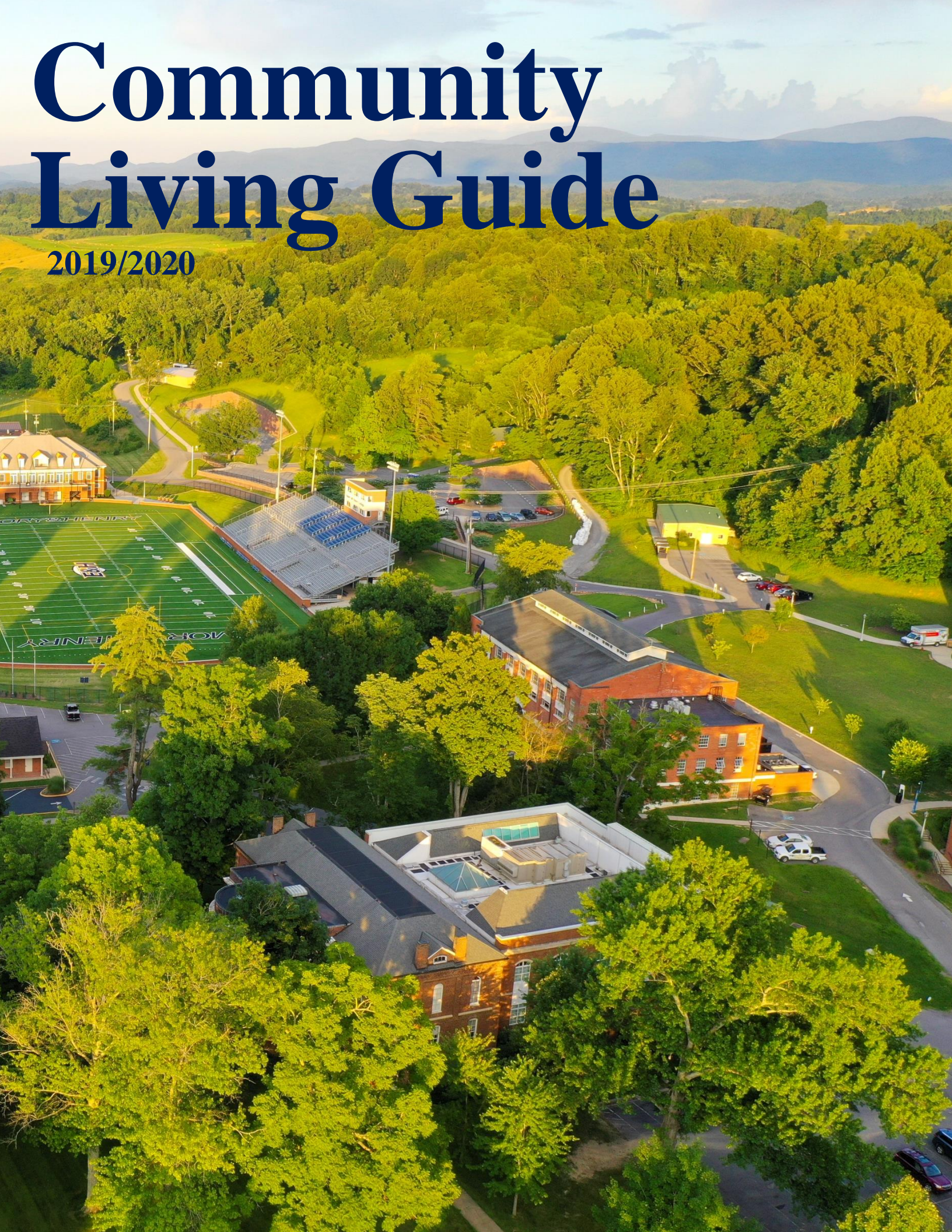


Community Living Guide

2019/2020



EMORY & HENRY COLLEGE



Dear Emory & Henry College Resident,

On behalf of the Office of Housing & Residence Life, I would like to welcome those of you who will be entering the semester as a new incoming student and welcome back our returning students to Emory & Henry College. We are excited to have you living in the residence halls across our beautiful campus, and we know that you are excited about living on campus, too. The following pages are provided to help you navigate life in the residence halls in a way that promotes healthy living, community engagement, and meets the standards and expectations set forth by our college.

What do we know about students who live in our residence halls and succeed in the classroom? We know that students who reside in our halls have higher grade point averages, feel more connected to campus life, and have a higher likelihood of walking across the graduation stage to receive an Emory & Henry College diploma.

As you begin to explore campus life and what it means to live in community with your peers, I strongly encourage you to become active on campus and to model what it means to be an E&H student. Live authentically while mutually respecting the authenticity of your neighbors. Live out the highest forms of civility and walk with empathy through any conflicts that can and will arise in communal life. And above all, be a friend to everyone you meet, as everyone benefits from true friendship.

As we begin our new journey together, please know that the Housing & Residence Life staff, especially your Resident Advisor, welcomes your questions, feedback, and participation as we continue striving for excellence in our residence halls.

Welcome to your E&H home!

Sincerely,

Josh von Castle

Assistant Dean of Students and Director of Housing & Residence Life

HOUSING & RESIDENCE LIFE MISSION

To provide a foundation of safety, support, and success in an inclusive community that empowers residents to navigate their experiences of personal growth.

HOUSING & RESIDENCE LIFE VISION

Empowering tomorrow's global citizens.

VALUES

Intrapersonal Development

College is a time for exploring who you are in the world. The Residence Life program at Emory & Henry College provides residents with opportunities to explore and express their identities.

Community Engagement

Resident Advisors provide many opportunities for residents to interact with one another through hall programming and hall events scheduled throughout the semester.

Academic Success

Residence Halls are places for rest, relaxation, and community interaction, but they're also places where learning occurs. Having a comfortable place to process classroom and co-curricular experiences is of paramount importance, and students find those places in our residence halls.

Cultural Competency

For many E&H students, living in community with others is a new experience. Our students come from a variety of backgrounds, identities, and experiences. Learning about the people who make up our community and the ways in which we can best support each other is part of the educational experience.

COLLEGE HOUSING AND MEAL PLAN REQUIREMENT

College policy requires that all residential students participate in the College Meal Plan. Students with special dietary needs should consult the food service director, who will make every effort to satisfy specialized, individual diet requirements. Exemption from the policy will be considered only with the presentation of a well-documented physician's report clearly indicating the illness and prescribed diet. This documentation must demonstrate that the student's special diet cannot be met by our food service. The report must also clearly state that the physician recommends that the student be released from the prospect of availability of three nutritious and regularly scheduled meals per day.

Boarding students who register for off-campus internships, whether part-time or full-time, are expected to continue on the College Meal Plan. If the hours of the internship cause that student to miss meals on a regular basis, they may consult with the Dean of Students and the food service director to arrange for carry-out meals or vouchers for use in the Hut. Students without an ID will need to pay at the door or obtain their ID card in order to access the cafeteria. Admission to the cafeteria is by College ID or meal payment at the door. Non-resident students may purchase the Commuter Meal Plan or Flex only plans. Both non-resident and boarding students may add to the account in increments of \$25. Sick trays are available and can be requested. The general manager may prohibit uncooperative students from using the cafeteria and will refer them to the Dean of Students Office. Anyone with questions about the meal plan can contact the general manager or the Dean of Students Office at (276) 944-6122.

