

DEAN COLLEGE

RESIDENCE LIFE

Housing Agreement

Updated January 2016

Housing Agreement
Terms and Conditions of Residency

I.	GENERAL CONDITIONS	3
	Resident Status.....	3
	Revocation of Housing.....	3
II.	FINANCIAL OBLIGATIONS.....	3
	Room and Board Refunds	4
III.	DAMAGE/RELOCATION/REPLACEMENT CHARGES.....	5
IV.	RESIDENCE LIFE STAFF	5
V.	ROOM ASSIGNMENTS.....	5
	Temporary Housing.....	5
	Roommate Re-assignment.....	6
	Room Changes	6
	Room Vacancies/Room Consolidations	6
	Single Rooms.....	6
VI.	CHECK-IN/CHECK-OUT PROCEDURES.....	6
	Moving In	6
	Moving Out	6
	Abandoned Belongings.....	6
VII.	VACATION PROCEDURES	7
VIII.	COLLEGE ACCESS TO STUDENT ROOMS	7
IX.	HEALTH, SAFETY AND COMMUNITY WELL-BEING.....	7
	Security	8
	Health and Safety Inspections	8
	Fire Drills.....	9
	Tobacco Free Policy	9
	Prohibited Items.....	9
	Prohibited Activities	10
	Quiet Hours/Courtesy Hours	10
	Trash Policy	11

Visitation/Guest Policy.....	11
Personal Property.....	11
Solicitation.....	12

Students are responsible for this entire document.

I. GENERAL CONDITIONS

The policies and guidelines that have been established in the residence areas are designed to promote and maintain a living environment that enhances a student's opportunities to succeed academically and socially. The Housing Agreement is binding and in effect for the entire period during which a student is in residence. This period ends no later than the last day of final exams at 6pm unless a student is authorized to participate in Graduation Days Celebrations. Residents who fail to comply with the Housing Agreement will be held accountable for their actions and may face reassignment or revocation of residency. Living on campus is a privilege and not a right.

The well-being of the resident student cannot be ensured solely by any set of regulations as it also requires the student's acceptance of the Community Core Values: mutual respect, personal responsibility and community accountability. All residents are expected to respect each other's individual needs. No person shall create, either intentionally or recklessly, a condition which endangers or threatens the safety or well-being of other persons or damages property; nor shall any person create a health hazard or nuisance in any residence area.

Resident Status

All accepted full-time students are required to reside on campus. Students are permitted to reside off-campus if they are living at home with a parent or guardian or can provide proof of independent status. Please note that based on Federal Government regulations, a person must be at least 24 years of age to qualify for independent status, or as verified by Student Financial Services. Students who believe there are circumstances that warrant an exception to the residency requirement should submit such a request in writing to the Director of Residence Life. *Requests for a waiver of the residency requirement must be made by the end of the fourth week of classes. For details regarding the Institutional Refund Policy, please refer to the Academic Catalog.*

Any resident who withdraws or whose course load is reduced to less than 12 credits (part-time status) must notify the Office of Residence Life and check out within 24 hours. The Dean of Students and the Assistant Vice President of Student Success must approve any exceptions to this policy.

Revocation of Housing

The College reserves the right to remove/dismiss students who are determined to pose a risk to the health and safety of themselves, others, or the College. Additionally, the College has the right to revoke residency for violations of rules and regulations and for the nonpayment of bills.

II. FINANCIAL OBLIGATIONS

Enrollment Fee Deposit

All returning residents must pay a \$250.00 enrollment deposit and pre-register for classes for the upcoming Fall Semester in order to participate in the Spring Housing Selection Process and reserve a space on campus. New students must pay a \$250 housing deposit as well as the enrollment fee in order to reserve space. Each deposit will be applied as a credit on the student's account.

Key/Access Card Policy and Procedures

Each resident student is responsible for the keys to his/her room and building and/or access cards to specific residence halls.

Replacement Key

Students requesting a replacement key must complete a new key replacement form, ensuring that all information is complete and accurate. Students are expected to report a lost key immediately, but no longer than 24 hours after discovering the key missing. Forms are located on Today@Dean. Authorization to issue a key replacement is the responsibility of the Office of

Residence Life. Once the form is approved, signed, and processed the student may pick up their key at the Lockshop located in Dean Hall. Lockshop Hours are Monday-Friday, 9:30am-10:30am and/or 2:30pm-3:30pm. The student must present a picture identification/ID card in order to receive replacement key. Replacement fees will be assessed to the student for keys that have been lost or stolen.

