

# Residence Life Handbook

2017-2018

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## Residence Life Mission Statement:

“To collaborate with students, faculty, and staff in providing services that support students’ academic, social and personal development by fostering diverse, engaging, and responsible communities.”

### Equal Opportunity

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student’s or prospective student’s race, color, religion, sex, national origin, disability, age, sexual orientation/affection, gender identity, veteran status or any other factors that are protected under local, state, and federal laws. Direct equal opportunity inquiries to: Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion PA 16214-1232, 814-393-2109.

Welcome to Clarion University of Pennsylvania and to University Housing. Our staff understands the challenges that you are facing as you continue to pursue your academic goals and experience “out-of-the classroom” learning; as both are significant to your college education. You will have ample opportunities to associate with students of different backgrounds, attitudes, and lifestyles. We hope you will use your time in University Housing to participate in activities, develop new friendships, and grow as an individual. To make your life easier, our staff has committed itself to providing you with the highest level of comfort, cleanliness, and convenience possible.

Each student living in University Housing will contribute to, and be affected by, the total environment of the building and community. The degree to which these corresponding influences are positive or negative will depend, to a large extent, on the willingness of each student to cooperate in and be responsible for this community living experience. We encourage you to make use of the numerous services available through University Housing and Clarion University and to participate in the variety of activities that the Community Assistant Staff will schedule during the year for your education and enjoyment.

As a member of the community, you are expected to regulate your own conduct and behavior in accordance with the standards of reasonable and responsible citizenship. It is your responsibility to familiarize yourself with the policies and procedures of the university.

This handbook will assist you in obtaining necessary information concerning University Housing, amenities, and programs offered.

We are happy to have you with us, as we strive to make this time spent in University Housing enjoyable and rewarding.

### University Contact Information

- Emergency Contacts
  - Clarion University Police/ Public Safety 814-393-2111
  - Center for Wellness 814-393-2121
  - Fire Emergency 911
  - Medical Emergency 911
  - Police Emergency 911
- University Contacts
  - Campus Bookstore 814-393-2696
  - Center for Leadership and Involvement 814-393-2311
  - Counseling Center 814-393-2255
  - Library Main Desk 814-393-2301
  - Reinhard Villages Office 814-226-4740
  - Residence Life Services 814-393-2352
  - Student Financial Services 814-393-2315
  - University Registrar 814-393-2229

## University Housing Staff

University Housing is committed to the educational mission of the university. The staff is here to be of assistance in making the residential experience a meaningful part of your college life. The Center for Residence Life Services manages Campus View Suites, Valley View Suites, Suites on Main, and Reinhard Villages. The Center for Residence Life Services is located in Becht Hall 218.

The professional staff and community assistants (CAs) are members of University Housing Staff who reside in the residence halls, suites, and Reinhard Villages. Professional staff are university staff members working in the residence halls and apartments who supervise hall programming. They are given direct supervisory authority and responsibility for hall operations and act as hearing officers of the student conduct code when requested by the vice president for Student and University Affairs.

Professional staff members assist individual students and act as referral agents to other campus offices.

Community Assistants (CAs) are student members of University Housing staff who live in the suites, and Reinhard Villages. CAs are responsible for building a community on the floor and in the building, as well as being a resource and referral agent. In seeking to create and maintain a positive community, the CA plans and implements community activities and programs, supports rules and regulations, and assists with administrative responsibilities as directed by the professional staff member.

## Housing Requirement

All incoming undergraduate students who meet the following criteria are required to live in university housing (suites or Reinhard Villages) for their first **four** semesters of enrollment:

- First-time-in-college students who are enrolled full time
- Transfer students who have earned less than 24 credits at a previous institution (who are enrolled full time)
- Exemptions
  - First-time-in-college students or transfers who are living with a parent or guardian at their permanent address within a 30-mile radius of Clarion
  - Married students
  - Students over the age of 21
  - Part-time students
  - Single parents

- Military veterans who have been honorably discharged

To apply for an exemption, you must go to <http://www.clarion.edu/student-life/living-at-clarion/campus-housing/index.html> and select *Housing Exemption Request Form* at the bottom of the page. Requests will be reviewed by the appropriate personnel and a decision will be communicated in writing within 10 days of receipt. Please note that all decisions are final.

### **Housing Assignment Procedures**

All housing applications are filed online at <http://www.clarion.edu/student-life/living-at-clarion/applying-for-housing/index.html>. Returning student Room Selection process details will be announce in October and the process will last until the end of the fall semester. Incoming freshmen will also be able to apply in November but will be assigned by Residence Life Services in July. June 1 will be the deadline for first time incoming students to apply for housing and be guaranteed freshmen housing.

- After logging into the application, you will complete the housing application, electronically sign your binding Housing Contract, and use a credit card to pay your non-refundable application fee. Upon completion, you will receive a confirmation email to your Eagle email account.
- If upperclass returning students complete the Room Selection application before February 1, the \$200 housing application fee will be waived.
- Housing Contracts are binding for both fall and spring academic semesters.

### **Termination/Cancellation of the housing contract**

**Beginning for the Fall 2017, housing contracts will not be cancelled unless the student is no longer attending Clarion University.** Once their withdrawal form is in, students may request to cancel the Housing Agreement/License Agreement by completing an online cancellation request form. Depending on the date cancellation request form was turned into the Office of Residence Life and the reason for the request, cancellation fees may be assessed.

- No cancellation fee is assessed for the following circumstances if cancellation form and formal written documentation are provided prior to departure:
  - Student is participating in an education program that requires out-of-town residency (30 miles) for part of the academic year (i.e. student teaching, study abroad, clinical

rotation, and co-op/internship). This requires a one semester premium lease. Please see a professional staff member for details.

- Student can provide proof of graduation. This requires a one semester premium lease. Please see a professional staff member for details.
- Student must withdraw due to deployment for an armed service.
- The following circumstances may reduce the cancellation fee if formal documentation is provided at the time of the cancellation request form being submitted:
  - Student has a medical condition requiring special accommodations that cannot be met by university housing.

Please review the housing contract and contract release request form for specific dates and fees.

### **Withdrawal from University Housing**

Rooms must be vacated the manner in which they were found not more than 24 hours after a student withdraws from the university or after his or her last scheduled examination, unless the student has received written approval from the professional staff member to remain longer.

Students must officially withdraw through the Office of the Registrar and if refunds are due, they will be processed by the Center for Residence Life Services. When withdrawal occurs, the student is responsible for returning keys and other loaned property to the hall office, and must have a residence life staff member make an end-of-occupancy room inspection.

- For on-campus, a minimum charge of \$50 will be assessed for the replacement of lost hall keys. An improper checkout fee is \$50. Other assessments are made for missing or damaged furnishings, unclean rooms, and failure to check out of the residence hall properly.
- For Reinhard Villages, a minimum charge of \$25 per key will be assessed for the replacement of lost keys. An improper check out fee beginning at \$50 will be assessed if the student does not complete the proper steps when leaving.

