



Resident Policy Handbook 2021-2022

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.

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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:

RESIDENCE HALL POLICIES

ALCOHOL

Alcohol is not permitted in the Residence Hall.

The University's Alcohol Policy applies to Residence Life. See full policy here:

<https://catalog.park.edu/content.php?catoid=5&navoid=488#drug-and-alcohol-policy>

APPLIANCES

Appliances allowed in the residence halls are coffee makers, microwaves, refrigerators, hot pots and corn poppers. Appliances with an open or closed heating element are NOT allowed in the residence halls, except for coffee makers.

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

Refrigerators must be 5.0 cubic feet or less. Microwaves must be 1200 watts or less. Refrigerators and Microwaves are provided in Copley Quad — residents should not bring their own.

Each residence hall has a kitchenette and limited pots, pans, utensils, etc. available for residents to check out. Each kitchenette includes a refrigerator, stove, oven and sink.

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
- Microwave
- DVD/VCR player

Residents are limited to one per resident of the following:

- Desk lamps
- Computers
- Hair dryers are allowed only in the bathroom.

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

CANDLES/OPEN HEATING ELEMENTS

Open flame devices are not permitted in the residence halls (e.g., candles, incense).

COOPERATION WITH STAFF

Staff includes: Director of Residence Life and Education, Graduate Assistants, Resident Assistant (RA) 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 RA is being unreasonable you should talk to the Senior Staff in your building.

DISSEMINATION OF INFORMATION

All postings that are not sponsored by Residence Life and Education must be pre-approved by the Office of Student Life in Thompson Hall.

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.

ELEVATORS

Elevators are provided for the convenience of residents and to ensure that buildings are accessible for students with mobility impairments. As a matter of safety and courtesy to those living around you, elevators are to be used only as they were intended and in accordance with posted regulations.

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. *See Appliances section for additional items prohibited.*

FURNITURE

Furniture may not be removed from individual rooms or common areas (lobbies, lounges, etc.). No furniture is permitted outdoors. Removal of furniture from public areas creates an inconvenience for other residents who utilize these areas and is reported as theft of university property. If furniture from lobbies is found in your room, you will be required to move it back to the lobby and pay a minimum charge of \$15.

The furniture in your room has been designated for your room only and is inventoried when you move in and again upon move out. You will be held financially responsible for missing furniture. All furniture provided — including bed frames and mattresses — must remain in the room, but additional items may be added as space allows.

GUESTS AND VISITORS

Visitors are permitted with the guidelines listed below. There are situations where for the safety of the entire community the visitation policy will be not be in effect and visitors will not be permitted. Students will receive communication about updates on policy via their Park email account and posting around the building.

During times that the visitation policy is in place, 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 not 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

Playing cards for money and other forms of gambling are not permitted in the residence halls or elsewhere on campus.

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 Residence Life Senior Staff. 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 (RA) 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 conduct hearing with Residence Life Senior Staff

LOCK-OUTS

For residents getting locked out of your room please knock on the door to see if your roommate/ suitemate(s) are in the room before you call the RA on duty.

If the roommate/suitemate is not at the room, call the RA on duty for the lock out. Lock out charges are \$5 to the student account for every lockout. During the first 2 weeks of school there is a grace period for up to three lock outs with no charge.

Students must report lost or stolen IDs or keys to Campus Safety.

For lost keys not found, there is a \$25 replacement fee to the student account.

Residents are not permitted to give their keys out to other individuals. Residence Life.

For everyone's safety, turn in found keys to your RA, the front desk, or the Office of

LOFTS

Within the first two weeks of school, Residents must notify a Resident Assistant to request lofting hardware parts and assistance from the RA. Lofting without staff assistance is not permitted.

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.

MINORS ON CAMPUS

Park University's Minor on Campus Policy remains in place and can be viewed through MyPark:

https://my.park.edu/ICS/icsfs/Park_University_Minor_Children_On_Campus_Policy.pdf?target=14628a4d-1574-47d9-a610-93da0c341aeb

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 Residence Life Senior Staff.

Overnight guests may not be a resident's significant other or of the opposite sex. Residents need to complete an *Overnight Guest Registration Form* before their guest's arrival, see the Residence Life Senior Staff in your building. Overnight guests still need to be escorted and checked into the hall.

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.

OUTDOOR ACTIVITIES PROHIBITED INDOORS

Outdoor activities are not allowed in the halls. This includes, but is not limited to, bouncing balls, throwing Frisbees and balls, using Nerf guns or other Nerf products, rollerblading, skateboarding, hover boarding and bicycling. No outside water activities are allowed in the halls. This includes, but is not limited to, swimming/wading pools, water guns, water balloons, water slides, etc. In addition, these activities are not allowed on porches as such activities may result in damage to property and constitute vandalism. If you participate in any of these activities and damage occurs, you will be charged for repairs. If you have questions, contact the Residence Life Staff of your building.

