

Housing & Student Life Information and Procedures

We are glad to have this opportunity to welcome our new students to West Liberty University's residence hall community and to help prepare you for life in a residence hall. One meaningful part of the college education is the learning that comes from living with others. A good deal of adjustment occurs in the transition from high school to college and from home life to residence hall life, and sometimes even from freshman to sophomore year. West Liberty's Student Life Program is designed to help you make personal, social and academic adjustments in as healthy a way as possible, and to make your living experience both educational and enjoyable.

Building a Roommate Relationship

One of the first people you will meet after moving into your room will be your roommate. If you did not pre-select your roommate, you might be curious about the way you were matched. Room assignments for new students are made based on the date that the Room Application and \$100.00 damage deposit are received by the Office of Housing & Student Life. Our Coordinator for Residential Enrollment makes every attempt to honor mutual roommate requests whenever possible. If you did not seek a specific roommate, we have attempted to match you with someone based on a practical combination of the answers you provided on your Interest Survey portion of the Room Application form and the arrival date of the application at the Housing Office.

Having a good roommate is often as easy as **being** a good roommate. Perhaps the best advice ever given to roommates can be summed up in just one word: communication. Each roommate should share feelings, habits, attitudes, ideas, moods, and backgrounds in a constructive and positive manner. We understand living in close quarters with a person you do not yet know can be somewhat frightening and challenging. But, it is also an opportunity to build a relationship based on mutual respect, appreciation for individual differences, and the commitment to discuss the day-to-day issues and problems that arise. There is no such thing as a "perfect roommate" or a person who is a clone of you. You do not have to be best friends to be successful roommates.

In order to reduce potential friction and unexpected (and disappointing) surprises, vast experience in this area reinforces that you immediately sit down with your roommate upon arrival and discuss all of the following:

- ❖ Family...
- ❖ How you would like to arrange the room...
- ❖ What property you are willing to share...
- ❖ Normal study habits...
- ❖ How much sleep you need...
- ❖ Considerations when guests visit the room...
- ❖ Times when guests are not preferred...

- ❖ Weekend social activity preferences...
- ❖ Interests and activities...

While most roommates succeed in resolving their differences, there are times when outside help is needed. If you are unable to study or sleep because of your roommate, let your Resident Assistant know as soon as possible. The first step the Resident Assistant will take is to mediate a discussion between roommates to try to solve the problem.

Residence Hall Community

The residence hall is a community in which students are the main ingredient. We believe a residence hall is more than a place to relax between classes. Ideally, it is a vibrant and active community, the center of Student Life. The Student Life staff encourages you to develop an awareness of the many opportunities that this special living arrangement presents daily, and challenges you to utilize this setting to increase strength in citizenship and leadership.

To make a community function, it is very important to ensure that the rights of individuals are respected. We urge each resident to act responsibly toward the rest of the community as well as to himself or herself. It is important that each person's actions contribute to the development of a strong, balanced community within the residence halls.

Valuing Diversity

The Office of Housing & Student Life cannot and will not discriminate on the basis of race, ethnicity, gender, disability, religion, sexual orientation, or age. Beyond the law, we are strongly committed to providing an environment free of discrimination, prejudice, or harassment. In order to grow and develop, students must be respected and valued by other members of their community for the person they are and what they want to become.

Disability Accommodations

If you have a diagnosed condition covered under the Americans with Disabilities Act and which warrants special housing accommodations, you are strongly encouraged to notify the Director of Housing & Student Life and the Learning & Student Development Center as soon as possible after you have been officially accepted to West Liberty University. Documentation from the treating physician/clinician is required to confirm accommodation needs.

Safety

Students are encouraged to exercise common sense regarding personal safety. Each student must take an active part in his or her own personal safety and the safety of other community members. Campus Police Officers work closely with professional and para-professional Housing & Student Life staff personnel, as well as the Ohio County Sheriff's Department and the Town of West Liberty Police Department. Both the Campus Police Officers and the Student Life staff members on duty are available to receive emergency telephone calls from anyone on campus or associated with the University. All Campus Police Officers have direct radio contact with local law enforcement agencies. To encourage accurate reporting of crimes and incidents, a formalized "Incident Report" is completed after each known event.

What **YOU** can do to enhance **YOUR OWN** personal safety:

Personal Safety:

- ❖ Avoid walking alone, especially at night.
- ❖ Walk in well-lighted areas.
- ❖ Walk clear of any area with heavy foliage.
- ❖ Be alert and aware of your surroundings at all times.
- ❖ Refrain from propping open locked residence hall doors.
- ❖ Have strangers identify themselves before unlocking any room door.
- ❖ Keep your room door locked at all times.

Vehicle Security:

- ❖ Remove property from plain view.
- ❖ Roll up vehicle windows.
- ❖ Remove keys.
- ❖ Lock all doors.
- ❖ Park in a well-lighted area whenever possible.

Personal Property Safety:

- ❖ Secure all valuables left in your room.
- ❖ Mark all valuables with your identification information. Register electronics and other items at time of purchase. Keep record of serial numbers and other identifying information in separate location.
- ❖ Remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping.
- ❖ Lock your room door even when you are "just going down the hall for a moment".
- ❖ Pre-plan a course of action in the event of lost or stolen credit cards, checks, or money.

Though campus, local and state crime rates are reassuring, West Liberty University and the Office of Housing & Student Life encourage students to take

all precautions toward their own personal safety and the security of their possessions.

The Housing & Student Life Staff

Professional Staff

The Executive Director of Housing & Student Life provides leadership, administration, coordination, and evaluation for the entire Housing & Student Life program.

Several residential areas are directly administered by full-time professional staff members called Area Coordinators, or AC's. The remaining residence halls are directly managed by experienced undergraduate or graduate Hall Directors, but fall under an Area Coordinator umbrella. The AC's lives in the residence hall he/she is coordinating and supporting the Student Life staff. AC's have earned at least an undergraduate degree, and are specially trained in counseling, communication, problem solving, First Aid/CPR, fire safety, and other areas important to facilitating life in a residence hall. The Commons Apartments, University Place Apartments, The Cabins, and the student houses are all directly managed by Resident Assistants, who are supervised by the Area Coordinator for Hughes Hall. The fifth professional staff member is the Campus Activities Coordinator, who is responsible for coordinating Student Life programming, coordination for Greek Life and other student organizations.

Graduate Assistants

Housing & Student Life employs three graduate assistants (GAs) to help with various responsibilities in the department. GAs are responsible for assisting in the office duties and participate in the central staff duty rotation for the entire campus.

The GA for Intramurals and Wellness Center assists in facilitating and coordinating intramural events and management of the Wellness Center and Krise Fitness Center. The GA for Campus Activities assists in coordinating the events calendar and facilitating campus activity events. Both of these GA positions also serve as RAs for apartment complexes on campus.

The GA for Recruitment through Social Media, and the University Mascot, is a paid position that assists the division of enrollment and student services in social media campaigns for recruitment and retention efforts, and serves as the "back up" mascot for the University for community engagement and recruitment events.

Resident Assistants

Every residence hall has a staff of Resident Assistants. These upper-class students live on each floor as representatives of the Student Life staff. The RA's are skilled para-professionals who have been trained in many areas to make the student's experience in the residence hall healthy, safe, fun, educational and memorable.