Key Replacement Fee=\$75 to be placed directly on the student bill

Access Cards

Students requesting a replacement access card must complete an ID request form, ensuring that all information is complete and accurate. Forms may be filled out at Campus Safety. ID Cards may be picked up at Campus Safety.

Replacement ID card = \$50.00 to be placed directly on the student bill

Key / Access Card Charges

Each resident is responsible for the keys to his/her room and building and/or access cards to specific residence halls. All keys and access cards issued by the College are the property of the College and may not be duplicated. Failure to return keys to Residence Life Staff at check-out or room keys that are lost or stolen will result in an automatic lock change with the cost of \$75.00 assessed to the student. Loss of access card, or mailbox key will result in a replacement cost assessed to the student.

Students who lock themselves out of their room must go to the Campus Safety Office and sign a Campus Safety Lock-Out Form. An officer will, upon verification of the student's identification and residence location, issue the duplicate key for the student's room, attach one of the key chains to the key, give a copy of the Lock-Out Form to the student, and advise the student the key must be returned within ONE HOUR or the student will be charged, in addition to the Lock-Out Fee, a replacement charge for a new lockset for the door. (Lockset replacement \$75.00).

. The charges for lockouts are as follows:

- 1st - No Charge
- 2nd - \$5
- 3rd - \$10
- 4th or more - \$15

All key(s)/access cards are the property of Dean College and are merely on loan to students. Failure to return key(s)/cards as stipulated may result in a breach of the student housing agreement. Students will be held accountable for the replacement cost of the key/access card and/or lock cylinder replacement. Duplication or altering of any Dean College key/access card, lockset, core or lock cylinder is strictly prohibited. Students found to be in violation of this policy shall be subject to disciplinary action under Dean College and/or legal action under Massachusetts General Laws chapter 266, section 49.

Room and Board Refunds

Room Charges

If a student voluntarily leaves the college the refund on room charges is as follows:

- 1st week of the semester 80% of the room cost
- 2nd week of the semester 60% of the room cost
- 3rd week of the semester 40% of the room cost
- 4th week of the semester 20% of the room cost

After the first 4 weeks of the semester the student is not longer eligible for a refund on room charges. ***In addition if the student is suspended or dismissed the student is not eligible for any refund.***

Board Charges

When a resident student withdraws from all courses after all applicable refund periods have passed, the College will refund a portion of meal plan charges based on the number of complete weeks remaining in the semester. ***Students dismissed or suspended from the College or residence halls for any reason will forfeit their right to a refund.***

III. DAMAGE/RELOCATION/REPLACEMENT CHARGES

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to them by the College. In general, damages other than normal wear and tear will be assessed to the resident(s). Students are responsible for notifying their Resident Director or Community Advisor of any issue or damage during the move in process

In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or judicial consequence shall be shared equally among those assigned to the space. Charges for moving furniture back to their proper location or for the replacement costs of furnishings will be assessed against the responsible resident(s)..

We encourage students to report information leading to the appropriate individual(s) responsible for damage and ask students to take responsibility for the damage in which they, themselves, were involved. As a community, residents are responsible for the condition of the public common areas including bathrooms. Community damage which cannot be assessed to the appropriate individual(s) will be charged to the residents of the hall/house or floor. Community damage charges may not be appealed.

Each room is assigned a set type and number of furniture pieces. All furnishings assigned to your room must remain in your room. Furniture may be moved within your assigned room only and may not be moved out of your assigned room or lent to anyone..

Lounge furniture is intended for the use of all residents of a building. Lounge furniture is not allowed in private rooms. **Students coveting lounge furniture for personal use will be fined and/or reported to the Office of Student Conduct & Community Standards.**

1st Time: Warning

2nd Time: \$15 Fee

3rd Time: \$25 Fee + Conduct Referral

IV. RESIDENCE LIFE STAFF

Each residence area on campus is supervised by a Residence Life staff member. Area Coordinators, Resident Directors and Community Advisors work with students to develop a sense of community in their residence areas to insure an atmosphere conducive to mutual respect and consideration. The staff is also instrumental in assisting students in developing positive attitudes and behaviors to deal responsibly with the establishment of a more independent lifestyle as well as the social freedoms of adult life including those addressed by the College policies on the use of alcohol and drugs and the rights of others. Throughout the academic year, in cooperation with residents, the Residence Life Staff conducts educational programs and social activities designed to meet the needs, interests, and talents of the residents.

