

# RESIDENCE LIFE POLICIES

## BICYCLES

Bicycles are not to be kept in the hallways or other interior public areas including laundry areas lobbies and stairwells. Consult with your Area Coordinator for proper bicycle parking. Bikes should be carried to and from rooms. The Residence Life Staff or Security Officers may confiscate bicycles left in unauthorized places. The University is not responsible for any damage or theft.

## BREAK POLICIES

All residence halls will be closed during Christmas, Thanksgiving and spring breaks. Students are expected to vacate their rooms according to the dates and times listed in the campus calendar. Students are responsible for arranging their own off-campus housing when the residence halls are closed. Students who fail to vacate their rooms on the designated date will be asked to leave by campus Security and be assessed a late fee of \$250.00. When leaving for breaks, all residents should be sure to take all necessary belongings with them from their rooms. The residence halls will be locked over these breaks.

Only students who are part of an approved King University athletic team or organization may remain in residence halls past the cutoff date or come back early before residence halls officially open. This approval must be given by the Coordinator for Residence Life to the supervisor or leader of the particular group. Students may be asked to move to another residence hall at the discretion of the Coordinator for Residence Life. **There is no visitation during any breaks (Thanksgiving, Christmas and spring). Students are required to comply with all campus and residence life policies during the break.**

Students must be checked out of their residence hall for Christmas break or at the end of the academic school year, 24 hours after their last exam. Permission to remain in the residence hall for a longer period of time must be given by the Coordinator for Residence Life.

## CHRISTMAS BREAK CHECK OUT PROCEDURE

- All electrical appliances must be unplugged.
- Refrigerators must be cleaned out and defrosted before leaving.
- Rooms are to be cleaned thoroughly and all perishable food removed or placed in airtight containers.
- Lock all windows and doors.
- Turn thermostats on low where applicable.
- Talk with the RA on duty to check your room to make sure that you have completed all of the proper procedures for checkout.
- Sign out with an RA.

**Failure to follow any of these procedures will result in a \$50.00 fine per item.**

The Dining Hall may be open with a limited menu during certain breaks. The Dining Hall will send out an email to students prior to each break identifying the hours of operation. (Note: Some meals during breaks may be offered as boxed meals.) These meals will require students to sign up in advance.

## **CHECK-IN AND CHECK-OUT**

### **• ROOM CHECK-IN**

Residents may not move into residential housing before the posted date unless they are part of a team or school related group given permission to do so from the Coordinator for Residence Life. A \$150 per day penalty for returning early will be charged to all students who do not have prior approval from the Coordinator for Residence Life.

Residents who are checking into the residence halls must follow proper check-in procedures.

1. Verify all previous damages on the Room Condition Form with an RA. Sign and date Room Condition Form.
2. Obtain a room key from an RA or the Area Coordinator.
3. Move into your room. Be advised that no furniture may be removed from any room or swapped with another room.
4. Students will be assessed a \$50.00 fine for swapping furniture with other rooms or any furniture left in the hallways.

### **• ROOM CHECK-OUT (DURING THE ACADEMIC YEAR)**

It is important to check-out of your room properly. There are certain guidelines that must be followed when checking out of a residence hall room. Students not leaving on time will be assessed a fine of \$150.00 per day.

1. Clean room thoroughly and remove all personal items and remove all trash.
2. Contact the RA on duty or the Area Coordinator and let him or her know that you are ready to check out.
3. Check out with an RA or an Area Coordinator.
4. Sign the room condition form and turn in the room key to the RA.

Failure to check-out properly either by the end of the semester or within three days after withdrawing from the University will result in a \$75.00 fine that may be taken out of the room deposit.

### **• END OF THE YEAR CHECK-OUT PROCEDURES**

All residents must check-out with an RA within 24 hours after their last exam. Permission to remain after their last exam must be given by the Coordinator for Residence Life. Only graduating seniors and students directly participating in graduation ceremonies (e.g. SGA president, ushers, etc.) may remain on campus through graduation.

Failure to follow check-out procedures will result in a \$75.00 fine and/or the loss of all or part of the room damage deposit. These rules apply to graduating seniors as well. Students that do not have permission to stay will be assessed a \$150.00 per day fee until they move out.

- Check out with a RA
- Signs will be posted on each RA Duty Board to note which RA is on duty for each building.
- Sign up for a time with your RA.
- Clean room (i.e. dusted, swept, or vacuumed) and remove all personal items and trash. Items left in the room will be discarded unless the student makes prior arrangements with the Coordinator for Residence Life.
- Return the room to its original state before checking out.
- Report any damages you are responsible for to your RA or Area Coordinator.
- Remove tape/poster putty residue from doors and walls.
- Contact RA to let them know that you are ready to check-out.
- Check out with an RA or Area Coordinator.
- Sign the room condition form and turn in the key to the RA.

Further check-out information will be posted in the residence halls as needed.

## **COMMUNICABLE DISEASE**

A student who has a communicable disease has an ethical responsibility to other members of the University's community to report that information to Student Affairs. Residential students must report any contagious disease to their Resident Assistant or Area Coordinator immediately. Commuter students must report any contagious disease to the Student Affairs Office immediately. If the disease is contagious to the community, the Student Affairs Office must be notified. Students are expected to follow the treatment protocol as directed by physician, athletic trainer, health care provider, and/or Center for Disease Control. Students will be allowed access to campus facilities unless such access presents a health hazard to others. If a health hazard does arise, decisions about use of facilities will be based on the nature of the illness, severity of the illness, persistence of the illness, and the potential to infect others. Each situation will be evaluated through Student Affairs on a case-by-case basis. A list of communicable diseases is available from the Center for Disease Control at <https://www.cdc.gov>.

Students living in the residence halls who are diagnosed with a communicable disease that proves a health threat to other residents should ideally return home. If returning home is not possible, the student may be relocated to an alternate room on campus until such time that it is determined to no longer be contagious. The residence hall staff will maintain the privacy of any student that has knowledge of testing positive for any communicable diseases. To make arrangements to temporarily relocate due to having a communicable disease, contact the Coordinator for Residence Life.

