Office of Student Living

MARYMOUNT UNIVERSITY

Dear Students:

Welcome to Student Living at Marymount University! We look forward to having you join us in our residential community during the 2019-2020 academic year. Living in the residence halls offers tremendous opportunities for interaction with other students with a variety of interests, experiences, backgrounds, and cultures. In addition, you will have access to outstanding community programs, learning opportunities, and resources which will help you reach your full potential during your time at Marymount.

Living in the residence halls offers engaging, educational opportunities that in many ways enhance the learning you will encounter in the classroom. Through your daily life in the residence halls, as well as through other programs, events, clubs, and organizations readily available to you on campus, you will gain a sense of belonging, a community of support and friends that will help you succeed both here at Marymount and in your future.

The Office of Student Living is committed to providing you with a safe, inclusive, and vibrant living/learning environment. It is for that reason that we have prepared this document for you. Enclosed in the following pages you will find information about getting involved in residence hall activities, making a difference in our community environment, taking advantage of the variety of services offered to you as a campus resident, and the rules and policies that need to be observed for the well-being of all residents.

The Student Living staff is here to help you. We look forward to serving you as best we can, and hope you have an enjoyable year.

Susan Boyd
Assistant Vice President of Student Living
Office of Student Living
703-284-1608 main line
rlife@marymount.edu

Mission Statement:

The Office of Student Living advances the mission and vision of Marymount University by providing residential and commuter services that create and sustain safe, student centered communities, that enhance the sense of belonging, academic and personal success of students, and provide an inclusive, engaged, and safe environment. The Office of Student Living will also support the University in creating a safe, secure, and healthy environment by providing access services, overseeing the Dining contract, and overseeing the University Spirit Shop.

Operating Goals:

- Student Living will provide student centered services, programs and interventions designed to create inclusive and engaged communities that provide a sense of belonging and connection to Marymount University.

- Student Living will provide services, information and coordination with appropriate University Departments to meet the University and Division's goals and meet the needs of all residential students.

- Student Living will develop and implement policies and processes that align clearly to a focus of providing student communities that foster educational opportunities, personal accountability and diverse interactions amongst residents.

- Student Living will create and review all positions and job responsibilities to ensure the mission of the department and the needs of our students are being met.

- Student Living will assist and coordinate with Physical Plant and contractors (Sodexo; Caldwell and Gregory; etc.) to consistently exceed in the creation and maintenance of a safe and functioning community for all students.

Residence Hall Behavior Standards

Review of Behavior Standards

The policies and procedures that are enforced in the residence halls have been established to help maintain a cooperative living environment that supports both the academic mission of Marymount University, as well as allows individuals enough freedom to maintain a comfortable lifestyle. All members of the residence halls will be held accountable for observing the rules and policies contained in this publication, the Student Community Conduct Code, and the terms and conditions of each housing agreement.

A resident of the residence halls is expected to abide by the terms and conditions of the residence hall housing agreement, including the behavior standards listed in this section.

The residence hall behavior standards are enforced with the procedures described in this section. They apply to students living in the residence halls and are in addition to the university's general Standard of Conduct for students. The focus of these rules is to create a comfortable, quiet community living

environment that supports the pursuit of academic and personal goals of students rather than to restrict freedoms. A secondary focus of the residence hall behavior standards is to assist students in becoming more responsible members of the community.

It is important to realize that formal rules attempt to set standards to ensure that community members live together in a cooperative fashion. These rules, however, constitute only a small portion of what is necessary to ensure that residents respect each other and are considerate of each other's feelings, needs and concerns. Successful residence hall operations require the residents of each community to take the time regularly to discuss the positive and negative effects of happenings in their community and come to a consensus of actions needed to solve problems.

Appropriate Residence Hall Conduct

Participating in any conduct covered by the following policies will subject individuals to action taken as described in this following section. These policies apply to the behavior of all residents and their guests while in the residence halls, the grounds adjacent to the residence halls, and all residence hall sponsored on- or off-campus activities.