COMMUNITY SAFETY AND SUCCESS

Housing & Residence Life is proud of its many student and professional staff members who work around the clock to ensure that our residential facilities are communities focused on resident safety and success.

Resident Advisers

Resident Advisers (RAs) are undergraduate students who serve as live-in peer leaders and role models. Each RA is assigned to a wing, floor or building and the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience. They answer questions about the campus and residential facilities; help residents with community, personal, and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce College policies. There is an RA on-call in each community from 5:00 p.m. to 7:00 a.m. and 24-hours a day on the weekends; the on-call number is posted throughout each community for emergency use.

Head Resident Advisors

Head Resident Advisors (HRAs) are student leaders on the Resident Advisor staff who have served on the RA staff for one year, demonstrated gifts and talents for leadership, and have been promoted to lead staffs of their peers. HRAs facilitate community for their assigned hall and support RAs in efforts. HRAs provide leadership to on-call teams at night to support students in any challenging situations that might arise.

Community Advisors

Community Advisors (CAs) are student leaders who have served as RAs for at least one year, as a HRA for at least one year, and have expanded their leadership to focus on one of the college's three residential areas. Community Advisors work closely with Area Coordinators on campus programming, incident management, crisis response, and staff supervision. CAs lead on-call teams and coordinate RA and HRA responses as needed.

Area Coordinators

Area Coordinators (ACs) are full-time professionals who live and work within the residential student communities. Area Coordinators are responsible for all residential community operations and serve residents through careful selection, training and supervision of the RAs. They also coordinate and approve room changes, oversee health and safety inspections, and serve as hearing officers for cases involving allegations of violations of the Code of Student Conduct and the Community Living Guide. There is an AC on call 24-hours a day for crisis response.

Maintenance and Custodial Staff

The full-time staff members who make up the facilities and maintenance staffs are dedicated to providing safe, clean, and comfortable residential facilities. In addition to maintaining and cleaning the common space in each of our halls, the custodial and maintenance staffs respond to maintenance requests – submitted at <https://www.ehc.edu/residence-life/work-orders> – when damages or items in disrepair are identified in your assigned space. These staff members also complete preventative maintenance and respond to emergencies.

Housing & Residence Life Office

The full-time and student staff members on the Housing & Residence Life program oversees business operations in the Housing & Residence Life Office, administers the work-order system, and manages incoming and outgoing communications via phone, email, website, and social media. This team collaborates with Area Coordinators in managing assignments, occupancy, room changes, and a variety of other services. The Housing & Residence Life Office is located in the McPherson Center for Living & Learning.

Residence Hall Association

The Residence Hall Association (RHA) is a registered student organization and serves as the official voice of residents living in housing operated by Emory & Henry College. Every resident is automatically a member.

Members who are elected to the executive board will work with professional staff advisers. RHA meets weekly and organizes large-scale programs, educational initiatives, and works to recognize its members and community throughout the academic year. RHA is the perfect organization for residents who have great ideas to share or want to assume a leadership role within their residential community.

COMMUNITY LIVING

Living as a member of a cooperative community teaches residents to respect the rights of others and advocate for their own rights. Housing & Residence Life recognizes the need for an atmosphere conducive to academic success and to protect the health, safety and security of all residents and their belongings.

Rights and Responsibilities:

- The right to study, read, relax, and sleep without measurable interference, noise, or distractions and the responsibility to help others have these rights.
- The right to feel safe in the residence halls and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one's privacy and the responsibility to respect the privacy of others.
- The right to have respect shown for one's personal property and the responsibility to respect others personal property as well as community property.
- The right to have visitors within the housing unit in accordance with policy and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm and the responsibility to ensure this right for others.
- The right to a clean living environment and the responsibility to help keep it clean.
- The right to maintain one's personal beliefs and values and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual's rights end when exercising those rights infringes on others. The housing facilities at Emory & Henry College are places for fun but are also places for study. In keeping with the mission of Emory & Henry College, housing facilities must have an atmosphere conducive to academic development. Residents whose behavior violates the rights of other members of the community may be subject to disciplinary action and removal from our communities.

Living with a Roommate

Fundamentals to a successful roommate situation:

- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e., sleep and study schedules).
- Respect each other's privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the room appears to get smaller, and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing a room involves give and take on each side.
- Be considerate, reasonable, and flexible.
- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
- Share responsibilities with your roommate/suitemates and be accountable for your actions.

Roommate Relationships

Housing & Residence Life stresses positive, assertive, and caring communication when working to resolve a roommate conflict no matter how large or small. Such communication will ensure that you are clearly stating your intentions and needs. It also ensures that the person you are communicating with feels they have the room to also assert their needs and intentions. Remember there can be a solution for all situations or conflicts and it is vital that all parties remain flexible and as objective as possible throughout the conflict.

One very useful tool in conflict resolution is the use of “I” statements. “I” statements help create a message that is not offensive, while specifically identifying your concerns, how they impact you, and what your roommate might do to resolve the problem. An example of the proper use of an “I” statement is:

- I feel angry when you turn on the overhead light when I am sleeping. Please use the lamp if you need light while I am sleeping.
- I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.

By adding a statement about what you will do to reflect your own expectations or make it easier for your roommate to live up to your expectations are also important. You might amend the above examples by saying:

- I know that I have a sleep schedule much different than yours and I will try to sleep at more regular hours when I can.
- I haven't always put my things away either and I will make an effort to do this every time if you will.

Such additions show that you are willing to help resolve the conflict and acknowledge that the fault is not entirely with the other person.

Critical to conflict resolution is the art of listening. Listening, like any other skill or talent, must be honed with practice and commitment. Your RA can work with you to practice this skill. Since we know that much of listening (and more importantly letting the other person know they are being heard) is non-verbal, remember the SOLER acronym and you may be a more successful listener:

S - square up to the speaker

O - open body posture

L - lean in

E - eye contact

R - relax

If you use these tips, are flexible with yourself and your roommates, and set realistic expectations you are certain to be more successful than those who try to put their heads down ignore a problem. Remember that your RA is always available if you take the time to ask for help.

Roommate Agreements

During the first two weeks after checking in to your room, you and your roommates/suitemates will complete a roommate agreement facilitated by your RA. The RA's role is neutral and they will engage you in dialogue. The resulting roommate agreement document is not intended to be an exhaustive contract for how you will act around your roommates, but as a guideline for conduct in shared and private spaces accessible to those with whom you share a home. The roommate agreement will be signed by all parties and kept on file in your AC's office. Amendment or revision of your roommate agreement may take place in a follow-up meeting involving all of your roommates, your RA, and likely your AC. Violations of the roommate agreement may carry the

same weight as violations of any other Community Guideline or section of the Code of Student Conduct and may result in action through the student conduct process.