## **EARLY ARRIVALS/LATE STAY RESIDENCE HALL POLICY**

Only students who are part of an approved King University athletic team or organization may remain in residence halls past the cutoff date or come back early before residence halls officially open. This approval must be given by the Coordinator for Residence Life to the supervisor or leader of the particular group.

Students may be asked to move to another residence hall at the discretion of the Coordinator for Residence Life.

There is no visitation during this period. Students are not permitted to have visitors in their residence hall room at any time during this period. Students found in violation of the visitation policy will have their permission to stay revoked, and will have 48 hours to leave their residence hall. Students are required to comply with all campus and residence life policies during this time, including but not limited to:

- The student will be charged a ***150.00 fine*** for moving in early/staying late without approval. This will be billed to the student's account.
- Students understand that their meal plan is not active until the official opening day of the residence halls and are responsible for their own meals during this period.
- Students understand that it is their responsibility to report any damages through the Facilities work order system at <http://helpdesk.king.edu> within 48 hours of discovering the issue.
- Students understand that housing any unauthorized guests and/or roommates not approved for early arrival/extended stay is in violation of this agreement and could result in disciplinary action.
- Students understand that they are sharing a traditional space or suite-style space, and may only move belongings to one half of the room.
- Students understand that while living in university housing during early arrival and extended stay periods, if they violate the King University Honor Code or any of the policies described in the Student Handbook, they may be asked to vacate university housing until the regular housing contract start date.
- Students understand that any damage to/or loss of personal property during this early arrival or extended stay period is the student's sole responsibility.

## **ELECTRICAL APPLIANCES**

Small appliances with completely enclosed coils (e.g. corn popper, small coffee pots, and hot pots) are permitted in the residence halls. Small microwaves are also allowed (1100 watts maximum). Refrigerators less than 5 cubic feet are allowed in rooms. Only one microwave and one refrigerator are allowed per residence hall room. Toaster ovens, air fryers, toasters, frying/boiling units, or any appliance with an open heating coil are

prohibited. George Foreman type grills are not permitted. Air conditioners, including those that are purely electric and space heaters (anything with a compressor) are prohibited. Appliances, such as refrigerators and microwaves must be plugged into the wall and not power strips.

### **EXTENSION CORDS**

Only UL approved 3 prong grounded extension cords that are 14 gauge or heavier and are 10 feet or less in length are permitted. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet. Only UL approved multi-plug strips with circuit breakers are permitted. Up to three appliances/items may be plugged into any one multi-plug strip per double outlet. Extension cord and multi-plug strips may not be connected in any combination. Over Christmas break, all appliances must be unplugged prior to departure.

### **HEATERS**

Each residence hall room has a heating unit. There should be a twelve-inch clearance surrounding the heater at all times. Nothing should be sitting on top of or under the heater. Violations are subject to fines through Health and Safety checks. Nothing can be underneath the heater, including cord/wires. Nothing is to be affixed to the heater.

### **FINES**

Using an open flame.....	\$10
Throwing an object out of a window.....	\$25
Staying inside during a fire drill or building evacuation .....	\$250
Missing a mandatory meeting .....	\$50
Removing a screen from a window... ..	\$25
Propping open locked door.....	\$250
Breaking quiet hours... ..	\$50
Failing to check out properly.....	\$75
Failing to return key .....	\$25
Health and Safety Items... ..	Varies
Tampering with fire equipment .....	\$600
Returning early without prior authorization... ..	\$150
Trash in the hallway .....	\$25 and up
Tampering with heater/air conditioner .....	\$100

### **FIRE SAFETY**

Because fire safety in residence halls and campus buildings is extremely serious, fire drills (three are required by state law) are conducted each semester. State law requires all individuals to leave the building when the fire alarm is sounded. Failure to do so may result in a fine of \$250 and/or referral to the Student Conduct Process and/or the appropriate law enforcement agency.

- **RESPONDING TO A FIRE ALARM**

At the sound of the alarm, all residents should follow these steps:

1. Exit residence hall through the closest exit.
2. Call 911.
3. Meet outside at your designated area and remain there until a safety signal is given by the Area Coordinator or RA.
4. Carry a wet towel for face protection. The biggest danger in a fire is smoke inhalation. Remember to stay low if you find yourself in a smoke-filled area.

An orderly and quick exit is the goal of a fire drill and essential to avoiding injury in an actual fire. In case of a blocked exit, proceed to the nearest open exit. If you are unable to find an open exit, return to your room, close the door, open the window, and signal from the window for help.

- **FIREWORKS AND EXPLOSIVES**

It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosive on the University's property. Fireworks are defined as including, but not limited to, any incendiary or explosive device that is sold or manufactured for use as a firework. Explosives are defined as, but not limited to, any incendiary or poisonous gas or any container which contains a flammable liquid and/or has a wick or similar device capable of being ignited, other than a device which is commercially manufactured primarily for purposes of illumination, or any sealed device containing chemically reactive substances for the purpose of causing an explosion by a chemical reaction. This includes any "hoax device" that reasonably appears to be or is purported to be an explosive or incendiary device and may cause alarm or reaction of any type by a University official or a public safety agency or a volunteer agency organized to deal with emergencies. Possession of fireworks and explosives will be dealt with through the Student Conduct Process and may be a violation of local, state, and federal law.

- **FLAMMABLE MATERIALS/OPEN FLAMES**

Open flames are prohibited in the residence halls. Anything that requires an open flame for operation is prohibited. Therefore, such items as candles with wicks, incense, fireworks, and smoke bombs are prohibited. Lighted candles on birthday cakes are allowed in designated areas if prior permission is granted by the Area Coordinator. **Flammable materials, such as gasoline, kerosene, Coleman fuel products, and halogen lamps may not be kept in residence halls.**

- **CANDLES AND CANDLE WARMERS**

Candle/oil warmers, wax sculptures, potpourri pots, scent type heaters, paraffin baths, incense, birthday candles, or anything that melts wax, and any open flame are a fire hazard and are prohibited in residence halls for fire safety reasons. Disposal of these items in the residence hall, including bathroom sinks is prohibited. The practice of melting wax for any purposes, including for art projects, is not permitted in the residence halls. Any and all damage to the residence hall due to melted wax or fire related damage will be directly billed to the responsible student.

