

Resident Housing Handbook



Revised July 2012

PURPOSE OF THIS HANDBOOK

This handbook is an extension of your Residence Hall Contract that you signed when you accepted your assigned space. It is your responsibility to familiarize yourself with this information. You will be held accountable for this information and will be expected to adhere to all of the following:

- The Snead State Student Handbook
- Residence Hall Contract

Resident Housing has published policies to inform students of their responsibilities for their actions within their campus living environment. The rules and regulations have been created to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these policies. Violations will result in appropriate disciplinary action.

The Resident Housing policies and procedures covered in this handbook are designed to make your on-campus experience a positive one. You have a right to an atmosphere that is clean and conducive to study and sleep. You also have an obligation to make sure these conditions exist for yourself and others.

Resident Housing has the right to make any policy or procedural changes it deems reasonable, necessary, or appropriate.

RESIDENTIAL LIVING

Welcome to Snead State Community College and to Resident Housing. One of our goals is to provide you with comfortable and convenient housing. Another is to provide you with an opportunity to become an active member of a campus community that complements your academic education.

RESIDENT HOUSING'S EDUCATIONAL FOCUS

The Resident Housing Staff will plan and present a variety of programs throughout the year. Programs are specifically designed to round out your educational experience by exposing you to new ways of thinking, goal setting, planning, cultural awareness, stress management, decision-making, and community involvement.

RESIDENT ASSISTANTS (RA)

One of the most important individuals you will meet while residing in the residence hall will be your Resident Assistant (RA). RAs are selected and trained to handle a wide range of situations. One of their primary responsibilities is to help residents develop a sense of community on their floor or in their area. The key to community development is a team effort between you and your RA. Your RA will provide you with many opportunities to get involved, such as informal discussions, social activities, and presentations with guest speakers. Your RA is an information source for questions regarding campus life and housing. Additionally, your RA is the person to consult if you are having suitemate problems, or think a problem is developing. If the RA does not know the answer, they can help you find the person or office that does. RAs report to the Assistant Director and the Housing Director. Other duties of the RA are to abide by and help enforce the rules and regulations of the College and Residential Housing. Any rules or regulations that are broken by the RA or student will result in being written up in the form of an Incident Report.

RESIDENT ASSISTANT ON DUTY (RA ON DUTY)

Part of the RA responsibility is to be on call. Duty hours are 6:00 p.m. to 8:00 a.m. Sunday-Thursday and 24-hour coverage Friday and Saturday.

RESIDENCE HALL ASSISTANT DIRECTOR (AD) AND HOUSING DIRECTOR (HD)

The Assistant Director (AD) resides in the residence hall. The AD and Housing Director are responsible for the overall operation of the residence hall, monitoring the facility, the supervision of the RAs, promoting residence life activities in the residence hall and is a resource person for all students. The AD and HD work with residents and the RAs to promote and maintain an atmosphere conducive to community living. The HD reports to the Chief Financial Officer of the College.

SUITEMATES

As a resident, you should realize you do not just have a suitemate; you are a suitemate. Your suitemate can be someone with whom you share opinions, interests, and activities. However, sharing a space can sometimes result in problems or misunderstandings. You and your suitemate do not have to be best friends, but you do need to develop the ability to communicate with each other. Communication is crucial for a successful living experience. These suggestions may help:

- Have regular, unplanned, informal discussions.
- Introduce your suitemate to your friends.
- Invite your suitemate to join you in activities.
- Schedule a meeting with your suitemates and complete a suitemate agreement (see your RA for a form).
- Be willing to share some of your belongings, but let each other know what you are not willing to share.
- Think of each other as individuals and learn to respect each other's uniqueness.
- Your way is not the only way or always the right way.
- If you want respect, you must give respect.
- Most suitemates are not mind readers.
- A note or a slammed door does not adequately define what you think and feel.
- If you have a concern with a suitemate, speak to that person first in an open and non-threatening manner.
- If you are having continued trouble with a suitemate, please contact your Resident Assistant to help moderate the situation.

Ground Rules – During your discussions, spend some time talking about the ground rules regarding suite cleanliness, noise levels, entertaining guests, and sharing belongings, food, and community items (toilet paper, paper towels, etc.). Make sure the rules are fair and equitable to all. Do not make a rule that you will not be able to follow.

Privacy and Interruptions – Remember that time will always exist when you or your suitemate will need privacy to study or just be alone. When you need privacy, talk with your suitemate first before you let the frustrations build.

