

Residence Life Policies

These policies compliment the *Code of Student Rights and Responsibilities* and the *Residence Life Contractual Terms and Conditions* by clarifying and expanding on important information regarding living on campus. Understanding and complying with information in these documents is the expectation and responsibility of all students living on campus. These policies are designed for any student who resides on campus and any guests they have. Violations of these policies or policies contained in the aforementioned documents may result in disciplinary actions including sanctions, fines, contract cancellation, or removal from the university.

1. ALCOHOLIC BEVERAGES

- a. The possession or consumption of alcoholic beverages is prohibited in the residence halls, including common areas and student rooms.
- b. Alcoholic beverage containers (cans, bottles, kegs, etc.) are not allowed in residence hall rooms for any purpose. This includes empty or decorative containers.

2. COMMUNITY LIVING

Students are expected to conduct themselves in a manner that is conducive to community living. This includes demonstrating respect for people of all genders, races, religious preferences, sexual orientation, and ethnic groups. Any act or threat that submits a member of the university community to physical, mental, or emotional pain is prohibited.

3. DAMAGES

The student shall use the premises and personal property and furnishings of the university in a careful and proper manner. Students are responsible for the condition of their room and its contents as well as common areas. Students will be charged for individual or group damage that occurs.

4. DRUGS AND ILLEGAL SUBSTANCES

- a. Any type of drug or narcotic is not permitted in the residence halls.
- b. Students are prohibited from possession of drug paraphernalia.
- c. Prescription drugs prescribed to someone other than the person in possession violate residence life policy.

5. ELECTRICAL FIXTURES

- a. Students may not remove or alter electrical fixtures or hardware.
- b. Extension cords are not permitted in the residence halls.

6. FAILURE TO COMPLY

- a. All residents are required to comply with the directions of housing and residence life staff members acting in accordance with performing their duties.
- b. All residents are required to comply with meeting requests from any member of the housing and residence life staff.

7. KEYS

- a. Each student is issued the appropriate keys when they check in. Keys are the responsibility of the student and are not to be given to others for use. A student is required to return all keys issued to them. A charge will be assessed for any key needing to be replaced.
- b. When a lost key necessitates changing one or more room locks, the student is responsible for the cost of the lock and key replacement.
- c. It is a violation of state law and university policy to duplicate keys to any lock on university property.

8. PAINTING

Students are not permitted to paint their rooms. Hall murals are also not permitted.

9. PETS

The only pets allowed in campus housing are fish. In the event that you come across an animal on campus, it should be reported to your resident director and/or campus police.

10. PHYSICAL VIOLENCE OR HARASSMENT

Harassment of or violence toward any individual or group is prohibited. Additional information is included in the *Code of Student Rights and Responsibilities*.

11. PROHIBITED ITEMS

The following items are prohibited in the residence halls:

- a. Air conditioning units
- b. Appliances with exposed heating elements, including hot plates, toasters, George Foreman® grills, etc.
- c. Charcoal grills
- d. Candles and incense (lit or with burnt wick)
- e. Extension cords
- f. Halogen lamps unless they are equipped with a protective screen
- g. Hazardous materials. Materials which are hazardous to the health and safety of residents are not permitted in residence halls. These include, but are not limited to, chemicals, gasoline, kerosene, etc. Containers which have been used for storing gasoline are not permitted.

- h. Weapons including knives, guns, martial arts equipment, bows, arrows, etc.

12. QUIET HOURS

- a. Quiet hours are in effect every evening from 10 p.m. to 9 a.m. during the week and 10 p.m. to midnight on the weekends in each hall. At other times, students are expected to exercise good judgment and consideration of other students regarding noise level.
- b. Each hall has 24-hour consideration hours. That is, any loud noise or distraction may not be compatible with a proper hall environment. Residents may always request that another student lower an inappropriate noise level.

13. RESTROOM FACILITIES

All restroom facilities are designated by gender. Designated restrooms or shower facilities should not be used by members of the opposite sex.

14. ROOM AND/OR ROOMMATE CHANGES

Students must work with their hall staff if a room or roommate change is desired. Room changes will be made only if no other reasonable alternatives are available. Final approval for all changes is given by the resident director. Students who move without going through proper channels will be fined and must return to their original room.