- **DECORATIVE MATERIALS**

In compliance with local and state Life Safety Codes, curtains or draperies, valances, or other fabric decorations covering or draping the windows are not allowed in residence hall rooms unless they are made with documented fire-retardant material. Students must provide documentation of this fire retardant material before items may be hung. The National Fire Protection Association (NFPA) Life Safety Code 10.3.1 (2018 Edition) states, “Where required by the applicable provisions of this Code, draperies, curtains, and other similar loosely hanging furnishings and decorations shall meet the flame propagation performance criteria contained in Test Method 1 or Test Method 2, as appropriate, of NFPA 701”.

All decorative material, including holiday decorations, must be flameproof, fireproof, or flame retardant. Christmas lights, twinkling lights, fairy lights, string lights, LED lights, any lights that are to be hung, are all prohibited unless they are battery operated...Live trees are not permitted in residence hall rooms or hallways. Any candles, gas/oil-fired lanterns, or other items with an open flame are not allowed. Decorations must be removed before the Christmas break.

Federal Fire Code states tapestries, posters, pictures, and other combustible wall hangings must be limited in an area to 10 percent of the total wall space, and none of these may be hung in such a manner as to block exits from the room.

- **GRILLS**

Students may use grills outside the residence hall, 20 feet from any portion of the building. The sidewalks are not appropriate places for grilling. Grills, lighter fluid, gas, etc., are not permitted to be stored anywhere within the residence halls.

- **TAMPERING WITH FIRE EQUIPMENT**

Tampering with or removing emergency instruction sheets, tampering with fire alarms, fire extinguishers, smoke detectors, exit signs, or other safety equipment puts others at risk of injury and is a violation of local, state, and federal law. Tampering with such equipment will be dealt with through institutional disciplinary action and violators will face a \$650 fine and replacement cost of life safety equipment. King will report the tampering with such equipment to the appropriate law enforcement authority. Law enforcement authorities may assess further fines/penalties.

## **FOOD STORAGE**

All food kept in the residence hall room must be stored in plastic boxes or plastic storage bags. All items not labeled or outdated found in common area will be removed. This will be monitored during Health and Safety checks.

## **GUESTS IN RESIDENCE HALLS**

Residence Life recognizes that students are often visited by family members and may be accompanied by minor children and others during visits to the Residence Halls. The residence halls are not designed to accommodate small children and in order to ensure the security of the residence hall, to protect personal belongings, and to provide a courtesy to roommates and other residents, students are not permitted to baby-sit minor children in the Residence Halls. Children under the age of 16 are only permitted in the

residence halls under specific guidelines set forth in the “Guests’ in Residence Halls” policy. No employee, student, or visitor may leave a child unattended anywhere on campus grounds, including buildings, and vehicles in campus parking lots.

All guests must abide by University and residence hall regulations. Host students are accountable for the behavior of their guests and may be held responsible for rule infractions occurring in the residence hall, regardless of whether they were present at the time of the incident. Guests are not permitted to stay more than three nights except with special permission of the Coordinator for Residence Life. Residents who wish to have overnight guests (of the same sex, who are not King University students) must sign them in with the Residence Life staff, indicating the room in which they are staying and the name of the host/hostess. Guests less than eighteen (18) years of age are not permitted to stay overnight. For guests of the opposite sex, arrangements may be made with friends in another living area.

The University reserves the right to deny any guest, whether or not guests are King University students (including students living in another residence hall), if such actions are determined to be in the best interest of the residents or the University. Cohabitation or the excessive presence of any guest in your room is not permitted.

Family members are always welcome to briefly visit with their student in their room. Residence Life Staff Members may use their sole discretion in allowing or not allowing guests in the hall. For more information on Guest Rooms, please refer to the Campus and Community Life Policies section

## **HOUSING PROCESS**

All students are required to live on campus unless they have applied and are approved for commuter status. **Please see the Commuter Policy in the Campus and Community Life Policies section.**

### **• PRIVATE ROOMS AND CONSOLIDATION**

There are times when students are allowed, based on hall occupancy, to keep a double room private by paying \$350 extra per semester. Students may not request to buy out rooms until after the 10<sup>th</sup> day of classes. In order to reserve this privilege, the student must put their name on a list in the Residence Life Office for a particular hall. Priority for a double private room waiting list is given by those who inquire about the single room first. Maintaining a private room is strictly contingent upon enrollment needs. If a situation arises where space is needed in the residence halls, anyone in a double single may be required to take a roommate. In the event this would happen, the double single payment would be refunded for that semester at a pro-rated amount.

Most residence hall rooms are double occupancy. In the event a resident is left without a roommate for whatever reason, a policy called “consolidation” applies. Consolidation will only be considered if the space is needed in the resident halls. During the semester, students who find themselves without a roommate have the following options with regard to consolidation.



- There will be a consolidation meeting on or before the 10th day of classes each semester. Each resident in a double room without a roommate must attend this meeting. At the meeting, students will find a roommate and consolidate with someone else who is also without a roommate. This may mean moving to another room. He or she may be assigned a roommate at the discretion of the Coordinator for Residence Life. Failure to attend this meeting or make arrangements with the Area Coordinator for this meeting may result in an automatic assessment of a \$350 as a private room charge.
- If a roommate moves out after the consolidation meeting, the remaining resident may choose a new roommate or one may be assigned at the discretion of the Coordinator for Residence Life. A resident left in a double room without a roommate will be contacted regarding his or her room choices for the rest of the semester.
- If space allows, the Coordinator for Residence Life may determine that a resident whose roommate has moved out, has the option of paying \$350 per semester to keep the room as a double private room. Determination of who will be allowed to “buy out” the double room will be based on a waiting list by the Residence Life Office.

