

Resident. Please see the Room Assignment Policy for all specifics, and restrictions. All rooms in Killinger and Schmidt will be double occupancy, except when it may become necessary to employ extended housing temporarily, which could last up to the entire Fall semester or longer (for assignments that start in the Fall) or the entire Spring semester (for assignments that start in the Spring). Thi

- H. **Residence Hall and Apartment requested assignment change for the spring semester.** When residents request a new assignment for the spring semester, the Resident must move all personal belongings out of the current assignment 24 hours after their last final. Housing will provide no storage. The Resident will be permitted to move into the new spring assignment during the designated mid-year move-in days.
- I. **Residents not registered for classes.** When residents are not registered for classes. Housing will terminate the housing contract and residents will have 24 hours to move out of the residence hall or apartment.
- J. **Academically dismissed residents.** When residents are academically dismissed and their appeal is unsuccessful, they will have 24 hours to move out of their assignment.
- K. **Graduating Seniors and All Residents.** Residents who are graduating seniors are required to check out of their room or apartment no later than two hours after the Commencement Ceremonies' conclusion. All residence hall rooms and apartments are checked bi-monthly, at break and semester closing to ensure that health and safety regulations are followed.
- L. **Consolidation Policy.** The University has developed the following policy regarding room consolidation.
 - a. The University reserves the right to consolidate two students occupying standard double rooms privately or residents of two partially occupied apartments.
 - b. The University reserves the right to consolidate two students who sign up individually for a double room on the same floor or in the same residence hall during the Room Selection process.
 - c. A student who is required to consolidate will need to do either of the following:
 - a. Have another student in a similar situation move into the unoccupied or unassigned space in their room or apartment

- A. The University believes that the benefits of living on campus (closeness to classes and services, the opportunity to meet other students, and the opportunity to get involved in campus activities) outweigh the temporary inconvenience of living in extended housing. The University is committed to moving students out of extended housing situations as soon as spaces become available.
- B. Students living in a mandated triple housing situation will receive a reimbursement of one-third of the room rate every week that they live in triple housing. This reimbursement will be posted to a student's account after being accommodated in a permanent room assignment. The one-third reimbursement does not apply to TRIO rooms.
- C. The University provides staff and services to support students living in extended housing. All students residing in mandated triples and study lounges will be contacted by a Residence Life and Housing Services member within the first week of the semester and will attend a meeting by the end of the second week of the semester. This meeting will outline the process and timeline for moving students into a permanent room assignment. The Resident Assistant on the floor is also available to answer questions and address concerns that may arise.

OPENING AND CLOSING NORTH CAMPUS RESIDENCE HALLS

- A. **Fall and Spring Semester Opening.** The halls will open before the first day of classes. New students will receive information about their specific check-in a week before the start of each semester. Returning students on North Campus and South Campus may check-in either of the two days before classes resumes in the Fall and Spring semesters.
- B. **University Breaks.** You are required to properly check out of your room at the mandated

AFFILIATED HOUSING

Please refer to your housing agreement for specific information about checking in and out of these facilities.

CONDITION OF PREMISES / OTHER ITEMS:

Residence Life and Housing Services "costs of repair" in this Section will include actual out-of-pocket expenses, plus overhead costs of 15%.

for the housing fee upon unapproved withdrawal from the University. Furthermore, appropriate fees will be charged to those who check out improperly.

- J. **Removal from Housing for Disciplinary Reasons.** Any student removed from housing for disciplinary reasons will receive no rebate on housing fees. If applicable, meal plans are canceled, and the remaining cost of a meal plan, subject to remaining balance is credited. Meal plans may be continued by contacting the Office of Residence Life and Housing Services.
- K. **Damage Liability.** The resident is encouraged to carry personal property insurance or renter's insurance. The University shall assume no responsibility for the theft, destruction, loss of money, valuables, other personal property belonging to, or in the custody of, a resident for any cause whatsoever whether such losses occur in the Resident's room, apartment, shared areas in the apartment, public spaces, elsewhere in the residence hall or apartment complex.