Student Life Training, Philosophy and Programming

Other than training for specific job requirements (such as first aid/CPR, confrontation management, fire safety, etc.), your residence hall staff participates in training to enhance their communication and helping skills. The Student Life staff's primary function is to act as a resource of information and aid to residents with questions or in times of crisis. If you are having difficulties in any areas, your Resident Assistant, Hall Director, Area Coordinator, or the Executive Director are available to help you find the solution or to find the person who can most help you with the problem.

The RA Selection process is approximately a month long process of interviews, group discussions, and information sessions to aid us in finding staff members who will meet the goals of our department. If you have interest in becoming a member of the Student Life staff, we encourage you to ask questions and discuss your interest with any member of the current staff.

Staff Duty Hours

Student Life Staff, including one central staff member (Graduate Assistant, Area Coordinator or Executive Director of Housing & Student Life) who covers the entire campus and one or more RA's working in each building, are on active duty from 7:00pm until 12:00 midnight daily. Professional staff duty responsibilities include coordination and support for the RA staff. This is done, in part, by completing nightly campus-wide walking tours. The RA on duty is available to answer questions, maintain building safety and oversee other services. To ensure student safety, the RA on duty also makes specific building rounds of the residence hall and is required to sleep/remain in the facility throughout the night in case of an emergency.

Custodial Staff

Each residence hall has housekeeping staff which work routine daytime hours, Monday through Friday. The building custodial personnel are responsible for the general upkeep and appearance of the facility's public areas, but are not expected to clean any intentional mess left by students. Custodial staff obligations do not include cleaning individual student rooms, or suite bathrooms in any residence hall.

The Residence Hall Buildings

Introduction

West Liberty has six residence halls, four apartment complexes, and several campus houses/cabins as a part of our residential community. Upon enrollment, new students are assigned to a building and will receive a roommate. Upper-class students are able to select specific buildings and roommates during an annual housing assignment process. All residence halls are tobacco-free facilities.

The University supplies to each resident:

- ❖ Twin bed and mattress
- ❖ Desk and chair
- ❖ Closet or wardrobe
- ❖ Dresser
- ❖ Comcast basic extended cable
- ❖ Wi-Fi Service

The University supplies to each residence hall:

- ❖ Card-operated laundry facilities
- ❖ Lounge area with cable television
- ❖ Vending machines for drinks and snacks
- ❖ Kitchenette
- ❖ Smoke detectors

The Residence Halls

Curtis Hall houses 62 residents in a co-ed hall setting, with female and male residents separated by floors. These rooms are premium designated singles for students and includes a small additional cost for the private room option provided by Curtis Hall. Each floor has a community bathroom (with separate shower and restroom stalls), a small kitchenette and lounge. The first floor lounge also provides a television and vending machines. The RA Office and public restrooms are located on the first floor as well.

Boyd Hall houses approximately 60 residents in a traditional hall setting as designated single rooms. These rooms are designed as singles and cost the same as a regular double room. The main lobby offers television, kitchenette attached, as well as the RA Office. Laundry is also located on the ground floor. Several apartments reserved for documented ADA accommodations are also located on the ground floor.

Rogers Hall houses approximately 60 residents in a traditional hall setting as designated single rooms. These rooms are designed as singles and cost the same

as a regular double room. The main floor of this building is used to house the Marketplace, our campus cafeteria. The Marketplace is accessible through a separate door from the entrances to the residence hall portion of the facility. Additionally, the Housing & Student Life Office is located by the main lounge of the residential area. In the residential part of the building, the main floor consists of a lounge (with television and vending machines), public restrooms, and the RA Office. The second, third, and fourth floors of this building have two community bathrooms (with separate shower and restroom stalls), a small kitchenette, and lounge spaces.

Krise Hall houses 304 students in a co-ed, suite style setting, with two rooms per suite separated by a bathroom. Each floor houses either all male or all female residents. The main floor consists of a large lounge with television, vending machines, and pool table and the RA Office.

Hughes Hall houses 265 students in a co-ed, suite-style setting, with two rooms per suite separated by a bathroom. Each floor houses both male and female residents, dividing genders by suite. Several lounges located on the first floor are available for use by campus organizations. ADA-accessible apartments are available in Hughes Hall. Each floor has its own lounge for all residents to use. The RA Office is located on the first floor as well.

Beta Hall houses 255 students in a co-ed, suite-style setting, with two rooms per suite separated by a bathroom. Each floor houses both male and female residents, dividing genders by suite. An ADA-accessible room is available in Beta Hall. Each floor has its own lounge for all residents to use. The RA Office is located on the first floor, along with the laundry facilities, kitchen and an additional lounge.

Bonar Hall houses 92 students in a co-ed, suite style setting. Bonar Hall is our honors facility and has a grade point average requirement. Each floor houses both male and female residents, dividing genders by suite. The main floor consists of the RA Office, and lounge with television.

Commons Apartments & Houses consist of eleven apartments housing three residents in each apartment. Applications will be prioritized by highest credit hours. A separate application process for the apartments takes place in March each year, prior to the annual room assignment process.

University Place Apartments consist of four apartments housing two residents in each apartment and twelve apartments housing three residents in each apartment. Applications will be prioritized by highest credit hours. A separate application process for the apartments takes place before the annual room assignment process.

University Place Apartments II consist of twenty apartments housing two residents in each apartment. Apartments have two bedrooms and two bathrooms, as well as furnished kitchen and in-unit laundry available. Applications will be prioritized by highest credit hours. A separate application process for the apartments takes place before the annual room assignment process.

The Cabins are located behind the Gary E. West Event Center, off of Route 88. Cabins offer two and three bedroom options and are fully furnished, including kitchen appliances and in-unit laundry. Applications will be prioritized by highest credit hours. A separate application process for the apartments takes place before the annual room assignment process.

Topper Towers are located at the intersection of Route 88 and North Fork Road, just south of the main campus. Topper Towers offers a four bedroom apartment, with shared living room, kitchen and two bathrooms. The facility also has common area space in the ground floor, vending options, and parking available on site. A separate application process for the apartments takes place before the annual room assignment process.

Student Houses are located along Route 88 as well as in the faculty housing area. These houses include four Greek houses for national fraternities and sororities. A separate application process for the houses takes place in March each year, prior to the annual room assignment process. Capacities vary from four to seven residents in the student houses.

Housing Assignments and Room Selection

During the spring semester, students can sign up for rooms for the following academic year. Signs with information, dates, and proper procedure are posted in the residential areas prior to the Room Selection process beginning. The Office of Housing & Student Life reserves the right to assign, reassign, and adjust room assignments if required, but will notify the student prior to check-in for the fall semester.

Single rooms are permitted if space allows in each individual residence hall, but are not guaranteed until check-in each semester. Students with documented ADA needs are the only students who are guaranteed single rooms during selection. All other students are required to sign up for a room with a roommate, or will be assigned a roommate during the selection process.

Room Changes are permitted at any time based on the request of the student. Students must complete a Room Change Request form prior to physically moving to their new room. Requests are granted based on space availability and housing requirements.

New and Transfer Student Housing Assignments will be completed by the Residential Enrollment Coordinator. New applications require a \$100 Damage Deposit before they can be processed. The Residential Enrollment Coordinator will make every effort to honor students' roommate and building requests, and other preferences. Suitemate requests cannot be guaranteed, but every effort will be made to meet those requests. Students who do not have a specific roommate requests are asked to completely and honestly fill out the Room Application so that they may be placed with a roommate with like interests and lifestyle.