- **ROOM CONFLICTS/CHANGING ROOMS**

Living with a roommate is most often a rewarding experience that results in a lasting friendship. However, most roommates will experience conflict. Working through these differences takes a mature listener, the ability to verbalize feelings and work toward problem solving, and occasionally some outside help. When roommates experience conflict that cannot be resolved between them, it is recommended that they contact their RA for the purpose of mediation. The RA may refer students to the Area Coordinator. Students are encouraged to speak to their RA first, but they may opt to go directly to the Area Coordinator. If a change is requested because of a roommate conflict, the roommates will be expected to have exhausted all means of solving the problem prior to contacting the Area Coordinator. The Area Coordinator will seek to resolve any conflicts between roommates before permission is granted to move. Requests must be made to the Coordinator of Residence Life. If a change is approved, the resident must make an appointment with his or her RA at least a day ahead of time in order to check out. It is also, important to do the same thing with the student’s new RA before moving into a new room. Failure to check out of your old room and into your new room properly will result in a \$75.00 fine.

- **ROOM RESERVATIONS**

Each year students are able to choose their housing for the following fall semester. Students have the following options:

- Students may reserve their current room with the same roommate.
- Students may reserve their current room with a new roommate.

- Female residents may apply to live in Hyde Hall, an honors residence hall.
- Male residents may apply to live in Liston Suites, an honors section of Liston Hall.
- Students may enter the single room lottery.
- Students may enter the lottery for all other available rooms.
- Students who meet all the qualifications listed in the commuter policy may elect to become a commuter.

During the early part of spring semester, all returning students who will be residing on campus for the next year will have the opportunity to reserve their current room by filling out the appropriate form.

TO RESERVE A ROOM A STUDENT MUST SIGN UP WITH A ROOMMATE.

- **ROOM SELECTION LOTTERY**

If a student would like to be housed in a different room for the fall semester, they may enter the Room Lottery. Students must have a roommate to enter the Room Lottery. Students are given priority for room selection based on by those who enter a room lottery form first. Students who do not reserve a room at this time may still reserve a room after the lottery. Students who do not have a roommate will be assigned one by the Residence Life Office.

- **SINGLE ROOM**

There are residence halls which have rooms designed for single occupancy. These rooms are placed in a special lottery for single rooms. Students desiring a single room will enter the lottery based on their class standing. Students who are able to reserve these single occupancy rooms will be assessed an additional charge of \$200 per semester. Availability of the single occupancy rooms is at the discretion of the Residence Life Office. Students may not sign up for a single room without entering the lottery.

- **SUMMER TERM HOUSING**

King University does not provide summer housing.

- **WITHDRAWAL OR SEPARATION**

Residents who have stopped attending classes may be administratively withdrawn from the University and therefore asked to vacate their residence hall room, unless given special permission to remain by the Coordinator for Residence Life or the Dean of Students. Students are expected to check out of their residence hall room with their RA or Area Coordinator. The RA or Area Coordinator will complete the Room Condition Form and collect the room key. Additional information on the withdrawal process can be found in the Campus and Community Life Policies section.

- **HOUSING ACCOMODATIONS**

The Office of Learning & Disability Services receives requests, reviews documentation, and works with the Office of Residence Life to facilitate housing accommodations. All requests for disability-based housing assignments are evaluated individually, on a case-by-

case basis. Accommodated housing space is limited and spaces are assigned on a first-come, first-served basis once the completed application (including all required documentation) and any associated deposits are received, therefore it is key to submit requests in a timely manner. All requests for disability-related housing accommodations, along with all required documentation, must be submitted by the following dates:

**New First-Year and Transfer Students:** June 1 for the fall semester and November 1 for the spring semester.

**Continuing Students:** February 1 for the fall semester and November 1 for the spring semester.

All applications submitted will be considered, regardless of timing, however there is no guarantee that the late applicant's needs, including any needs that develop during the semester, can be met.

Housing accommodation requests are reviewed on an individual basis. It is important to note that students are not making a request for a specific housing assignment, but rather a request for *an accommodation*. The Housing Accommodation Committee, comprised of representatives from the Office of Learning & Disability Services, the Office of Residence Life, and the Counseling Center, reviews each request and determines an appropriate and reasonable housing accommodation.

Individuals requesting a housing accommodation related to a mental/emotional disorder (anxiety, depression, etc.) may be required to submit updated documentation annually. Please note that King University does not grant accommodations solely based on the recommendations of care providers. The determination is made based on all information relevant to the documented functional limitations caused by the disability in relation to the residential program.

#### **Commuter Policy Exemption (permission to live off campus)**

Generally, exemptions are granted for students whose disability imposes functional limitations that cannot be adequately accommodated within the shared residential space of the University. Exemptions require substantial documentation of needs that cannot be met within the residence hall and/or for whom residential living is not a viable option.

Examples of conditions that ordinarily do not warrant a commuter policy exemption include:

- Asthma
- Allergies
- Learning disorders/ADHA
- Depression
- Anxiety

Allergies are relatively common and generally not an accommodation issue except when the allergy is severe, as documented by a qualified healthcare provider, and impacts breathing or other bodily functions. Living off campus does not guarantee an allergen-free environment.

Requests for commuter policy exemptions as an accommodation based solely on a desire for a 'quiet place to study' or a 'reduced distraction environment' will not be granted. The University provides numerous places on campus that can provide this environment thus it is not deemed necessary as a housing accommodation.

#### **Single Rooms**

The provision of a single room as an accommodation is not common. The number of single rooms available is limited and it may not be possible for the University to offer a single room in every situation. Medical single rooms are reserved for individuals who document substantial needs and for whom living with a roommate is not viable. Examples of conditions that ordinarily do not warrant a medical single include:

- Asthma
- Allergies
- Learning disorders/ADHA
- Insomnia and sleep problems
- Orthopedic problems
- Depression
- Anxiety

A single room does not guarantee an allergen-free environment.

