

# RESIDENT STUDENT HANDBOOK

## RESIDENTIAL LIFE MISSION STATEMENT

Residential life can be an integral part of the total educational experience. The residential life program at Marist College is based upon the philosophy of providing students with a safe, healthy, and attractive living environment that supports and supplements the educational mission of the College.

## rites of passage

Marist College houses students according to a “rites of passage” philosophy which recognizes that a student’s developmental stage should be supported by his/her living environment. Therefore, freshmen students are housed in residence areas designed to promote social interaction, and are staffed with individuals trained to work with freshmen and their specific adjustment issues. As students move from freshmen to senior year they move toward more independent living environments (suite style, apartment style) which helps to prepare them for their eventual move out into the world following graduation. Along the way they acquire certain freedoms and responsibilities that will help them develop into mature and responsible citizens.

## STAFF IN RESIDENCE

The resident student must bear in mind that residence on campus in a residence facility is not an inalienable right. Therefore, when a student chooses to live on campus, it is assumed that he/she fully accepts the regulations that follow and agrees to the policies and regulations of communal residence on campus.

- A. The Resident Director has the administrative responsibility for the individual residence area and its residents. The responsibilities of the Resident Director include supervision of the Resident Assistants, promoting a safe and productive academic atmosphere in the resident area, and managing disciplinary cases within a value-based community. The Resident Director is assisted in this responsibility by the residents of the facility, the Assistant Resident Director, the Resident Assistants, the First Year Coordinators, and the Resident Student Council.
- B. Assistant Resident Directors and Resident Assistants are upper-class students living in residence areas. Their responsibilities include:
  1. Counseling students on academic, personal or social matters.
  2. Area programming.
  3. Supporting responsible hall governance.
  4. Supervising and enforcing administrative policies and regulations.
  5. Fostering an atmosphere conducive to study and orderly behavior.
  6. Referring students to appropriate student services on campus.
  7. Overseeing and reporting maintenance concerns. The Residential Life staff operates with delegated authority from the Vice President for Student Affairs in counseling and disciplinary matters and is to exercise leadership in their area. For this reason, refusal to comply with a direction of a Resident Assistant, Assistant Resident Director, Resident Director, Entry Officer or Security Officer is considered a serious matter and a violation of the Code of Student Conduct.
- C. First Year Coordinators in freshmen residence areas provide personal and academic support to students.

- D. The Resident Student Council consists of elected residents of the area, Resident Assistants, and the Resident Director. Responsibilities of Resident Student Council:
1. Monitors good order in the residence area to generate and ensure an atmosphere conducive to the intellectual and social development of the residents.
  2. Provides programs that foster community in the halls.
  3. Communicates student issues and concerns to Student Government Association through the Student Life Council.

## **E-MAIL COMMUNICATION**

For validation purposes, all e-mail communication with all Student Affairs offices must originate from the official, college-issued, Fox mail account, which utilizes a student's first and last names.

## **PARTY REGISTRATION POLICY**

If a student resides in a residence unit (apartment or townhouse) where the majority of students are over 21, only those students over 21 may purchase, possess or consume alcohol. If all members of the residence are over 21 years of age, the group may sponsor an event where alcohol is consumed. Sponsors of the party need to contact their Resident Director to complete the Party Registration Form ONE WEEK in advance of the planned party date.

## **RESIDENTIAL LIFE POLICIES AND PROCEDURES**

Each resident is expected to act in a way that promotes an atmosphere of mutual respect and cooperation. The Housing & Residential Life Office is committed to providing an environment within the residence areas that encourages this atmosphere by expecting students to live by certain standards and to adhere to specific norms of behavior.

