

Housing and Dining Regulations

Housing and Dining Regulations

A. Terms and Conditions

The college's Housing and Dining Program is an integral and required component of an Oberlin education. In choosing this residential college, students agree to accept the following principles, terms, and conditions, and to be responsible for all associated fees.

B. Principles

Tuition charges provide for the college's academic program; room and board fees provide a residential setting for that program. Tuition fees pay the salaries and benefits of faculty and staff, and provide for a wide range of facilities and programs—libraries, laboratories, an art museum, a music conservatory, athletic facilities and a student union—all of which create the context for a liberal arts education. As a result, tuition and fees do not vary by student although individual students may use particular programs or facilities differently.

Room and board fees pay for the staff, programs, and facilities that sustain a comprehensive living environment for a residential college with a geographically diverse student population as well as college overhead costs. Because a college of Oberlin's size and scope could not exist without a complete housing and dining structure, residential fees are comprehensive for all students regardless of how individual services may or may not be used. Therefore, subject to the exemptions noted below, all students enrolled in Oberlin College are generally required to pay the room and board fees and to live and take meals in college housing and dining halls.

The principle of the Housing and Dining Agreement is that the products of both tuition and room and board fees are essential elements for the establishment of an undergraduate, residential, liberal arts college. Therefore, those fees are comprehensive in scope and required equally of all students. Unless a student has an exemption or receives off-campus status these charges may only be reduced through a financial aid grant administered by the Office of Financial Aid.

The following terms and conditions summarize the Agreement between Oberlin College and an enrolled student for a housing and dining. In addition, all enrolled students must abide by all policies and procedures as established by the appropriate Oberlin College committees and offices.

1. PAYMENT OF FEES

Fees are set each year by the college and approved by the Board of Trustees and are payable at the start of each semester; they are included in the statement sent by the Office of Student Accounts. Charges for students who leave the housing and/or dining program are billed at the rate of 10 percent of the semester charge

for each week or a fraction thereof in residence. There is no refund after the ninth week of the semester. Any student who remains enrolled in the college, but leaves college housing and/or dining during the academic year without official notice and approval, continues to be liable for all tuition and room and board fees for the full academic year.

2. HOUSING AND DINING EXEMPTIONS

All students are expected to live and take meals on campus unless the Student receives a written notice of off-campus status or exemption from the Office of Residential Education and Dining Services.

a. Exemptions

Students in the following categories may be exempted from the oncampus Housing and/or Dining requirement, if requested by the student within the college's established deadlines in advance for the academic year:

- (1) Married students who submit a copy of their marriage license and domestic partners who submit the approved Affidavit Concerning Relationship and supporting documentation.
- (2) Students who live with their parents and commute from their parents' home within a 50 mile radius of Oberlin and have a minimum of six months established residency. Proof of residency is required by the publicized deadline.
- (3) Students who are enrolled for five credits hour or less.
- (4) Students who have underage dependent children.
- (5) Housing Only: Students (approximately ten (10%) of the undergraduate population) who have at least six semesters of residency oncampus and have requested and have been formally granted off campus status. If the number of requests exceeds the number of students able to live off campus, a lottery system will be implemented. The lottery is based on the number of semesters in residence and a computer generated random number. Lottery numbers will be assigned to each person or group who registers for off-campus status within each semester of residence category. Students who have been on an approved Academic Leave of Absence (ALOA) or have lived off campus with official notification will receive residency credit. Students who have been on a Personal Leave of Absence (PLOA or Medical Leave of Absence (MLOA)) will not receive residency credit for those semesters away. Transfer students can receive up to four (4) semesters of residency credit by sending a copy of the transcript(s) to the Office of Residential Education. Any student enrolled for the fall semester who wishes to live off campus during the spring semester based upon time in residency

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must live off campus for the entire academic year. Continuing students will not be granted off campus status for the spring semester, even if they achieve the residency requirement. No student returning from leave spring semester will be granted off-campus status unless they were eligible and received off-campus status in the previous spring's housing selection process.

Students who receive off-campus status are required to submit their off-campus address and phone number to the Office of Residential Education and Dining Services by the end of the first week of classes. Failure to notify the college of an off-campus address may result in fines and/or forfeiture of off-campus status. Students who accept off-campus status and then choose to return to college housing will be eligible to select only from housing available at the time of their return. Students should not sign an off-campus rental lease or pay a security deposit without receiving formal written notification of off-campus status.

b. College Dining Program

All students, including students who receive off campus status or a Housing exemption, are required to participate in the college dining program and are responsible for fees connected therewith, unless the Office of Residential Education and Dining Services grants a specific exemption. Students who receive off campus status via section B.2.a.(5) above are not entitled to an exemption from participation in the college dining program.

c. Subsequent Housing and Dining Elections

Any student who has been granted an exemption who subsequently elects to participate in a college housing and/or dining program is committed to that service for the academic year or the remaining portion thereof.

d. Special Accommodations

The college complies with all applicable laws relating to students with disabilities. The Office of Residential Education understands that some students may have a medical condition or disability that requires a special housing and/or dining accommodation. Students who believe they may need an accommodation for housing and/or dining because of a disability should contact the Office of Disability Services. Required documentation should be submitted by the deadline established by the Office of Disability Services. Assistance with such documentation will be provided upon request.

e. Room and Board Fees

Students are liable for all room and board fees unless and until they are granted a housing or dining exemption in writing from the Office of Residential Education and Dining Services, after which an appropriate adjustment will be made. The

Office of Residential Education and Dining Services cannot consider individual financial concerns in determining fees or assignments. Nonpayment of room and board fees cannot be used as a form of financial aid. The Office of Financial Aid is the only office that is authorized to administer financial aid.