A single room will not prevent a student from having to interact and negotiate living arrangements with other students, such as alone time, sleep patterns, and study schedules.

Requests for a single room as an accommodation based solely on a desire for reasons such as ‘quiet place to study’ or a ‘reduced distraction environment’ for homework will not be granted. The University provides numerous places on campus that can provide this environment thus it is not deemed necessary as a housing accommodation.

King University reserves the right to reserve single rooms for non-disability-related reasons such as, but not limited to: future student needs, emergency housing options, etc.

### **First Floor Room**

First floor rooms are offered as an accommodation to individuals with a physical disability that would make living on higher floors, accessible only by stairs, impossible. The number of first-floor rooms is limited and first-floor rooms are assigned as an accommodation on a first-come, first-served basis. Students are strongly encouraged to observe the deadlines above in making requests.

### **Priority Access to Bathroom**

Priority access to bathroom facilities (the assignment of a room next to or across the hall from a bathroom) are offered as an accommodation to individuals with a documented chronic medical condition that requires such. The number of rooms near bathrooms is limited and such rooms are assigned as an accommodation on a first-come, first-served basis. Students are strongly encouraged to observe the deadlines above in making requests.

### **Exemption from the Board Fee (Meal Plan)**

Exemptions from the mandatory board fee for residential students are exceedingly rare. All such requests require substantial documentation and the establishment that the dietary needs of the student cannot be met by the university’s food services provider. Before such a request is reviewed, the student is required to have a meeting with the Director of Food Services and/or the Executive Chef to discuss the dietary restrictions and/or food allergies that need to be accommodated. In most every case, the food services provider is able to work with the student to develop a plan to accommodate dietary matters without the need for exemption from the board fee. Requests based on personal preferences, versus medical necessity, will not be granted.

### **Emotional Support Animals**

Emotional support animals will be permitted to reside with the student when there is a documented need for the animal to alleviate the functional impact(s) of the individual's disability and in order to permit the student to have an equal opportunity to use and enjoy on-campus residential housing. However, if the animal is not of the type commonly kept in the household for pleasure the animal will generally not be permitted, unless the student demonstrates, via reliable documentation, a disability-related therapeutic need for the specific animal or the specific type of animal. The University will evaluate whether to permit any specific animal on a case-by-case basis.

The granting of a reasonable accommodation for a support animal does not mean that the animal is permitted to access other areas of campus in which animals, other than service animals, are prohibited.

A student with an on-campus emotional support animal is responsible for assuring that the animal does not unreasonably interfere with the routine activities of the residence hall, the students who reside there, or the employees who work there. All rules and requirements associated with having an emotional support animal in the residence hall must be followed.

*Please see the Animals on Campus Policy for a comprehensive description of the request process and expectations/requirements for having an emotional support animal in the residence hall.*

### **ILLEGAL ITEMS**

No student shall possess or display in their room any illegal items, including items obtained illegally. Removing or destroying state and local highway signs, commercial signs, traffic cones, or King University signs is illegal. Therefore, the display or possession of such items in one's room or hall is not allowed.

If any illegal item is found in a room, it may be confiscated and the responsible student(s) referred to the appropriate law enforcement agency.

### **INTIMATE RELATIONS**

University residence halls are not an appropriate place to engage in sexual activity. Violation of this policy will be addressed through the Student Conduct Process.

### **KITCHENS**

Most residence halls have kitchens for their residents to use. Those using these facilities are expected to be aware of safety procedures. It is imperative that the kitchen is cleaned up after each use. Dishes left in the kitchen area will be discarded. If the kitchen is not kept orderly, the Residence Life staff or the housekeeping staff may lock kitchens, and students will lose cooking privileges.

### **LAUNDRY ROOMS**

The laundry facilities are equipped with washers and dryers in all residence halls. Use of these machines is free to residential students. Residents are advised to keep track of their clothes to avoid theft. Remove clothes in a timely manner. Do not take or remove clothes that do not belong to you. Washers and/or dryers that are not functioning should be reported to the Student Affairs Office as soon as possible. Please attach a note to machines that are out of order to notify other students in the hall and inform Residence

Life staff.

### **LIABILITY**

For information regarding liability, please refer to the Campus and Community Life Policies section.

### **LOBBIES AND LOUNGES**

Residence Halls have lobby and lounge spaces equipped with televisions, study areas, and sitting areas. These areas are for leisure, and they should be treated with respect. Remember that public spaces like lobbies and lounges are used by a great number of students and therefore must be kept clean and orderly. Students are responsible for picking up after themselves before leaving a lounge area.

While lobbies and lounges should not be monopolized by small groups, they may occasionally be reserved for group use. Reservations should be made with the Coordinator for Residence Life with signs posted on the day of the event. Lobbies and lounges should be cleaned and returned to their original condition after the event. Public displays of affection are unacceptable. Sleeping is not allowed in the lobbies or lounges.

### **LOFTS AND BED RISERS**

Lofts and bed risers of any type are not permitted in any of the residence halls. Residence Life staff reserve the right to request that a student remove any structure deemed to be a loft.

### **MAINTENANCE CONCERNS**

Any student may submit a maintenance request to the Facilities Services Department by going online at <http://helpdesk.king.edu>, using the password “tornado” and following directions. Residents will receive an email confirmation that the request has been submitted. It is preferred that students submit requests themselves. However, contacting a Residence Life Staff member is also a way to report a maintenance concern in the residence halls. The Residence Life Staff is then able to follow-up with the Facilities Services Department.

### **MEDICAL CONDITIONS/DISABILITIES**

The learning environment and residential living are central to the King University experience. The Office of Residence Life works with the Office of Learning & Disability Services to ensure that students with medical conditions or disabilities receive equal access to educational opportunities within the academic and residential community in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1992, the Americans with Disabilities Act as Amended (ADAAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and corresponding federal regulations.

