



# PROCEDURE

## **On-Campus Housing**

Procedure Administrator: Vice President, Student Affairs

Authority:

Effective Date: August 1, 1984, September 1, 1984, September 17, 2009

Index Cross-References: Policy III-40: On-Campus Housing

Procedure File Number: 3400

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To provide procedures relative to the operation of on-campus housing.

### II. PROCEDURE:

#### A. Assignments

1. New and renewal students must submit a housing application and a reservation deposit to the Office of Residential Life to be assigned to on-campus housing. This must be accomplished within the time period stipulated by the Residential Life Office.
2. Failure to notify the Office of Residential Life of an intent not to live in on-campus housing will lead to the forfeiture of the reservation deposit. This notification must be submitted within the time period stipulated by the Office of Housing.
3. All assignments will be made without regard to race, color, creed, national origin, handicap, or age.

#### B. Roommate or Apartment Preferences

1. Renewal students, if they choose, can indicate roommate preference, and whenever possible can return to the apartment/room they occupied during the previous academic year. New students, like renewal students, are requested to list roommates they desire as well as other information. They are assigned apartments/rooms randomly, using the available information, unless their roommate preferences are renewal students with priority assignments and a space is open in their apartment/room.

2. Those students wishing to change room assignments contact the Residential Life Office for a list of openings in other apartments/rooms. A written statement as to the reasons for moving is required.
- C. Contract Agreements. A contract must be executed prior to and as a condition of occupancy. Any individual maintaining occupancy in college housing without a duly executed contract may be charged with trespassing and/or other violations of the law.
  - D. Reservation Deposits. Tenants are required to pay a fifty dollar (\$150) reservation deposit prior to occupancy.
  - E. Noise. Radios, televisions and stereos should be played at a moderate level at all times. Failure to comply with the standard noise level could lead to a complaint and termination of the contract.
  - F. Lockouts. Tenants locked out of their apartments/rooms and requiring the assistance of Security for entrance to apartments/rooms will be charged, as stipulated in the Guide to Resident Life booklet. Tenants locked out between 8:30 a.m. and 5:00 p.m. Monday through Friday or during normal working hours may come to the Residential Life Office and will be charged, as stipulated in the Guide to Resident Life booklet.
  - G. Security.
    1. Tenants experiencing break-ins and/or thefts of personal property from their apartments/rooms or cars should report such incidents to the Campus Police and to the Office of Residential Life immediately.
    2. Tenants arrested and convicted of certain crimes affecting the rights and/or property of other tenants or property of the college can have their contracts terminated.
  - H. Termination. A tenant may not terminate his/her contract at the end of the fall academic term. The contract is a legally binding agreement for one academic year. Submitting payment of the housing acceptance deposit and being offered a housing assignment by the College enters the student into a legally binding contract with the College and financially obligates the student to pay for the full term of the Residential Life Contract.
  - I. Apartment, Room, and Common Area. Tenants are responsible for damage to their apartments, suite common areas and room. Charges for damage will be assessed to those causing the damage or the entire group having occupancy in cases where damages cannot be attributed to individual tenants.