Conflicts – Conflicts will probably occur between you and your suitemates at least once during your college career. Conflicts should not be viewed as negative, but as a learning experience. It is natural for people to disagree; however, it is how individuals handle the conflict that makes the result positive or negative. High stress times (ex. mid-term and final exam periods) tend to elevate the frequency of conflicts.

If tensions do arise, talk with your suitemate first before it becomes a major conflict. If communication does not work and you cannot resolve the problem, talk with your Resident Assistant. The RAs are experienced and trained in dealing with these problems and can give you ideas to help you find a resolution. Remember that you owe your suitemate the courtesy of speaking with them first. Often an individual may not be aware there is a problem. Failing to deal with a problem may give the suitemate permission to continue the behavior.

The Resident Housing Staff will try to help you work through conflicts with suitemates before a room change is considered. If all parties are in disagreement and resolution cannot be achieved, or if a party is not willing to work toward resolution, all suitemates may be moved at the discretion of Resident Housing Staff.

SUITEMATE BILL OF RIGHTS

- The right to read and study, free from undue interference, in one's room. Unreasonable noise and other distractions inhibit this right.
- The right to sleep without undue disturbance from noise, guests of a suitemate, etc.
- The right to expect that a suitemate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a suitemate.
- The right to personal privacy.
- The right to host guests with the expectation those guests are to respect the rights of the suitemates and other residents.
- The right to address grievances. RA's and Housing staff members are available for assistance in settling conflicts.
- The right to be free from fear, intimidation, physical harm, and/or emotional harm.

Housing Regulations

ABANDONED PROPERTY

When a resident has withdrawn or been dismissed by the College, the resident should completely remove all of their personal belongings from their room. The student, who fails to remove property, thereby grants to the College the right to remove abandoned property at the owner's expense. Property left behind after move out is complete is considered abandoned and will be disposed of at that time (bicycles are also defined as abandoned property if left at the end of the semester).

ABUSIVE, HARASSING, AND INTRUSIVE CONDUCT

College policy forbids conduct which involves actual or threatened physical abuse or violence, hazing, indecent behavior, and harassment, including both general harassing behavior and harassment based on an individual's race, color, religion, sex, age, national origin, sexual orientation, or disability. College policy forbids related actions that invade one's personal privacy (such as repeated, unwanted telephone calls, any harassing electronic communication, and abusive letters). See section on Disciplinary Fines.

ALCOHOL AND DRUGS

Resident Housing policies on alcohol and drugs are consistent with College policies, federal and state laws. See section on Disciplinary Fines.

- A. Alcohol abuse is a violation of the College Code of Student Conduct and includes the following:
 1. Possession or consumption of an alcoholic beverage by any student.
 2. Possession or consumption of an alcoholic beverage anywhere on College property. Residence is defined as one's suite.
 3. Public intoxication.
- B. Controlled substance (drug) use is a violation of the Code of Student Conduct. It is defined as the possession, manufacture, sale, giving away or other distribution of any controlled substance (such as an opiate, narcotic, hallucinogen, etc.) as defined by federal or Alabama law except upon prescription by a practitioner (as defined by Alabama law), or their authorized agent under their supervision, incident to teaching research, chemical analysis, or professional practice.
- C. Each resident is individually and personally responsible for compliance with these provisions of the Snead State Student Code of Conduct, and compliance with the laws of the State of Alabama.
- D. Residents will be responsible for their guests' behavior and for any unlawful possession, or consumption of alcoholic beverages or controlled substances by their guests. Resident and non-resident students who violate these policies will be subject to disciplinary sanctions.
- E. Alcohol is not allowed on campus.
- F. Alcohol containers of any type are not allowed to be used as decoration or any type of display within any area of the residence hall. Alcohol containers used as display or decoration are subject to confiscation and judicial action(s) at the discretion of the College.

APPEALING CHARGES AND DECISIONS

If you would like to appeal a charge, a decision, or an application of policy, you may do so by presenting your appeal in writing to the Housing Director. You must present your appeal within thirty (30) days of the institutional action that is the subject of your appeal.

APPLIANCES AND COOKING

All appliances must have an automatic shut off or timer. No open coil appliances.

ASSIGNED SPACES

- A. The College will provide you a space in the residence hall for your occupancy as a resident. You are not given, however, a right to any specific residence unit or accommodation by this agreement.
- B. Your occupancy shall be for the period and upon the terms stated in the contract and in these rules and regulations.

