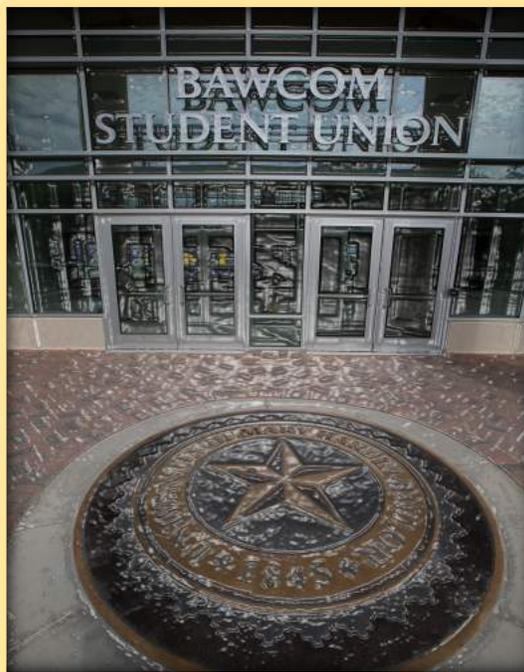


Guide to Campus Housing



Residence Life

UNIVERSITY OF MARY HARDIN-BAYLOR

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Welcome

The Residence Life Office welcomes you to the University of Mary Hardin-Baylor. The entire Residence Life staff is dedicated to assisting you in making your college experience the best it can be. We believe that involves making social connections, taking advantage of every resource offered to you, and becoming involved in a variety of activities and organizations. You are now part of a residential community and we encourage you to become a positive, contributing member of that community.

The application for admissions is the student's affirmation that he/she will comply with all university rules and policies. You are responsible for knowing and following procedures and regulations contained in this guide and in the [Student Handbook](#).

The university will revise this guide as needed to provide students current information. UMHB reserves the right to amend provisions to the Guide to Campus Housing at any time.

Residence Life Staff

The Residence Life staff consists of the Associate Dean of Students & Director of Residence Life, the Resident Directors (RD), and the Resident Assistants (RA). The Residence Life Office is located on the second floor of the Bawcom Student Union building. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday during the fall and spring and 8:00 a.m. to 4:00 p.m., Monday through Friday during the summer.

The University of Mary Hardin-Baylor operates eight residence halls, three apartment complexes, and several campus houses. Each facility is managed by an RD who lives and works within the residence hall or apartment complex. As building manager, the RD's responsibilities include: educating residents about and enforcing policy and procedure, reporting building needs, responding to resident issues, serving as a resource to residents, and hiring, training, and supervising the resident staff.

The RAs are undergraduate students selected by the university based on specific criteria. Their job responsibilities are to provide support to the RDs.

The Associate Dean of Students & Director of Residence Life oversees the management of all campus residential facilities and student housing assignments, budgeting for the office, and the hiring/training of staff.

Getting Involved

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is an organization within each traditional residence hall. Residents are invited to join RHA within their building and to seek out leadership positions within the group. These groups work to help build community and connections within the building through programming.

To find out more about RHA, contact the Residence Life Office in the Bawcom Student Union at (254) 295-4591.

For information about the following, go to:

Spiritual Life – umhb.edu/spiritual

Student Organizations – umhb.edu/studentorgs

Campus Recreation – umhb.edu/campusrec

Campus Activities – umhb.edu/activities

Notice of Nondiscriminatory Policy as to Students

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason. A student or applicant who claims to have been unlawfully discriminated against due to any university regulation or policy or the official action of any university employee should submit a written complaint to the designated coordinator for university compliance with nondiscrimination policies: Susan Owens, Vice President for Human Resources, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, susan.owens@umhb.edu.

Annual Security and Fire Safety Reports

UMHB's Annual Security Report and its annual Fire and Safety Report, as required by federal law, may be accessed on the University's Internet site at umhb.edu/safetyreports.

A printed copy of these reports can be obtained by contacting the University of Mary Hardin-Baylor Campus Police Department at (254) 295-5555.

The reports include institutional policies concerning campus safety and security as well as statistics for the previous three years concerning crimes and fires reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus.

SEXUAL ASSAULT OR SEXUAL VIOLENCE

The University strives to create a campus environment that is free from sexual violence, sexual assault, sexual harassment or gender-based harassment, all of which are prohibited by university policy and by federal law. Detailed information about reporting crimes, sex offenses, or violations of the university's policies can be found in the Student Handbook at umhb.edu/studenthandbook

the university's Title IX webpage at umhb.edu/titleix

and UMHB's Annual Security Report at umhb.edu/safetyreports.

Students and employees are expected to comply with the university's policies that prohibit unlawful discrimination, including sexual harassment, gender harassment, sexual misconduct, sexual assault, and stalking whether on or off campus. Any student who witnesses or experiences such conduct on campus or off-campus by someone who is a member of the university community is encouraged to report the matter. Students are encouraged to report such conduct before it becomes severe or pervasive so that the University can take appropriate steps to prevent the situation from creating an environment which is hostile to education.

Title IX Coordinator

Susan Owens
Vice President for Human Resources
900 College St. (Sanderford
Administrative Complex)
Belton, Texas 76513
254-295-4527
susan.owens@umhb.edu

Community Policy and Procedure

Being a Member of UMHB's Residential Community

As a member of a residential community, it is reasonable to expect both certain courtesies and privileges and to extend those same courtesies and privileges to roommate(s) and neighbors.

As a member of the residential community, the resident should be able to:

- Read, study, and sleep free from undue disturbance from noise and other distractions.
- Expect that others will respect personal belongings.
- Have a clean environment in which to live.
- Have access to the room at all times.
- Have personal privacy within the limits of the residential setting.
- Host visitors and guests within the parameters of the university policy.
- Live in an environment without fear of intimidation or physical and emotional harm.
- Discuss with RA, RD, or Residence Life office staff any problems or concerns that may arise.

The resident has the responsibility to:

- Verbally express views to the person(s) involved should feelings arise that freedoms have been infringed upon.
- Treat roommate and other residents with respect and consideration.
- Respond to all reasonable requests of roommate and of fellow residents.
- Be accountable for personal and community safety.
- Discuss expectations regarding guests and visitors during visitation, and respect roommate's expectations regarding their own visitors or guests.
- Inform guests and visitors of visitation policies, UMHB behavioral standards, and the expectations of the roommate.
- Protect the privileges and freedoms that the roommate and fellow residents are entitled to expect.

Conduct

At UMHB, we foster a Christian-oriented community of students who are competent, sincere and committed learners. Language, behavior, and possessions inconsistent with the ethical and moral values promoted by the university are not acceptable. A student's attire must comply with the university's student dress code. See the UMHB [Student Handbook](#) for more information regarding student conduct and other rules.

Prohibited Activities and Items

Due to the potential for injury and damage to property, the activities and items in this section are prohibited. If a resident is found in possession of an illegal or dangerous item, it will be immediately confiscated and will result in disciplinary action. The resident will also be referred to the Dean of Students. In some cases, such as those involving pets, the resident may be allowed to remove the item personally. This must be done within the time limits set forth by the RD or the RA. See Inspection for Health, Safety, and Policy Enforcement section on pg. 12.

Residents may be held equally responsible for any prohibited items found in their room, apartment, or house and are also responsible for the behavior of their invited guests or visitors. Residents are encouraged to ask questions of staff members if necessary.

Prohibited Activities

- Fighting – refer to [Student Handbook](#)
- Smoking – refer to [Student Handbook](#)
- E Cigarettes – refer to [Student Handbook](#)
- Profanity – refer to [Student Handbook](#)
- Athletic activities in apartments, houses, parking lots, and residence halls
 - Including, but not limited to: wrestling or “roughhousing”, running, throwing/bouncing/kicking of objects, the use of golf clubs, and the use of dart boards.
- Ceiling alterations
 - Including, but not limited to: mounting ceiling fans, mounting light fixtures, and the removal of ceiling tiles. Any object hung from the ceiling that requires removal of ceiling tiles is prohibited. An example would be hanging hammocks from the ceiling. Placing objects in the ceiling is also prohibited and can result in disciplinary action.
- Climbing
 - On or over apartment fences, out of apartment or residence hall windows, onto the roofs of the buildings, and over second floor railings in the apartments or in residence halls.
- Construction in rooms
 - Including, but not limited to: construction of shelves, lofts, and elevating furniture on blocks or on other pieces of furniture. There is an approved method of elevating beds using risers, and loft kits are available for lease through an approved company. To learn more about leasing a bed loft, click here: [Collegiate Bed Loft, Inc.](#) Consult the RD or RA for questions on the correct type of bed risers to use.
- Fire
 - Lighting a fire on any material or surface in a residential space is prohibited. This includes the use or possession of fireworks. See the Safety/Emergency section in this guide pg. 28-33.
- Hover Boards
 - Hover boards cannot be plugged into any outlet in a residential facility for the purpose of being charged. This includes all common areas in residential buildings (offices, lobbies, common rooms, media rooms, computer labs, study rooms, etc.)
 - Hover boards can be used on campus and can be kept in a resident student’s assigned space. Boards should not be ridden inside any campus building.
 - If a staff member finds a board plugged into an outlet in a residential building, the board will be confiscated and taken to the Dean of Students. The student will have to meet with the Dean of Students or his designee in order to recover the board. Failure to follow this policy can result in a code of conduct violation.
- Throwing, dropping or hanging objects from windows
 - Screens should be locked at all times. Damages will be assessed for misuse or damage of screens. See the Fine & Cost Table, pg. 37.

