

# Summer 2008 Terms and Conditions of Residence Hall Living

The Summer 2008 Terms and Conditions are available for download at [http://barnard.edu/reslife/files/08-Summer\\_Terms\\_and\\_Conditions.pdf](http://barnard.edu/reslife/files/08-Summer_Terms_and_Conditions.pdf).

College housing by its communal nature requires residents to respect differing life-styles and at the same time imposes certain restrictions on individual freedom which other living accommodations may not. Thus, students are required: A) to respect the right of all community members to cleanliness, security, privacy, space, quiet hours for study and sleep, equal use and access to room/suite and hall facilities and generally to an environment conducive to learning and undergraduate college life; B) to be able to demonstrate an appropriate level of self-care, so that any individual student or group of students is not placing themselves or other community members in a position which compromises their safety, health or well-being, and C) to comply with the rules and regulations relating to appropriate conduct established by the College and/or the Residential Life staff. The College provides in its residence halls supervision under the direction of Residential Life and Housing. Violation of these terms and conditions or any other applicable rules, policies or procedures incorporated by reference herein, may subject the student to fines and/or disciplinary action including, but not limited to, loss of ability to participate in the spring room selection process, termination of the student's residence hall assignment and/or suspension or expulsion from the College. (All references herein are to Barnard College offices or personnel, and "College" refers to Barnard College, unless noted.) Students who fail to follow the rules and regulations for the residence halls are subject to judicial action including, but not limited to, mandatory attendance at workshops, fines, written warning, mandatory room change, probation, suspension, or termination from housing. Alleged violations of these rules will be referred to the Associate Director for hearing and appropriate disciplinary action. Students who have been cited for a violation must meet with their Associate Director within four business days of the violation. Appeals of decisions may be made to the Director of Residential Life and Housing. The College also upholds all city, state, and federal laws, and alleged violations will be referred to the proper authorities. Important rules and regulations that you need to know about include:

## Terms and Conditions

The following terms and conditions for student residence in Barnard College housing apply to all Barnard College, Columbia University and visiting students residing in Barnard College housing during the **Summer Sessions of 2008** ("summer sessions" is defined as the period between 5/17/08 and 8/30/08).

## Anti-Discrimination / Harassment Policy

The Barnard College community comprises students, faculty, administration, and staff from diverse backgrounds. Such diversity strengthens the College's commitment to the fundamental values of a liberal arts education. Barnard College is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, creed, color, national origin, age, sex, sexual orientation or disability (or on the basis of any other identity). This principle is expected to be observed in employment of faculty, staff, and students; in the admission, housing and education of students; and in policies governing College extracurricular programs.

At Barnard, as in all academic institutions, the integrity of the education process is seriously undermined by instances of improper discrimination and discriminatory harassment. Such behavior destroys the environment of mutual respect and tolerance, which must prevail if the College is to fulfill its mission. In this spirit, Residential Life and Housing is guided by the precept that in no aspect of residential living will instances of harassment be tolerated, including but not limited to those based on a persons race, religion, ethnicity, creed, national origin, age, sex, sexual orientation, gender or disability (or any other form of harassment).

Therefore, everyone who chooses to live in or visit our residential communities must understand that we will not tolerate any form of harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied which is intended for a specific member of the community. This includes harassment via email, voicemail, US Mail as well as in person or having someone else do so on your behalf. Such behavior or actions, whether done intentionally or with reckless disregard, are not permitted in the residence halls. "It was just a joke" or "I was intoxicated" are not acceptable excuses. Students are responsible for their behavior and that of their guest(s) at all times.

If you believe that you have been a target of discriminatory acts within the halls or other areas of campus, please inform a Residential Life staff member (Resident Assistant, Graduate staff member, Associate Director, etc.) immediately so that the proper actions can be taken. As a student living in the residence halls, it is your responsibility to report incidents of harassment or discrimination to a residence hall staff member immediately.

## Eligibility

Eligibility for **residence** is limited to full-time registered Barnard students, approved visiting students and those associated with Barnard College sponsored programs.

