

## Residential Living Guidelines and Policies

### Policy/Procedure

Students living on-campus are expected to participate actively in their communities as well as fulfilling the obligations of a respectful and responsible citizen in the community. Residential policies and guidelines are designed to foster safe, productive and respectful environments that allow students maximal opportunities for growth and development. While living in college-sponsored facilities, you are expected to follow these guidelines and policies and any other guidelines established by an individual community.

#### Air Conditioning

Some residence halls are equipped with air conditioning. If you live in a building without air conditioning and have a documented medical condition that requires air conditioning, submit this information in writing to the Health Center. The installation of a personal air conditioning unit without documented medical needs is strictly prohibited.

#### Alcohol

In accordance with the college's Community Standards, students who are under the legal age for possession/consumption of alcohol may not have alcohol in their residential space. Guests who are of-age to possess/consume alcohol may not have alcohol in spaces where the residents are not of the legal age.

#### Appliances

The following appliances have been approved for residential use outside of pre-identified kitchen areas:

- Personal refrigerator no larger than 4.1 cubic feet
- Microwave oven using less than 700 watts
- UL® approved coffee makers
- Any appliances with concealed heating elements (ex. hot pots)
- Multiple strip outlets (fused, with at least 14 gauge wire, grounded cord) are allowed when needed to power electronic devices

Additional UL® approved cooking appliances may be permitted for use and storage in pre-identified kitchen areas with prior approval from the Office of Campus Life.

The following appliances are not permitted in residential facilities:

- Any electrical appliances with open heating elements (hot plates, George Foreman Grills, barbeques, toasters/toaster ovens)
- Halogen lamps
- Concealed extension cords or multiple outlet adapters.

#### Bicycles

You are permitted to have a bicycle on campus. Storage spaces or racks are provided around the campus at a variety of locations. You may not store bicycles in lounges, hallways or stairwells as

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this can block an exit in case of an emergency evacuation. If your bicycle is stolen or damaged, it is your responsibility to report it to the Department of Public Safety.

### Break and Vacation Housing

Housing remains open during the following break periods: Mid-Term Pause, Thanksgiving vacation, spring vacation. During these breaks you may remain in your assigned room at no additional cost. You may leave personal items in your room during any break period; however, the college does not assume responsibility for personal articles. Campus services such as dining services may alter their hours during these times.

During Winter Vacation students are not permitted to remain on campus. Winter sport athletes are permitted to return to campus after December 31 and will be assigned to temporary housing spaces. The following spaces may be used to house students who are approved to be on campus during the break: McKenney Suites, Louthier Street Townhouses (373, 377, 379, 381, 383), Todd House, Factory Apartments (230 and 236 W. North Street). If you live in any of these residences, your space may be temporarily reassigned to house other students over the break. You may, however, leave belongings in these rooms/apartments during the break.

Students requesting housing during any break period and/or after exams must request permission directly with the Office of Campus Life prior to the start of each break period. Students who have an active discipline record will not be permitted to remain on-campus over any break and/or after exams without permission from the Director of Campus Life.

At the end of the academic year, only seniors and students involved in graduation are allowed to remain on campus. All students, other than graduating seniors, who need to stay on campus must request permission to remain in housing directly with the Office of Campus Life. The student will then be notified if their request has been approved.

### Business Ventures

You may not conduct or solicit business in college housing. This includes using your computer network access to conduct business through your computer or the internet. Failure to comply will result in disciplinary action.

### Check In and Check Out

When checking in to housing, you will be issued a key(s) that will grant you access to your room and building assignment. You will also receive a Room Inventory report and be asked to note any previous damages to the room or furnishings to your RA, HAM, or the Office of Campus Life.

You are required to officially check out with the appropriate staff member when moving out of college housing which includes turning in your key(s) and Room Inventory. Failure to properly check out will result in a non-refundable \$50 service fee and charges for necessary repairs and damages will be assessed to your account. Plan to check out of your room **within 24 hours of your last final exam** unless given permission prior to the start of final exams.