Prohibited Items

- Drugs, synthetic drugs, and drug paraphernalia – refer to [Student Handbook](#)
 - Only prescription drugs, prescribed by a physician for use by that individual, should be in the possession of the resident. It is the responsibility of the resident to secure the prescribed medication.
 - **HOOKAHS** and water pipes are prohibited.
- Alcoholic beverages and containers – refer to [Student Handbook](#)
 - Residents are expected to comply with UMHB’s alcohol and drug policy.

- Also prohibited are products or items that display liquor or drug logos, and alcohol or drug images. Examples are posters or t-shirt designs.
- **Obscene Material** – refer to [Student Handbook](#)
- **Firearms, ammunition, and other weapons-** refer to [Student Handbook](#)
- **Possession of stolen property**
 - The possession of stolen property can result in criminal charges as well as university disciplinary action. Example would be items belonging to the university dining hall, such as silverware, cups and order numbers from Whataburger or other items used for business purposes.
- **Traffic, street, highway signs, cones, flags, lights, barricades, and other equipment**
 - Possession of such equipment usually constitutes theft, which also violates state and local laws.
- **Appliances & Furniture**
 - Unacceptable cooking appliances are usually those items with any kind of open heating element. Some examples are hot plates, and toaster ovens. All appliances should be UL approved and UL recommends that all appliances have an automatic shut-off. Indoor grills, such as George Foreman type grills, are prohibited in all residence halls but are allowed in Beall Hall, apartments and houses. Items such as coffee pots, irons, or any device that has a heating element must have an automatic shut off.
 - Portable space heaters.
 - Halogen lamps, oil lamps, or other fuel burning lamps.
 - Waterbeds
 - Bed lofts other than the approved loft kits through Collegiate Bed Loft Company.
- **Pets**
 - All pets, other than fish, are prohibited. See *Animals on Campus*, pg. 12.
- **Candles, Incense, & Candle Warmers**
 - Candles are prohibited in any residential building, including electric candles. The only exception is for the temporary possession of “ceremonial” candles used for UMHB sponsored events. These candles must be removed immediately following the event for which they were intended.
 - Burning of incense is also prohibited.
 - Candle warmers that are the type, that sit on a surface are allowed but only the wax product sold for the warmer can be used.
 - Plug in style wax melt warmers are prohibited.
 - Room freshener wall plug ins are allowed as well as essential oil diffusers.
- **Barbecue grills**
 - Residents assigned to an apartment or residence hall space are not allowed to bring their own barbecue grills. Grills cannot be stored either inside or outside rooms or apartments because of the potential fire hazard. Stationary grills are provided in apartment complexes and the university will supply a grill for an event if requested. The RD must approve the request for the use of the grill from the Physical Plant Department.
 - Residents assigned to campus houses are allowed to have a grill with the following provisions:
 - Must be a charcoal grill only.
 - Must be kept a minimum of 10 feet from buildings.
 - Must have a portable fire extinguisher on hand during use.
- **Combustible Solutions**
 - Propane, gasoline, charcoal starter fluid, self-starting charcoal, paint thinner, solvents, lamp oil or camping fuel cannot be stored in a residential building, including storage areas within or on the outside of the building.

- Web Cameras
 - Web cameras are permitted, but residents must be aware that the inappropriate use of a web camera will result in removal of the device and disciplinary action. Inappropriate use includes, but is not limited to: invasion of privacy in regards to the roommate or guests; or broadcast of inappropriate images and material.

Replacing Lost, Damaged, or Stolen Items

The university assumes no financial responsibility for the damage, loss or theft of student-owned property and strongly recommends that all residents have comprehensive personal property insurance coverage.

Property Damage, Loss or Destruction

If a resident damages UMHB property, damage charges will be assessed. See the Damage Cost Table, pgs. 38. In addition to being charged for repairs, residents who intentionally cause damage to university property will face disciplinary sanctions and possible removal from campus housing.

Residential Decorating and Posting Policy

Fire safety is a high priority at the University of Mary Hardin-Baylor. The following guidelines apply to all residential buildings.

- General Decorations:
 - Residents are allowed to hang a dry erase board or cork board no larger than 2'X2' in size next to the room door leading into a corridor. These boards are to be hung following the guidelines for each individual building on how to hang items.
 - Pictures, or any paper hung on these boards, are not to exceed the limits of the board. No paper/pictures, etc. can be hung on the wall surrounding the door and must be kept on the board itself.
 - Lights are not to be hung from windows, bed frames, around the ceilings of rooms, around doorways, or on balconies.
 - Residence hall lobbies or common rooms may be decorated with permission from the Resident Director.
 - Decorations should be fire retardant rated or sprayed with a flame retardant product.
 - The primary escape path should be kept clear and unobstructed.
 - Open flames, i.e. candles or other flame or heat producing devices, are strictly prohibited.
- Blocking Emergency Exits:
 - Emergency egress, including doors, corridors, stairways, etc., must never be blocked or the pathway restricted.
 - Decorations may not be placed on the floors in exit corridors, including alcoves located in exit corridors.
 - UMHB observes a 10% rule in respect to number of bulletin boards in exit corridors. Bulletin boards exceeding the 10% rule must be fully enclosed.
 - Bulletin boards cannot be located on or within 3 feet of fire exit doors or directly opposite one another in corridors.
 - Combustibles (i.e. fliers, notices, etc.) are limited to authorized locations only (i.e. bulletin boards and notice holders). Such items may not be posted in other locations (i.e. walls, doors, etc.).
- Holiday Decorations:
 - Live trees are prohibited.

- Strands of lights can be used to decorate personal Christmas trees, but must be FM or UL labeled electrical decorations. No more than three strands of lights should be strung together and the number of lights per strand should not exceed 100. Use either power strips or medium gauge, grounded extension cords.
- Lights are not to be hung from windows, bed frames, around the ceilings of rooms, around doorways, or on balconies.
- Christmas tree lights should be removed following the Christmas season and should not be in place any longer than a two week time period. Follow the directions of your RD.
- Decorations on the exit corridor side of hall/apartment doors must be:
 - Made with fire retardant materials or treated with a flame retardant product.
 - Approved by the RD.
 - Kept in place for no longer than 2 weeks.

Policy Violations: Fines and Other Sanctions

Monetary fines are issued by the UMHB Residence Life staff, and the amount is based on the violation. Some violations will result in a referral to the Dean of Students for disciplinary action.

Procedure for Issuing a Fine

- An attempt will be made by RD or RA to deliver the fine to the student.
- If the fine notice cannot be delivered, the staff member will e-mail and text the resident giving instructions to pick up the fine in the office during duty hours.

Paying a Fine

- Fines are due and payable when notice of the violation is given to the student.
- All fines will be paid directly to the RD or RA and a receipt will be issued by the staff member.
- Payment in pennies is not allowed if the fine amount exceeds \$2.00.

For fine amounts, see the Policy Violation Fine Table, pg. 36.

Overdue Fines

Fines are considered past due fourteen calendar days after they are issued and the amount owed will double if not paid within this time frame. If a resident is experiencing difficulty in paying a fine, arrangements may be made with the RD for payment terms. All fines must be paid in full before the end of the semester.

Outstanding fine amounts remaining at the end of a semester will be handled as follows:

- Fine amount is \$10 or less
 - Hold is placed on the student's account and removed once the fine is paid in full.
- Fine amount is greater than \$10
 - The outstanding amount owed is deducted from the housing deposit.
 - A letter will be sent instructing the returning resident to bring the housing deposit back to the original amount of \$150 prior to check-in.

Excessive Fines

If fines accumulate and the amount owed exceeds \$50:

- The resident will meet with the RD first to resolve the issue.
- If the resident does not comply with the request to meet with the RD, or does not comply with terms or other instructions provided by the RD regarding the matter, the RD will refer the resident to the Associate Dean of Students & Director of Residence Life.

Disputing a Fine

If a resident disagrees with a fine as issued by an RA, they must contact the RD within 24 hours from the date the fine was issued. The RD is the final authority on whether or not a fine will be dismissed or upheld.

Group Billings/Fines

When no one is willing to accept responsibility for conduct that has affected residential property, a decision may be made to charge the cost of cleaning or repairs to several individuals. This may include everyone within the apartment complex or residence hall, the occupants of a particular floor or wing, or everyone living within the house, room, or apartment where the damage occurred. Before a specific group is billed, there will be an opportunity for the responsible person(s) to identify themselves and take responsibility for their actions.

Inspections for Health, Safety, and Policy Enforcement

Refer to [Student Handbook](#)

Removal of Students from Campus Housing

Conduct which results in disciplinary action or is considered unacceptable may also result in the removal of the resident from campus housing without a refund of rent or deposit paid. Residents who are suspended from campus housing must remove all personal belongings within a specified time frame and must follow standard check-out procedures. In addition, all privileges in campus housing are forfeited for the duration of this suspension.

Some of the causes for removal of a resident from the campus housing system include, but are not limited to:

- Failure to pay rent as it becomes due and payable.
- Conduct which creates a risk of harm to other members of the university community.
- Dismissal from the University for any cause.
- A display of conduct which is unacceptable in housing or in any other location.

