

# Weimar College Residence Hall Handbook

## Rooms and Check-in Procedures

**Room Deposit:** All residents are required to pay a \$195 room deposit by July 31 in order to assure their place in the residence halls for the current year. The deposit will be refunded after a final successful check-out from the residence hall at the end of a student's residency at Weimar College.

**Rooms:** Most residence hall rooms are double occupancy. Providing there is space, you may elect to room by yourself; this request for a private room should be made in writing by July 31 to the dean of men or women. An additional fee may be charged for a private room.

Students who have been accepted may request a specific room for the next school year no later than July 31. Students who move from one room to another during the school year must make arrangements with the dean prior to their move.

**Room Care & Hanging Items on Walls:** Student rooms are to be decorated in accordance with College standards. Pictures, posters, and wall hangings are not to be nailed, tacked, stapled, screwed or taped to the walls or woodwork. Posters and pictures must be put up with poster putty only.

**Disabilities, Physical:** Students with disabilities who require personal attendants or special residential accommodations must submit their request in writing and have it approved by the Deans' Council before they can be considered for student housing.

**Check-in Form:** When you are assigned a room or move into a new room, you must complete a check-in form. Failure to list any damages before moving into a room may result in your being charged for those damages when you move out. The completed form should be returned to the dean of men or women.

**Keys & Key Deposit:** A \$25 key deposit will be collected when you are issued your room key. This deposit is refundable upon check-out if original key is returned. Duplicates of keys may not be made by the student. Misplaced or lost keys are replaced for \$10 per key and charged to the student's account.

## Emergency Safety Procedures

**Fire Drill:** The residence halls are required to hold periodic fire drills. When the alarm sounds, the law requires that the residence halls be evacuated as promptly as possible. You should follow the fire escape route posted on the back of your room door. Please remain outside at the designated fire assembly point until the alarm has ceased sounding. If the alarm occurs after night check, please check in with your RA or Dean at the location listed on the back of your door. Failure to evacuate the residence hall during a fire alarm will result in a \$200 cash fine.

**Fire Hazards:** Objects with open flames, candles, torches, incense, oil lamps, electric cooking appliances (other than microwaves), fireworks or combustible chemicals are prohibited in the residence halls. Halogen lamps have been shown to cause fire due to extreme heat and are not permitted in the residence halls. In case of a fire drill, halls must be free from all obstructions at all times. Room or hall doors are not to be propped open. The misuse of fire extinguishers, fire alarms, smoke detectors, or other protection equipment is expressly prohibited.

Because the abuse of this policy can cause serious fire hazards in a residence-hall setting, stiff penalties, including cash fines of up to \$200 and/or suspension, will be levied against anyone who violates it. In addition, the involved persons will be held responsible for any damages caused by the fire or smoke.

## “Roommate Bill of Rights”

Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you demonstrate to each other.

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, etc.
- The right to expect that your roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of other residents.
- The right to settle conflicts.
- The right to be free from fear of intimidation, physical and/or emotional harm.

## Residence Hall Services and Facilities

**Air Conditioners and Heaters:** Hillside has individual-room air conditioners and heaters. Operation should be limited to the controls on the outside panel. Philadelphia and Bayith have central heating and cooling. Personal space heaters may be allowed with the approval of the dean. No space heater that has open elements that could easily cause a fire will be permitted. No personal air conditioners are permitted in the rooms. You may purchase a fan for use in your room.

**Bicycle Storage:** Bicycles may be stored in student rooms. Bicycle hooks should not be placed in ceilings, on walls or any part of the student's room. A bicycle rack is available in front of Hillside Dorm. Locks, if desired, are to be supplied by each owner. Weimar College assumes no responsibility for bicycle security. Bicycles remaining on campus after their owners have left school will become the property of the residence halls and may be sold unless prior arrangements have been made.

**Computer and Internet:** Access is available in the library and mission building during posted hours when staff are present. Wireless access is available on campus.

The college reserves the right to check the content of computer files on the campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room. Accessing pornography, hate sites and other non-Christian material will be justification for measures including but not limited to restricted computer access, confiscation of the student's personal computer, or suspension. If you violate the law, criminal prosecution may result subject to the discretion of local law enforcement.