The College reserves the right:

1. To accept or reject students for residency.
2. To approve, upon request of a resident student, relocation within our residence facility and to relocate resident students without consent for sufficient reason.
3. To have students in residence carry a minimum of 12 credits and be enrolled as a full time undergraduate for the semester in which they are housed. All students living in residence must pay full tuition. Any request for exceptions to this policy must be approved by the Office of Housing & Residential Life.
4. To refuse a student's request for housing because the student's room and/or apartment was left in poor condition at the end of the previous semester or year, because of disciplinary history and/or failure to comply with departure procedures.
5. To plan for the most efficient or effective use of the resident facilities which may entail a change in the following room reservation procedures:
  - A. Concerning the request, occupation and withdrawal from residency, the administration of the College has declared the following:
    1. Room request deposit fee for returning students and for new students is \$200.00.
    2. This deposit assures a new freshman student of space only. Returning resident students who submit their Advance Room Deposit are only ensured of the right to participate in the Housing Room Selection Process.

3. Refund on Residence: Any student who withdraws from college housing but not from the College during the first week of a semester will be charged \$50.00 for the room and will forfeit the room reservation deposit. Should a student withdraw after the first week and before the beginning of the fourth week, a refund of one-half residence charge will be made. For any withdrawal from college housing after the beginning of the fourth week, no refund will be allowed. The dates and amount of refunds posted in the Academic Calendar for tuition refunds apply to residence refunds as well.
  4. Students remaining in a build up situation after the tuition refund date will be eligible for a room credit that will be applied to their student account. However, if a student declines a room build up breakdown offer, then the credit will be forfeited.
- B. Concerning the location and relocation of resident students, the administration of the College has declared the following:
1. Residents are allowed to request their rooms and roommates under certain guidelines established by the Director of Housing & Residential Life.
  2. The College reserves the right to relocate students. Relocation of a resident student, without his/her consent and unrelated to disciplinary and psychological reasons, is sometimes necessary for the good of the community. Due to the inconvenience involved, the Director of Housing & Residential Life or his/her designee will hold such relocations to a bare minimum.
  3. Room changes during the first semester are not permitted until the second week of classes for upper-class students. These changes and all subsequent changes must be approved by the Assistant Director and/or the Director of Housing and Residential Life. All unapproved room changes will result in disciplinary action and the directive for each student to return to his/her approved residence assignment.
  4. It should be noted that as a rule, in the freshman areas, residence changes will not be made in the first semester. Freshmen are strongly encouraged to work out roommate conflicts. Residence changes will only be granted in extenuating circumstances at the discretion of the Resident Director and First Year Coordinator.
- C. All residences must be kept clean, neat and orderly. Students are responsible for providing cleaning supplies and cleaning their own residence. Students living in suites and apartments are responsible for cleaning bathrooms, kitchens, and common areas. The college only provides toilet paper in community residence hall areas.
- D. The College cannot assume responsibility for any loss or damage to personal property of a student. During summer vacations, no articles may be stored in student rooms. The College does not assume responsibility for articles stored elsewhere on campus. Students are encouraged to secure liability/theft insurance through their own family coverage and/or purchase supplemental insurance.
- E. When a student vacates his/her room, or withdraws from housing and/or the College the apartment/room key must be turned in to the Resident Director. For security reasons a vacating student will be charged for a new lock if all keys are not accounted for. All personal belongings must be removed from the room/apartment within 72 hours of vacating the room, or withdrawing from housing/College. Any unclaimed items may be donated to charity.

- F. When a student is locked out of his/her room; the following procedures should be followed:
1. Students are required to carry their room keys at all times.
  2. Lockouts will be done at the availability of staff as identified below. It may not be possible for a lock out to be done immediately.
  3. When a lock-out occurs during the day, it is the responsibility of the student involved to locate his/her roommate in order to gain access to the room.
  4. If a roommate is not available, the students should check with each RA in the residence area.
  5. Monday to Friday, from 1:30 p.m. - 4:30 p.m., Resident Directors have office hours in their respective areas and are available to assist with lock-outs provided that they have no scheduled appointments.
  6. If a lock-out occurs from 7 p.m. - midnight, the student involved should seek the Resident Assistant who is on duty for the area.
  7. Students may contact the Office of Safety & Security for assistance at ext. 2282, midnight to 11:00 a.m.