Personal Property

Transitioning to living within an on-campus residential community will impact the personal property that residents are permitted to use and possess. Some everyday items that are used off campus may present a safety concern, or disruption of, on-campus facilities. If you have any questions about a personal item you would like to bring into a residential community, please contact the Office of Housing & Residence Life at (276) 944-6529. **The lists below are not intended to be exhaustive.**

Permitted Items

- Computers/laptops
- Desk lamps
- Game consoles
- Hair dryers
- Iron (must be used with ironing board)
- Microwaves (UL approved/<1000 Watts)
- Refrigerators (UL approved/max. 4.6 cubic feet)
- Stereo (w/ headphones)
- Single serve coffee maker (e.g. Keurig)
- Surge protector strip
- TV and audio/video equipment (TV not permitted to mount on wall)

Prohibited Items

- Appliances with open heating elements
- Candles, incense, and candle/wax warmers
- Chest freezers
- Decorative alcohol containers
- Deep fryers
- Electric blankets / electric mattress pads
- Electric heaters
- Electric woks
- Grills (charcoal and gas)
- Halogen lights/lamps
- Neon lights, black lights, or lava lamps
- Toasters/toaster ovens
- Upholstered furniture (e.g. couches, futons, chairs, bean bags, etc.)

SERVICES AND ADMINISTRATIVE INFORMATION

ACCESS CONTROL

Electronic Access

Some of our exterior doors are secured electronically. Residents living in communities with electronic access doors will have access granted on their college ID. Due to this access, residents must report their card as lost or stolen immediately for safety and security. Report a lost or stolen card to the Office of Housing & Residence Life at (276) 944-6529.

Keys

All residents receive keys and electronic access via their college IDs during the check-in process and occupancy begins upon receipt of one's key. Keys are issued to provide residents with 24-hour access to their assigned space when college-operated residences are open and to allow all residents to secure their belongings and themselves at all times. College housing communities are only as safe as we make them together. While college housing provides access and security, it is the responsibility of each resident to use their keys and college ID appropriately and keep these items with them at all times. Residents are prohibited from copying keys.

Lost, Stolen, or Broken Keys

Residents must report lost, stolen, or broken college housing keys to the Office of Housing & Residence Life. Residents will be responsible for the costs associated with replacing keys. The cost for replacing a room key is \$150.00, which covers the cost of a new lock and three new keys for the door. The cost for replacing a building entrance key depends on the number of residents living in the building and the number of entrances into the building.

Room Entry

Approved Emory & Henry College officials may enter college residential spaces for inspection at any reasonable time for several reasons, including but not limited to:

Health & Safety Inspections

College housing staff may conduct room inspections. During this time, staff will check for maintenance concerns, cleanliness, and adherence to housing rules and regulations. Staff will open and inspect college owned property (i.e. cupboards, dishwasher, refrigerator, laundry machines) to ensure proper working order and cleanliness.

Maintenance and Repair Work

Maintenance requests will initiate a staff response to make necessary repairs. If a repair is ongoing, unexpected, or incomplete, students may follow-up with the Office of Housing & Residence Life for updates. Maintenance or custodial staff may also enter if a problem in another space impacts a student's space or vice versa. Any violations encountered will result in notification to the appropriate staff member.

Emergency Conditions

A staff member may enter a resident's space during a facility, environmental, or weather-related event or disaster to make sure that all residents have vacated and facilities are prepared.

Occupancy Verification

A Housing & Residence Life staff member may enter residential spaces to confirm occupancy and vacancies.

General Welfare

Staff may enter a space in the interest of residents' health and wellbeing. Examples include investigating a missing student and our Learn to Lock-It program.

Violations in Plain View

If an Emory & Henry College official or Housing & Residence Life staff member notices an illegal or prohibited item in plain sight within a residential space, a staff member may enter the space to confiscate the item. Confiscated items will be held by a college official until a conduct meeting can be arranged.

The item may or may not be given back with the understanding that if it is returned to the resident that it must leave the Emory & Henry College campus immediately.

When entering a resident's room, a college representative will knock loudly, identify themselves, their position, and ask to enter the room. In the absence of a response, the college official will knock again and indicate loudly that they are "keying in" or "entering" the room.

AMENITIES AND SERVICES

Cable and Internet Service

Emory & Henry College has contracted with Apogee to provide facilities with cable and internet service. Residents are required to register all of their devices with Apogee at www.myresnet.com. Additionally, if residents experience any disruptions to their cable or internet service, or need any assistance troubleshooting service issues, they must log into their MyResNet account to access the 24-hour student support center. Neither the Office of Housing & Residence Life nor the IT Help Desk can assist with cable or internet service issues. All service issues must be processed through Apogee at www.myresnet.com.

Communication

The Office of Housing & Residence Life uses a resident's Emory & Henry College email address as the primary method for communicating relevant and important information. Residents should check their EHC email on a regular basis; failure to do so does not absolve an individual from the responsibility of being aware of and acting upon the important information shared through EHC email.

Insurance and Liability

Emory & Henry College and the Office of Housing & Residence Life are not responsible for lost, stolen, or damaged personal property, including clothing, valuables, money, textbooks, computers, electronic devices, bicycles, musical instruments, and sports equipment resulting from theft, malfunction of mechanical equipment, water damage, or other causes. Each resident is encouraged to confirm that their family's homeowner insurance policy covers student housing or acquire renter's insurance available through most major insurance carriers.

Laundry

All residents have easy access to free laundry facilities. The College's low-water, high-efficiency washing machines work best with laundry detergent labeled "HE" (high efficiency).

Do not over load the machines. Over loaded machines will not clean clothes properly and may damage the machines. There must be at least three inches between the clothes and the top of the machines. Residents may be held financially responsible for damages to machines that are overloaded. Over loading machines as well as failing to clean lint traps can lead to fire and damage to your clothing.

Mail Services

Each resident is assigned a box at the Martin-Brock Student Center. The mailing address for all residents living in college housing is:

Student Name
EHC Box No.
P.O. Box 9001
Emory, VA 24327

Residents can find their mailbox number and mailing address by emailing studentmailroom@ehc.edu.

For receiving packages, students may use the address above or the following physical address:

Student Name
EHC Box No.
12171 Alder St.
Emory, VA 24327

OCCUPANCY MANAGEMENT

Abandoned Property

Belongings left in one's room, suite, or apartment after the end of the license agreement term or after a resident checks out, whichever is earlier, will be considered abandoned property and will be disposed of accordingly. Personal items left in common spaces, especially those that present a safety hazard, will be considered abandoned property and will be disposed of accordingly.

Break and College Closures

College housing closes for winter break and during the summer terms in order to perform maintenance on our facilities and to train our in-hall staff. In addition, the college may order a closure due to a facility, environmental, or weather-related event or emergency. Limited housing may be available during non-emergency closures with specific permission from the Assistant Dean of Students and Director of Housing & Residence Life and after a specific need is verified. Being a resident granted permission to remain during breaks is a privilege, not a right. Anyone violating policies during break times will be removed from housing immediately. Guests are not permitted during breaks.

Winter break is not included in the academic year license agreement term. Returning residents may leave belongings in their assigned space; however, a proper check-out with staff prior to the break is required.

When residential facilities close (e.g. winter break, weather-related event, etc.), residents are provided instructions on how to prepare their room and belongings for their departure. These instructions are distributed via EHC email and hall community meetings. Community meetings are conducted by college housing staff and scheduled well in advance of closing to distribute critical information and answer questions. Residents are expected to follow the procedures to prepare their room for the closure. Failure to follow the procedures communicated to residents will result in an improper checkout fine.