In addition to those policies outlined in the Student Community Conduct Code, the following actions and behaviors are specifically prohibited in the residence halls:

1. Violations of the University guest and/or visitation policies;
2. Exceeding six people in a traditional residence hall room or 12 people in an apartment;
3. Creating excessive noise in a residence hall that impedes another's ability to sleep or study no matter the time of day, and/or creating any noise that can be heard outside of a resident's room after posted quiet hours;
4. Placement of sound equipment or speakers in residence hall windows;
5. Playing sports or games in the residence hall hallways or lounges including, but not limited to, bouncing basketballs, riding bicycles or scooters, playing Frisbee, playing lacrosse, rollerblading, skateboarding, throwing footballs or other objects, running, or participating in water fights;
6. Possession or use of non-approved appliances, appliances in excess of 1000 watts, oversized/non-approved refrigerators;
7. Possession or use items determined to be a fire hazard, including but not limited to two-prong extension cords, halogen lights or lamps, high-heat or open-coil appliances;
8. Possession or use of an open-flame source or flammable liquid in the residence halls including, but not limited to, oil lamps, candles, incense, gasoline and lighter fluid;
9. Removing screens from residence hall room windows;
10. Hanging banners, flags, or signs out of a residence hall window or between the window covering and the glass of the window;
11. Covering more than one-third of the wall or door space of a residence hall room;
12. Altering a residence hall room in any way not authorized by the Housing License Agreement;
13. Failing to place trash and/or recycling in designated containers;
14. Using a residence hall room for business purposes;
15. Changing residence hall rooms without approval from the Office of Student Living;

16. Improper use and/or removal of University furniture including lounge and residence hall room furniture;
17. Possession of a pet, except for freshwater fish in a small aquarium (10 gallons or less) or a service animals approved through Student Access Services;
18. Tampering with building windows, exits, locks, or corridors;
19. Failing to maintain appropriate care over one's residential space;
20. Unauthorized possession, use, or duplication of any means of access (e.g. keys or student identification) to a university residential space;
21. Throwing, dropping, or causing any object to fall from a building;
22. Failure to comply with the directions of an Office of Student Living staff member acting in the performance of his/her duties;
23. Violations of the Marymount University Housing License Agreement.

Residents are expected to inform their guests of the policies governing behavior in the residence halls. Also, residents should make their guests aware that guests who fail to observe residence hall policies may be denied access to the residence halls and are subject to action through the Office of Student Conduct and Academic Integrity. Residents are responsible for their guests actions and may be held accountable for their guests actions through the student conduct process.

Review and Resolution of Misconduct

The Office of Student Living may take reasonable action against a student when the evidence indicates that the student has been involved in a violation of a residence hall policy. When determining a reasonable resolution to an incident, Office of Student Living will take into consideration the interests of the residence hall community, the university community, the student who violated the policy, and previously documented incidents involving each student and residence hall policy violations.

When a residence hall policy violation occurs, one or more of the following processes of resolution may be followed:

- The Community Assistant may discuss the problem with those involved and informally resolve the matter. Often this will be sufficient to resolve the problem;
- The matter may be referred for resolution to the Area Coordinator or Residence Hall Coordinator, who will review the incident and make a determination as to what would be an appropriate resolution;
- More serious or repeated violations or violations of the Student Community Conduct Code may be referred to the Office of Student Conduct and Academic Integrity for review and resolution;
- Matters that involve possible criminal behavior also may be referred to Campus Safety and the Arlington County Police Department. This action can result in the issuance of citations or criminal prosecution.

