



It is the resident's responsibility to read and understand all of the policies contained in the Residence Hall Handbook, Student Handbook, and Student Conduct Code

Park University Student Conduct Code

Residence Life and Education observes and utilizes all elements of the Park University Student Conduct Code. For more information, please visit:

<http://www.park.edu/student-conduct-code/>

The office of Residence Life and Education does not have a mandatory sanction for alcohol and drug violations. Each case is considered individually to include severity, repeat offenses, and circumstances such as mental health, past habits, academic standing, and age. Sanctions may include anything from exploring behavior through essay writing to expulsion from the residence halls. The goal is to assist the resident in making healthy choices.

In addition to the Student Conduct Code below is a list of Residence Hall specific policies that every resident will also be held accountable for:

APPLIANCES

There is no more crucial issue to the basic survival of students than fire safety. The number one cause of destruction and injury in residence halls is candles. The following items are not permitted:

- Hot plates or an item that uses a heating/immersion coil/Stove Tops
- Hazardous chemicals
- Toaster ovens
- Ultra Violet Lights
- Explosives & fireworks
- **Candles & incense**
- Halogen lamps
- Space heaters
- Full-sized refrigerators
- No Kitchen Grills*

*Can be used in the community kitchens

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 be stored outside in the bike racks or in your room only. Do not leave bikes in stairwells.

1 st Offence:	\$10
2 nd Offence:	\$20
3 rd Offence:	Removal of Bike

COOPERATION WITH STAFF

Staff includes: Director of Residence Life and Education, Residence Life Coordinator, Resident Directors, Resident Mentors, and Campus Safety 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 RM 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 Residence Life and Education must be pre-approved by one of the Residence Life and Education office or the Office of Student Life.

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 listed below, but not limited to:

- First Violation: \$25
- Second Violation: \$50
- Third Violation: \$100
- Fourth Violation: reconsideration of residential status

**If you are moving in and need to prop a door, you must seek approval of a staff member.

FIRE HAZARDS

No materials, liquid or otherwise, or any explosive, combustible, or flammable nature shall be

permitted in the residence halls. Candles, incense, “Sentsy” items with hot wax, 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 and Education 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 Hall – Front Desk
Copley Quad – Front Desk
Dearing Hall – Stairwell Platform

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 prohibited.** 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:

1 st offense:	Warning
2 nd offense:	Loss of visitation privileges for 2 weeks
3 rd offense:	Loss of visitation privileges for the remainder of the semester
4 th offense:	Reconsideration of residential status

GAMBLING

Gambling in any form is prohibited in the halls.

HARASSMENT

Please review the Park University Student Conduct Code. In addition, please note:

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 Mentor 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.

LOBBY FURNITURE

Lobby furniture is not to be removed from the lobby. Students found in violation of this policy will be required to attend an administrative hearing with the Residence Life Coordinator.

LOFTS

Residents must notify a Resident Mentor 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 prohibited.

PETS

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

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	10 PM to 10 AM
Friday-Saturday	Midnight to 10 AM

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. RM 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.

Residents found smoking closer than 50ft from any entrance or exit to Chesnut Hall, Dearing Hall, and Copley Quad will be fined. Additionally, consequences may be imposed for instances of littering or improper disposal of cigarette butts and packets.

The fine structure is as follows:

1st offence - \$10

2nd offence - \$20

3rd offence - \$40

Continual offences will be met with a Student Conduct Hearing

* * Community service activities may also be required

The porch area and front entrance to Chesnut are not designated smoking areas. The designated area for Chesnut is the red bench at the roundabout with a butt disposal bin.

It is important to note that cigarette butts are litter too. Incorrect disposal of cigarette butts is damaging to animals, the environment and makes our home look unappealing to residents and our guests. Please dispose of your butts in a disposal bin.

STORAGE

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

TRASH & RECYCLING

All personal trash and recycling must be disposed of in the proper containers located inside and 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. All *trash* must be put down the trash chute or in a dumpster. Violation of this policy may result in a \$15 disposal fee.

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.

Common Itemized Charges – Not inclusive or final	
<u>Failure to check out</u>	<u>\$25</u>
<u>Cleaning fee - room (trash present, floor not vacuumed)</u>	<u>\$25</u>
<u>Cleaning fee - bathroom (trash present, shower/toilet/floor)</u>	<u>\$20</u>
<u>Cleaning fee - non-defrosted refrigerator</u>	<u>\$15</u>
<u>Failure to un-loft bed</u>	<u>\$50</u>
<u>Damages</u>	
<u>Broken bed end (cracked or split)</u>	<u>\$75</u>
<u>Bent frame</u>	<u>\$150</u>
<u>Bent or broken blinds (per slat)</u>	<u>\$15</u>
<u>Minor carpet damage (small stains/snags, replacement of 1-5 tiles)</u>	<u>\$50</u>
<u>Major carpet damage (replacement of 5 or more tiles)</u>	<u>\$125</u>
<u>Wall marks/scratches (per sq. foot) - e.g., 3M damage, nails, stickers</u>	<u>\$20</u>
<u>Door marks (per side)</u>	<u>\$50</u>
<u>Minor chair damage (snag/stain or small tear of upholstery)</u>	<u>\$50</u>
<u>Major chair damage (major upholstery damage or loss of chair)</u>	<u>\$100</u>

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 above 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.

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 could potentially result in immediate dismissal from the university. Water guns are not permitted on campus, full or empty. This includes paintball guns.

**Kitchen knives 4 inches or less are allowed.*

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.