Early Arrival and Extended Stay Residents

Only residents participating in college sponsored activities occurring outside of academic terms may request permission to stay in college housing beyond the scheduled term. Advisers/Coaches/etc. must make a request and these residents must be approved by the Office of Housing & Residence Life in order to be granted permission to be an Early Arrival or Extended Stay Resident. Those students who are experiencing hardships and wish to arrive early or remain late in the halls during a break may appeal to the Assistant Dean of Students and Director of Housing & Residence Life. If approved, the resident will be required to pay a \$50 per day charge until the halls reopen. The charge will be applied to the student's account. Additionally, those students who are approved to arrive early or remain late in the halls over breaks may be required to temporarily relocate to a designated hall. Early arrival and extended stay is a privilege, and those found in violation of any rules and regulations will be removed immediately.

Check-In

Residents are required to formally check into their assigned space. Once the resident receives the room key at check-in, the resident assumes responsibility for the condition of the space and its furnishings. Students who are required to live in college housing but do not check in to their assigned space will remain financially

responsible for the length of the license agreement; a space will remain reserved should they choose to check-in later.

Checkout

Residents departing college housing or changing rooms are required to checkout of their space. Housing & Residence Life staff will provide information to assist residents in completing the checkout process. This information includes checklists for proper cleaning and checking out of a space. Residents should sign up for a checkout appointment with their RA at least 48 hours in advance of the time they wish to leave. Residents are expected to vacate their residential space within 24 hours of their last exam each semester.

At the time of checkout, an RA will conduct a preliminary inspection of the room/apartment to determine if damages exist and if the room is clean. The RA will utilize a Room Condition Inventory (completed at check-in) during the checkout appointment. It is the responsibility of residents to clean their room/apartment, remove their belongings and trash, and report any damages that have occurred while living in their room/apartment. Damages, missing items, and/or cleaning costs for which no one claims responsibility will be divided equally among those living in the room/apartment.

Personal property left in a room or apartment after a resident has moved out shall be considered abandoned and will be removed, donated, or disposed of at the resident's expense. A full-time staff member will conduct a more thorough inspection once checkouts are complete to ensure that all damages have been identified and properly charged. Additional charges may be assessed at this time for damages to the room/apartment, failure to return room keys, and/or improper checkout.

Involuntary Reassignment or Removal from Housing

Per the College Housing Agreement or through the college conduct process, residents may be reassigned to a different space, restricted from specific locations, or removed outright from college housing. Residents are required to follow all check-in and checkout procedures and are financially responsible for applicable fees.

Room Selection Process

Each spring semester, current residents are invited to participate in the room selection process for the following academic year. Residents will be able to request roommates and select their space and meal plan.

Room Changes and Consolidation

For purposes of occupancy verification and making new assignments, it is necessary to freeze room changes at different times of the year. Therefore, fall semester room changes are not allowed during the first two weeks and the last two weeks; spring semester room changes are not allowed during the first two weeks and after Spring Break. Residents interested in changing rooms must submit a request to the Office of Housing & Residence Life. Only Housing & Residence Life approved room changes are allowed. All room change requests are considered on a first come, first serve basis and are based on space availability.

Residents found occupying a space other than the one assigned to them will be required to move back to their assigned space and may be assessed associated fees. Residents who allow an unassigned resident or guest to occupy their room may also receive a charge to their student account and be documented under the Code of Student Conduct. Residents who spread out and occupy a vacant space hindering the ability to move someone into that vacancy will be required to move their belongings out of the way for the new resident and may be charged at a daily rate for occupancy of both spaces.

College housing reserves the right to require residents to change rooms with proper notice and in cases of administrative necessity or to protect the safety, security, community integrity, and academic success of any resident. College housing will use this right to facilitate consolidation of several residents to as few apartments,

suites, or rooms as possible. Residents without roommates who are in the consolidation process must either choose a roommate, be prepared to accept a new roommate, or accept a change of assignment. The empty space must be kept ready for a new roommate to be assigned at any time. Common areas, including shared bathrooms, must also be kept clean and ready for use by newly assigned roommates.

Room Condition Inventory

A Room Condition Inventory is used to document the current condition of the room and its contents (e.g. furniture, carpet, windows, shelving). It is vital that residents carefully examine the room and make any necessary changes to the RCI, documenting any problems/damages found. The RCI will be used at checkout to assess the condition of the room at that time. Any damages in the room/apartment that were not documented on the RCI at check-in will be considered 'new' damage and the student's account will be charged for these items.

College Housing Agreement

The College Housing Agreement is an academic year agreement (fall and spring semesters). Summer terms are separate from the academic year.

MAINTENANCE AND FACILITY OPERATIONS

Air Conditioning / Heating Systems

College housing operates several variations of heating and cooling systems throughout housing facilities. In Stuart, Prillaman, Cambridge, and Russell halls and the Village Townhouse Apartments, chiller systems are specifically designed to automatically adjust to conditions inside and outside of the building. The hot to cold and cold to hot transition times will result in the need for residents to adjust layering of their attire. The Wiley-Jackson, Sullins, Elm, Hickory, Weaver, and Hillman halls are thermostat controlled.

It is not uncommon for residents to adjust their thermostats down extremely low with the hope that the room will cool down more quickly. However, setting the thermostat too low typically results in the unit freezing up and requiring the unit to be disabled and thawed. Adjusting the thermostat in this manner can also cause unneeded wear or damage to the equipment and may result in repair charges. Repairs to air conditioning/heating systems may not be deemed an emergency depending on the outside temperature and may require extended repair time.

Circuit Breakers

Circuit breakers will automatically turn off, or trip, if the amount of electrical power being used exceeds their design specifications. Housing & Residence Life reserves the right to require residents to remove or discontinue use of items – even those typically approved for use – should those items cause the circuit breakers to trip. This is most often true in Wiley-Jackson Hall. Should a resident have a loss of power, they should contact Campus Police at (276) 944-6222. Do not tamper with electrical boxes.

Dishwashers

In some common spaces in the residence halls, dishwashers are provided. In order to maximize the efficiency of the dishwasher provided, residents are advised to pre-rinse all dishes. Failure to adequately remove food from dishes may result in dried on food and clogged drains. Only soap designated for dishwashers should be used.

Hazardous Materials

Most hazardous and combustible chemicals are not to be stored in college housing facilities. Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local dump station.

Health and Safety Inspections

Housing & Residence Life will conduct regular inspections that include a thorough evaluation of all private and public areas of the apartment, suite, or room. Repairs or replacement of damaged items and their associated charges as well as action through the student conduct system may result from these inspections. These inspections could be as often as monthly or weekly and Housing & Residence Life reserves the right to conduct more frequent inspections as necessary. During these inspections, staff will open and inspect college owned property (i.e. – cupboards, dishwasher, refrigerators, laundry machines) to ensure proper working order and cleanliness. Items such as piled dirty clothing, open or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.) and bothersome odors are serious health hazards to the community and are prohibited.

Interruption of Services

There may be times when services (e.g. water, electricity, phone, Ethernet connection or WiFi, cable, HVAC, etc.) are interrupted and repairs are needed and/or preventative maintenance is scheduled. Whenever possible, advance notice of such outages will be communicated via email or LiveSafe alert. In certain situations (e.g. severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

Maintenance Requests

Residents must report facility emergencies immediately (e.g. electrical problems, leaks, lack of hot water, and clogged or overflowing toilets) by calling the RA On-Call (posted in the halls), Campus Police at (276) 944-6222, or the Housing & Residence Life Office at (276) 944-6529. In addition residents are asked to submit a maintenance request at www.ehc.edu/residence-life.