Failure to vacate the assigned space upon receipt of notice from the Dean of Students will be documented and will be considered with other factors if the resident subsequently applies for readmission to campus housing.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: heavy use of perfume or air freshening spray, cooking odors, excessive body odor, large amounts of trash, or large amounts of dirty laundry. Staff members will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

Animals on Campus

Fish are the only type of pet allowed and must be maintained in an aquarium. Only one aquarium per room/house/apartment is allowed. The maximum size of the aquarium is 10 gallons. Residents are expected to keep these aquariums neat and clean.

Other than fish or approved service or support animals, no other type of animal is allowed on campus, including all mammals, birds, rodents, reptiles, or insects.

If an unauthorized animal is found within campus housing, every attempt will be made to determine the identity of the owner and give notice to remove the animal immediately. If the identity of the owner cannot be determined or if there are repeated offenses by one individual, the RD can order the immediate removal of the animal. In some cases, the animal may be brought to the Residence Life Office until such time as it is claimed and removed by the owner or removed by Animal Control authorities. A fine may be assessed or disciplinary action may be taken. The Residence Life Office reserves the right to remove any pet at any time from campus housing without prior notice to the owner.

Service or Support Animals – information about accommodations can be found on the [Counseling, Testing, and Health Services](#) web site.

Trash

Dumpsters are provided for the removal of trash outside some traditional halls and in apartment complexes. Burt, Gettys, Johnson, Lord, McLane, Renschel, and Stribling are traditional residence halls that do not provide dumpsters. These buildings do have an allocated large receptacle for trash disposal in the building as well as a scheduled time for housekeeping staff to remove the trash each week. Campus house residents should place their trash on the curb on the evening before or day of scheduled pick up by the [City of Belton](#). The following guidelines should be followed by all residents in regards to proper disposal of trash. Failure to follow these guidelines will result in a fine issued by the RD or RA.

- Each resident is responsible for disposal of his/her personal trash. Trash is not to be placed outside the room or apartment for pick-up unless the building has been set up for trash pickup. If that is the case, then trash can be placed outside the door on the morning of trash pickup.
- Common areas such as residence hall lobbies, apartment building common rooms, study rooms, computer labs, laundry rooms, and community baths will be cleaned by housekeeping staff. It is also the responsibility of each resident to help maintain these areas.
- Residents should not place trash from their room/apartment in the trash receptacles found in common areas.

Advertising, Solicitation, and Posting

Solicitation is strictly prohibited. Residents should report all solicitors to their RD. Campus organizations, or individuals desiring to post notices or place advertisements, must take those items to the Student Organizations Office for approval.

Meetings

The staff within each residential area will conduct meetings with residents to discuss housing policy and safety procedures. All meetings scheduled by the RD are considered mandatory unless otherwise specified. The first meeting of each semester will take place shortly before or after the first day of class. RAs may call individual wing meetings or floor meetings to discuss specific issues for a living group. Each of these meetings are mandatory for all residents. The day and time of any mandatory meeting should be posted 24 hours in advance unless it concerns an emergency situation that must be brought to the attention of residents immediately. If a resident cannot attend a meeting, he/she must speak to the RD concerning the reason for his/her absence. All residents absent from meetings are responsible for obtaining information about the meeting and/or for attending make-up meetings scheduled by the RD. Failure to comply with this policy will result in a fine.

See Fine and Cost Tables, pg. 36.

Noise Policy

Residents are encouraged to maintain reasonable noise levels 24 hours a day. It should be remembered that in a community living environment, the right to participate in or enjoy a particular activity ends when that activity infringes on the rights of others, particularly their right to sleep or study in a peaceful setting. A period known as “Quiet Hours” has been established in all residential facilities and “Absolute Quiet Hours” is part of residence hall policy. These quiet hour time periods exist in order to ensure that residents have the opportunity to exercise their primary rights to sleep and study in their own rooms. Each resident is responsible for knowing and observing these times in his/her own building and to be respectful of these times when in other buildings.

- **Courtesy Hours:**
 - Resident is aware of his/her surroundings/community environment and is respectful of the needs of other residents for quiet.
 - May be different in each building and will be determined by the RD.
- **Quiet Hours: Residence Halls only (9:00 p.m. to 11:00 p.m.)**
 - Persons gathering in the lobbies must maintain reasonable volume and noise levels.
 - Persons playing a musical instrument, stereo, radio, TV, etc., are expected to respect their fellow residents. Residents who enjoy music at high levels are encouraged to use headsets.
- **Absolute Quiet Hours: Residence Halls and Apartments (11:00 p.m. to 6:00 a.m.)**
 - Music and/or noise may not be projected from a room or apartment to the outside of the building or out into the hall.
 - Persons gathering outside an apartment building or in the parking lot areas should keep noise at a level which does not disturb residents in the apartments.
 - Residents with vehicle alarms systems are expected to control the repeating sounding of these alarms.

In the event of Quiet Hours violations, the RD or RA may initiate action to gain compliance, which can include asking all visitors to leave the premises. During final exam periods, an extended period of Quiet Hours will be observed.

For residents living in campus houses, the expectation is that they will be “good neighbors” since the location of the house is within a residential area. Maintaining reasonable noise levels 24 hours a day, including noise from an alarm system, is expected.

The following are sanctions that may be imposed when the noise policy is violated:

- First offense: verbal warning
- Second offense: fine for noise violation
- Third offense: loss of privileges

Repeated stereo system or TV violations: item will be removed from room and placed in university storage.
Repeated car alarm activation in vehicles: loss of parking privileges in areas surrounding residential buildings for a period specified by the RD.

Student to Student Communication on Noise

Any resident who feels that another person is infringing on his or her rights as a resident is encouraged to first speak to the person causing the infringement and ask him/her to modify the behavior. Most residents will respond to a reasonable request when approached. If this does not work, or if a resident feels that communicating directly with the student would be unsafe, he/she should contact the RA.

Room Care

Room checks accomplish three objectives: reduction of wear and tear on the facility, control of pests, and facilitation of good roommate relationships. Residents are expected to maintain the assigned space in a reasonable manner, excluding normal wear and tear. Room care guidelines are as follows:

Facilities Check:

- Conducted once a month by RA staff.
- No set list of cleaning expectations. If extreme conditions are found in the space that can affect the facility, introduce pests, or place an undue burden on roommates, resident(s) will be asked to take corrective steps as instructed by the RD.
- RA will look for damages, safety issues, and maintenance needs. RA will inspect inside closets, refrigerators, microwaves, and kitchen and bathroom cabinets as well as other areas within the space.
- The reporting of damage and maintenance needs is the responsibility of the resident. If damage results from failure to report a problem, the resident can be charged for the damage

Room Check:

- Conducted once a month by RA staff.
- Basic cleaning expectations are listed below in the section titled “**Room Check Guidelines**”.
- The RD may conduct an inspection without prior notice to insure that room care standards are being upheld.
- Food Items are allowed in rooms and apartments but must be stored appropriately. Food should not be stored on window sills. Raw meat is not allowed in the refrigerator units in residence hall rooms.
- The display of personal items must be kept within the confines of the room.
- Decorating is permitted and should follow specific guidelines. A complete list of instructions on how to hang items on walls and the type of materials which can be used is found in the check-in paperwork and also available by asking for a copy from the RD or RA. Damage caused by using inappropriate methods to hang items will result in a damage charge.

Room Check Guidelines

The following are the basics that must be addressed to comply with room check.

Bathroom:

- Toilet is cleaned.
- Shower/tub is cleaned.
- Sink is cleaned.
- Vanity is wiped off.

Floors:

- Cleared of clothing and trash.
- Carpet is vacuumed.
- Tile floors are swept and mopped.

Trash:

- Trash receptacle is not overflowing.
- Bags of trash are not sitting in room/hallway/or on porch or balcony areas.
- No trash is lying on the floor or on top of the furniture.
- Burt, Gettys, Johnson, Lord, McLane, Remschel, and Stribling residents must use trashcan liners and trash cans provided by the university. Liners will be available from UMHB Housekeeping staff, and hall staff.

Food:

- Food is properly disposed of and contained.

Appliances:

- Refrigerator is wiped out.
- Microwave is wiped out.
- Stove is cleaned.

Kitchens:

- Countertops are wiped off.
- Dishes are washed.

Violations and Fines:

- A per item fine of \$1.00 will be given when any of the basic room cleaning guidelines have not been followed.
- If there are several of the listed areas that were not addressed, or if the resident made no attempt, or room is in very poor condition:
 - The RA will issue a “No Attempt” fine which will be an automatic \$10.00 fine.
 - Resident will be given 24 hours to clean the room for re-inspection by the RD.
 - If the room is still not clean, a referral will be made to the Associate Dean of Students and Director of Residence Life.

Yard/Outdoor Areas

Residents in apartments and campus houses are expected to maintain the stairwells, front porches/balconies, and yards using the following guidelines:

- Trash is kept picked up and disposed of properly.
- Beautification items that are appropriate such as bird feeders, hanging baskets, potted plants, and wind chimes are permitted.
- Outdoor furniture stacked on the front or back porch should not obstruct doorways or egress.
- Personal property should not be left unattended or at any time block the apartment complex sidewalks. Ample room should be left to walk and to enter/exit the apartment. Property left unattended may be considered abandoned.