## Assignments

Any of the occupants, furnishings, and features of the room/suite, shall be made and may be changed by Barnard College at any time, at its sole discretion. Application requests specifying only a particular residence or type of housing cannot be accommodated, nor can roommate / suitemate preferences based upon race, ethnicity, religion, religious practices, sexual orientation, dietary preferences, socioeconomic status, physical characteristics, or national origin. Applicants with a disability may apply for specialized housing accommodations through the Office for Disability Services. Residential Life and Housing will make specialized housing assignments ONLY after the student has applied and been granted such an accommodation from Disability Services.

## Room Charges

The College establishes room charges for summer. Room charges are billed to individual student accounts and must be paid by the date requested by the College. Failure to make full payment for the summer by the due date will result in the forfeiture of assigned summer space. Refunds will be issued for a given summer session if cancellation is made in writing prior to the commencement of said summer session. Cancellation after commencement of a given summer session will result in no refund of session charges. In all events, no student will be allowed to occupy an assigned room unless all room charges are paid in the time and manner established by the College. Delinquent accounts are referred to credit bureaus and a collection agency. Students are responsible for the costs of collection including interest, penalties, collection agency fees **(WHICH MAY BE UP TO 40%)**, court costs and attorney fees.

## Housing Period

The **summer housing period** begins at the time the student takes occupancy of the assigned space. The **summer housing period** ends when a student ceases to be eligible for summer residence, when a student completely moves out of his/her assigned summer space, or with the first day of academic year residency.

## Occupancy and Use

At all times, **only** the contracted student shall occupy the assigned summer space. Under no circumstances may a student swap assignments with another student, sublet their room or provide regular housing to any other person(s). Occupancy dates for the summer are as follows:

- 5/26/08 – 7/14/08 – Summer Session 1
- 7/17/08 – 8/15/08 – Summer Session 2
- 8/15/08 – 8/30/08 – August Interim

Students who are eligible for and participate in August Interim housing will be notified and should be prepared to move into their Fall room at any time between 8/8/08 and 8/23/08. Failure to move when instructed at any point over the summer will result in a \$500.00 fine and/or loss of priority in the academic year Room Selection or Room Change Request process. Students who graduated in 2008, commuter students, students who are studying abroad or moving off-campus for the Fall, and/or non-Barnard students **are not** eligible for August Interim housing. If you cancel your Fall 2008 Barnard Housing assignment, you will cease to be eligible for August Interim.

Additional temporary occupancy, i.e., guests, is subject to the rules and regulations of the residence halls and the College. **The Office of Residential Life and Housing reserves the right to assign any vacant space (including partially occupied multiple rooms and single rooms in suites) at any time, and is not obligated to inform suitemates of changes. No summer room changes will be permitted.**

**All spaces in the residence halls, including, but not limited to, student bed and suite rooms, laundry rooms, bathrooms, hallways, stairways, kitchens and floor lounges, have been designated as smoke-free.**

## Condition of Premises

By taking occupancy of the space, the student accepts its condition "as is" at such time and assumes responsibility to maintain the space and any common areas in which the assigned space is located, in a clean, safe, and undamaged condition at all times. Common areas, such as kitchens and bathrooms, are the responsibility of all members in that area, and all residents assigned to that area are jointly responsible for cleaning and maintaining them. When vacating the assigned space, all residents must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when occupancy commenced. Any personal property left in the room or the common areas will be promptly removed and discarded at the expense of the resident. Cleaning, repair and disposal charges for common areas will be assessed equally among all occupants of the area unless individual responsibility is established before departure. (There is no altering of the room or other facilities of the residence hall permitted (including but not limited to painting and removal of College provided furniture). (All references to "common areas" include suite kitchens and bathrooms, floor kitchens, bathrooms and lounges). **The only approved method of putting things on walls for decoration is blue "painters" tape. Duct tape, packing tape, two-sided tape, masking tape and other strong adhesives are NEVER to be used to adhere items to a wall or other college owned furniture.** Students WILL be fined for tape residue left and/or any damage done to the surface from where it was removed. In addition, cinder blocks are not permitted in any location, and students will be billed for their removal as well as for any damage as a result of their use. FOR A MORE COMPLETE LIST OF FINES AND REPAIR / REPLACEMENT COSTS, please visit the Residential Life and Housing web site.