Marymount University Campus Residency Policy

Undergraduates attending Marymount University who have not yet achieved junior status or who have not completed the equivalent of four full semesters of academic work are required to reside in University housing or University approved housing. Exceptions to the campus residency policy may be granted to students under certain conditions. The eight (8) conditions that can exempt a student from the campus residency policy are:

1. Residing with immediate family within 26 miles of campus.
2. Completion of four semesters of full-time academic work
3. Students with physical or psychological circumstances such that the university cannot provide appropriate housing
4. Enrolled as a part-time student
5. Students who are married
6. Students with one or more dependent children in their custody
7. Students who are military veterans who completed at least two years of full-time, active military service
8. Students over the age of 21

Non-Compliance

The campus residency requirement is a university policy. As such, compliance is a condition of a student's admission to Marymount University. Students who are included in the Campus Residency Policy must do one of the following:

- Complete a university housing agreement.
- Complete and have approved by the Director of STUDENT LIVING, a Campus Residency Waiver Request.

Students who do not follow one of the two compliance options by the stated deadlines will be given an administrative double room assignment in university housing. The semester rate of the assigned room as well as the cost of a meal plan will be charged to the student's account.

Facilities and Services

As you will observe, the residence halls offer more than just a place to eat and sleep. Residential Life is the housing option that offers the most extensive study and academic assistance resources, as well as the most comprehensive set of meal and support services available within steps away from your residential home.

Accidents/Illnesses

For your protection and assistance you are asked to report any accident or illness to your C.A. or the Office of Student Living, who will be able to assist you with any special needs or accommodations you may have. If you need medical attention, the Student Health Center is available to you. You can reach

the Health Center at 703-284-1610.

Building Security

Maintaining a safe living environment is a high priority for Student Living; however, the most significant factor in maintaining a secure environment is the support of the residents. Residents can help foster a safe living environment by doing the following:

- Lock rooms when unoccupied or when residents are asleep.
- Promptly report lost or stolen room keys to Campus Safety; the Office of Student Living; your CA.
- Do not prop exterior doors open or leave lounge or hallway windows open.
- Do not let someone enter the hall or floor by "tailgating" - following closely behind you after you've scanned in.
- Immediately report any strange or unusual behavior or persons to the residence hall staff or the Campus Safety (703-284-1600).
- Keep cars locked when parking on or near university property.

Keys

For your safety and security, room locks are changed following the report of a lost key. There is a $180.00 charge per core each time you lose a key. In the event you find yourself locked out of your room, you can check out a spare key at the Ostapenko or Rowley lobby desk. A lost spare key will result in multiple $180.00 core changes.

Laundry Facilities

Laundry facilities are conveniently located at in every building. Laundry services are covered in your residence hall room cost, providing our students with unlimited washing and drying. Most laundry rooms are furnished with folding tables. Washers and Dryers are also enabled with a LaundryAlert system that provides real-time information for when your loads are done. Ask your CA for information on accessing LaundryAlert.

It is your responsibility to remove your clothes in a timely fashion (when the load is done). If items being washed or dried go missing or you believe they have been stolen, report the issue immediately to Campus Safety (703-284-1608).

Mail Boxes

All campus mail is handled by the Mail Room located in the G1 level of Berg Hall. Packages may be picked up here between the hours of 9-5 Monday through Friday and 9am-1pm on Saturdays. Smaller mail items will be placed in your assigned mailbox, located in Rowley, Ostapenko and the Lee Center.

Parking

Campus parking passes are available at the Parking Office in the corner office outside the main campus Library facing the Blue Garage. Students who wish to apply for parking on campus can contact the

Parking Office at parking@marymount.edu for more information. Student must have Junior status to be granted a parking pass, or may fill out a parking exemption form which can be found at the Parking Office.

Overnight Absences

If you are going to be absent from your hall for multiple nights (3 or more), you are encouraged to notify your Community Assistant so that you can be contacted if an emergency should arise within the hall.

Overnight Guests

Residents are responsible for making guests aware of the Residence Hall policies. Residents may also be held responsible for their guest's behavior. No more than one guest per resident of the room may stay overnight. Guests may not stay overnight more than three consecutive nights and a total of seven nights during a semester. Guests may only stay in rooms or suites designated for their gender. Overnight guests are always subject to the consent of the room, suite, or apartment mates. Overnight guests must be approved through the Office of Student Living.

