If you sign a lease more than a month before you intend to move in, make sure the landlord has a written notice that current tenants will be vacating the premises and are not intending to renew their lease.

Another good time to look is from mid-July to early August. The Office of Off Campus Housing holds "Search Week" in July to give Georgetown students an opportunity to live for free on campus while conducting their housing search. Many resources are made available to the participants of this program. If you are interested, contact the office of Conference and Guest Services at (202) 687-3001 for more information.

Inspecting the Property

Make notes about the various properties you visit, since they will all tend to blur after you visit a few. Write down distinctive features that will help you to recall a particular place.

Be observant and pay special attention to safety and maintenance features. Some items you might want to consider include:

- Is it a safe area? Visit at night with a friend to get a feel for the neighborhood.
- See if the door has a deadbolt lock and if windows are secured with locks. All sliding glass doors should have a bar or a stick of wood in the inside door path to prevent them from being opened from outside.
- Check for safety measures in case of fire. Is there a fire escape? Does the place have one or more smoke detectors?
- If you are renting a house or townhouse, check the basement. Notice the heating/air conditioning unit and size of the hot water tank (especially if a number of people are sharing). If you are renting an apartment, does it have its own thermostat?
- Check the plumbing -- Flush the toilet and run water in the sinks and tubs to observe flow and drainage of water. Notice any faucet drips and/or leaking pipes -- especially if you are responsible for the water bill! Run the garbage disposal to see if it works.
- Make sure the appliances are in good working order and that they have the necessary accessories such as a broiler pan for the oven. Turn on all burners on the stove and the oven to see if they work, and check the refrigerator to see if it is cold.
- Contact the appropriate utility companies to find out what the average utility bills were for previous tenants.
- How thin or thick are the walls? Can you hear the neighbors? Can they hear you?
- Observe the electrical fixtures for any frayed wiring. Turn on the lights. Check to see if there are sufficient overhead lights or if you will need to supplement the lighting with lamps. Check to see if entrances are well lit at night.
- Is there sufficient closet space?
- Do you observe any bug or rodent infestations? Check the cabinets under the kitchen and bathroom sinks.
- Take a look at how the premises are kept. Appearances of entrances and hallways are good indications of the type of maintenance you can expect.
- Examine the condition of the walls (paint, plaster, etc.). Will they be repainted before you move in? Get it in writing before you sign the lease!
- Talk to neighbors and tenants if possible and ask them what they think of the premises, the neighborhood, and the landlord. Check with the Off Campus Housing Office to see if former tenants have registered any complaints against the landlord.
- If the property does not have its own washer/dryer, does the building have a safe, well-lit laundry area?

- If furnished, what is the condition of the furniture?
- Notice if there are any unpleasant odors such as mildew, or pet odors.

Check out the Sample Lease and Letters section for a copy of a Walk Through Form.

II. Tenant Rights

It is important that you be informed of your rights as a tenant, since some landlords try to take advantage of students. Listed below are some important facts you should know. The Office of Off Campus Housing Resource Services will provide copies of standard lease forms for DC, Maryland and Virginia jurisdictions.

Signing the Lease

When you have found the accommodation you wish to rent, discuss the terms of the lease with the landlord. *It is to your advantage to have a lease in writing.* A written lease protects both you and your landlord by specifying the rights and obligations of each party. Any verbal agreements are difficult to enforce or to if problems develop. A sample lease appears in section III of this guide. *Read the lease carefully before signing!* It is a legally binding document. If there are any terms or conditions that seem unreasonable or unclear, discuss them with the landlord. You may wish to take the lease to a legal aid service or an attorney to have it checked over for you.

Any changes or additions to the lease should be agreed to by both you and your landlord. They should appear in the lease before it is signed, and should be initialed by both you and the landlord. A rider or addendum may be attached to the lease and should be signed and dated by both parties. If the landlord has agreed to make repairs, for example, this statement should be included in the rider.

Some landlords require a co-signer on a lease if a student is under 21 years of age and has no prior rental references. After you have signed the lease, the landlord may mail it to whomever you designate (usually a parent) to obtain another signature. The co-signer will be held responsible if the rent is not paid or if any problems arise.

The following points should be covered in the lease:

- Names and addresses of landlord and tenant(s).
- Description of the property being rented.
- The number of people allowed to live in the unit. DC law prohibits occupancy by more than six unrelated persons.
- Dates covered by the lease, when and if the lease can be renewed, and when and how the lease can be ended. If the lease is terminated early, is there a penalty?
- Are you allowed to sublet?

- What is the amount of the rent and when is it due? Is there any grace period if not paid on this date? Is there a penalty for late payment? When can the rent be increased?
- Are utilities included in the rent? If some are included, they should be specified.
- Who is responsible for maintenance and repairs? How will these costs be handled? Are you expected to pay any part?
- Is extermination part of the maintenance? How often will it be done? Who will pay for it?
- Are pets allowed? If so, is there an extra charge?
- If the accommodation is furnished, a list of the furniture and its condition should be included in the lease. Who is responsible for the furnishings in case of fire or theft?
- Who has the right of entry to the rental unit? May the owner enter for inspection or repairs?
- Is a security deposit required? If so, how much? When and under what conditions will it be returned?
- If renting a room within a house, what areas may you use and when? Are there any kitchen restrictions? What are the guest policies?

Illegal Lease Clauses - When a lease clause violates a law or denies a tenant a right provided by local law, the clause has no legal effect. You may encounter clauses such as the following:

"Tenant will pay all attorney and court fees" - The judge decides who pays the court costs. Tenants rarely have to pay their landlord's attorney fees.

"Waiver of liability" - A lease cannot limit the landlord's financial responsibility if a tenant or guest is insured because of the landlord's negligence or failure to make repairs.

"Waiver of warranty of habitability or duty to repair" - The court will not enforce a clause that requires the tenant to make repairs of housing code violations. It is the landlord's responsibility.

"Tenant waives the right to a jury trial"-When faced with eviction, a tenant has the right to a trial by jury or judge. This right cannot be waived by a lease.

Be sure to get a copy of the signed lease from your landlord and keep it in a safe place. You may need it for future reference if any problems occur during the term of the lease.

Housing Capacity - The DC Zoning Regulations control the use of properties within the District of Columbia. Currently, not more than six (6) unrelated persons may occupy a single-family house. Other buildings, for example, rooming and boarding houses, may be permitted to house more than six unrelated individuals if the owner has obtained a Certificate of Occupancy allowing more occupants. If you plan to rent an apartment or room in a building with more than six unrelated occupants, make sure there is a Certificate of Occupancy permitting more than six unrelated individuals before you sign

the lease. Violations of the DC Zoning Regulations are subject to enforcement action as well as fines.

Discrimination - The Federal Fair Housing Act of 1968 makes it illegal for landlords to discriminate against you based on race, color, religion, sex, handicap, familial status, or national origin. If you feel that you were discriminated against, you may report the landlord to the Office of Human Rights; DC (202) 727-4559; VA (703) 228-3929; MD (240) 777-8450). If the property was listed at Georgetown's Off Campus Housing web site, you should provide a written report of the incident for their records. After two such complaints, the office will refuse to list the property for future rentals.

Security Deposit

Most landlords require tenants to pay a security deposit when they move in. In DC a landlord cannot charge you more than one month's rent as a security deposit, and it can only be collected once; in Virginia and Maryland, the maximum amount is two months rent. The landlord must give you, in writing, the terms of your security deposit. Keep your copy, and make sure to get a receipt!

In the *District of Columbia*, the landlord must put your security deposit into an account that earns passbook value for a year. This interest must be given to you when you move if you have lived in the unit at least 12 months. Within 45 days after you move out, the landlord must either return all your security deposit plus interest or notify you in writing that all or part of the deposit will be used to cover expenses. The landlord must send you an itemized list of any repairs or expenses that are taken out of the security deposit. After the first notification, the landlord must return the balance of your deposit, if any, within 30 days.

In *Virginia*, if the landlord holds your security deposit for thirteen (13) months or longer, then the deposit must be returned with an interest equal to 2.5% for every six months the money was held. Landlords must notify a tenant in writing within 30 days if any part of a deposit is to be withheld, and include a list of items for which the money was taken from the deposit.

In *Maryland*, security deposits accrue interest every six months, for a total rate of 4% per year. Landlords must notify a tenant by first class mail within 30 days after the end of tenancy if he/she is going to withhold any portion of the deposit, and must include a written list of the damages and a statement of the cost actually incurred.

To assure the return of all of your security deposit (plus interest if applicable), you should take the following precautions:

- **Before signing your lease**, you should inspect the property with the landlord and a witness. Write down all existing damages. Both you and the landlord should sign and date the list. You may also want to videotape or take photographs to document your descriptions. This list will prevent the landlord from trying to

charge you for these damages when you move out. You may also use a Walk Through Form which is available from our office or web site..

- At least 30 days before you intend to vacate, you should send a letter to the landlord telling him/her when you are leaving. Keep a copy for your files. *If you must move without giving the usual notice, get the landlord to agree in writing to let you move out early. Otherwise the landlord may keep your deposit for inadequate notice.*
- The landlord must inspect your rental unit within three days before or three days after you move. Notice of this inspection must be sent to you at least ten days before the inspection. You have the right to be present at the inspection.
- If the landlord does not inspect before you leave, you should compile your own list of damages. Take photos and get a friend to act as a witness. If the landlord tries to keep part of your security deposit, you then should be able to prove that the damage occurred after you left.
- Leave your forwarding address with the landlord.

Getting Your Money Back - There are several actions you can take if you are unjustly denied the return of your security deposit or are charged for damages for which you are not responsible:

Small Claims Court (DC) - You can take the landlord to Small Claims Court. This is a quick and inexpensive method. It usually takes about two weeks to get a hearing and the court is simple and informal, costing only a few dollars. You do not need a lawyer. To use the court, your claim must be less than $2,000. Many landlords will return your money when faced with a Small Claims Court Summons. For further information, call the **Small Claims Court Clerk for DC (202) 879-1037**. You will hear a short tape which describes the process of using the Small Claims Court.

Department of Consumer and Regulatory Affairs (DC) - The **Rental Accommodations and Conversion Division (202) 442-4610** of this department can offer you assistance in getting your money back or refer your case to someone who can help. If the landlord is violating the law, the Business Services Department of this agency can revoke the landlord's license to operate an apartment building.

Repairs

The law requires that your landlord make all repairs necessary to keep the property in a safe and livable condition. The DC housing code sets standards for both the inside and the outside of the building. The Off Campus Housing Guide can provide you with the phone number and address of the office where you can request a list of housing code standards (see Resources section, Inspections). If your residence does not meet the standards, there are certain steps you should take:

- Make a list of any violations and take photographs to document your claim.