## Damages and Expenses

All students are expected to follow established procedures for check-in and check-out of their room assignment. Failure to properly check-in in a timely fashion will result in loss of the room assignment, and failure to vacate by the day and time published will result in a fine for improper check-out. In addition, the student shall reimburse the College upon demand for all damages or expenses which the College may suffer or incur for repair or excessive cleaning of any residential facilities, or for repair or replacement of College provided equipment (including smoke detectors), caused by the misconduct or neglect of the student or of her/his guests. Any damages or expenses incurred in a room or facility within the residence halls will be charged equally to all residents of that room/suite or users of that facility unless the responsible person or persons assume specific liability. Charges are assessed by the Residential Life staff and are payable to the Bursar's Office. Failure to pay such charges may be cause for refusal to permit registration or for such other action as may be determined appropriate by the College until sums owed are paid in full. **The policy regarding the referral of delinquent accounts for collection also**

**applies to damages and expenses. Any appeal of said charges must be submitted in writing by the student within 30 days of the charge being posted to the student's account. For a more detailed listing of facility-related fines, visit the Residential Life and Housing web site.**

## Personal Property

The College accepts no responsibility for the loss of or damage to a student's personal property, and advises that all students insure personal property against loss, damage or destruction arising from any cause, including but not limited to fire, theft, water damage and the elements. In the event of damage by fire, water, steam or other causes that render an assigned space unfit for occupancy, the College reserves the right to reassign the occupant(s) to alternate designated housing. If a student rejects the offer of an alternate assignment, the College shall not be liable thereafter. The College encourages all residential students to evaluate their family's homeowners or renters insurance, and to include the student's belongings as part of that policy, and/or to acquire student insurance to cover such situations. Information about private companies that insure college students and their belongings is available from the Residential Life and Housing. Our recommendation is National Student Services ([www.nssinc.com](http://www.nssinc.com)). Any student personal property that is in direct violation of residence policy (e.g. candles, halogen lamps, open coil burners, hookahs and drug paraphernalia, etc.) will be confiscated and will not be returned to the student.

## Access to Student Room and Suite Spaces

The College reserves the right to enter (without prior consent) and search (in appropriate situations) any student space at any time. This includes Residential Life staff, Security, Facilities and any other College employee or contractor who has a legitimate need to enter. Students cannot refuse access to a College employee who is in the process of performing the responsibilities of his/her position.

## Compliance with Applicable Laws and College Policies

Students are required to comply with all federal, state, and local laws as well as all rules and regulations established by the College and Residential Life and Housing including, but not limited to: A) rules contained in the Barnard College Catalogue and the Barnard Student Handbook; B) rules concerning sanitary conditions, recycling programs, prevention of fires, and protection of the safety of other residents and guests; C) rules concerning the conditions under which areas in the residence halls may be visited by student-residents or by others; and D) applicable policies and procedures of the Dean of Studies, the Bursar, the Registrar and Residential Life and Housing. Such policies and procedures are available from the appropriate College offices and students are responsible for informing themselves of those policies and procedures. Rules and regulations are subject to periodic change. Students are to abide by the following regulations and policies:

### Alcohol and Drug Policy

Barnard College is committed to creating an environment for its students, faculty, and staff that strongly discourages the abuse of alcohol and other drugs. The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty, and staff.

**Drugs** – Students who are prescribed medications are the only individuals permitted to use them. Any paraphernalia designed or used to ingest illegal drugs (including but not limited to bongos, roach clips, hookahs, pipes, etc) are not permitted in the residence halls. If found, these items will be confiscated and not returned to the student.

**Alcohol** – Students are only allowed to purchase, possess, consume and serve alcoholic beverages in accordance with New York State laws (21 years of age or older) and the guidelines set forth in the Barnard College Alcohol, Drug and Smoking Policy. **Public intoxication is considered as a violation of residence hall policy.** Alcohol is not permitted in public spaces and lounges in residence halls except as outlined in the College's alcohol policy. Common source beverage containers (defined as kegs, beer balls, punch bowls and their equivalent, etc) are not permitted in residence halls, nor are any empty alcohol bottles. If found, these items will be confiscated and not returned to the student. All responsible students will be subject to disciplinary action.

