

Housing and Dining Regulations (cont.)

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, all students are charged the same comprehensive tuition regardless of and to what extent any individual uses particular programs or facilities.

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, 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. Assignments in College owned housing are restricted to currently enrolled students at Oberlin College, unless prior approval is granted by the College.

The principle of this 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 assignment. 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 ten percent (10%) of the semester charge for each week or a fraction thereof in residence. There is no refund after the ninth (9th) 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 on-campus 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 fifty (50) mile radius of Oberlin and have a minimum of six (6) months established residency. Proof of residency is required by the publicized deadline.
- (3) Students who are twenty-three (23) years of age or older.
- (4) Students who are enrolled for five (5) credit hours or less.
- (5) Students who have underage dependent children.
- (6) Housing Only: Students (pre-determined based on anticipated enrollment) who have six (6) semesters of residency on-campus 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 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, depending upon their matriculation status at Oberlin. Any student enrolled for the fall semester who wishes to live off-campus during the spring semester based upon time in residency must live off-campus for an 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 this written notification.

b. College Dining Program

All students, including students who receive off campus status or an exemption, are required to participate in the College Dining program and are responsible for fees connected therewith, unless a specific exemption is granted by the Office of Residential Education and Dining Services. Students who receive off campus status via Section B.2.a. (6) 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 Services for Students with Disabilities. Required documentation should be submitted by the deadline established by the Office of Services for Students with Disabilities. Assistance with such documentation will be provided upon request to staff.

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. Non-payment 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 (1st) scheduled day of Orientation for the academic year, and for returning Students two (2) 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 by 8:00 p.m. on the day of Commencement. Dining services begins with lunch service two (2) 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 on which 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 service 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 Shut Down, however, Students may continue to reside in Village Housing. Housing assignments are for the full academic year, or the remaining portion thereof including Winter Term (January).

The terms of the dining contract do not include Fall or Spring Break as all campus dining facilities are closed. Dining Services are offered on an optional

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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 re-assignment system that gives priority to Students based on the number of semesters in residence and a randomly assigned number.

The College currently provides single-sex, co-ed, and all-gender housing options for students. In order to provide students more open accessibility to housing, the College is moving to replace co-ed 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 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 assigned random number. The summer waitlist expires on the first day of classes.

b. Academic Year Waitlists

Students who accept an assignment but would prefer another housing and/or dining situation may be placed on a waiting list for which priority is on a first-come, first-served basis.

c. Academic Year Assignment

All housing assignments are generally 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 the *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 Assignment as if fully set forth herein. Behavior that threatens or endangers the well-being of others or substantially interferes with the rights of others may result in room transfer or eviction from Oberlin's housing in accordance with Section (16) of this Assignment.

7. HOUSING & 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 this Assignment. Notwithstanding, a housing assignment may be changed upon the request of a student at the discretion of the Office of Residential Education and Dining Services. Residents who wish to change assignments should contact the Resident Director of the building to which they would like to move. The Resident Director must approve the assignment change in writing prior to moving from one assignment to another. As space becomes available, residents who apply for assignment changes will be contacted and be provided with procedural instructions. 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 on-campus during Winter Term. Students

are given forty-eight (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 remaining student(s) must accept a new roommate or make a housing change within ten (10) business days during the academic year. After ten (10) 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 student 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 (3) 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 (1) 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 vacation 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 or possessions left for more than one (1) 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, repair, or contract the repair of any furnishing, structural fixture, or electrical, mechanical, or plumbing equipment. Maintenance needs are to be reported to a Residential Education staff member or to Facility Operations. Only the appropriate College Services employees may paint and make alterations to the room or furnishings. The College will be responsible for making all repairs determined as being 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. 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 labor to re-hang or replace the screens.

13. CHECK-IN AND CHECK-OUT PROCEDURES

a. Check-in

Upon checking in to College housing, students are responsible for acknowledging the condition of

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their assigned space by completing and submitting the Room Condition Report (“RCR”) within 24 hours. The purpose of the RCR is to protect both students and the College regarding damage charges and to provide information about room conditions that require maintenance. Students will be billed for all damages/losses not noted on the check-in RCR above ordinary wear and tear at the time of check-out as delineated above. Failure to return the check-in RCR will result in an improper check-in charge and inability to appeal damage charges assessed upon check-out.

b. Check-out

Students are expected to check out, return their key(s) if applicable, and follow written procedures for vacating their assigned room/unit. Students are expected to reassemble furniture to move in condition and to remove all trash, personal belongings, and College property not itemized on the RCR prior to check out. Fines and/or charges will be assessed for failure to meet the check-out requirement or for damage or loss of College property. Residential Education and Facilities Operations staff are all able to assess fines/charges to students. It is important for students to understand that additional charges may occur after check-out when a final inspection is completed by College staff.