## **Refund Policy**

For refunds after opening, housing and meal plans may be prorated. Residence Life Services follows the university refund schedule which is available at <http://www.clarion.edu/tuition-and-financial-aid/billing-and-payments/refunds.html>.

## **Full Occupancy**

While the university is committed to housing as many students as possible, demand sometimes exceeds housing capacity. If this happens, students with junior and/or senior class status may not have access to the housing application. If vacancies develop, these students requesting to live in university housing will be contacted to complete the housing application.

The housing requirement states that students in their first **four semesters** at Clarion University are required to live in university housing. Please see Housing Requirement for more information.

## **Temporary Housing**

During the fall semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing in some areas. Temporary assignments may include adding a third person to a double room or housing students in university guest facilities. As permanent spaces become vacant, usually within the first few weeks of the semester, students will be moved from temporary rooms to regular student rooms. Every effort is made to reassign students in the same area.

## **Break Housing**

Students currently living on campus are encouraged to leave the residence halls during breaks. Students who are required by the university to remain on campus will be provided break housing in predetermined spaces.

Reinhard Village residents will be permitted to remain in their current assignment during breaks, as students have access to their apartments during breaks throughout the academic year.



## **Summer Housing**

Summer housing will be offered to campus housing students as long as they are returning to campus housing the following fall semester. An application will be available to complete in February/April and will need to be submitted to the Residence Life Office by the end of March (or set date). Assignments for summer housing will be determined upon facility work and available space.

## **Room Changes**

There will be a two week hold on all room changes at the beginning of each semester. Following that time, there will be a free room change period for two weeks. Beginning in the Fall 2017, room changes will only be allowed within the properties. Transferring properties will not be permitted.

If a room change is requested outside the free room change period, a meeting with the CA and coordinator will need to take place to discuss the reasoning. If it is discovered there is a suitable reason to change, a fee will not be assessed.

If the resident wants to room change without a mediation or meeting with Residence Life staff, a \$150 charge may be charged to their student account.

Any unauthorized room or hall change shall be considered a violation of the housing agreement and may subject the resident to disciplinary action, eviction, and/or fees. Specific instructions will be given in August and January regarding room/hall changes for the beginning of each semester.

## **Room Consolidation Policy**

Students who find themselves in University Housing without a roommate may be consolidated at the discretion of Residence Life. Room Styles and roommates may be considered. If a consolidation process were to take effect, the residents would be notified with options and a timeline in which the moves would have to take place.

Students who lose roommates must be prepared to accept a roommate at any time throughout the semester (which requires keeping belongings on one side of the room in preparation for a new roommate). The Office of Residence Life has the option of assigning a student to a vacant space if there is a need.

### **Contract Terminations by Residence Life**

The university reserves the right to terminate occupancy, repossess or reassign rooms, and take such other steps as it may, from time to time, deem necessary and advisable for the proper conduct of its housing program.

Some examples of situations which could be considered cause for termination are listed below (termination/cancellation fees may apply):

- Failure to comply with the stated occupancy calendar.
- Failure to comply with the stated contract procedures.
- Damage and/or abuse of residence hall or apartment facilities or furnishings.
- Behavior which is disruptive.
- Failure to comply with stated check-in and check-out procedures.
- Disciplinary actions, recommending contract termination or contract reassignment for student conduct violations.
- Failure to complete class registration procedures.
- Failure to keep your Clarion University Account in good standing.

### **Residence Hall Opening and Closing**

The date of opening will be determined by Residence Life and announced to students. Procedures for moving out of the residence halls for closings or breaks will be posted in each residence hall and emailed to each residence hall student.

Unless otherwise stated, the residence halls close at 10 p.m. on the last day of classes or examinations. Students who are not graduating should vacate their residence hall room within 24 hours of their last exam, or the 10 p.m. deadline, whichever comes first.

Arriving early before the housing contract begins or staying after the housing contract ends may result in a \$50 per day fee.

### **Room Keys and ID access**

Suite style rooms can be accessed by a hard room key or by the Student ID. The key is meant for personal use only. Students who lend IDs or hard keys or duplicate room keys are subject to disciplinary action. Loss of an ID or hard key should be reported immediately to the hall staff. If a hard key is lost, the core of the locks for the door and mailbox will be changed at an approximate cost of \$50. These charges include replacement keys for the student, the roommate, and the residence hall office. The student who loses the key assumes responsibility for the charge.

Residents of Campus View, Valley View Suites and those living in the Suites on Main utilize their Eagle Card as their room key.

### **Card Access System**

Tampering with the card access system is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes forcing or propping doors open, permitting other individuals to gain access illegally (“tailgating”), and transferring student identification to another individual.

Your Eagle Card acts as your cardkey in buildings that utilize the card access system. Cost of a replacement Eagle Card is the responsibility of the student.

### **Lock Out Policy/Procedure**

Students who are locked out of their room may contact a staff member to be admitted to their room. The first week of the semesters will be a free period of lock outs. After that timeframe, each student is allowed one “free” lockout per semester. Students will be charged \$15 for each lock out after that until the end of the semester.

When student gets locked out, they are to first attempt to find their roommate. If no success, they are to contact a CA. The CA will issue them a temporary hard key to access their room from the hall office. The resident has 30 minutes to return the key or they will be charged for a new ID or hard key recore (whichever is lost).

Campus View, Valley View and the Suites on Main residents also have the ability to encode a free temporary room card to access their room by using the kiosk in the Suites on Main South lobby. Once a temporary room card is issued, the student must re-encode their student ID card within three days or they will be locked out of the room. Students re-encode their ID card by going to 218 Becht and turning in their temporary ID card. Failure to return temporary ID cards will result in a fee.

### **Housing Accommodations**

Students who requesting housing accommodations within the Residence Hall, should first contact the Office of Disability Support Services (DSS) to submit appropriate disability related documentation and a Student Request for Disability Accommodations Form. This documentation must verify the existence of a disability as defined under section 504 and under the ADA; and establish a clear connection between the effects of the disability and the accommodations being requested.

Upon receiving the appropriate disability related documentation and a Student Request for Disability Accommodations Form from the student, the DSS Coordinator will conduct an individualized assessment to determine if the request submitted qualifies as a reasonable accommodation as defined by applicable federal and state laws. If the request qualifies as a reasonable accommodation, the DSS Coordinator will forward its recommendation to the Office of Residence Life Services.

A student may request a housing accommodation at any time during the academic year, but students are given priority consideration when the Office of Residence Life receives the recommendation from DSS by the following dates:

- To be prioritized as an Incoming freshmen a recommendation will need to be submitted to Residence Life by June 1.
- Returning upperclassmen need to have their recommendation to Residence Life by November 1 for the following year Room Selection process.