### Babysitting In the Residence Halls

Students may not use the residence halls in order to provide babysitting services. Please see the section regarding Minors in the Residence Halls.

### Common Areas

For the purpose of this policy, common areas include all residence hall study lounges, kitchen lounges, hallways, stairwells, etc. Many of the residence halls have lounges for use by all residents. Common area lounges are not to be reserved for private functions. As such, no student or student guest may sleep in, engage in sexual contact in or consume alcohol or other drugs in any common area or lounge. While housekeepers regularly clean lounges in the residence halls, it is the responsibility of the residents to keep the hallways, lounges, and quiet study rooms clean and in order.

### Community Safety Policies

All policies contained within the Community Safety umbrella are designed to create a safe environment in our residence hall community. Students are members of the residence hall community and are expected to act responsibly and not to interfere with the comfort or safety of their room/suitemates or of other residence hall students. Specifically, it is a violation of residence hall policy to partake in negligent behavior and/or to engage in hazardous behavior(s) as noted below. Community Safety Inspections will be conducted by Residential Life staff at least once a semester. Unapproved items found during these times or at any other time will be confiscated whether they are in use or not and donated to a local charity – they will not be returned to students.

**Bed Bugs:** If a student believes she has bed bugs, she should inform Residential Life staff immediately. Residential Life staff will make arrangements with Facilities Services to have an exterminator inspect the room and suite. If the exterminator determines that a room has bed bugs, the affected student(s) will be given complete instructions for removal and laundering of their personal items. The task and expense of laundering clothing is the responsibility of the student(s). This is a community health issue; therefore students are expected to comply with all guidelines provided by Residential Life staff within 24 hours.

**Candles, Incense and Open Flames:** The most frequent cause of residence hall fires, are candles and other open flames. Candles, of any sort, including decorative or religious ones are prohibited in the halls (this includes candles with the wick removed). Incense, oil lamps, alcohol lamps and open flame burners are also prohibited in the halls.

**Cinder Blocks:** Cinder blocks cause damage to residence hall floors and often to furniture as well, and as such, are NOT permitted in any Barnard College owner or operated facility. Students will be held responsible for their removal from the residence halls (both monetarily and via the conduct process).

**Electrical Equipment and Appliances:** All permissible electrical equipment and appliances must be UL approved and in good working order. *The College recommends that appliances with an automatic on/off feature be used.* Appliances used for the purpose of cooking foods may not be kept or used in individual student bedrooms. Approved cooking appliances may be used only in kitchens and/or designated cooking areas. *Items that are strictly prohibited include halogen lamps of any size, lava lamps, ultraviolet / infrared lamps of any size, air conditioners (any type of unit), window fans, space heaters, charcoal or electric grills, any type of deep fryer and appliances that have exposed heating elements (ex., toaster ovens, toasters and hot plates).* In addition, the use of a standard extension cord and/or multi-receptacle outlet is also prohibited. Students may use ONLY UL listed power strips with a surge protector. Items that may be used in bed and/or suiteroom areas include a coffee maker, iron, popcorn popper, hot pot, and refrigerators of 3.5 cubic feet or less. Items that may be used in a suite kitchen area include microwaves, rice cookers, woks, Foreman grills and waffle makers. *These items may NOT be used in kitchens on floors 2-8 in the Quad.*

**Elevators:** Defacing or tampering with any elevator is not permitted. If stuck in an elevator, do not pry open the door or place items in the door track to hold it open. Use the phone or intercom in the elevator to contact Security.

**Facilities Requests:** When a student living space is in need of attention or repair by the Facilities Services staff, the student should complete an online work request via eBar for the work to be done. Emergency situations may be called in directly to Facilities at 212-854-2041. Facilities staff will enter student rooms to complete work requests after 9am. If there is an emergency that warrants immediate attention, the staff may enter at any time they become aware of the situation. Students may NOT refuse access to a Facilities staff member or attempt to re-schedule work.