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 check-out procedures. Appeals of Residential Education check-out 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 check-out charge appeal form on the Residential Education web site at www.oberlin.edu/resed. 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 are not able to be appealed, students will be notified and the appeal process will end at this point.

(4) If the charges are able to 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 5 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 Check-Out

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

14. TELEPHONES

Students in College housing are provided with basic telephone service that includes on-campus 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 at 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, & 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 Exception

Requests for exception to any policy listed in this Agreement should be submitted in writing, which can include an e-mail (resed@oberlin.edu), to the Assistant Director for Housing Administration. All requests for exception will be granted or denied in writing. Students should not assume approval prior to receiving written notification.

b. Appeals

Students who have requested an exception and 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. 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 thirty (30) days of receipt of the appeal, or if the appeal is received after May 1 or December 1, thirty (30) days after the beginning of the next semester.

16. DISMISSAL FROM COLLEGE HOUSING

Pursuant to Ohio law, the College may terminate this Assignment and require the Student to vacate College housing upon a determination that the student has violated a provision of this Assignment or has violated an applicable provision of the *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 this 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 this Assignment 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**

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 (5) weeks prior to the event for approval. Failure to meet this five (5) week deadline will result in the party not being approved.

Residents that 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 (3) 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 (3) day deadline will result in the party not being approved.

All parties must adhere to all college policies regarding, alcohol, noise and guests.

For more information about the party planning process, please go to: www.oberlin.edu/resed.

2. 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 president, fire chief, and any other officer 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.

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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 are 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. Open containers of alcohol are not permitted in lounges, hallways, bathrooms, porches, stairwells, and balconies, 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.

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

h. Damage resulting from any activity involving alcohol will be paid for by the sponsoring person(s) and/or residents of the assigned College housing space.

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.

Alcohol is permitted in student rooms under the following conditions:

- 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 those students and their invited guests who are all 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 College housing room will be subject to disciplinary action.

2. GUESTS

Residents may have an overnight guest 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 email. 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. 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*

Fire escapes, room windows, and other means of egress may not be blocked by furniture or other obstacles. Items may not block or limit access to the door, window or fire escape of any 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. *Housekeeping*

Excessive accumulation of paper and/or clothing on the floor(s) may constitute a fire hazard and/or pest concern. 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.

5. NOISE

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

6. PETS

Fish and other aquatic animals that can only survive in water are the only pets permitted by students in College Housing.

7. PROHIBITED AND REGULATED ITEMS

a. *Wall hangings*

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. Materials that are specifically designed not to damage walls or surfaces may be used to hang room decorations (such as “sticky tack,” a rubbery substance that is usually blue or white in color).

In addition, students may use finishing nails or thumb tacks to hang items. Some College housing assignments have bulletin boards or corkboard strips, while others have molding strips on which molding hooks may be used.

Excessive wall coverings, including cloth wall hangings, posters, and pictures are not permitted.

No more than 20 percent of the wall surface may be covered. Cloth wall hangings (tapestries) are allowed, but only on the walls. No canopy arrangements from the walls or beds are allowed, nor can anything be hung from the ceiling.

b. *Electrical appliances*

Air conditioners and cooking appliances – including microwave ovens, immersion heaters, popcorn poppers, hot plates, and water heaters are prohibited from use in students’ residence hall rooms. The exception to this is microfridges provided by the College rental program in village housing and renovated residence halls. Electrical appliances permitted in all College housing include 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.

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 in Village Housing.

d. *Grounded extension cords*

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

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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

Water beds 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 and Noah 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 either Burton or Noah's 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.

8. COLLEGE HOUSING ID CARD SECURITY

Out of concern for safety and security, College housing is locked 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. 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.

9. 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, and lobbies. 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 and/or the cost of fines.

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.

10. 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 a 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.

11. SMOKING

Smoking is ONLY allowed at least 30 feet away from entrances and exits of all College-owned facilities. There is NO smoking in ANY College building. This includes all College housing. Each community member is responsible for understanding the smoking policy and is encouraged to educate his/her peers.

12. STUDENT CODE OF CONDUCT

Residents are responsible for understanding and complying with the social conduct standards as stated in this manual. Behavior that threatens or endangers the well-being of others or substantially interferes with the rights of others may result in eviction or assignment transfer.