Students must renew their requests for housing accommodations each academic year. Requests received after the above dates for an assigning process will be accommodated base upon availability. Depending on the nature of the accommodation request, the availability of a housing accommodation may be quite limited. A student does have the right to decline an offered assignment, however Residential Life may not be able to offer another accommodation.

Students who require a specific room or specific type of room as a housing accommodation (e.g. single room, room with kitchen or bathroom), shall be charged no more than the room rates available to other students. The room rates will be based upon the type of room available to other students without a housing accommodation at the time. The costs associated with the various room styles can be found at: <http://www.clarion.edu/student-life/living-at-clarion/applying-for-housing/2017-2018%20HOUSING%20RATES.pdf>.

**Notice:**

Clarion University will make reasonable modifications to its housing policies, procedures, and practices when the modifications are necessary to avoid discrimination, unless the modifications will fundamentally alter the nature of the housing services provided by the University.

**Contact Information:**

For more information please contact:  
The Office of Disability Support Services  
109 Becht Hall  
814-393-2095

**Pet Policy and Comfort Animals**

Students may have fish. They must be kept in a fish bowl or aquarium with a maximum size of 10 gallons. One 10-gallon aquarium per person is allowed. Fish must be removed from the residence halls at the end of each semester, and during some breaks. The fish owner assumes all responsibilities and consequences resulting from improper care and for violation of fish ownership rules and regulations.

Residents may also have comfort animals that are approved by Student Disability Services. ADA animals do not need approved as they are already permitted to be on campus. Once the comfort animal is approved, the resident must complete additional paperwork from Residence Life before the animal is brought to campus. If the animal creates damages or is a disruption, Residence Life will work with the student to be sure they are following the proper guidelines for the animal but may have it removed.

**Banners and Signs**

Hanging signs in the halls is a good way to advertise an event or show your school spirit. Any student or student organization wishing to post signs or posters in the residence halls must deliver them to the Center for Residence Life Services for approval and distribution by the hall staff.

## **Guidelines for Residence Hall Decorations**

In order to conserve energy, and in the interest of safety and fire prevention, the following guidelines have been adopted regulating decorations for the residence hall rooms and corridors.

- In corridors, decorations and posters may be placed only on student room doors (where permissible, check with hall staff) or on university-installed bulletin boards. No items may be placed on or hung from the hallway or room ceilings and light fixtures, or any corridor areas except the student room doors and bulletin boards. Residents should exercise caution when hanging items on doors as they may be billed for damages to the door surface.
- No lights or other electrical apparatus may be used to decorate corridor areas, including student room doors.
- Decorations may not be strung from door to door.
- Items on student room doors or bulletin boards should not extend into the corridor.
- All materials used in areas where decorations are permitted should be noncombustible, such as foil-type papers. The use of crepe paper and the practice of completely covering student room doors with sheets of paper are prohibited. The university reserves the right to remove items which may be hazardous or inappropriate. Students who fail to remove hazardous or inappropriate items may be billed for removal.
- Students wishing to decorate windows or mirrors should use only water-soluble paint. It is the responsibility of those who decorate the window or mirror to remove the paint. Cleaning charges may be applied.
- All holiday decorations outside of student rooms must be removed before the holiday break and are not to be left until students return for the spring semester.

## **Residence Hall Facilities**

Residence hall privileges are restricted to students residing in University Housing. Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living quarters. Restrooms, study rooms, lounges and corridors in the non-public areas are part of the living quarters. All residents are collectively responsible for the general conditions of these areas and will each

be charged for excessive common area damages which cannot be attributed to one individual or a group of individuals.

We anticipate students will find their rooms in satisfactory condition when they check in. However, if there is a problem, it should be reported immediately to the hall staff and also documented on the Room Inventory Form which students will be asked to review during move in. It is important that students review the Room Inventory Form carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in.

During the checkout process that takes place when students vacate their room at the end of the contracted period, each room will be checked twice for damages. The preliminary checkout takes place during the last week of the semester and is conducted by a CA. The final damage check is carried out by the professional staff and occurs after the students have vacated rooms and all belongings have been removed from bed, desk, dressers, walls, etc.

At the end of the semester, if residents choose not to wait for a staff member, to check them out of their rooms with their Room Inventory Form, the resident may select the Express Check Out option. Students must read the form, sign, and return it with the room key (if applicable) to the residence hall staff or the hall office.

- Note: When selecting this option, students waive the right to appeal/dispute any charges which may be placed on their account due to damages to the room.
- Residence hall staff will go through the room after the student's departure, with the Room Inventory Form, and document any changes which are beyond 'normal' wear and tear.

### **Hall Maintenance**

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported to a CA or professional staff member. Students should not attempt to make repairs themselves. Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.

## Residence Hall Furnishings

Residence hall furnishings are marked for identification and placement, and removal of these items from areas in which they are placed, including removal from the building or removal to other areas of the building without authorization, is considered an act of theft. The presence of university property or other stolen property (such as unauthorized university furniture, cafeteria equipment, or items such as road signs or commercial signs) shall be considered evidence of theft and treated as such by the university administration unless rightful ownership can be proven. Room occupants may be assessed a fee for each item of furniture which must be removed from student rooms.

- Students will be charged a damage fee if room furniture is disassembled.
- Students may want to add some personal touches such as plants, posters, and rugs to make their room a little more 'homey.' Residents are asked not to use materials which may damage or remove painted surfaces within the room. Nails are not permitted.
- Furniture Removal/Storage
  - Every piece of furniture in your room at the time you move in must stay in your room for the duration of your residency. You must not remove, store, or trade CU furnishings. Furniture may not be taken from lounges or public areas and kept in student rooms.
  - The university does not provide storage facilities for personal belongings left in the residence halls. All personal belongings not removed from student rooms at check-out will be disposed of by the university.
  - If summer storage would be available to students, Residence Life will advertise the cost and location.
- Damages
  - Common Area:
    - When hallways, bathrooms, elevators, and other residence hall public areas receive undue abuse, we expect the assistance of residents in identifying the responsible individual(s).
    - When the individual cannot be identified, all residents in that area will be required to pay a share of repairing such damages.
  - Room:
    - You are responsible for any damage that occurs in your room during your occupancy. If damages are accidental, you must still pay repair costs.



### **Health and Safety checks**

Once a month, the CA will post notice the week the health and safety checks will be completed. The CA will be accompanied by another staff member when entering rooms and being sure that the resident is following procedures for not having illegal items, not covering the sprinkler or smoke detector and HVAC unit. The CA will not go through items, but will look around for any items of concern and will report them to the Coordinator.

### **Right of Entry**

The university unconditionally reserves the right to enter and/or inspect rooms.

### **Reserving Residence Hall Facilities**

Lounges, meeting rooms, and other areas of the halls may be requested for use by recognized student organizations or groups of students. Such use, however, must be approved by the professional staff member. Kitchen space is available in each hall. See hall staff for details.

