NEW BOLTON CENTER – DORMITORY POLICY

General Information:

NBC is located approximately 35 miles from Philadelphia in a small rural area. Facilities and services are somewhat scattered. The nearest town, Kennett Square, is approximately 4 miles away. There is NO public transport, so a car is really a necessity for extended stays requiring shopping.

The student dormitory on the New Bolton Center campus is for the use of senior year or third year early entry Penn Vet students or externs only. Family members, (including partners, spouses, and children), or friends of students are not permitted in the dormitory.

Pets:

PETS ARE PROHIBITED FROM NBC DORM. FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN LOSS OF ROOM PRIVILEGES.

Rooms and Room Mates:

The dorm rooms contain three beds, two desks, lamps and storage for personal belongings. Students will self-assign rooms and roommates, by signing up for a room using the google document at this link: https://docs.google.com/spreadsheets/d/1aY-pXWJ2F9qo63pMO6gTcSVHCsN52ZjK8yckNbyoGO/edit#gid=1156978875

Note that there are two slots for each room... if triple occupancy is required to accommodate all students, a third name can be added.  If a single occupancy room is required for any reason (eg. lactation, medical condition, etc) please contact Patty Antes (antes@vet.upenn.edu or 610-925-6132) for special arrangements.

When You Arrive at NBC:

You will need your Penn I.D. card to gain access to the dorm

Room keys may be signed out from the Hospital Admissions desk.

Rooms will be available after 2:00 PM on the first day of the rotation. Students will not have access to their rooms before this time, to allow for cleaning after departure of previous rotation students. Students retaining their room from the previous rotation may leave their personal belongings in the room but must be out of the room between 8AM and 2PM to allow for cleaning. Items may be retrieved from the room or kitchen refrigerators.

Check out time is no later than 7:00 AM on the first day of the ensuing rotation (i.e. students on duty Sunday night may stay in the dorm overnight and check out Monday morning). Please hand in your key by the designated check-out time at the end of your rotation to the admissions office in the large animal hospital, and be sure all personal items have been removed from the room.

Linens:
Linens are not provided. You must bring your own sheets, blankets, towels, pillows, and pillowcases, etc.

**Food Service:**
We have a full-service cafeteria, offering breakfast and lunch items. Hours are approximately 7:00 AM to 3:00 PM.

If you wish to cook your own meals, the dormitory has a well-equipped kitchen on the second floor. It has a stove, refrigerators, freezers, microwaves, coffee makers, toaster oven and dishwasher. Cleaning supplies are provided. Dishes, pots and pans and cooking utensils are provided. Please make sure that utensils remain in the dormitory kitchen area. Each student has a storage locker for dry goods. Please label and date everything you put in the refrigerators and closets, because at the end of each rotation the housekeepers will discard any unlabeled food items without exception.

Additionally, each dorm room also has a small refrigerator. Please be sure to empty it when you check out.

**Room Cleaning:**
Hallways, bathrooms, and common areas are cleaned daily. The housekeepers will not enter your room during your stay. Rooms will be cleaned and disinfected by housekeeping staff once vacated at the end of a rotation.

**Laundry Facilities:**
Washers and dryers are available at no cost on the first floor of the dorm. Detergent and dryer sheets are not provided.

**Loss Prevention:**
The University does not insure your car or personal belongings. Please do not bring large amounts of cash with you. The locks on the dormitory doors are equipped with dead bolt mechanisms, which can be activated by using your key to lock the door. For your own protection please use the key to lock the door and turn it until you hear the dead bolt trip. Once in place no one can gain access to your room unless they have a key. You will need your Penn card to gain access to the dorm from Alumni Hall or from the back door.

While on campus please drive slowly. The speed limit is 15 mph, and park only in designated parking areas.

**Emergency Procedures:**
Dial 911 for Chester County emergency services.

**Student Health:**
All full-time students are required to carry health insurance either through the student plan or a private insurer. If you are injured or become ill while at NBC, you or your health insurance plan will be responsible for payment of all medical services.

**Placing Maintenance Requests:**
If at anytime you have a maintenance/housekeeping related issue at the dorm, please place a work order through inside.vet or Login - OTRS (upenn.edu) from a computer connected to the Penn network. Tickets will be resolved within an appropriate time frame. Repairs requiring immediate attention or emergencies can be handled immediately by contacting the NBC Client Services group at 610-444-5800 or 0 from a campus phone where an operator can contact after hours service technicians.

**Mail:**

All outgoing mail can be left at the mailroom located in the hospital.

We look forward to meeting you and hope your stay at NBC is pleasurable. If you have any problems, please contact Patricia Antes at ext. 6320 or by email to: antes@vet.upenn.edu.