Window Screens

For security purposes and to avoid damage to the screen, window screens should be kept locked at all times. If a screen is found open, the resident of the room will be asked to close and lock the screen. Failure to comply will result in a fine. If screens are used improperly and are damaged, a damage charge will be assessed to one or more residents of the space. If a screen in a room does not latch, the resident should report this on the maintenance log or to a staff member.

Temperature Control

Thermostats in apartments and houses will have pre-set temperature ranges that should allow for comfortable conditions in all seasons. Thermostat settings cannot be changed and any damage to a thermostat will result in a charge up to \$100.00 to the residents of that space. Doors and windows should remain closed any time the heating or cooling system is being used.

Babysitting

Residents are not permitted to perform babysitting services in residential buildings. Guests under the age of 12 years old are prohibited without special permission by the RD.

Visitors and Guests:

Definitions:

A VISITOR is a person who is of the opposite sex to the residents assigned to that campus living space (room, apartment, or house).

A GUEST is a person who is of the same sex as the residents assigned to that living space (room, apartment, or house).

University employees who are in residential spaces for the purpose of fulfilling job responsibilities are not considered visitors or guests.

COHABITATION is defined as occupation of a campus housing space by a student or non-student, unless expressly assigned to that housing by the Dean of Students or his designee.

General Rules Applicable to Both Visitors and Guests:

1. Visitors and guests are only allowed in campus housing
 - A. with the expressed consent of the resident, and
 - B. in accordance with all university policies and rules.
2. Residents are responsible for the behavior and conduct of any visitors or guests. Residents are to inform visitors and guests of policies and student code of conduct as outlined in this **Guide** and the **Student Handbook**.
3. Residents will be held responsible and will be subject to disciplinary action for any violation of policy by visitors or guests, including but not limited to, noise violations and university or roommate property damage (including full monetary responsibility).
4. Visitors and guests are expected to comply with UMHB's alcohol and drug policy which also prohibits being on the campus while intoxicated or impaired by alcohol or drugs. Residents will be held responsible for anyone bringing alcohol or drugs into their room, apartment, or house, or for a visitor who reasonably appears to be intoxicated or impaired by alcohol or drugs.
5. Sexual misconduct is defined in the **Student Handbook**. All students, including students who reside in campus housing, and their visitors and guests must comply with this policy.
6. Cohabitation is not allowed in campus housing facilities. Residents may not allow or invite someone not assigned to campus housing to occupy their assigned space. A resident who allows an unassigned person to occupy his/her space can be subject to disciplinary action which may also include removal of housing privileges.
7. A roommate should not be asked to vacate the room because of visitors or guests. Visitation and guest situations should be discussed between roommates so everyone has a clear understanding of preferences, expectations, and need for privacy.
8. RDs and RAs will monitor for policy compliance (including but not limited to policies regarding visitors and guests) and may need to enter a room, apartment, or house. If a staff member or RA needs entry, he/she will knock and announce themselves. Residents must open the door and allow the staff member or RA to enter. If the resident does not respond, the staff member or RA may initiate entry. Failure to respond to the request of a staff member or RA to enter will constitute a violation of university policy. Residents and visitors are expected to be courteous to the RA and RD as they perform their duties.
9. The university reserves the right to immediately remove any visitor or guest from campus premises and/or to require that the visitor or guest shorten their visit, whether or not the typical length of visitation or overnight stays has been reached.

Visitor Specific Information:

Visitation Dates and Hours:

Apartments & houses: 12:00 p.m. to 1:00 a.m. - 7 days a week

Residence Halls: Once a week and each Saturday evening.

Monday-Friday schedule as listed:

1 st week of the month	Monday	7:00 p.m. to 11:00 p.m.
2 nd week of the month	Tuesday	7:00 p.m. to 11:00 p.m.
3 rd week of the month	Wednesday	7:00 p.m. to 11:00 p.m.
4 th week of the month	Thursday	7:00 p.m. to 11:00 p.m.
5 th week of the month	Friday	7:00 p.m. to 11:00 p.m.
Each weekend	Saturday	7:00 p.m. to 11:00 p.m.

Note: Visitation schedule will run through the week of finals.

Visitation Policy:

- In residence halls, visitors will be allowed in the bedroom areas and may sit on the bed only with the expressed consent of the resident. Hosts and visitors in any facility must not lay on the bed together.
- Visitors in apartments, houses, and Beall Hall are not allowed in the bedrooms under any circumstance.
- Visitors and their resident hosts must remain fully clothed during visitation. Roommates should also remain fully clothed if moving around in the room/suite, apartment, or house while visitors are present.
- Bathroom Use:
 - In community bath buildings, visitors must use the bathroom located in the lobby and hosts must escort them to the lobby. In buildings with no public bathroom, visitors will have to go to open adjacent buildings to access bathroom facilities.
 - In private bath buildings, houses, or apartments, visitors may use the room bathroom with the following being understood:
 - Visitor and resident host must not be in the bathroom together at any time.
 - The visitor or resident host cannot use the shower during visitation hours.
 - Care must be taken by the visitor in suite-style rooms to lock the bathroom door.
- Visitors are not permitted to remain in the residence hall room past the specified visitation hours.
- Visitors in apartments or houses are not permitted to enter before 12:00 p.m. or remain past 1:00 a.m.
- Congregating in the halls in residential buildings is not permitted.
- The number of visitors in a residence hall room at one time is limited to two visitors per room/per resident. For additional visitors, permission must be granted by the RD or RA before visitors are allowed to sign in and enter the room. Permission is at the discretion of the RD or RA, based on the circumstances and nature of the request.
- Quiet Hours: during visitation hours, quiet hour regulations will be modified to allow for additional activity within the building. However, it is expected that visitors and hosts respect the rights of others by keeping noise at reasonable levels while walking through the hallways and while inside the room.

Visitation Procedures for Residence Halls

- A desk sign-in and sign-out procedure is required for visitor and resident host.
 - The resident host and visitor must sign-in and out and both must leave an ID with the RA on duty.

- When the visitor leaves, the resident host must escort him/her back to the registration desk to sign-out and collect IDs.
- If the resident host leaves during visitation hours, the visitor must either transfer to a new resident host or leave the building.
- Anytime a change in resident host occurs, the new resident host must sign-in and leave an ID. This includes a change to the roommate as resident host or if the visitor wants to move to another room in the building. The sign-out procedure must be followed with the first resident host and sign-in must occur with the new resident host. Visitors found in an area other than the resident host's room will be escorted from the building.
- Visitors must be escorted in and out of the building at all times by the resident host.

Visitation Policy Violations for Halls, Apartments, and Houses

Visitation may be restricted or revoked for groups or individuals if deemed appropriate by the RD.

In cases of minor visitation violations (as defined by the Dean of Students), a behavioral warning may be issued by either the RA or the RD or other action may be taken based on the violation.

If the Visitation violation is not deemed a serious Code of Conduct violation, the RD may

- Let the warning stand and take no further action.
- Assess appropriate fines.
- Ask a visitor to leave for the remainder of visitation hours.
- Suspend visitation privileges for a resident or visitor for any length of time up to the remainder of the semester, depending upon the situation. This suspension of visitation privileges may be restricted to a single building or may apply to all residential buildings.

If the violation is serious (as defined by the Dean of Students), the RD must refer the matter to the Dean of Students for resolution. Meanwhile, the visitor will be asked to leave immediately and non-students may be barred from campus under these circumstances. Code of Conduct information can be found in the [Student Handbook](#).

Sanctions:

Warning	RA or RD
Probation: Visitation restricted for short term	RD decision (RA can make recommendation)
Prohibited: Visitation restricted for long term	RD decision
Disciplinary referral to Dean of Students	
Visitation Violation Fine Table	RD assesses appropriate fines

Guest-Specific Policy

Residents of the halls, apartments, and campus houses are allowed to have guests on a daily basis.

The rights of the roommate should be a high priority with regard to guests, whether short term or overnight. The roommate should not be compelled to leave in order to accommodate a guest, nor should he/she be placed in a situation that may cause embarrassment or inconvenience. Conversely, the university requests that roommates be reasonable and fair in accommodating the appropriate presence of guests and making any concerns about guests known immediately to the RD or RA.

Guidelines:

- All overnight guests **MUST BE REGISTERED** when staying at any time, including summer housing terms.

- An overnight guest may not stay more than two consecutive nights and cannot stay more than two nights in any week.
 - Residents are limited to having overnight guests only 6 times per semester.
 - Overnight guests are not allowed to stay before the first class day, during finals, or after the last class day of each semester.
 - The RD can make exceptions in special cases. Residents must contact the RD before having overnight guests stay for more than the time allowed.
- Guests under the age of 12 years old are not allowed to stay with residents unless special permission is gained from the RD. It is the responsibility of the resident to closely monitor young guests.

NOTE: Occupancy for special programs or gatherings should not exceed twenty-five (25) in Independence Village, Farris four person units, and in campus houses. The limits for, Independence Village two person units, Farris two and three person units, and College View units is fifteen (15).

Housing Information

Housing Selection Process

The Housing Selection Process is conducted each semester so that residents currently living on campus may select a desired space for the following semester. The selection process is conducted for fall and spring assignments only. Summer reservations must be made separately and a summer housing application is available through the myHousing portal. Information about the process can be found by going to [Housing Selection Process](#) . Information is also distributed to residents prior to the process by building staff.

