

## RESIDENCE HALL POLICY

### POLICY

#### A. INTRODUCTION

On campus living requires that all residents be aware of their behaviors and their impact on their neighbors in the residence hall community. Residence hall policies are designed to promote an academically and personally supportive community, and to ensure compliance with applicable College policies and state and federal laws. Students are responsible for understanding and following these policies. Students who violate policies are subject to student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges, and/or other responses based on the nature and severity of the violation(s). Residents are responsible for what occurs in their assigned rooms/apartment.

#### B. ALCOHOL AND OTHER DRUGS

See “Alcohol and Other Drug Policy” section of this Handbook.

#### C. APPLIANCES

1. Electrical appliances permitted in resident rooms: antennas/aerials contained within the room; blenders, clocks, coffee makers (preferably with auto shut-off), computers, fans, hair dryers/curlers, irons, air popcorn poppers, radios, razors; refrigerators (one per resident) bearing the UL seal, operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances prohibited in resident rooms: air conditioners, antennas/aerials which extend outside windows or doors, “George Foreman grills” or similar devices, halogen floor lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of. Repeat violations will lead to sanctions up to and including a loss of housing.
3. Residents may not have microwave ovens (except for approved Polarwave units rented through the College). Exception: apartment residents may have one microwave oven per apartment. Unapproved microwaves will be confiscated and disposed of.
4. Apartment residents may have one “George Foreman grill”/sandwich maker and one toaster or toaster oven per apartment.
5. Since meal preparation in student rooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall’s kitchen facilities for meal preparation.
6. Extension cords must be UL approved and at least 16 gauge. Never place cords under carpets, place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once); use power strips with circuit breakers.
7. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
8. The College may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.

#### D. DAMAGE

1. Residents of a building are responsible for damage and vandalism which occurs during the year. Damages are classified as:
  - a. Personal - the resident's room and all College furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - b. Common Area - public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all College furnishings and equipment present in these spaces.
2. At check-in, each resident receives a detailed Room Inventory Form (RIF). Carefully complete the RIF to avoid billing concerns at check-out. The RIF will be reviewed at check-out by the Residential Life staff. Costs for room damages, missing items, and extraordinary cleaning will be billed to residents. Complete and return your RIF within 48 hours of check-in to avoid a \$50 improper check-in charge and possible room damage charges.
3. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the time those charges occurred. Common area charges will be billed to residents during the semester and/or at the end of the semester as needed.
4. The Residential Life staff conducts room damage assessments upon checkout, at the end of each semester, and as needed.
5. Here is a partial price list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change):

Bathroom Sink .....	\$250.00	Nail hole (each) .....	5.00
Bulletin Board.....	\$100.00	Painting/sq. ft.....	25.00 minimum
Bulletin Board content.....	\$25.00	Personal trash removal.....	25.00 minimum
Bunk Bed .....	\$200.00	Polarwave replacement.....	450.00
Carpet replacement sq. yd.....	35.00	Recycling -item in wrong bin(each)	10.00
Carpet stain removal(minimum)	20.00	Sanitary napkin box .....	35.00
Ceramic wall/floor tile .....	15.00	Sheet rock/sq. ft. ....	11.00
Chair seat or back .....	35.00	Shower curtain.....	17.00
Chest of drawers .....	250.00	Shower rod.....	16.00
Coffee Table .....	175.00	Soap dispenser .....	15.00
Data Cables .....	5.00 – 15.00	Sprinkler head.....	100.00
Desk .....	275.00	Tek key replacement .....	35.00
Desk bookcase .....	100.00	Toilet paper holder.....	40.00
Desk chair .....	150.00	Tape mark .....	(minimum)10.00
Disposal fee -carpet .....	(each)50.00	Toilet-unplug .....	50.00
Disposal fee -furniture ..	(each)50.00	Toilet seat .....	30.00
Disposal fee - food container(each)	10.00	Toilet replacement .....	275.00
Door .....	450.00	Toilet (tank only).....	125.00
Door closer.....	125.00	Trash can (20 gal.).....	25.00
Door handle-repair (minimum)	25.00	Upholstered 3-seater .....	1000.00
Door handle-replace(minimum)	50.00	Upholstered 2-seater .....	900.00
Door lock-repair.... (minimum)	25.00	Upholstered 1-seater .....	600.00
Door lock-replace ....	80.00 – 140.00	Upholstery repair (minimum)	100.00
End table .....	150.00	Vending damage . (minimum)	200.00
Exit door alarm .....	150.00	Water fountain .....	550.00
Extraordinary cleaning(minimum)	25.00	Window crank .....	25.00
(after hours-min.) .....	100.00	Ceiling tiles.....	25.00 - 50.00
Biohazard clean-up(minimum)	100.00	Closet door.....	125.00 - 200.00
Fire Alarm Cover .....	110.00	Door-refinish .....	50.00 - 100.00
Fire ext.-recharge .....	50.00	Fire ext. box cover .....	35.00 - 60.00
Fire ext.-replace .....	100.00	Light globe cover.....	25.00 - 100.00
Graffiti clean-up sq. ft.....	25.00	Lock change.....	40.00 - 100.00
Heat/smoke detector.....	75.00	Shower door.....	150.00 - 200.00
Hub .....	30.00	Sink gooseneck spout .....	75.00 - 100.00
Hub power supply .....	10.00	Toilet stall door.....	150.00 - 200.00
Key-replace.....	6.00	Window glass .....	75.00 - 500.00
Mailbox glass.....	3.00	Window screen .....	25.00 - 100.00
Malicious/negligent fire alarm	500.00	Window shade (roller).....	11.00 - 30.00
Mattress.....	90.00	Window shade (chain operated) ..	75.00 - 150.00
Mirror-bathroom .....	90.00		
Mirror-room.....	28.00		