15. ROOM FURNISHING AND DECORATIONS

- a. Appliances – Students are allowed to bring refrigerators and microwaves within the specified sizes.
- b. Room decorations – Students are not permitted to put any holes in residence hall room surfaces, including walls, door, and furniture. This includes the use of nails, pins, thumbtacks, etc. If a student uses any adhesive material, they are expected to remove any residue completely prior to checking out. Please be aware that products may damage painted or wood surfaces and the responsible student will be charged for any such damage that occurs.
 - i. Christmas lights – Christmas lights may be used for decorative purposes in student rooms. Lights are limited to the indoor style and are to be kept to a minimum. Please exercise caution and care by not using extension cords and turning off lights when you depart your room.
 - ii. Christmas trees – Students may decorate with artificial trees only. Real trees are not permitted. Trees are not permitted in common areas or hallways.
- c. Room furnishings – Most rooms are double occupancy and contain two sets of furniture. A furniture set includes bed frame, mattress, desk, chair, filing cabinet, and dresser. University furniture must be stored in the residence hall rooms. All other items must be provided by the student. Misappropriated or stolen items of

any kind (including hall and lounge furniture) found in student rooms subject the student to disciplinary action by the university and/or civil authorities.

16. SAFETY AND SECURITY

- a. Fire equipment – Tampering with fire safety equipment is a federal offense that may result in criminal charges, fines, and disciplinary action.
- b. Smoke detectors – Tampering with the smoke detectors in residential rooms or common areas is prohibited. This includes removal of the detector or battery.
- c. Hall security – In order to provide for your own safety and protection, certain exit doors are locked at specific times. The outside doors to your building are locked between 11 p.m. and 1 a.m. each evening and remain locked until approximately 6 a.m. It is expected that students do not permit access to the living areas to other individuals without an escort.

17. ROOMS

- a. Inspection – During the year, periodic health, safety, and maintenance inspections will be made. In addition, a designated university official may conduct a search of the university premises if there is reason to believe university policies are being violated, premises are being used for illegal purposes, for a purpose which interferes with the normal operation of the university, or for health and safety regulations. It is expected that residents will comply with hall staff and other university officials when a search is necessary. Whenever possible, room inspections and searches will be conducted in the presence of the resident(s).
- b. Furniture – Furniture or equipment in the rooms must remain in the rooms. Furniture in lobbies and common areas must remain in those areas and are not to be taken to student rooms. Any students moving furniture will be charged for its use until it is returned.

18. SMOKING

Smoking is not allowed in any campus buildings or entryways. Designated smoking areas are available on campus and can be found by consulting the Marian University parking map.

19. SPORTS

- a. Engaging in any sports activity is not allowed in the residence halls. This is for the safety and security of all students.
- b. Throwing or dropping any items out of windows is prohibited. Throwing items at windows is also prohibited.
- c. Roller blading or skating is prohibited inside any of the university buildings. The use of scooters and skateboards is also prohibited.

20. TRASH REMOVAL

Students are responsible for the proper disposal of their own trash. Trash dumpsters are located outside of the halls and it is the student's responsibility to take their room trash to the dumpster. University Hall has designated trash rooms available on each floor. Individual students or floors will be charged for trash left in hallways and common areas.

21. VISITATION AND OVERNIGHT GUEST POLICY

- a. Periodic overnight visitation in student rooms is limited to guests of the **same** gender. Guests cannot stay more than three consecutive nights. **Guests are only allowed if a roommate has given permission.** Residents are permitted to have guests of the opposite gender in rooms overnight provided they are not over the age of 10.
- b. Residents are allowed to have opposite gender guests in their rooms during these specified hours.

Sunday-Thursday	10 a.m.-midnight
Friday-Saturday	10 a.m.-2 a.m.

 - For weekdays when there are no classes the following day, visitation hours will be until 2 a.m. All residence hall lobbies are open 24 hours a day for guests.
- c. Guests are only allowed with roommate's permission. In addition, a host will be responsible for all actions of their guests. Guests are expected to adhere to all Marian University and *Residence Life Policies*.
- d. All students are expected to escort any guest. This is for the safety of all residents.

22. WEAPONS, FIREARMS, AND DANGEROUS ARTICLES AND SUBSTANCES

Firearms and/or weapons of any type, including concealed weapons in which the carrier has a legal permit, are strictly prohibited in residential facilities on campus. Possession and/or use of a weapon will result in immediate disciplinary action. Weapons include, but are not limited to, firearms, air guns, BB guns, knives, bows and arrows, paintball guns, and martial arts weapons.

Residence Life Information

This is designed to answer commonly asked questions regarding living on campus. Please note, students are responsible for this information as well as the information contained in the *Code of Student Rights and Responsibilities*, the *Residence Life Contractual Terms and Conditions*, and the *Residence Life Policies*. This information applies to any student living on campus and any guests they may have.

AIR CONDITIONERS

All residence halls at Marian University are air conditioned through central air or individual window units. Students should not bring personal air conditioning units.

BICYCLES

Students are permitted to store bicycles in student rooms provided it does not create an unsafe condition in the room and the roommate has agreed to storage. Students are responsible for any damage to the room, hallways, common areas, or bicycles incurred by storage. Students may not ride or store bicycles, rollerblades, skateboards, skates, etc. in the halls.