The Office of Learning & Disability Services is responsible for reviewing accommodation requests and determining reasonable and appropriate accommodations. Housing accommodations include, but are not limited to:

- Commuter Policy Exemption (permission to live off campus)
- Emotional Support Animal
- First Floor Room
- Priority Access to Bathroom
- Single Room

For a detailed description of the accommodation request process, please visit:  
<https://www.king.edu/student-life/resources-for-students/disability-services/>

After a student has been approved for housing accommodations by the Office of Learning & Disability Services the Office of Residence Life will contact the student and work with them to implement the approved accommodations. The Office of Learning & Disability Services is available to assist in this process, as appropriate.

Students requesting housing accommodations through the Office of Learning & Disability Services must do so in addition to following all regular housing procedures.

Questions about this policy should be directed to the Office of Residence Life at (423) 652-4743 or [residencelife@king.edu](mailto:residencelife@king.edu) or the Office of Learning and Disability Services at 423-652-4303 or [disability@king.edu](mailto:disability@king.edu).

### **MEDICAL NEED FOR RELOCATION**

There are times when it is necessary to relocate a resident due to an unexpected injury or illness. Residence Life Staff will make every effort to reserve a room in each hall for the occasion that this may occur. If assignment space requires that all rooms be filled, including the rooms designated for medical use, the residents assigned to those rooms will be informed upon check –in that they are occupying a medical or ADA room. Students will be made aware that by occupying a designated medical or ADA room, they understand that they will be relocated within 48 hours, without question, if the need arises to relocate a handicapped or injured student to their room. This includes Resident Assistant or other Housing or Residence Life staff members.

### **MEDICAL WASTE**

Any sharp objects (e.g. hypodermic needles, syringes, etc.) are to be discarded properly. Sharps disposal containers will be provided by the Facilities Services department at no charge upon request. Students who require other special needs should ask Residence Life Staff for further assistance. Sharps of any kind should never be placed in a plastic trash bag, which would permit the sharps to penetrate, resulting in the possibility of a puncture wound to the person carrying the bag. All medical waste must be disposed in accordance to proper bio medical procedures.

### **NETWORK SERVICES**

- **NETWORK CONCERNS (CABLE, INTERNET, AND TELEPHONE)**  
Any student may submit a technology work order request to the Information

Technology (IT) department by emailing helpdesk@king.edu.

### **OBJECTIONABLE MATERIALS**

The possession or display of posters, pictures, magazines, digital files, video recordings, or other items that contain non-artistic nudity or partial nudity, representations of sexual activity, child pornography, or that are otherwise obscene or illegal is prohibited.

Students found to be in possession of child pornography, obscene, or illegal other materials will be reported to law enforcement.

The possession or display of alcoholic beverage containers is prohibited. The presence of any alcoholic beverage container may be interpreted as the same as actual possession of alcohol by those in the area where the container is found. For more information, please refer to the Alcohol Policy.

The University reserves the right to remove and confiscate materials that are judged to be in violation of this policy.

### **OCCULT PRACTICES**

The occult refers to the use, practice, or belief in hidden, malevolent, or mysterious powers and the possibility of human control of them. Engaging in occult practice is prohibited and is unacceptable in any form. Students engaging in occult practice will be asked to remove all occult paraphernalia and to refrain from further practice. Repeated and continued activity may be subject to disciplinary action through the Student Conduct Process.

### **OVERNIGHT OFF CAMPUS**

When students are going to be away from the residence hall, they are encouraged to leave contact information in their residence hall room in the event of an emergency.

### **PETS**

Aquarium fish are the only pets permitted in the residence halls. The maximum aquarium size allowed in the residence halls is ten gallons. Dumping aquarium water must be done outside and not down the drains in the bathrooms. No other pets will be allowed. This includes feeding and temporarily keeping animals on campus.

### **QUIET HOURS**

Our standard lobby visitation building quiet hours will be:

- Visitation Hours: 2pm – Midnight every day.
- Public lobbies are open from 10am to midnight: Liston, Mitchell, Lower Liston, Parks, Hyde first floor lobby.
- Quiet Hours are Midnight to 2pm every day. Courtesy Quiet Hours are always in effect. Courtesy Quiet Hours means the avoidance of excessive noise that is disturbing to others during normal building hours.
- First time offenders will be documented. Second offenses will be referred to the student conduct process.

### **REGISTERED SEX OFFENDER**

Registered sex offenders are not eligible to reside in any King University residence hall.



## **REPEATED VIOLATION OF VISITATION POLICY/ VIOLATION OF VISITATION SUSPENSION**

Students who are found responsible for repeated violations of the visitation policy and/or who violate a visitation suspension will, in addition to other possible disciplinary sanctions, be assessed a fine, beginning with a 21 day visitation suspension and a Warning for the first offense, 60 day visitation suspension and a \$100 fine for the second offense, 90 day visitation suspension and \$200 for the third offense, etc.

## **RESIDENCE HALL MANDATORY MEETINGS**

Attendance at all Residence All-Hall Meetings and individual floor meetings are required for resident students because of the important information that is communicated. Every effort will be made to announce these special meetings as far in advance as possible. Periodically, there will be floor meetings of an educational nature, which will require your attendance. **If you are unable to attend a floor meeting or a Residence All-Hall Meeting, permission should be obtained ahead of time from your Area Coordinator.** It will still be your responsibility to obtain the information from the missed meeting. There will be a standard \$50 fine issued for any hall meeting missed without a valid excuse.

## **ROOM CARE**

Living in a residence hall implies joint maintenance of a clean, safe, and sanitary living area, both inside the room and in surrounding areas with roommates and neighbors. Residents can be asked to clean their rooms for reasons of improving sanitary condition. Rooms and surrounding public areas are expected to be clean at the end of the year when students vacate the residence halls. Extra cleaning fees and additional checkout fines will be assessed for failure to comply with proper cleaning procedures. Residence Hall staff may ask residents to clean their room if they fail Health and Safety inspection and will also ask them to clean the room at the end of the semester when they officially check out.