- C. The College will consider and attempt to grant a request for a particular residence unit, roommates, or other special arrangements indicated in your housing application but cannot guarantee requests. The College at its sole discretion shall determine your assignment, to authorize or deny a room change, to consolidate vacancies, and has the right to move a student from one room to another.
- D. The College does not make room assignments on the basis of any individual's race, color, religion, or national origin or disability (unless the disability requires some accommodation), and it will not consider a request for assignment or a change in assignment based on any of these grounds.
- E. Residents who wish to request a room change must contact the Housing Director to request the room change. Residents are encouraged to contact their Resident Assistant prior to speaking with the Housing Director.

BANNERS AND EXTERIOR OBJECTS

- A. Banners, flags, posters, etc. are not to be hung from any window (inside or outside) or balcony without permission.
- B. The College reserves the right to remove anything from the exterior of your residence unit (including suite door), or from the interior if visible from the outside, which in its judgment is considered to create an unsightly or offensive appearance, and/or creates a hazardous condition. Hanging laundry, rugs, etc., on stairwell railings is not permitted. Items will be removed and discarded by Housing Staff at the expense of the resident of the suite.

CHARGES TO STUDENT ACCOUNTS

Any charge generated by the Housing Office for rent, damage, lost keys, etc. will be billed to your College Account. Payment should be made to the Business Office.

COMBUSTIBLES

Gasoline, kerosene, propane tanks, and any other flammable material shall not be stored in or around any residence unit. Heating units fueled by these materials are prohibited. The Assistant Director or the Housing Director has the discretion to determine if any other materials may be hazardous to the safety of the residents.

COMMUNICATING INTENTIONS

If you have a special request or problem, etc., please make your request or complaint to the Housing Office. Written and dated documentation is crucial when adjusting accounts or coordinating moves.

COMPUTERS

- A. Residents can connect their personal computers to the campus network (wireless or by Ethernet cable provided to each student).
- B. Attempted or unauthorized use of computer access (computer hacking, running an Internet based business, etc.) is a violation of your room contract, the Computer Usage Policy, and the Student Code of Conduct. Students may not use the Internet, campus network, or their suite address for any unauthorized or illegal activities. Unauthorized use will result in denied access to the Internet and campus network until a complete investigation can occur and may result in a permanent loss of this privilege. Violators will be referred to the Discipline Committee and/or appropriate agencies.

CONSOLIDATION

Resident Housing reserves the right to consolidate residents in partially filled suites to other occupied units. Consolidation, if necessary, usually begins after move in at the beginning of each semester. Consolidation can occur at any time during the semester.

CONTRACT

- A. The Resident Housing Contract is a legal and binding agreement between you and Snead State Community College. A signed agreement is required of every housing resident. If you are under 19 years of age, your parent or guardian must also sign.
- B. Residents are not allowed to subcontract or sublet their space. You may not rent or give your assigned space to anyone.

- C. Any student who wishes to live in the residence hall for the summer will need to complete an application for the summer term.

DISCIPLINARY FINES

Alcohol

- 1st offense \$25 fine & 4 hours community service with custodial/maintenance dept., also refer to Discipline Committee
- 2nd offense \$75 fine & 8 hours community service with custodial/maintenance dept., also refer to Discipline Committee
- 3rd offense Probable dismissal from the residence hall and no refund of security deposit

Controlled substance drugs

- Any offense Probable dismissal from the residence hall and no refund of security deposit

Hazing

- 1st offense warning
- 2nd offense \$25 fine & 4 hours community service with custodial/maintenance dept.
- 3rd offense \$50 fine & 8 hours community service with custodial/maintenance dept.
- 4th offense Probable dismissal from the residence hall and no refund of security deposit

Noise complaint

- 1st offense warning
- 2nd offense \$10 fine & 2 hours community service with custodial/maintenance dept.
- 3rd offense \$25 fine & 4 hours community service with custodial/maintenance dept.
- 4th offense Probable dismissal from the residence hall and no refund of security deposit

Open flame in residence hall

- 1st offense \$100 fine & 8 hours community service with custodial/maintenance dept.
- 2nd offense Probable dismissal from the residence hall and no refund of security deposit

Pets

- 1st offense \$50 fine & 4 hours community service with custodial/maintenance dept.
- 2nd offense \$100 fine & 8 hours community service with custodial/maintenance dept.
- 3rd offense Probable dismissal from the residence hall and no refund of security deposit