### **Laundry Facilities**

Washers and dryers operate by coin or Eagle Dollars and are located in every residence facility. If students lose money in a machine, they should report the problem to their hall office/CA during evening staff duty hours. The university is not responsible for clothing damaged by, or removed from, washers and dryers.

### **Study Lounges/TV Lounges/Recreation Areas**

Every residence hall has areas designated for quiet study. Students are expected to conduct themselves in an appropriate manner in and around the study lounges.

### **Elevator Use**

Elevator occupancy cannot exceed the maximum allowed at any time. Elevators are located in Campus View and Valley View Suites and the Suites on Main.

### **Bicycle Storage/Facilities**

Students are permitted and encouraged to bring non-motorized bicycles to the university. The university is not responsible for theft or damage to any bicycle. Bicycles may not block exits such as windows or doorways and may not be hung from walls, ceilings, or furniture.

Bike racks are located at various points around the campus, including locations near or in the residence halls. Bicycles should be locked when not in use. Students should check with the hall staff if there are questions concerning bicycles.

### **Vending Machines**

Coin-operated and Eagle Dollar-access vending machines are available in each residence hall and across campus. All vending machines are contracted by the university with local firms. If a machine is not functioning properly, or if students lose money in a machine, they should report it to their hall office during evening staff duty hours.

## **Student Responsibilities (for all students in Suites and Reinhard Villages)**

Residents are expected to comply with the **Student Code of Conduct & Community Standards Document** found at [www.clarion.edu/studentrights](http://www.clarion.edu/studentrights). In addition, residents are expected to respect one another, the residence life staff, and the housekeeping/maintenance personnel.

Conduct which interferes with, interrupts, or inconveniences the normal and usual activities of others violates the Student Conduct Code. Residents should be aware of the possible effects of their behavior on others. Residents are also responsible for the behavior of their guests.

Students are accountable for conduct violations which occur in their rooms. They may be held accountable for conduct violations due to their presence in a situation where a violation occurs. They also may be held accountable for conduct violations if such accountability is reasonably concluded from the circumstances of the incident.

### **Consideration of Others**

Living in close quarters with other students requires sensitivity as to how one's own behavior affects other people. Every resident has the right to a living environment which allows him or her to sleep and study within their room or apartment. With this right, all residents accept responsibility for monitoring their own behavior, so it does not violate the rights of others.

- Students will be required to complete Roommate/Apartment Agreements at the start of the year and if there is a change in roommate(s).

### **Tips for Living with Roommates**

- Treat your roommates as equals.
- Respect your roommates' right to privacy.
- Keep borrowing to an absolute minimum.
- Avoid trying to correct your roommates or "reform."
- Work out mutually agreeable division of chores.
- Make a sincere effort to be friendly.
- Accept routine inconvenience without complaint.
- Keep your promises and commitments without exceptions.
- Respect efforts of others to study.

- Prepare and live with a realistic budget.
- If you have a disagreement with a roommate, discuss it as soon as possible.
- Have a discussion and agree to boundaries about various relevant items.

### **Occupancy in rooms**

For safety reasons, no resident's housing shall have more than eight occupants at any given time. Any questions should be directed to the professional staff member regarding occupancy of their particular situation.

### **Noise Policy**

Residents are expected to refrain from interfering with other residents' ability to sleep, read, and study. An atmosphere that supports studying and sleep takes precedence at all times in university housing. Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff are expected to do so.

- Unreasonable noise consists of slamming of doors, running or shouting in the halls/breezeways, carrying on conversations from windows, musical instruments, and excessive noise in rooms, halls, lounges, stairwells, bathrooms, apartments, breezeways, or parking lots. Sound speakers, unless for official residence life sponsored activities, are not to be played or placed out of windows.
- Violations of any of these forms of noise may result in judicial action, fines, removal of audio equipment from the residence, housing reassignment, and/or loss of university housing privileges for the student.
- **Quiet hours** are specific times designated by Residence Life Services when noise from stereos, televisions, conversations, and other activities must not be clearly heard in residence hallways, nearby rooms, breezeways, stairwells, or through open windows.
  - **Quiet hours** are in effect for all university housing, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sunday through Thursdays and from Midnight until 10 a.m. on Fridays and Saturdays. "Courtesy Hours" are in effect at all other times (24 hours). Other excellent study places are university housing lounges, the library, Gemmell Student Complex, and some classrooms in certain academic buildings.
- **Courtesy hours** are always in effect, and residents should respect the rights and requests of their fellow students with regard to noise levels in university housing.

Therefore, music or noise should not extend beyond three doors down the hallway during courtesy hours in the residence halls and to another level of the building in Reinhard Villages. Courtesy hours also apply to the immediate perimeter of each building (including courtyard areas and parking lots).

- In order to maintain an appropriate environment within university housing, shouting to or from windows, playing loud music which carries strongly into hallways or outside of windows is prohibited. Students wishing to plan an activity which may include high levels of noise (such as a hall barbecue or dance) must obtain permission from the residence life staff of all nearby housing at least one week prior to the event.
- All residence hall doors and apartment doors should be shut after midnight to help the community adhere to an atmosphere of quiet. Doors open after midnight will be shut by residence life staff and/or security aides.
- **24-hour quiet hours** will be in effect near the end of each semester in order to facilitate studying for final exams. Additional information regarding 24-hour quiet hours will be posted in individual halls late in the semester.
- As with any of our policies, students are responsible for their guests' behavior and compliance with the noise policy. Students are also expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their community.

### **Candles, Incense, Fireworks, Firearms, Flammables, and Explosives**

Due to fire safety and personal safety, both the possession and the use of any items that might be classified under these headings are strictly forbidden in university housing.

### **Alcohol Policy**

The possession, consumption, or serving of alcoholic beverages on the grounds of Clarion University is prohibited. Being present where alcohol is present or being served may be considered a violation of the university's alcohol policy. Any use or possession of alcohol on campus, which violates university policy, will result in disciplinary and/or legal action.

Because Clarion University is a state institution, we are required to follow all state and local laws regarding alcohol possession and consumption. Police may be called if alcohol is found in your residence hall room.

Note: The Center for Residence Life Services has adopted a “no empties” policy. The presence of empty alcohol containers will result in documentation for violating the university alcohol policy. This includes decorations.

### **Drugs**

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in the university housing and on the CU campus.

The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.

### **Smoking In and Around University Housing**

All university housing buildings are smoke , Tabaco, and vape (electronic cigarette) free. Students, staff, visitors, or guests may not smoke within a 25-foot perimeter of any residence life building.

### **Fire Safety**

Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution, university disciplinary action, fines, and/or eviction. All students must evacuate the building when the alarm sounds. Failure to do so will subject the student to disciplinary action.