Residents must report non-emergencies, such as burned out light bulbs or failing smoke detector batteries, by submitting a maintenance request at www.ehc.edu/residence-life. Facilities and maintenance staff may be in direct contact with the resident that enters the request.

Submission of a routine or emergency maintenance request may result in a charge to a resident's account for the cost of the repair. Residents who fail to report maintenance issues that cause subsequent problems will be held financially responsible for all damages. Housing & Residence Life will not have knowledge of, or be able to repair, unreported maintenance issues and will not be at fault if a request is not made through standard procedure.

Mold and Mildew

Humidity inside buildings in the Commonwealth of Virginia is often high, which can result in the growth of mold and mildew; both can cause allergic reactions and other health issues. Mold thrives in damp areas with low air flow. When air absorbs moisture and makes contact with cooler surfaces, condensation develops and creates an ideal environment for mold spores to attach and grow. Similarly, if moist air is confined to an area with limited air flow, mold is likely to develop. Common types of mold are avoided and removed by controlling the moisture source, circulating dry air, and cleaning surface residue. Mild allergy agitation and organic odor are the common concerns; however, some residents may be concerned that they have a dangerous strain of “black mold”. While it is true that some mold strains are extremely dangerous, these strains are very rare. Early intervention and collaborative staff efforts are the key to successfully addressing all mold reports and caring for residents. The following are suggestions for preventing and treating mold and mildew:

- Clean regularly.
- When liquids are spilled, clean and dry the whole area, including under furniture.
- Open curtains or window coverings to allow air circulation.
- Leave the bathroom door and shower curtain open after showering, so moisture is not trapped in the bathroom.
- Hang damp towels, laundry and clothes to dry completely.

- Leave approximately a foot of space between furniture and windows.
- Leave HVAC running to keep dry air circulating.
- Do not leave windows and doors open for extended periods of time.
- Submit a maintenance request immediately if a door or window does not close properly.
- Allow some space around HVAC vents and bedroom closet vents.

If mold or mildew is observed, smelled, or otherwise sensed, a maintenance request must be submitted immediately at www.ehc.edu/residence-life.

Pest Control

Facilities Management contracts with a professional contractor for pest control services. Residents can assist in the effort to control pests by keeping rooms/apartments clean and food in sealed containers, and doors/windows closed. When a continual or severe pest problem arises, residents should submit a maintenance request at www.ehc.edu/residence-life to report the problem. Extreme and seasonal changes in weather and construction near our facilities may trigger the appearance of insects and other pests in our facilities. (See the Emory & Henry College Bed Bug Protocol document for specific information on bed bugs.)

Syringe/Needle Disposal

Rather than placing exposed hypodermic needles directly into trash containers, residents must use an approved sharps container. Residents can contact the College Health Center about how to purchase an approved sharps container.

Trash Removal

Residents must dispose of all trash in designated trash disposal areas within the halls. Residents who fail to do so will be held accountable through the student conduct process and may be charged financially.

Water Leaks

Leaks in faucets, toilet tanks, and other plumbing equipment can waste water, ruin costly fixtures, and increase fuel and labor bills. As such leaks are considered an emergency and residents must report them to the RA On-Call (contact number posted in the halls) or the Campus Police at (276) 944-6222 immediately. Failure to report problems can lead to mold and mildew and possible charges to residents.

SAFETY, SECURITY, AND EMERGENCY PROCEDURES

LiveSafe – Campus Alert System

The E&H LiveSafe serves as the campus alert system by providing emergency notifications, steps campus community members should take in emergency situations, and provides several ways community members can report concerns. To download the E&H LiveSafe app, please follow these steps:

- Download LiveSafe for free from the Google Play or the Apple App Store.
- Register your mobile phone number and fill out your profile, then verify your account.
- Select Emory & Henry College from the list of colleges.

Blue Light Emergency System

Blue light emergency notification stations are strategically placed at several locations throughout campus. When activated, the system provides direct contact with Campus Police and immediate officer response.

Community Safety Precautions

While we believe that our campus is a safe environment, crime can occur. It is important to remember that our communities are only as safe as we make them. The following precautions should be taken to help protect you against crime:

- Lock your room/apartment door when you are home – ask who is at the door before opening the door or yelling “come in.”
- Lock your room/apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Do not prop exterior doors.
- Keep your keys and college ID in your possession at all times. Do not loan your keys or college ID to anyone for any reason.
- Don’t walk alone, especially at night.
- Report any suspicious activity to Campus Police at (276) 944-6222 immediately.
- Let your roommate know where you are going and when you will be returning.

Department of Campus Police

Housing & Residence Life works hand-in-hand with Emory & Henry College Campus Police. Law Enforcement Officers and Security Officers respond to emergencies and reported crimes, while serving as a visible and available presence within our communities 24 hours a day, 7 days a week, and 365 days a year.

Doors

All doors should remain closed and locked when not in use, including entry doors into buildings, room/suite/apartment doors, and emergency doors. This is a precaution to ensure only those with approved access enter our facilities.

Building Access

Residents of a particular building are the only people who have access to that area, and those individuals should not give their college ID to any other person to gain access.

Door Propping

Propping any sort of door is strictly prohibited. Any resident found propping a door will be documented and may face student conduct action.

Room Access

Residents’ keys belong to Emory & Henry College and are only issued to individual residents. They may not be lent or given to any other person. You should always lock your door when leaving your room/suite/apartment.

If a resident loses their key or college ID, it must be reported immediately to the Office of Housing & Residence Life.

Fire Safety Equipment

Safety devices may not be tampered with or disabled in any way. Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges. Fire equipment includes: fire rated doors, fire extinguishers, sprinkler heads, exit signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation route signage and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.

Fire Evacuation

All facility alarms should be treated with responsible and urgent action. If you hear an alarm, you should gather your keys and college ID and exit the building immediately! You must obey the direction of all E&H staff in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building by Campus Police or Housing & Residence Life personnel when the threat has been cleared.

Holiday Decorating Guidelines

For most residents, decorating their living space is a fun and festive way of enjoying the holidays. The following guidelines help to ensure a safe and enjoyable residence hall living experience for everyone. If you have any questions, please consult with the Office of Housing & Residence Life. Please remember all Housing & Residence Life Living Guidelines remain in effect.