- Write to your landlord, resident manager or rental office describing the repairs that are needed. Always keep a copy of letters to your landlord, as well as a record of all calls, meetings or inspections.
- If you get no results, call and write the **Housing and Inspection Branch of Consumer and Regulatory Affairs, Room 7100, 941 N. Capitol Street, NE, Washington, DC 20002 (202) 442-4477** to request an inspection. An inspector will usually come within ten days, but can come sooner in an emergency. The inspector will make a list of repairs your landlord must make and set a time limit for accomplishing the repairs. Get the inspector's name and phone number, and request a copy of the list. If the inspector does not automatically return to reinspect by the date the repairs are to be completed, call and ask for another inspection. Hint: Telling your landlord that you are about to call the Housing Inspector will often bring action!
- If you still get no results, call the **Business Services Department of the Department of Consumer and Regulatory Affairs (202) 442-4311** and ask that they revoke the landlord's license to operate.
- You may also sue your landlord in **Small Claims Court** for a refund or reduction of your rent during the period the repairs were not made. *Do not withhold the rent without some legal action, however, since the landlord will then have cause to evict you and may keep your security deposit.*

Expiration of Lease/Eviction

You cannot be evicted or asked to leave because your lease expires. The terms of your expired lease continue to be in effect, except for the amount of rent paid. The amount of rent can increase as allowed by the rent control law.

Your landlord must give you a written letter asking you to move. This letter is called a "Notice to Correct or Vacate." Any part of your lease that says you can be evicted without notice is invalid, unless it is for nonpayment of rent. You are not required to vacate, however, until a court orders your eviction. As soon as you receive a court notice about an eviction (called a "summons and complaint"), you should act immediately. The number of days notice is different depending upon the reason for eviction. The most common reasons (each requiring 30 days notice) are for nonpayment of rent, violation of the lease after receiving a 30-day written notice to comply with the terms of the lease, and a court decree that you have committed an illegal act in your apartment.

If you receive a court notice, you should always appear in court in order to protect your rights. Even if you paid your rent late, it is still best to go to court and make sure your payment is properly credited and the landlord's complaint is dismissed. Call the appropriate agency for tenant/landlord issues: **(DC (202) 442-4610; VA (703) 228-3765; MD (240) 777-3600)** for advice and information about the law. In addition, you may want to seek legal advice, especially if you want to contest the eviction.

Subletting

Many landlords require you to sign a 12-month lease, even though you may not plan to live there during the summer. If you plan to sublet the property:

- Be sure the landlord agrees in writing to this arrangement.
- Protect yourself by getting a lease from the person subletting. (For an example, see the Sample Lease & Letters section).
- Ask for identification, and the permanent address of the sublessee.
- Ask for a security deposit. You will be held responsible if there are any damages or if the rent is not paid!

Off Campus Housing maintains listings of houses and apartments available to sublet on their regular housing list. List your property's availability, or to find a property to sublet at http://och.georgetown.edu

III. Sample FORMs & Letters

Sample Letters

The following letters are provided as suggestions for your consideration when communicating with your landlord. Send all letters by certified mail, return receipt requested. The post office will return a receipt to you, signed by the recipient, to prove that the letter was received. **Keep a copy of all letters you send.**

Letter of Termination

(Send at least 30 days before you wish to terminate your lease.)

Dear _____:

I am writing to inform you that I/we intend to vacate the *(type of accommodation)* at *(address)* as of *(date of departure).*

I/we will return the keys on *(date, year).* I/we would appreciate it if you would schedule an inspection of the property before we leave to ensure that you are satisfied with its condition. I/we will call you to set up an appointment.

Please return the security deposit to me at the following address:

_____

_____

Sincerely,
Tenant(s) name(s) & signature(s)

Letter Requesting Repairs

Dear _____:

As reported to you by phone on *(date)*, we are requesting that the following repairs be made:

(List problems and repairs needed)

We would appreciate your attention to these repairs as soon as possible. If you need additional information, please call us at *(phone number)* after *(time).*

Sincerely,
Tenant(s) name(s) & signature(s)

Letter Breaking a Lease

Dear _____:

As you know, I am the tenant at *(address)*, under a lease that runs from *(date)* to *(date)*.

Due to *(list specific reasons such as family crisis or a leave of absence from the University)*, it is necessary for me to terminate my lease early. I need to leave on *(date)*. I am sorry for any inconvenience this may cause you, and I will cooperate with you in every way to see that a new tenant is found as promptly as possible.

I would appreciate it if you would release me from the lease without any penalty, since the circumstances of my departure are beyond my control. I will call you (specify date) to discuss this matter.

Sincerely,

(Signature)
Tenant's Name

Walk Through Form

Date_____:

In accordance with the Lease dated _____, a walk-through inspection of _____ ("Property") was made the _____date. The following existing items were inspected and found to be as noted below:

Working Order			Working Order		
YES	NO		YES	NO	
___	___	Stove or Range	___	___	Washer
___	___	Cooktop	___	___	Dryer
___	___	Wall Oven(s) #___	___	___	Furnace Humidifier
___	___	Refigerator(s) #___	___	___	Electronic Air Filter
___	___	w/ Ice Maker	___	___	Central Vacuum
___	___	Dishwasher	___	___	Water Softener
___	___	Built-in Microwave	___	___	Exhaust Fans
___	___	Trash Compactor	___	___	Alarm System
___	___	Disposer	___	___	Intercom
___	___	Freezer	___	___	Garage Opener(s) #___
___	___	Window Fan(s) #___	___	___	w/ Remote(s) #___
___	___	Pool Equip. & Cover	___	___	Heating Equipment
___	___	Hot Tub, Equip. & Cover	___	___	Central Air Equip.
___	___	Ceiling Fan(s) #___	___	___	Plumbing Fixtures
___	___	Sump Pump	___	___	Lighting Fixtures
___	___	Smoke & Heat Detectors	___	___	Attic Fan(s) #___
In Place			In Place		

YES	NO		YES	NO	
___	___	Wall-to-wall Carpet	___	___	Wood Stove
___	___	Shades and/or Blinds	___	___	Window Treatments
___	___	Playground Equipment	___	___	Storage Shed(s) #___
___	___	Existing Storm Windows	___	___	Existing Screens
___	___	Fireplace Screen/Doors	___	___	Existing Storm Doors
___	___	Exterior Trees & Shrubs			

Other:_____

Remarks:_____

_____

Tenant(s):

_____ _____ _____ _____

Date Signature Date Signature

If discrepancies are noted above, the parties agree:

_____ To credit the Tenant $_____

_____ Repairs are to be made and paid for from _____

_____ The landlord has OR _____ will correct noted discrepancies by _____(date)

Remarks:_____

_____

Landlord:

_____ _____ _____ _____

Date Signature Date Signature

IV. Off-Campus Living

Being A Good Neighbor

Although Georgetown is known for its brick sidewalks and period housing, behind the bricks and mortar you will find a real neighborhood, probably very much like your own neighborhood at home. A surprising variety of people live in the Georgetown area- senior citizens, young families with children, single professionals, and students. Because Georgetown students constitute a large segment of the population surrounding the main campus, the impact of students' conduct in the community is of major concern. You are, in effect, representing Georgetown University, and the future housing of Georgetown students depends upon your ability to live responsibly in the neighborhood.

Know Your Neighbors- The first step in fostering good relationships with your neighbors is getting to know them. Make an effort to introduce yourself to your neighbors. It will be much easier to solve any problems that may arise later if you and your neighbors are acquainted and feel comfortable approaching each other.

Be Considerate- Your schedule and that of your neighbors may differ considerably. The make-up of the neighborhood could vary from students, to parents with young children who require early bedtime hours, to residents who work full time.

Student Conduct- Under the University Code of Conduct, alleged violations of University regulations or local laws and statutes that take place off campus will be investigated, reviewed, and appropriate action taken.

Parties and Noise

Parties- In a townhouse neighborhood with shared walls and adjoining yards, a party in one house can have an unintended impact on the neighboring house. To avoid giving your neighbors an unpleasant surprise, let them know when a party is planned. Send them a note at least three days in advance of the party, telling them about the event and giving them the hours. Ask them to give you a call if they need to discuss the event. They will appreciate your consideration and may be more tolerant of an increased noise level if they know the reason and have some idea of when the party is scheduled to end. **Please note that informing your neighbors of the party does not give you the right to cause a disturbance!**

"The Hotline"- A community complaint line, or "hotline" as it is known, was instituted in Fall 1990 to serve as an early warning system to students when their parties begin to

get out of control. Between 9:00 p.m. and 3:00 a.m. on Thursdays through Saturdays during the academic year, neighbors can call and talk to a Georgetown staff member about a problem with noise or crowds at a nearby house. The person taking the call then calls the house or sends an off campus response staff member to let the students know that a neighbor has made a complaint. The students have an opportunity to correct the situation voluntarily. In most cases, students are willing to cooperate when the problem is brought to their attention.

DC Code

There are several District of Columbia statutes and regulations relating to crowds and noise of which students should be aware when hosting a party.

Disturbance of Public Peace

1. § 22-1107. Unlawful Assembly, Profane and Indecent Language
   It shall not be lawful for any person or persons within the District of Columbia to congregate and assemble in any street, avenue, alley, road, or highway, or in or around any public building or enclosure, or any park or reservation, or at the entrance of any private building or enclosure, and engage in loud and boisterous talking or other disorderly conduct, or to insult or make rude or obscene gestures or comments or observations on persons passing by, or in their hearing, or to crowd, obstruct, or incommode, the free use of any such street, avenue, alley, road, highway, or any of the foot pavements thereof, or the free entrance into any public or private building or enclosure; it shall not be lawful for any person or persons to curse, swear, or make use of any profane language or indecent or obscene words, or engage in any disorderly conduct in any street, avenue, alley, road, highway, public park or enclosure, public building, church, or assembly room, or in any other public place, or in any place wherefrom the same may be heard in any street, avenue, alley, road, highway, public park or enclosure or other building, or in any premises other than those where the offense was committed, under a penalty of not more than $250 or imprisonment for not more than 90 days, or both for each and every such offense. (July 29, 1892, 27 Star. 323, ch. 320, § 6; July 8, 1898, 30 Star. 723, ch. 638; June 29, 1953, 67 Star. 97, ch. 159, § 210; 1973 Ed., § 22-1107.)

The thrust of this law is to bar loud and raucous behavior. This law also prohibits conduct blocking private property including driveways and other entrances to private buildings.

2. § 22-1121. Disorderly Conduct
   Whoever, with intent to provoke a breach of the peace, or under circumstances such that a breach of the peace may be occasioned thereby: (1) acts in such a manner as to annoy, disturb, interfere with, obstruct, or be offensive to others; (2) congregates with others on a public street and refuses to move on when ordered by the police; (3) shouts or makes a noise either outside or inside a building during the nighttime to the annoyance or disturbance of any considerable number

of persons; (4) interferes with any person in any place by jostling against such person or unnecessarily crowding such person or by placing a hand in the proximity of such person's pocketbook, or handbag; or (5) causes a disturbance in any streetcar, railroad car, omnibus, or other public conveyance, by running through it, climbing through windows or upon the seats, or otherwise annoying passengers or employees, shall be fined not more than $250 or imprisoned not more than 90 days, or both. (June 29,1953,67 Star. 98, ch. 159, § 21 la; 1973 Ed., § 22-1121; May 21,1994, D.C. Law 10-119, § 9(a), 41 DCR 1639.)

This section is violated when there is noisy, riotous, or inflammatory behavior provoking a breach of peach. However, there can also be a violation of this section without such extreme conduct.