- If you change rooms during the year, you are expected to check out of your initial room by having an RA or HAM evaluate the condition of your room when you leave. When you check into your new room, you should complete a new Room Inventory form.
- If you leave for any other reasons (Disciplinary action, Leave of Absence, Medical Leave, etc.) please contact the Office of Campus Life for further instruction.

### Cleaning and Repairs

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Facilities Management provides housekeeping services for the public areas of each traditional residence hall, including hall bathrooms, hallways and lounges. You are expected to keep your own room clean and orderly. If you discover your room needs to be repaired, you should contact Facilities Management directly.

Small houses and all apartments are independent living spaces. As such, students in these spaces are expected to maintain the cleanliness of these spaces on their own. At the end of the academic year, Facilities Management and Campus Life will inspect all small houses and apartments; if the condition of these spaces requires excessive cleaning or repair, the residents may be charged.

Students can notify Facilities Management by completing a service request form online at [www.dickinson.edu/repairs](http://www.dickinson.edu/repairs), calling Service Response at x1700 or by sending an e-mail message to [repairs@dickinson.edu](mailto:repairs@dickinson.edu). For emergency repairs, after working hours, contact the Department of Public Safety.

The right to inspect and repair rooms at times convenient to the college or its authorized agents is unconditionally reserved by the college. If you have concerns or questions about the service provided in the residence halls, please contact Facilities Management at x1212.

### Community Billing

The purpose of community billing is to promote individual responsibility and to hold students mutually accountable for the condition of their shared living spaces. Public areas (i.e. corridors, stairways, lounges, bathrooms) are the collective responsibility of the residents of that suite, wing, floor, or building, apartment or small house. Charges for damages to those areas may be divided among the residents of those facilities. Areas covered under the community billing policy may include, but are not limited to vandalism, stolen furniture, or housekeeping charges in a common or public area when it is not directly possible to determine the responsible person(s).

### Cooking

Cooking within a residential facility is permitted within pre-identified kitchen area or with approved appliances (see “Appliances”) within an individual room.

### Damage Billing

Vandalism, damage, destruction of college or personal property, or creating a condition that requires clean up or repair is not permitted. Damage to your room and college-provided furnishings shall be the financial responsibility of you and other assigned occupants. In instances when unnecessary clean up or repairs are necessary, students may be subject to the financial responsibility either individually, or as a suite, wing, floor, or building in such instances when it is not directly possible to determine the responsible person(s).

### Decorating your residential space

As part of personalizing your residential space, you are encouraged to decorate your room. You may not make any permanent or semi-permanent alterations to the room, including structure, painting, partitions, paneling, electrical system modifications. You may not affix anything to any internal or external structure of the housing facility (e.g., satellite television dish, antenna, etc.) or have anything hanging or protruding from the facility, unless approved by the Director of Campus Life.

- Lights- You may not have halogen or decorative lights, including string lights.
- Wall Decorations- You may not use screws, nails, staples, adhesives such as Scotch® or duct tape on walls. Glue may not be used on walls, furniture or floors.

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- Nothing may be hung on ceilings, sprinkler pipes, block fire safety devices or block any egress or exit, including any tapestries or other fabric items.
- Holiday Decorations- No cut or live trees or wreaths are permitted in college-operated residential facilities.

### Entry and Inspection of Student Rooms

The College reserves the right to enter any room at any time without advance notice for the purposes of inspection, repair, maintenance, protecting the health, safety, and security of residents and in cases of emergency, as determined by the College. Entry may be made by members of the Student Development staff, including members of the Department of Public Safety.

Routine health and safety inspections of residential spaces will be announced at least one day in advance of the inspection. During any such inspection of residential spaces, any evidence of violations of the Community's Standards may be confiscated and processed accordingly.