## **REGULATIONS SPECIFIC TO RESIDENCE LIVING**

The following restrictions have been developed to promote both individual and community responsibility in the residence halls. Their violation will result in disciplinary action. Regulations may vary from hall to hall. In these instances, proper notification will be given by the Resident Director and/or the Office of Housing & Residential Life.

1. Noise Policy.
  - a. Noise that can be clearly heard outside of one's immediate residence hall room or excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.) during established quiet hours. Quiet Hours for all residence areas begin at 10:00 pm Sunday through Thursday and end at 8:00 am. Weekend (Friday and Saturday) quiet hours begin at 1:00 am (doors close at 11:00 pm) and end at 10:00 am. The week prior to and during final exams, Quiet Hours will be in effect for twenty-four (24) hours.
  - b. At all times, however, respect of others' needs for quiet to sleep and study is expected, also known as Courtesy Hours.
2. Appliances and Cooking. Cooking is not to occur in individual residence hall rooms. Cooking may only occur in areas designated by residence hall staff. All electrical cooking appliances are prohibited. The possession of College-approved microwaves and refrigerators constitute an approved exemption to this policy. Information regarding approved appliances may be found in the Fire Safety section.
3. Guest Policy. All students are responsible for the actions of their guests for any violations committed on College premises, or at College-sponsored or supervised functions. In other words, the student/host will be charged with a violation of the Guest Policy for violations committed by their guests. All guests of first year students must be registered. Guests will be issued passes, which they are expected to carry at all times. In addition, hosts are required to accompany their guests at all times. Failure to properly register or sign-in guests is a violation of this policy. Guests are not permitted in residence areas during "Break Housing" periods. (For guidelines related to obtaining guest passes and Break Housing, please refer to the Visitation and Guest Policy and Break Housing Policy sections.)

4. Visitation. Students are expected to comply with the visitation option that has been established for each residence hall room. In all cases, a student's right to have a quiet place to sleep and study takes precedence over utilizing a room for any other reason.
5. Pets. Pets are not allowed in residence areas, with the exception of fish, which are kept in tanks that are 10 gallons or less and do not require filters, heaters or lights.
6. Furniture. Including but not limited to:
  - a. Unauthorized lofts (including bed risers) and waterbeds are not permitted in the residence halls.
  - b. Furniture that is designated as lounge furniture is not permitted in individual student rooms or common rooms.
  - c. Furniture (including loft kits) designated to a specific residence can only be moved out of that room with authorization from residential life staff.
  - d. Non-College furniture items that do not meet fire resistance requirements are prohibited in the residence area. Contact the Office of Housing & Residential Life to determine if additional furniture meets fire safety regulations.
  - e. Painting, use of decals on furniture, walls, mirrors, sinks or windows and contact paper for shelving, lining drawers or covering furniture tops is prohibited.
  - f. When beds are bunked or lofted, the bed ends serve as the bunk bed/loft ladder.
  - g. College furniture is not to be removed from residence areas.
7. Windows/Doors/Walls. In order to protect the safety and right to reasonable quiet of students within the residence areas and to protect the safety of those people who pass by the residence areas, the College has created guidelines for students regarding windows. Any student found in violation of this policy may be issued a \$150.00 fine.

These include but are not limited to prohibitions against:

  - a. Sitting or climbing on window ledges.
  - b. Removing screens from windows.
  - c. Excessive noise coming from windows (e.g., speakers on the windowsill or yelling out of the windows).
  - d. Throwing, tossing or dropping items out of windows.
  - e. Placing objects (such as antennae) outside of residence facility windows.
  - f. Propping open external or hallway doors.
  - g. Climbing through windows.
  - h. Nails, tape, posting putty, etc. may not be used to fasten objects to the walls. (Consult Residential Life staff for a listing of approved adhesives).
  - i. Nothing may be mounted on the outside window. This includes decals, flags, signs, posters and electrical advertising.
  - j. No items may be hung from the ceiling, ceiling light fixtures or curtains.
8. Other Resident Policies. Other residence hall policies, as defined by the Director of Housing and Residential Life or her/his designee. These policies shall be properly communicated to the College community in a timely manner.