PRANKS

Pranks are not allowed on Residence Life property.

PRESENCE DURING A VIOLATION

Failure to abide by the policies outlined in the Student Code of Conduct and Residence Life and Education handbook includes being present during but not reporting a violation of Residence Life or Park University policy.

PARKING

There is no charge for a campus parking permit, but residents must register vehicles through Campus Safety online www.park.edu/campus-safety. Student may pick up their physical parking permit sticker at the Campus Safety Office located on the first floor of the Thompson Student Center. Non-registered vehicles are subject to a fine and/or tow. There are designated lots residential students.

Residents are allowed to park in the Copley Quad Parking Lot (located down the hill by the track field) or the Chesnut Parking Lot (located in front of Chesnut) COPLEY RESIDENTS: do not park by the chains which block of the path for move in. This is a fire lane and must remain accessible by emergency personnel.

Parking is not permitted across from soccer field in the private lot of the business off of 6th Street.

GENERAL/FACULTY PARKING is not residential parking. Residents parking in general parking from 6am-6:30pm is forbidden.

Campus Safety does give out TICKETS for parking in wrong areas. Several tickets will result in a boot.

PETS

Residents are not allowed to keep any pets other than fish, which must be contained in a tank no larger than 5 gallons. Residents are responsible for the cleaning and up keep of the tank. If any issues are caused in the residence hall, the student may be directed to remove the fish and tank.

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 remedy 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.

FINALS WEEK: 23-HOUR QUIET HOURS

During finals, the halls become quiet for 23 hours out of the day. The Residence Life Senior Staff 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.

SOLICITATION

No person(s) can go door-to-door or locate themselves in a lobby or study 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 AND TOBACCO USE

Park University is a tobacco-free university. Smoking and other tobacco products are not allowed on Park University campuses.

Tobacco products include cigarettes, e-cigarettes (including vaping and JUULing), pipes, cigars, hookahs and water pipes, plus the use of smokeless tobacco.

\$20 fine per violation. Student with repeat violations will go through a Student Conduct Hearing.

Note that smoking is not allowed in personal vehicles on campus property.

The designated area for campus is the blue bench located along Highway 9 at the south edge of the chapel.

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 any time. Personal trash is not to be disposed of in the public restrooms or lobbies. All *trash* must be put down the trash chute (Copley Quad) 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.

See "Damages & Charges" section for a list of typical charges and fees.

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 Office of Residence Life only allow Blue Painters Tape to be used to adhere items to the walls. Any other product (duct tape, poster putty, poster tape, 3M strips, etc.) are prohibited as they can not be safely removed without leaving any permanent damages. Please utilize these the Blue Painters Tape provided by the Office of Residence Life. Holes, tears, and other wall damages will result in fines totaled by the total area damaged. Damages in community spaces (suite shared living rooms), will be divided by all occupants, unless one occupant takes ownership for damage charges.

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.*

The University Firearms Policy applies to Residence Life. See full policy under Section 12 here:

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

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 \$50 fine per screen. 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.

RESIDENCE HALL COMMUNITY

RESIDENCY REQUIREMENTS

If you are a single student under the age of 21, you are required to live in a residence hall, unless:

- You are living with your parent(s), legal guardian(s), or dependent children within 50 miles of Park University; or
- You have more than 58 credit hours prior to the first semester of attendance.

Students failing to fulfill the agreement requirements or those breaking the agreement will forfeit any refund and, in most instances, be held financially accountable for the full term of the agreement.

A Required *Request to Live Off-Campus / Housing Exemption* Form must be completed in order to gain approval to live off campus. This form can be obtained online or in the Office of Residence Life.

ROOM ASSIGNMENTS

Park University reserves the right to make all room assignments and reassignments as considered necessary.

OCCUPANCY

Initial occupancy is required on the first day of classes. Rooms unclaimed at the beginning of a semester will be forfeited and reassigned unless the Office of Residence Life has received a request for late arrival by email.

The student agrees to retain occupancy in the residence hall for the entire academic year (Fall and Spring semesters). Students receiving written permission to withdraw from Park University will be entitled to a refund of room rental according to the policy stated in the most current Park University catalog.

CONSOLIDATION

If you are paying for a double room, you are expected to have a roommate. Consolidation is the process of combining persons who are paying double rates into double rooms. The consolidation of residents is necessitated when residents who are paying the double occupancy rate are, for various reasons, actually living in a room by themselves. We consolidate in fairness to those students who are paying extra for a single room and to make room for new arrivals in the spring semester.