**Furniture:** All college provided furnishings are expected to remain in their designated location. It is a violation of policy to move student room furniture to another location or into the hallway. The College will NOT move student furniture from a room or suite into storage. In addition, furniture provided in common lounges is expected to remain in place and may not be relocated to a student room or suite. If furniture is discovered in a location other than where it belongs, it will be relocated at the student's expense.

**Guns, Explosives, Flammables:** Possession and/or use of weapons / hazardous chemicals is strictly forbidden. This includes but is not limited to propane, gasoline, paint thinner, charcoal and lighter fluid. Internal combustion engines and any flammable or slow burning substances are prohibited, as are paper shades and any decorations on light fixtures. This includes any weapons displayed for decoration.

**Holiday Decorations:** Live trees or other live decorations (e.g. wreath, swag, live cut pine or wood, etc.), candles or incense are not permitted in the residence halls. Students may have fake trees as long as they are fire retardant. Students wishing to burn candles for religious observance must do so in monitored public areas as agreed upon through Residential Life and Housing. Any electric lights used should always be plugged in through a power strip, and should never be left on while the student is not present. Electrical lights and other holiday decorations may not be used or displayed outside of a student's room or suite.

**Keys:** Students are NOT permitted to give their room key to any other person to access their room, nor are they permitted to place stickers or other decorations on their key(s).

**Obstruction:** it is extremely dangerous and a violation of both fire codes and College policy to obstruct entrance to or egress from any room. This includes but is not limited to altering a room lock, "pennying" a door shut, etc. It is also a dangerous violation of policy to arrange any furniture inside of a bedroom or suite room so that it obstructs, in any way, the entrance to or exit from the space.

**Pets:** The only pets permitted in the residence halls are fish that can be kept in a tabletop aquarium no larger than five gallons. Residents must have consent of all roommates/suitemates before they bring a fish to a residence hall. The residence halls are not able to accommodate "pet visitors," so students are responsible for notifying any guests that their pets must be left at home.

**Recycling:** Recycling is required by New York City law. All students must adhere to recycling guidelines in their residential area. Information is posted on each floor with the specific details for your location. Residents within the first-year area are expected to utilize and maintain the room recycle container provided in their room.

**Roof Access:** Students are never permitted to be on the roof of any college owned or operated facility, with the exception of the designated roof terrace at Cathedral Gardens at which time the location is appropriately staffed.

**Room and Suite Decorations:** While students are encouraged to personalize their living space, they may not alter the physical space of the room, drill or nail holes into ANY surface, affix tapestries and similar decorations to the ceiling, light fixtures or in doorways. Students are also restricted from painting any part of their living space.

**Smoking:** All residence halls are smoke-free. This includes student bed and suiterooms, all common areas such as hallways, lounges, balconies, and within 25 feet of any residence hall building. Evidence of smoking in the residence halls will be considered a policy violation.

**Windows:** A New York City ordinance forbids sitting and/or standing on, or placing articles of any kind on the sill of an open window or outside the window (ex. fans), as well as throwing anything out of a window.

**Window Stoppers:** These devices have been installed in all student windows as a safety precaution. Students may not remove or alter them in any way. Students who do so will be subject to conduct sanctions as well as the cost of replacement of the stoppers.

## Dining Services Equipment

It is a violation of policy to remove ANY non-disposable utensils from any dining services location (e.g. Hewitt Cafeteria and Java City). This includes but is not limited to silverware, plates, bowls, cups, trays, etc.

## Disruptive Behavior

No unlawful or disruptive conduct, including acts of physical or verbal violence, excessive noise or disregard of established quiet hours, shall be permitted in the residence hall. Any conduct unsuitable for residence hall living, including but not limited to any practice that limits students' rights of equal use and access to room/suite/hall facilities, is not permitted.

## Emergency Response

When an emergency arises (examples include: fire in a residence hall, bomb threat, national crisis, etc.), Residential Life staff will be on site to assist in disseminating information. When possible, students are encouraged to go immediately to their residence hall room to await pertinent information to be delivered by their RA or other Residential Life staff member. In the event it is not possible to return to a room, check the College web site for the most up-to-date information regarding the current situation. In the event computers are inoperable, check voice mail. In the event voice mail is also inoperable, remain calm and seek out a safe location to await further instruction. Updated information will always be available at each residence hall front desk.