### Fire Safety Equipment and Procedures

All residential facilities are equipped with fire detection and firefighting equipment. Tampering with fire safety equipment is strictly prohibited. Tampering with fire safety equipment, including discharging fire extinguishers or disabling smoke detectors, may result in suspension from the college, plus cost of restoring equipment to its original condition. Failure to comply with these policies will likely result in disciplinary action.

Students may be fined for a fire alarm resulting from the use of a prohibited appliance, such as a toaster, or prohibited activities (smoking, burning candles or incense, etc.).

It is vital that all fire alarms are taken seriously and you are expected to leave the building during a fire alarm. You must remain outside the building until such time as Department of Public Safety or Facilities personnel indicate that it is safe to re-enter the building.

Your RA or House and Apartment Manager will have information on proper procedures for evacuating the building during a fire alarm. Failure to leave the building during a fire alarm may result in fine or disciplinary proceedings. Fire drills will be held during the semester and are sponsored by the Office of Campus Life and the Department of Public Safety.

### Flammable Materials

Spark or flame-producing items such as fireworks, firecrackers, explosive materials, candles, incense burners, oil burning lamps and lanterns are prohibited in all residential spaces.

Grills may not be used indoors. All grills must be placed at least 25 feet from any building and may never be used on rooftops, roof decks or fire escapes. Do not dump hot coals onto the grass or into a trashcan. Cold coals may be emptied into trashcans.

You may not store gasoline motors of any type, including motorcycles, mopeds, etc., within residential spaces. You may not keep fuels, such as gasoline or propane, in residential spaces.

### Furniture

All furniture must remain in the assigned room. No college-provided furnishings may be removed from the room. You may provide additional furnishings such as carpets, chair and sofas as long as the items meet federal fire resistance standards; however they may not block or unduly restrict exits to the room. All personal articles must be removed prior to your departure

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from your room or you may be charged for the removal of property not original to the room. Outlined below are additional guidelines to adhere to when furnishing your residential space:

- Waterbeds are prohibited.
- Do not place mattresses directly on the floor.
- Only beds specifically designed to be lofted will be permitted.
- Do not use concrete blocks or bricks to raise the bed, as these cause unusual wear and tear and pose a potential safety hazard. Bed raisers specifically designed for this purpose are permitted.
- No college-issued furniture may be used for outdoor purposes, unless it is deck furniture on approved balconies, porches or other outside areas.
- Lounge or common area furniture may not be removed from the public area and/or placed in individual rooms.

### Guest Policy

A guest is considered anyone not currently assigned to the residential living space in question. The college encourages you to have guests visit you in your room with the consent of your roommate(s). Students are reminded that residential spaces are shared spaces and you should proactively discuss with your roommate(s) how to manage guests and any additional policies that will govern guests in the room. Especially in the case of an overnight guest, you should consult and work with your roommate(s) ahead of time to determine what will be most appropriate. A student should expect to have access to his or her room without the presence of inhabitants not assigned to that space by the college.

Guests are not permitted to stay in your room for more than any 2 consecutive nights. **No guests may visit more than a total of 7 days per semester.** You are responsible for the behavior of your guests and for informing your guests of the appropriate policies.

Guests to the college should remember that they are subject to the laws, rules and regulations governing behavior in the Commonwealth of Pennsylvania and Dickinson College. Dickinson students will be held responsible for the behavior of their guests and may face disciplinary proceedings within the Community Standards as a result of the behavior of a guest.

### Hall Recreation

You may not play sports in any public areas or hallways of any residential building, including, but not limited to in-line skating, skateboarding and bicycle riding.

### Health and Safety Inspections

The Office of Campus Life regularly conducts inspections of each residential area on-campus. Student rooms are given a brief inspection during the fall and spring semesters. The purpose of these inspections is to provide the appropriate education and assist with correcting any health or safety concerns. Policy violations that are discovered during these inspections may be referred to the college's conduct system and prohibited items may be confiscated. Students with questions about these inspections should speak with the Office of Campus Life.