If you are currently living in a room where you do not have a roommate you will be asked to choose one of the following options:

- 1) Request to be assigned to a single room, **if available**, and agree to pay the additional single room residency charge (varies by building).
- 2) Move in with an assigned student, or a roommate of the student's choice of other students in a similar situation (talk with folks on the list to see if you want to move in with them, or ask them to move in with you).
- 3) Remain in the current room and accept a roommate as assigned by the University.

Consolidation typically takes place in September, December, and January.

In cases where the halls open the semester "overcapacity" residents in over filled rooms will be relocated to the first available space.

TEMPORARY HOUSING

On any given year, based on the demand for on-campus housing, it is possible that you could begin the academic year in temporary housing. This means that there are more people in the room than originally assigned or that the space is not typically utilized as a student room. You will be transferred to your permanent assignment as space becomes available.

ROOM AND HALL CHANGES

Time Frame

No room or hall changes may take place during the first two weeks of each semester; this is a room freeze period.

Roommate/Suitemate Differences

Each student has various expectations and it may be a different experience for many students to have to share a room. The ability to be able to compromise is a skill that is needed in life; thus we help to teach it here in the residence halls. Resources in the Handbook are available for tips on difficult conversations with your roommate. Roommate Agreement documents are also available from your Resident Assistant or in the ResLife Office.

Room change requests are typically denied, unless there is a drastic need for a change. **Room changes must be approved and a \$50 room change fee may be charged to the requesting students' account.**

Concerns regarding roommates should be first addressed with the roommate. Your Resident Assistant (RA) can assist in mediating your discussion. If the situation continues to be disruptive, a change may be addressed. Room changes cannot take place without the authorization of the Director of Residence Life.

Navigating Conflict

Living on campus is a community living experience where all members have certain rights and responsibilities. Because the members of a residence hall or apartment community are unique individuals with different perceptions and values, the interpretation of appropriate living conditions can sometimes conflict. When conflict between members of a community occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is not easy, it can lead to understanding and respect among community members and help build a positive living environment.

Roommate Resources

The beginning of school is exciting. There are new things to do, new people to meet- and also someone you need to learn to live with. Little things your roommate does may start to get on your nerves, and may eventually grow into aggravations. What started as two nice people who had high hopes for a good year together may lead to distress and fighting without really knowing what caused it all to start with. The purpose of this section is to provide you with assistance in building a good roommate relationship. No one can do it for you, but it is also impossible to accomplish alone. You and your roommate need to work at it together.

To help manage any conflict with your roommate(s) or another resident, all residence hall residents will be required to complete a roommate agreement shortly after all occupancy changes. These agreements will include:

- Communicating: Talk about habits, preferences and personal values.
- Establishing room rules: Common topics include cleaning, borrowing belongings, study times and guests.

Let your building staff help you be proactive! Should conflict with your roommate(s) or another resident develop, our advice is to:

- Talk to your roommate(s) when neither of you is angry or upset.
- Carefully explain what the issue is and why it frustrates/upsets you.
- Be specific and tactful.

YOUR ROOM

ROOM INVENTORY

Whenever you move into a room, you will be given a Room Condition Inventory form. Carefully survey your room and complete or add to the check-in side of the form. Both you and your RA will need to sign the form. When you move out of the room, you and your RA will complete the checkout side of the form. The Office of Residence Life uses this form to determine any damages to the room and assess appropriate charges. It is important to be as complete and accurate as possible because you will be billed for all damages not listed on the room inventory card.

See "Damages & Charges" section for a list of typical charges and fees.

CHECKING IN

Details about move in will be sent to student's Park University email. Students are responsible for abiding by all current policies in place. Door access and room keys will be granted upon check-in.

If you have failed to file all of your housing forms with the Residence Life Office you will not be able to check in. The office should have on file your Housing Deposit, Application and Housing Contract. Any missing forms will be available at check-in and must be completed before you receive your keys.

KEYS

Residents Park ID will be activated for front door building access. Each Chesnut resident is issued a room key during check in. In the Copley Quad, your Park ID card acts as your building and room key. To open a door, you must hold your card close to the box next to the door. Carry your keys with you at all times. To enter all residence halls you must have your Park ID to unlock the front doors.

MAINTENANCE REQUESTS

If something in your room or a public area in the residence hall is in need of attention or repair, inform the front desk, your RA, or the Office of Residence Life at an appropriate time so a maintenance request can be completed. Maintenance requests are addressed on a priority basis. If an unreasonable amount of time has passed with no attention to the problem, please alert the Senior Staff (Graduate Assistants or Director of Residence Life).

You do not need to be present during the maintenance repair. If you want to request that they stop by during a certain period of time, please let staff know.

Your door will be locked upon completion of the work, whether they found it to be locked or unlocked when they entered.

Work is typically done after 10am.

In cases of a maintenance emergency, work will be done to minimize damage and entry into rooms will be done as needed to attend to the emergency.