HALL SECURITY

In order to provide for your own safety and protection, certain exit doors are locked at specific times. The outside doors to your building are locked between 11 p.m. and 1 a.m. each evening and remain locked until approximately 6 a.m.

LAUNDRY

Laundry facilities are located in each hall. You must provide your own detergent. A student should notify their hall director if machines are not in working order. The residence hall does not issue refunds for these machines.

LOBBIES AND RECREATION AREAS

All halls have main lounges that may be used by residents and their guests. All lounges are open 24 hours a day. Consumption of food or drink in the lounge areas should be done with care and discretion and it is the student's responsibility to clean up all areas after use. Appropriate conduct is expected of all residents and their guests.

LOCK OUT

Residents who are locked out of their room should contact the staff member on call. There is a charge for lockouts.

LOST AND FOUND

Students who lose or find items should report them to the Marian University Police Department in the Ruth Lilly Student Center. At the end of the academic year, items found in public areas or left behind will be disposed of by appropriate personnel. Resident directors should be contacted regarding any forgotten items.

MAIL

Campus and United States mail is delivered Monday-Friday to the residence halls. A mailbox is assigned to each student. Students are responsible for checking their mail often and will receive notification if a package is delivered. Outgoing mail may be deposited in any United States mailbox. There is one in Marian Hall next to the Business Office. Stamps can be purchased from the mail room on the ground floor of Marian Hall. The nearest post office is located at 3322 W. 16th Street. Packages may also be mailed via United Parcel Service located at 700 W. 16th Street.

QUIET HOURS

If a resident experiences a problem regarding consideration or quiet hours, they should talk to the individual responsible and politely address their concern. If issues continue, a staff member should be involved. During final exams, quiet hours are in effect 24 hours a day.

MAINTENANCE

University maintenance personnel may periodically enter student rooms while the occupant is gone to complete requested repairs or conduct routine maintenance. Housekeeping and maintenance personnel may enter living areas of the opposite sex after 9 a.m. without announcing themselves.

MICROWAVES

Microwaves are permitted in student rooms provided the wattage is not over 800 watts.

PARKING

Students are required to have a residential parking permit if they keep a car on campus. Permits can be obtained through the Marian University Police Department. Students must obey all parking regulations, including specified lots and not parking in reserved spots.

REPAIR / REPLACEMENT COSTS

Students who intentionally or unintentionally damage university property can expect to pay repair or replacement costs. Costs are determined by the Office of Campus Operations or the Division of Student Affairs. Marian University is not responsible for any damage done to a student's personal property. Students are encouraged to get renters insurance.

REFRIGERATORS

Students are allowed to bring personal refrigerators provided they do not exceed 4.3 cubic feet.

RESIDENCE HALL STAFF

Each building has a staff of upper-class resident assistants who work to develop a sense of community. They do so through planning social opportunities and educational programs, assisting with concerns, and serving as a general resource for students. In addition, each building has a professional resident director with an office on the first floor, near the lobby area. The resident director is the primary administrator of the residence halls. It is the responsibility of the staff to deal with any problems, conflicts, or questions that arises concerning any aspect of living on campus. A resident assistant is on duty each night to respond to any concerns.

RESTROOM FACILITIES

All restroom facilities are designated by gender. Designated restrooms or shower facilities should not be used by members of the opposite sex.

ROOM AND/OR ROOMMATE CHANGES

In the event a room or roommate change is desired, students must contact their resident director, who will then work with all parties involved. Room changes will be made only if no other reasonable alternatives are available.

ROOM ASSIGNMENT AND ROOMMATES

Room selection for each up-coming year is completed in the spring semester. Students are categorized based on the number of credits they have achieved. Official notification of room and roommate assignments is mailed to students in late July/August.

ROOM CONDITION AND INVENTORY

A room condition inventory form is kept on file for all students. These forms record the condition of the room and all furniture, and are the responsibility of the student. These forms will be verified when a student vacates the room and damages will be charged if appropriate. Check out arrangements must be made through the hall staff for any student who is leaving at any time. Each resident is responsible for maintaining their room in a reasonably clean and neat condition at all times.

ROOMS

Most rooms on campus are double-size rooms and come furnished with an extra-long twin bed, dresser, desk, and desk chair. Students are allowed to bring microwaves under 800 watts and refrigerators under 4.3 cubic feet.

STORAGE

Due to limited space, the university does not provide storage options for students at any point during the calendar year. This includes personal belongings as well as furniture.

TELEPHONE SERVICES

Marian University provides students with digital phone service. A resident may dial direct, without charge, any campus or local phone number. Each room in Clare Hall and Doyle Hall is equipped with a phone and each student is given private voicemail if requested. University Hall contains phones in common areas and hallways. A student may not bill long distance calls to any Marian University number nor may they accept collect calls.