### **Fire Suppression Systems (Sprinklers)**

All university housing buildings have sprinkler systems. These systems are designed to operate when an area reaches extremely high temperatures. Tampering with any part of the suppression system is considered destruction of or misuse/abuse of university property and is a violation of Pennsylvania state law and additionally will be considered a violation of the code of conduct.

### **Misuse of Fire Alarm and Fire Fighting Equipment**

Placement of fire hoses, extinguishers, alarms, sprinkler heads, and other firefighting apparatus is required by law. The presence and conditions of these items are periodically inspected by the Department of Labor and Industry. Any missing or non-working equipment results in a citation against the university. The university is required to conduct periodic fire drills in its residential housing.

It is expected students know the rationale for firefighting equipment (such as smoke detectors and pull stations) in university housing and understand their intended functions. Any student who violates campus safety regulations by setting fires, tampering with fire safety or suppression equipment, reporting false fire alarms, or otherwise threatening the safety of member(s) of the campus community, will be liable under both the university judicial system and Pennsylvania state law. The Department of Public Safety prosecutes for these violations.

According to Pennsylvania law, false alarms to agencies of public safety are misdemeanors of the first degree, punishable by imprisonment up to five years and/or a fine of up to \$10,000. The Center for Residence Life Services and EdR Management consider such actions a violation of the housing contract. University sanctions may include suspension, expulsion, and/or fines.

### **Fire Evacuation Procedures**

As mandated by state law, Clarion University is required to conduct regularly scheduled fire drills in all on-campus housing. Because students will not know of the fire drills in advance, they will be expected to respond each time as though there were a real fire. Failure to leave the building during a fire drill may result in disciplinary action. During evacuation, students may not use the elevators. Instructions for evacuation will be discussed at your first community meeting with your CA.

When the alarm sounds, students should check see that their windows are closed and their drapes are open. They should also dress appropriately and should carry a towel. Residents must close and lock their doors upon leaving. Students should leave the residence hall through the nearest fire exit and exit at least 100 feet from the building. A signal will be provided to alert students when they may re-enter the building.

During an alarm, particularly one which takes place during inclement weather, residents may go to an alternate facility until informed they may re-enter their residence hall. Designated residence life staff will accompany residents to alternate facilities.

Alternate facilities:

- Suites on Main South to Suites on Main North
- Suites on Main North to Suites on Main South
- Valley View to Campus View
- Campus View to Valley View
- Reinhard Villages to the Reinhard Community Center or adjacent village

## **Tornado Warning**

Students should know the difference between a tornado watch and a tornado warning. A tornado watch simply means that conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has been sighted or indicated on radar.

In the situation that a tornado warning is in effect, students should open their room window approximately ½ inch. This relieves internal pressure and will lessen the possibility of injury should a tornado strike. Students are then advised to go to the bathroom or to the basement if their hall has one with a portable, battery operated radio. Once the tornado warning has been lifted, the immediate danger is over and students can resume normal activity.

## **Winter Storm**

Students should be prepared for winter storms beginning in October. Several items a student should have available are a battery operated radio with spare batteries, fully charged cellular phone, flashlights with spare batteries, snow and ice removal equipment, and a fully stocked first aid kit.

## **Personal Property/Liability/Damage**

The university assumes no responsibility for theft or damage to students' personal property. Students are strongly encouraged to secure renter's insurance for their belongings. An example of personal property insurance would be through [NSSI/Worth Ave. Group](#).

## **Prohibited Activities/Appliances**

The following are prohibited in and around university housing units; on campus, Reinhard Villages or at any university-sanctioned event (without special permission). Note: the following is not an all-inclusive list:

- Possession/consumption of alcoholic beverages (except where permitted at Reinhard Villages)
- Possession/consumption of illegal drugs and narcotics and paraphernalia associated with such items
- Candles, incense, or other articles employing an open flame (lit or unlit)
- Possession of animals, reptiles, and birds (unless special dispensation has been authorized through Disability Services)
- Halogen lamps



- Sports in the hall
- Throwing objects from or at windows
- Gambling
- Possession of firearms, BB, and paint and pellet guns, firecrackers, explosives, or chemicals/hazardous materials of any type (See: Appendix II: Procedure No. 70.300; Weapons, fire arms, and dangerous devices policy)
- Unapproved radio and television masts and aerials; including the illegal wiring or tampering with cable television services
- Radio transmitters of any type
- Waterbeds
- Metal-tipped darts
- Propping doors/tampering with building safety
- Air conditioners/portable AC (unless approved by the Director of Auxiliary Operations)
- George Foreman-type grill
- Non-grounded electrical connectors
- Electric heaters (space heaters)
- Candle warmers, tart burners
- Empty alcohol containers (decorations)
- Items with open heating coils (hot pots without automatic shut off)
- Electric skillets
- Toasters/toaster ovens
- Deep fat fryers
- Extension cords
- Hookahs
- Live decorations such as trees/wreaths
- Heated Blankets
- Portable washers and dryers
- Wireless routers
- Hoverboards

### **Electrical Appliances**

All appliances must be UL-approved and surge protectors must be used.

The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed in “Cooking and Food Storage” below is not permitted. Residents should exert reasonable caution to make certain approved appliances are used on a non-flammable surface, and never on upholstery, bedding, or wood surfaces. Appliances should be attended while in use, and unplugged when not in use.

Residents may use extension cords on a temporary basis, provided the cord is not placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpets or bedding. Extension outlet bars equipped with circuit breakers are the recommended extension devices. Overloaded electrical outlets and any appliances with frayed cords are prohibited.

### **Cooking and Food Storage**

Student rooms and living areas in on-campus housing do not have adequate disposal facilities, ventilation, and safety design for food preparation, and such activities are violations of health and safety regulations. Cooking of food is prohibited in student rooms and should be done in areas designated for cooking. Students may use coffeemakers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms.

The following are permitted in student rooms

- Hot air popcorn poppers
- Hot pots/coffee makers with automatic shutoff
- Refrigerators (no larger than 4.0 cubic feet) – one per room
- Microwaves (700 watts or less)

Care should be taken in the storage of food so it does not create a health hazard. Residents who store food in their rooms must make certain food is kept in tightly closed containers. Items should not be stored outside windows.

### **University Visitation Policy and Guest Guidelines**

Visitation is the privilege of a resident to entertain a guest, including a member of the opposite sex, in his or her room within the limits of these guidelines. Visitation privileges are permitted subject to the following conditions:

The hall council, in conjunction with the staff of the hall, may institute a hall-wide election in the event there is sufficient student interest in limiting the maximum visitation hours for the building

Residents of individual wings or floors have the option of restricting visitation hours for their wing or floor. An 80% majority, secret-ballot vote of the residents of the unit is required for this determination.

The Center for Residence Life Services retain authority to review and evaluate a hall/village visitation program at any time and must be notified of proposed changes.

