

Residential Norms, Policies and Procedures

Every Heidelberg College student has the right to a residence hall/house living environment that is conducive to study and sleep. Upon enrollment at Heidelberg College, all students are expected to be aware of and are required to comply with all College policies. It takes every student's effort to provide everyone in the Heidelberg College community with a positive residential experience. Lack of awareness of the items contained in this publication does not excuse actions or behaviors that violate residential norms, policies or procedures.

Alcohol

The consumption of alcohol is not condoned by Heidelberg College. The College expects all students to comply with the Ohio law regarding possession and consumption of alcoholic beverages.

Board/Meal Plan

All on-campus residents (halls, houses, CLCs) are required to participate in the meal/board plan provided by the College. Further information on board plans can be obtained from Campus Dining Services.

Cleaning and Maintenance

1. It is the responsibility of each student to clean and maintain his/her room and/or house.
2. Vacuum cleaners are provided in each residence hall for student use. Damaged or missing vacuums will be charged to all residents for replacements.
3. All trash must be bagged and carried to the closest dumpster outside the residence halls. Campus houses have individual disposal bins that must be carried to the curb on their designated pick-up day before 6:00 a.m.
4. Residents will be fined for trash left outside their room, in hallways or kitchens, or in common area (i.e.; lounges, kitchens, bathrooms) trash bins. It is the responsibility of the student to take bagged trash to the outside dumpsters without delay.
5. Rooms/houses must be left in a clean condition at the end of the contract period and at holiday and break closings.

Closing Of College Housing

1. **Vacation Periods**

- All College residences are closed during all official vacation periods. Closing and reopening hours for halls will be specified and published in advance. Students are not permitted to reside in or enter the residence halls during vacation periods.
- At the conclusion of each semester, the student must properly checkout of the residence hall within 24 hours after his/her last final exam.
- Students may leave personal possessions in their rooms during vacation periods during the academic year. The College will not assume legal responsibility for lost, stolen, or damaged property.
- Students who require housing during vacation periods should consult with the Office of Residence Life. Arrangements will be made to assist students in extenuating circumstances only.

2. End of the year

- Students are required to check out of College housing within 24 hours after his or her last exam. Seniors must check out of College housing following the graduation ceremony.
- For proper checkout to occur, the room must be completely vacated and left reasonably clean.
- Fees are charged for damage to rooms/houses and for any unusual cleaning that is required.
- Students may be charged a fee for improper check-out if they;
 1. fail to set-up a checkout time;
 2. are not prepared to checkout at their chosen check out time;
 3. fail to sign the Room Condition Report and/or return keys.

Cohabitation

Assigned students to a room or house are the only individuals permitted to reside there. If the Residence Life staff observes evidence or is informed of cohabitation between two or more people other than the assigned person(s) of the room, loss of guest and student visitation privileges may result.

Common Area Space in Residence Halls

1. Residence Hall common spaces are primarily intended for the use and accessibility of the building residents.
2. Miller, Brown, King and Krieg Main Lobbies, France Great Hall and Williard Conference Room may be reserved by campus organizations not affiliated with a particular residence hall with permission from the Residence Coordinator of the building. A campus organization interested in reserving common area space in a residence hall must

- initially contact the Office of Student Activities.
3. Floor lounge space is not typically "reservable" by any group other than the students of the living unit, hall council representative, or Residence Life staff.
 4. Common area space in campus houses is the responsibility of all residents assigned to that unit.

Commuter Status

1. Students are required to maintain occupancy in campus housing during their full academic career at Heidelberg unless authorization is granted to withdraw from college housing. Students must meet all of the following criteria to live off campus in 2006-2007:
 1. Residency with a parent or legal guardian within a 50-mile radius of the College.
 2. Parent or Legal Guardian Verification of at-home residency
2. Commuter Status will not be granted mid-year unless extenuating circumstances exist. (See Housing Contract for further information)
3. Students must re-apply for commuter authorization each academic year.
4. The cost of a double room will be applied to a student's account until approval is granted.

Courtesy and Quiet Hours

1. Courtesy Hours
 - o Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residence halls. Consideration for others is a primary component of community living and students agree to uphold this expectation when they choose to become residents. Residents must observe reasonable quiet at all times
 - o The volume of stereos/TVs/voices/etc. must be kept at a level that cannot be heard outside the room with the door closed or outside the building.
 - o Noise level must not deter students who want/need to study or sleep at any time.
 - o Speakers may not be placed on or played from windowsills.
 - o Amps of speakers must be appropriate to room size and volume kept at a conversational level of sound.
 - o Students must comply with any student or staff member's request to be quiet.
2. Quiet Hours
 - o When quiet hours are in effect, stereo, voice, and television volumes must be kept low and room doors must be closed when there is any noise in the room.