Physical altercations

- Any offense \$100 fine & refer to the Discipline Committee

Smoking inside rooms/building or with exterior door propped open

- 1st offense \$50 fine & 2 hours community service with custodial/maintenance dept.
- 2nd offense \$100 fine & 4 hours community service with custodial/maintenance dept.
- 3rd offense Probable dismissal from the residence hall and no refund of security deposit

Theft of College or student property

- Any offense \$100 fine & refer to the Discipline Committee

Violation of visitation hours and/or overnight stays

- 1st offense warning
- 2nd offense \$20 fine & 2 hours community service with custodial/maintenance dept.
- 3rd offense \$50 fine & 8 hours community service with custodial/maintenance dept.
- 4th offense Probable dismissal from the residence hall and no refund of security deposit

Other fines can be made based on severity of other incidents that may occur in the residence hall.

DISORDERLY CONDUCT

Behavior that is disruptive to orderly community living is prohibited. This includes, but is not limited to, throwing items in the hallways, bouncing balls on the floor, throwing objects out of the windows, fighting, pranks, or any other behavior which may cause physical injury, property damage, or is potentially dangerous or disturbing to the health and well-being of residents.

FIRE AND EMERGENCY EQUIPMENT

- A. Fire alarm pull stations are located on every floor in every wing of the residence hall. Anyone found tampering with or improperly using alarms, smoke detectors, extinguishers, sprinklers, hoses or the Automatic Emergency Defibrillators (AED's) is subject to disciplinary and/or legal action.
- B. An unannounced, organized fire drill will be held. State and Federal laws require **all** students to evacuate the building during a fire alarm. Failure to evacuate will result in disciplinary action and is subject to legal action.

FIRE EXTINGUISHERS

Each floor is equipped with a fire extinguisher. If your fire extinguisher needs to be recharged, notify Resident Housing immediately. If your fire extinguisher is discharged because of intentional mischief, a fee of \$25.00 will be assessed to have the fire extinguisher recharged.

FIREARMS, WEAPONS, AND EXPLOSIVE ITEMS

- A. Possession of any firearm including but not limited to rifles, shotguns, handguns, paintball guns and air guns is strictly prohibited anywhere on College property, including resident suites and cars. Possession of ammunition for firearms or any explosives—such as firecrackers, fireworks, dynamite cartridges, bombs, grenades, and mine explosive devices—is also prohibited. Resident Housing Staff and/or Campus Security have discretion to determine if any other items may be hazardous to the safety of the residents.
- B. Internal combustion engines, automobile batteries, acids, gasoline, any propane tanks, or barbecue grills are not permitted in the residence hall.
- C. Other prohibited weapons include: knives (except kitchen tools and pocket knives), slingshots, leaded cans, switchblades, blackjacks, brass knuckles, or any other weapon.

FURNITURE

All furniture provided by the College **must** remain in the suite; therefore, no student should remove furniture from the room, common area or building. Within the suites, furniture designated for common areas should not be moved into individual bedrooms. Furniture not returned to the proper location will be moved at the resident's expense.

GUESTS AND VISITATION

- A. Residents must be able to show their current student ID upon entering the building 24 hours a day, seven days a week.
- B. Guest Check-In/Visitation – For your security, all guests of the residence hall must register in the lobby. The host resident must escort guests at all times. Visitation hours are 9:00 am until 1:00 am, 7 days a week.
- C. Overnight Guests – You must obtain the approval of your suitemates before entertaining overnight guests. Overnight guests must be pre-approved by an RA and the Housing Director before 5 p.m. on the day of the visit. An individual guest is permitted three overnight stays with an individual resident per one month period. The Housing Director has full discretion as to the approval of any visitation request. No overnight visitors of the opposite sex are allowed.

GUEST BEHAVIOR

You should note that your contract makes you expressly responsible for any misconduct and/or destruction of property (inside or outside your suite) by your guest(s). This means that misconduct of such guests may result in cancellation of your contract and you may be held financially liable for any damages caused by such misconduct.

HALLWAY SPORTS

The long corridors in the residence hall are not designed as sports fields. Do not throw sports equipment or bounce balls in suites or hallways. If you are caught participating in hallway sports, you may be charged the necessary fine to fix damage(s).