Room Repairs

Residents are expected to promptly report any maintenance issues through the "Maintenance Requests" log in through http://my.marymount.edu. Any maintenance issues that are not reported may result in damage charges during the checkout process. During check-in make sure your Room Condition Report (RCR) notes any existing damages or issues in the room so they will not be charged to you at a later time. You can report damages on your RCR with your CA during check-in.

As you find it necessary during the year to have repairs made to your room or common areas, please contact your Community Assistant or an online Maintenance Request through myMarymount -> Sign On Links. A Community Assistant will assist you in having the work completed by the professional maintenance staff.

Stolen Property

In the event of a theft, contact Campus Safety immediately (703-284-1608). You should also notify your CA. Your CA can support you as you work with the Campus Safety to relocate your missing property. Since Marymount University is not responsible for lost, stolen, or damaged property, it is wise to either obtain personal property insurance or arrange for coverage under your parents' homeowners insurance. The best insurance, however, is to keep your door(s) locked.

Dining Services

Meals

Cafeteria-style meal service is offered at the Gerard Dining Hall. Unlimited portions are provided on all items except special event items.

Retail service is provided at the Lola's Cafe, 1950 Taqueria y Cantina (NEW for Fall 2019) and the C-Store (convenience type, Grab 'n Go) and the Ballston "EAT".

The dining halls are managed by Sodexo Dining Services. Your dining hall managers work with your student food advisory committee in an effort to provide nutritious, delicious, and appealing meals.

Meal Plans

Any member of the Marymount community is eligible to purchase one of the various dining plan options. The different plans are geared to fit the varied needs of today's students, faculty, and staff. For updated meal plan information go to: https://www.marymount.edu/Student-Life/Housing/Current-Students/Residence-Hall-Reapplication/Meal-Plans

Hours of operation

For hours of service or further information, please visit online at https://marymountdining.sodexomyway.com

Changing Meal Plans

Students may change their meal plans the first two weeks of the fall and spring semesters.

Community Standards and Policies

The following is a description of the general operating policies currently enforced in the residence halls. They have been established by previous residents with the intention of supporting an environment that allows for individual expression while still maintaining a reasonable academic community atmosphere. These policies are effective at the start of the academic year; however, in as much as these policies need to reflect the needs of our campus residents, most may be subject to reasonable change upon the recommendation of the student governance such as Student Government Association (SGA) and the approval of the AVP of the Office of Student Living. If changes are made, you will be informed of such changes prior to their enactment.

If you have any further questions about the enforcement or the purpose of the following policies, you are advised to discuss them with your C.A.

Alcoholic Beverages

Marymount University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships, and ultimately their future. The misuse of alcohol, the use of illicit drugs, and the misuse of prescription medications are discouraged, disciplined, and not tolerated. Our goal can be achieved by campus-wide involvement in comprehensive and on-going alcohol and drug education, and the enforcement of Marymount University's Alcohol and Drug Policy

All Marymount University students are responsible for knowing and following the University's Alcohol

and Drug Policy which may be found in section 9 of the Student Community Conduct Code. This policy provides information specific to university housing and supplements the rules found in the Student Community Conduct Code.

General Provision

Students who are 21 years of age are permitted to possess and consume alcohol in Marymount University residence halls. Any time alcohol is being consumed a resident of the room who is at least 21 years of age must be present and is considered to be responsible for the alcohol-related activities in the room. Residents who are not 21 are expected to inform their guests that the guests, regardless of age, are not permitted to consume alcohol in the room. The possession of empty alcohol containers by persons under the age of 21 is also prohibited. Individuals who consume are expected to have control over their physical and mental faculties and behave in a respectful and orderly manner. Alcohol is only permitted to be possessed and consumed in student rooms or apartments of those that are 21 or older. Drinking games, real or simulated, are not permitted to be played in the residence halls.