INFORMATION TECHNOLOGY (IT) and NETWORK CONNECTIONS

Wi-fi is available in all on campus facilities, this includes Copley Quad, Chesnut and Dearing Halls. Park has 2 WIFI connections:

- 1) Park-Net-Guest
- 2) Park-Net (Username: Your Park ID, Password: Your MyPark Password)

For students trying to connect a game system such as (Xbox One, PS4, etc.) you must use the "Park-Net-Guest" connection.

For cable tv, Spectrum U is our service provider. Students may download the SpectrumU app on your device, There is no need to log in, you may just begin streaming.

For Copley Quad, Wired Ethernet ports is available in the common area of the suites. Each suite has 1 port in the living room/common area.

For Chesnut, each room has 2 Wired Ethernet ports. If both ports are needed, a request to activate may be required. If you see that both are not working and needed, please contact IT or Residence Life.

Use of gaming consoles with an Ethernet port, may be used on the hard wired system.

If you have any questions about getting connected, please contact Information Technology Services at contact the help desk at 816-584-6768 or via email support.technology@park.edu or reach out to the Office of Residence Life at reslife@park.edu or stop by the office.

Please see the Acceptable Computer Use policy for more information.

PERSONALIZING YOUR ROOM

We want your room to be your (and your roommate's) home away from home. We encourage you to personalize your space.

Many students have lived in your room before you arrived, and there will be many move living there after you leave. Therefore, we have developed some guidelines for you to use in personalizing your room:

Please feel free to rearrange the furniture, as you like, although you are not allowed to remove any furniture from the room.

Feel free to add to your room: TV, appliances, chairs, pillows, and lamps. However, do not take lounge furniture to decorate your room. Lofts need to follow the loft guidelines. If you are living in the Copley Quad, it is encouraged to discuss with your roommates what you want to do with your community living room. One couch will be provided, but you may bring more to personalize the space more.

Decorating your walls: please use only materials that will not damage the walls. Do not use tacks, nails, tapes (duct tape), contact paper, and wallpaper. You will be billed for any damages. Blue Painters Tape is provided by the Office of Residence Life as it can easily be removed without causing damages that you would be charged for.

All decorations visible to the public must be in alignment with the University values and mission. Beer signs, drug signs, and signs that create an uncomfortable living environment for the community are not acceptable in windows or on the outside of room doors.

Residents must bring their own shower curtains.

Refrigerators and microwaves are not allowed in the Copley Quad since one of each will be provided.

Community hallway and door decorations are not allowed unless approved or sponsored by the Office of Residence Life. Residents found in violation of this policy will have the decorations removed and billed accordingly.

RENTER'S INSURANCE

Neither Park University nor the Office of Student Life carries an insurance policy that will cover loss due to theft, vandalism, fire, flood or other disasters. It is recommended that a renter's policy be carried. Information regarding renter's insurance can be found in the Office of Residence Life.

ROOM ENTRY

Park University officials (Residence Hall staff or other officers) reserve the right to enter student rooms at any time for the purposes of maintenance, health inspections, investigation of disturbances, or upon the reasonable suspicion of violation of Park policies. Notice will be given prior to entering residence hall rooms for routine matters and every effort will be made to have the occupant(s) present. Only in cases of emergency, suspicion of violation infraction, and/or perceived situations where the health or safety and general well-being of persons are at risk shall an entry be made without prior notice.

Maintenance Entry

Students have the ability to request that maintenance personnel make an appointment with them to complete work in their room. When reporting a Work Order Request to Residence Life staff, residents should indicate time request. All maintenance requests are filled on a priority basis. Typically work is completed between 10am and 3pm.

Pest Control Entry

Occasionally, Orkin may need to enter your room to keep bugs from sharing your room. If Orkin notices an issue in your room that may promote pest and bug infestation, you will be notified and asked to correct the problem. If additional professional pest control is needed, you may be billed for the costs. It is the best interest of all residents to keep their living area clean and sanitary to eliminate such problems.

SEARCH

Park University personnel may conduct visual searches of the room with or without student's permission if there is reasonable belief that items exist that violate residence hall policies or the Park Student Conduct Code.

Complete searches of a student's room and belongings may be conducted only with specified probable cause and presence of Campus Safety and Residence Life Sr. Staff.

SEIZURE

Student's personal items may be seized if they are thought to be items that could reasonably be used to harm oneself or others, if they are the items listed on the search form, or if they are items that violate the Park University Student Conduct Code or any of the Park University Campus Housing policies.

HEALTH & SAFETY INSPECTIONS

It is your responsibility to keep your bathroom clean. Housing staff will conduct health & safety inspections periodically throughout the year. Typically, inspections will happen in around the break periods.