HEALTH AND SAFETY INSPECTIONS

The Resident Housing Staff conducts periodic Health and Safety Inspections in each suite. Health and Safety Inspections will be announced on a flyer at least two days prior to the date the inspections will begin. A notice will be hung on each suite door 48 hours prior to the inspection. However, if a College staff member or an RA visits your suite at any time and finds the suite to be in poor condition, an inspection may be conducted at that time. If unsafe or unhealthy conditions are found in your room or suite, you will be required to correct them within 48 hours. If you fail to clean, the College contracted professional cleaners will be called to clean the suite at your and your suitemates expense. During Health and Safety Inspections, staff members will not open closets, drawers, or luggage. If you think your room has been inappropriately inspected, contact the Housing Office. Health and Safety Inspections will also be completed during any times when the College is closed for break periods (semester and spring). **No College staff member will be permitted to enter a resident's room without being accompanied by another staff member; except for emergency.**

HOLIDAY CLOSINGS

Residents are required to leave no later than 24 hours after their last final exam. Specific closing dates are printed in your student handbook, so you can make appropriate arrangements. During the temporary closings, residents must vacate the building.

You may leave belongings in the suite, but are encouraged to take jewelry and items of high value with you. You will not have access to the suite during the holiday closings. All residents must vacate at the end of spring semester.

INTENT TO VACATE PROCESS

You have a contractual agreement with Resident Housing that **is not** automatically nullified when you withdraw, graduate or are academically suspended by the College. If you are leaving the College for any reason, you must notify the Housing Office by starting the Intent to Vacate Process. You will be instructed to meet with your Resident Assistant who will explain the process and terms of the Intent to Vacate process and then with the Housing Director (at the discretion of the Housing Director) to complete the process. If your Intent to Vacate is approved, you will be sent instructions on how to check-out of your room. By failing to notify Housing, you will be considered a current resident and held accountable for any housing charges, including the full rent charges. Please be aware of important dates of notification to avoid Improper Check-out charges. Please see the Housing Director for more information.

KEYS AND LOCKOUTS

- A. A room key and key card will be issued after you have signed your room contract. You are responsible for the key/key card until you move-out. You may not make duplicate keys. You may not use padlocks, add locks or latches, or tamper with or change existing locks.
- B. Students should not give their room key/key card to others. Such actions violate Resident Housing's guest policy and undermine building security. Falsification of information in an attempt to acquire an additional key/key card is strictly prohibited.
- C. For security reasons, residents should report all lost keys/key cards to the Housing Office.
- D. When you move-out of your assigned space **return your key/key card to the Housing Office** by the appropriate deadline. If you fail to return your assigned key/key card, you will be charged the costs to replace the lock. Residents are required to notify Resident Housing 24 hours prior to their leaving of their check-out.
- E. Lockouts – If you are locked out of your suite, contact the RA on duty. Students will be given a grace period on lockouts for the first two weeks of each semester. Lock changes may be ordered at the discretion of the Housing Director for multiple lockouts.

MOVE-IN AND MOVE-OUT INSPECTIONS

Move-In – During move-in, you will be given a room condition report form. It is your responsibility to check your suite for any damages, such as carpet stains, nail holes, damaged furniture, and the cleanliness of the suite. You should carefully inspect each item listed on the inspection form and document any problems. This form should be returned to your RA or the Housing Director within 24 hours of check-in. After 24 hours, Resident Housing will not make changes to the room condition report issued at check-in. The RA or Housing Director will check your room with the form and make any additional notations.

Move-Out – An inspection will be conducted when you move out of your assigned space. Each resident will make an appointment with the RA to complete a room inspection and a room condition report. Each resident must sign-up for a check-out time 24 hours prior to checking out. If you fail to make an appointment, or fail to make your scheduled appointment, you forfeit the right to appeal damage charges. If damage is not recorded at the time of move-in and it appears on your move-out inspection form, you will be held financially responsible for those damages. Each suitemate may be charged a fine at move-out if the suite and/or bathroom are left in poor condition (i.e. trash in the floor, floor or furniture not cleaning, bathroom not cleaned). If you are assessed a damage or cleaning charge, there is a **\$5.00 minimum** charged to your account.

RAs will make **estimated** cost assessments for damages or cleaning. Final charges are generated in the Housing Office. Suites will be inspected by the Housing Director and Assistant Director after all students have moved out. If an RA does not do a complete assessment of the suite or discrepancies are found, the RA may be charged for the damages and/or cleaning fines. Fines are based on cleaning and repair cost, as well as documentation regarding maintenance or damage to your suite. If you have questions or concerns about damage in your assigned space, contact the Housing Office. A list of common charges can be found on the next page.