3. ROOM AND BOARD SERVICES

Occupancy of college housing begins for new Students on the first scheduled day of Orientation for the academic year, and for returning Students two days before the commencement of classes for the academic year. Occupancy ends for undergraduates at 9:00 a.m. of the day following the last day of exams, and for graduates at 10:00 a.m. on the day following Commencement. Dining services begins with lunch service two days before classes begin (or the first day Students are permitted to return) and ends with dinner on the last day of the semester. Students may not arrive early or depart late without written permission from the Office of Residential Education and Dining Services. A sliding scale fee will be assessed based upon the date that a request was made and the number of days approved to arrive early or stay late.

Room and board fees provide furnished rooms in college-maintained housing and dining services for the fall and spring semesters or the remaining portions thereof. The terms of the housing contract include fall break, winter term, and spring break. Residence halls are closed for winter shutdown, however, students may continue to reside in village housing. If access or retrieval of items is requested during break or shutdown periods, a fee will be assessed. Housing assignments are for the full academic year, or the remaining portion thereof including winter term (January).

The terms of the dining agreement do not include fall or spring break as all campus dining facilities are closed. Dining Services are offered on an optional basis during winter term at an additional charge. A valid ID card is required for access to residential buildings and dining halls.

4. RESIDENCE ASSIGNMENTS

The Office of Residential Education assigns rooms to new students on the basis of the housing application. Returning students select housing based on a reassignment system that gives priority to students based on the number of semesters in residence and a randomly assigned appointment time.

The college currently provides single-sex, coed, and all-gender housing options for students. In order to provide students more open accessibility to housing, the college is moving to replace coed and all-gender housing with gender-blind housing. Gender-blind housing provides an opportunity for enrolled students of any gender identity (male, female, transgender, those who do not identify, etc.) to opt to live together in rooms, floors, wings, or

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buildings. Designations of single-sex and gender-blind housing will be reviewed on an annual basis.

a. *Summer Waitlist*

Students may place themselves on the summer waitlist between May 1, and May 31. Priority on the summer waitlist is based on semesters in residence and the date and time students place themselves on the waitlist. The summer waitlist expires on the first day of classes.

b. *Academic Year Waitlists*

Students who accept an assignment but would prefer another housing situation may place themselves on a waitlist beginning on the first day of classes. Priority for reassignment from the waitlist is on a first-come, first-served basis and available housing. Reassignments required for students in temporary housing will take priority over students on the waitlist.

c. *Academic Year Assignment*

All housing assignments are for the entire academic year.

5. PERSONAL USE

All students residing on campus agree that the housing assigned to the resident shall be used only by the individual assigned to the space and may not be transferred or assigned or sublet to another person. Residents may not be assigned to more than one residency space at the same time or occupy more than one space at the same time. The assigned space will be used only for personal living, sleeping, and studying. Public spaces, including, but not limited to lounges, studies, kitchens, or bathrooms may not be used for personal living or sleeping unless assigned by the college. No commercial business operation, solicitation, canvassing, sales, marketing, or advertising will be conducted out of the assigned space or public spaces in the building. Residents should be aware that they are subject to all local, state, and federal laws, including those regarding gambling, firearms, and the use and possession of alcoholic beverages and illegal drugs. The college's policies and procedures regarding college housing and student rights and responsibilities are detailed in *Student Regulations, Policies and Procedures*.

6. RIGHTS RESERVED BY THE COLLEGE

The college at all times reserves the right to assign or reassign students to a housing space, including temporary space(s) in lounges, and to close rooms and/or facilities when vacancies exist or when areas are rendered unfit for occupancy. Agents of the college shall have the right to enter college housing at all reasonable hours (and upon reasonable notice when applicable) for the purpose of examining the spaces or making repairs or alterations as necessary for safety and maintenance. The college reserves the right to conduct life safety inspections as necessary, without prior notice,

to identify and correct life safety violations. Residents are responsible for understanding and complying with procedures included in any residential handbook and with the Social Conduct Standards and Housing and Dining Regulations as stated in *Student Regulations, Policies and Procedures*, which are incorporated into this agreement as if fully set forth herein. Oberlin reserves the right to transfer or evict students in accordance with section 16 of this Agreement.