Housing Contracts are signed when students check-in to their rooms and are legally binding for one academic year. If a student wishes to be released from their contract during the fall or spring semester, they must write a request letter explaining their circumstances to the Residence Life Review Board. The Review Board will review the student's request, as well as their student records before rendering a decision. If a student wishes to be released from the contract at mid-year, between the fall and spring semester, they will be required to pay a fee of \$425 for contract termination.

Express Check In is available online at www.westliberty.edu/residence-life/express for students to sign housing contracts and complete emergency contact cards prior to arriving to campus for move in. This expedites the move in process for each student.

COMMUNITY LIVING STANDARDS

The following document encompasses a vast number of policies and procedures that may at first appear overwhelming and limiting. However, the following should appear to residents as our assurance to you of a residential environment that is safe, conducive to study, respectful and enjoyable. The expectations outlined are applicable to all residents and their guests, and provide everyone who resides in the residence halls with the ability to focus on their educational goals.

You will find two documents attached. The first is the *Community Living Standards*. This document divides the expectations of living in a residence hall into five very important sections; Academic Environment, Facilities, Physical and Psychological, Safety and Security, and Substances. The second document, *Residential Procedures* includes more detailed information about *Community Living Standards* and expands upon some administrative and procedural items you are obligated to as a residential student.

Living on campus is a choice as well as an earned privilege. You are choosing to become part of a community, and your commitment to it allows you to

continue to reside on campus for the duration of your career at West Liberty University. However, no one can operate in a community independently. Your decisions and actions will affect twenty to over a thousand other individuals, and that may require you to change your habits or preferences. Membership in the community is a two-sided coin. First, you have an obligation to others to adhere to the expectations, policies and procedures outlined. Second, you have an obligation to respectfully ensure that other residents adhere to the same expectations, policies and procedures. Student Resident Assistants are employed by the University to support your residential environment. The presence of Resident Assistants in your building does *not* eliminate nor reduce your obligation to speak up for yourself, to expect respect from others or to assist in the process of identifying and solving problems in the residential community.

Although there are significant responsibilities associated with residential living, as well as great advantages. Access to campus resources, opportunities for social interactions and the ability to make long lasting friendships will increase enormously because of residency on campus. We hope you will consider residential living a key component in your University experience and you will contribute positively to a residential environment that is supportive of academic pursuits.

1.0 – Academic Environment

Residents are responsible for creating an environment that promotes the academic mission of the university. This includes upholding the noise and visitation policies in the residence halls, and being responsible for visitors and guests' behavior.

- 1.01** Residents are responsible for the behavior of guests or visitors while they are in the room or anywhere in the residential community.
- 1.02** Residents are responsible for adhering to the residence hall visitation policies.
- 1.03** Residents are responsible for maintaining an atmosphere conducive for studying in all residence hall communities, and for upholding 24-hour courtesy hours. Specifically, noise from your room should not be heard from two-doors down from your individual room.
- 1.04** Residents are expected to observe residence hall quiet study hours when imposed. Quiet hours are in effect from 10pm until 10am throughout the academic year, and 24 hours during the week of finals during both fall and spring semester. Specifically, noise should not be heard from outside your room during these hours.
- 1.05** Use of amplified instruments in a residence hall room is prohibited.
- 1.06** Placement of sound equipment or speakers in windows is prohibited.
- 1.07** Playing of sports or games in hallways, stairwells or balconies is prohibited, including but not limited to basketball, bicycle riding, Frisbee, roller skating, skate boarding, football throwing, running, floor hockey, roller blading, and squirt gun/water fights.
- 1.08** Gambling in a residence hall is prohibited.
- 1.09** Sponsoring raffles or pools in a residence hall is prohibited, except for approved University-related fund-raising.
- 1.10** Solicitation in residence halls is prohibited, except for approved University-related fund-raising. This policy includes running a business out of your room, i.e. Mary Kay, Avon, etc.
- 1.11** Maintaining residency in WLU residential facilities while not an enrolled student is prohibited. Residency of students who are not enrolled full-time (at least 12 credit hours per semester) will be based on availability of space and disciplinary records.

- 1.12** Being present in a room or residential area during a violation is prohibited. If you are in the presence of a violation you are encouraged to advise the Student Life staff, but at least are required to remove yourself from the situation.

2.0 Facility Issues

Residents are responsible for promoting a clean and well-maintained living environment. Residents are expected to take an active part in determining who is damaging the community, if such damages occur, as well as deterring such behavior. It is expected that students will not damage or vandalize university property in the residence halls.

- 2.01** Possession of weight lifting equipment (with the exception dumbbells weighing 10 lbs. or less), waterbeds, and freezers in a residence hall room is prohibited.
- 2.02** Unauthorized installation of air conditioners, ceiling fans, wall shelves, or hanging lamps in a residence hall room is prohibited.
- 2.03** Refrigerators are not permitted to exceed 10 amps. No more than one refrigerator permitted per residence hall room.
- 2.04** Residents of all residence halls are permitted to have one microwave per room. The Office of Housing & Student Life reserves the right to prohibit microwaves in any residence hall.
- 2.05** Painting of residence hall rooms is prohibited.
- 2.06** Hanging of flags, banners, or signs out of residence hall windows is prohibited.
- 2.07** Disposing of trash in unauthorized areas, including leaving trash in lounges or hallways, is prohibited.
- 2.08** Parking or storing a bicycle in an unauthorized area is prohibited, including but not limited to stairwells, hallways, lounges, and balconies. Bicycles can be stored in individual rooms, but cannot be ridden in the building.
- 2.09** Bicycles parked and/or attached to trees, bushes, plants electrical fixtures, sign posts, railings, public seating fixtures, or emergency safety devices is prohibited.

- 2.10** Parking or storage of a motorcycle, moped, or motorbike in a non-designated parking space is prohibited, including but not limited to inside residence halls, on walkways, access ramps, or under framework of a residence hall.
- 2.11** Possession of a pet, except for fish and documented assistance/service animals for persons with a disability is prohibited. Aquariums are not to exceed 10 gallons. If you need a service animal, you must have documentation filed with the Learning & Student Development Center and Office of Housing & Student Life.
- 2.12** Attempting to gain access or trespassing in residence halls when closed for break periods is prohibited.
- 2.13** Posting materials on staff bulletin boards or other common spaces without approval is prohibited. Designated bulletin boards in the lobby of each building can be used by residents. Postings which contain obscenities or advertisements for alcohol, drugs, tobacco, weapons, or illegal activity will be removed.
- 2.14** The hanging of beads, tapestries, curtains, flags, banners, sheets, or other items in a manner that blocks egress from the inside of a residence hall room is prohibited.
- 2.15** Residents and guests may not use public bathroom facilities designated for the opposite gender. All guests of the opposite gender must use guest bathroom facilities in each building.
- 2.16** Posting materials on the outside of room doors or in hallways with the intent to harm or incite others is prohibited. All materials posted in public areas are considered public display and must meet FCC regulations for standards of decency.

3.0 - Safety/Security

Residents have the responsibility to promote and maintain a safe and secure environment in the residence halls.

- 3.01** Possession of weapons or “look alike” /replica weapons may not be housed, or carried into a University residence hall. Possession of rifles and firearms (including but not limited to BB, pellet guns, soft-air pellet guns, and paint ball guns), ammunition, fireworks, and/or explosive materials (including carbide) and similar items such as gas-powered guns (including paint and nail guns), knives (other than pocket knives), and

sharp tipped arrows are strictly prohibited. Hunting equipment should be stored elsewhere; contact the Office of Housing & Student Life or the Campus Police Office with any questions about possession or storage of these items.