- Life safety equipment may not be tampered with, altered, decorated, or covered. Life safety equipment includes: exit signs, fire alarm pull stations, smoke detectors, sprinkler heads, and emergency lights. The fire hose/extinguisher cabinet and electrical panels may not be covered or blocked.
- The ceiling lights may not be dimmed. Light bulbs may not be taken out of their sockets. Decorations near or around the ceiling lights must have an eight (8) inch clearance.
- All lighting used to decorate must be UL approved/listed, including string/rope lights. Use caution with decorative lighting.
- Make sure lights do not come in contact with flammable objects (e.g. curtains, papers, tissues, etc.).
- Ensure that lights are not a tripping hazard and do not block pathways.
- Decorative lights are never permitted to be attached to the ceilings.
- All decorative lights must be unplugged when you leave your room/apartment and before you go to sleep.
- Live trees and bales of hay are not permitted in any facility.
- Kitchen appliances may not be decorated or blocked by decorations.
- A clear path of exit must be maintained at all times. Hallways, doorways, and common areas must be free of obstruction. Furthermore, a clear line of sight to the exit must be maintained.
- Decorations can only cover a maximum 50% of wall space and hanging decorations improperly may damage the paint and walls. Residents will be held accountable for any damages. Decorations may never be attached to or hung from the ceiling and exposed pipes and sprinkler heads.
- Nothing is permitted to be attached to, or hung from, balconies. In addition, decorations are not permitted on windows nor attached to the ceiling. Exterior doors may not be decorated, unless a Housing & Residence Life staff member is facilitating a door decorating program.
- Mirrors cannot be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.
- Hallway or door decorating contests and haunted houses may only be facilitated by Housing & Residence Life staff; decorations must be pre-approved by the staff member. Decorating may begin two days prior to the day of judging. All decorations must be removed within 48 hours of the conclusion of judging.
- During the academic year, when classes are in session, all holiday decorations must be removed within 48 hours after the holiday. If the holiday occurs during winter break, all decorations must be removed prior to the break.

Missing Student Policy

A student may be considered missing if they are reported absent from the College for more than 24 hours without any known reason, the absence is contrary to the student's usual pattern of behavior, or there is a perception of unusual circumstances. All reports of missing students will be directed to the Emory & Henry College Campus Police Department which, with the Dean of Students' Office and Housing & Residence Life (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.

Severe Weather

When thunderstorms, tornadoes, or other severe weather is in the area, residents should seek shelter immediately, preferably away from windows, on ground levels, and in a hallway in the center of a building. Residents should use the stairways, not elevators, as severe weather often is accompanied by power outages.

If the National Weather Service issues a tornado warning for the area, residents will receive a LiveSafe Alert with instructions on how to respond. More information is available at www.ehc.edu/campus-police/emergency-guidelines.

COMMUNITY GUIDELINES

The following policies and procedures are intended to be used in conjunction with the Code of Student Conduct, Residence Hall Agreement Form, and additional information published by the Office of Housing & Residence Life throughout the academic year. Residents who are found responsible for violating Housing & Residence Life Community Living Guidelines may receive an action plan which may include a warning, probationary status, educational tasks, restitution, a cancellation of their housing agreement and removal from college housing, and/or suspension or dismissal from the College.

a. Advertising and Posting

Advertisements and postings must be approved as per college policy prior to being placed in residential areas and will only be distributed or posted by Housing & Residence Life staff. Approved postings may be delivered to the Housing & Residence Life Office for distribution. Other forms of posting including, but not limited to, chalk writing, banners, etc. must be specifically approved by Housing & Residence Life. Solicitation in and around the residential facilities, especially door-to-door, is strictly prohibited. Items including banners, signs, and posters may not be hung in windows and from balconies.

b. Balconies/Patios, Banisters, Accessible Ramps, and Stairwells

Sitting, standing, or hanging on, sliding down or climbing over balcony railings or banisters is unsafe and is therefore prohibited. Nothing is permitted to be attached to balcony rails, including hammocks. Additionally, hammocks are not permitted to hang between columns on porticos or other areas of campus buildings. Balconies may not be used to store bicycles, trash, paper or other combustible items. The use of grills or other sources of flame is prohibited in these areas given the risk of fire. College-owned furniture must remain within the apartment or suite; it is not permitted on balconies or where it is exposed to weather and the elements. Many of our residence halls are historic, and building codes have changed since their construction. As such, several balconies located in the residence halls have restricted access. Residents are not permitted to be on the balconies of Stuart Hall or on the balcony/sundeck of Wiley-Jackson Hall third floor.

c. Bicycles, Bicycle Storage, and Other Wheeled Devices

The use or storage of bicycles (and all other motorized or non-motorized vehicles including two-wheeled electric-powered scooters [e.g. Hoverboards]) are prohibited in both common and private spaces within the residential facilities. Bicycle racks are provided around residential facilities and around campus for your use. Bicycles locked or chained to stairwells, balconies, trees, or any college housing or private property other than bicycle racks may be subject to removal. Motorized vehicles must be parked in a parking space. Other wheeled devices such as skateboards, scooters, and/or rollerblades are not to be ridden or worn inside the residential facilities.

d. Cleanliness

Residents are expected to maintain their assigned space in a clean and sanitary manner. Failure to maintain a properly clean space is prohibited. Lack of regular cleaning may result in damage to college property and residents being held financially responsible. For instance, regularly vacuuming the carpet extends the life of the carpet and ensuring a buildup of mold or mildew in showers and toilets prevents permanent stains. Residents identified as being responsible for offensive odors will be asked to eliminate the cause of the odor. An offensive odor is any odor or aroma of such intensity that it becomes apparent

and is offensive to others. Some examples are: perfume, cologne, air freshening spray, or large amount of dirty laundry. Housing & Residence Life staff will address offensive odors when complaints are received.

e. Ceilings and Pipes

Hanging or attaching items from the ceilings and exposed pipes is strictly prohibited.

f. Community Resources/Amenities

Each community is provided resources that may be freely used, reserved, or checked out, such as gaming and sport equipment, laundry facilities, etc. Misuse, abuse, or damage to these resources may result in restricted privileges for the community or individual residents and/or replacement fees.

g. Common Space Usage

Furniture and equipment located in common spaces throughout the residential facilities are intended for community use. Inappropriate use, rearranging, removing, or damaging this furniture and equipment is prohibited. Any of the above may result in action through the student conduct system. Access may be restricted to common spaces as a result of misuse and cost for cleaning/repair may be shared by members of the greater community.

h. Damage to College or Student Property

Damage to facilities and/or property is prohibited (including college housing facilities and property and the property of fellow residents) and may result in restitution through the student conduct process. Residents are responsible for their room, suite, and/or apartment and all its furnishings, fixtures, and equipment within. Any damages or untidiness must be reported promptly and properly. Any materials (i.e. markers, paint, glitter, glue, fingernail polish, etc.) that are spilled or mark college housing property (i.e. furniture, carpet, walls, etc.) that permanently alters or requires deep cleaning is also considered damage and will result in charges assessed to the responsible student's account. Any unreported damages discovered by staff during the year, during a proper check-out or following an improper check-out may result in charges to your student account.

i. Decorations

In order to protect and preserve college housing facilities, residents may not make changes to the walls, ceilings, doors, floors, or furnishings that result in damage, necessitate repair, or permanently alter the original appearance. Nails, screws, adhesives, and other items that may leave holes or residue or remove paint from any surface are prohibited. As a general guideline, if your walls are drywall you may use push pins or thumb tacks and if your walls are painted blocks or bricks you may use pull tab release or adhesive hooks. Since humidity in our area is high, removing adhesive hooks properly can still remove paint from walls. As such, our Facilities Management staff request that adhesive hooks be left in place and removed by them after the resident checks out. With the exception of college endorsed decorations, all decorations on doors and windows are prohibited.

j. Doors and Building Access

Residents should feel safe and secure in their communities. They should be able to gain appropriate access to their buildings, rooms, apartments, or suites whenever necessary – except during residence hall closures. To that end, exterior doors may not be propped open at any time. It is not advisable that interior doors be propped unless all the residents of a room agree it is allowed and at least one resident is at home and able to see the open door at all times. Interior door propping will be governed by the roommate agreement.