- Quiet Hours are 10pm to 11am Sunday night through Friday morning and midnight to 11am Friday night through Sunday morning.
 - During finals week, 24-hour quiet is in effect.
3. Failure to comply with Courtesy and/or Quiet Hours may result in a noise contract or a requirement that sound equipment must be stored in a designated area until it can be taken home.

Damages

1. Heidelberg College students are expected to use care in the use of College facilities and furnishings. When damage occurs in the residence halls or College-owned apartments or houses, repair and/or replacement costs will be billed to the student(s) responsible.
2. If individual responsibility for damage cannot be determined, the cost is divided among the residents of the room, floor, building or house.

Decorations

1. Students may decorate the residence hall rooms and houses with the following guidelines and policies:
 - Students will be charged for damage caused by adhesives, tacks or nails.
 - Painting or other like alteration of student rooms, facilities or equipment is not permitted.
 - Decorative lights must be UL approved.
 - Carpeting must meet DOC-FF specifications. The use of carpet tape and foam or rubber-backed carpeting is prohibited.

Doors

1. It is a violation of policy to prop any residence hall exterior, hallway or stairwell door. These doors assist in security and serve to slow the speed of fire.
2. Exiting through a fire door is prohibited. Fire doors are indicated as such by signs and/or alarms.

Electrical Appliances

1. Each resident is permitted to have a three cubic feet refrigerator in his/her room.
2. With the exception of air corn poppers, all other cooking appliances including microwaves are prohibited. (Microwave ovens provided by the College are approved for use in Williard Hall only.)
3. Multiple taps, devices plugged into wall receptacles, and electrical

extension cords are prohibited. Power strips with surge protectors are acceptable for use.

4. All electrical equipment must be UL approved.
5. Window air-conditioning units are not permitted. (For air conditioning required due to medical need, see Special Accommodations)
6. Space heaters are not permitted in any residential facility, unless specifically issued by Krammes Service Center on an emergency basis.
7. Halogen Bulbs - Due to the high risk of fire associated with halogen bulbs/lamps, use of halogen lighting within College-owned housing is prohibited.

Fire Safety

1. Fire Drills and Alarms - When a fire alarm sounds, all students, visitors and guests must evacuate the building and defer to the directions of Residence Life staff, Security staff, Tiffin City Police and Fire Department personnel.
2. Fire Equipment - Tampering with fire equipment is a violation of state law and is prohibited.
3. To meet Ohio Fire Code, residents must sign a Fire Detector Check List each week verifying that the smoke detector in their room is in proper working order and that the battery is contained within the unit. Resident Assistants will check the list and the detector once per month to ensure fire safety. In France Hall, Resident Assistants will check the smoke detectors to ensure operation once per week.

Furnishings

1. Students may not remove or exchange furniture from common areas of the residence hall (or house) or from any residence hall room.
2. Lofts may be built for rooms in Miller hall
 - o Lofts must be built according to the specifications published and available from the Office of Residence Life.
 - o Lofts are not permitted in the College-owned houses or apartments.
 - o Lofts must be inspected by the Residence Coordinator within the first two weeks of school.
 - o Maintenance staff will immediately remove un-inspected lofts that are discovered in student rooms and the residents will be charged \$100.
3. Screens are not to be removed from windows.
4. Waterbeds are not permitted unless a serious medical condition requires it and permission is received from the Disability Intervention Team.

5. Student owned furniture, including couches, chairs, tables and futons are not permitted in Williard Hall. Small TV stands are acceptable in Williard Hall.
6. Student owned furniture, including couches, chairs, tables, and futons are not permitted outside of campus owned apartments or houses.

Guests and Student Visitors

1. Guests - A guest is defined as anyone not enrolled at Heidelberg College.
 - o Students are permitted to host overnight guests in the College residence halls provided that:
 1. consent is obtained from the roommate(s) or housemates. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.
 2. the guest is officially registered with the Office of Residence Life. Guest Registration cards can be obtained from RA staff or from the Office of Residence Life.
 - o Residents are responsible for ensuring that their guest(s) comply with all College policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a guest that he/she may be hosting.
 - o Failure to register an overnight guest is a violation of the guest and visitation policy and may result in loss of guest and visitation privileges.
 - o One room may not exceed 2 overnight guests per night.
 - o Overnight guests must carry a picture ID and a copy of the guest registration form at all times.
 - o Guests must be escorted at all times while in the residence hall.
 - o Guests are permitted to stay on campus for no more than a total of four days during a one-month period.
2. Student Visitors - A visitor is defined as a student who is enrolled at Heidelberg College.
 - o Residential Visitation hours for students enrolled at Heidelberg are 24 hours per day, 7 days per week under the following conditions:
 1. consent is obtained from the roommate(s) or housemates. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a student visitor. In all cases, the rights of

the residents of the room or house to uninterrupted use of the space take precedence over the privilege of student visitation.