## Fire Safety

**Fire safety is of the utmost importance in any living environment. It is up to the members of the community to ensure that safety is maintained at all times. Persons found in violation will be subject to strict sanctions.**

**Failure to Evacuate:** It is a violation of residence hall policy to fail to evacuate the residence hall (during any fire alarm or drill) in a reasonable amount of time. Students are subject to disciplinary sanctions as well as monetary fines if they are found responsible for this violation.

**Tampering with Fire Safety Equipment:** It is a violation of residence hall policy to tamper with or engage in the improper use of fire fighting, detection, and/or alarm equipment. The removal of or tampering with smoke detectors is prohibited.

## Guest Policy

For the purpose of the Summer 2008 period, a "guest" is defined as anyone who is not assigned a space in Barnard Housing for the Summer 2008 period. Barnard summer residence halls include Hewitt, Brooks, Elliott, Sulzberger, and Sulzberger Tower. Other buildings may be designated to hold students for shorter interim time periods. Summer 2008 residents must have the May Interim, Summer 1, Summer 2, or All Summer sticker on their IDs in order to gain admittance to their residence hall.

The intent of guest privileges is to allow for reasonable visitation by a resident's friends- not long term or live-in visitors. In fairness to those paying the room fee, repeated visits by the same guest are strongly discouraged and may be denied. The guest policy applies to all resident students, including those who live in single rooms. Summer 2008 residents may sign-in guests to their OWN residence hall only. For example, if you live in Hewitt for the summer and are visiting someone in Elliott, you may NOT sign a guest into Elliott. The College reserves the right to terminate an individual's guest privileges. The Residential Life staff may be called upon to help resolve problems regarding guests. Residential students are forbidden from giving their keys and/or ID card to another to use in order to gain entry into a residence hall.

**Guest Access:** 8am-12 midnight: all guests must present a *photo ID* to the DA and tell the DA whom they are visiting so the DA can call the person they are visiting to obtain permission for the guest to enter. The DA will then sign the guest in and retain their ID at the desk until the guest leaves the building. This system operates in Elliott, Sulzberger, Sulzberger Tower, Brooks, and Hewitt halls. Once a guest enters the residence hall, they are expected to proceed directly to the room of their host. **At the time the guest enters the building, the host accepts responsibility and liability for the actions of their guest. Once a guest has come to the host's room, the host is expected to escort the guest whenever they are in the common areas of the building.**

12 midnight- 8am: the DA will call the resident to announce guests. The resident must come down to the front desk with their ID to escort the guest into the building. Guests are required to leave a *photo ID* at the front desk until such time as their host escorts them back to the desk to be checked out. A *photo ID* is defined as any identification card with the individual's photo and full name present on the card. *If the type of ID presented has a visible expiration date, it is expected that the ID be current in order for our staff to accept it. Credit cards are never accepted as a form of ID, nor are non-photo identification cards.*

**Guest Limits:** All students living in summer residence halls are limited to a maximum of two overnight guests at the same time.

**Responsibility for Guests:** Students are responsible for their guests' behavior at all times, ensuring that guests comply with all Barnard College policies, and assume the consequences for violations and/or damages incurred by their guests. As such, Residential Life and Housing strongly encourages Barnard or Columbia students living in Barnard residence halls to accompany their guests at all times. Students may be subject to disciplinary action by the college due to the behavior of their guests. All students share responsibility for maintaining a sense of community in their residence hall. This includes greeting and inquiring about anyone unfamiliar to them. Arrangements for having visitors must be negotiated and mutually agreed upon by roommates and/or suitemates.