All residence halls have extended visitation of 24 hours per day/seven days a week. This allows students to entertain non-residents and visitors of the opposite sex at any time of the day as long as the conditions listed below are followed:

Students are permitted to entertain visitors only if there is agreement from their roommate(s).

All visitors must be escorted to and from a student's room at all times. Any unescorted visitor found in the hall shall be presumed to be there improperly and be requested to leave. If the individual is a student of the university, he or she shall be subject to Student Conduct action. If a non-student, the individual's failure to comply with such a request places the individual in violation of the trespass law and subject to arrest.

- Note: A visitor is someone who does not live in a particular hall/apartment.
- Visitors and non-residents are not permitted to be left in the building/room unattended.

Residence hall facilities and apartments are not intended for the provision of living accommodations for transients, non-students, or students who have not contracted for housing. Any non-resident found to be in the housing is considered to be in violation of trespass laws.

No student's bed should be utilized by a guest without the student's knowledge and consent. Meals may only be purchased on an individual basis at dining facilities. Residents are held responsible for the actions of their guests and visitors while in the residence hall, on the campus, at Reinhard Villages, and at any university-sanctioned event.

### **Sales/Solicitation**

Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Solicitation by residents or outsiders is strictly forbidden.

Exception: Students participating in a university-approved fundraiser are permitted to advertise for that cause.

## General Information

### Residence Hall Technology Services

Clarion provides a comprehensive set of technology based services. These services primarily involve cable and computer offerings. Available services for students include:

- High-speed internet access to the university's network and the internet.
- Cable television offers more than 100 channels (including HBO and HD channels)
- A student help desk located on campus to assist students with computer and television questions

Tampering with residence hall technology equipment is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes defacing or destruction of the modular wall unit that contains the room's telecommunications connection outlet.

Note: Students are subject to the university computer use policy. For questions, contact ResNet at ext. 2452. This includes, but is not limited to, illegal downloading or file sharing of copy-righted materials.

### Cable/Internet/Routers

Students in all residence halls have cable television and high-speed internet in their rooms. ResNet assists with all internet and connection questions. Their office is located in Suites on Main South.

### Parking

Parking regulations are available from the Department of Public Safety. Automobiles parked in campus lots must be registered with Public Safety. Visitors may obtain temporary parking permits by registering their cars at the Public Safety Office located on Wood Street. Illegally parked student automobiles may be ticketed, booted/immobilized, or towed.

## **Interhall Council/Hall Councils/NRHH**

Interhall Council is the governing body of the residence halls and Reinhard Villages. The student group, comprised of representatives from each of the Hall Councils and members of university housing, is a recognized university organization. Residence Life Services staff serve as advisors to the group. Interhall Council provides funds to the individual staffs and establishes policies relative to residence hall life. It also plans and implements campus-wide activities and fundraisers.

Hall Councils within each residence hall implement Interhall policies and make policies specific to the hall. Hall Council is responsible for planning and developing many interesting hall activities such as dances, recreational events, ice cream socials, and the purchase of equipment for the hall. It is an opportunity to get involved and have some fun!

Both Hall Councils and Interhall Council are integral parts of student government at Clarion.

The Golden Eagle Chapter of the National Residence Hall Honorary (NRHH) is an organization whose main purpose is to recognize student leaders that reside in Clarion University's residence halls, suites, and Reinhard Villages. The organization also recognizes faculty and community members that have made a contribution to residence halls at Clarion.

## **Mail**

Each resident is assigned a mailbox. Mailboxes are located in the Gemmel mail desk Campus View, Valley View, and at the Reinhard Villages Community Center. Mail is delivered daily by the United States Post Office with the exception of Saturdays, Sundays, and Federal Holidays. Office staff will attempt to deliver mail to the boxes before 6pm each day, but we cannot guarantee this. Notification of packages and special deliveries will be made known to the resident by the Notifii System and either a text message or email will be sent. When picking up packages, bring ID as packages will not be given to residents without proper ID. Mail and packages addressed to a non-resident will be returned to sender. It is the resident's responsibility to complete a mail forwarding card when moving to ensure proper delivery of mail. Management will assume no liability for misdelivered mail, delays in delivery, and/or failure of delivery.

- To ensure prompt delivery, the following address form is recommended:
  - On Campus:
    - Student Name
    - Name of Hall and Room Number

- MailBox \_\_\_\_\_ #
- Clarion University of Pennsylvania
- 840 Wood Street
- Clarion, PA 16214-1232
- Reinhard Villages
  - Student Name
  - Apartment Number and Road Name
  - Clarion, PA 16214

Only on campus students' first class mail will be forwarded to them in the summer. However, if their summer address is different from their home address, students must submit a "change of address" form to the Registrar's Office, Becht Hall. Reinhard Villages' students, please review mail under Reinhard Villages Facilities.

Note: Students are expected and required to check their mailboxes, as well as their university email accounts.

### **Eagle Cards**

Each student is provided with a college identification card known as an Eagle Card. Students should carry their card with them at all times and must present the ID upon request to university officials. Failure to do so may result in disciplinary action. Replacement cards are available in the Center for Residence Life Services, 218 Becht.

The Eagle Card is used to gain entrance to residence halls, the student recreation center, and campus activities. It is also used for meals and as a library card.

An added feature of the Eagle card is the Eagle Dollars Program. Students can make a variety of purchases on campus, and in the local community, by using their Eagle Card as a debit card.

For a minimum original deposit of \$25, students can open an account from which they can use their Eagle Dollars at:

- The university book store
- Vending machines
- Washers and dryers
- All food service locations

- Printing
- PAGES
- Various establishments around Clarion (Sheetz, CVS, McDonalds, Subway, and University Korner)
  - Additional deposits can be made (\$25 minimum) at 218 Becht by cash, check, or credit card, or by going online at <https://clarionu.managemyid.com>
  - Additionally, cash deposits from \$1 to \$20 can be added at the value port on the first floor of the Gemmell Rotunda.
  - Because Eagle Cards serve a variety of purposes, it is essential they are kept in a safe, secure place. Loss of an Eagle Card should be reported immediately to the Center for Residence Life Services at (814) 393-2352.

### **Illness**

Students who become ill at any time or suffer an injury should notify their CA or other staff members. The Center for Wellness hours of operation are posted at the health center. Emergency after-hour care is available at the Clarion Hospital. Contact your residence life staff for assistance. Sick trays are available for students who are ill. Students should contact the dining hall for more information at 814-393-2407.

### **Needle/Syringe Disposal**

Students who require use of hypodermic syringes must dispose of them in a container designed for that purpose. Containers may be obtained by contacting the Center for Wellness at ext. 2121 or Public Safety at ext. 2111. Note: Needles are not to be disposed in university housing garbage.