## RESIDENCE SELECTION PROCESS

Resident students at Marist College are placed in college housing through the College's Housing Priority Point System. The Priority Point System is unique in that it allocates points to each student in various academic and personal categories that directly affect the students' eligibility for housing. The system is designed to reward the student who excels academically and who contributes productively to the Marist College community. There are five categories where points may be earned. The categories are: Grade Point Average; Campus Involvement; Disciplinary History; Room Damages; and Condition of Room.

- A. **Grade Point Average:** Cumulative grade point average may range from 0.00 to 4.00. The scale for points ranges from 0-1.74 (0 points awarded) to 3.75-4.00 (12 points awarded).
- B. **Campus Involvement:** The College Activities Office assigns points based on the level of involvement in college activities, volunteering in the community, teams and clubs, as recommended by the officers, coaches and advisers. The range of points is 0-8.
- C. **Disciplinary History:** The Office of Student Conduct determines point totals in this category. If a student has no disciplinary record, he/she will receive more points than someone who has violated College policies. Range of points varies from no disciplinary incident (6 points awarded) to suspension from the College (0 points awarded). Students who have received the sanction of Deferred Suspension or higher, or has been found in violation of the alcohol or drug policy three (3) or more times may not be eligible for housing the following academic year.
- D. **Residence Area Damages:** Points are awarded to each student for not having any damage to the room or common area of apartment while it is occupied by the student. If walls are defaced and furniture is broken or missing, points are deducted. Students are not held responsible for room damages that were previously noted on their room inspection cards at their time of check-in. (Every resident student is required to review, make comments on, and sign the room inspection form within five business days of the official opening of each semester). Range of points is from 5 points (good condition) to 0 points (poor condition).
- E. **Condition of Residence:** Points are assigned based on the condition of the residence when vacated during college breaks or during periodic health, fire, and safety inspections. This includes such items as cleanliness of residence, lights turned off, windows closed, doors locked during vacation breaks, and no cooking appliances found in the residence. Range of points is from 5 points (good condition) to 0 points (poor condition).

Many factors go into assigning a residence after the freshman year. The important thing to remember is that each student is in control of his/her total points. If the student receives good grades, has no disciplinary history, his/her residence is free from damages, and the student is involved in college clubs and organizations, he/she is more likely to qualify for the residence or area of his/her choice. All resident students are guaranteed housing during their first and second years of college.

Any returning upper-class resident student or returning resident transfer student requiring college housing is eligible to request such housing through the Office of Housing & Residential Life Residence Selection Process. All students housing is assigned using the student's priority point total and the availability of space in the College's residence facilities. Based on the number of students requesting

housing for a given semester, some students may not be eligible to receive college housing. Students enrolled in five year academic programs are not eligible for a fifth year of housing.

All resident students requesting college housing for the following year must submit the required residence deposit according to the timelines as stated in the college's residence selection process. You must submit the deposit and housing selection form on time in order to be eligible to participate in the residence selection process. A residence deposit submitted on time does not automatically qualify a returning resident student for housing, unless you are a freshmen returning for the second year. Failure to submit your deposit or housing selection forms on time will result in students being withdrawn from the housing selection process. To this end, it is imperative that students, who leave college housing and subsequently secure their own accommodations within the area, report their local address to both the Registrar's Office and the Office of Student Conduct.