7. HOUSING AND DINING ASSIGNMENT CHANGES

Housing assignments are generally made for the entire academic year and are not subject to change, except as required by the college to fill vacancies or to consolidate assignments as delineated in the Housing and Dining Agreement. Notwithstanding, a housing assignment may be changed upon the request of a student at the discretion of the Office of Residential Education. The office has the discretion to grant or deny this request.

Residents who wish to change assignments should fill out the Room Change Request form found on the Residential Education website. Once a space becomes available, the Resident will be contacted about the opportunity to move and the appropriate process to do so. Students are given 48 hours to completely move out of their assignment and sign all administrative paperwork. Assignment changes for students who place themselves on the waitlist during the academic year are granted on a first-come, first-served basis. Reassignments required for students in temporary housing will take priority over students on the waitlist. Any change in housing assignment does not affect the student's obligation under the Housing and Dining Agreement. If you are in OSCA, please contact the OSCA office for more information about room moves.

Residents who complete an unauthorized housing change or fail to complete an approved housing change may lose their preferred housing assignment, be required to relocate, be charged a fine, and/or be subject to disciplinary action. Students whose assignment changes are authorized at the end of fall semester must vacate their current assignment prior to leaving Oberlin in December. This applies even if the student plans to remain oncampus during winter term. Students are given 48 hours to completely move out of their assignment and sign all administrative paperwork. Assignment changes are granted on a first-come, first-served basis.

8. REMAINING OCCUPANT

When vacancies occur in college housing spaces, the college has the right to show these spaces and assign new occupants to fill these vacancies. The college also reserves the right to reassign the remaining occupant of a housing space to different accommodations. If a student has a roommate who fails to move in, leaves the college, or moves to other college housing, the

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remaining student(s) must accept a new roommate or make a housing change within five business days during the academic year. After five business days, the college may consolidate assignments, assign new students to the empty space(s), or bill the student at the established buy-out rate. Students with the highest priority (semesters in residency) will have the first option to occupy multiple spaces without roommates. Students who refuse to accept a new roommate or who fail to clear the unassigned portion of the room/unit may be subject to disciplinary action and fines. The college retains the right to fill any vacancies that occur over the summer at its own discretion.

9. STORAGE OF PERSONAL BELONGINGS

All campus storage is limited and available on a first-come, first-served basis. As a courtesy, students who are continuing in college housing in the following academic year are permitted to store some of their belongings at the college over the summer. There is a three item limit including trunks, luggage or boxes (18"x18"x16"). All items stored in college storage must meet UPS shipping requirements and must include an identification tag to be provided by the college. Village housing residents and residents taking a leave from campus (including study abroad) may store belongings for a maximum of one year in long-term storage located in East Field. This is the only location available to these students. Student-owned furniture, electronics, refrigerators, rugs, empty boxes, etc., may not be stored in college storage areas. There is no access to storage areas over break periods or during the summer recess. If emergency access is needed, a fee will be assessed. Students store items at their own risk and Oberlin College assumes no liability for lost, stolen or damaged items.

The college reserves the right to dispose of unauthorized items in storage, improperly labeled or stored items, or possessions left for more than one year and will bill students for the cost of removal of unauthorized items found within storage. Students may not store items after they have graduated, been suspended, withdrawn or have otherwise left the college.

10. RESPONSIBILITY FOR PERSONAL PROPERTY

The college and the Office of Residential Education and Dining Services assume no liability for theft, damage, or loss of money, valuables or other personal effects of any student or guest caused by fire, water, steam, insufficient heat, power failure, the elements, neglect, theft, or the actions of a third party that occur in college housing or on college property. Students are encouraged to confirm that their property is covered by their family's homeowners' insurance or to carry personal property insurance.

11. MAINTENANCE

No resident shall alter, paint, repair, or contract the repair of any furnishing, structural fixture, or

electrical, mechanical, or plumbing equipment. Routine maintenance needs are to be reported to Facilities Operations at www.oberlin.edu/facilities using the Submit a Workorder link. Maintenance emergencies need to be reported to Facilities Operations' service response desk during normal working hours and to Safety and Security after hours and on weekends/holidays. Only the appropriate college service employees may paint and make alterations to the room or furnishings. The college will be responsible for making all repairs determined to be necessary and appropriate.

12. RESPONSIBILITY FOR ROOM CONDITION AND USE

The Student agrees to use ordinary care in the use of the residence, the furniture, appliances and all other parts of the residential community. Charges for special cleaning, keys, and for repairing or replacing of any damage or loss to property necessitated by the lack of due care on the part of the student and/or guests, will be billed to the students assigned to the room/unit. If the damage and/or charge cannot be attributed to a particular room or student, it will be appropriately divided and charged to all student(s) of the unit, floor, building, or community. Students will be billed for any pieces of furniture missing from the room/unit at the time of auditing. No furniture is to be removed from any room/unit. Room furnishings may not be stored in storage areas or in any public areas including hallways, bathrooms, kitchens, laundry rooms, and/or lounges. Furniture in one room/unit may not be exchanged for furniture in another room/unit without the prior written permission of the resident director of the building. Windows may not be used as entrances or exits except in the case of an emergency. For safety reasons, window screens must be kept on windows in all college housing and dining halls. If screens are removed or damaged students will be billed for the labor to rehang or replace the screens.