You will be notified at least one week in advance prior to inspections. During this time, staff will look to make sure that the bathroom is clean (a gray film on the shower floor is NOT clean), that your sink is clean, trash is emptied, and that there are no safety hazards. You will be notified if you do not pass inspection. If you do not pass, you will have one week to address the concern. If you fail again, you will be charged \$25.00 for not addressing the situation.

YOUR RESIDENCE HALL

RESIDENCE LIFE STAFF

Desk Assistants (DAs) are a great source of information. You can check out games and supplies from the desk. They also check in your guests during visitation hours. Desk staff serves as the Residence Life Office's main contact when the hall office is closed. The front desk will dispatch the duty RA if you need assistance. Upon entering your hall you will be asked to present your ID. You are expected to come down to the front desk to check in your guest and to bring them back down to the lobby to check them out.

Resident Assistants (RAs) are students who have been hired based on their level of maturity, social skills, enthusiasm, and desire to serve the campus community. They are trained to help students deal with problems, lead floor and building activities, plan education, social, and cultural programs, help members of the community stay within the community standards, and perform a variety of administrative tasks. RAs maintain an open-door atmosphere and encourage residents to drop by to talk. Your RA will probably be one of the first people you will meet. Your RA will welcome you to your new home. They are a great source of information about the campus. Drop by and say hi, they are here for you. There is a RA on call in your building every night for your assistance. This information is posted at the front desk.

Graduate Assistants/Sr. Staff (GAs) manage and provide leadership to a hall or halls. They assist and supervise the RA staff. Your GA is there to help you with academic, social, and personal concerns. They may also serve as hearing officers for conduct violations. Each GA will have scheduled office hours for availability. You may also reach out to them via email to set up a time to speak with them as needed.

Director of Residence Life manages the Residence Life Program. It is the responsibility of the Director to provide opportunities for co-curricular programming and to manage the residential facilities. The Director also serves as the chief judicial officer for conduct violations that occur in the residence halls or dining hall.

Dean of Students assists the Director of Residence Life with management of the Residence Life program. The Dean provides guidance in major decision making and works to develop collaborative programs with Residence Life and other departments. The Dean will be the appeal judicial officer for conduct violations that occur in the residence halls.

Custodial Staff

You are responsible for the cleanliness of your room. Vacuum cleaners and other cleaning equipment may be checked out at your residence hall front desk or main office.

Community areas such as bathrooms, lounges and hall corridors are cleaned by custodial staff, Monday through Friday. This does not include the bathrooms in suites — you are responsible for cleaning your suite bathroom. As a courtesy to others, you are expected to clean up after yourself in public areas.

Maintenance staff

Maintenance problems in your room or elsewhere in the hall should be reported immediately to a staff member. Be specific about the problem and give the staff member permission to enter your room to address the issue. Students may go to the front desk or to a student staff member to submit a work order or to report a maintenance issue. For emergencies, after hours maintenance is available through contacting the RA on Call.

RESIDENCE FACILITIES

KITCHEN

The community kitchen is available for your use. You are responsible for keeping the appliances clean (inside and out) as well as cleaning your own dishes. Failure to clean the kitchen after use may result in judicial sanctions and loss of kitchen privileges.

LAUNDRY ROOMS

Facilities are located on the 4th and 6th floors in Chesnut; on the main level at Dearing and Copley Quad. The cost of laundry is included in the housing rates. There is no additional charge for use of machines. Please be respectful and remove items promptly after the cycle is finished.

LOUNGES

Chesnut: The main lounge on the second floor and the lounge on the sixth floor are available 24 hours a day. Residents should be aware of the surrounding community when utilizing these spaces. The second floor lounge is open for escorted visitors 24-hours a day.

Copley Quad: The main lounge area on the first floor is available for all Copley Quad residents at any time. After midnight, please be respectful of the surrounding community and keep the noise level down. If at anytime, another resident asks you turn the TV volume down or to quiet down a little bit, you must oblige the requestor.

All lounges may be reserved for programs, meetings, and events. To reserve a lounge go to the Office of Residence Life.

STORAGE

The residence halls do not provide storage for personal property.

TRASH

Each resident is responsible for carrying out their own trash to the dumpster in Chesnut and Dearing. Trash left outside of or by the dumpster will result in a minimum \$15 fee. At Copley Quad, floor trash rooms are located around the corner from the elevator. Trash must be placed down the chute. Please do not use the lobby or bathroom trashcans to dispose of trash from your room. Do not leave trash in the hallway or in the restrooms. This will result in a minimum \$15 disposal and/or cleaning fee.

VENDING ISSUES

Vending machines are located in the lobbies of Chesnut and Copley Quad. Please report any issues to the Office of Residence Life.