CHECK-OUT PROCEDURES

The Resident will remain responsible for the Premises until all keys for the Premises are returned. A final inspection of the Unit will be completed by a Residence Life and Housing Services representative and a member of facilities. Cleaning and damages will be assessed and billed to the appropriate students as necessary.

The Resident must:

- a. Remove all personal property from the Unit.
- b. Remove all trash and debris from the Unit.
- c. Leave the Premises in the same condition as when the Agreement began, other than normal wear and tear.
- d. Leave the Premises in a "broom-clean" condition.
- e. Lock and fasten all doors and windows to the Unit.
- f. Return all keys to the Premises to Residence Life and Housing Services.
- g. Pay any costs of repair determined by the final inspection.
- h. All keys issued at the time of move-in must be returned to the front desk or in the "EXPRESS CHECK-OUT" envelope at the move-out time. If the keys issued are not returned, a lock change will be assessed at the Resident's expense.
- i. The Resident must adhere to these procedures to correctly check out of your room or apartment. Failure to do so may result in additional charges.

Abandoned Property. Any of the Resident's personal property remaining in the Unit at the end of the Term will be treated as intentionally abandoned by the Resident. Residence Life and Housing Services may dispose of that property as Residence Life and Housing Services chooses. The Resident will be responsible for

BUILDING ENTRANCE POLICY

In all residential areas, students will need their Ram E-Card always (24 hours a day, 7 days a week) to gain entry to the building through the card access system. The Ram E Card should be swiped through the reader located at the main entrances and the door will release to give the resident access. People unknown to the resident should not be allowed entry to the building. Should you choose to bring a guest into your residence hall, you assume responsibility for their actions as outlined in the Guest Policy below and in the Student Code of Conduct.

You must use your Ram E-Card to enter the building always. Do not use fire doors except in the case of emergency; exiting through a fire door will result in disciplinary action, except in cases of emergency. After 7:45PM until 7:45AM every day, the back doors of all residence halls are locked, and you may only enter through the front door of the building.

UNIVERSITY GUEST POLICY

The University's Guest Policy is designed to maintain security in residence halls and apartments. A guest is defined as anyone who is not assigned to a residential unit. A unit is defined as a room, suite or apartment as leased by the resident. Guests are allowed in residence halls, rooms, suites, and apartments only with prior consent from roommates/apartment-mates/suitemates. The rights of the roommates/apartment-mates/suitemates take precedence in issues involving a guest. Please see policy for restrictions.

- A. Guests are allowed in residence halls, rooms, suites, and apartments only with prior consent from roommates/apartment-mates/suitemates. The rights of the roommates/apartment-mates/suitemates take precedence in issues involving a guest.
- B. All guests entering a residence hall must possess and display one of the following forms of photo identification listed below. Any guest not physically having the proper (valid, unexpired) form of identification will not be permitted access. No exception. Acceptable photo identification forms are limited to:
 - a. Valid government-issued identification cards such as driver's license, military ID, state ID, or passport.
 - b. West Chester University Ram-E card.
- C. The Department of Public Safety reserves the right to deny access to any person if it is reasonably determined that such a person does not have valid identification and presents a threat to other residents' peace, safety, and welfare.
- D. Guests are permitted to stay overnight with prior consent from a roommate(s)/apartment-mates/ suitemate. Guests can stay in University housing for a period of two nights within seven days. The 7-day period begins when a guest stays overnight. A resident student may not have a long-term guest (squatter). A squatter is

d.