Maximum Noise Levels

The District of Columbia Noise Control Act of 1977, effective March 16,1978 (DC Law 2-53; 20 DCMR 3000-3299) governs the maximum allowable noise levels in the District of Columbia. In relevant part, these rules provide that:

1. No person shall cause or permit any sound that emanates from a noise source under his or her control to exceed the maximum permissible sound level as established in the rules. The maximum noise level permitted after 9:00 p.m. is 55 decibels at the property line (equivalent to the volume of normal conversation). The daytime limit is only slightly higher at 60 decibels. Nighttime is defined as the hours from 9:00 p.m. to 7:00 a.m.
2. It is unlawful for any person to make, continue or cause to be made or continued any "noise disturbance" created by the operation or use of a loud speaker, sound amplifier, radio, or musical instrument on public streets, alleys, or thoroughfares in the District of Columbia.

   a. A "noise disturbance" is defined, in relevant part, as any sound that is loud or raucous or is of a nature that will unreasonably disturb the peace, quiet, or comfort of any neighborhood.

We would like to remind students that hosting noisy parties or making excessive noise when in the streets (after leaving a party, walking back from a restaurant, etc.) could lead to a fine from the Metropolitan Police Department.

Trash Collection

Trash- The District government has specific garbage and trash collection procedures, violation of which can subject residents to fines. Find out the schedule for trash collection in your neighborhood by asking your neighbors, or calling the **Department of Public Works (DPW) at (202) 727-1000**. If you are scheduled for an early morning pick-up, you may have to put out the trash the night before. Trash should be placed in containers with tight fitting covers, and should not be put out before collection day.

Bulk Trash- If you live in a house or in a building with three or fewer units, DPW provides bulk trash collection services on a regular basis. "Bulk trash" includes large appliances and furniture that should not be put out with regular trash. If you have bulk trash to dispose of, call DPW at (202) 727-1000 for further information about collection schedules and procedures. Georgetown University provides a bulk trash collection service for off campus students at the beginning of the fall semester and again at the end of the spring semester. Off campus students located in the Georgetown area will be notified of the specific dates.

Recycling

The District of Columbia has an established curbside recycling service. Recyclable items should be out in the following ways:

Recycling bins. The District government supplies residents with plastic bins for disposing of:

- glass (Clear, brown and green) food and beverage containers
- metal (aluminum, steel, tin and bi-metal) food and beverage containers
- plastic containers with codes #1 and #2
- aluminum foil
- empty metal aerosol cans

Brown paper bags or bundles with string:

- newspapers (with inserts)
- brown paper bags
- magazines / catalogs
- office paper / computer paper
- telephone books
- junk mail/ envelopes
- corrugated cardboard (flattened)

Recyclable items should be put out on the curbside on the same day that garbage is picked up. The times of collection for garbage and recyclable items, however, may not coincide. Pick-up times may also vary from week to week. Please call DC Recycling at (202) 727-1000 for schedules.

Maintaining the Property

It is important to recognize that while your housing may be temporary, the housing of your neighbors is their permanent residence. They have invested time and money in their homes and have a desire to maintain the neighborhood. It is therefore important to your neighbors that you maintain your residence in a manner that is in keeping with your neighbors.

Routine Maintenance- Your lease may allocate responsibility for maintenance and repairs, including extermination, between the landlord and the tenant. While repairs necessary to meet housing code standards are the responsibility of the landlord, routine maintenance is generally the responsibility of the tenant. Unless your lease specifies otherwise, it is your responsibility to mow the lawn, pick up litter, and generally maintain the outward appearance of the property. Empty beer kegs left on the front porch do not contribute to a neat and orderly appearance, and will not endear you to your neighbors!

Communicating with Your Landlord- When dealing with your landlord on the subject of repairs or maintenance, it is a good idea to designate one housemate as a spokesperson to avoid confusion and misunderstandings. When a problem arises, notify you landlord immediately- delay could cause a minor problem to develop into a larger one involving greater inconvenience and expense. Always keep a record of communications with your landlord, including copies of letters and a log of phone calls and meetings.

Snow and Ice Removal- Unless specifically stated in you lease that your landlord will handle removal of snow and ice, it is your responsibility. The DC regulation states that snow or sleet must be removed from the sidewalk within eight hours after it has stopped. If you find that your sidewalk has more ice than snow, it must be sanded or salted. Failure to remove the snow or sleet, or to sand an icy walk, can result in a $25 fine. Make sure your house is equipped with a shovel. If you live in a house with separate apartments upstairs and downstairs, coordinate snow removal responsibilities with your neighbors -- don't each assume the other will take care of it.

Parking

Parking Off Campus - To legally park on the street, please contact the Department of Motor Vehicles, located at 3Ol C Street, NW, Room 1157, (202) 727-5000. Their hours are 8:15 a.m. to 4:00 p.m., Monday through Friday or http://dmv.washingtondc.gov.

Parking spaces in the neighborhoods around the University are scarce. Please be considerate of other resident's parking needs, and avoid monopolizing parking spaces with several cars from one household. Students who fraudulently obtain parking permits are subject to disciplinary action by the University.

Parking On Campus - To park on campus, you need a parking permit from Georgetown University Department of Transportation Management (GUTS at (202) 687-4364. Since parking spaces are limited, priority is given to students living the greatest distances from campus, such as in the Virginia and Maryland suburbs.

Bicycles - Many off-campus students find that biking is a quick and convenient way to get to back and forth from campus. Bicycle racks are located near each major academic building and residence hall; bikes that are unsecured or secured to structures other than bike racks will be impounded. Registration aids in locating the owner of a bike that has been lost, stolen or impounded. Bikes may be registered at the Department of Public Safety, located at 116, Village C. The fee for this service $1.

Protecting Yourself & Your Property

Personal Safety - Living in the Washington Metropolitan area, as in any large urban area, requires taking adequate safety precautions. Be observant at all times - anticipation is a major factor in preventing crimes.

- If someone knocks on your door, identify the person before you open the door.
- When traveling at night try to arrange to go with one or more friends. If walking, stay in well-lighted, heavily traveled areas. Walk with confidence to convey with body language that you are aware and in control. If you think someone is following you, switch direction or cross the street. If the follower persists, try to find a lighted store or home to call the police.
- The Alpha Phi Omega service fraternity provides a "ride home" service to students who live in the immediate Georgetown area. You may contact them at (202) 687-1929 to find out the schedule of their nighttime van.
- Department of Public Safety Escort Service -as needed basis, (202) 687-4343
- Always have your keys in hand when you approach your house or apartment. Fumbling in your purse or pockets for a key can distract you and put you off guard.
- If you have to use a public laundry facility, try to go with a friend during daytime hours if at all possible.
- Make sure that your door has a deadbolt lock and keep your door locked at all times. Also check all windows to see if they are secure and have adequate locks. Provide coverings for your windows and pull the shades or close the drapes at night.
- Never leave an extra key outside for any reason; leave one with a friend nearby instead.
- Carry a warning device, such as a horn or whistle, in your hand. Free whistles are available from the Department of Public Safety. Contact them at (202) 687-4343 to obtain one.

Safety Features in Your House or Apartment - Under the DC Housing Code, your landlord is required to keep your house or apartment in a safe and sanitary condition. Locks are required on all doors that may serve as entrances to or exits from the premises. Smoke detectors are also required, and fire escapes, stairways and other exits must be kept in good repair and free of obstructions. Additional safety features you should look for include deadbolt locks on windows. If your landlord is not willing to provide them, ask if he/she would object to your installing them yourself. The increased security will be worth the cost.

Protecting Your Property - There are some very simple things you can do to help protect your property. A few of them are:

- Identify all items of value with your drivers license number. The Department of Public Safety has engraving tools to mark your property.
- Record the following information about your valuables: item, brand name, model, serial number and description. A picture of the item is helpful. Keep this list in a safe place.
- Require service personnel to provide identification and authorization from your landlord before letting them into your room or apartment.

Renter's Insurance - You can insure your belongings against loss, theft or damage at relatively low cost. Companies that insure your car or other family property may offer discounts on a renter's insurance policy.

Emergency Medical Services - While on campus you may have become accustomed to calling the Georgetown Emergency Response Medical Service (GERMS), (202) 687-4357, in the event of a medical emergency. However, due to insurance limitations, GERMS cannot respond to emergency calls at off campus locations. Instead, dial 911 for emergency assistance off-campus.

Fire Safety

Supplemental Home Heating

Even though there has been a decrease in fires associated with supplemental or space heaters, it is important to remember that about 120,000 residential fires still occur annually with the use of these heaters, or about 22 percent of all residential fires. These fires kill more than 600 people. Annually there are thousands of contact burn injuries and hundreds of carbon monoxide poisonings.

Portable Electric Heaters

It is estimated that half the deaths and one-third of the injuries resulting from electric heater fires occurred at night when family members were asleep and the heater unattended. It is also important to look at the use of power or extension cords which can be too small to supply the amount of current required by the typical portable electric heater.

- Operate heater away from combustible materials. Do not place heaters where towels or the like could fall on the appliance and trigger fire.
- Avoid using extension cords unless absolutely necessary. If you must use an extension cord with your electric heater, make sure it is marked with a power rating at least as high as that of the heater itself. Keep the cord stretched out. Do not permit the cord to become buried under carpeting or rugs. Do not place anything on top of the cord.
- Never place heaters on cabinets, tables, furniture or the like. Never use heaters to dry wearing apparel or shoes.

Wood Stove

- Do not use wood burning stoves and fireplaces unless they are property installed and meet building codes
- Follow the label instructions on the stove which recommends and inspection twice monthly. Have chimneys inspected and cleaned by a professional chimney sweep. Creosote is an unavoidable product of wood burning stoves. Creosote builds up in chimney flues and can cause a chimney fire. To cut down on creosote buildup, avoid smoldering fires.
- Use code-specified or listed floor protector. It should extend 18 inches beyond the stove on all sides. This will reduce the possibility of the floor being ignited.
- Follow the instructions on the stove label for proper location of the stove from combustible walls.
- Never burn trash in a stove because the could over heat the stove. Gasoline and other flammable liquids should never be used to start wood stove fires. Gasoline will ignite and explode. Use coal only if designated as appropriate by the manufacturer.

Kerosene Heaters

- Check with your local fire marshal regarding local and state codes and regulations for using a kerosene heater.
- Never use gasoline. Even small amount of gasoline mixed with kerosene can increase the risk of fire.
- Use properly labeled containers. It reduces the likelihood of mistaking gasoline for kerosene.
- Place heater so it will not be knocked over or trap you in case of fire.
- Use 1-K kerosene because grades other than 1-K contain much more sulfur and will increase sulfur dioxide emissions, posing a possible health problem.
- Never fill the heater while it is operating. Always refuel the heater outdoors to prevent spillage on floors and rugs which could later result in fire ignition.
- Keep the room in which the heater operates ventilated. This will prevent an indoor air pollution problem and minimize health problems. Kerosene heaters are not usually vented.
- Keep flammable liquids and fabrics away from an open flame.
- Never try to move the heater or try to smother the flames with a rug or blanket if a flare-up occurs. Activate the manual shut-off switch and call the fire department. Moving the heater may increase the height of the flames and cause leakage resulting in personal injury.

Cooking Equipment

Cooking equipment is estimated to be associated with more than 100,000 fires annually, and almost 400 deaths, and 5,000 injuries. Gas cooking equipment accounts for about 30,000 fires, and electric cooking equipment for about 55,000 fires.