Additionally, lobbies, hallways, stairwells, and elevators must remain clear and secure at all times. Please report any area that is not accessible or secure to your RA or another Housing & Residence Life staff member. Use of emergency exit or exit-only doors is permitted only in an emergency situation (e. g. building alarm, fire, etc.). Adding or changing locks, deadbolts, chain locks, or other access control hardware to any door is prohibited.

k. Failure to Report a Violation

Residents are urged to report violations of the Code of Student Conduct and Housing & Residence Life Community Living Guidelines, especially in situations where a violation of these policies may endanger the violating student, other students, or college or personal property.

l. Fire Safety

i. Equipment and Evacuation

Tampering with, removing, or misusing fire safety equipment such as a smoke detector, sprinkler head, fire extinguisher, emergency exit sign or other relevant signage is strictly prohibited (violators may be subject to immediate removal/eviction from the college housing system and may result in criminal charges). Nothing may be attached to or hung from any fire safety device. Failure to evacuate promptly – using only stairwells – when the fire alarm sounds or remain outside until given expressed permission by a Housing & Residence Life staff member to reenter is also a violation of the fire safety community standard. If it is safe to do so, residents should remember to close and lock their doors during an evacuation.

ii. Kitchen Usage

College housing offers residents the ability to prepare food in kitchens within various residence halls on campus. Residents who choose to utilize these kitchens are expected to do so in a responsible manner, which includes being responsible for their own safety, the safety of others, and the cleanliness and safety of our facilities. At no point may food be left unattended. When finished cooking, confirm all heat sources are turned to the “off” position and cool. All cooking items should be washed, and surfaces wiped down. All kitchens are equipped with a fire extinguisher. In the event of a fire, never attempt to move food or kitchen equipment that is on fire. Call Campus Police at (276) 944-6222 immediately.

m. Furniture

Each assigned space is fully furnished and residents may not bring additional/extra or personal furniture into their room/suite/apartment, without written authorization from the Assistant Dean of Students and Director of Housing & Residence Life or designee. Prohibiting personal furniture such as couches, futons, chairs, bean bags, etc. decrease the likelihood of infestations, bacteria, and other issues from upholstered furniture. It also reduces the likelihood of ingress and egress issues. Common area furniture may not be moved or relocated into rooms or apartments for any reason. Furniture that is allocated for a vacant space must remain clean and accessible to an incoming roommate at all times.

n. Gambling and Commercial Enterprises

Residents are granted limited and specific use of their assigned space through Housing & Residence Life, and gambling (i.e.: dice, cards, athletic) or operating a commercial enterprise (i.e.: any activity for which a resident is paid fees for services) in college-operated housing is prohibited.

o. Guests

Residents are held responsible for the behavior of their guests. A guest is defined as any person in a room, suite, apartment, or building to which they are not assigned, which includes a resident of another

E&H residential community. Consequences for guest behavior may be financial, legal, or result in action under the Code of Student Conduct. Housing & Residence Life reserves the right to remove a registered or unregistered guest from its facilities at any time and to restrict future guests for any resident.

i. Responsibility for Guests

Guests must be escorted by a resident at all times when present in the residential facilities. Guests are not issued keys by Housing & Residence Life and residents should never allow a guest to borrow their keys or College ID card. Residents are responsible for the actions of their guests at all times and are fully responsible for educating guests about college policies and procedures.

ii. Overnight Guests

Overnight guests must be discussed and approved by the roommates, suitemates, and/or apartment residents prior to the guest's arrival. A roommate, suitemate, and/or apartment resident reserves the right to disqualify a guest for reasonable purposes. Residents should talk to their roommates, suitemates, and/or apartment residents about a guest staying, including the length of the stay within a reasonable amount of time prior to the guest's arrival. If an agreement cannot be reached, the residents should have a mediation conversation with their Resident Adviser. Residents may not have guests more than three consecutive nights and five nights in a month. Overnight guests are prohibited during breaks.

iii. Cohabitation

Cohabitation is strictly prohibited and will be deemed to have occurred when a person not assigned to a specific space uses that room as if they are assigned to that space. Accessing an assigned space while the assigned residents are not home, keeping clothing or personal items in another's assigned space, and regularly sleeping in or using the restroom facilities in a space to which one is not assigned are examples of cohabitation. Residents who allow an unapproved resident or guest to occupy their room may receive a charge to their student account and be held responsible under the Code of Student Conduct.

p. Hall Sports, Games, Physical Play, and Pranking

Residents may not participate in or encourage any sport, horseplay, or physically rough play inside the residential facilities due to the potential for damage, injury, and/or the setting off the fire safety sprinkler system. This includes, but is not limited to, bouncing, throwing or kicking of balls and/or other objects, rollerblading or roller-skating, throwing a Frisbee®, playing tag, wrestling, or water fights/games. Games or activities that encourage excessive or accelerated consumption of food or beverage are prohibited. Furthermore, playing pranks on fellow residents is strictly prohibited. Aside from the negative repercussions to relationships, real damage to facilities and safety concerns are often the result of pranks.

q. Improper Checkout/Housing Closure

Failure to properly checkout of one's assigned space will result in a \$50 charge. Improper checkout will include not making, failing to be present for, being more than 15 minutes late for, and failing to be prepared for a checkout appointment. Any resident found to have left their assigned space for the semester, academic year, or after having withdrawn from the college without checking out will be charged for improper checkout. Residents are expected to follow procedures to prepare their room for closures including but not limited to winter break, weather events, or other emergencies, etc..

r. Ingress and Egress

Residents are required to maintain a clear path for ingress and egress. Furniture, clothing, and power, network and other cords may not block walking paths to doors and windows.

s. Keys and Identification Cards

Residents must keep their keys and college ID card on their person at all times. Keys are issued along with assignments and will only be issued to the assigned resident. Residents may not allow guests, parents and family members, or other residents to borrow their assigned keys or college ID card. Keys must be turned in during the checkout process and in accordance with Housing & Residence Life staff instructions. Residents who fail to return their key will be charged a re-core fee to their student account regardless of whether it was lost, stolen, destroyed, etc. The replacement cost for a room key is \$150.00, which includes a new lock and three new keys. The replacement cost for a building entrance key will depend on the number of residents occupying the building and the number of entrances into the building. Excessive lockouts are considered irresponsibility with keys and are therefore prohibited.

t. Prohibited Items

Housing & Residence Life reserves the right to determine an item is disruptive to the community or presents a safety risk and may instruct a resident to remove an item from the residential facilities. The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in the residents halls:

i. Alcohol Containers

Emory & Henry College is a community that discourages alcohol misuse and is committed to educating residents about decisions to possess items that may encourage alcohol consumption. The use of alcoholic beverage containers and packaging (cans, bottles, kegs, beer boxes, etc.) as decorations or for any other purpose regardless of your age is prohibited. This includes beer bong, shot glasses, martini glasses, yard or half-yard glasses, beer pong tables, or other devices used to drink alcohol, with or without alcohol in them.