- 3.02** Use of any weapon as defined in 3.01 is strictly prohibited in the residence hall or any adjacent area.
- 3.03** Possession of open flame source or flammable material in the residence halls, including but not limited to oil lamps, candles, incense, and gasoline is prohibited.
- 3.04** Failure to evacuate a residence hall during a fire alarm or re-entering a residence hall before being permitted by a University official, member of the fire department or a police officer is prohibited. Interference with or non-adherence to emergency evacuation procedures in a residence hall is prohibited.
- 3.05** Starting a fire in a residence hall or in any area immediately adjacent to a residence hall, such as a quad or courtyard is prohibited.
- 3.06** Activating a fire alarm or smoke detector in a residence hall without due cause, or falsely reporting a fire emergency to police, fire or residence hall staff is prohibited.
- 3.07** Unauthorized use, tampering with, or damage to any emergency or safety equipment is prohibited, i.e. door alarms, fire alarms, sprinkler heads, etc.
- 3.08** Smoking and the use of smokeless tobacco on property owned or controlled by WLU is prohibited. This includes smokeless cigarette products.
- 3.09** No flammable materials are to be posted to or from the ceiling of a residence hall room.

- 3.10** Gatherings with more than three times the designed occupancy in a residence hall room is a violation of fire code, and is prohibited.
- 3.11** Propping of an outside access or fire door, which includes room doors, is prohibited.
- 3.12** Tampering with locks of outside access, suite, room, or bathroom door is prohibited.
- 3.13** Delivering, surrendering, or otherwise relinquishing possession of room or outside access keys or access card to any individual, or permitting the keys or access card to be duplicated or modified is prohibited.
- 3.14** Failure to report lost keys or lost access card within 24 hours is prohibited.
- 3.15** Use of an appliance exceeding 1000 watts in a residence hall room is prohibited.
- 3.16** Use of a two-prong extension cords, plug adapter, or power strip without surge protection in a residence hall room is prohibited.
- 3.17** Use of a halogen lamp in a residence hall room is prohibited.
- 3.18** Use of a high heat or open coil appliance in a residence hall room is prohibited.
- 3.19** Use of non-approved appliances in a residence hall room, including but not limited to deep fat fryers, electric crepe makers, electric fry pans, electric griddles, electric hamburger cookers (George Foreman's), electric space heaters, electric waffle irons, electric woks, hot oil popcorn poppers, hot plates, coffee makers with a warmer, indoor grills or broilers, and slow cooker/grill convertibles is prohibited. Questions of approval should be made to the Director of Housing and Residence Life.

- 3.20** All electrical appliances must be UL approved.

- 3.21** Cooking in the residence halls, using either residence hall microwave, personal microwave, or residence hall oven/stove is not to be left unattended at any time. Any unattended cooking will be considered a fire safety risk to the residence hall.

- 3.22** Throwing objects from windows or balconies is prohibited.

- 3.23** Hanging outside of or climbing from windows or balconies is prohibited. Climbing on or repelling from exterior of buildings.

- 3.24** Sitting or climbing in unauthorized areas of residence halls, including roofs, porch roofs and balconies is prohibited.

4.0 – Alcohol and Other Drug Policies

Residents have the responsibility to uphold federal, state, and local laws dealing with alcohol and other drugs. Simply put, alcohol and illegal drugs are not permitted by anyone within the residence halls.

- 4.01** Possession of empty containers that once contained alcohol, including items intended for “decorative display,” is prohibited. This includes containers in the trash can.

- 4.02** Public intoxication in the residence halls is prohibited, this includes being under the influence of both alcohol and illegal drugs.

- 4.03** Alcohol is permitted in specific designated areas only. The following policies apply to those designated facilities (University Place 1, University Place 2, Topper Village and Topper Towers). Any alcohol possession or consumption in the restricted areas is a violation. The following policies apply to those alcohol permitted designated areas only:
 - 4.03.1** The possession or use of alcoholic beverages in public areas (i.e. lounges, hallways, stairwells, etc.) is prohibited. Alcohol being transported into or out of the residential facility should be closed and carried in appropriate containers.
 - 4.03.2** The presence of anyone under the age of 21 in a room where alcohol is present is not permitted.

- 4.03.3** Residents in the designated living space may possess no more than six 12 oz. cans of beer per roommate. Glass bottles, mass quantity containers, beer bongs, etc. are prohibited.
- 4.03.4** The Executive Director of Housing & Student Life, Vice President of Student Services, Executive Vice President/CAO, President, and Board of Governors reserve the right to limit or discontinue the policy permitting alcohol in the designated space should problems arise.
- 4.03.5** Any resident living in the designated space who is found in violation of any alcohol policy, whether in their room or elsewhere on campus, forfeits their right to live in the designated space, and may be moved from the facility or have their alcohol privileges revoked.

Residential Procedures

The following is a compilation of policies and procedures for students living in campus housing, including residence halls, apartment and houses. Residents agree to abide by these policies as part of the terms and conditions of the residence hall contract. Policies and procedures may be added or adapted during the term of the residence hall contract with written notification to residents. Terms and conditions of the residence hall contract are outlined, as are policies and procedures pertaining to life in a residence hall community.

Abandoned Property

Any personal property left or abandoned by a resident or his/her guest in a residence hall (including common areas), unless claimed within 10 days, shall be deemed the property of the University. The University may use, dispose of or sell the personal property after no claim has been made for it within 10 days. The resident absolves any claim for abandoned property after 10 days.

Air Conditioners/Ceiling Fans

Personal air-conditioning units are prohibited because of electrical circuit limitations, including all window and/or portable units. Modifications to the room such as ceiling fans are not permitted.

Alcohol

Alcohol is not prohibited on the West Liberty University campus. No person of any age may possess or consume alcoholic beverages in the residence halls, including student rooms, hallways, dining rooms, balconies, lobbies, lounges, recreation or TV rooms, stairwells, or bathrooms. Empty alcohol containers including those intended for “decorative display” are not permitted. This includes, but is not limited to; bottles, cans, kegs and cardboard cases.

Alcohol will be permitted in specified areas of residential facilities. All additional policies applied to this area must be adhered to strictly. Any violation of this extended policy will lead to immediate removal of privileges.

Babysitting/Underage Visitors

Babysitting is not permitted in the residence halls. Children under the age of 17 are not permitted in the residence halls without a parent or legal guardian present. Exceptions are granted for immediate family members and other special circumstances, but such exceptions must be approved by the Area Coordinator, in writing, 48-hours in advance of the visit. See *Guest Visitation* for further information regarding guest policy.

Bicycles

Bicycles can be stored in student rooms only. Bicycles cannot be stored in lounges, common rooms, bathrooms, hallways, stairwells, study rooms, and entrances. Additionally, bicycles may not be parked, stored, or chained to any tree, bush, plant, electrical fixture, signpost, railing, public seating fixture, or emergency safety device. Bicycles found in unauthorized areas may be removed without warning.

Building Evacuation

In the event of a bomb threat or fire alarm in the residence hall(s), residents will be required to evacuate the building(s) immediately. The building(s) must remain evacuated until residents are instructed to return by the Police, Fire Department or a University Official.