- Never place or store pot holders, plastic utensils, towels and other non-cooking equipment on or near the range because these items can be ignited.
- Roll up or fasten long loose sleeves with pins or elastic bands while cooking. Do not reach across a range while cooking. Long loose sleeves are more likely to catch on fire than are short sleeves. Long loose sleeves are also more apt to catch on pot handles, overturning pots and pans and cause scalds.
- Keep a constant eye on any cooking that is above the "keep warm" setting.

Flammable Liquids

One of the major causes of household fires is flammable liquids. These include gasoline, acetone, benzene, lacquer thinner, alcohol, turpentine, contact cements, paint thinner, kerosene and charcoal lighter fluid. The most dangerous of all is gasoline.

- Take extra precautions in storing and using flammable liquids, such as gasoline, paint thinners, etc. They produce invisible explosive vapors that can ignite by a small spark at considerable distances from the flammable substance. Store outside the house.

Early Warning and Escape

You need to have a plan for early warning and escape. Many fire deaths and fire injuries are actually caused by smoke and gases. Victims inhale smoke and poisonous gases that rise ahead of the flames. Survival depends on being warned as early as possible and having an escape plan.

Smoke Detectors

Make sure detectors are placed either on the ceiling or 6-12 inches below the ceiling on the wall. Locate smoke detectors away from air vents or registers; high air flow or "dead" spots are to be avoided.

- purchase a smoke detector if you do not have one. Smoke detectors are cheap and are required by law.
- Check to make sure that the smoke detector is installed in a place appropriate for the property.
- Never disconnect a detector. Consider relocating the detector rather than disconnecting if it is subject to nuisance alarms, e.g. from cooking.
- Replace the battery annually or when a "chirping" sound is heard.
- Follow the manufacturers instructions about cleaning your detector. Excessive dust, grease or other material in the detector may cause it to operate abnormally. Vacuum the grill work of your detector.

Escape Plan

- Establish an advanced escape plane.
- Find multiple exits and have a meeting place so that a head count may be done and it can be determined if anyone is still inside

V. Resources

University

Office of Off-Campus Housing Resource Services- Located in M31, Darnall Hall, (202) 687-7764. In addition to publishing this web site (http://och.georgetown.edu), OCHRS hosts information sessions on general off campus housing issues. The on-line housing listings are updated Monday through Friday.

Student Conduct & Off-Campus Affairs- Located at 530 Leavey Center, (202) 687-4056. This office publishes a regular newsletter that is sent to off-campus students. http://www.georgetown.edu/student-affairs/

Transportation

Georgetown University Transportation Shuttle- GUTS offers shuttle bus and van transportation on several routes that are heavily traveled by Georgetown students and staff members. Current routes serve the Law Center, the Arlington, Virginia area (Lee Highway, Wilson Boulevard, and Rosslyn), and the Rosslyn and Dupont Circle Metro Stations. For more information, call GUTS at (202) 687-4364, or stop by their office on the mezzanine level of Kennedy Hall. http://otm.georgetown.edu/guts.cfm

Metrorail- The Metro is Washington's subway system. It can be used to reach many parts of the city as well as many Virginia and Maryland suburbs. The nearest stops to the University are Dupont Circle, Foggy Bottom, and Rosslyn (Virginia). All of these stops are either a thirty minute walk or a short bus ride to Georgetown. http://www.wmata.com/metrorail/riding_metrorail.cfm

Metrobus- The Metrobus system is quite extensive. Transfers are available to connecting busses, as well as from the Metrorail to the Metrobus. You cannot use a transfer obtained from the Metrobus on the Metrorail. An additional fare may be required. http://www.wmata.com/metrobus/riding_metrobus.cfm

The University is served by three primary bus routes:

1. The even 30 bus routes (30, 32, 34, 36) run through Georgetown to Wisconsin Ave, through M Street and Pennsylvania Ave down to Capitol and beyond. The 38B bus runs through Georgetown to Prospect St and ends at the Rosslyn Metro.
2. The D bus routes (D2, D4, D6 and D8) run from Glover Park (north of the University) to 35th and Q Streets, and then towards Dupont Circle to downtown.
3. The G2 bus runs from the main gates of the University to Dupont Circle and then to Howard University.

There are two fare periods for both Metrorail and Metrobus - rush hour and non-rush hour. It costs more to ride during rush hours, defined as 5:30 am to 9:30 am and from 3 pm to 7 pm, Monday through Friday. For further transit information, contact the Metro office at (202) 637-7000 or visit their web site at: http://wmata.com.

Taxis- DC cabs do not have meters. Fares depend on the number of zone boundaries that are crossed during a trip. Current zones and rates are displayed in every taxicab. Additional charges are made for luggage, service during rush hours, extra passengers and taxis dispatched by phone.

Landlord/Tenant Issues

DC Department of Consumer and Regulatory Affairs

www.dcra.dc.gov

941 N. Capitol Street, NE, Washington, DC 20002. *Union Station* Metro Station. General information (202) 442-4400; Housing Regulation Administration (202) 442-4610; Housing regulation and complaint branch: (202) 442-4477. Tenants Advocacy Coalition, http://tenac.org.

Arlington Tenant/Landlord Commission Office

www.co.arlington.va.us

2100 Clarendon Blvd., Suite 701, Arlington, VA (703) 228-3765. *Courthouse* Metro Station. This office can answer questions concerning tenant/landlord issues.

Montgomery County Landlord/Tenant Affairs

http://montgomerycountymd.gov/consumer

100 Maryland Avenue, Room 330, Rockville, MD 20850, (240) 777-3636. *Rockville* Metro Station. This office takes tenant and landlord complaints, provides information about tenant and landlord rights and responsibilities, and offers counseling for problems. The office also has the power to conduct hearings and mediations, thereby offering a

solution to problems that would otherwise be handled in court. Counseling is by appointment only, no walk-ins are accepted.

Other Government Agencies

Division of Building and Land Regulation Administration, Zoning Division- 941 N. Capitol Street, NE, Washington, DC 20002, (202) 442-4576, *Union Station* Metro Station. http://www.dcoz.dcgov.org/main.shtm

Housing Inspections

Housing Regulation Administration (HRA), Housing Regulation Service Center (DC)

941 N. Capitol Street NE, Washington, DC 20002 (202) 442-4477. *Union Station* Metro Station. Call for housing inspection and copy of DC Housing Regulations/Code. Click here for the **DCRA Inspection form**. http://www.dcra.dc.gov

Arlington County Code Enforcement Office (VA)

1 Courthouse Plaza, 2100 Clarendon Blvd., Suite 709, Arlington, VA 22201 (703) 228-3232. *Courthouse* Metro Station. Call for housing inspection and copy of VA Housing Regulations/Code.

http://www.arlingtonva.us/departments/cphd/planning/code_enforcement/cphdplanningcode_enforcementcodeenforcement.aspx

Montgomery County Division of Code Enforcement (MD)

100 Maryland Avenue, 4th Floor, Rockville, MD 20850, (240) 777-3785. *Rockville* Metro Station. Call for housing inspection.

US Post Office (Inspection Branch)

900 Brentwood Road, NW, Washington, DC 20066 (202) 636-2300. Call to report stolen mail, insecure boxes, or violations of regulations.
http://ojjdp.ncjrs.org/pubs/fedresources/appen-11.html

Legal Services

Neighborhood Legal Services

701 4th Street, NW, Washington, DC 20001 (202) 682-2700. *Judiciary Square* Metro Station, Income will be verified. http://www.nlsp.org

DC Law Students In Court

806 7th Street, NW, Suite 300, Washington, DC 20001 (202) 638-4798. *Gallery Place* Metro Station. Income must be verified by an advisor, call first.
http://www.law.georgetown.edu/clinics/lsic

Legal Aid Society

666 11th Street, NW, Suite 800, Washington, DC 20001 (202) 628-1161. *Metro Center* Metro Station. Income must be under $173 per week (for singles with dependent), and they look at all sources of income. You can also call to register discrimination complaints. http://www.legalaiddc.org/volunteering/probono.html

The Harrison Institute for Public Law

111 F Street, NW, Suite 102, Washington, DC 20001 (202) 662-9600. *Union Station* Metro Station. Represents tenant associations, co-op and condo associations and community organizations. The Institute is a non-profit service of Georgetown University Law Center and charges fees only to cover its costs.
http://www.law.georgetown.edu/clinics/hi/

Ayuda/Latino Project (Spanish Speaking)

1736 Columbia Road, NW, Washington, DC 20009 (202) 387-4848. *Cleveland Park* Metro Station. Income will be verified.
http://www.buscapique.com/latinusa/buscafile/wash/aynda.htm

Lawyer Referral Service (VA)

1425 N. Courthouse Road, Suite 1800, Arlington, VA 22201 (703) 228-3390. *Courthouse* Metro Station. Income must be under $125 per week.

Legal Services of Northern Virginia

- **Arlington-** 6400 Arlington Blvd., Suite 630, Falls Church, VA 22042 (703) 532-3733. Serves Arlington City and County and Falls Church.
- **Alexandria-** 603 King Street, 4th Floor, Alexandria, VA 22314 (703) 684-5566. Serves the City of Alexandria.

http://lawhelp.org/program/1569

Human Rights and EOE Division of Arlington County (VA)

2100 Clarendon Blvd., Suite 106, Arlington, VA 22201 (703) 228-3949. *Courthouse* Metro Station. Call to register discrimination complaints.
http://www.arlingtonva.us/departments/commissions/humanrights/humanrightsmain.aspx

Equal Employment Opportunity Commission

1801 L Street NW, Washington, DC 20507 (202) 663-4900. *Farragut West or Farragut North* Metro Stations. To complain about discrimination in employment.
http://www.eeoc.gov

Utilities

Potomac Electric Power Company (PEPCO)

1900 Pennsylvania Avenue, NW, Washington, DC (202) 833-7500. *Farragut West* Metro Station 18th Street exit. Provides electricity for DC and Maryland.

http://www.pepco.com

Dominion Virginia Power

PO Box 26543, Richmond, Virginia 23290 1-888-667-3000. Provides electricity for Virginia.

http://www.dom.com/about/companies/vapower/index.jsp

DC Water and Sewer Authority

5000 Overlook Avenue, SW, Washington, DC 20032 (202) 787-2000. *Anacostia* Metro Station and A4 Metrobus. Provides water service and billing.

http://www.dcwasa.com/contact/default.cfm

Washington Suburban Sanitary Commission (WSSC)

14501 Sweitzer Lane, Laurel, MD 20707 (301) 206-8000. Provides water and sewer service in most of Montgomery County and Prince George's County, MD.
http://www.mdarchives.state.md.us/msa/mdmanual/35interc/09wsan.html

Arlington County Utilities Services Division

1 Courthouse Plaza, 2100 N. Clarendon Blvd., Suite 807, Arlington, VA (703) 228-3636. *Courthouse* Metro Station. Provides water service in Arlington area.
http://www.arlingtonva.us/departments/environmentalservices/admin/environmentalservicesphonenumbers.aspx

Verizon Telephone Company

To order new residence service, call (202) 954-6263, for repairs call (202) 954-6611.
http://www22.verizon.com/about/community/dc/customer/important_numbers.html

Washington Gas Company

101 Constitution Avenue, NW, Washington, DC 20080 (703) 750-1000. *Judiciary Square* Metro Station. Provides gas service for DC, Virginia and Maryland.
http://www.washgas.com

Courts

Small Claims Court

409 E Street, NW, 1st Floor, Washington, DC (202) 879-1037. Judiciary Square Metro Station F Street exit. To sue any DC business for up to $5,000.
http://www.dcappeals.gov/dccourts/appeals/represent/claims.jsp

Arlington Civil Court

1425 N. Courthouse Road, Suite 6700, Arlington, VA 22201 (703) 228-7010. *Courthouse* Metro Station. To sue any Virginia business.
http://158.59.15.115/arlington/intro.html

Montgomery County Civil Court

50 Courthouse Square, Rockville, MD (301) 217-7063. *Rockville* Metro Station. Handles civil cases for the immediate Maryland area.
http://www.montgomerycountymd.gov/mc/judicial

Miscellaneous

Legislative Services Division

1350 Pennsylvania Avenue, NW, Suite 10, Washington, DC 20004 (202) 724-8050. *Federal Triangle* Metro Station. To order copies of laws concerning rent control, condominium conversions, security deposits, etc.

