



**Residence Halls open for New Students on Saturday, August 24, 2013**  
**Residence Halls open for Upperclass Students on Sunday, August 25, 2013**

ALLEGHENY COLLEGE OFFICE OF RESIDENCE LIFE  
**2013-2014 Housing Contract**

**Section One: Contractual Responsibilities**

**I. FORMATION OF CONTRACT**

This document, and all those referred to within, constitute a contract for housing services at Allegheny College, Meadville, Pennsylvania, for the 2013-2014 academic year. The housing services described in this contract are being offered under the terms and conditions stated herein.

**2013- 2014 Housing Costs**

College House and College Court, \$3100 per semester (\$6200 per year)  
North Village 2, \$3410 per semester (\$6820 per year)  
North Village 1, \$3630 per semester (\$7260 per year)  
Allegheny Commons, \$3210 per semester (\$6420 per year)  
Residence Hall Double, Tri, or Quad, \$2610 per semester (\$5220 per year)  
Residence Hall Single, \$2900 per semester (\$5800 per year)

**II. CONTRACTUAL RELEASES**

A. This contract is binding for the entire academic year. Students who can show cause may obtain permission, in advance, from the Office of Residence Life for a partial year agreement. Any later changes must be agreed on by both the student and the Office of Residence Life.

B. Withdrawals or a Leave of Absence from Allegheny College shall have the following effects on the housing contract:

1. Any student who withdraws or takes a leave of absence from the College during a semester are entitled to a refund of the room charge as stated in the College's General Refund Policy.

2. Any student who withdraws from the College before a semester begins will be refunded any money for a housing space so long as the withdrawal is confirmed in writing to the Dean of Students Office before the first day of the semester.

3. Any student who withdraws from the College and re-enters within the same academic year will be liable for housing charges from the time he/she re-enters the College until the expiration of the contract that he/she signed.

C. This contract shall not be assignable or transferable.

D. Students who study in approved off-campus programs may be released from this agreement. Any other release from this agreement

will be made without forfeiture only under unforeseen extreme circumstances not within the control of the student. All requests regarding contract releases should be made in writing to the Office of Residence Life. The decision will be made at the discretion of the Office of Residence Life and is not subject to appeal.

**III. FORFEITURES**

A. Any student who wishes to be released from the housing contract before the last day of classes for Spring semester 2014 may forfeit one semester's room charge.

B. Any student who has contracted for College-owned housing after the last day of classes for spring semester 2014 and wishes to cancel may be liable for the entire year's room charge.

**IV. OPENING AND CLOSING OF RESIDENCE HALL**

A. Residence halls will open the Sunday before the start of fall classes for upperclass students. Students will not be permitted into the residence halls before the official opening, except those who have been approved by Residence Life.

**B. All residence halls (including houses/apartments) will be closed during extended official college breaks and may not be occupied by students or guests of students during those times. The winter break is the one time when the college closes down. This means that staff is not present. It is difficult to provide support during that time. Permission generally will not be given either to individuals or College-sponsored groups to use residence halls during these times. Residents will not have access to the hall when closed. When Residence Halls are closed, according to the college calendar, the expectation is that all students will vacate college buildings and return when the residences are open. Summer Housing is offered to currently enrolled students and has its own contacts and agreements.**

**There may be a few exceptions to this rule, and that is for international students who because of distance cannot go home and have made arrangements with the Office of International Programs and Services. The second exception is for athletes who may have training or scheduled games during the break. The third exception would be for academic programs like research obligations that have been scheduled during the break. All other cases will be closely scrutinized before extended stay is granted.**

**If students or guests are found returning to campus early or remaining in their living space during a break period the student**

**will be referred to the student disciplinary process and responsible for covering any fines outlined in the Early Arrival Policy.**

C. Students will vacate the residence halls within 24 hours after the termination of this agreement, discontinuance as a student, after the student's last examination, or the scheduled closing times of the semester, whichever occurs earliest.