- j. Please cooperate with all facility staff and move personal items when requested to do so.
- k. During a daytime emergency call (610-436-2444) and follow up with a work order. An emergency is: Loss of heat, Broken window glass, door, latch or lock, frozen pipe, pooling water leak, Loss of power, toilet clog/overflow, or Loss of hot water. If there is a maintenance emergency after 4:30 p.m. or on the weekends, please contact Public Safety (610-436-3311).
- l. Extermination issues should be reported under the Custodial drop-down menu.
- m. STUDENTS MUST PLACE THEIR WORK ORDERS
- n.

provided. The resident must agree to allow USH and/or a vendor into their room while not present to complete the request. Select Submit Maintenance Request button.

- j. After the request is submitted, it will show on the Maintenance page. The resident can return here for updates. Additionally, the resident will receive emails to confirm that the request was received and to confirm when it is complete.

ROOM DECORATION

It is the hope of the RLHS Staff that you will be able to personalize your room and/or apartment/suite and make it a "home away from home" during your stay on campus. However, to protect the condition of your surroundings from damage and in consideration of future residents, the following guidelines are in effect:

- a. Residents of all housing facilities should use non-permanent, non-staining adhesive materials to hang decorations where wall moldings do not exist.
- b. Under no circumstances should holes be drilled or placed in any walls or ceilings. No heavy-duty adhesives such as duct tape should be used in any housing facility.
- c.

mentioned above at the Facility, the Resident must immediately notify Residence Life and Residence Life and Housing Services.

Mold. Mold growth in the Unit depends mainly on how the Resident(s) manages and maintains the Unit. The Resident(s) must promptly notify Residence Life and Housing Services of any mold conditions. Residence Life and Housing Services and its agents will not be responsible for any illness, injury, or damage relating to mold if caused (or partially caused) by the Resident's failure to clean and maintain the Unit or promptly notify Residence Life and Housing Services of mold. It is the Resident(s) responsibility to minimize the potential for mold growth in the premises by doing the following:

- a.

COMMUNITY EXPECTATIONS

- A. **The Resident and their Roommate (Apartment-mates/Suitemates).** Being a Roommate and having a Roommate or living in an apartment/suite with others can be both rewarding and challenging. Learning how to communicate, compromise, share, and build interdependence will enhance the roommate or others' relationship in the apartment/suite. We strongly encourage the Resident and the Roommate to discuss living expectations and complete the Roommate Agreement provided by the Resident Assistant at the beginning of the year. This helps reduce issues as the semester progresses and is a great resource when problems do occur.

- B. A quiet policy is in effect on all housing facilities during the week. Sunday - Thursday, all areas have 10:00 p.m. - 10:00 a.m. Quiet hours; Friday - Saturday midnight - 10:00 a.m. The exception is the high numbered wing on the third floor of Killinger Hall, which is on a designated quiet floor. During quiet hours, noise from televisions, music players, stereos, voices, etc., must not reach levels that can be heard by other community members. For example, if the noise from a room can be heard from two doors away from a room, it is too loud. Residents always have the right to request that noise be reduced to allow them to sleep or study. This policy is most effective if one remembers to be considerate of others and directly confront those who are disturbing the community. All members of the community are expected to address those making "unreasonable" noise. When a resident violates the quiet hours policy or is unreasonable or uncooperative, that student will be subject to disciplinary action.
- C. **Courtesy Hours.** Are hours when the quiet policy is not in effect; residents should be courteous of their noise level 24 hours a day, seven days a week. During Courtesy hours, all must still be conscious and considerate of their noise level as they are expected to keep their Noise at reasonable levels (i.e., Noise should not be heard down the hall, their bass should not be heard in the next room, etc.). Residents still have the right to request that Noise be reduced to allow them to sleep or study. At no time is it acceptable for Noise to be heard outside of the building. Speakers in the windows, to provide

PUBLIC EMERGENCY EVENTS / MANDATORY EVACUATIONS HEALTH/SAFETY POLICY

- A. An emergency Event means a situation that poses an immediate risk to health, life, safety, property or environment. Emergencies require urgent intervention to prevent further illness, injury, death, or other worsening situations. When an emergency event occurs, Residence Life and Housing Services reserves the right to:

prohibited items are observed in a unit, the items will be confiscated, and disciplinary actions may be initiated.