**Kitchens:** Bayith is equipped with a kitchen for student use. You are asked to supply your own cooking utensils. Unattended cooking of food that presents a fire risk will result in a \$200 fine. Fire code prevents you from using any electrical cooking appliances in your room.

**Laundry Rooms:** Coin operated washers and dryers are available for student use either in Bayith or behind the NEWSTART® chaplain's office. Laundry rooms should not be used during Sabbath hours.

**Repairs:** Residence hall room-repair forms are available from the Dean or RA.

**Sauna:** May be available during certain hours for students. Please check at NEWSTART® Nurse's Station.

**Storage:** A storage room is located below the NEWSTART® lecture room. During the school year there is no charge for use of this facility, but during the summer there is a \$25 fee that may be paid in cash or charged to your student account. All stored items must be limited to a space of 9 cubic feet. They should be stored in sealed plastic containers, not cardboard boxes, and should be labeled for shipping. Residents who do not return at the end of the summer must make arrangements for their stored items to be sent to them within a 30-day period. The resident will be charged shipping costs and a handling fee. Furniture, bicycles, empty cartons and auto parts may not be held in the storage room. The residence halls do not assume responsibility for any articles placed in the storage room. It is recommended that you buy personal property insurance for these items. Items left in the storage room for more than 30 days beyond the arranged date, or termination of residence hall status, will be disposed of by the residence hall personnel.

**Telephones:** There are no personal phones in student rooms. A telephone is available in the lobby. You must have a calling card for long distance calling.

**Weight/Aerobics Room:** An exercise room in the NEWSTART® lecture room building is available for student use according to the hours and policies posted. A key may be requested from the NEWSTART® nurse's station. Additional weights located beneath the residence of the Dean of Men are available for men during posted hours.

## Policies and Procedures

*Policies in this handbook are subject to change and students will be notified of such in writing.*

**Assault:** In accordance with Weimar's campus policy, residence halls will not tolerate physical and/or verbal assault. Residents involved in this type of behavior will be subject to discipline, including possible dismissal. The resident may be prosecuted by local authorities.

**Blinds & Curtains:** These items are to be installed only by Plant Services and become permanent fixtures of the room. Special requests may be made of the Dean who will then forward it to Plant Services if the request is approved. If your room has window coverings provided, these coverings may not be removed.

**Bulletin boards:** All material placed on the lobby bulletin boards of the residence halls must be approved by a dean or RA.

**Chores:** All residents in a hall take part in keeping the residence hall neat, clean, and well functioning. A variety of chores are assigned to students each week on a rotational basis. If a student fails to do their chore for the week, or does not complete the chore in an adequate fashion, they will be charged a fee of \$5 for the week.

**Decorations:** Live trees are not allowed in the building. All Christmas decorations should be removed by the end of the first week in January.

**Discipline:** Disciplinary steps may include fines, citizenship probation (in which leaves and other privileges are restricted), suspension, and dismissal.

**Distribution of Information:** Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, or any other form of communication must first receive permission from the college administration.

**Door Locks:** A \$25 cash fine will be imposed if door locks are taped or tampered with in any way.

**Door/Name cards:** The only item that permitted on your door's exterior is a name card listing the residents of the room.

**Electricity:** To conserve energy, lights and appliances should be turned off when not being used. When you go on vacation or leave for the weekend, please turn off lights and all electrical items, except for your refrigerator.

**Eviction Policy:** Weimar College residence hall housing is designed for currently enrolled full-time students. When a student ceases to be registered for classes during a school term, he/she must vacate Weimar housing. If at any time and for any reason a student is found to be inappropriately residing in the residence hall, the student will be notified by a dean in writing that he/she will have 48 hours to vacate. This policy also applies during summer terms if a student does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings will be placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans with the Deans' Council and approval of the Student Finance Office.

**Fines:** Unpaid residence hall fines result in citizenship probation. If a resident is fined near the end of a semester and the fine remains unpaid, it will be doubled and charged against the resident's housing deposit when the semester ends.

**Firearms/Weapons:** All guns, rifles, sling shots, starting pistols and paint guns are strictly prohibited in the residence halls or in a resident's car. Possession of martial arts weapons and knives larger than a pocket knife is also prohibited. Because Weimar views weapon possession as a serious offence, discipline and/or a \$200 cash fine will be imposed on violators of this policy.

