



Residence Life Policies & Guidelines

Guidelines to Residence Hall Living

The residence halls are an integral part of the academic community of the College. Living on campus is a privilege, not a right. Resident students are expected to adhere strictly to the guidelines set forth in this document. As residency is a privilege, the College reserves the right to revoke such privilege for any behavior which it regards to be inappropriate, disruptive or not in keeping with the values and traditions of the College.

The Residence Life program at AMC is designed to provide a living and learning, safe and comfortable environment where students may live and study within the community of peers. By agreeing to live in the residence halls, students agree to support and practice AMC community standards. Each student is responsible for what takes place in his/her own room and consequently may live the way chosen as long as he/she abides by state and federal laws, AMC policies and procedures, respects the rights and property of others and abides by health and safety rules. As a member of the residence hall community, each student has a responsibility to respect the rights of other members of that community. The residence hall staff assists students in creating this environment. As members of floors and of residence halls, students share responsibility for what takes place on their floors and in their residence halls.

This document, the AMC Housing Agreement, AMC Alcohol Policy, Sexual Harassment Policy and other College policies provide the guidelines for residence hall living at AMC. All State and Federal laws are in full effect on College grounds.

Violation of College policy within the residence halls falls under the jurisdiction of the Residence Life Department. In addition, the student may be subject to disciplinary action by the College pursuant to the AMC Conduct Code and/or by State or Federal officials. The severity of the imposed sanctions will be appropriate to the violation. A student suspended or dismissed from the AMC residence halls shall vacate his/her room by the deadline set by the Director for Residence Life and will not receive a refund or credit of his/her academic year's room and board fees. As a result, students are strongly urged to adhere closely to all College policies to retain their residency.

Health, Safety & Responsibility

1. The College expects that students will respect the security of the building, be knowledgeable of the proper use of all fire and other safety apparatus and refrain from creating fire or other safety hazards. Screens are not to be removed from

- windows. Students will assist in the securing of the building by reporting any propped or disabled exit doors and missing screens to the residence life staff. Smoke and heat detectors are a vital part of the fire safety system. Students are not to tamper with this equipment in any manner or attempt to block the proper working of the detectors. Students are expected to report any disabled fire safety equipment to the staff immediately. Tampering with fire safety equipment carries a severe penalty. The Residence Life Staff will conduct random room inspections throughout the year to ensure that smoke detectors are functioning properly and other health and safety requirements are being met.
2. Students are expected to respond immediately to the building fire alarm by evacuating the building in an orderly and timely manner. Students are expected to respond to room smoke detector alarms in a timely manner. Activation of and/or causing the activation of a fire alarm under false pretenses is cause for immediate suspension from the residence halls. Random room inspections occur as part of the procedure in response to a fire alarm.
 3. All ceilings, room doors, fire doors, stairwells and hallways in the residence halls must be kept free of loose flammable materials. Hallways and stairwells must be kept clear of obstructions. There must be a clear egress in each student room to the doorway and the door must open to at least a ninety-degree angle.
 4. Except in case of emergency, entering upon, crossing or using rooftops or stairwell roofs and/or using windows as a means of ingress or egress is strictly prohibited.
 5. There is no smoking in any residence hall, including student rooms. Smoking is not permitted outside within 30 feet of any window or door of the residence halls.
 6. At no time shall any staff member let any person into a room to which he/she is not assigned.
 7. Students are responsible for carrying their key and key card (ID) at all times. If a resident becomes locked out of his/her room, he/she contacts the RA staff (any RA during the day, the Duty RA 7 PM - 8 AM and weekends.) All lockouts occurring during posted RA office hours are not charged against the student. A resident may receive one free lock out outside of RA office hours per semester. Subsequent lockouts that occur outside of RA office hours will be \$5. There is a \$10 charge for lost keys.
 8. For security reasons, students should not open the doors of the residence halls to persons unknown to them. If a resident loses his/her key card (ID), he/she may obtain a new one at the Student Affairs Office during regular office hours. After office hours, he/she may obtain a temporary key card from the duty RA. There is a charge for replacement of the key card or for failing to return a temporary key card. Residents may not loan their key card others.
 9. For safety reasons, the following items are not permitted in the residence halls: a. Explosive devices (including, but not limited to, fireworks and compressed gas canisters), b. Firearms and other weapons (including, but not limited to, all types of guns, toy guns, paint ball guns, BB guns, cap pistols, laser targeting devices, slingshots, martial arts weapons, knives, pepper spray and other weapons), c. Launching devices & fuels (including propane, charcoal, charcoal lighter fluid), d. Incense, e. Candles, f. Oil lamps, g. Live/natural trees or greens except those