V. ROOM ASSIGNMENTS

Room assignments are made for the entire academic year. Residency must be for one academic year unless the student is completing the requirements for graduation at the end of the Fall Semester, entering the College for the first time at the beginning of the Spring Semester or living where a housing vacancy has occurred which would permit occupancy for a shorter period of time.

Returning students select rooms in the Spring Semester during the Housing Selection Process. New students are assigned a residence during the summer, based upon information provided by the student on a Housing and Dining Request Form. Dean College requires a three-month advance notification of any requested special housing accommodation.

The Office of Residence Life reserves the right to change room assignments whenever necessary or to deny roommate requests. No resident may refuse another assigned student the use of an unoccupied space.

Temporary Housing

Resident students placed in a temporary housing assignment will be required to vacate from that assignment and move to a permanent housing assignment when requested to do so by the Office of Residence Life. Permanent housing assignments will be made as each space becomes available.

Roommate Re-assignment

Living together successfully requires a willingness to openly communicate and compromise. It is essential that roommates appreciate and respect individual differences and each other's needs and rights. While students are encouraged to resolve concerns that may develop as they learn to live together, genuine incompatibility between roommates sometimes is inevitable.

If roommates find they are having difficulty, the Office of Residence Life has a specific procedure which involves roommate mediation with a Residence Life staff member. **There is a room change freeze for the first two weeks of each semester. Based on occupancy the room freeze may be extended.** The following two weeks are available for room changes if space permits. All other room changes will be handled on a case by case basis, but room changes cannot be guaranteed. **Students may not exchange rooms without prior permission from the Office of Residence Life.**

Room Changes

Students requesting a room change must complete a room change request form, available on Today@Dean, and ensure that all information is complete and accurate. After the form is submitted, the student must meet with a member of the Residence Life Staff and receive authorization to move. The student must then move from their current residence hall to their new residence hall within 24 hours. **It is the student's responsibility to ensure all there room is left in move in condition.**

Room Vacancies/Room Consolidations

When a vacancy occurs in a room designed for multiple occupancy, the Office of Residence Life reserves the right to assign a new roommate. The Office of Residence Life reserves the right to consolidate vacancies. Consolidation of rooms requires students who reside in rooms where vacancies exist to move in with one another.

Single Rooms

While students are normally assigned a roommate, there are occasionally a small number of single rooms available. These single rooms are assigned on a space-available basis, with priority given to returning students. Exceptions may be made only for students with documented medical needs, if space allows. Students who request a single due to documented need must coordinate their request with the Director of Residence Life and Disability Services Coordinator. No single rooms are guaranteed; however, requests are taken at the end of each semester. Letters of request should be sent to the Disability Services Coordinator. There is an additional charge for single rooms.

VI. CHECK-IN/CHECK-OUT PROCEDURES

Moving In

Students must check into their residence area prior to the beginning of classes each semester. Failure to do so may result in the student losing his or her room assignment. Loss of assigned space will mean reassignment by the Office of Residence Life as space permits. **It is the resident's responsibility to report damage or concerns with their assigned room within 24 hours of move in.**

Moving Out

Students must remove all of their personal belongings (including furniture and rugs) from their assigned room once their residency status has ended. This removal must be completed within 2 business days of terminating housing (mid-semester move) or no later than three hours after the resident's last exam in the Fall & Spring semesters, and immediately after commencement for graduating residents.

It is expected that each room will be in the same condition upon check-out that it was upon check-in. A resident's space must be swept and clean and the assigned bed must be fully assembled. The Residence Life staff reviews of the condition of the room will be final and appropriate billing/action will follow. Items left behind will result in a monetary fine being assessed to the student(s).

Abandoned Belongings

The College is not responsible for any belongings left behind by a student. Following a student's departure from campus, the College will enter the room for housekeeping purposes and will remove and discard any personal belongings. Additional fees will be assessed for the disposal of belongings.

Students vacating their housing assignment due to withdrawal (mid semester or end of the semester), suspension (academic or conduct) or graduation must remove all belongings from their room no later than two business days after their departure date. The Office of Residence Life will communicate via the student's Dean email the date their belongings must be removed from their room. If belongings are not removed by the date the items will be discarded.