D. On occasion, students may be asked to remove their belongings from their assigned rooms during official College vacations. Storage areas and other assistance will be provided by the College in such circumstances.

#### **V. SPECIFIC ROOM ASSIGNMENT**

A. All Allegheny students who complete the Room Draw process and all incoming freshmen are guaranteed a College residence hall space. This guarantee is not for a specific room or with a specific roommate.

B. The Office of Residence Life reserves the right to change a student's housing assignment or terminate the housing contract at any time for disciplinary or other reasons.

C. Room changes must be authorized in advance during specific room change periods by the Office of Residence Life. Violations of this policy may result in disciplinary action. Please refer to the official Room Change policy provided at the end of the contract.

D. The Office of Residence Life reserves the right to fill any vacant spaces in College-owned residential facilities.

#### **VI. ROOM FURNISHINGS**

A. Rooms in College-owned residential facilities are furnished with the following for each student: bed, mattress, desk, desk chair, and dresser. Each room also contains one or more of the following: mirror, window blinds, hanging strip and/or bulletin board, and bookcase (either in the desk or on the wall.)

B. College-supplied furnishings may not be removed from the assigned room without prior permission from the Office of Residence Life. All furniture must remain in the assigned room throughout the year. Free-standing lofts are permitted and are subject to approval by the College.

C. All basic utilities are supplied by the College.

D. Public areas of the residence halls have been supplied with furnishings by the College. These furnishings are for public use and are not to be removed from their designated areas without the permission of the residence hall staff. Students who expropriate such furnishing for private use will be subject to disciplinary action and billed for the cost of replacement or relocation.

E. For safety purposes, the College reserves the right to remove any door lock which has not been approved by the College from any residence hall room.

F. Waterbeds are permitted in College-owned residential facilities only in the case of a documented and approved medical need. In these cases, students provide their own equipment and accept full responsibility for any damage incurred. A doctor's note must be submitted to the Associate Director of the Learning Commons in order to gain the necessary approval.

#### **VII. ROOM ENTRY**

A. The College maintains the right to enter student rooms for maintenance purposes. When a repair request has been submitted,

Physical Plant may enter the room to perform the requested work during regular working hours or at other times if an emergency condition exists.

B. The members of Dean of Students Office, Security Officers, and/or professional Residence Life Staff (or designee) may search a student room without permission of the student(s) when it appears that College policies may have been violated. In such cases, members of the Dean of Students Office or full-time Residence Life staff (non-students), upon hearing the initial facts, will issue an authorization.

C. Members of the Dean of Students Office, Security Officers, and/or Professional Residence Life staff (or designee) may enter a room without permission of the student(s) when visible conduct in the room violates state law or College policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, loud and boisterous conduct which can be heard outside the room). Authorization will be given as outlined in paragraph B.

D. Members of the Dean of Students Office, the Security Office and/or any member of the Residence Life staff may enter a room without permission of the student(s) where there is clear evidence that a student's safety is endangered.

#### **VIII. HEALTH AND SAFETY INSPECTIONS**

A. Rooms may be checked prior to or during the official College breaks, and at other announced times, for health and safety issues, security, and repair purposes.

B. Rooms found to be in such a condition to constitute a health hazard, as determined by Housekeeping and Residence Life, may be cleaned and the student(s) may be charged accordingly.

C. Any property belonging to the College or to other organizations or individuals which does not belong in a student's room may be removed and the student(s) may be charged a reasonable fee for its removal and/or judicial action.

During breaks, all windows must be closed, refrigerators and other electrical appliances unplugged, lights turned off, and doors locked. Inspections to ensure that rooms conform to these requirements will be conducted by Residence Life and Security Office staff members.

#### **IX. MAINTENANCE/REPAIRS**

A. All requests for maintenance work must be referred to the floor/area Resident Advisor (RA), Community Advisor (CA), or Area Coordinator (AC). Students should not report requests directly to Physical Plant or Housekeeping. Only in an emergency situation where a Residence Life staff member cannot be located should the report be called to the Physical Plant or the Security Office.