Campus House Assignments

Students wishing to live in a campus house must fill out an application available on the Residence Life web page. Information about applying and selection criteria is also found on the web page. House assignments are based on various factors, including, but not limited to: GPA, composition of living group, classification, and standing with the university.

Consolidation

Vacated, or open spaces, will be made available for use by the Residence Life Office and residents may be consolidated. If rooms are in short supply, the university reserves the right to assign double and triple occupancy (whenever practical) in all residential areas.

Off Campus Students

The only people allowed to participate in the Housing Selection Process are residents who are currently living on campus. Off campus students must submit a housing application and a housing deposit and will be assigned along with other new applicants at the end of each semester.

New Transfer Students

- The transfer student who is younger than 21 and has never lived on a college campus, or has been a resident somewhere for one semester but is still classified as a freshman, is still going through the first year experience and can be placed in a traditional residence hall.
- The transfer student who is older than 21, or has lived more than one semester on another college campus, or is transferring in hours that rank him/her as a sophomore or above, will be placed in upper-class housing.
- Exceptions may be made by the Residence Life Office in cases of housing overflow.

Wait List

Residents will have access to a wait list on the [myHousing](#) portal during the selection process and can list their preferred building and/or roommate if unable to select a desired space.

Assignment E-Mail

Following the selection process, each returning resident will receive an assignment e-mail. If information is incorrect, the resident must contact the Residence Life Office to make corrections. Each resident will also be required to sign an occupancy license which will be part of the on-line process. The Residence Life Office may still need to make changes to floor plans in special situations, but the resident involved in any change or consolidation will be notified.

Occupancy License

All new applicants and returning residents must sign a nine-month occupancy license for any campus housing space. Students entering campus housing for the spring semester will sign a license for that semester only. The occupancy license is a part of the housing application and selection process.

Room Changes

Resident Initiated Changes

After housing reservations open in the fall and spring, residents may agree to exchange room assignments or “swap” spaces, provided the change is properly coordinated through the RD and/or through the Residence Life Office. Residents must be fully eligible for the space they are swapping into (example: campus houses or apartments), and changes that result in a difference in room cost will be billed at the new rate for the space. The following are guidelines for a change:

Moving Within the Hall or Apartment Complex

- If a resident is moving within his/her own hall or complex, he/she must receive permission to make the move from the RD. No resident is authorized to move until approval from the RD has been received. The Residence Life Office reserves the right to deny change requests.
- Resident initiated changes to exchange or “swap” space with other residents within the same hall or apartment building requires the consent of all the parties involved. The individuals wishing to relocate must work out the details of the move with anyone who would be affected. It is not up to the RD or RA to make arrangements for these kinds of moves, however, the swap or change of space must be approved by the Residence Life Office. The residents who are seeking a swap must notify the Residence Life Office.

Residence Life Office Initiated Changes

- The Residence Life Office reserves the right to make administrative room changes if a change is deemed necessary due to existing circumstances. The Residence Life Office will also fill vacancies as they occur by assigning space. Residents may be able to opt for a “buy-out” of vacant space in their room or unit (see “Buy-Out Policy”, pg. 23). If a resident has not chosen this option or if it is not available, then he/she is required to accept a new roommate as assigned by the Residence Life Office. Refusing to accept a roommate, attempting to dissuade/discourage roommates from moving in, or impeding the ability of the Residence Life Office to effect an assignment into a vacant space, is a violation of policy that can lead to termination of housing without release from the financial obligation of the occupancy license.
- Residents must insure that the space and furnishings allocated to a new resident are in a condition ready for occupancy prior to the arrival of the new resident. If the university has to clear the space for a new occupant, the current resident may be assessed cleaning and moving charges and the university will not be responsible for damage or loss.

Room Charges

Charges may differ from one type of space to another. Room and board charges cover a period of one semester.

Residence Halls

A resident may not occupy his/her assigned space until the official opening date for campus housing. The period of occupancy includes ordinary school holidays, during which the school dining hall is open for boarding students. Long holidays, such as Thanksgiving, Christmas, and spring break, are excluded from the occupancy

contract. The dining hall is closed during such periods. The university reserves the right to use residence hall facilities during periods of non-student occupancy for conferences or conventions.

Apartments/Campus Houses

- Rental rates are based upon occupancy during the academic semester. A student may not occupy the assigned apartment or house until the official opening date for campus housing. The period of occupancy includes ordinary school holidays, including the Christmas break and spring break.
- The rental period for the fall and spring ends on the date housing officially closes for each semester (noted on the university calendar). Grace periods can be given so that students can move furniture and belongings. These grace periods are to be determined by the Residence Life Office.

Buy-Out Policy

If a space exists within a residence hall room and the Residence Life Office does not anticipate assigning a new roommate, the resident occupying the room may choose one of the following options:

- Continue to live in the room without paying any additional fee. The Residence Life Office can use the unoccupied space for assignment at any time without prior notice.
- Move into another vacant space authorized by the Residence Life Office.
- Pay a “buy-out” rate for the vacant space in the room. This option is not available when housing demand is high.
- The current buy-out rate is an additional \$300 per semester. Buy-outs would be done on a semester-by-semester basis and the option would only be available if there is sufficient space.

Buy-Out for Apartments and Campus Houses

Apartment space is normally at a premium and an opportunity for a buy-out is very limited and more expensive than buying-out a residence hall space. Buy-outs in apartments may be permitted if housing demand is not high and there is no one on the waiting list. A resident interested in a buy-out for an apartment must make a request to the Residence Life Office and a decision will be made on the availability of the buy-out option. An apartment buy-out has to take into account the cost of running an apartment with a single individual as resident. The cost for an apartment buy-out will be determined by the Residence Life Office. Buy-outs for campus houses is not permitted.

Cancellations, Withdrawals and Refunds

All cancellations must be made in writing directly to the Residence Life Office. Refund of rent will not be given if a resident cancels, withdraws, or vacates for any reason after the first day of class of either semester. Students who have submitted a housing application or participated in the housing selection process and have signed an occupancy license, will be held financially liable for the payment of rents owed as outlined in the occupancy license. Students enrolled and living off campus must meet criteria for living off campus or have permission to do so (see Residence Living Exceptions in the [Student Handbook](#), pg. 29).

Room Deposit Refunds for New Applicants

If a prospective student chooses not to enroll, the \$150.00 room deposit portion of the enrollment deposit can be refunded. Deposit refunds will be made according to the following schedule:

- **requests received by May 1st will be given a full refund;**
- **May 1–June 1, 50% refund;**
- **after June 1, entire deposit is forfeited.**

Room Deposit Refunds for Returning Residents

Returning residents must apply for their deposit prior to June 1 in order to receive a refund. **After June 1, the entire \$150.00 deposit will be forfeited.** Residents who do not return for a subsequent semester may either leave the deposit on account or request a refund by completing the refund form available in the Student Development Office.

Deadlines can be waived for room deposit refunds under the following conditions:

- The applicant is denied admission to the university.
- The applicant becomes physically incapacitated and is thereby prevented from enrolling.
- The applicant receives a call to be inducted into the U.S. Armed Forces.

Board Refunds

Board refunds are determined by the Bursar's Office. Refunds are made by check only and are made within approximately 45 days from the date of the official withdrawal.

Blocked Rooms

Certain rooms within residence halls or apartments may be blocked for a specific use by the Residence Life Office. An example are the spaces assigned to RAs. Any resident who is the roommate of an RA must understand that they are living in a blocked space. If the individual serving as an RA no longer holds that position, the resident who is his/her roommate will be expected to vacate that space for the new RA and his/her preferred roommate.

Check-In and Check-Out

An official move-in date for each semester is designated on the school calendar. The staff will be available on that day to assist residents with check-in procedures. If a resident is not able to move in on this date, he/she should report immediately to the RD upon arrival for assistance.

Room Inventory

At check-in, each resident will be asked to review and sign within 72 hours, the inventory form for the assigned space. This process will serve to verify inventories of items in the space and to list any damaged or missing furnishings found during inspection by the resident. It should be noted that when a resident is assigned a space, he/she is "issued" the furniture and fixtures for his/her use and must assume responsibility for the care of the space and the contents. Prior to check-in, the RD or RA will look for previous damage or loss of property. Documentation on the inventory form will insure that the responsible person is charged. The same procedure will be followed during check-out at which time, if damage or loss of property is noted, the cost of the item(s) in need of replacement/repair will be assessed. The determination of cost may be based on the Damage Costs Table (pg. 38), or the RD may obtain a cost estimate for items or damages. This figure will be furnished to the Residence Life Office and the resident will be billed for repairs or replacement of lost items.

Check-Out Procedures

Anyone who fails to follow the proper procedures for check-out will have a financial obligation. Costs for improper check-in or check-out can range from \$50 to \$150 depending on the circumstances and condition of the apartment/room/house. The applicable amounts are found in the Fine and Cost Table (pg. 36). The RD will review the circumstances and, working with the Residence Life Office, assess any cleaning or damage costs or key replacement cost. Those amounts will be deducted from the initial housing deposit or paid outright to the RD or Bursars Office. If the cost exceeds the amount available through the housing deposit, a hold will be placed on the resident's record. Anyone with a hold cannot receive a transcript or register for classes at UMHB until the hold is cleared.