6. Routine vs. extraordinary cleaning - Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not assigned to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence and the actual clean-up cost.
7. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repairs fees are applied to those repairs regardless of when this work is completed.

8. Appeals of personal damage charges may be submitted to the Damage Appeals Officer, Residential Life, Westfield State College, Westfield, MA 01086. Please state which charge is being appealed and why. Only appeals submitted in writing by the resident being charged within 60 days of the billing date will be considered. Common area damages may not be appealed but students may reviewed their hall's itemized common area charges by contacting their Residence Director during the school year or by going to the "Residential Life" page of the College's website after July 1 each year.
9. Students responsible for repeated or significant damages or extraordinary cleaning charges face sanctions up to and including immediate loss of housing or College status in addition to restitution.
10. Students responsible for extraordinary cleaning charges (including biohazard issues) face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste WILL lead to immediate loss of housing and restitution.
11. Additional after-hours labor charges may be submitted for any trades personnel to respond to repairs after normal working hours. These include:

Labor Charges/Electrician	\$130.00 per occurrence
Labor Charges/Carpenter	\$130.00 per occurrence
Labor Charges/Heating and Ventilation	\$130.00 per occurrence
Labor Charges/Locksmith	\$130.00 per occurrence
Labor Charges/Plumber	\$130.00 per occurrence

Note: Facilities may change prices if needed to comply with contractual minimums for these services.

#### E. ENTRY INTO RESIDENCE HALL ROOMS

1. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential Occupancy Agreement. Advance notice of these routine inspections will be given.
2. Maintenance and Facilities and Operations personnel/designees may enter student rooms at any time to perform maintenance duties. A notice will be left when these staff members have entered your room.
3. College staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.
4. The College may authorize an administrative room entry or search based on reasonable grounds for believing that the search will yield evidence that the resident is in violation of College/Residential Life policies.
5. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by College personnel as needed.
6. Fire alarms will necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any college policy violations noted during room checks.

#### F. FACILITIES

1. Bicycles/Motorcycles/Mopeds - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Motorcycles/mopeds belong in designated parking areas only.
2. Cleanliness - Residents are responsible for cleaning their rooms and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Trash should be deposited in dumpsters. When necessary, extraordinary cleaning charges are assessed to individuals or the hall. During normal maintenance hours these charges vary, depending on the situation. During evenings or weekends, the minimum charge is \$100 per incident.
3. Cable Television - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.
4. Fire Alarms
  - a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door, and learn alternate plans of escape if an exit is blocked.
  - b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing for repeat violations.
  - c. Any student found responsible for maliciously causing a false fire alarm or tampering with fire safety equipment shall be immediately expelled from the College. This includes covering, affixing items to, or disabling any fire equipment.
  - d. A \$500 charge is assessed to any building where an alarm is activated falsely and/or maliciously. A \$2000 reward is offered for information leading to the successful apprehension and prosecution of any person(s) responsible for causing a malicious fire or fire alarm.
  - e. Students who cause an actual fire or cause an alarm, either intentionally or through negligence, face sanctions up to and including expulsion from the College and a \$500 service charge plus actual restitution for damages and clean-up.
5. Fire Safety
  - a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
  - b. Residence hall storage of gasoline, kerosene, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
  - c. Doorways, stairwells, and hallways must remain unobstructed. No sheets/blankets/tapestries may be hung in any residence hall. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock or handle.
  - d. Most residence hall fireplaces are decorative only and not intended for use.