ii. Appliances

Residents are permitted to bring one (1) refrigerator so long as it does not exceed 4.3 cubic feet and is approved by Underwriters Laboratories (UL). One UL approved microwave (less than 1,000 watts) is also permitted. Residents are advised to limit the number of appliances in their spaces due to limited space and limited electrical power capacity. Housing & Residence Life reserves the right to require residents to remove or discontinue use of appliances should they become a safety or disturbance issue.

iii. Candles and Incense

Since candles and incense constitute a fire hazard, they are not permitted in the residential facilities (including, but not limited to candles with or without wicks, candle warmers, gifts or mementos, decorative items, warmed wax, and similar devices). Materials used for decoration that present a fire hazard (e.g. live trees, hay, etc.) are also prohibited.

iv. Cinder Blocks

Cinder blocks, bricks, blocks of wood, and any other materials which may damage flooring or become a hazard in the residential facilities are not permitted. Residents may purchase plastic risers no higher than 12 inches high (these typically look like square mini traffic cones).

v. Electric Heaters and Personal Air Conditioners

Given the fire safety hazard and additional load on residence hall electrical systems, electric heaters and personal air conditioners (e.g. window fans) are not permitted.

vi. Fuels / Combustible Materials

Any combustible fuel or material (e.g. lighter fluid, oil, gasoline, charcoal, propane, or kerosene) is strictly prohibited. These items must be removed from the residential facilities immediately. All associated costs for proper disposal will be assessed to the responsible resident(s).

vii. Loft Kits

Loft kits are not permitted. Loft kits are designed to lift the height of a bed; however, due to the increase instability of loft kits and the injuries they cause, loft kits are prohibited in the residence halls.

viii. Non-UL Approved Lights / Extension Cords / Multi-Plug Adapters / Electrical Hazards

Only one surge protector strip is allowed per double outlet. Rewiring of resident rooms by non-college employees is not permitted. Neither Housing & Residence Life nor Emory & Henry College is responsible for any damage to electrical equipment (computers, TVs, phones, appliances, etc.) caused by power surges or lightning. All appliances, lights, and cords used in college housing facilities must be UL approved and deemed non-hazardous by Housing & Residence Life. (UL stands for Underwriters Laboratories which performs safety testing for the Occupational Safety and Health Administration.)

ix. Open Heating Elements

Any appliance or device typically used at home or in an office environment that has an open heating element and does not have an automatic shut off feature is prohibited. If your assigned space includes a kitchen, you may bring small countertop appliances with an automatic shutoff feature engaged at all times as long as it does not disrupt the academic environment and meets the approval of the Housing & Residence Life Office.

x. Pets

No pets are permitted in the residential facilities with the exception of fish contained in a tank equal to or less than ten (10) gallons (per apartment, suite, or room). A fish is defined as legless, cold-blooded, aquatic vertebrate animal with fins, gills, and scales. Pets belonging to guests and family members are prohibited from visiting the residential facilities. The resident will be responsible for all costs associated with the possession and removal of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.). Residents are restricted from feeding or leaving food outside the buildings for animals.

Emotional Support Animals (ESAs) must receive approval from the Director of Disability Support Services prior to bringing the animal into the residential community. While Service Animals do not require approval, residents are encouraged to communicate with the Director of Disability Support Services and Housing & Residence Life in advance of moving in.

xi. Smoking/Tobacco

The college smoking policy restricts smoking to certain areas for the purpose of health and fire safety. Smoking in any campus building or outside of campus buildings except in designated smoking areas located at least 25 feet from all entries, outdoor air intakes, and

operable windows is prohibited. This includes tobacco products and electronic smoking devices. The Commonwealth of Virginia prohibits the purchase and possession of tobacco, nicotine vapor, and alternative nicotine products for anyone under the age of 21.

xi. Wireless Routers and Internet Switches

High quality internet service is provided throughout the residential facilities. Residents who plug in their own personal router can create a security risk. Additionally, routers and switches are often connected to the network in reverse which results in a failure of the entire network. Ultimately, these devices will disrupt the continuity and security of the provided network.

u. Quiet Hours/Courtesy Hours

In order to maintain an environment conducive to study and sleep, residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested by others to do so. Please remember other residents may live above, below, and beside you in every direction and you have a responsibility to prevent noise and activity that can be heard by other residents whenever possible. Furthermore, car stereo volume and general noise exterior to the building may have a negative impact on interior residential environments.

Quiet hours are as follows:

- Sunday – Thursday: 9:00 p.m. to 7:00 a.m.
- Friday and Saturday: 11:00 p.m. to 7:00 a.m.
- 24/7 quiet hours are in effect from the evening prior to Review Day through exam week at the end of each semester and will be clearly posted and strictly enforced.

It is important each resident makes an attempt to confront any resident who may be creating a disturbance before contacting your Resident Advisor or Area Coordinator so long as you are confident your safety is not in question.

Additionally, any noise or distraction that disturbs residents is not conducive to academic success and personal health and, therefore, courtesy hours are in effect 24 hours a day and seven days a week throughout the year. Excessive noise, at any time, is not appropriate and will be subject to documentation without warning. Please reference this community standard when requesting your fellow residents cease any loud or distracting behavior.

v. Roommate Agreements

Failure to uphold, respect, or abide by a roommate agreement is unacceptable. Roommate agreements are not intended to be exhaustive contracts between roommates, but they do serve as clear statements of expectations between those living together and the staff who support them.

w. Screens and Windows

Using a window as an entrance or exit is prohibited (unless in case of emergency). Also, removal of any screen or window is prohibited and the cost of replacement/repair will be charged to the responsible resident. Items including banners, signs, and posters may not be hung in windows. In respect for the greater community, residents are restricted from decorating or posting any materials on windows. This includes window paint and decals. This is also to ensure the health and safety of residents and emergency personnel. Residents may not take any action that may cause damage to the window or screen. If in need of repair, the residents should submit an online maintenance request. In order to protect those individuals who may be walking outside the facility, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residential space.

x. Trash / Littering

All trash must be deposited in designated disposal areas. Littering is also prohibited (this includes paper, cans, bottles, bags, and boxes of trash).

y. Unapproved Occupancy

Residents or guests occupying an unassigned bed space or using unassigned furniture is prohibited. Each resident is assigned one (1) bed space and one (1) set of associated bedroom furniture. Unoccupied bed spaces, closet space, and furniture must remain unused, clearly separated, clean, fully assembled, and available for incoming residents at all times. Furniture arrangements must be hospitable for incoming roommates and have proper ingress and egress pathways. Use of unassigned beds and furniture may result in additional housing fees and referral to the student conduct process.

z. Weapons, Projectiles, Ammunition, and Explosives

Emory & Henry College is a weapon-free campus. This applies to the residence halls and townhouse apartments. Housing & Residence Life strictly prohibits the use, possession, and storage of weapons of any kind in the residential facilities. Weapons include, but are not limited to, firearms, simulated firearms, BB guns, pellet guns, water guns, dangerous chemicals, any explosive device (including fireworks), ammunition, nun chucks, brass knuckles, butterfly knives, sling-shots, swords, knives with a blade larger than 3 inches, paintball guns/equipment, bows and arrows, darts, and other materials that can be used to intimidate, threaten, or endanger others. Possession of a weapon may subject a resident to eviction from the residence halls/apartments as well as the College. Furthermore, throwing any object or trash from/toward windows, ledges, roofs, or balconies is prohibited.