

CAMPUS LIVING INC

HOUSING RESIDENT DOCKET

It is the mission of Campus Living to provide a high-quality, affordable living environment for members of the SIC community that is convenient, comfortable and culturally enriching and therefore conducive to academic success. Campus Living attempts to provide a living/learning environment which complements the College's educational process. As an integral part of the College's educational efforts and support services. Campus Living is directly responsible for the formulation and enforcement of policies reflecting the College's mission within the residence setting. While acknowledging that residents have ultimate responsibility for their own personal and educational development, the Campus Living staff will endeavor to provide the opportunities and the appropriate environment to promote positive living/learning experiences. It is with this mission in mind that the provisions and policies contained in this Housing Resident Docket are adopted and included in the Housing Agreement.

ROOMMATES, GUESTS, VISITATION AND QUIET HOURS...

ROOMMATE BILL OF RIGHTS

You and your roommates may be lifelong friends or you may have just met; whatever the case, all of you have certain rights. Each roommate has:

1. The right to read and study without interference, unreasonable noise and other distractions;
2. The right to sleep without undue disturbance;
3. The right to have personal property in one's room;
4. The right to live in a clean environment;
5. The right to host guests during visitation hours with the understanding that the guests will honor the other roommates' rights;
6. The right to have free access to one's room and housing facilities;
7. The right to be free from intimidation, physical and emotional harm;
8. The right to assume that there will be reasonable cooperation in the use of the phone;
9. The right to expect respect for one's belongings and personal property.

It is imperative that roommates talk about common areas, food, telephone use, study time, guests, chores and quiet times at the beginnings of the semester or when a new roommate moves in. Most roommate conflicts arise when one or more of the roommates ASSUME it is okay to do something or borrow something.

RIGHTS OF OTHERS

Residents will at all times respect the rights of other residents, including the right of peaceful and quiet enjoyment of the premises. Loud and boisterous conduct which disturbs the rights of others will result in disciplinary action.

GUEST POLICY

Occupancy of the apartments is limited to those persons named on the contract. Residents are responsible for seeing that all guests comply with all policies of Campus Living. The maximum capacity of any apartment, including residents should not exceed FOUR PEOPLE. Cohabitation is strictly prohibited. Anyone staying in the apartments after visitation hours will be considered to be a cohabitant.

QUIET HOURS

Quiet hours are observed in all buildings, as follows:

- Sunday through Thursday 10pm to 8am
- Friday and Saturday 12 midnight to 8am
- Residents and guests are to be reasonably quiet at all times so as not to infringe on the rights of others.
- During finals week, around-the-clock quiet hours are in effect.
- Violators will be subject to disciplinary action.

CAMPUS LIVING POLICIES

VIOLATIONS OF ANY OF THE FOLLOWING POLICIES MAY RESULT IN THE DISCIPLINARY ACTION.

ALCOHOL POLICY

Alcohol is NOT permitted in the apartments or on Campus Living property. Any resident found in violation of this housing regulation/policy will be reported to the proper authorities and appropriate disciplinary actions will be taken. Also, any alcohol found will be seized immediately.

DRUGS

In general, any nonprescription drugs that are not over-the-counter drugs are strictly prohibited on campus and in Campus Living Housing. Violation of this policy will result in the proper disciplinary action and all drugs/drug paraphernalia will be seized.

CANDLES AND INCENSE

Because of the fire hazard from open or smoldering flames, no candles are allowed in the apartments. Incense burning and potpourri pots are also prohibited.

COMMON SENSE CLAUSE

Even with every attempt to have a policy for most occurrences in housing, we are bound to miss one. So, if your common sense tells you that your activity could be against housing policy, it probably is. Don't do it. If you have a question about your activity, consult your Property Manager.

DECORATION OF APARTMENTS

Residents are not permitted to make improvements, alterations, repairs or remodeling without written consent from Campus Living. This includes applying wallpaper border. A small number of tacks, pins or small nails may be used to hang small items on the wall. Large nails, tape or adhesives are prohibited.

FIREARMS, FIREWORKS, AMMUNITION AND WEAPONS

Transfer, sale, use and possession of explosives, ammunition, firearms, dangerous chemicals or lethal weapons in the apartments is prohibited except for duly-licensed officers of the law.

MAIL

The US mail is picked up and delivered daily (except holidays and Sundays). The US mailboxes are located on the West end of the property.