- e. Holiday decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner.
  - f. The college reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
  - g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
6. Common Areas - Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a good living environment for all residents, please respect and care for these shared areas. In particular, common area furniture and equipment provided for resident use is NOT to be removed for personal use within a room by any resident. Students found with such items in their rooms face student conduct action and possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
7. Painting Policy - Requests to paint common areas should be referred to the Residence Director.
8. Repairs - Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please complete and submit a work order at your residence hall front desk. For major health/life/safety issues, please inform an RA, RD, ISO, or Maintainer immediately.
9. Roofs - Residence hall roofs, balconies, and exterior landings are not designed for resident use; students found in these areas face loss of housing.
10. Room Furniture
- a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - c. Room furniture can only be removed with the RD's prior approval and may be stored in a designated area if space permits.
  - d. Do not stack room furniture or remove closet doors.
  - e. Students are not allowed to bring large, upholstered furniture made for home use into the residence halls, as they do not meet strict state mandated fire retardancy standards for residence hall use.

## G. GUEST POLICIES

1. Definition - a guest is defined as any individual who is not currently assigned as a resident of that particular residence hall room.
2. Residents will be held responsible for the behavior of their guests. Hosts must ensure that guests abide by all College and residence hall policies. Guests who are not Westfield State College students will be banned from campus and face possible civil/criminal action for policy violations. Guests who are Westfield State College students face loss of guest visitation privileges and possible additional student conduct action as well as possible civil/criminal action for College policy violations.

3. In ALL cases, the rights of Westfield State College residents shall take precedence over the rights of guests. Specifically, residents have the right to prohibit or restrict guest presence in their own rooms, particularly in the case of overnight guests.
4. A guest's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of Residential Life staff, indicates illegal residence in a building or disrespect for the rights of the roommate(s) may lead to immediate removal of the guest, disciplinary action, reassignment to another room, and/or loss of the host's and guest's sign-in privileges.
5. Guest Sign-In
  - a. Any guest who is not a current Westfield State College student must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in guest removal from campus and guest restrictions for the host.
  - b. Current Westfield State College students must provide a valid College ID upon request of Residential Life staff member or other College official as requested and upon entering a residence hall at the following times:
    - Weeknights from 8p.m. – 12a.m.
    - Weekends/holiday nights from 9p.m. – 2a.m.
    - Other times as determined to be necessary

Repeated failures to present ID as requested will lead to progressively more stringent sanctions up to and including loss of housing.
  - c. Any guest 18 years of age and older must provide a valid picture identification upon request of a College staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal. Except for specially approved programs or circumstances, no guest under 15 years of age (or under 12 years of age if a sibling of a student) will be permitted to be signed into a residence hall without the presence of their parent or guardian.
  - d. Any guest who is under 18 years of age must provide a valid ID, a document indicating date of birth (these may be the same document) and an emergency phone number as well as written authorization for the visit from a parent or guardian. College staff members may call to confirm authorization for a visit. Underage guests who violate College policies will be required to leave and face parental notification.
  - e. A resident may sign in up to two guests at any one time.
  - f. At any time, each four-person apartment is limited to a maximum of twelve (12) persons including residents and each six-person apartment is limited to a maximum of eighteen (18) persons including residents. In other halls, maximum occupancy including residents is limited to three (3) in a single room, six (6) in a double room, nine (9) in a triple room and twelve (12) in a quad.
6. Commuters are welcome to visit the residence halls under these guidelines.
7. Guest policies may be changed at specially designated times such as Spring Weekend and others as identified by the Vice President, Student Affairs.