Office of Passport Services

1111 19th Street, NW, Washington, DC 20036 (202) 647-0518.
http://www.americanpassport.com/index.html

Voter Registration

Washington, DC - 441 4th Street, NW, Room 250, Washington, DC (202) 727-2525 or http://www.dcboee.org/serv/voter_registration.shtm. *Judiciary Square* Metro Station.

Maryland - (240) 777-8500 or www.777vote.org/voter2new.htm

Virginia - Alexandria City (703) 838-4050 or http://www.alexandriavoter.org Arlington County (703) 228-7660 or http://www.co.arlington.va.us/voters/register.htm.

Dog Licenses

Department of Health, division of Animal Disease Prevention, 51 N Street, NE, 6th Floor, Washington, DC 20002 (202) 535-2322. http://dchealth.dc.gov/

Division of Animal Disease Prevention

1201 New York Avenue, NE, Washington, DC 20002 (202) 576-6664. Union Station Metro Station. (must take a bus or taxi from there

Existing Campus Plan w/o Southwest Quadrangle

Building Key

Medical Center Campus-Hospital

1 Building D (Dental Clinic)
2 Research Resource Facility
3 Basic Science
4 New Research Building
5 Pre-Clinic Science
6 Dahlgren Library
7 Medical Dental Annex
8 Medical Dental School
9 Hospital
10 Concentrated Care Center
11 Bles
12 Lombardi Cancer Center
13 Gorman
14 Pasquerilla Healthcare Center
H Helipad

Main Campus

15 St. Mary's Hall
16 Darnell Hall
17 Henle Village
18 Kober Cogan
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20 Reiss Hall
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22 White Gravenor
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41 Observatory
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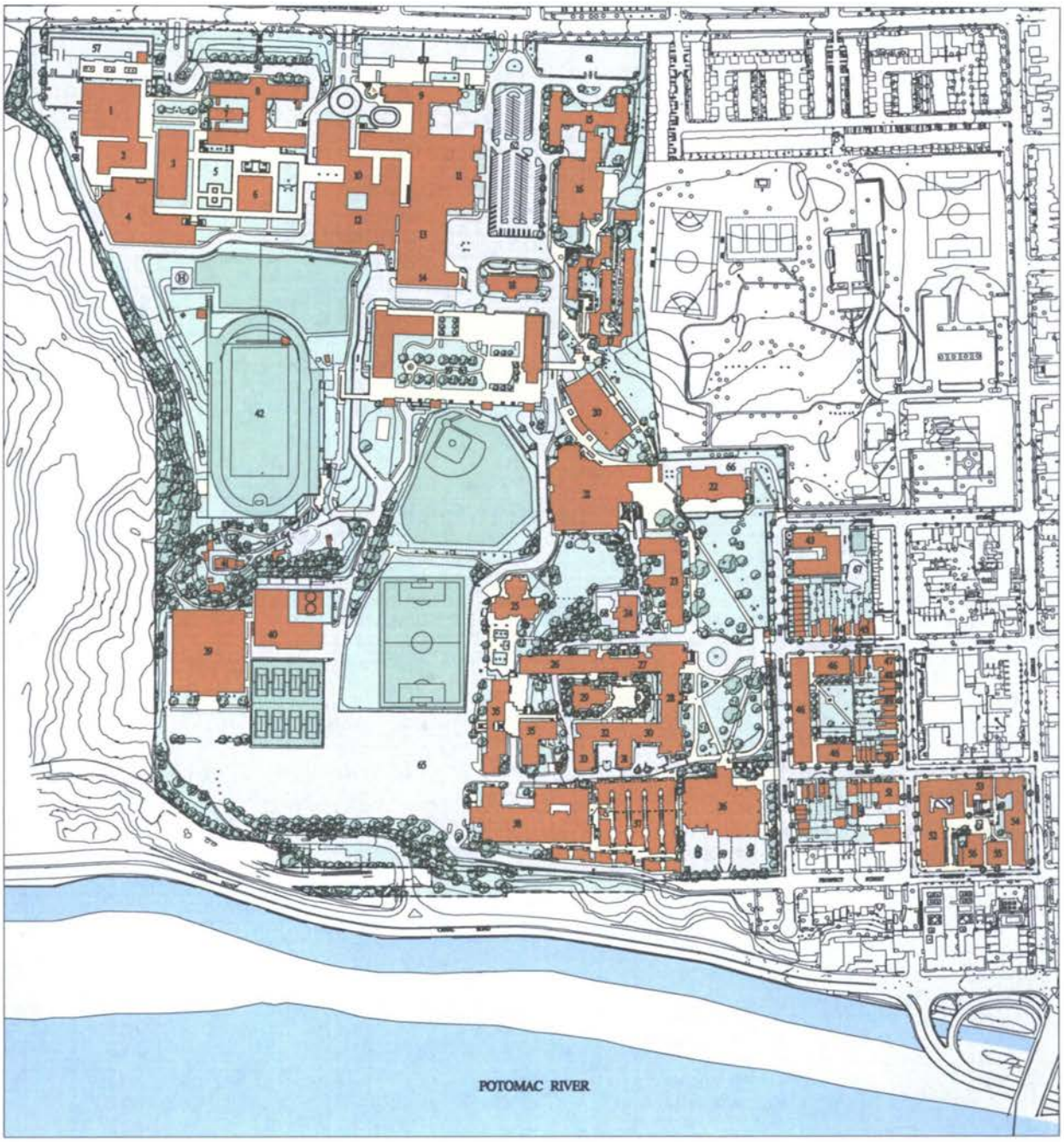
East Campus

43 Poulton Hall
44 Georgetown University Press
45 Alumni House
46 Alumni Square
47 Alumni House 1,2 and 3
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49 Academic Administartion
50 Academic Administartion
51 GU Shops/GPPI/GSB
52 Walsh Building
53 Coleman Nevils Building
54 Loyola Hall
55 Xavier Hall
56 Ryder Hall

Parking Facilities

57 Garage 2
58 Lot G (New Research Bldg.)
59 Lot E (Medical Dental)
60 Garage 1
61 Lot B (St. Mary's)
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63 Leavey Garage (Garage A)
64 Lot Y (Yates)
65 Lot 3
66 White Gravenor Lot
67 Lot 6 (Poulton)
68 Ryan Administration Lot
69 Lot 9 (Lauinger Library)

FIGURES



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FIGURE 01

EXISTING CAMPUS PLAN
WITHOUT SOUTHWEST QUADRANGLE

MAY 02 2000

0 187 287

CAMPUS MASTER PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
EDAW INC. LANDSCAPE ARCHITECTS

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41 Observatory
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70 Leavey Bookstore Addition

Southwest Quadrangle

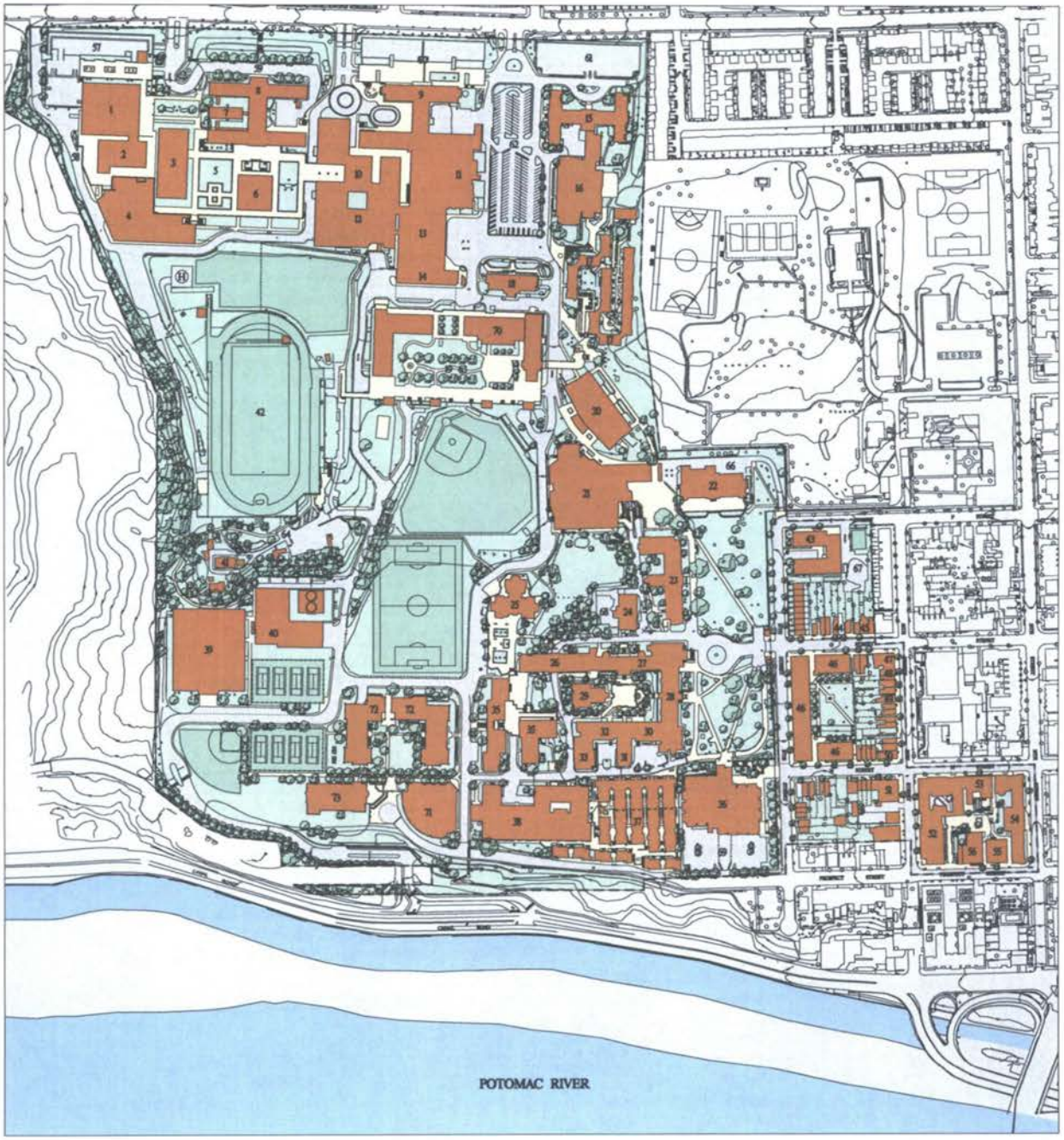
71 Dining
72 Residence Hall
73 Jesuit Community