- nursery grown with root systems in containers, h. Halogen lamps, i. Microwave oven over 700 W and more than one per room, j. Any high intensity electrical appliance (such as electric space heaters, air conditioners, toasters, toaster ovens and hot plates. All electric appliances must be U.L. approved and have, if applicable, self-contained, thermostatically controlled heating units.), k. Lofts (including beds placed on cinder blocks), l. extension cords that are not surge-protected, m. cinder blocks.
10. Cable boxes (also called "black boxes") or other similar devices that allow viewing of cable channels that are not part of the College's contract with the cable company are banned from the residence halls.
 11. Pets, with the exception of fish, are not permitted in the residence halls.
 12. Hall sports are not permitted in the residence halls to insure the safety of others, to decrease unnecessary building damages and to enhance a cooperative community environment.
 13. Folding tables are not allowed in student rooms.
 14. Students are responsible for keeping their room free of unsanitary conditions. Students are expected to be respectful of others when using public areas and bathrooms. Students will refrain from creating unsanitary conditions in public areas including exposing others to bodily fluids or wastes.
 15. Students are expected to be able to carry on student responsibilities while in the residence halls. The intentional, attempted or threat of physical harm or injury to oneself, or the intentional, attempted or threat of physical harm to others, or the assault or battery, sexual assault, harassment, or hazing of another member of the College community is grounds for immediate suspension from the residence halls.
 16. Students are expected to immediately identify themselves and show proper identification when asked by any Anna Maria College staff person, including the RAs. Students are expected to confirm the identity of their guests.
 17. The student's right to privacy in his/her room is recognized and will be protected by the College. However, the College reserves the right to inspect all rooms for the purpose of inventory, fire protection, sanitation, safety, maintenance and rule enforcement. This will be done whenever possible in the presence of the student but may occur in his/her absence or without his/her approval. Staff may confiscate evidence of violations of College policy during any room entry. The College will take disciplinary action against any violators of College policy, even if the violation is observed as part of a routine operation.
 18. When staff has reason to suspect that a violation of College policy is occurring, they reserve the right to investigate the situation and confiscate evidence of such violation(s). The staff may make a cursory search of the location of the incident including, but not limited to, refrigerators, furniture, closets, storage cupboards, clothing, bags, trunks (locked or unlocked) and boxes. Material evidence such as alcoholic beverages and containers, drug paraphernalia, suspicious odors or noise, disruptive behavior or behavior which is suspect, will generally be considered the basis for a search. A thorough search may be undertaken with the permission of the Director of Residence Life or the Director of Security in situations where there is reasonable suspicion that a serious violation of College policy is occurring.

19. As it can be difficult to accurately determine degrees of culpability, all residents in the area/room in violation will be held responsible for the violation(s). Students are advised, in advance, to avoid such situations as may put them at risk of inadvertent disciplinary action. When responsible parties cannot be identified, entire groups, rooms, floors, wings and/or residence halls may be held collectively responsible for certain infractions.

Rights of Others

It is expected that students will respect the rights of people in their residence hall community. The AMC residence halls are within the larger Anna Maria College and Paxton communities. As such, students are expected to recognize and respect the rights of these communities.

Theft is not tolerated in the residence halls and carries a minimum penalty of expulsion from the residence halls.