#### H. KEYS

1. Residence hall door and mailbox keys belong to the Department of Residential Life and are assigned to residents for their personal use only. You are responsible for carrying your assigned

keys at all times. Keys are not to be loaned to anyone for any reason as this represents a serious College policy violation.

2. Lost keys - Report to your RD immediately so a lock change can be done. You will be charged for this lock change.
3. Lockouts - Call Public Safety (x5262). The lockout service charge is \$15.
4. Unauthorized possession of a College key, use of a College key not officially issued to you, duplication of any College key, or loaning of a College key issued to you or any other person is a major offense and will result in suspension from housing or the College.

## I. OCCUPANCY ISSUES

1. Eligibility - Full-time (at least 12 credits) Westfield State College undergraduate Day students have first priority for on-campus housing. Bills must be paid in full.
2. Commuter students who go on exchange shall be commuter students when they return. Commuters may request on-campus housing at any time and will be accommodated as space permits.
3. The Residential Occupancy Agreement sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; a copy will be returned for your reference.
4. Check-In/Check-Out Procedures
  - a. Upon arrival, check in to your assigned room with a Residential Life staff member. This requires you to complete and sign a Room Inventory Form (RIF) and return it to the RA/RD. You will also receive your keys. When you leave housing or change rooms/buildings, check out with an RA or RD, sign your RIF and return the keys. Failure to return your RIF will result in a \$50 improper check-in charge and will result in the assumption that the room was in completely satisfactory condition upon arrival.
  - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock changes/key changes.
  - c. To avoid charges, empty all drawers and closets, remove carpets, furniture, and personal belongings, and clean your room before leaving. Room cleaning fees start at \$25. A per item removal charge will be assessed for large items such as carpets and furniture.
5. Room Changes
  - a. Successful roommate relationships are an important learning component of the residential student experience and a responsibility shared by the roommates.
  - b. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
  - c. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.

- d. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
  - e. All room changes must be approved and scheduled with designated Residential Life professional staff members.
  - f. When a student moves out of a room, it is the responsibility of the remaining resident(s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of his/her arrival.
  - g. No room changes may occur during the first or last two weeks of each semester. Few room changes can be granted during the break between fall and spring semesters.
  - h. All housing sign-up and room change processes occur at the discretion of Residential Life and are subject to change.
  - i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys.
  - j. All room assignments are subject to change by Residential Life at any time.
  - k. In case of serious roommate conflicts in which residents are unable to resolve the situation, Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.
  - l. See also: Residential Occupancy Agreement, Terms and Conditions, Housing Preference and Information.
6. Vacation periods and semester breaks - All residence halls are closed during official College recess periods and may not be entered at these times without prior Residential Life approval. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first. Interim housing may be available during periods when the halls are closed. Associated fees, contract terms, and restrictions will be at the discretion of Residential Life.
  7. All residents except those in the Apartment Complex must purchase a college meal plan. Exemptions from the meal plan will be considered for students providing legitimate medical documentation. Meal plan exemption forms may be obtained at Residential Life. Only completed forms received at Residential Life before the semester begins or within the first two weeks of classes will be considered. Be advised that the food service staff can make special accommodations for a variety of dietary needs.
  8. Under-Capacity Rooms, Suites, and Apartments – The College, at its option, may choose to do either of the following regarding residents living in under-capacity rooms: (1) have students in partially full rooms move in together; (2) allow students living in under-capacity rooms to pay a “deluxe fee” to retain the room at its current under-capacity status for the remainder of the semester.

Students living in suites or apartments are responsible for maintaining those accommodations at full occupancy and may be required, at the College’s discretion, to move out of their apartment/suite to other on-campus accommodations or to pay an additional prorated “deluxe fee” based on the number of vacancies. This provision is in place based on the popularity of

apartments/suites and on the difficulty faced by the College in making student assignments into these types of housing.

9. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
10. On-campus living is a privilege, not an entitlement. Residents who demonstrate an inability to coexist with other residents in a residence hall room, section or community are subject to having their on-campus living privileges revoked for future academic years; and also face administrative reassignment and/or student conduct charges during the current academic year. Examples of such behavior include, but are not limited to: significant incidents of vandalism, threats toward or harassment of students or College employees in the residential setting, and other serious policy violations; or a persistent pattern of violating College and residence hall policies.