Improper check-out will be defined by the RD, but can include one or more of the following:

- Failure to leave by the designated check-out time unless the resident has gained an extension from the RD or Residence Life Office.
- Failure to clean the space as directed by the building staff and dispose of all trash.
- Failure to remove all possessions (this includes bicycles). The staff is not obligated to throw away trash or discarded items left by the resident and any item of value left behind will be considered abandoned property (See Abandoned Property Policy, pg. 25).
- Failure to turn in issued keys.

Fall Check-Out

Residents returning for the next semester who are making a change in housing should refer to the following:

Making Moves from one location to another:

- Contact the current resident still occupying the space and arrange a time for moving possessions.
- Make the move during the week of finals or designated check-in/out times.
- Box or pack belongings and place them in the apartment or room in such a way as to allow the current resident to continue living within the space and to have access to their own belongings and furniture.
- Make every effort to place items on uncarpeted flooring in order to allow for carpet cleaning during the holiday break.
- New residents cannot take up occupancy until check-in day.

PLEASE NOTE: Residents who are coming into a space must remember that the current occupants are allowed to remain until the final day and time of check-out. The belongings of the new occupant cannot create an obstacle for the current resident during the check-out process. Anyone who does not comply with this can be given a fine or improper check-out. All residents must make every effort to cooperate with one another in making these moves.

Storage Policy

A storage agreement is signed by the student as part of the check-in paperwork. Check-in paperwork is located in the housing portal and residents are asked to review and sign this paperwork prior to taking occupancy of their assigned space. The agreement outlines the specifics of when and how a resident may store belongings on campus. Residents should refer to this agreement or can ask for a printed copy by contacting the Residence Life Office.

Abandoned Property Policy

At the end of each living period (fall and spring semesters and summer sessions) residents must clear their room of all personal property by the posted closing date as part of the check-out procedure. The Residence Life Office or Dean of Students may also specify other dates for removal of property as necessary for maintenance, construction, etc. Property which is left behind in any campus housing facility following the posted closing date will be considered abandoned by the resident and will be handled according to the following guidelines:

- It is the resident's responsibility to contact the RD and make arrangements to identify and claim any abandoned property. The university may, at its option, attempt to contact the resident who occupied the room in which the property was abandoned.

- The RD will box any property which, in the RD's sole opinion, appears to have value and create a specific inventory list. This information will be sent to the Residence Life Office. Any other property will be disposed of at the discretion of the Residence Life Office.
- Property which is boxed and inventoried will be stored and available to be claimed by the owner for at least 30 days. If stored property is claimed, the owner may be required to pay a reasonable storage fee.
- Property not claimed within this time will be disposed of at the discretion of the Residence Life Office.

Appliances and Furniture

Residential spaces are equipped with a standard set of furniture. Furniture, fixtures, and appliances are listed on room inventories and are expected to remain in the room, house, or apartment. A microwave and refrigerator are part of the furnishings in every residence hall room. A full size refrigerator is standard in every apartment and house. Residents should not bring an additional refrigerator or a freezer unit into the space without permission from the Residence Life Office. Permission to bring in additional units is typically not allowed and would be based on factors such as medical necessity. If permission is given because of a medical need, the resident would be required to request an accommodation through the Counseling, Testing, and Health Services Office. Approved personal appliances are subject to inspection by residence life staff in accordance with room check guidelines.

Any personal appliance that has a heating element must have an automatic shut off. Personal appliances that are approved will include the following: blenders, coffee makers, tea kettles, bread makers, rice cookers, crock pots, toasters, and sandwich grills.

Microwave ovens and refrigerators should be kept clean and free of food spills in order to help inhibit the presence of pests. Microwaves, refrigerators, washers and dryers will be checked as part of room check.

NOTE: Any appliance brought into the room should not exceed a voltage requirement of 1200 watts of electricity.

See the section in this Guide for more information about restrictions on appliances and furniture.

Safety/Emergencies

UMHB Police Department

The University of Mary Hardin-Baylor Police Department provides all law enforcement, traffic enforcement, and security services for the university. Additional information regarding services provided by the department is available at umhb.edu/police.

All victims of a crime or individuals, who have information regarding a crime, should immediately contact the UMHB Police Department immediately by dialing 911 for an emergency and (254)295-5555 for non-emergencies. Information regarding additional options for reporting an emergency is available at umhb.edu/police.

In compliance with federal reporting requirements contained in the Clery Act, the University of Mary Hardin-Baylor Police Department publishes a report which contains a statistical summary of certain crimes occurring on or near the campus, campus safety policies, and a summary of fires occurring on campus.

For a printed copy of the University of Mary Hardin-Baylor Campus Fire and Safety Report, please contact the UMHB Police Department at (254)295-5555 or in person in Suite 107 of the Mabee Student Success Center located at 905 Moore, Belton Texas 76513. An electronic copy is available on line at umhb.edu/safetyreports

Evacuations

If an evacuation order is issued for a residential building, residents in that building are asked to fully cooperate with emergency personnel and residence hall staff. Recommendations during an evacuation are as follows:

- Take keys, purses, wallets, coats, medications, and other essential personal items only if it is safe to do so.
- Do not use elevators.
- Close, but do not lock doors.
- Turn off all electronics if it is safe to do so.
- Evacuate in groups to ensure that all individuals are able to exit safely.
- Provide assistance for those with physical disabilities.
- Do not leave the evacuation assembly point without first notifying a member of the residence hall staff.
- If you are unable to evacuate or need assistance dial 911 or signal emergency responders

Additional information pertaining to assembly areas is available on line at [Emergency Assembly Points and Shelters](#).

Campus Police are the only officials authorized to issue the order to return to a building.

Severe Weather

During severe weather alerts (watches and warnings), residents are encouraged to monitor changing weather conditions and are expected to take reasonable precautions. Windows should be closed during severe weather and each resident should have a flashlight available in case of power failure.

Tornado Watch

- A tornado watch is issued when conditions are favorable for tornados.
- In the event of a tornado watch, normal activities can continue, but changing weather conditions should be monitored and preparations made to move to shelter with little or no advance warning.
- Continue with normal activities but be alert.

Tornado Warning

- A tornado warning is issued when a tornado has been sighted nearby.
- When a tornado warning is issued, the university will activate the outdoor siren system.
- Move to the center of the lowest floor of the building. Avoid exterior walls, hallways, windows and doors. Listen to any instructions given. If outside, seek shelter immediately. If no shelter is available and the threat of danger is imminent, getting in the closest ditch, lying flat, and covering the head is the best option.

Shelter in Place

Upon activation of the outdoor siren system or upon receiving instructions to do so, individuals should immediately move indoors to a secure location. Once inside, all doors and windows should be closed and locked. It is the responsibility of each member of the UMHB community to identify potential shelter points on campus.

Fire Policies and Evacuation Procedures

Reporting a Fire

If signs of a fire are observed, such as smoke, flame, or smell, immediately dial 911.

Fire Alarm Evacuation Procedures

When an alarm is activated, the warning should be heeded immediately and evacuation of the building begun. Use the nearest stairwell and/or exit to leave the building. Students should become familiar with the exits in each building.

Evacuation of the building should take place quickly and calmly. Stairs, not elevators should be used. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If caught in the elevator, push the emergency phone button. The emergency elevator phones typically ring to the UMHB Police Department.

Fire Safety Tips:

- Feel a door for heat before opening. If it is hot, find an alternate route.
- If smoke is encountered, “stay low and go”. The most dangerous smoke and hot air will be overhead.
- Once outside the building, move to the designated assembly area for the building. Follow the procedures taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by officials.
- If necessary, injured or handicapped residents may evacuate to “areas of safe refuge” in buildings that are equipped with these spaces. The RD will know if such an area exists within the building.

Response to Fire Alarms on Campus

All alarm activations are investigated and documented by the UMHB Police Department and the City of Belton Fire Department. The City of Belton Fire Department is a combination fire department staffed with career firefighters and volunteer firefighters.

Each year the university publishes a fire safety report, which is available at umhb.edu/police

Fire Protection Equipment Systems

Each residence hall and most academic facilities are equipped with a fire alarm system capable of being activated by one or more of the following means:

- Heat detector
- Smoke detector
- Sprinkler system
- Standpipe system

Upon activation of the fire alarm system, an audio/visual warning device will alert the building occupants of a potential hazard. Some of the university's apartments and houses are equipped with single-station automatic smoke detectors. These devices sound an alarm when smoke is detected.

Fire Drills

Each residence hall will conduct two fire drills during the semester. The first fire drill will be announced before time. The second one will be unannounced. Prior to this drill, residents will receive information concerning exit routes and other procedures. This training is provided by residence hall staff.

Evacuation drills are used to provide information to residents pertaining to evacuation issues specific to each building. During an evacuation drill, building occupants will practice drill procedures and familiarize themselves with the location of exits. This process also provides the university an opportunity to test the operation of the fire alarm system's components.

Emergency evacuation maps are posted on each residence hall floor to direct residents to exits. Evacuation drills in residential facilities are coordinated by Residence Life staff and the UMHB Police Department.