HOUSING FINES

MAINTENANCE			FURNISHING		
Description of Charge	Cost		Description of Charge	Cost	
Cutting lawn / restoration of lawn	\$ 40.00		Illegal transfer of furniture	\$ 50.00	
Fire extinguisher refill	\$ 25.00		Reinstallation of cabinet door	\$ 50.00	
Painting of entire room/apt/house	\$300.00		Repair/cleaning of chair upholstery	\$ 35.00	& up
Painting of wall	\$ 75.00		Replacement of bed frame	\$350.00	
Refinishing door	\$ 50.00	& up	Replacement of cabinet door	\$ 50.00	
Reinstallation of closet door w/o damages	\$ 20.00		Replacement of chair	\$ 35.00	& up
Removal of message board	\$ 35.00		Replacement of closet	\$350.00	
Repair damaged sheetrock	\$ 25.00	& up	Replacement of desk	\$325.00	
Repair large hole (over 18")	\$100.00	& up	Replacement of mattress	\$100.00	
Repair medium hole (6"-18")	\$ 50.00	& up	Replacement of sofa/love seat	\$500.00	
Repair of damaged public area furniture	\$ 50.00		Unauthorized furniture/supplies	\$ 25.00	
Repair pin or nail holes	\$ 25.00	& up			
Repair sheetrock rips, chips, burns, etc.	\$ 10.00	& up per 1" area	CLEANING		
Repair small hole (6" or less)	\$ 35.00	& up	Description of Charge	Cost	
Replace/repair thermostat	\$100.00		Cleaning of bathroom	\$ 75.00	
Replacement of blinds	\$ 50.00		Cleaning of furniture	\$ 25.00	
Replacement of broken/lost door key/key card	\$ 20.00		Cleaning of refrigerator	\$ 50.00	
Replacement of cable outlet cover	\$ 5.00		Cleaning of room	\$200.00	
Replacement of ceiling tile (each)	\$ 20.00		Cleaning of sink	\$ 15.00	
Replacement of cinder block	\$ 5.00	per block	Cleaning of stove/oven	\$ 50.00	
Replacement of closet rod	\$ 20.00		Cleaning of tile flooring	\$ 75.00	
Replacement of desk drawer	\$ 50.00		Odor removal	\$ 35.00	
Replacement of door lock	\$ 50.00	& up	Removal of abandon property	\$ 50.00	per bag
Replacement of door number	\$ 50.00		Removal of adhesive residue	\$ 5.00	per spot
Replacement of electric outlet cover	\$ 5.00		Removal of markings	\$ 25.00	
Replacement of exit light	\$125.00		Removal of trash (individual)	\$ 25.00	per bag
Replacement of exterior door	\$250.00	& up			
Replacement of fire alarm box	\$125.00		GENERAL		
Replacement of fire extinguisher	\$150.00		Description of Charge	Cost	
Replacement of floor tile (each)	\$ 25.00	& up	2nd failed Health & Safety	\$ 25.00	
Replacement of glass exterior/interior door	\$150.00	& up	3rd failed Health & Safety	\$ 50.00	
Replacement of glass in fire extinguisher case	\$100.00		Agreement Release Request Cancellation Fee	\$200.00	
Replacement of interior door	\$125.00		Ethernet cable	\$ 5.00	
Replacement of lock on fire extinguisher case	\$ 20.00		Failure to schedule check out time	\$ 25.00	
Replacement of mailbox key	\$ 15.00		Improper check-in	\$ 50.00	
Replacement of mirror	\$ 50.00		Improper check-out	\$100.00	
Replacement of overhead light cover	\$ 35.00		Improper room change	\$ 50.00	each time
Replacement of overhead light fixture	\$ 65.00		Lock out	\$ 10.00	
Replacement of peep hole	\$ 25.00		Miscellaneous Fine	\$ 25.00	& up
Replacement of public area door window pane	\$ 50.00	& up	Proper room change	\$ 25.00	
Replacement of public area window	\$150.00		Restitution	\$ 25.00	
Replacement of public area window pane	\$ 50.00		Roommate trespassing	\$100.00	
Replacement of room/apartment door	\$150.00	& up	Smoke detector fine	\$100.00	
Replacement of sink	\$200.00	& up			
Replacement of smoke detector	\$125.00				
Replacement of toilet	\$200.00	& up			
Replacement of towel rack/hook	\$ 20.00				
Replacement of window latch	\$ 15.00				
Replacement of window pane	\$ 50.00				
Replacement of window screen	\$ 50.00				

OPEN FLAMES

Candles, oil lamps, any open coiled item, incense, or any device producing an open flame is prohibited anywhere in the residence hall. See section on Disciplinary Fines.