**Sabbath Holidays:** Those residents who observe the Sabbath and therefore do not carry their keys for religious reasons (Friday sundown through Saturday sunset and on religious holidays), must give the DA their name and seven-digit Barnard ID number (or summer ID number if not a Barnard student). The DA will check the resident name and number against a campus-wide roster of Sabbath observers. Those persons whose names are on the roster will be allowed to proceed. If a student's name is not on the Sabbath list, she should see Residential Life and Housing in 110 Sulzberger in order to be added to the list. Only Barnard and approved students living in summer residence halls will be placed on the roster. ONLY keys and an ID may be left at the front desk area - no other personal items will be held. Students must request the Sabbath key box from the DA - it will not be kept on top of the desk in plain sight. Students must accept full responsibility for any key(s) and/or ID left at the front desk. All

guests of Sabbath observers must be met by the resident and be signed in by the DA. If the guest is also a Sabbath Observer, s/he will not be required to leave an ID, but must properly check-in with the desk staff. Sabbath Observers may not leave a personal guest list at the front desk. If you have religious needs not accommodated in this policy, please speak to Residential Life and Housing to make appropriate arrangements.

## Minors in the Residence Halls

Students may not bring children under the age of 13 into the residence halls without having his/her parent (of legal age) or legal guardian being present with the minor at all times. Any person between the ages of 13-16 years may visit a student in the summer residence halls as long as written permission has been granted from the minor's parent or legal guardian. The parent or legal guardian may download a permission form from the Residential Life and Housing web site and send it via US Mail, Fed Ex or fax it to the Residential Life and Housing Office. All signed forms must be submitted to the office no later than noon of the business day prior to the date of visitation. When persons in this age group visit a residence hall, they MUST be accompanied by their student host at all times while they are in the buildings or on campus.

## Parties / Group Gatherings

Parties or group gatherings are not permitted in the summer period.

## Posting Policy

It is expected that all students are in compliance with the College Posting Policy at all times.

## Quiet & Courtesy Hours

All residents are entitled to a residence hall environment that affords reasonable conditions in which to live, sleep and study. Residents must comply with requests to maintain reasonable levels of noise within the residence halls. Noise that can be heard outside of one's room is considered unreasonable. Quiet hours are established from 11pm-9am Sunday through Thursday and 1am-10am Friday and Saturday. In order to maintain an appropriate study atmosphere, there can be no use of amplified sound instruments or equipment permitted in the residence halls.

## Safety Inspections

The College reserves the right to enter and inspect any room at any time for the security and/or maintenance of the residence or for the safety and/or discipline of the residents. These instances include specifically the right to inspect rooms to ensure compliance with rules concerning use of the room, preservation of clean and sanitary conditions, fire prevention, or personal health and safety. Residents should expect that the RAs will perform regular inspections of each room, and that the RAs will post prior notice of such inspections. In addition, an inspection will occur during the winter break period for all rooms on campus.

## Soliciting

No commercial activities including but not limited to conducting a business or solicitation may be conducted in or from any of the residence halls including but not limited to student bed/suite rooms, or in any common area (as defined by this policy). This policy stipulates that solicitation is defined as, but not limited to in person, from door to door, voicemail, email, US Mail, etc.

## Responsibilities of Staff; Reserved Rights of the College

The College has delegated to Residential Life and Housing, the responsibility for establishing and enforcing regulations governing conduct of students within the residence halls. Residential Life staff may consult with other College administrators in carrying out this responsibility. At the discretion of and in consultation with the Residential Life staff, Director, and/or the designate, a student may be subject to certain conditions for continuing residence, including but not limited to a change in room assignments, or dismissal from College housing for disruptive behavior including, but not limited to, behavior such that a student cannot adequately take care of her own health and safety in the context of College housing or is a danger to the health and safety of others and/or the community.

THE COLLEGE RESERVES THE RIGHT TO ENTER AND INSPECT ANY ROOM, when at the discretion of staff members it is deemed necessary for the security and/or maintenance of the residence or for the safety and/or discipline of the residents, including specifically (but not limited to) the right to inspect / enter rooms to ensure compliance with rules concerning use of rooms, preservation of clean and sanitary conditions, fire prevention, compliance with local, state/federal laws, in preparation for upcoming renovation work, or health and safety reasons. The College reserves the right at any time to terminate, establish or amend any terms, conditions, policies, and procedures concerning the matters covered herein, without prior notice.