Furniture is absolutely not to be removed from the residence hall rooms. **There will be a \$50.00 fine for removing furniture from a student's room without approval from the Residence Life Office plus the cost of the furniture.** This also includes exchanging furniture with another room. Residents are allowed to bring personal furniture into their rooms as long as everything is able to fit without removing anything. Any unwanted residence hall furniture must be stored in the resident's room. No furniture will be removed from a room unless it is deemed medically necessary or a matter of safety.

- **COMMON AREA DAMAGE**

When intentional and deliberate damage occurs in a common area (hallway, communal bathroom, social room, etc.) and no one claims responsibility for such damage, the Area Coordinator(s) of the building will notify the residents of an impending Common Area Damage charge. If the individuals(s) responsible cannot be identified, then the charge is equally distributed among the community members.

Each resident should feel as though he/she has an intrinsic investment in the residential community. As such, residents should feel motivated to hold each other accountable for their actions, and to report these actions to their RA. Damage to public areas often goes

unreported. Failure to take responsibility for our actions and allowing members of the hall to pay for damage is a serious breach of our honor system. If damage occurs accidentally, the student still holds the responsibility to report the incident to their RA honestly and promptly.

If damage occurs to an area outside of the residence hall, but can be connected back to a particular residence hall, the damage charge may be assessed to the residents of that residence hall.

Charges will often be assessed based on a standardized fine. Situations that require additional work from sources outside the University will result in the fine plus the cost of the outside contractor. Damage fines can be incurred for the following but are not limited to: any bodily fluids, excessive trash, cracked or broken window panes, or damage to University property. Additional fines may be assessed for deliberate contamination of recycling bins.

- **DAMAGE TO RESIDENCE HALLS**

A damage deposit of \$100\* is paid by each resident student upon initial enrollment. This amount will be refunded from the Business Office at the time the student withdraws from the University, graduates, or moves off-campus if no deductions are necessary. Damage exceeding \$100 for the year will be charged to the student's account.

Residents are expected to maintain both the personal and public areas of their hall. Residents/halls will be held accountable for unusual wear and tear and damages to the facilities. Unusual wear and tear and damages to public areas will be deducted from all residents' damage deposits unless the individual(s) responsible is (are) identified.

Note: Damage fees may be assessed at any time, including after a student departs the residence halls for breaks or summer.

**\* Subject to change**

Fees for damages are:

Window Screen .....	\$80
Towel Racks.....	\$10
Window Sliding Screen.....	\$80
Hole in Wall/Ceiling.....	\$25-\$200
Mattress .....	\$200
Ceiling Tile.....	\$25
Bed Frame.....	Assessed
Blinds.....	\$125
Wardrobe.....	\$700
Window Pane.....	\$25-\$250
Dresser.....	\$500
Carpet Damage.....	Assessed
Desk.....	\$500
Carpet Cleaning.....	Assessed
Mirror .....	\$125
Room Painting.....	\$325
Chair.....	\$250

Room Cleaning.....	Assessed
Bookcase .....	\$300
Bathroom Cleaning .....	Assessed
Door.....	\$1,800 - \$2,000
Door Lock Replacement.....	\$300 - \$500
Room Key Replacement.....	.\$25

- **ELECTRICAL SYSTEM**

Tampering with the electrical system is prohibited. Therefore, dimmer switches, ceiling fans, and other such items are prohibited

- **HEALTH AND SAFETY CHECKS**

Health and Safety Room Checks, within the residence halls, will be done at random intervals throughout each semester. These checks will be completed by the Residence Life Staff. Items checked may include: inspection of smoke detectors, door locks, electrical outlets for overload, heater violations, improper storage of food items, and anything else that could potentially jeopardize the health and safety of residents.

- **SCREENS**

Screens may not be removed from any windows. Throwing items out of a window is prohibited. The removal of a screen from a window will result in a \$25 fine and any additional costs required repairing the screen. If a screen must be replaced, the students responsible for the damage will be charged the cost of a screen as stated in the list of room item costs. Otherwise, the occupant of the room will be charged

- **WALLS**

Please be aware of the approved materials used to attach anything to walls: 3M strips, poster putty or painters tape. Nails and screws are prohibited. Note that if any kind of tape that leaves a residue or a stain on the wall, such as duct tape, is used, students will be required to pay for removing those marks. Duct tape and double sided tape is prohibited in the residence halls.

Personalized rooms are encouraged. However, writing and painting on the walls is prohibited, and if the room is not returned to its original condition upon checking out, a \$200 -\$300 painting fee will be charged to the resident(s) responsible for the damage.

### **ROOM ENTRY BY KING UNIVERSITY OFFICIALS**

King University residential facilities are exclusively the property of the University and not the resident. University staff may enter and investigate a student's room without permission or presence of a resident under the following circumstances:

1. For purpose of safety, sanitation, and general upkeep, the University reserves the right to maintain and make repairs in residence hall rooms any time during the school year. In cases of emergency and for the above purpose, staff may enter a room in the presence or absence of the room's occupants at times other than regular working hours.
2. A staff person has reason to believe that some condition exists that constitutes threat to the safety or well-being of the occupants of the building, other

individuals, or campus property.

3. A staff person needs to turn off loud stereos, televisions, alarm clocks, or other items that are being bothersome to others.
4. A staff person, **in consultation with the Director of Safety and Security or designee**, upon reasonable cause to believe a probable violation of the University's policy or a violation of local, state, or federal law exists within a room, may enter an individual room or rooms.
5. Random room searches or campus-wide searches may be conducted by University **staff in consultation with the Director of Safety and Security or designee** any time in the event a search is deemed advisable in the interest of public safety.
6. A staff person **in consultation with the Director of Safety and Security or designee** may permit law enforcement or emergency personnel to enter and investigate a student's room as reasonably believed necessary or prudent by the staff.
7. For information concerning other searches, see "Searches on King University Property" located in the Campus Polices section of this handbook.