Cable

All residence hall rooms are equipped with a cable television hook-up, providing access to campus television channels. Cable and internet service are provided by Comcast.

Campus Computer Network

All residential facilities will have high speed internet through Comcast. Students may purchase their own routers for wireless connectivity. Residents of campus housing who utilize residence hall Ethernet connectivity agree to abide by any Acceptable Use Policies published by the University. Misuse or tampering with an Ethernet connection is prohibited and residents will be charged for necessary repairs.

Cancellation of Housing Contract Procedure

Housing contracts are issued for the entire academic year (fall and spring semesters) for students entering in the fall. Students entering in the spring semester are issued contracts for the spring semester only. Residents may not cancel their residence hall contract to move to another facility that is not owned by West Liberty University, such as private off-campus housing, after signing this contract. Cancellation of the housing contract mid-semester or mid-year is automatic upon withdraw from courses or residential suspension resulting from Judicial sanctions. Students who are removed from the residence halls as the result of judicial sanctions will not receive a refund of any room and board fees. The resident is responsible for notifying the Office of Housing and Student Life of withdraw from classes and completing the required residence hall checkout.

Failure to checkout from the residence halls within 48 hours of withdraw from courses or residential suspension will result in a \$20.00 improper checkout, and any refunds will be forfeited. Cancellation of the housing contract is required in person by the student or in writing by the student. Notifying other University departments will not be considered a housing cancellation. Residents may cancel housing in person at the Housing and Student Life Office located in Rogers Hall, in writing to the Office of Housing and Residence Life, PO Box 295, West Liberty, WV 26074 or email at msnyder@westliberty.edu. Room and board refund rates for students who withdraw from West Liberty University classes mid-semester are outlined in the Housing Contract.

The University may terminate the contract on non-disciplinary grounds when a student:

1. Signs a contract in advance of enrollment and then becomes ineligible to enroll, or does not enroll in the University
2. Withdraws from the University or otherwise becomes ineligible to live on campus before the contract expires
3. Has documented health or psychological reasons or change in financial circumstances that necessitate the termination of the contract. These requests must be submitted in writing and include supporting paperwork, i.e., ADA documentation supplied by the Learning & Student Development Center. Written requests to be released from the Housing Contract for non-disciplinary reasons will be subject to review and approval by the Student Life Review Board. Further information below.
4. Leaves West Liberty University during the term of the contract to pursue a study abroad program or off-campus internship, including student teaching.

The University and the student may terminate the contract by mutual agreement for compelling extenuating circumstances. All requests to cancel contracts must be submitted in writing. The Director of Housing and Student Life will forward all written requests for contract cancellation to the Student Life Review Board. Housing Contracts may be cancelled by the Director of Housing and Student Life only. The Office of Housing and Student Life will not be liable for promises or actions of any non-authorized University staff member regarding contract regulations. Reasons that may support a contract cancellation generally fall under three categories: medical circumstances; extreme financial hardship not present or known at the time of contract signing; and special or mitigating factors also not known at the time of contract signing. In presenting these circumstances, residents must make a reasonable case that their concerns cannot be alleviated by relocating to other residence hall accommodations. At the close of the fall semester, those students who do not meet the requirements to be

released from their contract may opt to pay an early termination fee in order to be released early from their contract.

Care and Cleaning of Rooms and Suite Bathrooms

Residents are required to maintain a room that is a clean and healthy environment. Personal responsibilities for room cleaning include regular disposal of personal trash to trash rooms, vacuuming, and routine laundry washing. Residents who reside in Krise, Hughes, Bonar and Beta Halls are responsible for cleaning their own bathrooms on an ongoing basis. Residents who fail to clean the bathroom in their suites may be reassigned to halls with common restrooms.

Check-out Procedures

As residents vacate their room either at the end of the academic year or based on a contract cancellation, proper checkout procedures must be completed to avoid additional charges. Residents who do not complete checkout procedures at their residence halls may continue to be held responsible for all room and building damage charges until their checkout date is officially recorded via their signature on official checkout materials. All residents who fail to complete proper checkout procedures are subject to a \$20.00 improper checkout charge. Additionally, rooms must be cleaned and furniture returned to the positions of initial setup at the beginning of the year.

Cohabitation

The Office of Housing and Student Life does not condone the ongoing presence of a non-resident in any residence hall room. This includes friends, family members and significant others of residents. Assigned students to a room, apartment, or house are the only individuals permitted to reside there. Cohabitation is not permitted. If the Student Life staff observes evidence of or is informed of cohabitation between people other than the assigned person(s) of the room, loss of guest and student visitation privileges may result. (See *Guest Visitation* for additional information regarding guests and allowable days of visitation.)

Commercial Enterprise

Personal business enterprises shall not be conducted in or from University residence halls public areas. Door-to-door solicitation in the residence halls and University-owned houses by any individual or group is prohibited.

Common Area Space Utilization

Residence hall common areas may be reserved, on a priority basis, by residents of the hall. Individual residents and resident groups may sponsor and hold functions in some common areas of the halls. Lounges should be reserved in advance in accordance with specific building policies. Events scheduled by resident staff and residential academic programs will be given priority for reservations. Sponsors of events or programs are responsible for set-up and clean-up. If the area is not cleaned, or is not cleaned to match its original condition, sponsoring groups may be assessed cleaning costs at the prevailing custodial rate. Sponsoring groups may also be assessed for damages to the building and facilities resulting from use of public space.

The Commons

Apartments and Houses are available for junior and senior students in the housing area adjacent to campus. Eligibility to reside in Commons Housing includes 2.5 GPA, full pay of housing and board fees and no judicial history/active probationary status. Commons residents must follow procedures specific to the Commons, as outlined in the Campus Housing Policies and Procedures, in addition to all Residential Policies and Procedures and Community Living Standards.

Custodial Services

Each residence hall community has a custodial staff that works to provide a pleasant living environment. Students are responsible for the cleanliness of their own rooms and are expected to support the housekeeping staff by disposing of trash and leaving all public areas in clean condition. Personal trash may not be left in public areas. Public areas include lounges, kitchens, hallways, hall/suite bathrooms, study rooms, stairways and lobbies. Problems with residents not leaving these areas reasonably clean after use may result in billing charges to floor residents for additional cleaning. (See also *Damage Assessment*)

Damage Assessment

Charges will be assessed for students who are responsible for damage to a room or to any part of a residence hall throughout the term of the contract. Residents may be billed directly for repairs, cleaning, furniture replacement, lost or non-returned keys or other Housing-supplied equipment. End-of-semester damage assessment notices are mailed to the resident's forwarding address. Students must respond within (7) days to appeal any of damage charges. The Director of Student Life reserves the right to forward damage appeals to the Student Life Hearing Board for review and decision. In public areas of residence halls, including but not limited to lounges, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an

individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively responsible for repair or replacement costs. All damage and excessive cleaning charges will be deducted from the student's \$100.00 damage deposit. If a student's damage deposit balance falls to or below \$0.00, the student will be responsible for bringing the balance back to \$100.00 as a condition of continued living in the residential facility.