All students are prohibited from accessing roofs, mechanical rooms, electrical vaults, custodial closets, CIT closets, loading docks, or any other unsafe areas regardless of whether or not the spaces have been locked off by the college. Students living in village housing are not permitted to access basements, attics, roofs, ledges, terraces, or balconies (except in Union/Goldsmith apartments) or any other unsafe areas regardless of whether or not the spaces have been locked off by the college.

13. CHECK-IN AND CHECKOUT PROCEDURES

a. *Check in*

Upon checking into college housing, students are responsible for acknowledging the condition of their assigned space by completing and submitting the Room/Apartment/House Condition report within 24 hours. The purpose of the condition report is to protect both students and the college regarding

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damage charges. Students will be billed for all damages/losses not noted on the check in condition report above ordinary wear and tear at the time of checkout as delineated above. Failure to return the check in condition report will result in an improper check in charge and inability to appeal damage charges assessed upon checkout.

b. Checkout

Students are expected to check out, return their key(s) if applicable, and follow written procedures, as outlined in the closing memo, for vacating their assigned room/unit. Students are expected to reassemble furniture and to remove all trash, personal belongings, and college property not itemized on the condition report prior to check out. Fines and/or charges will be assessed for failure to meet the checkout requirement or for damage or loss of college property. Residential Education and Facilities Operations staff members are all able to assess fines/charges to students. Students may incur additional charges following checkout after college staff complete a final inspection.

Students living in traditional residence halls or village housing (i.e., non-OSCA housing) have the right to appeal charges, if they have followed proper checkout procedures. Appeals of residential education checkout charges must be received within 30 days of billing. The criteria upon which appeals may be based are:

- (1) new information is available that was not available at the time charges were assessed
- (2) charges are unreasonably severe
- (3) charges were incorrectly assessed

Listed below are the steps that students should take if they decide to appeal a charge from Residential Education.

- (1) Complete the checkout charge appeal form on the Residential Education website. The request for an appeal must include a detailed rationale that addresses one or all of the criteria.
- (2) An Assistant Director of Residential Education will begin investigating the appeal within five business days of receipt.
- (3) If the charges cannot be appealed, students will be notified and the appeal process will end at this point.
- (4) If the charges can be appealed, students will be notified of the outcome of the appeal. Notification will occur within three weeks of receipt.
- (5) If the appeal is denied, a final appeal based on the criteria above may be made to the Director of Residential Education (or designee) within five business days of the initial decision.

The determination of the Director of Residential Education (or designee) is final.

Any student in OSCA wishing to contest checkout charges should submit an appeal to osca@oberlin.edu.

c. Late Checkout

Students must vacate by the published deadlines. Failure to vacate and return keys by the deadline will result in the assessment of a late checkout charge. Students who are suspended, leaving, or withdrawing from Oberlin College must vacate within 48 hours of the actual date of withdrawal/suspension/departure.

14. TELEPHONES

Students in college housing are provided with basic telephone service that includes oncampus and local calling free of charge. Students who bring their own phones to campus will need to plug a phone into the telephone jack. The only restriction on personal phones is that 2.4 GHz cordless telephones are not permitted, as they interfere with wireless data networks. The Telephone Office will not be able to maintain personal phones brought to campus. Students may also borrow a handset from the Office of Residential Education at no charge for the academic year. An \$85 replacement fee will be billed to the student's account for phones not returned to the Office of Residential Education at or before checkout. Voicemail is available free of charge to all students. Students desiring this service should contact the Telephone Office. If students experience a problem with phone service, they should report the problem to the Office of Residential Education directly or through a residential student staff member (RA, LRA, VA). Students are not allowed to receive collect phone calls. If a student is found to have accepted collect charges, they may be subject to disciplinary action and will be required to pay accrued charges.

15. SUGGESTIONS, COMPLAINTS, AND APPEALS PROCESS

Students' suggestions and complaints regarding college housing, dining services, regulations, policies, and issues should be submitted to the Office of Residential Education and Dining Services in writing, which can include an e-mail to resed@oberlin.edu.

a. Requests for an Exception

Requests for an exception to any policy listed in the Housing and Dining Agreement should be submitted in writing to the Assistant Director for Housing Administration. In addition to campus mail and personal delivery, the Assistant Director for Housing Administration will accept requests submitted by e-mail to resed@oberlin.edu. All requests for an exception will be granted or denied in writing. Students should not assume approval prior to receiving written notification.

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b. Appeals

Students who have requested an exception and have been denied by a Residential Education and Dining Services staff member may appeal the decision to the Appeals Board. Appeals will be heard based on special circumstance specific to the student. The Appeals Board does not have the authority to render decisions that change policy or those based on financial issues. All appeals must be submitted in writing, which can include e-mail (resed@oberlin.edu) to the Appeals Board, in care of the Office of Residential Education and Dining Services. A final decision will be rendered within 30 days of receipt of the appeal; except when the appeal is received after May 1, or December 1, then the final decision will be rendered within 30 days after the beginning of the next semester.