Limits to Quantity and Type of Alcohol

The University believes that students of legal drinking age should be allowed to consume in moderation. Students are not permitted to possess common sources of alcohol, which include alcoholic punch bowls, kegs, or similar items. Alcohol is limited by room type regardless of the number of 21 year old students present in the room. The limit in an Ostapenko Apartment is two 750ml bottles of hard liquor, two 750ml bottle of wine, or twenty-four 12oz beers. This amount is for the entire apartment. The limit in all other residential rooms is one 750ml bottle of hard liquor, one 750ml bottle of wine, or twelve 12oz beers. This amount is for the entire room. This limit only applies if at least one of the residents assigned to the room is 21 years of age or older. **No alcohol is permitted in rooms where the residents assigned to the room are not at least 21 years of age**.

Bicycles

Residents may store bicycles in their rooms if done in a fashion that does not cause damage to the room or its furnishings. Bike racks are provided in several locations throughout campus . Bicycles will be removed from bicycle racks after the close of Spring Semester.

Candles, Incense and Smoking

The Office of Student Living is committed to providing students the latitude to define their personal living environment; however, it is also concerned about potential fire safety hazards

One of the most common causes of fire in residence halls is from the use of candles and incense. Because of the threat this poses to persons and property, we do not allow any possession of any fire or incendiary materials in the residence halls except for smoking materials.

No tobacco products may be used on campus. Additionally, e-cigarettes and e-hookahs are also prohibited. Please see the University's tobacco policy for more details.

Cooking in Rooms

Microwave ovens are only permitted as part of a microfridge rented through the university partnership with MyFridgeRental.com or as provided in Ostapenko residence hall rooms. Residents may operate electric hot pots, popcorn poppers, and coffee pots in their rooms provided that they operate with an enclosed heating element. Student rooms are not equipped to accommodate the electrical and sanitary demands of other forms of cooking, such as George Foreman grills, toasters, or toaster ovens - thus they are NOT PERMITTED. It is difficult to provide a full list of permitted items. If you have a question about a permitted item contact your CA or the Office of Student Living.

Corridors and Hallways

Games and other activities conducted in residence hall corridors present potential for accidents. It is for this purpose that the corridors cannot be used for any other purpose than a passageway. This includes riding bikes, skate boards, scooters, hover boards and means of transportation, other than devices that assist persons with disabilities. Any games in the hallways resulting in damages may be charged to person or person responsible.

Lamps

Halogen lamps pose a threat to the safety of the residence halls when cloth, paper, or other flammable items are placed in contact with the halogen bulb. It has been shown that such contact can result in rapid ignition and combustion. **Halogen lamps are prohibited in residential areas**.

Mechanical and Emergency Facilities

Residents are not permitted to have access to any custodial, supply, or mechanical equipment rooms. Residents also are not permitted to be on roof tops, in building attics or on the outside faces of buildings. Hallways, stairwells, and exits designated for emergency use may be used only for such and must not be blocked or obstructed. Use or misuse of any fire exits or egress will result in a student conduct process.

Musical Instruments

Musical instruments may be played quietly in residents' rooms except during quiet hours. If at any time such activity results in a complaint, residents must stop playing.

Stereos, TVs and Radios

Residents with stereos, TVs, or radios should remember to be courteous to their neighbors. The volume should be kept low enough that it does not disturb fellow members of the community. For the courtesy of a resident's community & campus community, speakers are not to be placed in windows or doorways.

Room Cleanliness

The relative cleanliness of your room is largely a matter of your own disposition. Nevertheless, reasonable sanitary and safety standards must be met. If a room's condition presents a reasonable

threat to the residents of that room or community, those residents will be given a prescribed period of time to correct the condition. If this is not done they may face disciplinary action and/or be required to pay the cost of correcting the problem.