Decorations

When decorating exterior room doors or common areas, residents must not post materials with content relating to race, gender, religion, national origin, sexual orientation, age or physical disability that is intended to harm or which may be considered offensive to fellow residents or guests. (See Harassment)

Decorations such as live-cut trees, paper, streamers (including crepe paper) and strings of lights that may obstruct traffic and may potentially be a fire hazard are not permitted in hallways and suite corridors. Hallway and suite decorations may be placed on resident room doors, bulletin boards, and in staff approved spaces. Lobby and lounge decorations must be approved through Area Coordinator and must meet all decorating guidelines below. Decorations may not be placed within two feet of a fire protection system component (i.e. manual pull station, smoke detector, bell/horn/strobe, sprinkler, fire extinguisher, exit sign, emergency lighting, or any egress doorway). Artificial trees, plants, and flowers labeled as flame retardant or fire resistive may be used. Room and exterior room door decorations and wall hangings may only be hung with non-damaging materials or removable. Adhesive tape, staples, adhesive holders, brackets, tacks, and nails are not to be used on the walls, woodwork, floors, or ceilings. Any damage incurred during the decoration process will be charged to individual residents, floor or building.

Distribution of Written Materials/Solicitation

Students, University employees, non-affiliated individuals and non-affiliated groups are prohibited from canvassing, selling, soliciting or promoting the sale of any goods or services in the residence halls. Recognized student groups may conduct fund-raising events (involving the sale of goods, services, subscriptions, tickets and similar items) if they receive the prior written approval of the Director of Housing and Residence Life. In no circumstances may any individual or group solicit sales, votes, signatures, etc. via door to door solicitation. Flyers promoting campus events may be submitted to the Office of Housing & Student Life for approval by the Executive Director of Housing & Student Life. Flyers may not be taken door to door or slid under room doors. Resident Assistants, in the capacity of their employment by the University, may deliver housing and Student Life related materials and information to residents. In the lobby of each building there will be located a community bulletin board

for residents to post information without written approval. Postings at this location will be removed if they contain obscenities or promote illegal activity.

Early Arrival

Students who are participating in University-affiliated activities prior to the official start date of the housing contract will be permitted to move into their permanent room assignment. Students must make individual arrangements with their advisor, coach, or sponsor of the University affiliated activity and be officially registered as an early arrival with the Office of Housing and Residence Life. Requests to arrive early may be denied if sufficient time is not offered for the staff to prepare for the students arrival, therefore, early arrival requests should be made as early as possible.

Students not permitted to arrive on campus early, and who attempt to do so, will be escorted from the residence halls by Campus Police. The University will not be responsible for accommodations for students who arrive on campus early without permission. Such students will be responsible for providing their own transportation back home and/or finding alternative accommodations until the official opening of the residence halls.

Electrical Appliances and Guidelines

No single appliance can exceed 1000 watts of usage. Because of the fire hazard they represent, all two-prong extension cords, plug adapters, and halogen lamps and bulbs are prohibited. Residents must report all electrical problems experienced in their rooms (e.g., tripped circuit breakers) to the Resident Assistant and/or Area Coordinator. Utilized appliances must be in good repair and functioning safely. Appliances that have an exposed heating element or exposed heating coil are not approved for use because of the potential for fire if something comes in contact with it. The list below is NOT exhaustive, but does list some *examples* of appliances that have been approved for use in the residence halls as well as examples of the appliances that are NOT permitted. Some of the appliances listed below as prohibited have been determined to present unacceptable fire safety hazards. Residents will be held financially and contractually responsible for damages incurred by use of prohibited items or unsafe use of permitted ones. The following lists include some frequently mentioned appliances and whether they are approved or not approved:

Approved

Blender, can opener, coffee makers that DO NOT contain an exposed heating element, small refrigerators max 10 amps, microfridges, electric mixer, food processors, hot air corn popper, vacuum cleaner

Not Approved

Personal air conditioners, ceiling fan, deep fryer, electric fry pan, crepe maker, waffle iron or wok, fog and smoke machines, halogen bulbs/lamps, hot oil popcorn popper, hot plates, electric grills including George Foreman, slow cookers, space heaters, toasters and toaster ovens

Microwaves

Individual microwaves are permitted in all residence halls. The replacement of microwaves with micro-fridges is highly encouraged and information regarding purchase is available in the Office of Housing and Residence Life. The utilization of individual microwaves in subsequent years in any residence hall is subject to annual review. One microwave OR one micro-fridge is permitted per room in all buildings.

Refrigerators

Residents in all residence halls are permitted to have one refrigerator per room. Refrigerators are not to exceed 10 amps and it is recommended to purchase no larger than 3.5 cubic feet in size.

Stereos and Televisions

A maximum of one stereo and one television are permitted per room. Multiple taps, devices plugged into wall receptacles, and electrical extension cords are prohibited. Power strips with surge protectors are acceptable for use. See Electrical appliances for further information on small appliances.

Eligibility to Live in Campus Housing

Campus housing is available to all undergraduate students who are registered for at least 12 credit hours. Students with less than 12 credit hours may request housing but are not guaranteed availability. The Office of Housing and Student Life reserves the right to cancel the Housing Contract of residents with less than 12 hours at any time in the semester or year if space is needed for a full time student or as a judicial sanction if disciplinary problems arise. Housing assignments are made according to assignment priority as published in the spring at Room Selection. Residency is granted based upon expectation that the resident is attending classes in which he or she is enrolled. Residents are expected to be attending class regularly. If there is evidence that a resident is not attending classes on an ongoing basis, particularly if the resident is found responsible for a violation(s) of the Community Standards or Student Code of Conduct, privilege to reside in the residence halls may be suspended as a consequence.

Empty Containers

Containers that once held alcoholic beverages are not permitted in the residence halls for any reason. This includes any bottle filled with other substances and identified as “decorative.” Specific containers not permitted include, but are not limited to; alcohol bottles and cans, empty cardboard cases used as signs or “wallpaper” and kegs or similar items.

Excessive Noise

Excessive noise in a residence hall room is defined as any noise that can be heard outside of the residence hall room from which it originates. Residents are encouraged to be respectful of other residents’ rights and to be responsible for maintaining a reasonable noise level. Courtesy hours are in effect 24 hours a day, 7 days per week, both inside and outside the residence halls. Consideration for others is a primary component of community living and residents agree to uphold this expectation when they choose to become residents. The volume of stereos/TV/Video Games/Voices must be kept at a level that cannot be heard from more than two doors away from the room or outside the building. Placement of sound equipment in windows is prohibited. ***The right of students who want to sleep or study takes priority over the desire of other students to expand their noise level beyond their rooms.*** Quiet Hours are 10pm to 10am seven days per week. During finals weeks 24-hour Quiet Hours are in effect. Noise/Behavior contracts will be utilized for residents who fail to adhere to noise policies and/or the requests of others to lower their noise level. Violation of Noise Contracts will result in loss of privileges, including the privilege of having TVs, stereos, etc. or may result in the residents’ removal from the residence halls.

Exterior Doors

Any behavior or action that inadvertently causes or could reasonably cause life threatening physical injury or serious property damage is prohibited. Propping open exterior doors creates a potential unauthorized entry, promoting an unsafe living environment, and is prohibited.

Firearms, Firecrackers and Weapons

The storage, possession or use of any type of firearm, fireworks, firecracker, explosive material or dangerous weapon in the residence halls or surrounding vicinity is strictly prohibited. This list includes, but is not limited to, soft air pellet guns, bows and arrows, B-B guns, knives and tools of the martial arts, including “look-alike” weapons. Failure to observe these regulations may result in arrest, disciplinary action and/or termination of the housing contract.