Housing and Occupancy

1. All housing at AMC is for the full academic year. AMC does not provide housing without board. AMC provides undergraduate housing only. Please refer to the AMC Housing Agreement for details regarding occupancy and canceling the Housing Agreement.
2. Student rooms are to be used only as student-living rooms and no commercial operation shall be carried on therein, except as provided under a written agreement from the Director.
3. The College reserves the right to reassign rooms as it deems necessary for reasons including but not limited to: health, safety, consolidation of resources, maintaining full rooms, or conduct of its residents. If at any time a vacancy occurs in a room, a student may be assigned to fill it or the resident with the space may be asked to move to maintain his/her occupancy rate or status.

A student may "buy out" a regular double room that falls below occupancy if the space is not needed. First year students may not have a double/single in the fall semester and so may be required to move to maintain the double room occupancy. The Director of Residence Life sets the rate for a double/single. Under very specific conditions, the Director of Residence Life may choose to offer the student in the room the use of half of the room ("half room option"). The student would accept a roommate at any time one is assigned. If a roommate is refused, then the resident using the half room option is billed the entire double/single charge for the semester and may not choose the half room option again. A student may only use the half room option one semester out of four consecutive semesters.

Students may not change rooms without the permission of the Director of Residence Life. Specific housing placement is not guaranteed.

4. Specialty rooms are defined as any room that is not a standard double size in Madonna Hall. These rooms include, but are not limited to, suites, quads, triples, singles, small doubles, large doubles, and all rooms in Alumni Hall, Coghlin Hall and Esther House. All specialty rooms must be full to be chosen in Room Lottery.

The Residence Life Office reserves the right to reassign students to other rooms if the specialty room falls one or more residents below full capacity at any time before opening day. The specialty room would then be filled from the preference list. If there is no request for the space, the room will be filled at the discretion of the Director.

Should the specialty room fall one resident below capacity after opening, the resident(s) of the room may, within the timeline set by the Director of Residence Life, select another roommate or move out of the specialty room. If the specialty room falls more than one student below capacity, the remaining student(s) must move out of the room. When moving from a specialty room, no specific housing is guaranteed. If the specialty room becomes empty, it will be posted and be given to the group that fills the room under the rules of the Room Lottery. If no group wishes the specialty room, then the residents who would have left the room may choose to "buy out" the room or use the half room option. The Director must approve all moves and moves that are designed to "beat" the lottery system will not be approved.

In the Spring Semester, the students of a specialty room that is under occupancy by only one student may have the option to "buy out" the room if the space is not needed. Rates for "buying out" the room are set by the Director of Residence Life.

Guests

1. Any person without a current, signed AMC Housing Agreement is considered a guest of the residence halls. This includes commuting AMC students and alumni. Guests must be visiting a particular resident of the hall.
2. *The host must sign in all guests.* The Director or Residence Life may restrict the number of guests a host may sign in during specific times of the year. Any bags that may belong to the guest are subject to inspection by the staff. Guests must leave the residence halls by 11 PM on weekdays and 1 AM on the weekend. Guests must park in the designated guest parking lot.
3. Guests must have a *valid state or federally issued* picture ID and show that ID when asked by any AMC staff member, including RAs. Guests not signed in overnight may be asked to leave their valid picture ID at the door. All IDs presented may be scanned and the image retained by the Residence Life Office.
4. A child under the age of 16 is not expected to have ID and will be identified by the host to the staff. The host may be required to complete additional documentation to sign in the child. The host must remain with the child at all times during his/her visit.