#### J. PERSONAL BELONGINGS

You are responsible for your belongings. Except as required by law, the College does not assume responsibility for loss of, or damage to, personal articles by fire, theft, or other causes. Residents are encouraged to acquire property insurance coverage.

#### K. PETS

No pets of any kind are allowed in the residence halls (except for service animals). Repeat violations will lead to sanctions up to and including loss of housing. Depending on the situation, residents will be held responsible for removing the pet; and for any costs associated with the care or removal of a pet.

#### L. POSTING POLICY

1. All posters, notices, petitions, and other publicity must be approved by Residential Life prior to residence hall posting. Posters may not be placed on windows, painted surfaces, or stairwells. Students are also responsible for removing their outdated notices. Bulletin boards are provided in the lobby for students to post notices. Blue FunTak (TM), duct tape and packing tape damage walls and cannot be used in the residence halls. See the Residence Director regarding approved posting areas in the hall. Students/groups/organizations must be clearly identified on any postings and are responsible for their timely removal.
2. Individuals and groups wishing to advertise events or services that may be of interest to on campus residents should contact the Office of Residential Life for permission. The Director of Residential Life (or designee) reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. If permission is granted, we will provide additional instructions regarding posting procedures.

#### M. QUIET HOURS/CONSIDERATION HOURS

1. Campus-wide quiet hours are:  
Sunday - Thursday      9p.m. - 9a.m.  
Friday - Saturday      11p.m. - 9a.m.

Quiet hours on weekend nights are set by the City of Westfield Noise Ordinance. All other times are “consideration hours” when students should respect the needs of others. The rights of students to study and rest take precedence over all other considerations.

2. If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a residence hall staff member or Public Safety.
3. The following are *always* violations of quiet/consideration hours:
  - a. Use of sound equipment (stereos, amplifiers, subwoofers, musical instruments, airhorns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
  - b. Participation in sports activities in or near the residence halls;
  - c. Shouting or playing stereos out of the windows;
  - d. Disruptive gatherings in rooms, hallways, or lounges.
4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from college housing for the remainder of the semester.
5. Repeated quiet hours violations indicate that a resident is unwilling or unable to respect the needs of others. Such situations negatively affect the educational environment and shall result in a written warning, probation, administrative room reassignment, or loss of housing for repeat violations. In addition, students may be required to remove equipment when its use has been disruptive to the environment.

#### N. SAFETY AND SECURITY

1. To maintain a safe environment, all residence hall outside doors, except for the main entrance, are locked and alarmed at all times; residence hall access must be through the main entrance. The main entrance door is locked and can be opened with the tec key provided to you. Exterior doors should never be propped open; violators will be subject to sanctions. Institutional Security Officers provide coverage for each hall as assigned. Residents are expected to present their valid College ID upon entering a residence hall for the protection of the entire community.
2. Sports - Due to potential danger to people and property, athletic activities are prohibited inside or within 25 feet of a residence hall (includes courtyards and parking lots).
3. Weapons – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the College campus. Weapons/similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
4. Windows/screens - For safety reasons, dropping/throwing objects from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$25 screen replacement service charge will be assessed.
5. Students who create a significant health and safety hazard within a residence hall, either intentionally or through negligence, demonstrate a lack of appropriate concern for the well being of other residents and face sanctions up to and including loss of housing.

#### O. SMOKING

1. **ALL RESIDENTIAL AREAS ARE COMPLETELY SMOKE AND TOBACCO FREE.** State law prohibits smoking in all residence hall public areas. In all cases, the rights of non-smokers shall take precedence over those of smokers.

2. All smoking/tobacco use outside residential areas must take place at least 25 feet from the buildings and must not obstruct primary residential pathways and entrances.

P. SOLICITATION

Since residence halls are strictly for the use of residents and their guests, soliciting of any type is not permitted. Exceptions to this rule for recognized on-campus groups may be granted by the Director of Residential Life (or his/her designee). Please contact the Office of Residential Life for further information.

**REVIEW**

**Policy changes:** Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life or the Vice President, Student Affairs. Hall Councils may also choose to strengthen a policy by majority vote of the Council and approval by the Director of Residential Life but may not weaken or change its intent.

All policies shall be reviewed annually by the Vice President, Student Affairs and any changes must be approved by the College President.