## **BREAK HOUSING POLICY**

During periods when the College is closed and/or during longer break sessions from classes, all resident students are expected to vacate their residence for the length of the break. Breaks include Thanksgiving, Winter, Spring, and/or Easter. Dates and times of breaks will be posted on the Housing and Residential Life website. In addition, break information memos will be distributed to all students, via campus mail, outlining break closing procedures. All students are expected to follow proper break checkout procedures.

Students found in residence without permission will be asked to vacate the campus immediately and will be referred to the Office of Student Conduct. All policies and procedures are in effect during breaks. No guests will be permitted in residence areas during these breaks, including other Marist students not approved for break housing. Students found in violation of these policies will be referred to the Office of Student Conduct and may be removed from residence pending conduct action.

### **A. Early arrival requests**

Students needing to return to campus prior to the official opening of the Fall or Spring semester, must make this request, in writing, by the deadline stated in written and/or electronic communication sent to all students by the Office of Housing and Residential Life or posted on their website. The College sets the early arrival date. Requests to arrive before that date will be denied. Students requesting to return early may be assessed an early arrival fee to be paid prior to arrival. Students in violation of College policies and the early arrival agreement form may be removed from housing pending student conduct action.

### **B. Requests to stay during breaks**

During short breaks (Thanksgiving and Spring break) students may request to stay for the break. Travel, on campus employment and internships are reasons that are commonly honored requests to stay. Not all requests to stay during break periods will be granted. Requests must be submitted in writing to the Housing Office (Rotunda 387) or via e-mail at [housing@marist.edu](mailto:housing@marist.edu). Requests must be received by the deadline stated in the break housing memo. Requests received after the deadline will be denied. Students requesting break housing for employment purposes must provide written documentation from his/her employer.

### **C. Senior Week housing**

Housing may be made available to residents after the official spring semester closing and prior to graduation for members of the senior class participating in senior week activities, students who have registered for summer housing and student employees of the College. Students not participating in senior week must request, in writing, to stay in residence by the posted deadline. Students staying for employment purposes must provide written documentation to the Office of Housing & Residential Life by the posted deadline. Students may be asked to relocate from their academic year housing assignment to another area of campus during that week. Any policy violations may result in immediate removal from campus housing.

### **D. Summer housing**

Summer housing is available during the College's summer session. Priority for housing will be given to students registered for summer classes (including students working at internships for College credit) then to on campus student employees and finally to current students working in the Poughkeepsie area. Proof of course registration and employment will be required of all students prior to approval of campus housing. A weekly fee will be assessed to those requesting Summer housing.

During the summer session, all College and Housing & Residential Life policies and procedures are in effect. Students found in violation of the Code of Student Conduct will be held accountable. Students found in violation of College policies may face removal from summer housing as a sanction.

### **E. Winter Intersession housing**

No students will be permitted to stay in College housing from the end of the Fall semester to beginning of Winter Intersession. Students taking intersession classes or working on campus may apply for Winter session housing. Applications will be available in the Housing Office in early December. A weekly fee will be assessed to those requesting winter session housing.

## **DAMAGES**

- A. Residents are not charged for normal wear and tear. Replacement and/or restoration costs for all room/apartment damage will be assessed to the residents of that area. In addition, students will be fined 25% of the cost of the repair and/or replacement for the damage in their area.
- B. Posters, signs and/or decorations placed where not allowed by fire safety or by housing regulations will be calculated as damages.
- C. Damages to areas and furnishings will be assessed throughout the academic year. Charges will be assigned to individuals for room/apartment damages. Charges for damages to or defacement of any area in common use, such as corridors, windows, bathrooms, lounges, study areas, elevators, recycling facilities, etc. will be charged to the responsible individual(s). However, when no specific individuals are identifiable, charges may be distributed among residents of the area, as floor charges or house/hall charges.
- D. Final assessment of room damages and charges will be completed by the College after the area is vacated. Any appeals of damages/charges must be in writing and addressed to Housing & Residential Life by the announced deadline.