5. Residents are responsible for their guest's behavior at all times. Residents who invite guests to the College must inform them of the residence living guidelines. AMC students are held personally accountable for violations committed by their guests whether or not that guest is signed in. Sanctions will be imposed on the AMC host as if he/she had violated the policy him/herself. Abuse of this policy may result in loss of guest privileges by the host and the guest may be banned. Any guest in who is found in the residence halls without being signed in and/or any guest found to be violating AMC policy will be immediately banned and escorted from the residence halls.
6. An **overnight guest** is one who will be in the building any time between 11 PM and 8 AM weekdays and 1 AM and 8 AM on the weekend. All guest policies apply to overnight guests. A guest who is of the same sex as his/her host may stay overnight if signed in by the hosting student prior to the RA going off lobby duty. Overnight guests will be given a guest pass for identification purposes. Hosting students must obtain their roommate's permission. Overnight guests must be in the presence of a resident student at all times. Guests may stay up to two consecutive nights on campus per week and no more than a total of four nights per month. There is a maximum of two overnight guests per resident.
7. A child under the age of 13 may be signed in overnight with a host who is related to him/her regardless of his/her sex. The host must remain with the child at all times during his/her visit. The host will provide emergency contact information for the child to the staff.
8. Esther House, Coghlin Hall and Alumni Hall residents shall use the sign-in book in their respective houses for their adult guests. Esther House, Coghlin Hall and Alumni Hall residents shall sign in a child (under the age of 16) with the Duty RA in Madonna Hall in addition to using the house sign-in book. If a guest of an Esther House, Coghlin Hall, or Alumni Hall resident is visiting in Madonna, he/she will be asked to sign in again in Madonna with his/her host. The host must obtain a guest pass for any overnight guests from the duty RA. All guest policies are in effect in Esther House, Coghlin Hall and Alumni Hall.

Visitation

1. Persons are not allowed on the residence hall floor of the opposite sex between 1 AM and 8 AM Monday - Friday. Children under the age of 13, Residence Life staff and AMC staff performing their job duties are exempt.
2. No resident may host an overnight guest of the opposite sex.

Noise

1. Consideration is to be observed **at all times** in the Residence Halls. Consideration is defined as courteous and careful thought of the residents on the floor, in the building and in the surrounding buildings. Students have the right to request and receive a reasonable degree of quiet at all times.
2. Quiet hours are from 11:00 PM to 9:00 AM Sunday - Thursday and 1 AM to 9 AM Friday and Saturday in all residence halls.

3. Quiet hours for exams shall be extended to 24-hours a day from 8 PM the night before reading day through closing. Violations of quiet hour policy during this time will result in the immediate and non-appealable loss of residency for the duration of the semester and other appropriate disciplinary action.
4. Noise coming from open windows is to be monitored to assure it is not disturbing others. At no time may speakers be placed to play through windows.
5. Noise from gatherings outside of the residence halls must be monitored as to not disturb others. All quiet hours are in effect immediately outside of the residence halls including smoking areas.

Room and Building Physical Condition

1. Students are responsible for maintaining their Room Inventory. If a student moves, it is his/her responsibility to sign out of his/her old room and, if applicable, into his/her new room. If a student does not sign out of a room, then he/she is held responsible for all damage in that room at the end of the academic year.
2. A student is responsible for immediately returning his/her key when moving out of a room.
3. Students assigned to a given room will be held financially responsible for damage beyond normal wear and tear to the room and its furnishings. The use of Scotch tape, masking tape, duct tape and/or other non-approved adhesive agents and/or tacks, nails, staples and/or hooks on walls, doors and/or ceilings will exceed normal wear and tear. The use of these items by residents will result in a minimum \$150 fine. The approved adhesive agent is "3-M Command" brand adhesive products (used according to manufacturer's instructions). Students shall not paint, alter, repair damage in, or remove permanent features from the room. No building of furniture or other construction within the residence hall is allowed.
4. Furniture is not to be stacked on other furniture, any room structure (such as windowsills, radiators or cabinets) or upon blocks. Beds may be raised only by using one set of approved "bed raisers" such as may be purchased at bed and bath stores for that specific purpose. Cement blocks and/or homemade blocks are not allowed. Furniture owned by the College and located in public areas or in storage is not to be moved from those areas unless authorized by the Director.
5. In Madonna Hall only, College-owned student room furniture (with the exception of wardrobes) may be removed by the resident under the following guidelines and after appropriate paperwork is completed at the Residence Life Office by the resident:

On designated "furniture moving day" of each semester: moved by Physical Plant at no charge

Outside of furniture moving day: \$40 per item moved by Physical Plant, no charge if students move item (wardrobes must be moved by Physical Plant)

College owned student room furniture found in common areas will be removed from those areas. If the furniture can be traced to its room, that room shall be charged twice the moving fee and for any damage to the furniture. Rooms missing furniture and not having the appropriate furniture moving paperwork attached to the inventory shall be assessed the replacement cost of the missing furniture.