Fire Safety

Fire safety and prevention is of paramount importance in a residence hall living environment. The responsibility for this safety rests with each resident living in the hall. Starting a fire, pulling a fire alarm without due cause, tampering with smoke detectors, falsely reporting a fire emergency to police or fire department, and the unauthorized use or damage done to any emergency or safety equipment, are all prohibited. These are considered serious violations because of the risk they pose to the residence hall community.

- **Evacuation:** In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside until the “all clear” signal has been given. Interference with or non-adherence to emergency evacuation procedures in a residence hall is prohibited. Balconies, hallways and stairwells must have a clear passage at all times.
- **Fire Hazards:** Residents are prohibited from keeping any item that may pose a fire hazard in a residence hall room. These items include, but are not limited to, any open flame source or flammable liquid (e.g., oil lamps, candles, incense, and gasoline), natural cut trees, branches, or greens, and halogen lamps and bulbs. (See Electrical Appliances for more information.)
- **Celebratory Candles and Incense:** Celebratory or decorative candles (with or without wicks) and incense are not permitted in the residence halls or houses.

Furniture

All furniture in public areas and residence hall rooms is University property. It is not to be removed for use in spaces other than its original location. Damaged or missing furniture in residence hall rooms will be billed to the residents. Damaged or missing furniture in public areas may be subject to Group Damage Charges to all the residents of the floor or building. Waterbeds are not permitted in the residence halls. Bunk beds may be bunked according to the specifications for a bunking kit that is provided by the University. (Bunking kits available in some halls on a first come, first served basis.)

Gambling

Gambling is not permitted in the residence halls, apartments, and houses.

Group Damage Charges

In public areas of residence halls, including but not limited to lounges, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively responsible for repair or replacement costs.

Guest Policy

The guest privileges outlined are established in anticipation of residents' ability to abide by the guidelines and follow all policies and procedures printed. The Director of Housing and Student Life reserves the right to limit or remove guest visitation privileges for *any* floor or building community if there is evidence that community members are not registering guests as required and/or are not abiding by expectations outlined in the Residential Policies and Procedures. Additionally, the Executive Director of Housing and Student Life reserves the right to ban guests from campus (non-students) or residence halls (non-residential students) if their conduct poses a threat to any member of the residential community (including Student Life staff) or if repeated violations occur.

Students are permitted to host overnight guests (overnight is defined as the hours between midnight and 10am) in the University residence halls provided that: An official visitation form is completed before midnight. The visitation form must be signed by the student host, the roommate, the guest and the Resident Assistant on duty. Consent for the overnight guest must be obtained from the roommate(s) or housemates, if applicable. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.

Guest Visitation Responsibilities and Requirements – All Students

- Failure to register an overnight guest by completing a visitation form is a violation of the guest and visitation policy and may result in loss of guest and visitation privileges.
- One room may not exceed 2 overnight guests per night.
- Overnight guests must carry a picture ID at all times.
- Guests must be escorted at *all* times while in the residence hall. Escorting of guests is required 24 hours a day.
- Each guest is permitted to stay on campus for no more than a total of four days during a one-month period. A guest is not permitted to stay in West Liberty University residential facilities more than three consecutive nights.

- Residents are responsible for ensuring that their visitor(s) comply with all University policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a student visitor that he/she may be hosting.
- In accordance with fire code, gatherings with more than three times the designed occupancy of a residence hall room are prohibited.
- Guests are not permitted to use community bathroom facilities of the opposite gender at any time.

Habitual Offender

Habitual Offenders may be residentially suspended for continued interruption of the residential community. Habitual Offenders are those who amass a specified number of minor offenses during their College career. The Habitual Offender is one who is found responsible for:

1. Three incidents in one academic year
2. Four incidents in two academic years
3. Five total incidents

Harassment and Threats

Harassment, defined as any physical force, violence or other behavior (such as threats) that interfere with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities, and causes the person to have reasonable apprehension that such harm is about to occur, is strictly prohibited. This includes, but is not limited to, harassment in person, harassment by an accomplice, and harassment by the use of technology such as the telephone, voice mail, answering machine, fax machine, computer email, or other electronic communication media. Harassing behavior also includes threats or damage to another person's property, with the purpose or effect described above.

Health and Safety Inspections

Health and Safety Inspections will be conducted by the Student Life staff once per month in each residence hall and twice monthly in apartments and houses, at a time posted and announced 48 hours in advance. Inspections are intended to insure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment free of trash. Other violations found during Health and Safety Inspections will be addressed in the appropriate manner, i.e. through the campus judicial process. Residents have 24 hours to rectify any health and safety concerns discovered and communicated by Student Life staff. Repeated health and safety violations may result in judicial sanction, including but not limited to fines, reassignment or loss of housing privileges. In clarification, large appliances and furniture

provided by the University, as well as walk-in closets, are subject to inspection. (See also, *Care and Cleaning of Rooms and Suite Bathrooms*)

Holiday and Break Periods

All halls are closed during official University holiday periods (including Spring Break and the Winter break). Students who need housing accommodations during this period of time must seek housing with friends or off campus alternatives. Exceptions are made for international students and students who have official reasons to stay including athletics and student teaching. Details and procedures about housing arrangements during break periods are published prior to each break period. Students are required to vacate the premises within 24 hours after completion of their last scheduled examination during final examination week or by the official closing time and date of the residence hall, whichever is earliest. During the times that the residence halls are closed for break periods, entry by residents is prohibited. If emergency access is necessary during office hours, students must contact Campus Police at 304-336-8021 and the officer will contact the Student Life staff member on call.

During times when the residence halls are officially closed, no guests are permitted in the residence halls. This includes residents who have checked out at the close of each semester. All residents will complete a form notifying RA staff of their date and approximate time of check out for closing.

Identification Card (Topper Card)

All residents receive a West Liberty University identification card.

The card purposes include:

- Identification
- Residence Hall Building Entry
- Meal Card
- Laundry Card
- Topper Dollar Card

Residents must carry identification at all times. Unauthorized use, possession or duplication of an identification card for any purpose is prohibited. In cases when one individual allows another to utilize his or her card for any reason, including entering a building or using a meal, both the card owner and the user will be held responsible for violations of the Community Standards and the Student Code of Conduct.

Illegal Entry/Trespassing

Unauthorized entry into any residential area or facility, including restricted access areas of residential facilities, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to

designated persons (including other residents' rooms, roofs, etc.), or where the safety and welfare of residents could be endangered.

Keys

Each resident is issued a room key when checking into the residence hall. Unauthorized use, possession, or duplication of residence hall keys is strictly prohibited. Residents are responsible for carrying their room keys at all times and to avoid losing or misplacing them. Residents who repeatedly lock themselves out of their rooms may be subject to charges for lockouts. Resident Assistants (RAs) are not intended to serve as access providers. After three responses to lockouts, the student will be asked to produce their room key. If the resident cannot produce their key, a lock change will be ordered, and the student will incur the \$150.00 charge for replacement. If the resident can produce their key, they will be charged a \$25.00 fine for each subsequent lockout throughout that semester. To ensure security, any lost key must be reported to the Office of Housing and Residence Life. A lock change then will be requested and the \$150.00 cost will be assessed to the student. At the end of the year, residents must return room keys to the Office of Housing and Residence Life, or they will be billed a replacement charge. If a key is returned within two months of the lock change, a \$50 fee will be assessed and the lock change fee removed.