### **Dining Hall Options**

All students residing in any of the four on-campus residence halls are required to have one of four meal plans:

- The Ultimate—19 meals per week with \$250 flex
- The Fab 14—14 meals per week with \$250 flex
- Unlimited Supreme with \$250 flex
- Unlimited Value with \$250 flex

Reinhard Villages students have the option of the four on-campus options as well as:

- The Tantalizing 10—10 meals per week with \$250 flex
- The Favorite 5—5 meals per week with \$250 flex
- Famous Flex—\$250 flex plan

Students must present their Eagle Card to the checker at each meal for admission to the dining or snack areas depending upon their meal plan. Fees are subject to change without notice. Students are not permitted to lend their Eagle Card to other students or visitors.

Meal plans carry over from fall to spring semesters unless the ID Office is notified of changes in writing. There is no refund for unused flex dollars. Unused flex dollars will carry over from fall to spring semester; however, flex dollars do not carry over to the next academic year. Note: Meal plans cannot be downgraded after the drop/add period each semester

Students have the opportunity to change meal plan options between the fall and spring semester. Information is sent before the close of the fall semester. Additional information concerning meal plans is available in the Center for Residence Life Services, 218 Becht, or online at <http://www.clarion.edu/1120/>.

Unlimited portions of most food items are available at Eagle Commons, and you may return to the serving line for seconds. Following the meal, trays and eating utensils should be returned to the dish room, and no china, glassware, tableware, or food should be removed from the dining hall. Students found in violation of the policy are subject to university disciplinary sanctions.

### **Dining Hours of Operation**

Please go to <http://www.clarion.edu/student-life/dining-at-clarion/index.html> for details on dining facilities hours of operations.

### **Calendar for Occupancy and Dining Hall Service**

Occupancy and dining hall service will be in accordance with the university academic calendar. It can be accessed at [www.clarion.edu/4930](http://www.clarion.edu/4930).

### **Fees and Payments for dining**

Food and housing are billed to student accounts. Students can contact the Student Accounts Office for a payment schedule. Fees are subject to change without prior notice.



## Reinhard Villages Facilities

Reinhard Villages' privileges are restricted to students residing in the apartments. Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living quarters. All residents are collectively responsible for the general conditions of their apartments and will each be charged for excessive common area damages which cannot be attributed to one individual or a group of individuals.

### Check in

We anticipate students will find their rooms in satisfactory condition when they check in. However, if there is a problem, it should be reported immediately to Reinhard Villages' staff and also documented on the Move-In Envelope which students will be asked to complete within 24 hours of move in. It is important that students complete the Move-In Envelope carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in.

### Check-out

Prior to check out at the end of the year, a letter/email will be distributed to notify students of the steps involved in checking out, including having your room inspected and keys turned in. It is required that each resident schedule a check out appointment with the Reinhard Villages Office. Failure to schedule a check out appointment with the RV Office could result in an improper check out, with fees beginning at \$50.

At the end of the semester, students who are checking out of their rooms and would prefer not to wait for a Reinhard Villages staff member to complete their Check Out, may select the Expedited Check Out option. Students must read the form, sign, and return it to the Reinhard Villages staff. This option is completed by scheduling a day for an Expedited Check Out, removing all belongings from the apartment, completing paperwork at the Reinhard Villages Office, and returning all keys.

When selecting this option, students **waive the right to appeal/dispute** any charges which may be placed on their account due to damages to the room. Reinhard Villages' staff will go through the apartment after the student's departure, with the Move-In Envelope, and document any changes which are beyond 'normal' wear and tear.

## **Reinhard Villages Opening and Closing**

Residence Life will announce when Reinhard Villages will open and close for semesters. Procedures for moving out of Reinhard Villages for closing will be emailed to each student.

- Residents of Reinhard Villages are permitted to remain on property through the duration of university breaks. Residents have continuous access with keys to their apartment and community center.
- All University policies are in effect during break periods – including but not limited to the guest policies.

## **Community Center**

The Miller Community Center hosts most events and activities provided by Reinhard. All rules governing common area amenities will be enforced by management and are subject to periodic review and revision. The facilities available at the property are for the exclusive use of Reinhard residents. The maintenance and care of these facilities are every resident's responsibility; therefore, abuses may result in facilities closing. Please report all repair needs or problems to the Reinhard Villages Office.

## **Recreation Areas**

Recreation Areas are located across Reinhard Villages' property. These areas include the sand volleyball court, pool area, basketball courts, and horseshoe pit. All rules will be enforced by Reinhard Villages' management and are subject to periodic review and revision. These facilities are for the exclusive use of Reinhard Villages' residents and their guests. A resident must accompany all guests (3 guests per resident). The resident must carry their 'Reinhard Pool and Recreation Pass' when using Reinhard facilities. A resident of Reinhard Villages must sign in all guests prior to them using the pool. Guests must sign in every day and must be accompanied by a resident at all times.

Reinhard Villages lounges, classroom, and conference room, are available to residents and student organizations at their request. Residents must contact the RV Office to complete a Room Reservation Request at least two weeks prior to the event. RV management will review the request and contact the resident with any questions and/or approval/denial of the event.

### **Vending Machines**

A beverage machine is located in the Miller Community Center near the restrooms. Please report any losses to the RV Office, so the appropriate vending company may provide refunds. Please promptly report any malfunctioning machines to the RV Office.

### **Reinhard Villages Office**

The RV Office, which is located in the Miller Community Center, is open from 8:00 a.m. to 8:00 p.m. M-F for the assistance of maintenance problems, package pick up, and assistance with special problems. Residents may be asked to schedule an appointment for certain concerns or issues. Office hours are subject to change. Residents may obtain sports equipment for recreational use at the RV Office with the presentation of student ID.

### **Lounge Furniture**

For your comfort while studying or watching TV, Reinhard Villages has provided furniture in the Miller Community Center. This furniture is meant to stay in the designated areas, so that all residents can enjoy its use. Please do not take the public area furniture into your apartment. There will be a moving charge for each piece of Miller Community Center furniture removed from the facilities. All missing furniture should be reported immediately to RV personnel to assist in recovering the missing property, thus protecting your privilege for the use of these areas.

### **Fitness Center**

The fitness center is located in the community center. No food is allowed in the fitness center. Please limit drinking to water only while in the fitness center. Proper athletic attire is required. Shirts and shoes must be worn at all times. Please report maintenance problems to community personnel immediately. Do not repair equipment yourself. Use equipment in the manner which it was intended. Use of the fitness center is at your own risk. Anyone beginning an exercise program should consult a physician first.

### **Keys and Locks**

Each resident is issued an apartment access card, an individual bedroom key, and a mailbox key. In the event that you are locked out of your apartment, you may call the RV Office at (814) 393-2583 or after hours call (814) 316-1726.

Upon presentation of your ID and verification of residency, RV staff will unlock your door. There is a \$15 charge per lockout. RV will issue a new key or access card for lost or stolen keys. There is a \$25 charge

for each key replacement. Failure to turn in your keys when you check out will result in replacement charges for each item. Please see the RV Office for details.