MAINTENANCE

Campus Living is in charge of maintenance in housing. If you have a maintenance concern in your apartment, you should use the QR code on the back of your apartment's front door to enter a "work order". Necessary repairs will be completed routinely as availability of staff and materials permit. Residents are responsible for reporting maintenance concerns by submitting a "work order" using the QR code, as stated above. Students have the responsibility to report any concerns (general maintenance needs and emergencies) on a timely basis. If a resident does not report a problem that results in damage, he/she may be responsible for paying for the damage incurred.

MISUSE OF PROPERTY

Misuse of Campus Living property includes, but is not limited to fire alarms, smoke detectors and furniture within the apartments and recreational areas.

NOISE

What may be music to your ears may prove to be an annoying disturbance to others. Just as you have the right to listen to your choice of music within the privacy of your apartment, your neighbors have the right to study within their apartments without undue disturbances. Remember that some voices carry farther than others. If you are asked to turn your music down or keep the noise down, please comply. Public address systems are prohibited.

PARKING

Students may only park in designated parking areas. Students who park in no parking or reserved spaces will be fined \$25. Violators will be towed.

PETS

Pets other than tropical fish are prohibited. Any resident found in violation of this housing regulation will be fined \$250 and required to remove the pet within 24 hours. If the pet remains, a second fee will be assessed.

PERSONAL PROPERTY

Campus Living reserves the right to restrict the use of furniture i.e. pianos, organs, drums, waterbeds and similar large or potential disturbing items. Residents are not under any circumstances permitted to remove the original furnishings of the apartment. Residents may bring / move personal furnishings. All personally owned items must be removed from the apartment at the time of checkout. Campus Living assumes no responsibility for anything left in the apartment, either while the resident is absent or has vacated the unit; items left in the apartment may be stored or disposed of at the owner's expense. Items may not be stored in the furnace closet, stairwells, balconies or inner courtyards.

SOLICITATION

Commercial solicitation of funds, services or membership is prohibited. Individual students may invite a vendor to come visit their apartment to conduct business. Solicitation for certain worthy causes or those in the best interest of the Campus Living community may take place in the recreational areas if approved by the Property Manager. No one is allowed to solicit door-to-door without the approval of the Property Manager.

BALCONIES

Nothing may be thrown over the balcony or hung over the balcony. Food and grease should be put in a container or trash bag, then put in to the dumpster. Wet clothes, towels or mops should be put in the shower/tub to dry.

DISCIPLINE EXPLAINED

It is the goal of Campus Living that discipline be a learning process rather than simply punishment for breaking a policy. All policies and regulations are in place for a reason. If you have a question about why a policy is in place, ask your Property Manager. They will be glad to give a rationale.

INCIDENT REPORT

The incident report is a communication tool used by housing staff. It does not automatically result in disciplinary action. This form is used to communicate medical emergencies and other occurrences.

IMPEDING DISCIPLINARY PROCEDURES

Any action that creates a barrier to the normal process of the disciplinary system, such as failure to cooperate with a request made by the Property Manager or Maintenance, or interferes which impedes the disciplinary process is considered a violation. Violators will be subject to a separate disciplinary sanction.

NONCOMPLIANCE

Refusal while on housing-owned or controlled property to comply with a request of any Campus Living official (including security and maintenance) to leave the premises will result in disciplinary action.

DISCIPLINARY (ACTIONS) SANCTIONS

The following sanctions comprise the range of official housing actions which may be taken as a result of any disciplinary problems. Sanctions may be imposed only after the resident has the opportunity to present his/her side of the case.

1. CHARGE DROPPED – the charge will be dropped if there is sufficient evidence to support it. The charge will be dropped if there is evidence presented that the student was not in violation as charged. All written material pertaining to the individual's disciplinary record will be destroyed.
2. DISCIPLINARY AGREEMENT – This is an agreement between the student and the Property Manager stating that the questionable behavior will cease or more serious disciplinary action will be taken. The agreement usually lasts one year.
3. CONDUCT WARNING – This action may include a written and verbal warning about the conduct that has been judged to be disruptive or injurious to the student or others. The warning may carry other restrictions or stipulations. Records are kept for a calendar year only, except when a violation involves alcohol; then the record is kept three years beyond the fiscal year in which it was reported. If the student is not involved in any other conduct situation for the calendar year, the disciplinary record will be destroyed. A thorough explanation of Campus Living policies is given. The student is informed that involvement in any other conduct matters may be cause for more serious disciplinary action. Parents are notified.
4. RESTITUTION – This includes paying for the repair of damage done to an area, paying cleaning fee or fine. It is used in conjunction with another disciplinary action.