**If a staff member enters a room and views an item(s) that is in violation of the University's policy and/or the law (i.e. firearms, drugs, alcohol, animals, obscene materials, etc.) he/she may remove or contact the appropriate authority to assist in removal of such articles without permission of the owner, even if a staff person entered the room for different reasons. After the removal of such item(s), he/she will contact the individual and notify the appropriate office and appropriate law enforcement agency. Illegal items will be turned over to the appropriate law enforcement agency.**

## **ROOM RESPONSIBILITY**

Responsibility rests with the resident for being aware of and upholding regulations established to promote and protect the general welfare of all. Students are responsible for what takes place in their residence hall room, whether they are engaging in a particular activity or not.

If a violation of a University policy is taking place in a room, it is the responsibility of all King University students to first confront the behavior, then encourage the offending student(s) to confess and then to report the infraction to a member of the residence life staff. If the student fails to report the violation, he or she may be subject to disciplinary action for violation of University policy. The violator of the policy is also responsible for their actions. If there is damage to any furniture or school property, both roommates will be held responsible for these items unless the responsible party makes an admission.

## **ROOM SECURITY**

### **• KEY SECURITY**

Each resident is issued a room key at the beginning of the year and is expected to return it at the end of the year upon checking out. A fee of \$25 will be charged to a student that loses their room key. Residents will be able to access the outside door of their residence hall with their student ID. For further information concerning student ID cards, please refer to the Student ID Card Policy in the Campus and Community Life Policies Section.

If a room key is lost, an RA or Area Coordinator should be notified and upon payment of the current replacement fee, a replacement will be made immediately. There will also be a \$5 replacement fee for any lost Student ID card as they serve as outside door keys for the residence halls. For security reasons, irresponsible use of keys may result in Student Conduct action. Duplication of any campus key is prohibited.

It is prohibited to allow any other person to use your student ID card. This is a violation of the University's fraud policy. The King Student ID Card must be turned in to the Office of Registration & Records or Student Affairs Office if a student withdraws or is removed from the University.

It is important that residents lock their doors when leaving their room. Take your keys with you everywhere. Security of personal property is each student's own responsibility. The University is not liable for personal property.

- **UNAUTHORIZED OR FORCED ENTRY**

Copying keys, unauthorized possession or use of keys, breaking and entering, propping open doors, or unauthorized entry to any building or room is prohibited. These actions are viewed as a security risk and endangering the safety of other students on campus. Student's breaking and entering or using/copying or possessing unauthorized keys will be responsible for the cost of re-securing the property and be subject to the Student Conduct Process and appropriate local, state, and federal laws. Entering a residence hall room by force, breaking the door, or compromising a locking mechanism will not be tolerated and may be considered vandalism and may result in restitution for repair or replacement cost.

- **EXTERIOR DOORS**

When room or building hall doors are locked, they should not be propped open (exceptions may be made with the approval of the Residence Life Staff). Anyone found propping open a locked outside door without such approval is subject to disciplinary action up to a maximum of a \$250.00 fine.

## **STORAGE**

The University does not provide a storage area for its residents. All personal belongings must be removed from the residence halls and other campus buildings when students check out for the year. For information on local storage options, contact the Residence Life Office.

## **TRASH REMOVAL**

There are trash cans in all public spaces within the Residence Halls. There are trash receptacles and dumpsters outside of each residence hall building. Students are responsible for carrying their trash to the designated trash areas outside of their residence hall. Trash should not be allowed to build up in rooms, as it represents a health and pest risk. To meet health requirements and to control unwanted pests, all trash must be bagged and discarded in the trash receptacles that are located outside of the residence hall buildings. Residents who leave their trash on balconies, stairwells, hallways, lobbies, lounges, kitchens, bathrooms, or walkways will be asked to place their trash in the receptacles outside. Residents who fail to bring their trash to the designated areas will be charged a \$50 trash-removal fee for each bag or item of trash. If no one claims the trash in these areas, the entire hall or building will be fined. Consecutive fines for trash will be doubled for each offence.

## **TRESPASSING**

Within residence halls, all guests (including non-residential students) must carry a King University identification card, driver's license, or other satisfactory identification. Guests must be escorted by the residential student from the lobby to the room to be visited and back to the lobby by the residential student. Non-residential students are prohibited from being in a residential facility unescorted by their host or hostess. Non-residents found in violation of University policies within the residence hall are subject to referral to the Student conduct process and/or the appropriate law enforcement agency. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restrictions relating to their presence on University property.

## **VISITATION POLICY**

Being in a University residence hall of the opposite sex at any time, other than during the open hours for that hall, is not allowed without permission from the Area Coordinator or Coordinator for Residence Life. This includes individual rooms, bathrooms, hallways, and/or stairways.

It is the student's responsibility to make sure they are visiting only during open hours. During non-open hours, students of the opposite sex are only permitted to be in designated lobbies or lounges of the residence halls.

Visitors of the opposite sex are not to use bathroom facilities located on the residential floors unless officially designated for that sex. Restroom facilities for guests, located near the main lobby areas, are to be used by opposite sex visitors.

All guests must abide by University and residence hall regulations. Host students are accountable for the behavior of their guests and may be held responsible for rule infractions occurring in the residence hall, regardless of whether they were present at the time of the incident.

Guests must be accompanied by their host at all times; exceptions are made for bathroom usage where the host is expected to escort their guest to the bathroom, wait for them to exit the bathroom, and escort them back into the living quarters.

Residents entertaining a guest are expected to abide by the following guidelines: (a) a room light must be on; (b) residence hall visitation hours must be adhered to; (c) all guests must be accompanied/escorted by the resident at all times; and (d) appropriate dress is required.

Students in violation of this policy will have their visitation privileges suspended immediately, pending the outcome of the Student Conduct Process.

### **Moving Assistance**

Opposite sex guests must have permission from the Coordinator of Residence Life/Area Coordinator to assist with moving large items at any time.

### **Visitation during Breaks**

During Thanksgiving break, Christmas break, and Spring break there are no visitation hours. Students are required to comply with all other campus and residence hall policies during the break. This policy also applies to the time period in between semesters when the residence halls have not officially been opened for the semester, such as the week before school starts. Students found in violation of this policy will be addressed through the Student Conduct Process.