### Insurance and Liability

The College cannot and does not assume responsibility for personal accident, injury, or illness to residents, guests or visitors, or for the loss or theft of money or loss, theft, or damage of personal property of students. Damages that result from unforeseeable maintenance issues (burst pipes, power failure, etc.) are the responsibility of the student. The college does not carry insurance covering residents or their property. You are encouraged to protect yourself from loss by

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purchasing appropriate insurance. In that regard, you should review any homeowner's policy that you or your caregiver's might have to determine whether the contents of your College housing are already covered or could be covered with a policy rider.

### Keys

You will be assigned a key(s) that will allow you access to your building and individual room. Rooms should be locked and you should carry your keys with you at all times. You are prohibited from duplicating housing keys for any reason. You may not loan, sell, or transfer any housing key to any person for the purpose of allowing that person to enter college housing unescorted or use the residence hall or apartment's facilities. This includes College ID cards that provide access to college facilities.

- In the event that keys are lost, stolen, or misplaced, you are responsible for immediately reporting that the key is missing to the Office of Campus Life and the Department of Public Safety.
- Failure to return the key(s) upon departure from the room/apartment/house will result in a charge to your student account to change the key lock cylinder.
- For a standard double room, you will be charged \$50 for each lost or unreturned room key and an additional \$10 for each lost or unreturned exterior key. Houses, suites and apartments may incur additional costs based on the number of locks to be changed.

### Lockouts

For the first two weeks of every semester there will be no charge for lock-outs. After the first two weeks there will be a \$10 charge for every lock-out handled by Campus Life staff or Public Safety staff. If a student is locked out more than three (3) times in a semester, the charge will increase to \$50 per occurrence. If you are locked out of your residence, you should contact the following as applicable:

- Traditional Residence Halls can contact the RA on duty for assistance from 7:30pm until 1:00am. You can contact an RA on duty by calling the duty phone for the area. DPS will handle lockouts from 1:00am until 7:30pm
- Small Houses/Apartments- contact the Department of Public Safety at all times

### Medical Accommodations

If you need housing accommodations due to medical, psychological or disability reasons, you should download the required form and work with the appropriate on campus office. The form can be downloaded from <http://www.dickinson.edu/departments/advising/disabilityservices.html>. The Office of Campus Life works in collaboration with Academic Advising, the Health Center, and the Counseling Center to review all requests and recommendations for appropriate accommodation.

### Noise Guidelines

To support your academic success, the college maintains both quiet hours and courtesy hours in all residences. Courtesy hours means that residents are prohibited from making noise that significantly disturbs other residents, including those in the Carlisle community. During quiet hours, noise should not be heard outside your room, suite or apartment. Quiet hours are as follows:

- Sunday through Thursday, 10:00pm until 8:00am the following morning
- Friday and Saturday, midnight until 10:00 am the following morning

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Quiet hours are in effect 24-hours a day during Reading Periods and Final Exams. Any disturbance of the larger community (floor, building or neighbors) is not permitted during these times.

### Pets

You may not keep or host pets in residential facilities unless it is fish within a bowl or tank. The bowl or tank may not exceed 20 gallons in a residence hall. The college will not be responsible for the care of fish during break periods. Violation of the pet policy may result in damage billing for the replacement and/or refurbishment of carpeting, furniture, or other affected areas of the facility. Failure to remove the pet from the residence in a timely manner may result in removal by animal control services.

### Room and Board Agreement

All students are required to read and sign a Room and Board Agreement prior to moving into their residence at the beginning of the academic year. This document, together with other policies, procedures and regulations in this Handbook or published by the Division of Student Development, constitutes the agreement between you and the College. Students can learn more about the Room and Board Agreement by visiting [www.dickinson.edu/campuslife/contract.html](http://www.dickinson.edu/campuslife/contract.html) <http://www.dickinson.edu/student-life/resources/campus-life/content/Housing/>

### Room Changes, Reassignments, Vacancies

Requests for room changes must be made directly to the Office of Campus Life and are limited at times due to space availability. The change of rooms or substitution of one occupant for another without approval in writing from the Office of Campus Life is prohibited. You should work with a professional staff member in Campus Life to discuss options related to a room change request. Room/hall changes are not permitted during the first two weeks of each semester in order complete accurate occupancy reporting.