5. SUSPENSION – When a student’s action or threat of action indicates a serious threat to the welfare and safety of persons or property, suspension may be used to temporarily or permanently remove and exclude the person from Campus Living community.
6. ADDITIONAL NOTIFICATION – Certain actions which violate Campus Living policies may require additional notification to parents, coaches, Dean of Students, or other authority figures. Further disciplinary actions may be taken.

SAFETY AND SECURITY

SAFETY & CLEANING

1. Residents are responsible for maintaining a safe and healthy environment within their respective apartments. All trash shall be put in plastic bags and placed in the dumpsters provided close to each building.
2. Campus Living assumes responsibility for insect extermination. However, residents are expected to fully cooperate with extermination efforts, including maintaining sanitary conditions to deter infestations. Failure to maintain such conditions may result in extermination charges being assessed to the resident or the termination of the resident’s contract.

KEYS

Your apartment key will fit the deadbolt lock on your front door. There is a separate key issued for mail. Only one mail key is issued per apartment. Private door locking mechanisms are prohibited. If you lose your key, report it immediately to you Property Manager. A \$25 fee is charged for a replacement key.

LITTERING

Any student caught littering will be fined \$25 per occurrence.

ROOM ENTRY

Housing reserves the right to enter the apartment for the purpose of safety inspections or maintenance. Housing staff and security are authorized to enter an apartment without notice when there is a reasonable belief that there is a potential threat to health, safety or welfare of students or a threat of damage and destruction to a unit or its contents, or for illegal acts in violation of state or federal laws. Random inspections will be conducted periodically without notice to ensure that Campus Living policies are being upheld.

FIRE PROTECTION AND SAFETY

Fire extinguishers and other safety devices are provided in Campus Living for the safety and protection of all residents and the area. Any removal and/or discharge of any fire extinguisher or other safety device for any reason other than extinguishing a fire is a policy violation. False alarms are a serious offense. Anyone found to activate a fire alarm when a fire is NOT present will be subject to suspension from housing. Bedroom doors must remain unlocked when students are not present due to fire safety reasons.

THEFT AND DAMAGE

Campus Living is not liable in any way for the loss, theft, or damage to any personal property belonging to residents. Residents are responsible for their personal effects at all times. Reimbursement for damage or loss due to equipment or plumbing malfunction will not be approved. Residents are advised to secure renter’s insurance covering personal property.

SAFETY CHECK

These checks are conducted by Campus Living staff members. Safety checks occur once a month to ensure safe and sanitary conditions in each apartment. It is not necessary for all of the residents to be present, but one should be home. If no one can be present during the scheduled time, housing staff members will open the apartment and complete the safety check.

FOR YOUR INFORMATION

BUILDING MEETINGS

Residents of a building find it beneficial to attend meetings as posted by the Property Manager. These meetings provide needed information at the beginning of the year and information about events throughout the year. You will be responsible for the information given out at the meeting that you missed.

OFFICIAL WITHDRAWAL

To properly and officially withdraw from Campus Living, a resident must:

1. Remove all personal belongings
2. Remove all trash and unwanted materials
3. CLEAN – CLEAN – CLEAN
4. Occupants should
 - a. Remove all food from the refrigerator
 - b. Clean the refrigerator
5. Turn in apartment key and/or mail key

Residents who do not officially withdraw (i.e. properly checkout) will be assessed a \$25 fee for unofficial withdrawal and waive the right to discuss charges that may be assessed to the apartment.

REFUND POLICY - CANCELLATION AFTER THE BEGINNING OF THE ACADEMIC YEAR

1. If residents do not officially check in to assignment by 4:30pm on the first day of classes, they will be considered no-shows and the agreement will be cancelled immediately. The deposit will be forfeited plus a \$200 cancellation fee will be assessed.

Consideration for release from the contract will be given to a student with special circumstances such as a medical emergency, severe financial hardship or academic denial.

UNOFFICIAL WITHDRAW

A resident that does not follow the property procedures to check out of an apartment is regarded as an unofficial withdrawal and will be assessed an improper checkout fee and billed for the outstanding balance.

DISCIPLINARY SUSPENSION

If disciplinary suspension results in permanent release; the resident will not be refunding his/her housing deposit.