**Fireworks:** Selling, possessing, or using firecrackers or similar combustibles are a violation of campus, county, and state fire ordinances. Possessing or using an M-80 is a violation of federal law. Students found in possession of any of these items are subject to disciplinary action, including fines.

**Furniture/Fixtures:** Residence hall rooms are equipped with the basic furniture items students may need. There is a \$50 charge for tampering with, disassembling, or removing furniture. Rooms are not to be painted by residents, and wallpaper or contact paper is not to be used on walls or furniture. The dresser drawers are not to be removed from any room or exchanged with other rooms.

**Hazing:** A student who conspires to engage in hazing or commits any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade, or disgrace a fellow student or campus guest can expect serious disciplinary action, if not dismissal (See California Education Code 32050-32051). A student who throws anything at persons, buildings, or vehicles can expect serious disciplinary action. Three irregular activities worth mentioning are "pennying" doors (which causes a hazard in a residence-hall emergency), water fights and the use of any pistol which shoots water, rubber, plastic or dye bullets (or any other kind of bullet). These latter activities will result in confiscation of the items in use and possible fines to cover any damage that has been done to the facility. Criminal prosecution may occur.

**Mental/Emotional Health:** If for any reason you are discouraged or depressed, talk with your dean who can refer you for appropriate counseling to help with your depression. Students who express suicidal thoughts will be immediately referred to a therapist for evaluation. Students who choose to purposely harm themselves may be requested to take a leave of absence for a full semester. Re-admittance will depend on recommendation of a licensed therapist. Viola Kaiser, our chaplain for NEWSTART health guests, is also available to counsel students by appointment.

**Off-campus Housing Requests:** Weimar College affirms the values gained from being primarily a residential college. By accepting admission, a student agrees to live in a residence hall unless the student applies and is granted an exception. Requests for off-campus housing may be made to the Deans' Council. Appropriate housing outside of the Residence Halls includes parents or immediate relatives—grandparents, aunts, uncles, or siblings who are at least 25 years old and in their primary residence.

**Pianos:** If your residence hall has a piano, it may be played only between the hours of 10 am and 8 pm.

**Pornography:** Magazines, computers and posters that contain pornography are inappropriate material for the residence halls. These items will be confiscated, and repeat offenders of this policy will be subject to discipline.

**Posters:** Posters or pictures of nude or partially clothed bodies are inappropriate room decor. Likewise, all decorations that promote a lifestyle contrary to Adventist beliefs are inappropriate. Inappropriate subjects include alcoholic beverages, R-rated movie material and certain music groups. Confiscated items will not be returned.

**Right of Entry:** The college reserves the right for a residence hall dean, his representative or a college security officer to enter and inspect a student's room whenever necessary. You accept this authorization when you rent a room.

**Sound Equipment:** Radios and stereos, musical instruments, keyboards and amplifiers are permitted in your room on a privilege basis. It is your responsibility to see that the sound equipment is played at a level not disturbing to others. Headphones should be used on all equipment from 7 pm until 6 am the next morning. Residents who are not able to control their equipment as outlined here will lose this privilege.

**Stealing:** You should take precautions to protect your personal belongings. Rooms should be kept locked when not occupied. Put your name on your personal property. Keep your serial numbers in a separate location and check to see if your parents' homeowner's insurance covers your belongings while at school. If not, consider purchasing a policy of your own. Individuals who take without permission any items they do not own will be regarded as thieves, will be disciplined immediately and will be subject to suspension. Note: Possession of lobby furniture, vacuums, tools or any other residence hall property, without permission, will be treated as theft and brings fines of up to \$100. Also, anyone in possession of an unauthorized master key will be subject to serious discipline or dismissal.

**Vandalism:** Any damage done to any campus property will result in restitution, fines and possible criminal prosecution. Vandalism may result in a dismissal from school.

**Visitation Days:** During major events such as College Days, you may be asked to accept guests in your room.

**Windows & Screens:** Please do not use windows or other unorthodox means to leave or enter a building. Such activity will result in a \$100 fine. If the exit or entry occurs after night check, citizenship probation and/or suspension will also result. Screens on all windows are not to be removed nor are items to be pushed through or around the frame of the screen. Tampering with or removal of a screen or screen seal will result in a \$100 fine.

## Night Check

The residence halls close at 9:30pm, Sunday-Friday and at 10:30pm Saturday. After those hours all outside doors are locked until 6 am the next day. Night check is conducted at closing time (curfew) each evening. It is your responsibility to get checked in.