16. DISMISSAL FROM COLLEGE HOUSING

Pursuant to Ohio law, the college may terminate the Housing and Dining Agreement and require the Student to vacate college housing upon a determination that the student has violated a provision of the Housing and Dining Agreement or has violated an applicable provision of *Student Regulations, Policies, and Procedures* pursuant to the Judicial System, including but not limited to: failure to pay tuition and room and board fees, trafficking or abuse of controlled substances, weapons violations, as a response to cumulative disciplinary history or damage to college housing and property, and in the response to facility emergencies resulting from fire, water or weather damage. Notwithstanding, in any case where a student's presence in college housing poses an immediate threat to person or property, as determined by the Office of Residential Education and Dining Services, the student may be required to immediately vacate college housing until a hearing on the matter is held. A determination that the student has violated a provision of the Housing and Dining Agreement or violated an applicable standard of the *Student Regulations, Policies, and Procedures* may be made only after the student is given written notice of the alleged violation and a right to be heard on the matter. The college's notice and hearing procedures, and the college's officers authorized to make foregoing determinations, are described in detail in the *Student Regulations, Policies, and Procedures*. In the event that the Housing and Dining Agreement is terminated as a result of such a violation, the student will be responsible for room and board fees in accordance with section 1.

C. Community Resources and Opportunities

1. PARTIES

To support students in their efforts to plan responsibly for social events in residential spaces the Office of Residential Education and Dining services developed

the following processes for seeking authorization to sponsor parties.

a. Party Authorization for Traditional and Cooperative Housing

Residents who wish to host a party in a traditional residence hall or in OSCA housing must pick up a party-planning packet that outlines the party-planning process from the Office of Residential Education. If the party will involve the serving of beer, students must come to the Office of Residential Education no later than five weeks prior to the event for approval. Failure to meet this five week deadline will result in the party not being approved.

b. Party Authorization for Village Housing

Residents who want to host a party in village housing must make an appointment with the party planner in Residential Education to receive a Village Housing Party Permit. If students wish to host a party in their village housing unit, regardless of whether alcohol will be served, they must come to the office and meet with the party planner a minimum of THREE days prior to the event for approval. In village housing a "party" refers to an event that will exceed the guest policy. Failure to meet this three day deadline will result in the party not being approved. Please note that parties may not be approved in village housing even if the minimum three day request has been met. An appropriate staff member needs to be available to meet with residents and inspect the house. Parties in village housing will not be approved during fall or spring break, or for the last two weekends of the fall and spring semesters.

All parties must adhere to all college policies regarding, alcohol, noise and guests. Unauthorized parties or approved parties that violate the party policy are subject to judicial action and/or fines.

For more information about the party planning process, please go to: <http://new.oberlin.edu/office/housing/forms-and-policies/party-planning.dot>.

c. Unauthorized Party/Violation of Party Policy

Unauthorized parties or approved parties that violate the party policy are subject to judicial action that may include educational sanctions, fines and fees. The assessment of charges associated with these incidents serves as a reminder that unauthorized parties or parties that grow out of their capacity to maintain community standards warrant an institutional response that might have been avoided through careful party planning and monitoring.

The educational sanctions for such incidents may include, but are not limited to, the loss of the privilege to register future parties, referral to the CHOICES class that carries a \$25 fee, an informational interview with a specified

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administrator, a \$100 unauthorized party fine per residential unit involved, and/or restitution for damages to college property resulting from activity associated with said party. The disciplinary status sanctions imposed may range from written warnings up to and including suspension or dismissal.

Any monetary charges associated with the party will be divided equally among the residents assigned to the residential units, or equally among the individuals found responsible for the party through judicial proceedings. Charges will be billed directly to individual student accounts.

2. GRILLS

Students in college housing are not permitted to own or store outdoor grills. Outdoor grills are defined as grills that are charcoal, gas (propane) or camping (butane) grills. Students residing in village housing (excluding Elm St. and Firelands) may reserve a grill through the office of residential education within 1 business day prior to requested use. Reservation of a grill requires a \$25 deposit. Please visit the office of residential education's website to fill out the grill reservation form. Once you have completed the form, if you are approved and a grill is available, then a grill will be delivered to your housing unit for use. If any damage occurs to the grill while checked out, the resident who requested the grill will be financially liable for the cost to repair or replace the grill. There are a limited amount of grills available through the Office of Residential Education and they are available on a first-come, first-reserved basis. Any questions regarding the grill policy should be directed to the Resident Director for village housing.

