

Residence Life Policies

PARK UNIVERSITY

RESIDENCE HALL POLICIES

It is each resident's responsibility to read and understand all of the policies contained in the Residence Hall Handbook, Student Handbook, and Student Conduct code all of which are extensions of the terms listed in the Park University Housing Contract.

ALCOHOL AND DRUGS

Use, possession, manufacturing, distribution of alcoholic beverages, or public intoxication is prohibited. Students under the influence will be held accountable for their behavior as if they were sober. Students who drink off campus and return to campus may still be found responsible for violating the alcohol policy.

Use, possession, manufacturing, or distribution of Controlled Substances except as expressly permitted by law. Students with confirmed possession or use of controlled substances on University Premises or during any University Activity with no right to legally use such controlled substances may face immediate dismissal.

APPLIANCES

There is no more crucial issue to the basic survival of students than fire safety. The following items are not permitted:

- Hot plates or an item that uses a heating/immersion coil
- Hazardous chemicals
- Toaster ovens
- Non-UL listed items
- Explosives & fireworks
- Candles & incense
- Halogen lamps
- Space heaters
- Full-sized refrigerators

Dearing restrictions: Due to power restrictions in Dearing Hall residents will be limited in the number of appliances and electronic components they may use in their rooms. Residents are limited to one per room of the following:

- Stereo
- Television
- Refrigerator
- DVD/VCR player

Residents are limited to one per resident of the following:

- Desk lamps
- Computers

Items not permitted for Dearing residents:

- Microwaves
- Hair dryers are allowed only in the bathroom.

A community microwave is available for all residents to use in the main lounge and a hair dryer may be used in the bathroom/shower room.

BICYCLES

Bicycles may only be stored outside in the bike racks or in your room. Public areas are not for bike storage.

COOPERATION WITH STAFF

Residents are expected to comply with all reasonable requests made by staff members. Residents are expected to treat staff members with respect.

Staff members are expected to treat residents with respect and not make unreasonable requests of residents. If you feel that your RA is being unreasonable you should talk to the Resident Director in your building or the Residence Life Coordinator.

DISSEMINATION OF INFORMATION

All postings that are not sponsored by the Residence Halls must be pre-approved by one of the Resident Directors and the Office of Student Life.

DISORDERLY OR DISRUPTIVE CONDUCT

Students should not engage in disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression. This includes but is not limited to activities which are excessively noisy or otherwise disrupt fellow residents or community members.

DOOR PROPPING

Propping of exterior doors is considered a serious security violation. Propping exterior doors may result in an unescorted guest into the building. Fines for propping doors are not limited to:

- First violation: \$25
- Second violation: \$50
- Third violation: \$100

FIRE HAZARDS

No materials, liquid or otherwise, or an explosive, combustible, or flammable nature shall be permitted in the residence halls. Candles, incense, and open flames are fire hazards and are prohibited.

FRONT DESK & VISITATION

All visitors to the residence halls must be escorted at all times by the host resident. All guests must sign into the visitor log upon arrival and sign out upon departure. The use of a residential room is for occupancy and use by the resident or a registered visitor. At all times, residents are responsible for the actions of their guests and will be held responsible for any and all disruptions or policy violations of their guests. Visitors may be asked to vacate the premises at any time by a Residence Life staff member.

Visitors and guests must be approved by all members of your suite. Please be considerate and courteous of your roommates and suitemates when inviting guests over, and make sure to have their approval. Since you live in a community space, disrupting your roommate or suitemate while studying, sleeping, or any time will not be tolerated.

The visitor log is located in the following places in each building:

- Chesnut – Front Desk
- Copley Quad – Front Desk
- Dearing – Second Floor stairwell

All guests in the residence halls must be escorted and checked in at all times.

Residents are expected to come down to the front desk to check in their guest and to escort them back down to the lobby to check them out. Residents and guests must provide proper photo identification at the front desk when you check them in. Keys do not work as identification.

The front desk staff is not responsible for letting residents into the building if they forget their ID card. If a resident does not have access to the building then he or she must call someone to let them into the building.

24-hour visitation: residents still need to escort their guests in the building and check in with the Front Desk. Overnight guests are permitted if notice is given and the Resident Director grants approval (see Overnight Guest policy). Cohabitation is not acceptable. Resident's significant others will not be approved as overnight guests. Guests checked in for 8 consecutive hours or more will be considered "overnight guests" and must be registered as such.

These policies are in place to create a safer environment for the entire residential community. Failure to follow this procedure will result in the loss of visitation privileges.