YOUR CAMPUS LEADERSHIP OPPORTUNITIES

RESIDENCE HALL COUNCIL

The Residence Hall Council (RHC) is the governing body of the residence halls. It was established to empower students living in the residence halls, through representation, to take responsibility for reviewing and initiating alternatives in residence hall regulations and policies; to promote social, recreational, educational, and cultural activities; and to provide hall improvements when necessary.

RHC typically meets on Wednesday evenings, but may be adjusted to reflect student schedules. The meeting rotation is typically as follows, but may be determined by the active board:

RHC Exec: (1st Wednesdays)

Full RHC: (2nd and 4th Wednesdays) The board will meet the week before to prepare and plan for the first biweekly meeting. Biweekly meetings will be a town hall format where all residents can come to raise an issue or concern with the entire council. Once an issue has been raised it will be open for discussion and if necessary will be addressed by the Sr. Staff at the meeting or will be brought to the Director. Campus guest speakers may be invited to talk on a particular relevant topic (Dining, Campus Safety, Student Life)

RHC Grocery Bingo: (3rd Wednesday)

RESIDENT ASSISTANT SELECTION

If you think you might be interested in becoming a RA for the next academic year, the Student Leader Selection process begins in January or February. In order to gain some leadership experience, it is suggested that individuals interested in becoming a RA become involved in floor and hall activities.

Your RA is your most valuable resource in learning about the RA position.

Compensation for the RA position includes:

1. Standard room
2. Meal plan
3. Opportunities for leadership development and skill building!

STUDENT LIFE AND STUDENT ENGAGEMENT

There are over 40 opportunities for students to get involved in clubs and student organizations. Student may keep up to date through the university CREW page <https://crew.park.edu/activity>.

The CREW page can be accessed through link on the right side of the page at <https://www.park.edu/life-park/parkville/>.

Follow Student Engagement on social media to keep up to date on events and club meetings.

SAFETY, SECURITY AND EMERGENCY PROCEDURES

Review the emergency information on the back of your room door.

Residence Hall: Fire Evacuation & Tornado Warning Procedures

FIRE EVACUATION

If you see a fire or smell smoke, pull the fire alarm station handle.

Whenever you hear the building fire alarm you must leave the building!

As you leave the room, follow these procedures:

1. Close all windows if possible.
2. Wear appropriate clothing as weather indicates.
3. Take a towel to cover your mouth in case of smoke.
4. Close your door behind you.
5. Exit as quickly as possible using the closest stairwell.
6. Alert a staff member where you saw the fire.

Remember that in the event of a fire, your worst enemies are smoke, heat and gases. They are capable of killing in a very short time. If you are caught in smoke, use your towel to make breathing less difficult, get down on the floor and crawl out. Before opening any door in your evacuation route, smell for smoke and check the door to see if it is hot. If so, stay in your room and call Campus Safety or 911.

IF YOU DO GET TRAPPED

1. Remain calm and think before you act.
2. If there is smoke, crawl away from it; hold your breath and close your eyes whenever possible.
3. Put closed doors between you and smoke.
4. Slightly open your window.
5. Signal from the window. If there is a phone, call Campus Safety. Tell them where you are, even if the fire department is on the scene.
6. Be calm. Rescue may be moments away.

NOTE: Evacuation drills occur periodically throughout the semester to ensure the proper function of the alarm system and the performance of the staff. Every fire alarm should be treated as a legitimate threat and each resident should evacuate the building. Any resident who refuses to evacuate during a fire drill will be subject to the following:

- 1st offense: \$25.00 fine**
- 2nd offense: \$50.00 fine**
- 3rd offense: \$150.00 fine**

Disregarding fire alarms not only endangers your life, but also the lives of staff and rescue workers.

EVACUATION ROUTES FOR CHESNUT ARE AS FOLLOWS:

MAIN STAIRWELL

Exit out the front door

FIRE EXIT SIDE STAIRWELLS

Exit to the outside using either of these stairwells

EVACUATION ROUTES FOR COPLEY QUAD ARE AS FOLLOWS:

MAIN STAIRWELL

Exit out the front door

FIRE EXIT OUSTSIDE STAIRWELLS

Exit to the outside using either of these stairwells

EVACUATION ROUTES FOR DEARING ARE AS FOLLOWS:

MAIN STAIRWELL

Exit out the front door

FIRE EXIT SIDE STAIRWELL

Exit to the outside using either of these stairwells

FIRE DRILL

Tornado Warning Siren

If you hear the city sirens sound, indicating a tornado has been spotted in the area,

MOVE IMMEDIATELY to the drop zone in your building.

DO NOT WAIT for staff to tell you to go downstairs. Once in the drop zone, stay calm and wait for instructions. You can leave the drop zone once the siren has ended. Report any injury or damage to the residence hall staff immediately.