B. Normal maintenance concerns will be acknowledged and handled within a reasonable amount of time, depending on the backlog of work orders. They will be completed on a priority basis, as determined by Physical Plant.

C. Problems making habitation impossible will be corrected within 24 hours or alternative accommodations will be provided by the College if the student desires.

#### **X. PERSONAL PROPERTY**

A. All goods and property of students upon the property of the College shall be the sole responsibility of the students, and in no event shall the College be liable for any loss or damage to said goods or

property for any reason whatsoever. Students are advised to obtain personal property insurance for their belongings.

B. Reports concerning loss of personal property should be made to Security within 24 hours of discovery.

C. Any personal property left in the hall after a student checks out may be disposed of at once by the College. If the items left are determined to be of value, the College may attempt to contact the student and after 40 days will dispose of said items. In such cases, a charge may be assessed, to cover any packing or shipping charges.

D. The College provides a limited amount of storage for students over the summer months. The College assumes no responsibility for items left in storage. No computers, stereo equipment, or televisions may be stored. Students must claim all items in storage within ten (10) days of the first day of class. Items left after ten days become the property of the College and may be disposed of or given to charity.

## **XI. CONDUCT**

A. Conduct will be consistent with the College rules and regulations as specified in this contract, The Compass, and any other official College publication.

B. The student agrees not to engage in or permit any illegal activities in the areas covered by this contract in the residence hall.

C. Disciplinary incidents in the residence halls will be referred to the Office of Residence Life, Student Conduct Officer and/or the Dean of Students.

## **Section Two: Regulations and Policies**

All members of the Allegheny College community are expected to act in a manner expressing consideration and regard for the rights, privileges, and sensitivities of others. This is especially true for those individuals who contract for and occupy the College's residential facilities. Upon signing this contract, the student agrees to respect other students' desires for a reasonable degree of privacy and sufficient quiet, as well as to show consideration for the property of fellow students and the College. Specific regulations and policies related to residential facilities are as follows:

### **I. KEYS/ACCESS CARDS**

Students will be issued the necessary keys to their room and/or building. Students who lose their keys or have them stolen will be billed \$125 per key for the lock change. Students who do not return keys will be billed \$125 per key for the lock change if the keys are not returned prior to the lock(s) being changed. Students withdrawing from the college or taking a leave of absence should return their key before leaving campus.

College keys are not to be reproduced. Students who reproduce keys will be billed \$125 per key for the lock change and will be subject to disciplinary action and a fine of \$500.

Outside doors to all residence halls are card access only, except for Allegheny Commons, College Court, and College Houses. Students are issued their first "All" card at no cost. The card will be programmed to open only assigned doors to their card. Protect your card from any damage and do not use it as a tool. The Office of Safety & Security will issue replacement cards for \$25 each.

### **II. DAMAGE POLICY**

A. Within a student's room, the student(s) agrees to accept responsibility for any damages beyond normal wear and aging. Damages will be determined on the basis of inspections when the student moves in and out. The student should review and sign the room condition report

available from the Resident Advisor (RA) upon moving into a College residence hall.

B. The student and the College agree to assume a joint responsibility for all common areas within the residence facility. The College will provide routine and reasonable maintenance and cleaning services for all public areas. The replacement of furniture and repairs necessitated by reasonable wear and aging will be the responsibility of the College. Damages and losses resulting from vandalism, theft or destructive behavior will be the joint responsibility of the student residents of the building. Unless the responsible parties can be identified, all individuals who had a contract for any part of the building during the academic year may be billed on a basis of the smallest common living unit for equal shares of the damage or loss which occurred within that unit. When possible, students will be notified in advance of such charges through notices posted by the Residence Life staff. Questions and problems concerning damage charges should be directed to the Area Coordinator via the Office of Residence Life.