Fire drill guidelines

- Do not open any door before feeling it to see if the surface of the door is hot. If it is hot to the touch, seek an alternate exit route.
- Remember to walk and not run.
- If not in the room, exit the building immediately. Do not return to the room to gather any belongings.
- After exiting, proceed to the designated assembly point. At this location Residence Life staff will seek to account for all occupants.
- If on an upper floor and all exits are blocked by fire, go to a window and attract attention. Jumping from a window should be avoided.

Inspections for Fire Safety

The primary goal of UMHB's Fire Safety Program is to identify hazardous conditions and take appropriate action to reduce the chance for fire to occur. This goal is accomplished by conducting periodic safety inspections of all university buildings and increasing the fire safety awareness of employees and students.

The Safety Director conducts an annual inspection of residence halls. Inspections are conducted to help identify prohibited items and identify safety violations. An inspection includes, but is not limited to: visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems.

Members of the Residence Life staff conduct checks every two weeks and will look for sources of open flames, candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances. Staff members will also look for signs of smoking in the room, tampering with life safety equipment, and possession of pets. If a prohibited item is found, it will be removed or instructions will be given for removal (see the sections in this guide: Prohibited Items, Prohibited Activities, and Room Checks). Students are required to comply with fire safety directives from university employees, which may include compliance with all applicable standards of the International Fire Code (IFC) and the local Authority Having Jurisdiction (AHJ). Individuals who are aware of fire safety or potential code violations should report the violation to the Safety Director.

Fire Prevention

Residents play an important role in fire prevention efforts and are asked to work with the university to ensure all buildings are free of potential fire hazards. Please make sure that all fire equipment, fire doors, and fire exits remain unobstructed

To minimize the potential for fires to occur, it is the policy of the university to limit cooking in residence hall rooms. Accordingly, most cooking devices/equipment, other than the microwaves provided by the university, are prohibited in residence hall rooms. Appliances such as toaster ovens, griddles, grills, electric skillets, deep fryers and other open coil appliances are prohibited.

All decorations used on campus must be fire-resistant or non-combustible. Decorative lights and extension cords must be UL rated and not used so as to present a fire hazard or trip-hazard. Live trees or greens are also prohibited as decoration.

Instructions for Individuals with Disabilities.

Before Emergency:

- Meet with the RD and Campus Police to talk about needs and discuss any special emergency response accommodations.
- Find one or two other residents who would be able and willing to help.
- Develop two escape plans. One assuming that help is available and one assuming it is not.

During Emergency

- Call on residents identified to help.
- Call Campus Police (254) 295-5555.

Door Security and Closing Hours for Residence Halls

Door Locking

In residence halls, and Farris Hall, all exterior doors are locked 24 hours a day.

All apartment doors with the exception of Hobby, Wilson and Tyson are equipped with a card access device. Hobby, Wilson and Tyson apartment doors are key operated.

Residence halls with card access on front, side, and back doors also use a camera system to view these doorways. Residents who bring in a guest after hours (1:00 a.m.) are required to remove any head covering, and look towards the camera at entry and to ask their guest(s) to do the same.

Card Access

Authorized residents in buildings using card access, are given access to their residence hall or apartment through use of the ID card. If an ID card is lost or stolen, the resident must go to the Cru Card Office to obtain a replacement.

A resident may allow residents, or guests (same sex only in residence halls) to enter the building with them until closing at 1:00 a.m. After 1:00 a.m., everyone entering the building in which they reside must use their own access card for entry. No resident may scan their card and hold the door open for additional people to enter the building after this time.

If a student ID/access card is not working or the resident does not have their card with them, the UMHB Police Department can assist in opening the door (call 5555) after the residence hall has closed. Prior to 1AM residents should contact hall staff for assistance. For security reasons, residents will be asked by the officer to show their student ID card. RAs will not be able to open the doors after closing hours. When the building closes, residents should not contact another resident to have them open the door. This practice will result in disciplinary action. Care should be used in the handling of keys and access cards. Residents are not allowed to duplicate keys or give their access card to another person for use in entering a building. These actions will result in referral to the Residence Life Office.

Records created through the use of access cards, cameras, and other security devices may be retained by the university and used for security purposes, investigations and other legitimate educational interests.

Keys

Residents assigned to buildings where keys are used will be issued a key at check-in. Mailbox keys are also issued if applicable. Residents are responsible for the key and for replacement costs. If a key is lost, stolen, or if a resident fails to return a key at check-out, the lock will be changed and a charge for the lock and key change will be assessed to the resident.

Alarms and Closed Circuit Cameras

Alarms and other security devices, such as cameras, are for the safety of the resident student. No action should be taken by any individual to circumvent or disable these systems. Every effort will be made to identify individuals who take such action and they will be referred to the Dean of Students for disciplinary action.

Propping and Locking of Doors, Windows, and Screens

At no time should the outside doors of a residence hall be propped open. This practice will put the entire residence hall population at risk for danger and can result in disciplinary action for the responsible student. Apartment doors should be locked at all times, especially when the apartment is left unattended. This puts the property of roommates at risk.

The first floor windows of McLane Hall are not to be opened at any time other than in case of fire emergency when the window is used to exit the building. A seal is in place on the windows. If a seal is broken, an amount will be assessed for damage.

Open screens, especially on the first floor of any hall, house, or apartment, represents a risk to the occupant of the space. Open screens are prohibited and a fine can be assessed. Except in an emergency situation, a resident should not use a window as means of gaining entry/exit into a space.

It is always a preferred safety practice for residents to lock the door to their assigned space, even if the intention is to be gone for a short period of time.

Electrical Safety Guidelines

- Use UL electrical power strips with built-in circuit breakers if additional electrical outlets are needed.
- Use a medium or heavy gauge grounded extension cords only. Small gauge, inexpensive cords are prohibited.
- Do not overload power strips or outlets.
- Do not use multiple plug adapters as these are prohibited.
- Use a power strip with an over-current protector which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and enter a maintenance request immediately.
- Do not connect multiple power strips together.
- Do not route cords under doors, carpet, or ceiling tiles; this could cause them to overheat or ignite.
- Do not staple cords, this could damage the insulation and expose wire.
- Look for the UL (Underwriters Laboratories) label on electrical products that you use. This UL mark tells you that it meets UL rigorous safety requirements.
- Use light bulbs with correct wattage for lamps. If the wattage is not noted on the lamp, do not use a bulb with more than 60 watts.
- Do not use Halogen lights/lamps on campus as these are prohibited.
- Never plug more than one high-wattage appliance into a single outlet.
- Check all appliances for frayed or cracked cords and make sure to replace them.
- Report any power outage in your room, house, or apartment immediately to the RD or RA.

Missing Student Policy

The University of Mary Hardin-Baylor takes student safety seriously, including any report received concerning a missing student. For information on Missing Student Policy, refer to the [Student Handbook](#)

Services

Duty Hours for Staff

Staff members are on duty in the residence halls and apartment complexes on a regular basis. In the residence halls, RAs are on duty 7 days a week from 7:00 p.m. until 1:00 a.m. At Independence Village, the office located in Shannon Commons is staffed Sunday through Thursday from 5pm to 1am and Friday and Saturday from 7pm to midnight. . At College View and Farris, RAs are on duty each evening from 7:00 p.m. until 1:00 a.m. and work from the complex office. All RDs have posted office hours each week.

Maintenance

Residents who need assistance with a maintenance issue in their room, house, or apartment can either convey this request to the RD or RA or use the method of logging this request that is specific to their building. The building staff will give information on submitting maintenance work requests. Work orders are transmitted to the Physical Plant staff for their review and action.

If there is a problem constituting an emergency such as broken pipes, water leaks, etc., and the RD or RA cannot be reached, the resident should contact the Residence Life Office (295-4590) directly. After hours, contact the Campus Police (295-5555). If there is a smell of gas, residents should follow these instructions:

- Leave the area immediately
- Call Campus Police at 295-5555
- Leave doors open
- Do not turn on anything electric
- Do not use a cell phone

Employees, agents, and contractors authorized by the university may enter residential spaces without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, or to ensure compliance with university rules and regulations. Residents are expected to cooperate so that repairs or inspections can be completed as quickly as possible.

Vacuum Cleaners

Each residential facility has several vacuum cleaners available for use by residents for room care purposes. These vacuums can be checked out through the RA or RD.

Study Areas/Computer Labs

All residential facilities, with the exception of College View, and the campus houses, have a computer lab and a study area within the building for use by the residents of that building. College View is equipped with a computer station and printer in the complex office. Study areas in residential buildings are equipped with tables and chairs, and in some cases, marker boards for tutoring or group study. Residents from other buildings are welcome to use the study rooms in buildings outside of their own, but the computer labs are primarily reserved for the residents of the building or complex. All computer labs are equipped with printers but students must supply their own paper.

Recycling

At the end of each semester, the staff will post information about a building-wide recycling project. Residents are encouraged to drop off canned goods and packages of unopened food, gently worn clothing items, unwanted supplies, etc. These items are donated to Goodwill or to area ministries and food pantries.

Residents can also recycle paper products and cans by dropping these items in containers located in their building.

Pest Control

All residential buildings are on a regular schedule of pest control maintenance. If a resident experiences any problems with pests between treatments, this information must be turned in appropriately. Staff members will instruct residents on how to turn in this information during mandatory meetings. Residents are encouraged to assist in the control of pests by keeping food in closed containers and disposing of trash properly.