If the belongings cannot be removed within two business days arrangements must be made by the student with the Office of Residence Life or designee. The Office or designee reserves the right to adjust removal dates as it sees fit. If arrangements are made to remove belongings with the Office, and the student fails to do so within the agreed upon time the College retains the right to dispose of the belongings.

Under no circumstance will the College store belongings for a student.

VII. VACATION PROCEDURES

The residence areas close for all vacation periods. Only students whose permanent residence is more than 500 miles from campus may remain in a campus residence during vacation periods. Students wishing to stay in their assigned residence after their last final exam must submit a request for an Extension of Residence, in written form, to the Office of Residence Life at least one week prior to the date of their last final exam. The written request must include a detailed explanation of why the extension is needed, as well as copies of any pertinent documentation which may impact the final decision (i.e. copies of airline tickets, bus tickets, receipts, etc.). This request for extension of residence will be reviewed by the Director of Residence Life and a decision will be rendered (approving or denying the request) to the student applicant in writing. The final decision will be based on student need, disciplinary record, and recommendation of the student's Resident Director. Students approved for an extension of residence will be billed a daily rate for overnight stay in residence. Any student found in residence more than three hours after their last final exam without written authorization will be subject to a \$100 fine. This penalty will be imposed each day the student remains on campus.

During semester breaks and summer sessions, students who remain in campus housing will be charged a weekly fee to be determined prior to the start of each time period.

No provisions can be made for late departures or early arrivals. Residents are advised to plan travel arrangements accordingly.

*Residents must leave campus within three hours of their last exam.

VIII. COLLEGE ACCESS TO STUDENT ROOMS

The College recognizes and respects the basic interest of each student to maintain privacy and control of personal living space. The College also has the responsibility to provide safe and secure residential facilities for both present and future occupants. Therefore, the College retains the right to enter students' rooms for administrative reasons when any of the following conditions occur:

- The overall well-being and order of the residential community is thought to be in jeopardy.
- Danger, including, but not limited to, floods, fire and a life- or injury-threatening situation is thought to be imminent.
- Healthy and Safety inspections done by the Office of Residence Life and/or Facilities Office.
- The occupant cannot be located for an extended period of time (a search for this purpose will solely be to enter the room and look for the occupant).
- It is necessary to inspect for, correct, repair, or remove hazards to health or personal safety.
- It is necessary to inspect a vacant/unoccupied portion of a double/triple/quad in order to prepare it for occupancy.
- It is believed that a resident is using his/her assigned space in a manner contrary to the provisions of the Housing Agreement or other College policy.

When a student's room is entered for reasons described above, the College official generally will conduct a "plain view inspection." Only under extreme circumstances involving threats to health or safety as determined by the Dean of Students and/or the Director of Residence Life will a thorough room search be conducted. Items which are illegal and/or in violation of College policy will be confiscated.

IX. HEALTH, SAFETY AND COMMUNITY WELL-BEING

No person shall create, either intentionally or recklessly, a condition which endangers or threatens the safety or well-being of other persons or damages property; nor shall any person willingly create a health hazard or nuisance in any residence area.

Being a resident student requires the student's acceptance of mutual accountability and respect for fellow students.

All residents are expected to respect each other's individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own room and must adjust activities to within that range, if asked. Roommates are mutually accountable for adherence to all College policies.

Security

Residents are required to carry their room key and access card with them at all times as entrances to all residence areas are locked 24 hours a day. Residents are prohibited from giving or loaning their student IDs and/or keys to any individual, student or otherwise. The best security is a locked room; residents must always keep their doors locked.

Health and Safety Inspections

The Residence Life Staff and/or the Facilities Department will inspect each student room a minimum of once a month to insure the room is in proper condition, damage free, and in agreement with all health and safety regulations as outlined herein. If items which are prohibited are found in the room, they will be confiscated by the Residence Life Staff and the owner may face conduct action. **Health and Safety Inspections will not always be announced.** Health and Safety inspections also allow for staff to have discussions with students about general condition and cleanliness of rooms. If a room is found to be unhygienic (trash, lack of cleanliness, etc), the Residence Life staff will document and follow up with the student in order to resolve the issue.

Fire Safety

Fire safety regulations are maintained by the College for the protection of the entire community.