All furniture is removed for the academic year. If a room changes occupancy status, furniture may be removed/returned once within the first week of the change with the permission of the Residence Life Office.

6. Residents are allowed to bring their own furniture into their rooms. It is the responsibility of the resident to remove that furniture, including rugs, from the campus when he/she leaves the residence hall. The residence life office reserves the right to collect and maintain an inventory of any resident-owned furniture. Resident-owned furniture found in common areas at any time or in rooms after closing shall be removed and disposed of at the discretion of the Director. A fee is charged to the resident(s) for the college removing resident-owned furniture. The College is not responsible for resident-owned furniture while it is on campus.
7. A student must leave the room in the condition it was upon occupancy. A cleaning charge of a minimum of \$150 will be assessed if the student(s) does not clean his/her room before leaving.
8. Damages in common/public areas will be charged to the individuals responsible whenever possible. If responsibility is not accepted or known, then the repair/replacement fee and/or fine will be distributed amongst the residents of the floor or hall at the discretion of the Director.

Alcohol and Illegal Drugs in the Residence Halls

Drugs

Illegal drugs and/or the abuse or misuse of prescription medicines are not tolerated at AMC. This includes possession and/or use of drug paraphernalia. The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the presence of a controlled substance/illegal drug; drug paraphernalia; smoke or odors (in the case of marijuana). All students present at the time of the violation and all residents of the room (present or not) will be held responsible for the infraction. Any resident who feels jeopardized by the actions of his/her roommate(s) should seek assistance from the Residence Life staff. Residents are subject to all state and federal laws while on campus.

Alcohol

The Alcohol Policy of AMC in its entirety is enforced in the residence halls. This Policy may be found in the Student Handbook and copies are available in the Office of Residence Life. In summary, resident students should be aware that:

1. Students under the age of 21 may not have alcohol in their possession at any time. If all residents of a room are under 21, there is to be no alcohol in that room under any circumstances.
2. Residents who are of legal drinking age (21 or older) may consume alcohol in their residence hall rooms.
3. Students who are of legal drinking age shall not provide alcohol to minors.
4. Open containers of alcohol are not allowed in any public areas, including the hallways, lounges and bathrooms of the residence halls. Staff may check any container for alcohol, including, but not limited to the following: glasses, cups, mugs or containers which have the manufacturer's seal broken.
5. Quantities of alcohol exceeding the limit set in the AMC Alcohol Policy are not allowed in any resident's room. The limits are 1 liter of wine, 2 pints of spirits and 15 standard size cans/bottles of beer or malt beverages (including wine coolers, Zima, hard lemonade, etc.) per legal aged resident assigned to the specific room. Spiked punch, "Jell-O" shots and grain alcohol are not allowed. Kegs, beer balls or other large containers are not allowed, even if they are empty. Large containers shall be confiscated. Taps are not allowed and shall be confiscated regardless if a keg is found. Drinking games and drinking paraphernalia are not permitted.
6. Persons who are apparently in violation of the Alcohol Policy may be asked to remove all alcohol from their possession (this, if in a room, may include emptying alcohol from the refrigerator, closet, under beds, backpacks or other hiding or storage places). The student(s) involved in the presence of a staff person shall dispose of all confiscated alcohol appropriately.
7. As the use of alcohol is not an excuse for behavior, disciplinary action may be taken in situations where a person's behavior is inappropriate due to alcohol use.

Anna Maria College has resources available to assist students who wish help around issues of drug or alcohol use. The Counseling Center and the Health Center personnel are available to talk with students about concerns and can refer students to appropriate off campus agencies for assistance if needed. If you have any questions about your own or someone else's drug and/or alcohol use, please utilize these confidential services.

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