## **INDIVIDUAL PRIVACY AND INSTITUTIONAL RIGHTS**

- A. The student's right to privacy will be respected at all times. However, duly authorized representatives of the College have the right to enter student rooms for the purpose of inspections relative to fire, safety, health and the condition of facilities and furnishings. Students will be notified before normal announced inspections. Unannounced inspections may occur during emergency situations, when conditions warrant intervention, or during vacation periods within or following the academic year.
- B. The Resident Director or his/her designee may enter and inspect student rooms (including entry by passkey if necessary) without notice if there is a reasonable presumption of violation of any College regulations. However, a full search of a student's room will be conducted when deemed appropriate for serious reasons in violation of the College's Code of Student Conduct. A full search will include (but not be limited to) all desk and dresser drawers, furniture, closets, suitcases, boxes, lockers or storage areas in the room as well as refrigerators, bedding, clothing, backpacks, etc. A full search requires special written authorization by the Vice President of Student or his/her designee.
- C. Students may not enter another's room without clear and specific permission.

## **SAFETY AND SECURITY**

### **Personal Safety**

- A. When leaving one's room (even for a moment) or sleeping, the door should be locked. Students are responsible for keeping doors to townhouses, apartments and suites closed and locked at all times. All guests during the day and evening must be accompanied by their campus host. Strangers in a building should always be questioned and/or reported. Marian, Sheahan, Leo, Midrise, Champagnat, and, Townhouses, have an entrance ID card security system. The system requires the student to have his/her valid ID card with them at all times.
- B. The entrances to Marian, Sheahan, Leo, Champagnat and the Midrise residence facilities are locked from 7:00 a.m. to 3:00 p.m. and an entry officer is on duty from 3:00 p.m. to 7:00 a.m. Entrance to Marian, Sheahan, Leo, Champagnat, and Midrise, is gained through the use of the ID card security system. While students should feel free to invite friends from on or off campus to visit, each must accept responsibility for his/her guest and cooperate in an effort to prevent and bar unaffiliated person(s) from gaining access to, or remaining in college facilities. Students are responsible for carrying their ID card with them at all times and are not permitted to share it with anyone else.
- C. All Marist students are expected to swipe in at the Entry Desk with their Marist ID card. Entry Officers will not be keeping the student ID cards.

## **RESIDENT FRESHMAN PARKING**

- A. Freshman are NOT permitted to have a vehicle on campus. Exceptions to this policy are very limited and rare. Due to the large number of upper-classmen who bring vehicles to campus, we will have no room for Freshmen vehicles. DO NOT ASSUME it is permissible to bring a vehicle to campus and then apply for a parking permit after the vehicle is here. Any student bringing a vehicle to campus without prior approval will be denied a permit and the vehicle will be removed immediately. Vehicles not removed will be towed.

- B. As you plan ahead, be advised that in order to be considered a Sophomore, NYS Education Law requires you to have 30 or more credits. Students without 30 credits are NOT eligible for a parking permit. Bringing a vehicle to campus without the required credits will result in forfeiture of future parking privileges.

## **VISITATION AND GUEST POLICIES AND PROCEDURES**

Marist students are welcomed to entertain other Marist students, off-campus students or non students in the residence areas as long as it does not infringe on the rights of the other residents and as long as the student and guest adhere to the Visitation and Guest Policy outlined below. Roommates/housemates should determine guidelines for guests and visitors that adhere to College policy and are agreeable to residents of the room/suite/apartment.

A visitor to a residence area is defined as a Marist College student who is not a registered resident of that facility. Students may not have visitors of the opposite sex spend the night in his/her room.

A guest is defined as a Non-Marist person who is visiting a Marist student.

A host is defined as a student responsible for a guest. The host must accompany the guest at all times. Failure to do so will result in discipline action.