The College reserves the right to reassign students in order to make most efficient and beneficial use of available facilities, including the consolidation of spaces to create completely vacant rooms. Additionally, the occupancy of a room may be increased when, in the judgment of the College, it is necessary to do so to accommodate the housing needs of the student body.

Reassignment may also occur as a result of disciplinary action (violation of Community Standards), violation of the agreed upon standards of your floor, area, or building and/or administratively at the discretion of the Director of Campus Life.

When a vacancy occurs you may request a specific roommate to fill that space. If no request is made within five business days, the Office of Campus Life will make the space available for general occupancy and may reassign a vacant space at any time. If there is a vacancy in your room, you must leave the room ready for another student to move in at any time. The Office of Campus Life will notify you as soon as plans are made to fill the vacancy in the room you are occupying. Behavior which discriminates against or impedes an interested student or assigned occupant will be considered a violation of the Community Standards and reviewed as such.

### Room Condition and Inventory Reports

During the move-in process, you have the obligation to conduct a thorough room inspection and report any concerns (condition of room, furniture, maintenance needs) to the Office of Campus Life. Any difference between your room's condition at check-in and check-out will be the responsibility of the room's occupants. Completed Room Condition and Inventories will be maintained annually in the Office of Campus Life for students to review by request.

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Public areas (i.e. corridors, stairways, lounges, bathrooms) are the collective responsibility of the residents of that building, suite, apartment or small house. Charges for damages to those areas may be divided among the residents of those facilities.

If you change rooms during the year, you are expected to check out of your initial room by having an RA or HAM evaluate the condition of your room when you leave. When you check into your new room, you should complete a new Room Inventory form. Failure to check out with your RA or HAM may prevent you from appealing any damage charges that result from the final inventory of your room.

### Room Selection

Room assignments for all returning students are completed through an online room selection program called MyHousing during the spring semester. Returning students who have registered for courses for the following fall semester and do not have any holds on their account may participate in the room selection process. Students receive a randomly generated lottery time and select a room in order of their class year. More detailed information about room selection and housing options is available from the Office of Campus Life early in the spring semester.

### \*Note to Students Studying Abroad

Students who plan to study off-campus are reminded that the room selection process will occur in the spring semester. Students have the option to select another student to act as a proxy on their behalf; however it is the responsibility of the individual(s) who will be away from campus to make and communicate these arrangements with the Office of Campus Life. The proxy will then be responsible for applying for off-campus permission or participating in the room selection process on behalf of the students away. The Office of Campus Life does not assume responsibility for selecting rooms or filing off-campus applications for students who are away from campus during the spring semester.

First-year students receive room assignments and the name(s) of roommates by mail in July. First-year students are assigned rooms based on information provided to the Office of Campus Life along with first-year seminar course requests. First-year students generally are housed either in double, triple or quad rooms and in facilities that are largely populated with other first-year students.

### Smoking

Smoking is prohibited in all areas of the residential spaces, including rooms, bathrooms, lounges, hallways and stairwells. Additionally, smoking is prohibited within 25 feet of residential buildings. Smoking is limited to a location that does not impede traffic flow in and out of residence halls and where smoke cannot drift into the interior of residence halls.

### Storage

The college does not provide storage spaces during the summer months. Individual students, fraternities and sororities, and special interest houses are encouraged to make storage arrangements by working with area storage companies. Items left in and around residential facilities at the end of the spring semester will be given to the U-Turn project or discarded by Facilities Management. You may be charged for the removal of property not original to the room.

### Windows

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You may not remove window screens at any time. Throwing any object out of a residence window or balcony is prohibited. Food, plants, or other items are not permitted outside windowsills, balconies unless other granted permission by the Office of Campus Life.

### **Related Information**

### **History/Revision Information**

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Student Handbook, Campus Life website