Once in the residence hall, you should receive a dean's permission before leaving again. This permission must be obtained before the dean leaves for the night. Sign-outs are to be the exception, not the rule.

**Minor Violations:** Coming in after the grace period has expired but within an hour of the curfew is considered a minor violation of the night check policy. All residents are allowed 3 minor violations of the policy without consequence. A fourth violation is considered a major violation and the resident will need to meet with a dean to discuss his/her options.

Other night check irregularities, such as failing to call the dean to give notice that you will arrive late or requesting an overnight leave after Friday, may be considered minor violations of the policy as well.

**Major violations:** Coming in more than an hour late is considered a major violation of the night check policy. A resident must meet with a dean in this situation. Major violations often result in citizenship probation. Other major violations are being unaccounted for at night check and signing out of the residence hall without permission.

**Grace Period:** Because of the discrepancies between individual watches and residence hall clocks, a grace period of 10 minutes is given every evening. Please do not habitually use the grace period as an excuse to arrive late.

**Late Leaves:** One late leave may be requested per week. Under normal circumstances, late leaves give the resident one hour beyond curfew to be out of the residence hall. Request forms are available from the dean and must be approved in person by a dean. Late leaves may be requested for the following reasons: 1) emergencies, 2) special occasions, 3) out-of-town travel. Late leaves may be requested for any night of the week except Friday and Saturday nights (out-of-town travel and emergencies are exceptions). Late leaves cannot be obtained during the Sabbath hours. Should you have an emergency that keeps you from returning to the residence hall by curfew, you must call and speak to your dean. If you cannot reach your dean you must contact the dean for the other (men's/women's) dorm.

**Overnight Leaves:** Any time you leave campus overnight (including school-sponsored trips), an overnight leave is required. Overnight leave forms may be obtained from the dean or RA or college office and must be approved before

leaving the campus. You are encouraged to seek approval well in advance of your overnight leave.

Residents are expected to remain off campus at all times during the dates listed on the leave request. Violation of this policy will result in the cancellation of the leave and the suspension of overnight leave privileges. If a leave must be canceled or the resident returns early from a leave, the dean is to be informed and the resident should be in the residence hall by their curfew. A change in destination should be reported to the dean.

Weekend leaves must be submitted by check-in Thursday. Exceptions will be considered using the following guidelines: 1) a request must be brought to a dean in person; 2) if any exception is made for any reason, you will lose one of your allotted 3 minor violations; therefore, 3) if you have no minors left, no exception will be considered, except in case of an emergency.

Other aspects of the overnight leave policy are as follows: 1) If the period of the proposed leave from campus includes a work or class appointment, suitable arrangements must be made with the work supervisor or academic dean respectively; 2) If under 21 years of age, freshman residents may be limited to 5 nights of absence from campus per semester, excluding vacations; 3) Students on citizenship probation are limited to 1 overnight leave and then only to home; 4) If an emergency situation makes it impossible to return to the residence hall by the date and time stated on the leave, it is the resident's responsibility to call the dean to request an extension of time; 5) overnight leaves must adhere to the principles on "Mixed Groups" in the Student Handbook and have clear evidence of appropriate chaperoning. Falsification of an overnight leave will result in disciplinary action, including the possibility of suspension.

## Checking Out of the Residence Halls

### Checking Out Procedures:

1. Contact the dean in charge of housing.
2. Clean your room. It should be left in the same condition in which you found it.
3. Have an RA or dean inspect your room for cleanliness and damages. This person will use your check-in form for this step. Any damages will be noted on the form, and charges will be deducted from your room deposit.
4. Fill out a forwarding address card. This step is not optional. Please include your phone number as well. (We cannot forward magazines, so you should also send a change-of-address form to each subscription.)
5. Return your room key and sign the check-out form.

**Improper Checkout:** Failure to follow any of the above procedures will result in charges for any or all of the following problems: failure to return key, cleaning, packing.

**Deposit Refund:** Any student who fails to check out of a residence hall will forfeit a portion of his/her deposit. This deposit will need to be paid again in full before reservations for a new school year will be honored. Deposits will be refunded to those who have checked out, have cleared their student account, and are not returning to the residence halls for the following semester. Those with an outstanding balance with the college will have their deposit applied to their account.