Some specific guidelines that must be observed are the following:

- Rooms may not have an excessive odor that impacts other residents.
- Food and other items that could attract pests and other nuisance animals (ie. Mice, bugs) may not be left out for unreasonable periods of time.
- Fish, game, or lab animals may not be stored, cleaned or dismembered in the residence halls.
- Mechanical or electrical equipment not intended for indoor residential use may not be cleaned, disassembled, assembled, or stored in the residence halls.
- Only non-hazardous, commercially sold cleaning products intended for residential use may be used in the residence halls.
- Chemicals from university labs and other hazardous materials are prohibited in the residence halls.

Room Changes

If you desire a room change, there are certain steps that must be completed before you can switch rooms.

1. A Move Form must be obtained or completed ONLINE from the Office of Student Living in Berg 1001. Most Room Changes may not be initiated until after the second week of each semester. This time period allows for roommates to get to know one another and supports overall social development.
2. Within three business days, you will receive notification of whether your request to move has been approved.
3. If it is approved, you should arrange a time for your C.A.(s) to check you into your new room and out of your old room.
4. Your room move must be completed within the time allotted by the Office of Student Living. Additional charges may apply if your move is not completed within the allotted time.
5. Room changes to rooms at a higher room rate will result in a billing adjustment to your student account. Billing adjustments will also result of room changes to rooms of a lesser room rate are approved. Ask for your new room rate if it is not provided to you when you submit to your Room Change form.

Room Inspection and Right of Entry

Residents can expect a reasonable right to privacy in their rooms. This is not an absolute right, but is respected. Generally, the University may enter any student residential space when the student is given a notice of one calendar day. The typical reason for this type of entry is health and safety inspections which are described below, long-term maintenance projects, and space planning. Please be aware that any requests for maintenance of your room are considered permission to enter and the University will not provide additional notice.

Room inspections are conducted routinely each semester and during holiday breaks after students have left campus. One purpose for these inspections is to monitor student compliance with all safety & security precautions. All inquiries and concerns regarding this policy may be submitted to the Office of Student Living at 703-284-1608 or to the Area Coordinator.

Access to residents' rooms is restricted to the assigned residents and authorized university personnel. Other residents, guests and the public are not permitted in a resident's rooms unless invited by a resident of the room. As a general matter of practice, residence hall staff members will not open or enter a resident's room without the approval of the Director of Office of Student Living, Dean for Student Services, the Vice President of Student Affairs, or their designees.

Exceptions to the above room entry policy are made by staff members for the following reasons:

- To respond to apparent health, safety or mechanical emergencies.
- To respond to a significant behavioral and/or student conduct concern.
- To do facility inspections during university recesses.
- To complete maintenance work and/or to perform safety inspections.
- To respond to visually observed violations of policy.
- If circumstances dictate the need, residence hall staff may conduct sanitation and/or safety inspections while the university is in session.

Please note that occasionally persons will ask residence hall staff members to open another resident's room (i.e. to retrieve articles left by a person who does not reside in the room). This is a request that cannot be honored under any circumstance.

Soliciting

This is a nuisance that you do not have to put up with! Soliciting is prohibited in the residence halls and university property without prior authorization. If you see anyone violating this regulation, please report it to your CA, Residence Hall Coordinator (RHC) or Area Coordinator (AC).

BASIC RIGHTS OF RESIDENTS

1. The right to read and study free from unreasonable interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without unreasonable disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean living environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to reasonable privacy within a shared living environment.
7. The right to host guests with the expectation that guests are respectful of the rights of the host's

roommate and other hall residents.

8. The right for address of grievances in a respectful and appropriate manner.
9. The right to expect reasonable cooperation in the use of “room shared” space.
10. The right to expect reasonable cooperation in the use of “room shared” appliances (telephone, refrigerator, etc.).

The Residence Hall staff is available for assistance in settling conflicts and disagreements. The development of strong interpersonal communication and conflict resolution skills is an integral part of residential living environment based in the Catholic educational tradition. In most cases, conflict coaching and mediation are the appropriate means of resolution within a shared living environment.