- All residents must evacuate their building when a fire alarm sounds.
- Failure to evacuate when a fire alarm is sounding and/or causing false alarms are serious offenses
- Misusing, covering or tampering with any fire safety device(s) including fire extinguishers are serious offenses
- See additional sections for a list of items that are prohibited in order to maintain the most fire safe environment possible
- If a smoke detector in your building or room is malfunctioning in any way you should immediately contact Campus Safety, you should not under any circumstance dismantle the smoke detector
- Smoking in the residence halls may result in a fine and/or possible revocation of housing

Because such violations can be life-threatening, individuals involved will be held accountable and will be subject to College judicial process including possible suspension or dismissal, a significant fine assessment, and/or arrest. When responsible parties cannot be determined, residents of the residence area in which the malicious alarm or tampering took place will be subject to a collective fine of \$500.

Students found responsible for misusing or tampering with smoke detectors will be assessed the cost of repair and/or replacement in addition to being subject to conduct action. If a smoke detector in a student room has been tampered with, the room resident(s), whether present at the time or not, will assume responsibility by default if no other individual is found to be responsible.

Any item deemed unsafe due to fire safety regulations will be confiscated. All confiscated items will be discarded.

Single station smoke detectors are installed in every residence area room. To ensure that the smoke detectors are appropriately used and serve their designed function, it is expected that students will not dismantle or otherwise alter them. These smoke detectors are smoke sensitive; this includes cigarette smoke. If the smoke detector in your room should sound its alarm you should immediately contact Campus Safety and/or a member of your Residence Life staff. Never attempt to dismantle the smoke detector. It is not permissible to cover these smoke detectors with any type of cloth, cardboard or other material, decorative or otherwise. Students found responsible for misusing or tampering with smoke detectors will be assessed the cost of repair and/or replacement in addition to being subject to judicial action. If a smoke detector in a student room has been tampered with, the room owner(s), whether present at the time or not, will assume responsibility by default if no other individual is found to be responsible.

Candles, incense, lanterns, potpourri and other flammable items including but not limited to hot plates, electric frying pans, indoor grills including the George Foreman grill, immersion coils, flammable liquids, and flammable decorations are not permitted in any residence facility on the Dean College campus. Candles of any kind, even if not burning, are prohibited. If any such item is found in a student room, such item will be confiscated and the violating resident may face judicial action from the

College. Confiscated items will be discarded. Smoking in the residence halls may result in a fine and/or possible revocation of housing.

Fire Drills

The College is required by law to conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. An instructional fire safety procedure session will be conducted when students arrive on campus. Students failing to evacuate a building when a fire alarm sounds will be subject to disciplinary action.

Tobacco Free Policy

All College owned property and areas, including sidewalks and streets adjacent to campus, all buildings, grounds, and vehicles on college property shall be designated as Tobacco Free areas except as noted below:

- picnic table area adjacent to Jones Hall;
- picnic table area at the corner of the Dean parking lot,
- picnic table area between Adams Hall, Horne Hall & Mitchell House;
- smoke stack at the end of the ramp at Franklin Commons;
- the designated seating area outside the Campus Center behind Woodward Hall.

PROHIBITED ON ALL COLLEGE OWNED PROPERTY:

Chewing Tobacco is expressly prohibited on all college owned property, including designated smoking areas.

Any item NOT listed below in "Allowed in Designated Smoking Areas Only" is expressly prohibited.

ALLOWED IN DESIGNATED SMOKING AREAS ONLY:

E-Cigarettes (Nicotine Inhalers)

Cigarettes

Cigars

Students and staff are not permitted to smoke or use smokeless tobacco (i.e. Skol dip) in locations other than those listed above. Students found in violation of this policy will be subject to judicial action.

Prohibited Items

The following items are prohibited in College residence halls and may be confiscated by College officials (note: any confiscated item which was used or present in the commission of a crime or student violation of the Code of Conduct will not be returned to the owner). Residence Life Staff and the Facilities Office reserves the right to ask students to remove items from their rooms if the items are found to be a safety hazard or impede on the general infrastructure of the building (i.e. a room with 3 refrigerators and 2 TVs may be asked to reduce the number of appliances if the room is consistently blowing a circuit). Students possessing such items will face judicial action:

- Candles, lanterns, incense, potpourri, halogen torchiere-style floor lamps and open flames of any kind. Candles of any kind, even if not burning, are prohibited and will be confiscated and discarded.
- Flammable decorations such as live evergreen (i.e. fir or pine trees) and streamers. Mini lights (UL approved) are permitted.
- Space Heaters
- Permanent adhesives on walls or anything that may cause damage when removed
- Indoor or outdoor grill (such as a George Forman Grill), hot plates, electric frying pans, irons and coffee makers without automatic shut-off, immersion coils and other similar cooking or heating devices.**
- All appliances (except microwaves of 600 watts or 3.6 cubic feet max. refrigerators). A limit of 1 microwave and 1 refrigerator per room will be enforced.
- Sheets or tapestries hung from ceilings, over windows or as room dividers. Curtains are only permitted if hung via a tension rod, and no screws or nails are put into the walls.
- Firearms, fireworks, knives(including Swiss Army Knives and exacto knives), numchucks, cap guns, explosives, chemicals or other dangerous weapons or substances (including pepper spray). Everyday eating utensils are allowed.
- Flammable liquids including but not limited to gasoline, turpentine, oil based paint.
- Pets or animals of any kind (excluding fish in a small bowl - less than 1 gallon).
- Water beds and other liquid-filled furniture, including tanks.
- Air conditioning equipment and outside radio or television aerials.
- Lofts of any kind.

- Alcohol, alcohol bottles or cans or alcohol containers. Alcohol paraphernalia including, but not limited to, taps and funnels and materials associated with drinking games or binge drinking.
- Illegal drugs and drug/smoking paraphernalia.
- Multiple outlets ("3 in 1" plugs). Surge protectors with reset buttons are the only permissible outlet adapters. A limit of 1 per occupant is enforced.
- Hover boards

** Franklin Commons residents may possess items such as a George Foreman Grill, Coffee Pot, Blender, Toaster Oven, etc.

Prohibited Activities

The following activities are prohibited in College residence halls:

- Removing screens from windows.
- Using cellophane, adhesive tape, paste, glue, stick-on decorations (this includes peel and stick decorations deemed easily removeable from painted surfaces), nails or tacks on walls, furniture, ceilings or woodwork.
- Entering onto or occupying roofs.
- Cooking in resident rooms. Cooking must be confined to common area kitchens (where applicable).
- Painting any College property.
- Making structural modifications to any room.
- Tampering with electrical wiring.
- Participating in any sports in the hallway/building, including but not limited to biking, skateboarding, and rollerblading.
- Sleeping in or on facilities/quarters not designed for that purpose.
- Collecting excessive garbage inside or around residence areas.
- Propping outside doors and tampering with locks.
- Failing to evacuate a building during a fire alarm.
- Smoking in any residential or College facility.
- Leaving windows or doors to living space unlocked.
- Tampering with any fire safety equipment and facilities including alarms, fire doors and smoke detectors.
- Removing furnishings provided by the College from rooms or common areas (lounges).
- Possessing unauthorized keys.
- Duplicating keys.
- Lending room and/or access cards to another person.
- Throwing any objects from windows or balconies.
- Playing musical instruments.
- Lighting fires in fireplaces.
- Using opposite sex bathrooms.
- Placing objects in window sills or on door exteriors that may be deemed offensive or inappropriate, i.e. signs that promote alcohol or illegal activity, discriminatory statements or symbols. (This includes the hanging of flags or posters out of windows.)
- Passing objects through windows.
- Collecting and or displaying alcohol containers.
- Using furniture as room dividers or otherwise blocking direct access to exits with furniture or other items. All beds must be visible from and have easy access to the door.
- Gambling.
- Tampering with TV cable lines in any way.
- Tampering with heating or cooling system controls.
- Taping or installation of any materials on window or door frames.
- Bunking beds.
- Lowering beds. Permission will only be granted for medical reasons. Permission must be obtained from the Director of Residence Life before the Office of Facilities will lower the bed. Students may not lower beds themselves.

Quiet Hours/Courtesy Hours

Any time students are in a residence area they must respect the rights and privacy of other students. Quiet hours are times when students are expected to keep sound and activity within the confines of their rooms and are established to provide students with the opportunity for uninterrupted sleep and study. Volume control on items such as radios, stereos, and televisions must be kept at a reasonable level and excessive noise is not permitted. Quiet hours will be in effect from 9:00 pm - 10:00 am every night Sunday through Thursday, and 12 midnight - 10:00 am on Friday and Saturday in most areas. On weekends, common courtesy and reasonable discretion are required at all times. During the Final Exam period, quiet hours are

in effect 24 hours per day in all residence areas. Any significant violation(s) of policy which occur during 24 hour Quiet Hour Periods may result in more severe immediate sanctioning and fines, including loss of housing during finals.