East Campus

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N

FIGURE 02

EXISTING CAMPUS PLAN

MAY 02, 2000

0 100' 200'

CAMPUS MASTER PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
EDAW INC. LANDSCAPE ARCHITECTS

Ten Year Development Plan
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Medical Center Campus-Hospital

1 Building D (Dental Clinic)
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MHC-1 Future Medical/Health Care
MHC-2 Future Medical/Health Care
MHC-3 Future Medical/Health Care

East Campus

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55 Xavier Hall
56 Ryder Hall

AA-7 Future Academic/Admin

Medical Center Campus-Hospital/Main Campus

AA-3/MHC Future Academic/Admin/Medical/Health Care

Main Campus

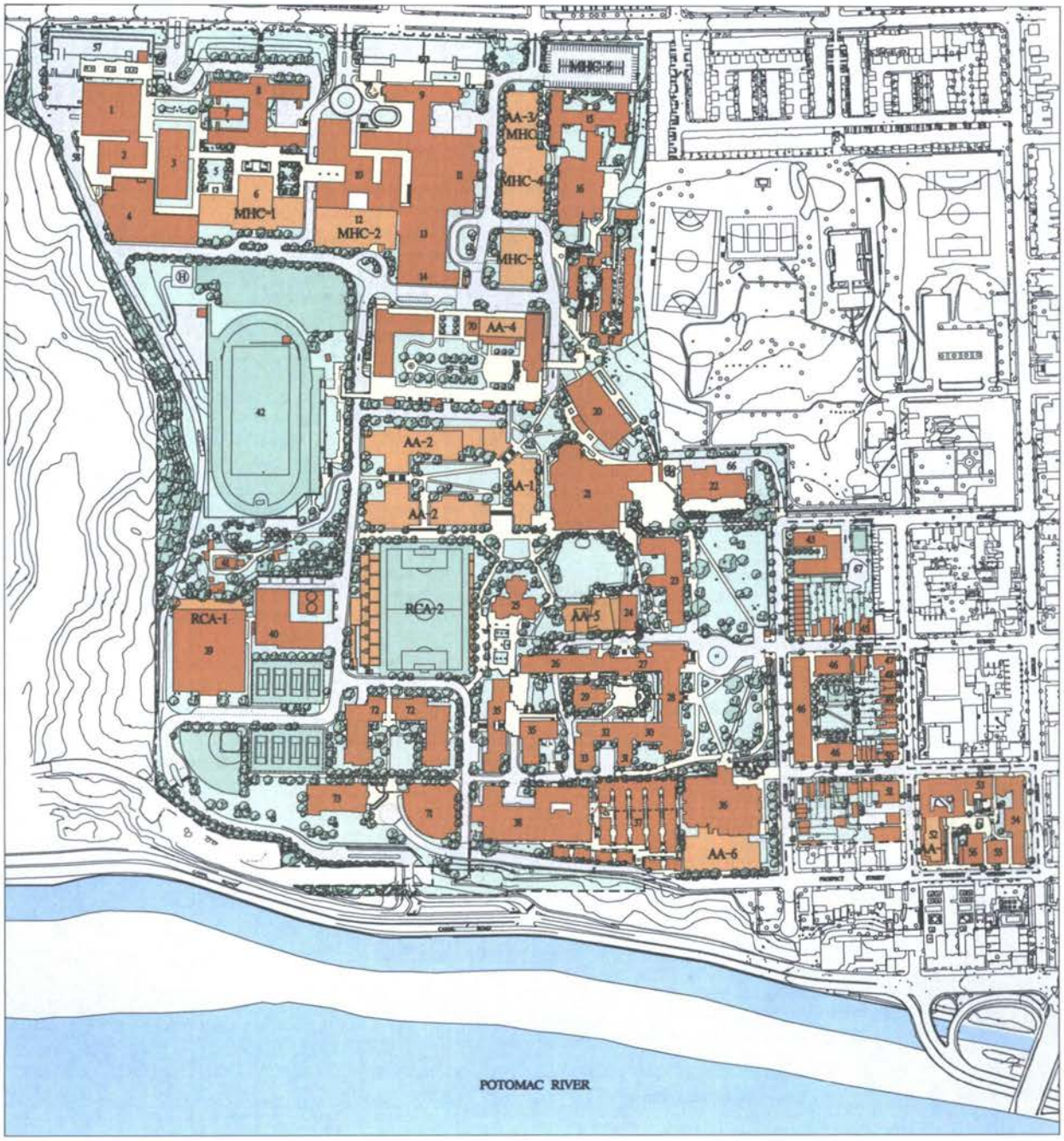
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AA-1 Future Academic/Admin
AA-2 Future Academic/Admin
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AA-6 Future Academic/Admin
RCA-1 Future Athletic
RCA-2 Future Athletic

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AA-3/MHC-3 Future Medical/Health Care
MHC-4 Future Medical/Health Care
MHC-5 Future Medical/Health Care

Southwest Quadrangle

71 Dining
72 Residence Hall
73 Jesuit Community



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FIGURE 03

TEN YEAR DEVELOPMENT PLAN

MAY 02, 2000

0 100' 200'

CAMPUS MASTER PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
EDAW INC. LANDSCAPE ARCHITECTS

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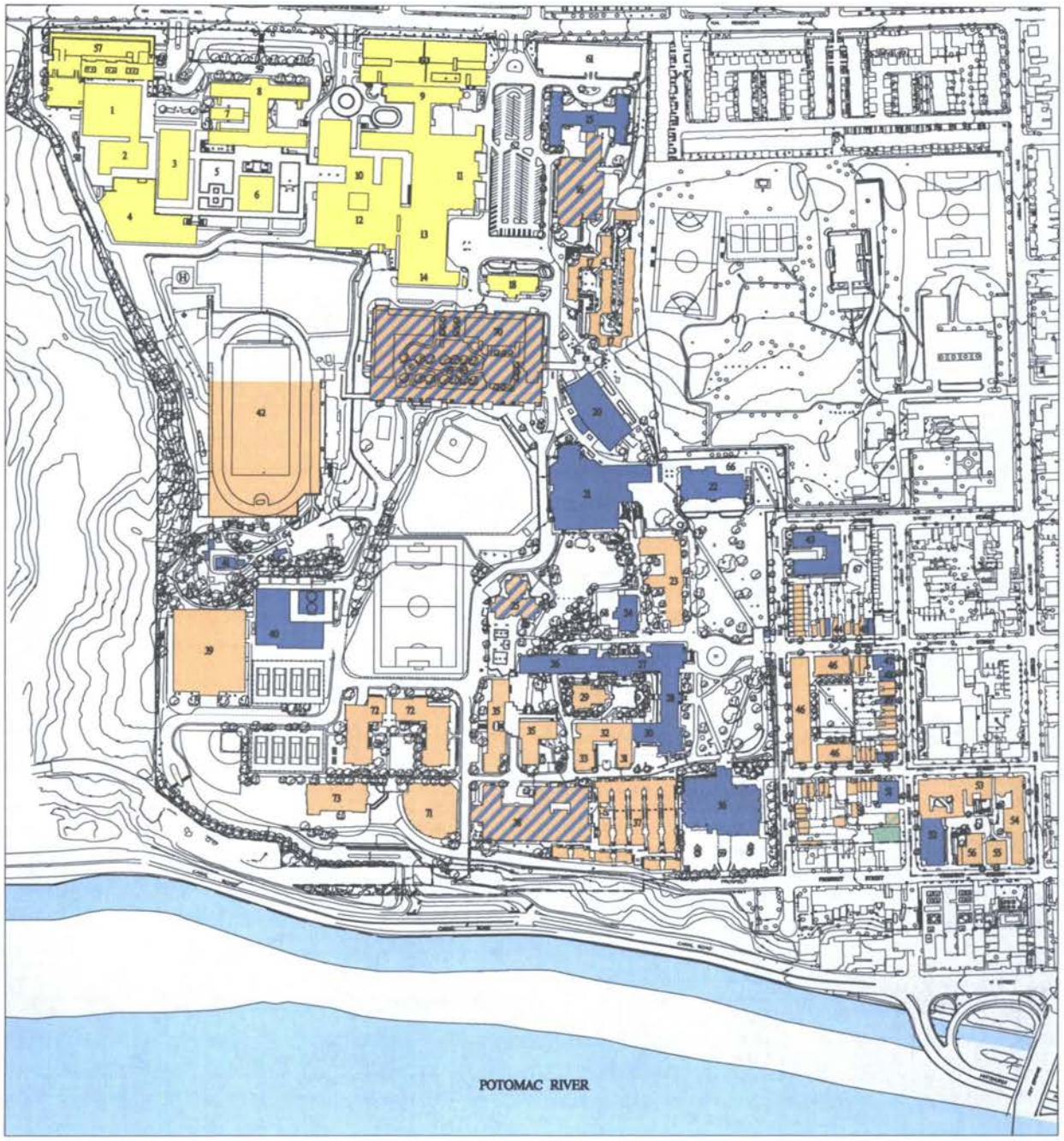
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ACADEMIC/ADMINISTRATION

RESIDENTIAL/CAMPUS LIFE/ATHLETIC

MEDICAL/HEALTH CARE

COMMERCIAL

FIGURE 04

EXISTING CAMPUS PLAN

MAY 02, 2000

LAND USE PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
EDAW INC. LANDSCAPE ARCHITECTS