Quiet Hours/Quiet Areas

All residents should be able to sleep or study in the residence halls at any time. For this reason, priority is given to honoring these needs over other activities. Because there are times that quiet hours are seen as a priority by most residents, certain hours each day are designated as “Quiet Hours.” Courtesy hours are in effect at all times not designated as quiet hours. Times designated as quiet hours on all floors are shared at the beginning of the year.

NOTE: When situations arise where residents are repeatedly involved in quiet hour policy violations through the use of musical instruments, radios, stereos or other sound generating instruments, the resident may be required to remove the item from the residence hall or the item may be confiscated and stored by Office of Student Living for a prescribed period of time.

Vandalism

The Office of Student Living enforces the following vandalism policy (not limited to the following). Vandalism is defined as: discharging fire extinguishers, activating the sprinkler system, purposefully triggering or tampering with fire alarms, destruction of personal property, damaging the elevators, and defacing or destroying the grounds, equipment, furnishings, and buildings of the residence halls (i.e. breaking walls, breaking signs, writing on walls, etc.)

Penalties that may be applicable include, but are not limited to the following:

1. Activating the sprinkler system—paying for any damaged items and any clean up costs.
2. Discharging fire extinguishers—paying for any damaged items and any clean up costs.
3. Triggering or tampering with the fire alarms—paying for any repair costs.
4. Destruction of personal property—paying to repair or replace any damaged item.
5. Painting graffiti—paying for the paint and supplies to repaint and providing or paying for the labor to paint it.
6. Defacing or destroying the grounds, equipment, furnishings, or buildings—paying the cost to repair or replace any damaged items.

If damage in a common area cannot be attributed to an individual, each resident of the community will be financially responsible for a pro-rated share of the loss or damage. It is, therefore, in your best interest to immediately report to your C.A. all vandalism and damages.

Interpretations of this policy will be made by the AVP of the Office of Student Living.

Visitation

The residence halls have a visitation policy. During visitation hour, off-campus guests and guests of the opposite gender are permitted when accompanied by their host. After visitation hours, off-campus guests must comply with the overnight guest policy and guests of the opposite gender are not permitted. Visitation hours are:

Monday-Sunday:
10 a.m.-2:00am

This policy does not allow cohabitation in the residence hall rooms. Cohabitation is defined as any behavior indicating that a room occupant is sharing his/her assigned space with any person not assigned to the room. Cohabitation is further defined as use of the room as a living environment or engaging in behavior that infringes upon community members right to privacy, sleep, or study. Infractions of the cohabitation policy may result in the guest being immediately escorted from university property and/or sanctions on the host.

Reporting Fires

When a resident becomes aware of a fire in the residence halls he/she should immediately activate a fire alarm pull station; then, if possible, inform the complex front desk of the exact location and nature of the fire.

Fire Safety Equipment

In most cases, residents should not attempt to use the fire safety equipment to extinguish fires. The hoses and extinguishers are designed to be used to either put out very small fires or to clear an exit through a fire. Any person who is found to be tampering with any residence hall fire safety equipment will be considered to be in violation of conduct policy. These incidents will be resolved by using the procedures defined in the “Resident’s Behavior” section of this publication. Example of tampering with fire safety equipment would include but not be limited to the following:

- Activating a fire alarm when no fire emergency actually exists.
- Using fire hoses or extinguishers at any time other than during a fire emergency.
- Opening a fire extinguisher cabinet at any time other than during a fire emergency.
- Vandalizing any fire safety related equipment.
- Tampering or rendering ineffective any smoke detector or fire alarm equipment.
- Knowingly acting as an accomplice with any person involved in the above mentioned activities.