### **Guidelines for Decorations of Apartments**

We realize the importance of personalizing your bedroom and apartment. In order to comply with local fire codes, certain policies apply towards the condition of your bedroom and apartment. We strongly encourage all residents to obtain Renters Insurance.

- All bedrooms and apartments are to remain as furnished, with beds on their frames and furniture on the floor. For safety reasons, no cinder blocks or other furniture heightening devices are permitted. Furniture may be rearranged in your apartment, provided it is returned to its original position prior to check out.
- No bunk beds, lofts, or waterbeds are permitted. No additional furniture may be brought in to the apartment.
- No construction, wall partitions, painting, or any similar structures are permitted.
- Dartboards are not permitted since they cause excessive damage to walls and doors.
- Any alterations or modifications that pose a threat to safety, health, physical room damage, comfort of others, etc. are not permitted.
  - NO ITEMS ARE PERMITTED ON THE CEILINGS. This includes, but is not limited to, bed canopies, large decorative cloths, nails, hooks, screws, stickers, bottle caps, thumbtacks, tape, and poster putty.
- No additions to the original surface are permitted on the doors, windows, blinds, or furniture.
- All decorations must be temporary, so as to not permanently deface or damage your room furnishings.
- Nothing is allowed to be posted on the exterior of the entrance door.
- Please do not put tape of any kind on the carpet. Do NOT iron on the floor or place clothes irons, flatirons, etc. on the floor.
- No decorations are permitted on or around the windows, or hanging in any way that they are visible from the outside of the building.
- Curtains may be hung using tension and/or spring rods on the windows provided that a white background faces the outside of the building.
- Only 3 guests per resident should be in your apartment at all times.

- Fish is the only type of pet you may keep. The tank cannot be larger than 10 gallons. DO NOT EMPTY FISH TANK DEBRIS IN YOUR GARBAGE DISPOSAL OR OUTSIDE YOUR APARTMENT.
- Comfort animals must be approved each academic year prior to bringing the animal on campus. Paperwork in the Office of Disability Services and Residence Life must be fully completed prior to bringing the animal on campus every academic year.

### **Alcohol**

Reinhard Villages residents who are 21 years old and above can have alcohol in their apartments, with the following stipulations:

- If resident shares the apartment with anyone under 21, alcohol must be contained in resident's bedroom and locked up.
- If all residents are 21 years of age and above in the apartment, alcohol is permitted in the common areas of the apartment.

### **Drugs**

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in university housing and on the CU campus.

- The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.

### **Apartment Amenities**

RV Apartments consist of a living area, kitchen, washer and dryer, furniture, individual bedrooms, and bathrooms.

Please be aware that if your toilet begins to overflow for any reason, you can stop the water flow by turning off the valve located at the bottom left of the toilet. Toilets are not designed for the disposal of feminine hygiene products or similar products. Residents will be responsible for any toilet damages/overflows that are the result of improperly disposed articles.

## **Damages**

Residents are responsible for the condition of their apartment and bedroom furnishings and will be billed for all repair and/or replacement costs. Any and all repairs needed within the apartments and other areas must be performed by authorized Reinhard Villages' Maintenance. Residents will be charged for the repair of any damages for which they or their guests are responsible.

## **Inspections**

Room inspections will occur for preventative maintenance and condition assessment. Residents will be notified in advance of these inspections, but they typically will occur during the months of October, December, March, May, and throughout the summer months for yearly maintenance. Please note, RV personnel have the right to enter any apartment for any reason they deem necessary and at any time.

## **Maintenance**

All maintenance concerns in your room, your apartment, or elsewhere on the property should be reported via the online maintenance request system at [https://cm.maxient.com/reportingform.php?ClarionUniv&layout\\_id=14](https://cm.maxient.com/reportingform.php?ClarionUniv&layout_id=14) . Please provide us with all the information pertaining to your maintenance request, in order to enable us to more efficiently respond to your problem. Upon completion of the request, maintenance staff will undertake corrective measures as quickly as possible.

All Emergencies should be reported immediately to the Reinhard Community center at

- 814-393-2583: M-F 8:00am-8:00pm
- 814-316-1726: Weekends and Holidays
- 814-393-2111: University Police

## **Cable/Internet**

Students in Reinhard Villages have cable television and high-speed internet in their apartments. Internet hookups are in the bedrooms of the apartment. Residents have cable access in each bedroom and living area.

## **Mail**

Each resident is assigned an apartment mailbox and key. Mail is delivered daily by the United States Post Office with the exception of Saturdays, Sundays and Federal Holidays. Office staff will attempt to deliver mail to the boxes before 8 pm each day, but we cannot guarantee this. Notification of packages and special deliveries will be made known to the resident by a text message or an email from the RV Office. When picking up packages, bring ID as packages will not be given to residents without proper ID. Mail and packages addressed to a non-resident will be returned to sender. It is the resident's responsibility to complete a mail forwarding card when moving to ensure proper delivery of mail. Management will assume no liability for undelivered mail, delays in delivery, and/or failure of delivery.

- Students will not be told whether or not they have mail when they call the office. You need to check your mail in person.

## **Housekeeping**

Reinhard Villages provides janitorial service for the Miller Community Center, Recreation Areas, building breezeways, and grounds. Residents are responsible for the cleaning and upkeep of their apartment and the area outside their apartment.

For your convenience, there are dumpster locations at each village for your trash disposal. Please use another dumpster on property if the one nearest you is full. Do not place trash next to a dumpster. If trash is found in inappropriate locations, residents can be charged trash removal fees.

Reinhard Villages provides recycling containers next to the dumpsters. It is everyone's responsibility to keep the community clean and free of trash and cigarette butts.

Students will be fined for putting bags of garbage outside of their apartment doors. We live in a rural area and animals that will dig through accessible garbage bags frequently visit us.

## **Parking**

Parking at Reinhard Villages is limited to residents and guests with permits. Residents wishing to obtain a parking permit must present a valid Driver's License and vehicle registration for the vehicle to the RV Office. RV parking permits are free to residents, but are not the same as campus parking permits. The deadline for displaying permits is the first day of classes each semester. It is your responsibility to have the parking permits displayed on time. Any vehicle parked illegally and any non-permit vehicles parked

inside the property will be towed or booted without warning. Please see the RV Office for fines and charges. Guest permits are available at the RV Office.

Guest Parking is free at Reinhard Villages from 4 p.m. until midnight Monday through Thursday and Friday from 4 p.m. until Sunday at midnight.

All Visitors are required to obtain a parking permit at the Community Center Office Monday-Friday 8:00 a.m. to 8:00 p.m.

Students without a parking permit may purchase a day permit for \$3.00 per day. Overnight guests of students are also required to purchase a parking permit for \$3.00 per day. Please report to the Reinhard Villages Office to obtain a permit.

Keep your car locked and your valuables out of sight. RV is not responsible for any damage or loss to your motor vehicle or its contents.