- B. Constructions barriers, street signs, university signage, newspaper machines, or any other stolen property.
- C. Darts, dart boards, and liquid-filled furniture because of potential damage to

- g. selling and/ or furnishing alcohol to minors, or
- h. multiple incidents of these violations.

Exceptions to the alcohol violation are noted in the Medical Amnesty Policy. In the absence of extraordinary or mitigating circumstances, a sanction of loss of housing, suspension, or expulsion may be imposed on any student or student group found responsible for multiple incidents of these violations.

DRUGS AND/OR DRUG PARAPHERNALIA

Students who engage in drug use or abuse shall be considered in violation of this section. Specific violations include the intent to exercise control but are not limited to any of the following:

- a. possession or use,
- b. possession of drug paraphernalia,
- c. possession of a significant quantity, distribution, or sale of drugs,
- d. driving under the influence.

The use of illegal substances, or the misuse of legal, prescribed, or controlled substances may be considered reckless behavior as described in the Student Code of Conduct section on Infliction of Harm 1c: Reckless Behavior. Exceptions to the drug violation are noted in the Medical Amnesty Policy. A sanction of loss of housing, suspension or expulsion may be imposed on any student or student group found responsible for this violation.

SMOKING POLICY

West Chester University defines smoking as, "The carrying by a person of a lighted cigar, cigarette, pipe, battery operated (e-cigarettes) or other lighted smoking device." Using any of these items in any housing facility is NOT PERMITTED.

Smoking is restricted to designated areas outside the building only as outlined by the staff of each specific hall or building. Violations of this policy by residents or guests may result in applicable University action up to and including removal from University or Affiliated housing.

NEEDLE DISPOSAL POLICY

sanction. Tampering includes deactivating a smoke alarm or intentionally causing a detector to activate, or deliberately activating any portion of the sprinkler system.

A. Use of Electrical Cooking Appliances and Other Equipment.

SECURITY:

Safety and Security is everyone's responsibility. It requires active participation from Resident's and their guests and the University Staff to uphold and follow the guidelines established in this agreement.

- A. The Resident acknowledges and agrees that Residence Life and Housing Services has not:
 - a. Made any written or oral statements to the Resident about the safety of the Facility or Premises.
 - b. Made written or oral statements regarding the effectiveness or operability of any security devices or security measures at the Facility or the Premises; and
 - c. Guaranteed the Resident or the Resident's guests' safety or security against any criminal, tortious or wrongful acts of any person.

- B. The Resident acknowledges that security devices and measures are not fail-proof and may be bolstered by criminals or electrical or mechanical malfunctions. Therefore, Resident acknowledges and agrees that Resident should not rely on security measures in place on or around the Premises and the Facility. The Resident should take steps to protect themselves and their property as if these devices and measures did not exist. The Resident agrees to immediately notify Residence Life and Housing Services in writing of any malfunctions involving security devices or measures, including but not limited to locks, doors, or windows.

C.

ROOM/APARTMENT INSPECTIONS AND RIGTH TO SEARCH IN UNIVERSITY OWNED AND/OR AFFILIATED STUDENT HOUSING

The language below reflects current University policy but may be subject to amendments during the academic year.

- A. Right of Inspection by University Officials
 - a. Routine inspections. Visual inspection of student rooms or apartments for cleanliness, health, safety, and compliance with all University owned and/or affiliated student housing regulations is permitted by members of the administration and residence life staff. Such inspections shall be announced and publicized 48 hours before the inspection except for routine inspections, which will be conducted at University breaks, at regular intervals during the academic year, and at the close of each term. These inspections may be conducted in the absence of the residents.

b.

Resident authorizes the University, college, or the educational institution where Resident is enrolled, to communicate the Resident's enrollment status, University conduct history, financial aid records, and such

immunization can be documented on the appropriate housing application form or separately from the vaccine's medical provider.