Internet

All UMHB students are issued an e-mail account through the Information Technology Department. These accounts are the primary method of communication to students by many university offices, including Residence Life. Each student is responsible for checking and responding to university e-mail messages on a regular basis. The Residence Life Office will use this e-mail account to correspond with resident students regarding housing issues. See the [Student Handbook](#) for the UMHB Internet Usage Policy.

Telephone Service

Telephone service is not provided. Land lines are located in RD apartments.

Cable Service

Cable service is provided in each residential facility operated by the university. Cable outlets are located within each apartment or room and cable TV channels can be viewed on lobby TVs. Go to [Information Technology](#) to view information about television capability guidelines.

Laundry

Laundry service on campus is free to all resident students. All residence halls, and College View apartments have laundry rooms with enough machines for the population of the building/complex. Washers and dryers are provided in each of the apartments at Independence Village and Farris, and in the campus houses. Students are urged to read instructions carefully to prevent malfunction through operator error. In case of malfunction, a report should be made to the RD or to the RA. The hours for laundry rooms are posted in each individual building.

The use of the laundry facilities within each hall and apartment complex is restricted to use by the residents of that location only. Because of the location of some the laundry facilities, some halls have posted policies concerning hours of operation.

Campus Mail

Residence Halls

Each resident will be issued a campus post office box. The box number and combination will be given to residents during registration. Residents may also go by the Post Office to get their box number and combination. Mail is picked up and delivered on campus daily. The UMHB Post Office is located in the Mabee Student Success Center. The Post Office is closed on Saturdays and Sundays and most holidays.

Mail should be addressed to residents in the following way:

Student Name
UMHB Box _____
900 College St.
Belton, TX 76513-2599

Notice: all mail sent through the UMHB Post Office is subject to all laws and regulations which apply to the United States Postal System.

Apartments and Houses

Residents of College View, Farris, Independence Village, and the campus houses receive mail delivered by the Belton Post Office. Residents in the apartment complexes are given a combination or key for their mailbox located in the complex. House residents receive mail at the house and the address is the address of the house.

Addresses for College View, Farris, and Independence Village are:

College View	600 West MLK Jr Blvd, Belton, TX 76513
Farris	904 University Drive, Apt. #, Belton, TX 76513
Independence Village Grover, Ferguson, Clark, Provence Taylor James, Tryon, Wilson, Hobby and Tyson	1601 Vickery Circle, Apt. #, Belton, TX 76513
Garner Building 14	1402 Parker, Apt. #, Belton, TX 76513
Garner Building 15	1404 Parker, Apt. #, Belton, TX 76513

Vending Machines

Coin-operated vending machines are located within the residence halls and apartment complexes. Removal, or attempted removal, of the contents of any vending machine by improper or illegal methods constitutes theft and will be treated accordingly.

refer to umhb.edu/health

Health Insurance

Brochures from companies who offer low cost plans designed specifically for students and their families are available in the Health Center located in the Mabee Student Success Center.

Other resources:

www.healthcare.gov 800-318-2596

Texas Department of Insurance www.tdi.state.tx.us

Consumer Helpline: 800-252-3439

Click for "Individual Health Contract"

National Association of Health Underwriters www.nahu.org/consumer/healthcare or

<http://www.ahrq.gov/consumer/hlthpln1.htm>

www.texcarepartnership.com 800-647-6559 or Lone Star Circle of Care 1-877-800-5722 www.lscctx.org

Counseling & Testing Office – refer to umhb.edu/counseling and umhb.edu/testing home

Career Services Office – refer to umhb.edu/careerservices

Fine and Cost Tables

<u>Policy Violation Fines</u>	
Alcohol/Drugs	Referral to Dean of Students
Tampering with or damaging fire prevention equipment	Referral to Dean of Students
False alarm/illegal use of fire alarm	Referral to Dean of Students
Opposite gender visitor in room/apt./house outside of visitation hours	Referral to Dean of Students
Inappropriate behavior	Conference with RD
Dress code violation	Conference with RD
Improper check-in/check-out	\$50-\$150 – see below for more information
Failure to evacuate building during fire alarm	\$50
Failure to participate in fire drill	\$100
Tobacco use or vaping in residential facility	\$50
Tabacco use or vaping in residential facility that triggered fire alarm	\$100
Changing assigned space without permission	\$50
Prohibited Items/Prohibited Activity	\$25 and/or Referral to Dean of Students – based on item/activity
Unapproved Animal	\$50 and referral to Associate Dean of Students
Flagrant disobedience	\$25and/or Referral to Dean of Students – RD decision
Failure to register overnight guests	\$25
Unexcused absence from mandatory meeting	\$25
Inappropriate use of doors, windows, fire escape. Includes: not having card for entry after hours and misuse of mobile ID app.	\$25
Failure to follow security camera procedures	warning first offense \$25 continued offense
Fighting/Altercation	\$50 or Referral to Dean of Students – RD decision based on situation
Tampering with screens	\$25
Improper disposal of trash	\$10
Unauthorized use of furniture/moving furniture without permission	\$25

Repeated quiet hours violation	\$25
Use of laundry equipment after hours, misuse of equipment, leaving clothes unattended as defined per facility rules	\$5
Late to mandatory meeting based on facility: Traditional Hall - Apartments-	\$25
Profanity	Conference with the RD
Room check: Not complete- No attempt-	RA follow up \$25/RD follow-up
Repeated Staff opening door/not having key or Cru Card.	\$5 per episode
<u>Cleaning Costs</u>	See note at bottom of chart concerning circumstances that would lead to a cleaning charge.
Packing and storing residents belongings left at check out – abandoned property	Amount to be determined by RD and Director of Residence Life. Amount can equal housing deposit of \$150.
No attempt made to clean	\$50 – excessive cleaning required
Staff removes carpet left by resident	\$10
Space not swept	\$10
Space not mopped	\$10
Bathroom not cleaned	\$25
Kitchen not cleaned	\$25
Removal of trash by staff – per bag charge	\$5
Staff returns furniture to designated room	\$10
Removal of carpet tape	\$10
Removal of stickers/double-sided tape	\$1 per sticker
Key charges:	
Failure to turn in key/stolen/lost key	\$75 - door will be re-cored
Key replacement -Broken or bent key	\$10 – original key is available to turn in
Postal Box Key	\$10 – original key is available to turn in \$50 – key is lost
Damages:	Amount Assessed by RD – see Damage Fee Table

Visitation Violation Fines	
Visitor in building/apt/house past visitation hours	Referral to Dean
Engaged in sexual activity	Referral to Dean
Visitor In bedroom of apartment/suite, or house	Referral to Dean
Visitor or host unclothed in room/apt/house	Referral to Dean
Failure to sign in/out properly	\$50
Failure to remain with or escort visitor	\$50
Inappropriate use of bathroom	\$25
Congregating in hallways	\$10 for flagrant
Host and visitor lying on bed	\$10 for flagrant
Exceeds number of allowed visitors	\$10 for flagrant

Assessment of cleaning charges: if resident leaves and does not follow check-out guidelines for cleaning and room/apartment must be cleaned by Housekeeping, then charges will be taken from the housing deposit. Staff members might also find extreme conditions within a room or apartment during the semester caused by the resident's neglect that require the cleaning services of Housekeeping. The resident can be charged for these cleaning services.

<u>Damage/Replacement Costs:</u>	
Bed frame	Actual cost
Bookshelf	Actual cost
Bulletin Boards	Actual cost
Chairs	Actual cost or repair cost
Chest of Drawers	Actual cost or repair cost
Blinds (replacement cost)	\$35
Medicine cabinet	Actual cost
Ceiling Tiles	\$5 per tile
Mirror	Actual cost
Tub/shower	Actual cost or repair cost
Sink	Actual cost or repair cost
Sink light	\$50
Windows (broken pane)	\$50
Towel racks	\$30
Driving on grass areas of campus	\$3 per square foot repaired
Closet/Room/Entry Doors:	
Damaged or permanently defaced	Actual cost
Door vents	Actual cost
Desk light	Actual cost
Desk	Actual cost or repair cost
Holes in wall	Repair cost determined by PP staff
Paint walls	Actual cost
Cleaning of marker or other defacement (1 side)	\$25
Dismantling of university furnishings	\$10
Painting/refinish door due to carvings or other defacement	\$10
Electrical outlets:	
Replace GFI outlet	\$15
Replace cover plate	\$5
Light switch:	
Replace switch	\$15
Replace cover plate	\$5
Floor/Carpet:	
Repair/replace vinyl floor tile (student room)	Actual cost
Repair/replace vinyl planks (apartments)	Actual cost
Repair/replace carpet	Actual cost

Mattresses:	
Missing mattress	Actual cost
Damaged mattress	\$10
Overhead Lights:	
Replace light cover	Actual cost
Replace missing/broken fluorescent light bulb	No charge
Residential/Technology:	
Wireless array	Actual cost
Smoke detector: missing or damaged	\$25/Referral to Dean of Students
Damaged phone/internet jack	\$15
Damaged coaxial	\$12
Missing cover & bracket	\$10
Missing HDMI cable	\$25

DirectTV receiver with activation card \$140.00 (actual cost)

DirectTV remote control \$12.00 (actual cost)

DirectTV receiver power inserter \$13.00 (actual cost)

Spectrum cable modem \$ 130.00 (actual cost)

Some cost will vary by building due to not all buildings having identical furnishings or hardware.