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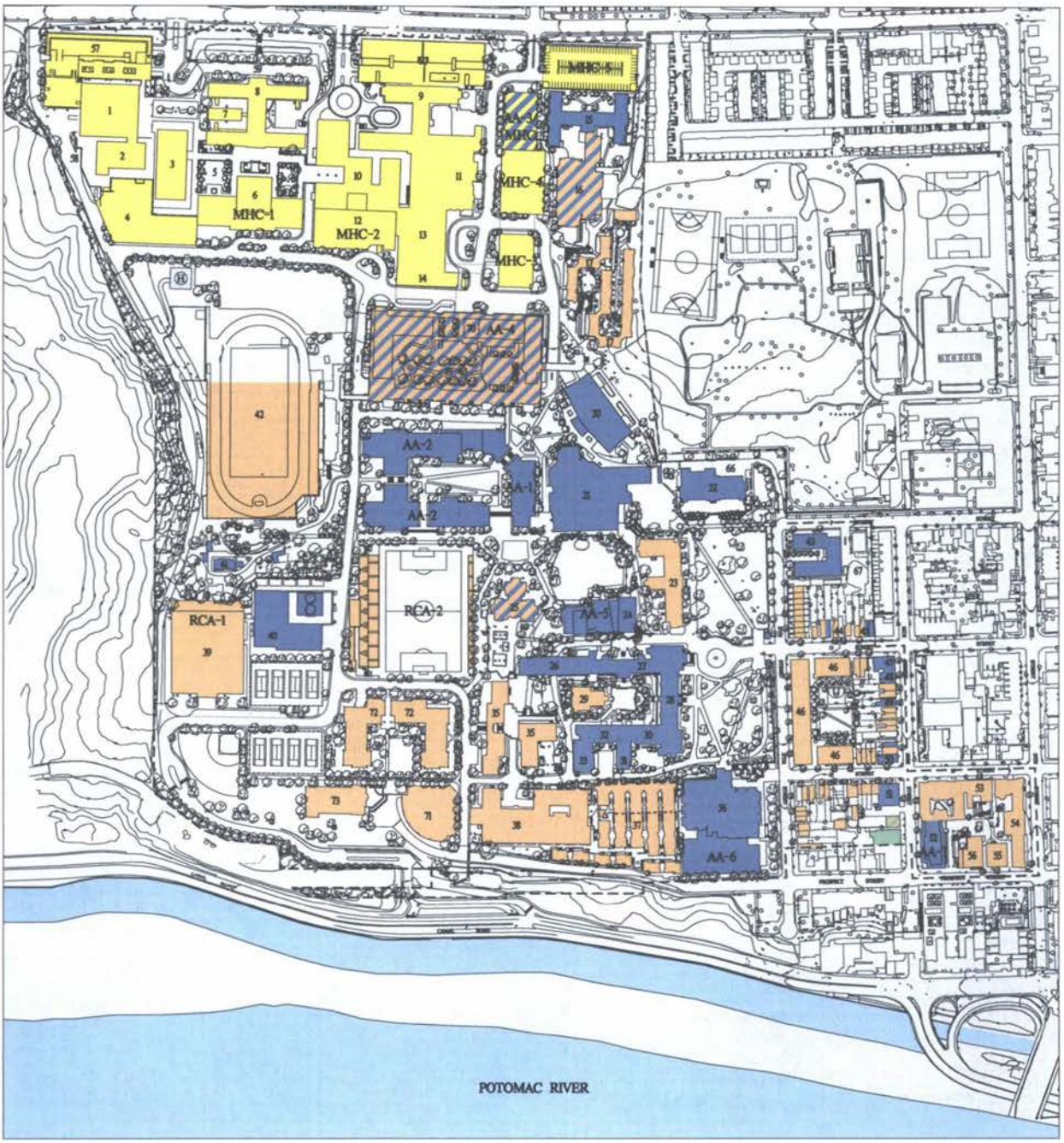
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Southwest Quadrangle

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ACADEMIC/ADMINISTRATION

RESIDENTIAL/CAMPUS LIFE/ATHLETIC

MEDICAL/HEALTH CARE

COMMERCIAL

FIGURE 05

TEN YEAR DEVELOPMENT PLAN

MAY 02, 2000

LAND USE PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
EDAW INC. LANDSCAPE ARCHITECTS

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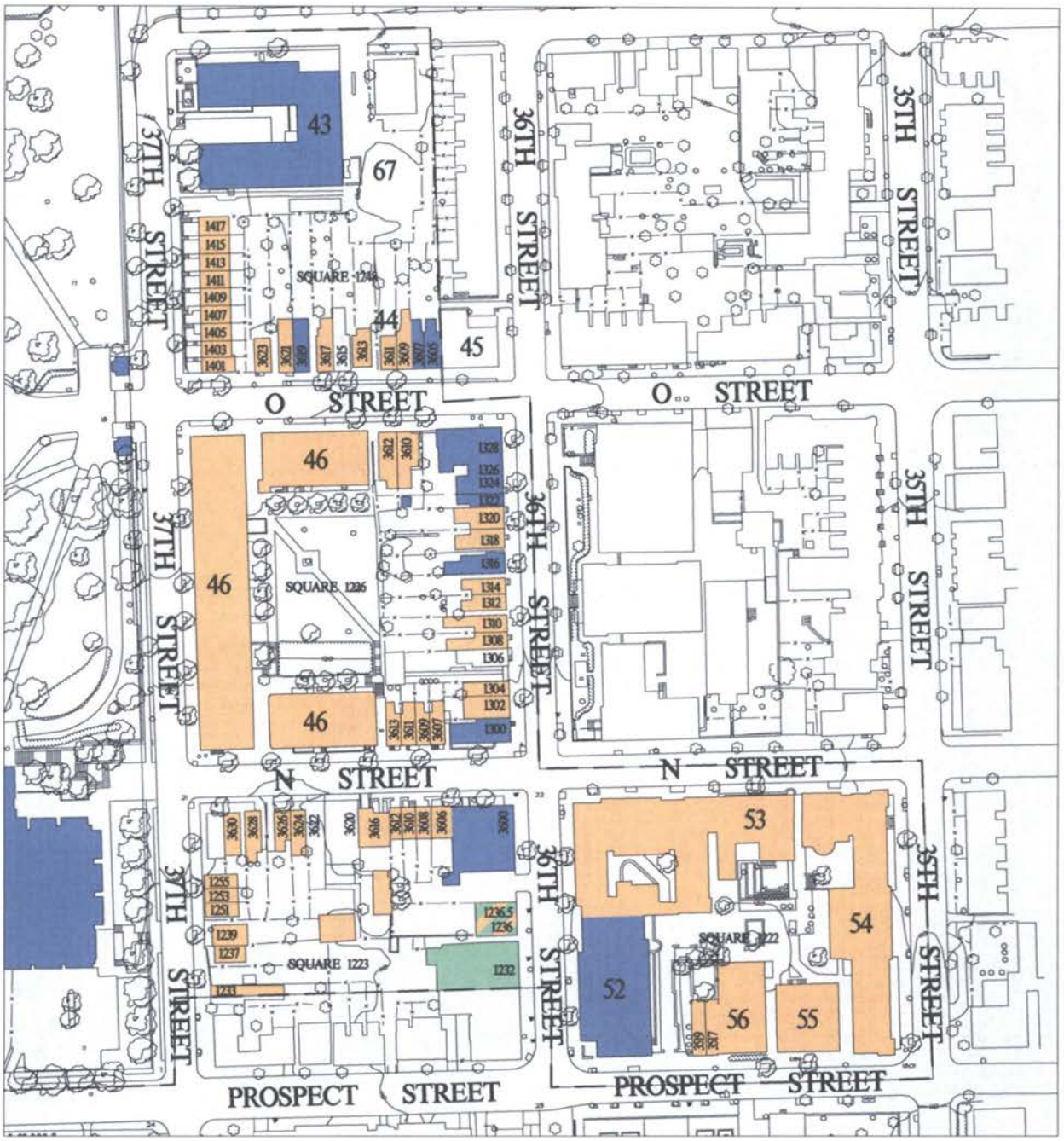
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67 Lot 6 (Poulton)
68 Ryan Administration Lot
69 Lot 9 (Lauinger Library)



ACADEMIC/ADMINISTRATION

RESIDENTIAL/CAMPUS LIFE/ATHLETIC

MEDICAL/HEALTH CARE

COMMERCIAL

FIGURE 06

EXISTING CAMPUS PLAN

MAY 02, 2000

EAST CAMPUS LAND USE PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
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Ten Year Development Plan

Building Key

Medical Center Campus-Hospital

1 Building D (Dental Clinic)
2 Research Resource Facility
3 Basic Science
4 New Research Building
5 Pre-Clinic Science
6 Dahlgren Library
7 Medical Dental Annex
8 Medical Dental School
9 Hospital
10 Concentrated Care Center
11 Bles
12 Lombardi Cancer Center
13 Gorman
14 Pasquerilla Healthcare Center
H Helipad

MHC-1 Future Medical/Health Care
MHC-2 Future Medical/Health Care
MHC-3 Future Medical/Health Care

East Campus

43 Poulton Hall
44 Georgetown University Press
45 Alumni House
46 Alumni Square
47 Alumni House 1,2 and 3
48 Woodstock Theological Institute
49 Academic Administartion
50 Academic Administartion
51 GU Shops/GPPI/GSB
52 Walsh Building
53 Coleman Nevils Building
54 Loyola Hall
55 Xavier Hall
56 Ryder Hall

AA-7 Future Academic/Admin

Medical Center Campus-Hospital/Main Campus

AA-3/MHC Future Academic/Admin/Medical/Health Care

Main Campus

15 St. Mary's Hall
16 Darnell Hall
17 Henle Village
18 Kober Cogan
19 Leavey Center
20 Reiss Hall
21 Intercultural Center
22 White Gravenor
23 Copley Hall
24 Ryan Administration
25 Harbin Hall
26 New North Building
27 Old North
28 Healy Hall
29 Dahlgren Chapel
30 Maguire Hall
31 Ryan Hall
32 Mulledy Hall
33 Gervase
34 McSherry
35 Village C
36 Lauinger Library
37 Village A
38 New South
39 McDonough Gymnasium
40 Heating and Cooling Plant
41 Observatory
42 Yates Field House
70 Leavey Bookstore Addition

AA-1 Future Academic/Admin
AA-2 Future Academic/Admin
AA-4 Future Academic/Admin
AA-5 Future Academic/Admin
AA-6 Future Academic/Admin
RCA-1 Future Athletic
RCA-2 Future Athletic