Violation of visitation policies may include, but not be limited to:

- 1st offense: Warning
- 2nd offense: Loss of visitation privileges for 2 weeks
- 3rd offense: Loss of visitation privileges for the remainder of the semester

GAMBLING

Gambling in any form is prohibited in the halls.

HARASSMENT

Park University is committed to providing all members of the University community, including faculty, students and staff, with a safe and productive environment. Accordingly, the University prohibits all forms of harassment.

Sexual harassment and harassment that is based on an individual's race, color, religion, national origin, age, disability, gender (even if not sexual in nature), sexual orientation/preference and veteran's status are prohibited. This policy applies to all academic, extra-curricular, or work-related settings, including without limitation, the home campus, off-site locations where University business is conducted, vehicles used for University business, and social and recreational events which are planned and sponsored by the University. This policy also prohibits retaliation or adverse employment action against any individual who exercises his/her rights under this policy.

All members of the faculty and administration have the duty to ensure that students and staff are not subjected to harassment and to ensure that members of the University community do not engage in harassment or retaliation.

Viewing material in a public computer lab that could be considered to be offensive could create an uncomfortable educational environment and as such lead to a harassment complaint.

IMPROPER CHECKOUT OR ROOM CHANGE

Residents must follow posted check-in and check-out procedures. Room changes must be requested and approved by the Resident Director and Residence Life Coordinator. Prior to break periods and the end of the semester check-out procedures will be posted. Depending on the break period, procedures may include scheduling an appointment with your Resident Assistant or other Residence Life staff, cleaning your room/apartment, removing all belongings from the facility, and turning in your key. Failure to follow these procedures will result in an improper checkout charge and any other associated charges. Room changes require a \$50 room change charge.

LOUNGE FURNITURE

Public lounge furniture is not to be removed from the lounges without permission from the Office of Residence Life. The lounge furniture is for everyone to use. Students found to have lounge furniture in their room may be assessed a \$50 fine and/or other administrative sanctions.

Any spills or stains on furniture or lounge carpet should be reported immediately so it can be cleaned quickly before permanent damage is caused. If you report that you caused a stain you will either be billed significantly less or not billed at all, depending on the damage. If you are determined to have caused a stain and did not report it you will be fined \$50 or the full cleaning including labor and supplies, whichever is greater.

LOFTS

Residents must notify a RA or RD before setting up a loft.

Lofts are used in the room to provide greater floor space for the resident's use. Please be considerate of your roommate when considering a loft.

All furniture that comes with the room must remain in the room. Furniture cannot be taken to other floor's storage rooms.

NOISE

See Quiet Hours

OVERNIGHT GUESTS

Residence hall rooms are intended for the peaceful enjoyment and privacy, free from intrusion, for those assigned students. The right to privacy outweighs the privilege of having a guest. Therefore, overnight guests are not permitted in residence hall rooms without the advance permission of all residents of the room in which they are staying. Students are responsible to ensure that their guests do not impose any inconvenience on other room residents. Overnight guests may not stay in residence halls for a period longer than 3 consecutive days, without specific permission from the Resident Director.

Overnight guests may not be a resident's significant other or of the opposite sex. Residents need to complete an overnight guest form before their guest's arrival, see the Resident Director in your building. Overnight guests still need to be escorted and checked into the hall. Forms are available in the Chesnut Office or by visiting any Resident Director.

Overnight guests are permitted only if the "Overnight Guest" form has been completed 24 hours prior to the guest's arrival and the Resident Director has granted approval. Cohabitation is not acceptable. Resident's significant others will not be approved as overnight guests.

PETS

Residents are not allowed to keep any pets other than fish.

Full-time professional staff members that live on campus (Director of Residence Life and Resident Directors) are allowed one pet. Full-time staff members are required to live within the residence halls as a stipulation of full-time employment and consider the residence halls their permanent home, occupying the space for multiple years. Full-time staff are responsible for cleaning and any associated damages to the apartments.

POWERTOOLS

Power tools may only be used in the halls during opening and closing periods. Please contact your RA or RD before the use of power tools in the halls.

QUIET HOURS

During quiet hours, any noise(s) heard outside of your room could be considered a disturbance and a violation of quiet hours. The hours are as follows for all residence halls:

Sunday-Thursday	10pm to 10am
Friday-Saturday	10am to Midnight

If disturbed by another resident, each resident should be able to address the individual and ask them to address the problem. It is important to be able to address your neighbors respectfully without aggression or a dramatic confrontation. RA staff is available to assist you in doing so, or if the problem persists to assist in resolving the issue.