### **III. PETS**

Fish are the only pets that are to be present in the student rooms. Any fish kept in a student room must be removed from the residential facility at the conclusion of each semester and at the start of all vacation periods lasting more than 24 hours. The maximum size of a fish tank permitted in College-owned residential facilities is 20 gallons. Under no circumstances are dogs, cats, or any other pets (besides fish) permitted in residential facilities. Violations of this policy may result in disciplinary action and/or a cleaning fine to remove pet dander or other damages. The Animal Welfare house is the only space on campus approved to have a pet. This is an approved Special Interest House through the college.

### **IV. GUESTS**

Individuals not assigned to a particular residence hall room may be a guest in that room for up to three nights in any fourteen day period. Being a guest is defined as sleeping in a private room, storing or holding other personal belongings in a private room, or using the facility for bathing. In all cases, the student holding this contract is responsible for the conduct of his/her guest.

### **V. QUIET HOURS**

A. In each residence unit (smallest common living section), quiet hours may be established (within designated parameters) during those hours determined by majority vote. During those hours indicated, it is expected that all noise will be kept to an absolute minimum to allow for effective study. Each residence unit will reevaluate its quiet hours at the beginning of Spring semester, and at that time may establish, by majority vote of each unit, new quiet hours.

B. All events which have the potential for disrupting concentrated study or sleep must be approved by the Office of Residence Life.

### **VI. MEAL PLAN POLICY**

Meal plan policy requires minimum levels of participation based upon a student's class year and College residence. These policies, along with a description of all food service options and guidelines, are outlined fully in the Financial Services website.

### **VII. ROOF/BASEMENT ACCESS/SUN DECKS**

Because of the potential injury to the person involved and for damage to the roofs, sun decks or basements of buildings, unauthorized individuals are not permitted access to these areas. Anyone who violates this regulation or tampers with the means taken to prevent

entry to these areas may be subject to disciplinary action and/or a fine to replace damages.

### VIII. DOOR PROPPING

In an effort to protect the security of students and their belongings in the residence halls, disciplinary action and/or a fine of \$25 may be imposed where a student is found to have propped open a residence hall door which is supposed to be locked.

### IX. BICYCLES

Students may store bicycles in designated areas, where they will not pose a safety risk to residents. If approved, students may store bikes in our winter storage facility. Storage of bicycles in stairwells, hallways, or any location not designated as bicycle storage is a violation of state fire and safety regulations and the City Fire Ordinance and is prohibited. Bicycles will be impounded by the Security Office if found in the prohibited areas. Any violation may result in disciplinary action.

### X. ALCOHOL and DRUG POLICIES

All students and visitors of Allegheny College are expected to observe the regulations set forth in the Alcohol Policy. The complete policy can be found in The Compass.

### XI. ELECTRICAL APPLIANCES

If a doctor prescribes an air conditioner for medical purposes, a note from the doctor and supporting materials must be submitted to the Disability Coordinator of the Learning Commons in order to gain the necessary approval.

Toasters, coffee makers and hot pots are allowed in residence hall rooms. Any appliance with an exposed heating element (hot plates, toaster ovens, halogen lamps, George Foreman Grill, etc.) is NOT permitted for safety reasons. One of each type of appliance is allowed per room. The maximum number and type of permissible electrical appliances for a typical double room are: two computers, two clock radios, two hair dryers/curling irons, one full stereo system, one television, one microwave, and one refrigerator. **All electrical items must be UL approved and refrigerators and microwaves must be under 4.4 cubic feet and under 750 Watts.**

### XII. ROOM DECORATION /ROOM PAINTING

Posters and other items may be hung on walls, doors and closets using masking tape, white hanging putty, pushpins, or thumbtacks. Double sided tape, duct tape, self-adhesive decals, nails, bolts or dartboards with metal-tipped darts are prohibited. Hanging tapestries from the ceiling or in front of the door is also prohibited. **Students are no longer permitted to paint any area of their living space.**

### XIII. LOFTS

Lofts must be free standing and cannot be secured to walls, doors, closets, or the ceiling. All furniture must be kept in your room and remain assembled.