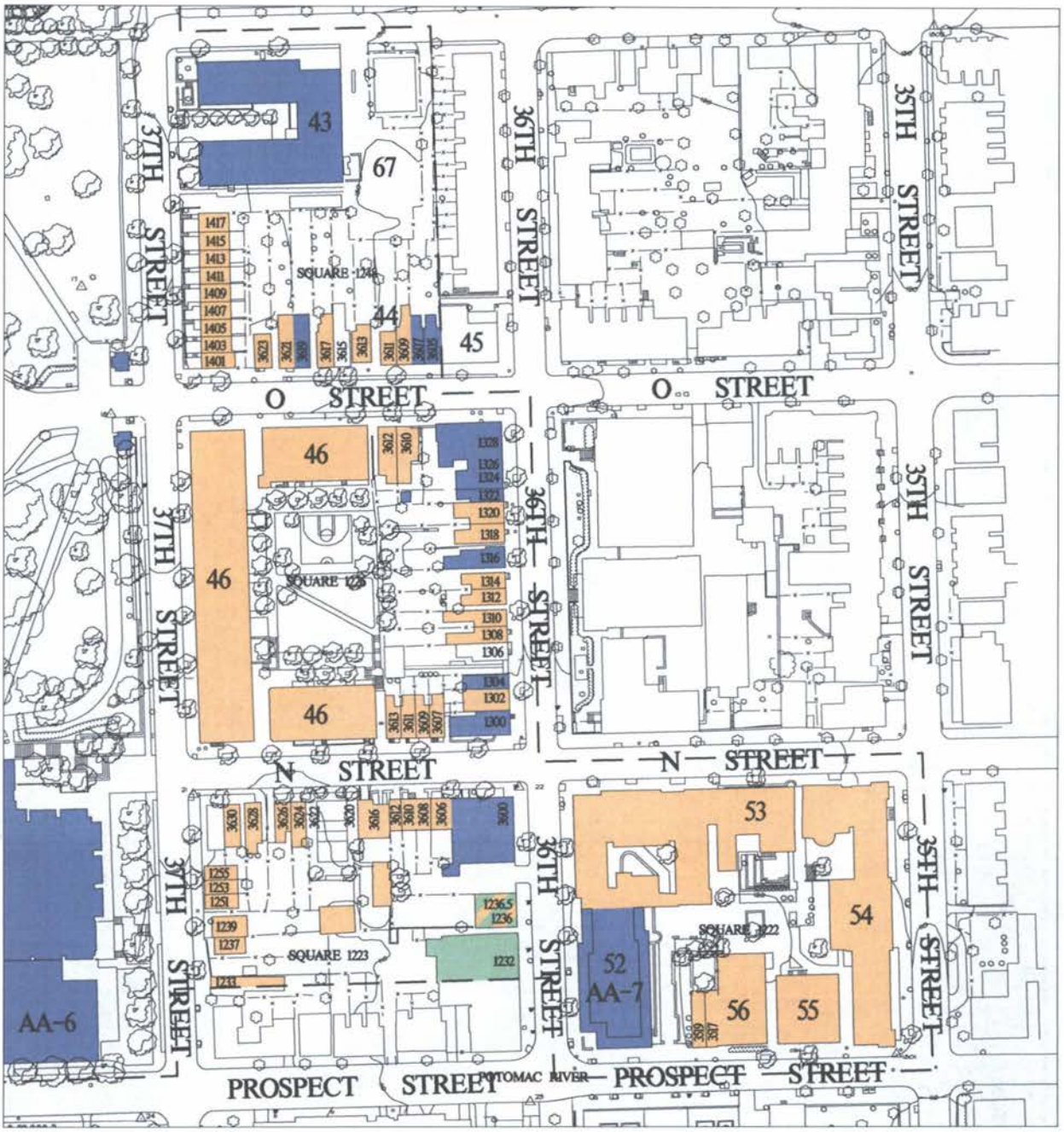
Parking Facilities

57 Garage 2
58 Lot G (New Research Bldg.)
59 Lot E (Medical Dental)
60 Garage 1
61 Lot B (St. Mary's)
62 Lot A (Hospital)
63 Leavey Garage (Garage A)
64 Lot Y (Yates)
66 White Gravenor Lot
67 Lot 6 (Poulton)
68 Ryan Administration Lot
69 Lot 9 (Lauinger Library)

AA-3/MHC-3 Future Medical/Health Care
MHC-4 Future Medical/Health Care
MHC-5 Future Medical/Health Care

Southwest Quadrangle

71 Dining
72 Residence Hall
73 Jesuit Community



NOTE: NO USE CHANGES ARE PROPOSED FOR EAST CAMPUS

ACADEMIC/ADMINISTRATION

RESIDENTIAL/CAMPUS LIFE/ATHLETIC

MEDICAL/HEALTH CARE

COMMERCIAL

FIGURE 07

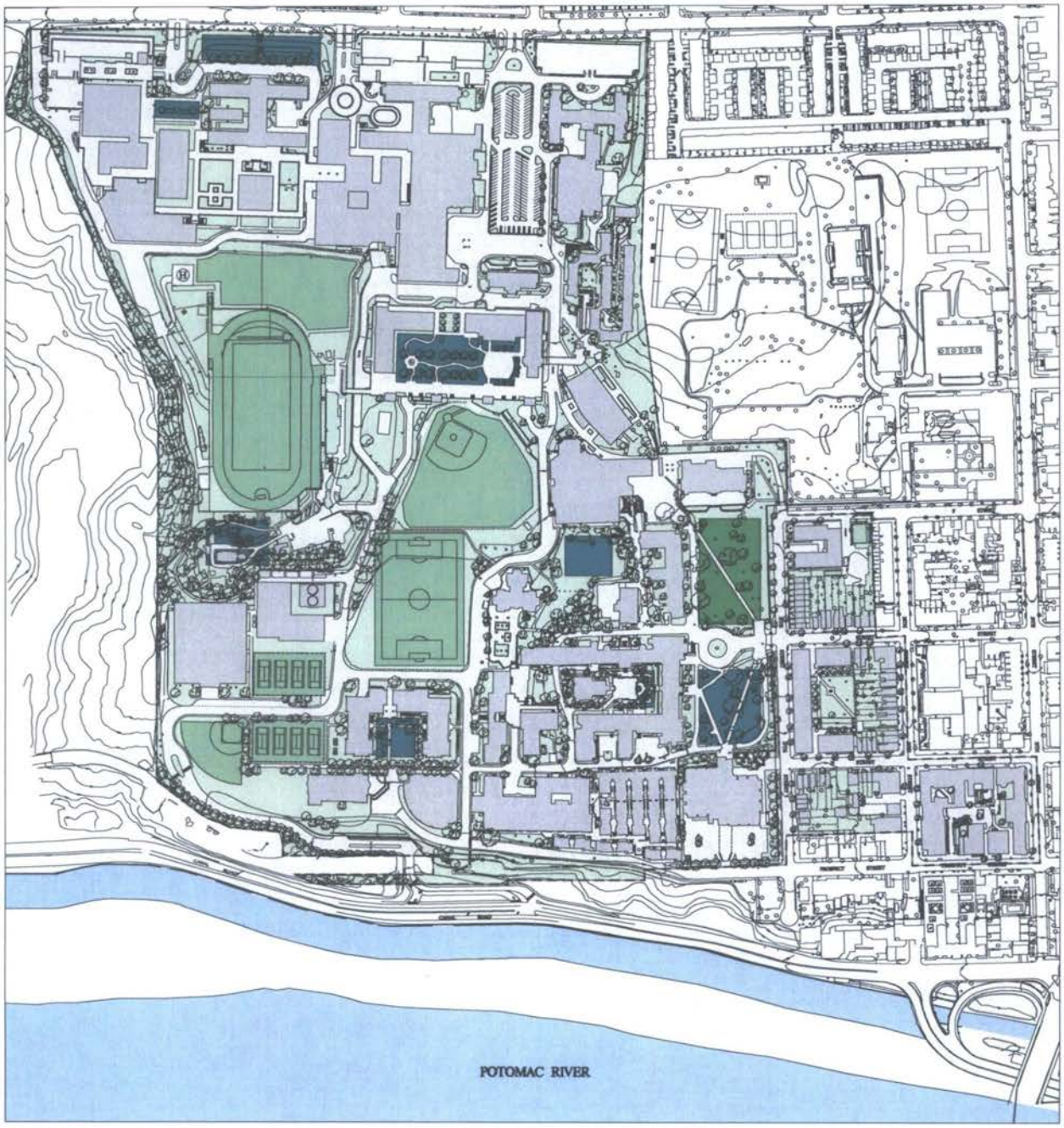
TEN YEAR DEVELOPMENT PLAN

MAY 02, 2000

EAST CAMPUS LAND USE PLAN

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

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ACTIVE/ATHLETIC OPEN SPACE

INFORMAL PLAY OPEN SPACE

SIGNIFICANT PASSIVE OPEN SPACE

FIGURE 08

EXISTING CAMPUS PLAN

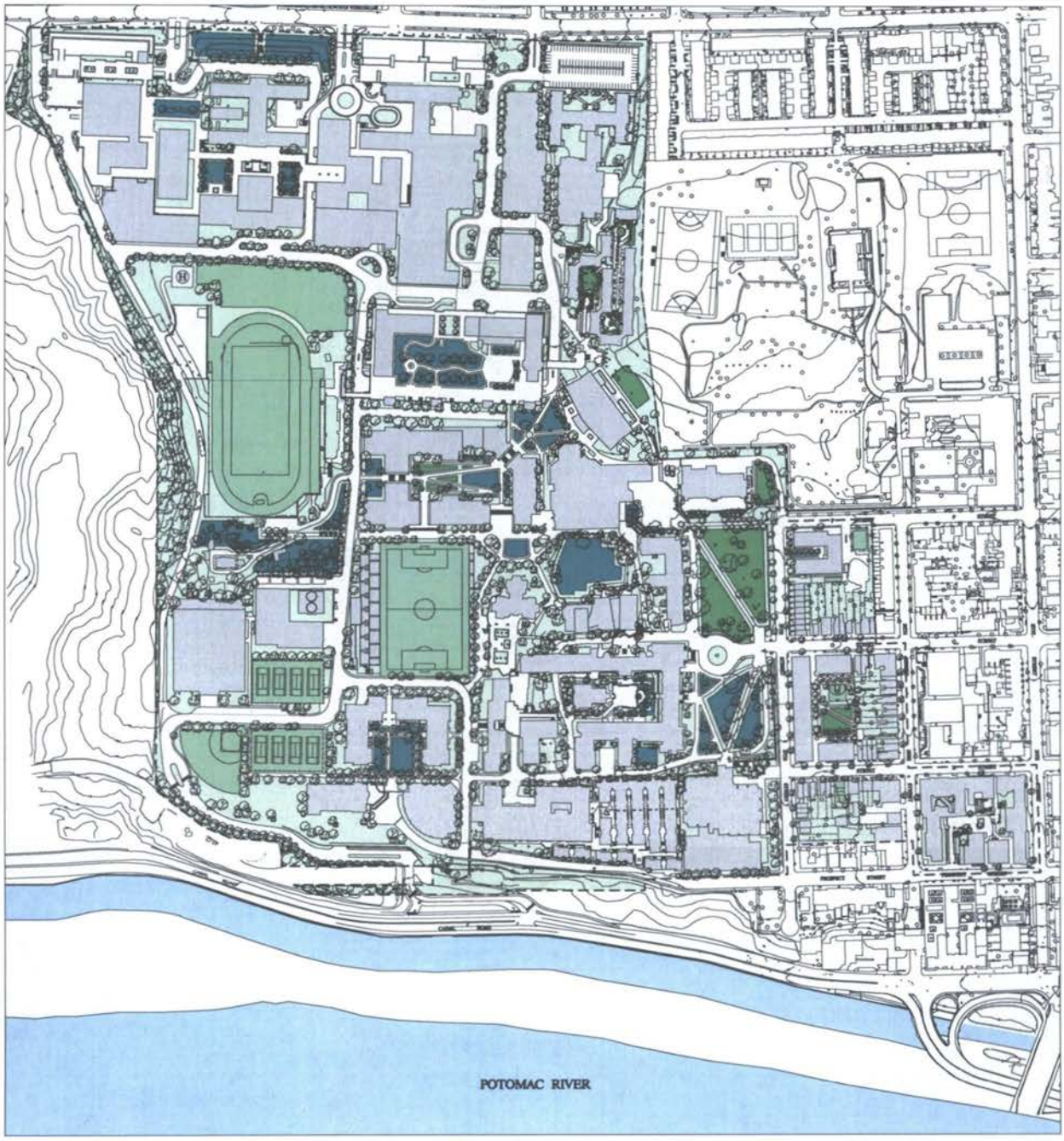
MAY 02, 2000

0 100' 200'

OPEN SPACE DIAGRAM

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
EDAW INC. LANDSCAPE ARCHITECTS



ACTIVE/ATHLETIC OPEN SPACE

INFORMAL PLAY OPEN SPACE

SIGNIFICANT PASSIVE OPEN SPACE

FIGURE 09

TEN YEAR DEVELOPMENT PLAN

MAY 02, 2000

OPEN SPACE DIAGRAM

GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

ROBERT A.M. STERN ARCHITECTS
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