2. Unescorted student visitors are not permitted in residence halls between the hours of 12:00 midnight and 12:00 noon Monday through Friday, and between the hours of 2:00 a.m. and 12:00 noon Saturday and Sunday. Resident hosts must escort their visitors during these times.
 - o Residents are responsible for ensuring that their visitor(s) comply with all College policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a student visitor that he/she may be hosting.
 - o Student Visitors are permitted to stay in the resident hosts room overnight for no more than a total of four days per month.

Health and Safety Inspections

1. Health and Safety Inspections will be conducted by the Residence Life staff once per month at a time posted and announced 48 hours in advance. Inspections are intended to insure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment free of trash.
2. Residents have 24 hours to rectify any health and safety concerns discovered and communicated by Residence Life staff.
3. Repeated health and safety violations may result in fines, reassignment or loss of housing privileges.

Housing Contract

1. All students residing in college-owned housing must sign and submit to the Office of Residence Life a Housing Contract. The housing contract must be renewed yearly.
2. Housing Contracts are full year contracts only. Students will not be released from a housing contract unless they have officially withdrawn from the college.

Incense/Candles

All types of incense, candles, and open flame are prohibited in the College-owned houses and residence hall rooms.

Keys

1. Keys to residents' assigned house, partment, or residence hall & room are issued upon the signing of a key card. It is the responsibility of residents to return their key(s) to Krammes Service Center after moving out of any residence hall, house or apartment. Failure to return keys within three days will result in a minimum charge of \$100 per key.
2. Duplication of any college key is prohibited.
3. Lost or stolen keys must be reported to the RA and to Krammes Service Center immediately. A minimum \$100.00 charge for each lost key will be assessed to the student.
4. Residents may not lend their residence hall, apartment or house keys to anyone. The only individual authorized to use a residence hall apartment house key is the individual to whom it is issued.
5. Keys must be carried with the student at all times. Residents who routinely become "locked-out" of their buildings or rooms may be subject to fines or disciplinary action.

Lofts (see Furnishings)

Off Campus Status

1. Students are required to maintain occupancy in campus housing during their full academic career at Heidelberg unless authorization is granted to withdraw from college housing. Students must meet one or more of the following criteria to live off campus in 2006-2007:
 - o 23 years old or older on or before August 29, 2006.
 - o Married or a single parent of a dependant minor child.
 - o entering senior in the 2006-2007 academic year and have attained 69 credit hours as of January 1, 2006.
 - o Special Circumstances: Those students requesting to live off-campus that do not qualify in the above categories must send a letter to the Director of Residence Life containing detailed explanation of the special circumstances that exist for which you believe you should be granted exception to the Heidelberg College housing policy.
2. Off Campus status will not be granted mid-year. (For further information, see Housing Contracts.)
3. Student must re-apply for off-campus status each academic year.
4. The costs of a double room will applied to a student's account until approval is granted.

Personal Property

The College will not accept responsibility for the theft, damage or loss of property of the student. It is strongly recommended that students secure

insurance coverage under their family homeowner's policy.

Pets

Pets are not permitted to live in student rooms or College-owned houses with the exception of non-carnivorous fish in aquariums of 10 gallons or less capacity and guide dogs. Fish may be kept in private rooms, with the agreement of all roommates/housemates. Students may be assessed a non-negotiable charge for the disinfecting or cleaning of a room or residential area where a pet has lived.

Postings

1. All posted materials in the residence halls must identify the sponsoring group or individuals, appropriate date(s) and locations and must be approved by the Office of Residence Life.
2. The sponsoring organization/individual must remove all posted materials within 24 hours following the advertised event.
3. Posted materials are limited to bulletin board space only. Flyers, bulletins, posters, etc., may not be placed on walls, glass or doorways. The Office of Residence Life reserves the right to limit the size of posters.

Residency Requirements

All full-time students are required to live in College-owned housing.

Restroom Use

To ensure the privacy of residents' use of the toilet and shower facilities, residents and visitors must use a same sex restroom.

Room Changes

1. A room change from an assigned room is permitted only as space or circumstance allow.
2. Room change requests will not be granted prior to the end of the first two weeks of classes of any semester.
3. Students may not move to a new residence hall room, apartment or College-owned house without the prior authorization of the Office of Residence Life. Students who wish to request a room change must first contact their Resident Assistant to obtain a Room Change Request Form. Forms are also available in the Office of Residence Life.
4. Before obtaining approval for a room change, students are required to

communicate their intention to change rooms to their building staff, roommate and future roommate.