3. COLLEGE HOUSING GOVERNANCE

a. *Structure and Organization of House Council (Legislative)*

By the end of the second week of classes, each college housing section should elect a treasurer and any other officers deemed necessary. Section presidents will represent their sections on the house council and will be responsible for calling meetings and seeing that the section responsibilities and business are carried out.

b. *Responsibilities of Section Presidents/House Council Members*

Sections are required to meet to discuss the needs and concerns of group living and to determine any regulations desired by the residents (quiet hours, visiting limitations, etc.). No such regulations voted by the sections may contravene published student regulations. Sections are encouraged to meet as often in the year as their needs dictate. Attendance of the entire section will be required when section regulations (as previously noted) are established

or changed. Regulations adopted will require a three-quarters vote and will be cast by secret written ballot.

c. *Section Enforcement and Appeal*

The individual section will be responsible for the enforcement of the regulations it has established. If the section finds that individual members refuse to abide by the rules established, the section or the individual members may bring a formal complaint to one of the college judicial bodies, having sought the advice of the Judicial Coordinator as to the appropriate and available channels. Alternatively, any of the in-hall professional staff of the Office of Residential Education and Dining Services may be asked to act as intermediary. More formal avenues for mediation are also available. If behavior in a particular section disturbs other sections, the house council will request the section to respect the rights of others in the section. If the problem continues, a complaint should be brought to one of the higher judicial authorities.

d. *Village Housing*

In village housing, tenant boards may be created at the beginning of the fall semester by the Village Assistants with the assistance of the Resident Director. If you are interested in Tenant Boards, please speak with your assigned Village Assistant or the Village Housing and Co-op Resident Director.

D. Housing and Dining Conduct Policies

1. ALCOHOL, DRUGS AND TOBACCO

The policies listed here are those specific to alcohol use and possession in college housing. Please refer to V. Social Conduct and Regulations, section N. for the general college policies on these substances.

The policies listed here are those specific to alcohol use and possession in college housing:

- a. Persons under the age of 21 may not possess or consume alcoholic beverages or host drinking in college housing.
- b. Alcoholic beverages may be possessed and/or consumed (but not sold) in student rooms by the resident(s) and the invited guests and the resident(s) who are of legal drinking age (21 or older).
- c. Underage persons may be present when drinking occurs in a private residential room as long as a legal-aged resident of that room is present. It shall be the responsibility of the legal-aged resident to see that alcoholic beverages are not served to or consumed by underage persons. Anyone allowing underage students to drink alcohol in a college housing room will be subject to disciplinary action.
- d. Open containers of alcohol are not permitted in lounges, hallways, bathrooms, porches, stairwells,

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balconies, and lawns or in other public or semi-public areas of College housing unless the necessary party planning procedures have been completed with the Office of Residential Education and Dining Services.

e. Residents of legal drinking age may not possess large quantities of alcohol in college housing. The alcohol present must be deemed a reasonable amount intended for personal consumption.

f. Kegs or beer balls (empty or full) and common source containers are not allowed in college housing unless the official party planning process has been completed with the Assistant Director of Residential Education or his/her designee.

g. Beer bongos and other items used for quick or mass consumption of alcohol are strictly prohibited.

h. The college reserves the right to bill the students assigned to a residential unit and/or sponsors of alcohol related activities hosted in the assigned unit for any damage resulting from the alcohol related activity.

2. GUESTS

Residents may have an overnight guest including family members for a single visit of not more than seven consecutive nights per semester in college owned housing. The presence of the guest cannot constitute an inconvenience for roommates or otherwise interfere with the housing community life. If this occurs, the college has the discretion to terminate the visit. In no instance shall a guest become a long-term resident in a college-owned facility. Residents are responsible for the actions of their guests and must be present for the duration of the visit.

Residents are required to apprise residential education staff of any overnight guest in a college owned residential facility. The resident should send this notification to the appropriate resident director by e-mail. The number of guests in a college residence at one time should not exceed two guests per person assigned to the space.

Violations of any aspect of this policy will result in judicial action and/or eviction. It is Oberlin's philosophy that the residence halls should provide a living environment that fosters mature and responsible behavior between students and that protects the rights and needs of individuals. To this end, it is the policy of the college that each section or residence hall should determine its visitation policy. The policy set by the section or hall may be more but not less restrictive than the Office of Residential Education's stated policy.

3. SPORTS

Students may not conduct games or sporting events/activities or engage in other behaviors that may cause damage or injury to any other person or property in

hallways, lounges, or stairwells or limit egress from the building. This includes but is not limited to using any athletic equipment, rollerblades, roller skates, skateboards, scooters, or bicycles within college housing.