- A. Marist students are responsible at all times for the behavior of their guests, and will be held accountable for any of the guest's behavior that is in violation of the Code of Student Conduct.
- B. Resident first year students who would like to host a guest must register them. When possible, students are encouraged to register guests prior to their arrival. Guests are limited to two consecutive night stays per 7 night period.
- C. Any Marist student hosting a guest must remain with that person for the duration of the visit.
- D. During the weeks of midterms and final examinations, the first week of classes in the fall semester and the week prior to final examinations no guests will be allowed.
- E. Any guest who violates College policy or state and federal laws may be asked to leave the College immediately. Guests removed from campus are responsible for attaining their own transportation off-campus. Any guest not capable of safely operating a motor vehicle must leave by cab or other means of public or private transportation at their own expense. After investigation of the incident the person may be notified in writing that he/she is banned from College property until further notice.
- F. Upon the recommendation of the Resident Director, the Office of Safety & Security, or the Student Conduct Office, guests may be banned from visiting the College.

Procedures for Obtaining a Guest Pass from an Entry Officer

A non-Marist guest must present a photo ID that includes their name, address, and date of birth.

The guest must list an Emergency Contact Phone Number.

The guest must sign the Guest Registration Form.

The host and guest must be present when applying for a Guest Pass.

### **GUESTS WITHOUT REQUIRED ID WILL NOT BE ADMITTED.**

The Yellow Guest Registration Form must be carried by the guest at all times and shown to any staff member of the College upon request.

A student is allowed only two non-Marist guests at a time.

All guests must park in the Beck Place lot. A temporary parking permit is not required. Marist students visiting other Marist students must have a valid ID and swipe in before being allowed entry (current process).

All hosts are responsible for the conduct of their guests at all times. Guests may be asked to leave the campus for any breach of security procedures or inappropriate behavior.

### **For Freshmen:**

#### **Friday and Saturday Nights:**

Guest Passes will be given out between 3:00 p.m. and 2:00 a.m. only at the following locations: entry desks of Leo, Sheahan, Champagnat, and the Security Desk in Donnelly Hall. Guest passes are also available at the Champagnat Breezeway from 6 p.m. to 12:00 a.m.

Any request for a Guest Pass after 2:00 a.m. must have the approval of the Resident Director on Duty.

#### **Sunday through Thursday:**

Guest Passes will be issued at the Security Desk in Donnelly Hall between 8:00 a.m.-12:00 a.m. and/or at the Entry Desks from 3:00 p.m. to 12:00 a.m.

All guest and visitors must leave by 1:00 a.m.

Exceptions to this will only be granted for college offices sponsoring individuals for official college visits.

Please Note: The Office of Housing and Residential Life and/or Office of Safety and Security reserve the right to change Guest Pass Policy at any time.

### **FIRE SAFETY**

To avoid fire hazards, the College must comply with all relevant civil laws as well as declare additional regulations recommended by the Fire Marshall. Therefore, the College will conduct both announced and unannounced fire safety inspections in the residence areas. In addition, the following guidelines also apply:

A. Student rooms, corridors, stairwells, common areas and lobbies are:

1. To be clear of any obstructions (examples: trunks, suitcases, ironing boards, athletic equipment, drying wet clothes, furniture, etc.);
2. To be free of any flammable material (examples: decorations, posters, notices, curtains, streamers, etc.)

B. Both the possession and use of halogen lamps, hot pots, hot plates, broiler ovens, fry pans, popcorn makers, space/portable heaters, coffee urns, immersion heaters, toasters (except in townhouse and apartment kitchens), air conditioners and similar portable equipment are forbidden in all residence areas. Electrical appliance equipment is restricted to avoid overload within any facility that may cause the loss of power to the entire facility or some portion thereof. Violations of this policy will result in discipline action and confiscation of the appliance.

1. Students are permitted one refrigerator (no larger than 3.6 cubic feet and UL rated) in each room.
2. Students in residence halls are permitted one microwave (no larger than 700 watts and UL rated) per room.
3. Appliance use in apartments and townhouses are restricted to the kitchen areas only with the exception of approved refrigerators and microwaves.