OPENING RESIDENCE HALL ROOMS

Residence hall suites are to be opened only for the occupant of that suite. You will need to show your ID before the Housing staff will open your door for you. Staff will not open a door for anyone except the resident of the suite.

PARKING

Student and guest vehicles should be parked in designated parking spaces. Students are required to have a student decal properly affixed to their vehicle to park in any College parking lot. See Campus Security for more information on the Rules and Guidelines for operating a vehicle on Snead State's campus.

PETS

No animals (except guide dogs for visually impaired students) of any kind are to be housed or kept in the residence hall. All residents of the suite will be charged a fine per person per animal until the animal is removed. Residents are financially responsible for any damage due to illegal pets. See section on Disciplinary Fines.

POSTING INFORMATION

To post flyers, banners, signs, posters, etc., anywhere in or on the grounds of the residence hall, you must receive prior approval. Flyers and posters should not be posted on glass doors, stairwell posts, or on painted doors. The Assistant Director or the Housing Director gives approval for items posted in the residence hall. Resident Housing has the right to post information on your front door.

PRIVACY RIGHTS

The College (acting through an authorized employee, agent, or representative) shall have the right to enter your assigned space at reasonable times to inspect it, to make necessary repairs and alterations, to clean, and to enforce the contract with no further notice of entry required. The College maintains the right to enter your assigned space if it is believed there is imminent danger to life, health, safety, or property.

QUIET HOURS

- A. Courtesy hours and quiet hours exist to support the College academic mission. Courtesy hours are in effect 24 hours a day, 7 days a week. Courtesy hours mean that the noise level should not be distracting for students in close proximity. If a complaint is registered, the resident who is causing the disturbance must respond as if quiet hours were in effect.
- B. Quiet Hours are in effect Sunday through Thursday beginning 10 p.m. to 8:00 a.m. Friday and Saturday quiet hours are from 12 midnight until 10 am. During quiet hours, all noise should be kept to a minimum and no behavior creating an unnecessary commotion or disturbance is permitted.
- C. Bands shall not practice within the residence hall.
- D. Resident Housing reserves the right to require a student to remove a stereo, any musical instrument, or any other source of disturbing sound from the residence hall if the student does not consistently comply with courtesy and quiet hours.
- E. Final Exams - 24-Hour Quiet Hours. Beginning at 10 p.m. the last day of classes each semester, 24-hour quiet hours is in effect. The extended quiet hour period ends at the beginning of the last final exam for the College.

RENTERS INSURANCE

Renters Insurance is strongly recommended to recover potential personal property loss. More information about insurance is available in the Housing Office.

RESPECT FOR HOUSING POLICY/AUTHORITIES

It is expected that students will comply with reasonable requests from Housing Staff and RAs. Students should identify themselves when asked and should provide true and accurate information. Students should refrain from harassment and verbal abuse of staff members and RAs. Failing to do so will result in disciplinary action.

RESPECT FOR PROPERTY

Students are expected to respect College property as well as the property of other community members. College furniture should not be removed from student rooms or from public areas. Students may not remove or tamper with door closures, peepholes, locks, or other College equipment. Damage of College property due to intentional, malicious, or negligent acts will not be tolerated. The Assistant Director or the Housing Director may require items which may cause damage to College property to be removed or confiscate such items if the resident fails to comply with a removal request.

ROOM CHANGES

- A. A resident may request a room change at any time; however, certain circumstances such as space availability and other factors play an important role in whether or not the change will be approved. No room change will occur without permission from the Housing Office.
- B. The third full week of each semester will be designated for room changes. Room change requests should be made in writing prior to this period. Excessive, improper or unauthorized moves will result in a charge of \$50.00. Requests for changes in space assignments may be made at any time.
- C. The College reserves the right to make any assignment changes it deems reasonably necessary or appropriate. Longevity in a space does not give priority to a resident should a change be necessary.

SEMESTER CLEANING

Residents are expected to have their rooms ready for another student to move in at the close of any semester. Resident Housing reserves the right to inspect all suites during break periods and charge back students for any cleaning needed to make a suite acceptable (as determined by Resident Housing staff) for a new student to move-in. Residents are encouraged to complete cleaning agreements amongst all suitemates at the close of any semester.

SKATES/SKATEBOARDS

Skateboards, roller skates, bicycles, and in-line skates are not to be used inside the residence hall.