CHESNUT HALL DROP ZONE

First floor hallway

DEARING HALL DROP ZONE

Basement

COPLEY QUAD DROP ZONE

Basement

MEDICAL EMERGENCIES

In the event of a medical emergency, notify a RA immediately, or call Campus Safety. If you need to go to the emergency room, please notify staff so they may contact Campus Safety and Emergency Personnel. A staff member cannot transport the resident directly since it is against university policy to for staff to drive residents.

In the event that a resident is transported to the Emergency Room for any reason, the parents of that student may be notified.

Campus Safety

The Department of Campus Safety is a 24-hour, 7 day a week department. It is located on the first floor of the Thompson Building, near the Savor food retail area.

The functions of this Department are many and varied. The six major functions of the Department include security, fire safety, hazardous materials, general safety, emergency medical response, and emergency management.

HALL CLOSING

BREAK PERIODS

Fall, Thanksgiving, Spring, and Easter Breaks

The residence halls remain open and meals are served. There is no extra charge for these periods. These break times are when periodic room health and safety inspections typically happen.

Winter Break

The residence halls will remain open for the break, however this break is not part of the academic year agreement/contract. Residents wishing to stay will need to pay an additional amount per night for their room. The board plan is not in session during this break and no meals are served. There is limited service in the halls. This means that the offices are closed when the campus is closed. Any violations of the residence hall policies during the break period will result in immediate dismissal from break housing. Information and associated costs for staying during break will be made available prior to the break period. If you have any questions about staying during break you should ask a member of the residence life staff.

Sign-ups for Winter Break housing is required will be available through the Office of Residence Life. Watch your email for details. Your break stay will not be approved if you fail to sign up by the deadline. Winter Break Housing charges will be put on your student account.

RETURNING ROOM SELECTION

In mid-Spring you will be able to sign up for a room for the following academic year. Residents are able to request to return to their same room or to choose any other hall or room available. Your housing deposit will remain on account with us from year to year.

SUMMER HOUSING

Starting in late Spring, you will be able to sign up for summer housing, if it is available. For years that Campus Summer Operations are open, the halls are open for residents beginning the day the halls close for the academic year through the day the halls open for the start of the next academic year. You will be required to move to summer housing locations. Any violations of the residence hall policies during the break period will result in immediate dismissal from break housing. Information and associated costs for staying during break will be made available prior to the break period. If you have any questions about staying during break you should ask a member of the residence life staff. Your break stay will not be approved if you fail to sign up by the deadline. Summer Housing charges will be put on your student account.

It is your responsibility to know the hall opening and closing dates and times for each break period. Information will be provided to you two weeks before each closing period. Failure to leave by the designated time will lead to a late checkout fee.

CHECKING OUT

ROOM CHECKOUT PROCEDURES

Rooms must be vacated within 24 hours of the student's last final examination each semester, by the official residence hall closing time or by official withdrawal from classes, whichever comes first. As set forth in your residence hall contract, checkout procedures include making contact and cooperating with the applicable university residence life staff for the resident's selected residential space such that applicable checkout forms may be filled out completely by the applicable staff, returning all keys, and completing a forwarding address card for mail with the campus mail center. The resident shall remove all personal property prior to or at the time the contract expires or is terminated by either party. Additionally, the resident agrees to maintain the residential space and surrounding areas in good condition, and at a condition not less than the condition of the space and areas at the beginning of the occupancy period. The resident shall be charged actual damages, as reasonably determined by the university, for failure to clean and/or return the residential space in a condition not less than the condition of the space at the beginning of the occupancy period, and the university will provide notice to the resident of those charges.

To satisfactorily clean, follow these steps:

- Sweep and mop floor (Vacuum and broom is available for check out at the office)
- Clean windows and window ledges
- Dust shades/blinds
- Clean and dust all furniture, including inside drawers
- Ensure all original furniture is inside the room.

If the resident fails to officially check out of the residential space in accordance with this paragraph, the university will, at its discretion, process and complete an administrative checkout and assess liquidated damages in the amount of \$75 for failure to checkout or incomplete checkout, \$50 for lock replacement, and other amounts reflected in the University Schedule of Charges for key replacement and other applicable fees, all as applicable.

When the halls close for the fall, winter, and spring recesses, residents are required to:

- 1) Unplug all electrical appliances (refrigerators only during the winter break)
- 2) Close and lock all windows
- 3) Turn off all the lights
- 4) Remove all food except unopened boxes and cans. Dispose of all trash.
- 5) Clean your room (Chesnut and Copley residents- include bathrooms)
- 6) Lock your door(s)
- 7) Sign up for a check out time with your RA.
- 8) Residents must vacate the building within 24 hours after their last final.

Housing Deposit Return

If you are not returning to the halls for the next semester or academic year, you will be able to complete the request for the return of your housing deposit with your RA at check out. The deposit will be returned after all charges have been assessed to your account. If you have a remaining balance on your tuition bill, your housing deposit will be credited to your account. Requests for the return of a housing deposit must be made within 30 days of checking out of the residence halls. The online form link will be shared from the Office of Residence Life.