24-HOUR COURTESY HOURS

There are 24-hour courtesy hours in the halls. This means that even if it is not during the designated quiet hours that you are expected to keep the noise level within reason so that all students can sleep and study.

23-HOUR QUIET HOURS

During finals, the halls become quiet for 23 hours out of the day. The RD will specify when quiet hours begin, end, and when the relaxed hour will be. Violation of 23-hour quiet hours can lead to immediate dismissal from the hall for the rest of finals week.

RESTROOMS

Designated restrooms may not be used by members of the opposite sex. Personal trash is not to be disposed of in the public restrooms.

SOLICITATION

No person(s) can go door-to-door or locate themselves in a lounge to solicit for participation or purchase. If you come upon someone doing this, please inform him or her of the policy and request that they leave. If you need assistance, please ask a residence life staff member.

SMOKING

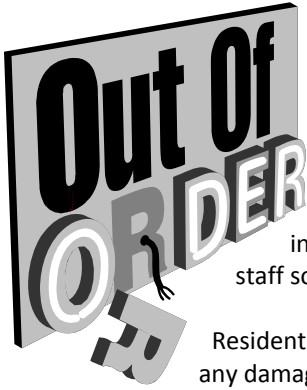
Smoking is prohibited in the residence hall buildings. Please dispose of cigarette butts in the proper containers located near the building entrances.

STORAGE

The residence halls do not provide storage for personal property during break periods.

TRASH

All personal trash must be disposed of in the dumpsters located outside each building. Personal trash is not to be left in the hallway at anytime. Personal trash is not to be disposed of in the public restrooms or lobbies. Violation of this policy may result in a \$15 disposal fee plus any cleaning fee necessary by the trash sitting in the hallway.



VANDALISM & DAMAGES

Intentional damage of Park University facilities or property will not be tolerated. Students found in violation of this policy may be subject to one or more of the following: disciplinary action; restitution; or city, state, or federal prosecution.

If you accidentally damage university property it would be in your best interest to immediately report the damage to a member of the Residence Life staff so the damage can be documented and fixed quickly.

Residents are responsible for any damages to their rooms that occur throughout the year outside of “normal wear and tear.” If you cause damages to your room it is best to report them immediately. Damages reported quickly can be fixed before more damage occurs. The list to the right can be used as a guide for estimating charges associated with typical damages.

When applicable, charges will be shared between roommates and/or suitemates.

Other major charges may not be known until a fee can be estimated as in the case of replacing major furniture, major damage to walls, doors, bathrooms etc. Damage should be noted with the term “charges pending” to inform the resident they will be receiving charges once assessed.

Common Itemized Charges – Not inclusive or final

Failure to check out	\$40
Cleaning fee – room (trash present, floor not vacuumed)	\$25
Cleaning fee – bathroom (trash present, shower/toilet not clean)	\$20
Failure to un-loft bed	\$25
Damages	
Broken bed end (cracked or split)	\$75
Bent frame	\$150
Bent/broken blinds	\$150
Minor carpet damage (small stains/snags, replacement of 1-5 tiles)	\$50
Major carpet damage (replacement of 5 or more tiles)	\$125
Tape marks/paint scratches	\$20 per sq. foot
Door marks	\$50 per side
Missing/damaged screen	\$100
Minor chair damage (snag/stain or small tear of upholstery)	\$50
Major chair damage (major upholstery damage or loss of chair)	\$100

WALLS

Residents are encouraged to personalize their room as they see fit; however, no permanent marks, holes, or tears should result in any sort of wall hangings. The company 3M makes hooks and tape that can easily and safely be removed without leaving any permanent damages. Please utilize these products. Holes, tears, and other wall damages will result in fines totaled by the total area damaged.

WEAPONS

Possession or use of firearms is prohibited. This includes facsimiles, which have the capabilities of discharging pellets and/or darts, ammunition, explosives, or dangerous chemicals. The use or threatened use of knives or any other object as a weapon on college-owned, controlled, or rented property or at a college-sponsored activity is prohibited. Confirmed violation will result in immediate dismissal from the university. Water guns are not permitted on campus, full or empty. This includes paintball guns.

WINDOWS AND SCREENS

Window screens are not to be removed at any time. Tampering, destroying, or removing window screens will result in judicial sanctioning and/or fines. If a window screen is damaged during a storm or other event, you must report it immediately for timely repair. Failure to promptly report a broken screen may result in similar judicial sanctioning and fines.