### XIV. VISITATION POLICY

Visitation periods may be held in all College residential facilities during those hours established by each residence unit (smallest common living unit). During those periods, guests, regardless of gender may visit individual rooms and lounges. All students are expected to observe the hours applicable to each living unit and to individually support the visitation policy. In addition, all living units have the option of adopting an escort system whereby visitors must be escorted into the residential section by a resident.

### XV. NON-SMOKING POLICY

Smoking is NOT permitted in College-owned facilities.

### XVI. FIRE SAFETY POLICIES

A. If a student or group of students sets off or tampers with a fire alarm, fire extinguisher, or any other fire equipment, that student or group of students may be subject to a fine between \$100 and \$500. The fined party may appeal within ten days through the Office of Safety & Security.

B. Open flames such as candles, incense burners, and potpourri burners are not permitted in any residence hall room. Violations of this policy may result in disciplinary action.

C. Halogen lamps, candles, incense burners, and live Christmas trees are not allowed in residential facilities.

#### Room Change Policy

Room changes are only permitted during the outlined time periods. During emergency situations the Office of Residence Life may make appropriate accommodations if they feel necessary and the proper steps have been completed. It is expected that roommates will have attempted to resolve any issues prior to going to the RA/CA/AC to talk about a room change. Students should contact their RA to report any issues and they will be asked if they have spoken to their roommates in regards to their wishes to move. The roommate agreement should also be completed. If the situation can be mediated, the appropriate staff person will work with the roommates. If the situation is beyond mediation then the Area Coordinator will begin the room change procedure.

After the paper work is started (Room Change Form) the Area Coordinator and Community Advisor will discuss possible room choices with the student(s). Resident Advisors and Community Advisors will coordinate times for the student to meet new perspective roommates. Once a decision is made all remaining signatures on the Room Change Form must be finalized before any moving occurs. Completed paper work will result in new keys being issued and the move will be official. Students have 48 hours to complete the room and return old keys. Failure to return old keys could result in a charge to replace locks and keys.

**Room Change Periods:** We understand that new housing options do open during the course of the academic year. Changes are always based on availability and waiting list positions. In order to accommodate students, we have designated room change periods to allow students to make basic switches. Students are responsible for contacting the Office of Residence Life before the designated deadlines.

**Summer:** room change requests after March housing selection must be processed by **August 1, 2013**. We cannot accommodate last minute moves on upperclassmen move in day or after the assigned date. Students are responsible for making these arrangements ahead of time or they will have to wait until outlined semester room change periods.

**Fall:** housing changes occurring at the end of the fall semester must be completed by the last scheduled day of classes. This deadline is in place to make sure we can manage all changes over the break.

2013-2014 Room Change Dates

September 9, 2013- September 13, 2013

October 7, 2013 – October 11, 2013

November 11, 2013- November 15, 2013

**ALL CHANGES MUST BE MADE BY THE LAST**

**DAY OF CLASSES (fall semester)**

February 10, 2014- February 14, 2014

March 24, 2014- March 28, 2014

**Residence Hall Opening & Closing Information**

Please take note of the following residence facilities opening and closing dates for the 2013-2014 academic year:

Opening for First Year students: Saturday, August 24, 2013

**Opening for returning students: Sunday, August 25, 2013**

Fall closing: December 18, 2013, 12:00pm

Spring closing for Graduating Seniors: Sunday May 11, 2014, 5:00pm

All others: May 7, 2014, 12:00pm

**I agree to all the terms and conditions stated in this contract.**

**Print Name:** \_\_\_\_\_ **(Student)\_ ID#:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This contract is for the entire academic year unless you obtain permission, in advance, from the Office of Residence Life for a partial year contract.**

Please check the semesters you will need housing: 1<sup>st</sup> semester: \_\_\_\_\_ 2<sup>nd</sup> semester: \_\_\_\_\_