PARK UNIVERSITY AND COMMUNITY RESOURCES

Park University: Good to Know

All Things Food

Pirate Pantry:
pantry@park.edu Labor Hall
<https://www.park.edu/life-park/parkville/park-pantry/>

Dining Services: (816) 584-6395
astrecker@freshideasfood.com

Park Dining Hall - Thompson Commons 2nd Floor
Monday - Friday
Breakfast 7 am - 9:00am
Lunch 11 am - 1:00pm
Dinner 4:30 pm - 6:30pm

Saturday- Sunday
Brunch 11am - 12:30pm Dinner 4:30 pm - 6:30pm

Jolly Roger Café
Norrington Library & Learning Commons
M-F 8:00 am - 1pm; Closed Sat/Sun

<https://www.freshideasfood.com/parkdining/>

Housing Info

Lockouts:
Contact RA Staff on Duty

Repairs:
Let your RA know immediately so we may enter a work order or stop by the ResLife Office in Copley Quad 1st floor or Chesnut ResLife Office

Quiet Hours:
Sunday-Thursday 10 PM to 10 AM
Friday-Saturday Midnight to 10 AM
24 hour Courtesy Hours

Campus Safety

(also listed on back of ID card)

816-584-6444

Thompson Hall- 1st floor

Campus Resources

Financial Aid: (816) 584-6290
finaid@park.edu
Herr House
<https://www.park.edu/tuition-financial-aid/>

Student Success: (816) 746-2526
parkvillesuccess@park.edu
Herr House
<https://www.park.edu/admissions/enrollment-services/>

Counseling Center:
counselingappointments@park.edu
Dearing Hall
<https://www.park.edu/life-park/counseling-center-health-services/>

Career Development:
careerdevelopment@park.edu
Mabee Learning Center - 200 Corridor #224
<https://advancing.park.edu/career/>

Student Life:
Thompson Hall- 2nd floor
https://my.park.edu/ICS/Offices/Student_Life_and_Leadership

Student Employment: (816) 584-6397
studentemployment@park.edu
Academic Plaza
<https://www.park.edu/tuition-financial-aid/student-employment/>

Academic Support Center:
Norrington -2nd Floor
<https://www.park.edu/academics/academic-support-center/>

Disability Services: (816) 584-6313
disabilityservices@park.edu
Norrington #205
<https://www.park.edu/terms-and-regulations/disability-guidelines/>

LIST OF DAMAGES AND CHARGES

***Copy provided for reference. Final charges will be assessed at check out**

CHECK OUT FEES

Below is a list of the Check Out Fees. This is provided for your reference to know where attention is needed as you check out to avoid check out charges. Charges listed are per person. As mentioned on the Condition Inventory on the front side of this form. No comment(s) by the RA should be interpreted as a statement of the room's final condition and/or any possible fines. Residence Life Senior Staff will inspect each room shortly after the semester ends. At that time, the RLSS will determine if any fines are to be assessed.

Building _____

Room # _____

\$ Charge Each	QTY	Total	Cleaning & Trash
\$ 15			Dirty Fridge, not defrosted
\$ 15			Dirty microwave
\$ 15			Per bag of trash
\$ 25			General Disarray, unclean room
\$ 75			Minimum plus cost of professional cleaning
			Furniture Disposal
\$ 50			Mini Fridge disposal
\$ 50			Medium personal furniture disposal (chair, etc.)
\$ 120			Large personal furniture disposal (couch, etc.)
			Damage
			Furniture
\$ 75			Broken bed end(cracked or split
\$ 150			Bent frame
\$ 25			Furniture damage \$25 minimum plus cost of replacement (prorated by age of furniture)
			Walls
\$ 5			Each pin hole
\$ 15			Each poster tape damage
\$ 20			Each wall marks/scratches(per sq. foot) - e.g., 3M damage, nails, stickers
\$ 100			Major wall damage or holes \$100 minimum for each area.
\$ 50			Door marks per side
			Blinds
\$ 15			Bent or broken blinds (per slat)
			Carpet/hard flooring
\$ 50			Minor carpet/floor damage- small stain/snag 1-10 square feet
\$ 150			Major carpet/floor damage more than 10 square feet- Minimum \$150 or cost of replacement
			Misc.
\$ 15			Relocation of ResLife property (furniture or equipment not returned)
\$ 25			Improper /no checkout
\$ 25			No key returned (Chesnut)
\$ 50			Disassemble bed or lofted
\$ 25			Up to 2 hour late checkout
\$ 50			5 or more hours late checkout
			Other
TOTAL			

Updated 8.1.2020