Fire Alarm Procedures

Any time a fire alarm is activated, all residents are expected to immediately leave the building. The following are some procedures to follow during fire alarms:

1. Once you hear an alarm, immediately prepare to leave the building. If possible first put on a pair of shoes, and if the weather is cold, take along a coat or a blanket.
2. Before opening any doors first use the backside of your hand to feel them for heat. Never open a door that is hot to touch.
3. If a hallway or corridor is partially filled with smoke, crawl with your head about three feet above the floor. Never proceed into a hallway that is entirely filled with smoke.
4. Never attempt to use the elevators. Always exit through the stairs. While using stairs, always stay next to the interior stairwell wall.
5. After you are out of the building, stay clear of all exits and stay at least 50 feet away from the building. If you are aware of any persons who were unable to get out of the building, report this to a residence hall or university staff member.
6. If you cannot leave the building because you are trapped by smoke or fire, you should then enter a resident room, stuff a towel or cloth under the bottom of the door to prevent smoke from entering. You should then drape a sheet or towel from the window as a signal, and close the window.

Customizing Your Room

Customizing Your Living Environment

While on campus, your room will be your home. STUDENT LIVING encourages creativity in customizing rooms in a fashion that will make it the most comfortable. These guidelines are established to protect the furnishings and physical facilities as well as to prevent any unnecessary safety risks. These guidelines are as follows:

1. Rooms must be returned to their original condition prior to a resident checking out of the room. How you find the room at the beginning of the year is how the room must be at the end of the year when you move out. This includes mid semester moves.
2. Students wishing to bunk or loft beds should arrange with their CA for Physical Plant to complete the task for them. Bunking or lofting your own bed is not permitted.
3. A resident's personal possessions may be stored only in the resident's room. Additional storage space is not available in the residence halls.
4. Items may not be hung from the ceilings.
5. Holes cannot be bored into the walls, floors, ceilings, halls or furnishings. This prohibition includes the use of screws, nails, hooks and hangers.
6. Glue or adhesive materials that may damage walls, floors, ceilings, doors or woodwork may not be used in rooms.
7. Electrical, telephone, T.V. cable and Ethernet wiring or outlets may not be tampered with or altered.
8. All university furnishings supplied with the room must remain in the room.

9. Lounge and common area furnishings cannot be brought into rooms.
10. Only fish are allowed in the residence halls. Per residence hall room, residents are allowed one aquarium each, with the total of the volumes being no larger than 10 gallons.
11. Windows may be opened only to ventilate a room. Throwing debris from windows, removing the screen, storing food or beverage containers, and placing stereo speakers or radios in windows are all prohibited.
12. No signage may be placed in or on windows.
13. STUDENT LIVING acknowledges the significance of affording residents the opportunity for freedom of expression. However, the Student Living Department reserves the right to regulate the times, the manners and the places that residents use to express personal opinion, beliefs and perspectives.

Residents who are in violation of the policies on customizing rooms may be subject to disciplinary action and/or be billed for related damages.

Housing Agreement

Check-in, Check-out, and Damages

When you arrived, you were asked to sign a room condition report. This form is used as written documentation of the room condition prior to your move-in. You were given an opportunity to review your room condition report and to change the status of the report to reflect any damage that you may have seen prior to moving in. The Office of Student Living will use this form to determine any damages that may occur while you occupied the room. You should have received a pink copy of the room condition report after you and your Community Assistant (CA) signed and dated the form.

Your room should be left the way it was when you moved into it, with all of the furniture in the room in good shape and in the original position. After noting any new damages on your room condition report, you and your CA sign and date the inventory and you will be given a copy of your checkout form.

If you do an Express Check-Out, you will need to complete the Express Check-Out Form at the lobby desk. When you turn in the Express Check-Out form, you must turn in all of your keys at the lobby desk. Please note that if you do an Express Check-Out, you will lose some privileges, so please read the Express Check-Out Form carefully. At your CA's convenience, he or she will check your room and, if necessary, assess any damages. The room condition report will be turned in to the Area Coordinator for a final assessment.

All rooms are double checked and final damages are assessed by the Area Coordinator. Your Area Coordinator may note damages that your CA did not. If you would like an assessment of total damage(s) before you leave, you will need to contact the Area Coordinator of your building.