Trash Policy

The trash policy exists to provide students with a clean and safe living environment. Residents must clean their rooms regularly, remove waste material, and maintain reasonable sanitation and safety standards. Residents may not place personal trash in lounges, hallways, stairwells, closets, bathrooms or kitchens. Personal trash must be collected and emptied into outside dumpsters when necessary. Nothing may be thrown from windows or doors. Any trash belonging to a resident that is found in or around a residence area, or not disposed of in the correct receptacles, will be in violation of the policy. If no individual is found responsible for excess personal trash in a public area, cleaning fees will be assessed to the entire community.

Visitation/Guest Policy

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other students who are entitled to the use of the residence area facilities in a manner consistent with the design of the facility. Each resident is allowed a maximum of one guest at any given time.

- A guest visit can be considered a period of 24 hours or less.
- A student may have no more than four 24 hour visits during any one month.
- A resident may not have a guest stay for more than two consecutive 24 hour visits at a time.
- Commuters visiting in the residence halls after 9pm must be registered with Campus Safety, even if they are not staying overnight.

All non-residential guests (including commuter students) are required to register and obtain a guest pass from the Department of Campus Safety. Each guest must be accompanied by a student host at all times.

- To obtain a pass, the student host must present his or her College ID and the guest must provide a valid picture ID. Guest passes are required for all College events and may be obtained at the Department of Campus Safety or, in some instances, at the event itself.
- Guest passes are only valid for up to 48 hours.
- Guests are not permitted to reside in a host's room for more than two consecutive nights and must abide by all College policies and guidelines.
- Hosts will be held responsible for all actions of their guests. Failure to comply with this policy will result in the guest being asked to leave the campus.

The term "guest(s)" refers to any individual who is not a current student at Dean College.

- Also, guests who are age 17 or under must have picture identification and must be registered with and approved by the Office of Residence Life three days prior to the planned visit.
- The College reserves the right to deny guests privileges to anyone 17 or under in order to avoid disruption or interference with the normal operations of the College.
- Guests under the age of 16 are not permitted overnight visits.

Students asked to host a potential new student (defined throughout the rest of the document as a recruit) must fill out the registration form with the office arranging the visit. The recruit must adhere to all policies set forth in the housing agreement. Their length of stay may only be 48 hours.

Dean College students only need to show their ID. Visitors to the campus must sign in at Campus Safety before signing in at Franklin Commons.

The Office of Residence Life reserves the right to reduce the number of guest visits or suspend guest privileges during certain times of the year (i.e. Finals Week, Spring Week, etc.)

Failure to adhere to the guest policy may result in the suspension of guest privileges.

Personal Property

The College shall not be responsible for the loss of, or damage to, personal property, whatever the cause. The student will indemnify and hold harmless the College with respect to the loss of property, whatever the cause. Residents should be familiar with the extent of their family's coverage. Residents who do not have adequate family coverage are encouraged to enroll in a Student Personal Property Plan. The College provides literature on a Student Personal Property Plan with an outside vendor at the student's expense. Brochures are available in the Office of Residence Life.

Solicitation

To protect the privacy of residents, outside vendors are not permitted on the campus and inside the residence areas unless they have received written clearance from the Office of Student Development. Residents should not purchase any item sold by non-Dean personnel unless such persons have an appropriate clearance. Vendors operating without clearance should be reported immediately. Dean students who desire to host a retail demonstration or sell, lease or otherwise transact products or services of any kind inside the residence areas must have the approval of the Office of Residence Life.

VIII. Adams Hall, Clark House, Horne Hall, Houston House and Franklin Commons

Alcohol Policy

Franklin Commons, Clark House, Horne Hall and Houston House are considered Community Standards Housing. As Community Standards Housing, members of Franklin Commons, Clark House, and Houston House are extended certain privileges regarding the possession and consumption of alcohol under certain conditions. Those conditions are:

1. Only residents who are 21 years of age may possess and/or consume alcohol.
2. In Adams Hall, Clark House, Horne Hall and Houston House, all occupants of a room must be 21 years of age for alcohol to be possessed and/or consumed.
3. In Franklin Commons, all occupants of a condo must be 21 years of age for alcohol to be possessed and/or consumed.
4. Alcohol may not be possessed and/or consumed in the presence of a resident or guest under the age of 21.
5. Alcohol may not be stored, possessed, and/or consumed in any shared common space in Adams Hall, Clark House or Houston House.