TOBACCO USE

Tobacco use is not permitted anywhere inside the residence hall. This includes hallways, stairwells, common areas, laundry rooms, and suites. Tobacco products include cigars, cigarettes, smokeless tobacco (i.e. snuff and chewing tobacco). See section on Disciplinary Fines.

SOLICITING

Soliciting door-to-door in any area within the residence hall is prohibited. Soliciting includes but is not limited to, knocking on doors, posting flyers on or under doors, any type of doorknob hangers as well as placing flyers under windshield wipers in parking areas. You are requested to notify a College staff member promptly when you see anyone soliciting.

TEMPORARY HOUSING

Residents who are graduating or have special academic circumstances past the final move-out date may be granted and moved into temporary housing on a case-by-case basis. Requests must be submitted to Resident Housing in a timely manner.

THEFT AND VANDALISM OF PROPERTY

Students who unlawfully take or damage, deface, destroy, abuse, misuse, or vandalize College property or property belonging to another are subject to not only termination of their contract but to disciplinary action (such as restitution, expulsion, etc.) and criminal prosecution. You should note that your contract expressly makes you responsible for the conduct of any of your guests. You may be liable for damages caused by any theft or vandalism committed by your guests and your contract may be canceled. See section on Disciplinary Fines.

WATERBEDS

Waterbeds or other water-filled furniture are not permitted in the residence hall.

WINDOWS

Students or guests are prohibited from climbing in/on, sitting, standing in windows or throwing objects of any type from windows or balconies. Identifiable trash belonging to a specific resident or specific suite will be charged to the resident(s) responsible.

SERVICES AND FACILITIES

CABLE TV

Resident Housing provides basic cable to all residents. Premium channels are not provided. Students may contract independently of Resident Housing with the cable company to provide premium cable. Please contact the Assistant Director or the Housing Director for more information.

COMMON AREAS

- A. All common areas (lobby, laundry, and computer room) are open 24 hours a day, seven days a week.
- B. Balcony area will be open from 8:00 am – 10:00 pm, seven days a week.
- C. Costs to repair common area damage or to replace community property may be assessed to the residents of a wing, a floor, an entire building, or complex, unless individual responsibility can be determined. If you have information regarding abuse or damage to common areas, please report it to an RA, the Assistant Director, Housing Director, or a Housing staff member. Damage to a bulletin board is also considered public area damage.

E-MAIL

College students are assigned an e-mail address by the College. This e-mail account is considered by the College as an official method to notify students. Students are responsible for checking their e-mail and are responsible for information sent to them.

EMERGENCY RESPONSE

You must cooperate with College Officials in case of severe weather, fire, civil emergency, or any other actual or threatened disaster. Such cooperation shall include evacuating the premises when a fire alarm has sounded or when requested by a College Official and complying with any applicable disaster plan. Failure to do so will result in swift and immediate disciplinary action.

HOUSING INFO SHEET (RESIDENT'S RESOURCE)

Resident Housing publishes information weekly to update you on deadlines, RA duty schedules, and campus activities.

INTERNET

Resident Housing provides internet service for all residents.

KEY CARDS

- A. Key cards are issued to all residence hall students. This card provides access to the doors of the residence hall.
- B. To enter the building you must have your key card. You must swipe the card to enter the building and show the card to gain access past the front desk worker.
- C. If you lose your key card, you must immediately report it to the Assistant Director or the Housing Director. Your old key card will be deactivated and will no longer be valid. There is a replacement fee of \$20 for a new card.

LAUNDRY SERVICE

Laundry rooms are located on the first and second floor of the residence hall. There is no charge for laundry service. The laundry rooms are open 24 hours a day, seven days a week.

PEST CONTROL

The College contracts with a local pest control company for pest control service in the residence hall. Each suite will be treated on a monthly schedule. If you are experiencing a problem with pests, contact Resident Housing to arrange for special service.

TOILETS/SINKS

The sewer system is sufficient to handle normal drainage. Items **not** flushable are paper towels, diapers, feminine products, toys, tennis balls, etc. Repair costs incurred because of improper disposal of these items will be assessed to the residents. Should your toilet overflow, immediately reach for the knob behind the toilet (near the base) and turn it clockwise until the water shuts off. Call the RA, Assistant Director, or Housing Director for assistance.

UTILITY USE

Residents do not receive utility bills. It is important to remember that your rent includes a charge for all utilities.

VANDALISM

Those who damage College property or property belonging to others will pay restitution for those damages and will be disciplined and/or prosecuted. Please report acts of vandalism to help keep rent and repair costs down, and to keep your area safe and attractive.