4. LIFE-SAFETY POLICY

Residents agree to abide by state, local, and college regulations regarding fire, safety, and sanitation as stated below. In addition, students are expected to follow all policies related to prohibited and regulated items and smoking while in college housing. Failure to comply with these regulations jeopardizes the safety of self and others and may result in judicial action and/or fines.

a. Equipment

Tampering with, misuse of, or vandalism to life-safety equipment in any college building is a violation of state law. Equipment includes but is not limited to fire extinguishers, heat sensors, pull boxes, fire doors, exit signs, smoke detectors, door closures, and fire hoses. Causing a false fire alarm to sound may result in disciplinary action and fines. Evacuation from the building by all residents is required when the fire alarm sounds. Use of the fire escape of any college building is permitted in emergency situations only. Any non-emergency use of fire escapes is prohibited and will be considered an act of trespass.

b. Egress from room

Furniture or other obstacles may not block, or limit access to doors, fire escapes, room windows, or any other means of egress from any room and/or building.

c. Door closures/smoke detectors/evacuation signs

Removing, covering, or tampering with automatic door closers, smoke detectors, and/or evacuation signs is prohibited and will result in disciplinary action and fines.

d. Fire Alarms

Fire alarms exist in college housing to protect the occupants of the building. False fire alarms can decrease students' response time to evacuation when alarms sound. The most common, preventable alarms are the result of carelessness while cooking. Students are expected to be responsible when cooking, including, but not limited to, being present in the kitchen at all times, using vent hoods, turning off burners and ovens after use, and ensuring that cooking appliances are clean prior to and after use.

Fire alarms that activate because of the negligence of residents or their guests may result in disciplinary action and fines. Fines may include, but are not limited to: (a) fines assessed to the college for Fire Department response; (b) labor costs associated with resetting the alarm (up to four hours of electrician labor); (c) labor costs associated with Safety and

Housing and Dining Regulations (cont.)

Security response (up to 1 hour of labor); and/or (d) materials (e.g., replacement smoke detector, discharged fire extinguisher). Students are expected to take responsibility for fire alarms that could have been prevented. In the case that a student does not take responsibility or there are repeat alarms in a single building, then the college reserves the right to divide any associated fine or fees among the residents of the building.

5. CLEANLINESS OF ASSIGNED LIVING SPACES

For the sake of the general health and safety of the community that lives in close proximity, residents are expected to maintain the cleanliness of their assigned living spaces.

a. *General housekeeping expectations*

Students are expected to maintain the cleanliness of their room/unit including regular vacuuming/sweeping, trash removal, and proper food storage and disposal. Students living in units with kitchens or private bathrooms are expected to appropriately clean and maintain these spaces and associated appliances. Excessive accumulation of paper, trash, foodstuff, and/or clothing on the floor(s) and/or around radiators may constitute a fire/health hazard and/or pest concern.

Students living in village housing must ensure that porches and yards, especially in the front of the unit, are free of trash, interior furnishings, and generalized clutter.

b. *Response to hazardous conditions or pest issues related to housekeeping*

When students report pest issues, a Facilities Operations staff person or a designee will inspect the room. If the pest issue is made worse by the failure of the student(s) to maintain the space as defined above, the student(s) will be assessed fees associated with pest inspection and control.

If the state of your room is determined to be a hazard/concern, you will be given notice to correct the situation. Failure to do so within 24 hours may result in judicial action, relocation, and/or cleaning fines.

6. NOISE

For the policies regarding noise in residence halls, see Social Conduct and Regulations, entry V., section K.

7. PETS

Fish and other aquatic animals that can only survive in water are the only pets permitted by students in college housing. No other animals are permitted in residential spaces for any period of time unless specifically approved by the Office of Residential Education. Unapproved pets may result in judicial action, fines, and/or assessment of cleaning Fees, including possible pest control.

8. PROHIBITED AND REGULATED ITEMS

a. *Wall hangings*

Oberlin College strongly recommends using finishing nails or tacks where possible to hang room decorations, as they tend to damage to walls less than most adhesives. In addition, we recommend the use of “sticky tack,” a rubbery substance that is usually blue or white in color). Please be aware if using other adhesives even those claiming to be safe for walls that they may remove paint in some spaces if not removed according to the instructions. Students are responsible for the costs associated with damage to the walls of their rooms due to hanging decorations. Some college housing assignments have bulletin boards or corkboard strips, while others have molding strips on which molding hooks may be used. Window treatments should be hung using tension rods. Duct and packing tape, screws, etc. may not be used on walls, doors, woodwork, or furnishings due to the damage that may occur to walls or finishes.

For the sake of fire safety, residents in college owned housing may not have coverings (cloth hangings, tapestries, posters, pictures, window treatments, etc.) on more than 20 percent of a room’s wall surface. Residential Education permits cloth tapestries, but only on walls. Residents may not mount canopy arrangements on beds or walls. Residents may not hang anything from the ceiling or from or around fire safety equipment (smoke/heat/fire detectors, sprinklers, etc.).

b. *Electrical Appliances*

Residential Education permits students to have the following electrical appliances in college housing: micro fridges provided by the college rental program in village housing and renovated residence halls, TVs, radios, stereos, telephones, fans, typewriters, personal computers, and hair dryers, as well as curling and clothing irons and coffee makers/pots with automatic shut-off features. Residential Education prohibits the following electrical appliances in college housing: Air conditioners and cooking appliances—including microwave ovens, immersion heaters, popcorn poppers, hot plates, and water heaters.

c. *Refrigerators*

Only one refrigerator per room is allowed in college housing. Divided doubles are considered one room. Capacity of refrigerators may not exceed five cubic feet except for refrigerators provided by the college rental program and those refrigerators in village housing.