Kitchens

Some residence halls have community kitchens equipped with an electric range, microwave, and sink and food preparation area. Residents use their own cooking utensils in these kitchens and are responsible for keeping these areas clean after use. Frying on stove tops is prohibited.

Laundry Facilities

For your convenience, card-operated laundries are located in the residence halls, and coin-operated are available for apartments and houses. Residents are expected to help keep the laundry rooms clean and report any malfunctioning machines to the Housing & Student Life Office .

Limited Access

All campus residence halls are 24-hour limited access. All exterior doors are locked 24 hours a day. Residents' student ID cards will access exterior doors in the building in which they reside only. Allowing non-residents to enter a residence hall without an escort is strictly prohibited.

Lofts

West Liberty University does not provide lofts to students. The student can request to bring their own loft. The loft must be sturdy construction and must allow enough room for the student to sit on top of the bed without touching the ceiling. Any spare parts from the university-provided bed must remain in the room. The student assumes responsibility for safety and liability of the constructed loft. The University maintenance staff will not be responsible for assisting with assembling, constructing, or maintaining personal lofts.

Lounges

All residence halls have some type of lounge and/or recreational facilities that are typically furnished with couches, chairs, tables, and televisions. Residents and hall staff frequently use these areas for meetings, programs, studying and socializing. Pool equipment, where present, must be signed out with a student ID. The student who signs out the equipment utilizing his or her ID is responsible to any damage to the equipment, table or recreational area.

Mail

Residential students will receive a mailbox in the College Union for the academic year. Information about mailbox access and the proper addressing of mail will be sent to students prior to the fall semester. Residents **MUST** use the addressing format the University provides or delivery of mail will not be guaranteed. The University **DOES NOT** forward mail over breaks or in the summer. Break mail will be held for student return. Any mail received after spring semester end will be marked "Return to Sender" unless the student is a summer on-campus resident. Residents are responsible for ensuring that they take the proper steps to notify sender of their departure date and new address.

Maintenance, Repairs, and Pest Control

All requests for Maintenance, repairs and pest control should be made through the student Resident Assistant for the floor, or by contacting Housing Maintenance via email at fixit@westliberty.edu or telephone at (304)336-8009.

Motorcycles/Mopeds

Licensed motorcycles, mopeds and motorbikes may only be parked on campus in designated parking areas. Motorcycles, mopeds or motorbikes may not be parked or stored inside of a residence hall, on walkways, on access ramps, or under the framework of a residence hall. Any motorcycle, moped or motorbike parked in violation of the aforementioned restrictions, or considered abandoned, lost or stolen is subject to impoundment by the University.

Network Access

All residence hall rooms are wired for one cable TV and Wi-Fi through Comcast. Students can contact Comcast directly for any connection issues. The RA will have information sheets for troubleshooting and contacting Comcast.

Personal Property Liability

The University does not insure students' belongings and is not liable for loss, theft, or damage. Students are encouraged to check with their family's insurance provider to determine how their homeowner's/apartment dweller's policy might cover their personal property. If this coverage is not provided, students are strongly encouraged to obtain personal renter's insurance.

Pets/Aquariums

For health and safety reasons, pets are prohibited in the residence halls. The only exception to this policy is fish. Students having a prohibited pet will be asked to remove it and disciplinary action will be taken. Residents will be given a reasonable deadline to remove the animal from the premises permanently. Failure to do so may lead to confiscation and removal of the pet by Student Life staff or the appropriate local authorities. Residents may be assessed a fine as well as any associated cost for any pest control or cleaning. Residents are permitted to keep fish in their room providing: (a) the fish tank size does not exceed 10 U.S. gallons; (b) all residents of the room agree to have a fish tank in the room; and (c) all appropriate precautions are taken to ensure that the electrical connection to the fish tank is safe.

NOTE: This policy does not apply to persons with a disability that require the use of a service animal. If you require the use of a service animal, proper documentation from the treating physician/clinician must be submitted to the Department of Housing and Student Life.

Recreational Equipment

Riding a bike, scooter, skateboarding, or rollerblading and use of outdoor sporting equipment such as balls, Frisbees, golf clubs, bats, lacrosse sticks, etc. are prohibited inside of all residence halls because of the risk of unintended injuries, accidents, and potential property damage. Possessing or using any motor-driven vehicle inside a residence hall is also prohibited, except for devices utilized by a person with a disability.

Residence Life Review Board

The Residence Life Review Board will review all appeals for cancellations of room and board after contract signing (not including cancellations that coincide with withdraw from classes) and appeals of damage charges as forwarded by the Executive Director of Housing and Student Life. The Executive Director of Housing and Student Life may also consult the Residence Life Review Board in matters that include special circumstances regarding billing or housing policies. The Residence Life Review Board will consist of membership including; representatives from the Business Office, Financial Aid Office, one student, Executive Director of Housing & Student Life, and an Area Coordinator.

Roofs, Ledges, and Balcony Areas

The presence of individuals or objects on roof, balcony or ledge areas is prohibited at all times. Roof, balcony, and ledge areas are restricted for safety reasons and for protection of property.

Room Changes

The University may require residents to move to other accommodations in University-owned and operated facilities if it is determined by Housing and Student Life to be in the best interest of the resident and/or other occupants of the residence hall community to do so. In any case, efforts will be made to offer comparable accommodations if a room change is beyond the control of a student and/or the Student Life and Housing staff.

Room Condition

Each resident of a room must complete, sign, and return a Room Condition Form (RCF) at the beginning of the school year, or at the time of moving into a new residence hall room, to document any problems with the condition of the room when it is initially occupied. Residents will be held responsible for any damage to their room that is found when they move out unless (a) it was noted on the RCF; (b) it is normal wear and tear; or (c) it is a maintenance problem that arose during the year that was properly reported. Rooms will be inspected at the end of the spring semester or whenever the room is vacated. Residents are encouraged to be present for this inspection and to schedule this inspection with their Resident Assistant (RA) before moving out. An improper checkout charge of \$20.00 will be assessed if the resident fails to check out of the room and sign an RCF.

Summer Housing

Summer Housing is provided to students registered for summer classes/and or working for a campus department. Students employed off campus, but not registered for summer courses, are not eligible to reside in summer housing.

Information regarding accommodations and costs are published in the spring semester.

Unauthorized Access

Authorized Entry:

- Residents of the residence hall
- Parents and guests invited by residents of the residence hall and escorted by the host resident.
- Officials and authorized employees of the University
- Local, state and federal law enforcement officers
- Licensed subcontractors and business vendors expressly authorized by the Department of Housing and Residence Life

Any person who enters the building without an escort from a member of the residence hall or fails to comply with the requests as stated above will be subject to disciplinary consequences. Non-West Liberty students who enter a residence hall without an escort will be subject to criminal charges. Residents of the residence hall are required to ask guests to wait outside until the host can always greet the guest at the entrance and be escorted. A person who provides access to an unescorted guest by allowing the guest(s) to enter the building with him/her will face judicial charges. Violations created by guests will result in consequences for the host and may include disciplinary action which may include termination of the housing contract and/or criminal prosecution and trespass.

Weapons

Possession, manufacture, use, sale, or distribution of firearms, ammunition, BB and pellet guns, paint guns, knives, martial arts weapons, slingshots, and all other dangerous weapons is prohibited in any University owned, leased, or controlled residential facility, including but not limited to, residence halls, apartments, and houses.