- C. All electrical equipment, when being used, may only plug directly into a wall outlet or a UL rated surge protector which is plugged into a wall outlet. Possession of extension cords is not allowed.
- D. The use of combustible fabrics such as room dividers, closet enclosures, wall and ceiling tapestries, curtains, etc., is prohibited in student rooms.
- E. An open flame (candles, blow torches, lanterns, etc.) is not permitted anywhere in the residence areas. Use of incense is also prohibited. Candles are not permitted even for decoration purposes.
- F. Fire doors in the corridors must remain closed at all times. Students may not prop the doors open. Students are not to tamper with smoke and heat detector devices in residence areas, illuminated exit signs, water stand pipe hydrants, fire alarms, pull station covers and fire extinguishers. Failure to adhere to these policies will likely result in Residence Hall Dismissal.
- G. If a fire extinguisher needs to be recharged, the student should contact his/her Resident Director or the Office of Safety & Security.
- H. Students are permitted to use portable barbecue grills on college grounds only if proper safety precautions are observed. No barbecue grill is allowed to be used or stored within 15 feet of any structure or overhang.
- I. Violation of the Fire Safety Policy as it applies to appliances, extension cords etc. will result in student conduct sanctions. Subsequent violations will result in more serious disciplinary action.

## **DINING PLAN**

- A. All students residing in college housing are assigned a resident dining plan prior to their arrival on campus. Students have the option to change their dining plan selection within certain parameters according to their residence location as determined by the College. Dining Plan changes must be made at the Office of Housing and Residential Life by the second Friday of the semester. Should a student withdraw from resident housing, the cost of his or her dining plan will be refunded on a per diem basis.
- B. If a student on the Resident Dining Plan is sick and/or injured and is unable to eat in the dining hall, he/she will be provided with a note from Health Services enabling a friend to obtain a meal for the student from the dining hall. The friend of the sick and/or injured student must pick up the meal and bring it to the student.
- C. If a student requests to be removed from the College's Dining Plan due to special dietary restrictions, the student must meet with the Director of Housing & Residential Life who will review the request with the student and the General Manager of Dining Services.

## **LAUNDRY FACILITIES**

The Office of Housing & Residential Life is not responsible for items lost or damaged while using laundry machines. Report any non-operating machines directly to the Marist Card Office, extension 2273 (CARD) and notify your Resident Director. Any damage to machines from tampering will be billed to all residents of that particular area. To view machine availability, log on to [www.laundryview.com](http://www.laundryview.com)

## **SUSTAINABLE PRACTICES AT MARIST COLLEGE**

Please do your part to Reduce, Reuse and Recycle. For more information about Marist recycling, visit our website at [www.marist.edu/campuslife/recycle](http://www.marist.edu/campuslife/recycle).

## **MAINTENANCE REQUESTS**

The College's Physical Plant Office is responsible for maintaining college facilities. Students are expected to keep their residence areas in good condition. Damages due to neglect or vandalism will cause a delay in allowing the Physical Plant staff to attend to routine maintenance requests. Any student who needs to request maintenance work and resides in a first-year residence area (Leo, Sheahan, and Champagnat) should contact his/her Resident Director or Resident Assistant. Any student who needs to request maintenance work and resides in all other college housing facilities should email the Physical Plant Office at [maintenance@marist.edu](mailto:maintenance@marist.edu). In the event of an emergency call directly at Ext. 2255. During evenings and weekends contact Security at x2282.

## **RESIDENT HALL POSTING AND DISTRIBUTION POLICY**

All internal campus posters and flyers for posting or distributing must first be approved by either the Office of College Activities or the Office of Housing & Residential Life. No advertisements for alcohol or pictures depicting drinking or anything deemed "not in good taste" or not in accordance with Marist rules and regulations are allowed. Any unauthorized poster or flyer found in residence areas will be removed by college staff. After an event, organizations are responsible for removing flyers that had been posted.