Housing and Dining Regulations (cont.)

d. Grounded extension cords

Extension cords must be grounded (three-pronged) and should be protected with fuse devices (surge protectors) throughout college housing.

e. Combustible materials

The presence of combustible materials including but not limited to gasoline, kerosene, paints, thinners, poisonous or hazardous chemicals, and/or fireworks or explosives is prohibited throughout college owned housing.

f. Electric blankets

Electric mattress pad covers and electric blankets are prohibited in college housing.

g. High-wattage lamps

The use of halogen lamps or light bulbs of higher wattage than the specified rating in the light fixture is prohibited throughout college housing.

h. Portable heaters

Use of electric, kerosene, or other types of portable space heaters is prohibited in college housing.

i. Non-flammable waste containers

Only flame retardant wastebaskets are permitted in college housing.

j. Furnishings

Waterbeds and other pieces of water-filled furniture are not permitted in college housing. In addition, wooden structures, including lofts and room dividers are prohibited. Curtains, blinds, and/or window treatments other than those provided by the college are prohibited.

k. Bicycles

Bicycles may be stored in individual student rooms in college housing if they do not block egress. Additional designated storage areas are located in Burton, Noah, and Tank bike storage areas. In order for bicycles to be placed in storage, they must be registered with the Office of Safety and Security. All bicycles left on campus at the end of spring semester should be stored in one of the designated bike storage areas. Bicycles not stored properly will be removed and discarded. Motorized bicycles or motorcycles may not be stored in any facility. Motorcycles and motorized bicycles found in college housing or other facilities will be removed at the owner's expense.

l. Decorations

Presence of burned candles, incense, or anything with an open flame, even for religious purposes is not allowed in college housing. In addition, live or cut trees, live wreaths, and/or artificial trees over four feet tall are prohibited in college housing. Such items found in college housing will be confiscated and turned over to the Office of Safety and Security.

m. Weapons

For the policies regarding weapons in and on college property, see the entry in section IV. of the Judicial System D. Code of Conduct., section 6.b.

9. COLLEGE HOUSING ID CARD SECURITY

Out of concern for safety and security, college housing is locked twenty-four (24) hours each day. Student identification cards are programmed to unlock access doors on college residence halls and some village housing units. Students are expected to carry their ID cards with them at all times. Identification cards may not be loaned or given to anyone else, nor may they be altered. Residents may not allow people who are not their guests into college housing buildings. Tampering with a building's exterior door system or propping open an exterior door may result in disciplinary action.

Lost cards are to be reported immediately to the Office of Residential Education and Dining Services during weekday hours and to the Office of Safety and Security after hours, so they can be deactivated. Temporary replacement access cards are available evenings and weekends from the Office of Safety and Security. Temporary replacement dining cards are available evenings and weekends from Stevenson Dining Hall with proof of notification of a lost or stolen card from Safety and Security. Students are required to get a new card from the Office of Residential Education and Dining Services. There is a fee for replacing a lost card or for reactivating an old card.

Damaged or altered cards can damage the access and cash terminals. Students must replace damaged or altered cards immediately. Damaged cards will be replaced free of charge.

Students are required to show their ID card when asked to do so by a college official. Misuse of, altering, forging, contributing to the fraudulent use of, or failing to show an ID card may result in a fine and/or disciplinary action.

10. PUBLIC AREAS POLICY

Residents may be held responsible for the upkeep of public areas including, but not limited to, hallways, bathrooms, stairwells, elevators, lounges, studies, utility rooms, lobbies, porches, patios, and lawns. Residents are expected to take every precaution to assure that communal property is not abused. In addition to individual rooms, it is the responsibility of the residents to keep laundries, bathrooms, and kitchenettes clean. In college housing where the college determines that a majority of the residents are tolerating undue abuse of college property (in excess of normal wear), and the responsible individual(s) cannot be identified, all residents of the area will be held responsible for a proportional amount of the cost of repairing or replacing damaged items, cleaning fees, and/or the cost of fines.

Housing and Dining Regulations (cont.)

Lounge furnishings are designated for the collective use of residents; therefore, they may not be redistributed for use in student rooms. Any lounge furniture found within a student's room or in another building on or off campus will be considered theft, and judicial charges may be filed against the students assigned to the designated room or found responsible.

11. ROOM KEY POLICY

All keys remain the property of Oberlin College. It is unlawful to duplicate a college key. Lost keys are to be reported to a residential education staff member immediately. A lost key or failure to return the correct key at check out will result in at least a \$60 charge per lock change. For safety purposes, no resident should allow another person to use the key to his/her room. Residents should keep their doors locked at all times to prevent theft.

12. SMOKING

See Smoking Policy, V. Social Conduct and Regulations section.

13. STUDENT CODE OF CONDUCT

Residents are responsible for understanding and complying with the social conduct standards as stated in the *Student Regulations, Policies, and Procedures*. Behavior that threatens or endangers the wellbeing of others or substantially interferes with the rights of others may result in eviction or assignment transfer.