5. Students who change rooms or exchange keys without authorization will be subject to fines and disciplinary action, which may include loss of future room selection privileges.

Room Condition Reports (RCRs)

1. An RCR is a record of the condition of room items (beds, chairs, walls, windows, etc.) at the time a student moves into or out of College-owned housing. Review and signature of RCRs is a part of proper check-in and checkout procedures for College-owned houses. Students should review the Room Condition Report thoroughly for accuracy and completeness.
2. RCRs will be used by the Office of Residence Life in coordination with Krammes Service Center to assess any damage charges. It is the responsibility of the student to ensure the accuracy of the RCR at check-in.
3. Residence Life, Maintenance, Custodial and Computer Services staff will charge residents for room damage that is discovered during closing procedures.

Room Consolidation

The Director of Residence Life reserves the right to consolidate vacant spaces, assign new resident students and/or make changes in room, house and residence hall assignments when it deems necessary. Students in a room with a vacant space must be ready to accept a roommate at anytime.

Room Entry and Inspection

1. The College reserves the right to inspect College-owned houses as a function of its responsibility to protect the safety and health of all residents and to ensure that College property is properly maintained.
2. College officials will inspect each student room, apartment or house prior to or at the time a resident initially occupies it and will inspect the room prior to a student's departure.
3. The College reserves the right to allow entry by maintenance and residence life staff to make repairs in College-owned housing at any time during the year, with reasonable consideration of the occupants.
4. The College reserves the right to enter and inspect College-owned housing when:
 - o a staff member has a reasonable ground to believe that some condition exists that constitutes a clear and present danger to the health, safety or security of the occupants of a room/house and/or a residence hall/house.

- a staff member has reasonable grounds to believe that unauthorized equipment or College property is present.
 - there is probable cause to believe that a room/house contains contraband items such as drugs, drug paraphernalia, weapons, firearms, and quantities of alcohol such as kegs, party balls, etc.
 - a fire alarm is sounding. Residence Life staff may enter rooms to ensure that the room is unoccupied. Closets may be opened. If Residence Life staff discovers contraband items through insuring that rooms are vacant during fire alarms or other normal functions, they will confiscate the item(s).
 - a monthly Health and Safety Inspection has been advertised at least 48 hours in advance of the inspection. Residence Life staff will enter and conduct smoke detector and health and safety inspections once per month. (Once per week in France Hall.)
 - a staff member has reasonable grounds to believe that unauthorized person(s) are living there.
 - a staff member has reason to believe a specific violation of College or Residence Life policies is taking place.
5. Searches of rooms may be conducted by a College official only with specific authorization from the Vice President for Student Affairs or his/her designee. Prohibited items discovered during a search will be confiscated.

Room Selection for Returning Students

Room Selection for the 2007-2008 academic year will occur during the Spring semester of 2007. Room Selection guidelines and policies are listed on the Heidelberg website.

Solicitation & Fund Raising

Door-to-door solicitation in the residence halls and College-owned housing by any individual or group is prohibited. For additional information on Solicitation & Fund Raising, please see Campus Community Norms, Policies and Procedures.

Smoking/Tobacco Products

Smoking and the use of any tobacco product(s), is forbidden in College-owned housing. Students who wish to smoke must do so outside of the building.

Special Residential Accommodations

1. Special residential accommodations for medical needs, include, but are not limited to;
 - o Single rooms
 - o Air Conditioning
 - o Building Proximity to other services/offices
 - o Private Restroom
 - o Elevator
 - o Special Off campus approval
 - o Any need that requires an exception to the established room selection or assignment process
2. Requests for special accommodations must be submitted in required form to the Heidelberg Disabilities Intervention Team. The Director of Residence Life, following approval and direction from the Disabilities Intervention Team, will provide special residential accommodations.
3. The required forms for special accommodation requests are available from the Learning Center website.

Sports and Recreation

1. Sports activity within the residence facilities increases the possibility of personal injury and/or damage and creates disturbances. Athletic activities are to be confined to areas designated for such use. There are designated areas on campus for baseball, football, weights/weight lifting equipment, frisbee, soccer, lacrosse, golf, tennis, volleyball, basketball, catch, etc. The use of residence halls/houses and areas directly around the buildings for these activities is prohibited.
2. Bicycles left in hallways and by doorways or stored in residential rooms pose a fire and safety hazard. Bikes must be stored in designated areas on campus. Bicycles may not be ridden in College-owned housing.
3. Rollerblades may not be used in College-owned housing.

Storage

Storage is extremely limited in the residence halls and is generally unavailable. Exceptions are sometimes made for international students upon request. Any item found in storage without an official storage tag issued by residence life staff will be removed and disposed.

Weapons

Firearms or lethal weapons that could inflict bodily harm are not permitted

on any College owned property or at College sponsored events.