

REVISED

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HOUSING & RESIDENCE
LIFE



POLICIES & PROCEDURES MANUAL

Table of Contents

<u>VISION</u>	5
<u>MISSION</u>	5
<u>CORE VALUES</u>	5
<u>STATEMENT OF RESIDENT RIGHTS AND RESPONSIBILITIES</u>	6
<u>ABANDONED PROPERTY</u>	8
<u>ALCOHOL</u>	8
<u>APPLIANCES IN RESIDENT ROOMS</u>	8
<u>APPROPRIATE ATTIRE</u>	9
<u>BABYSITTING</u>	9
<u>BEHAVIOR EXPECTATIONS</u>	9
<u>BIKES AND MOTORCYCLES</u>	9
<u>BURNING AND OPEN FLAMES</u>	10
<u>CAMERAS AND OTHER RECORDING EQUIPMENT</u>	10
<u>CHECKOUT PROCEDURES</u>	10
<u>COHABITATION</u>	12
<u>COMPUTER USAGE</u>	12
<u>CONSOLIDATION</u>	13
<u>DAMAGE AND VANDALISM</u>	13
<u>DARTBOARDS/DARTS</u>	14
<u>DINING FACILITY</u>	14
<u>DISABILITY SERVICES AND ACCOMODATIONS</u>	14



DISCIPLINARY PROCEEDINGS	17
DISRUPTIVE BEHAVIOR	20
DRUGS	21
ELECTRICAL FIXTURES	21
EMERGENCY PROCEDURES AND EVACUATION	21
ELEVATORS	24
FAILURE TO COMPLY	24
FALSE ALARMS AND BOMB THREATS	25
FIREWORKS	25
FITNESS CENTER	25
FLAMMABLE DECORATIONS AND LIGHT FIXTURES	25
FRONT DESK	26
FURNITURE AND HALL PROPERTY	26
GAMBLING AND LOTTERIES	26
HARASSMENT	26
HAZARDOUS MATERIALS	27
HEALTH AND SAFETY	27
HOUSING ASSIGNMENTS	27
IDENTIFICATION	29
IMPROPER CHECKOUT	29
INTOXICATED OR INCAPACITATED RESIDENTS	30
KEY ACCESS CARDS	30
LEASES	31
LIABILITY	31
LOST AND FOUND	31
MAIL	32
MISSING RESIDENT AND POLICY PROCEDURE	32

NOISE AND QUIET HOURS	34
ONLINE MISCONDUCT	34
PAINTING AND RESIDENT ROOMS	34
PARENTAL NOTIFICATION FOR ALCOHOL AND OTHER DRUG VIOLATIONS	35
PARKING POLICY	35
PEST CONTROL	35
PETS	36
POSTING GUIDELINES	36
POWER STRIPS AND EXTENSION CORDS	37
PREGNANCY/FAMILY	38
PROPPING DOORS	38
RESIDENCE HALL LOBBY, LOUNGE, AND COMMON AREA USAGE	38
RESTORATION DEPOSIT	38
ROOM AND ROOMMATE CHANGES	39
ROOM ENTRY AND SEARCH	40
SAFETY AND HYGIENE	40
SECURITY CAMERAS	41
SEXUAL MISCONDUCT POLICY	41
SHUTTLE SERVICE	41
SMOKING	41
SOLICITATION	41
SPORTS IN THE RESIDENCE HALL	41
TERMINATION	42
THEFT	42
TRASH AND TRASH ROOMS	42
UNAUTHORIZED ENTRY	42

VACATION (BREAK) PERIODS	42
VEHICLES	45
VIOLENCE	45
VISITATION	45
WEAPONS	46
WEBSITE	46
WEEKENDS	46
WINDOWS	47

Vision

The Housing and Residence Life staff strives to create a safe, welcoming, and memorable community, which promotes student learning and development through academic and social initiatives.

Mission

The Department of Housing and Residence Life partners with the University and local community to provide residents with a safe, enjoyable and welcoming environment, by embracing an educational, social, and holistic approach to elevate students to a higher level of success.

Core Values

Integrity

We value the individual's personal development and foster an environment that allows one to develop honesty and strong moral principles. This will enable the student to think critically and make positive decisions.

Self-discipline

We believe that the student should develop physically, emotionally, socially and academically within the residential community. With this in mind, it is our goal that students develop the ability to take responsibility of their actions within the community. We value the improvement of the individual through motivating one's personal desire to develop self-control through acceptance, hard work and perseverance.

Professionalism

We value the professional development of each individual through experiences inside and outside of the classroom. We achieve this by fostering an environment for our students through the development of academic, social, and wellness initiatives. We strive to prepare members of our community for their professional goals after graduation.

Respect

We value and respect our residents. The Department of Housing and Residence Life staff partners with our residents to assist them academically and personally to ensure long term success.

Statement of Resident Rights & Responsibilities

Residents of Gardiner Point Residence Hall possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right to:

- Have reasonable access to their living accommodations based on a published schedule of occupancy.
- Live in a clean and secure environment.
- Facilities and programs that support the pursuit of academic success.
- Expect a regionally competitive price on housing accommodations and/or food service.
- Have access to written/online copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- Have the respect and safety of personal property.
- Study without interruption or interference.
- Be free from unreasonable noise.
- Be free of intimidation or harassment.
- Express themselves freely within established guidelines.
- Expect enforcement of housing agreement/contract.
- Have direct access to staff that provide assistance, guidance, and support as needed.
- Host guests, within established guidelines.
- Receive equitable treatment when behavior is in question.
- Enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility to:

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff, university officials, or fellow residents.
- Meet payment schedules for room, board, and other required housing fees.
- Monitor and accept responsibility for behavior of guests.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others, as stated above.
- Maintain a safe and healthy living environment by performing routine housekeeping.
- Respect the diverse backgrounds and interests of those others who are different from them.
- Treat others in a civil manner and manage conflict in a mature manner.
- Be serious in their academic pursuits.
- Participate actively in self-governance.
- Participate in housing departmental committees as requested.
- Express themselves individually, or by association with groups.
- Participate in judicial proceedings to determine appropriate standards of behavior.
- Contribute positively to the community by participating in educational and developmental activities.

Source: Association of College and University Housing Officers – International (ACUHO-I)

Be advised: The Department of Housing and Residence Life has the right to review, alter and/or update policies and procedures in this manual at any time. Appropriate notification will be given to residents if any policy or procedure is updated.



Policies and Procedures

Abandoned Property

If a resident leaves personal property under circumstances that reasonably show abandonment, the University may remove this property and store it for two weeks so that the items are available for the resident to claim. The resident will be notified of the impending disposal by phone and/or email, this information will be obtained from our campus database. Failure to claim personal items within one week will result in their disposal. Items which are clearly of no value will be disposed of immediately.

Alcohol

Alcohol, alcohol beverage containers and paraphernalia are not permitted in Gardiner Point Residence Hall. Any resident or guest in a room who knows that alcohol is present will be held responsible under the alcohol policy unless they inform a staff member of the violation. Simply removing oneself from the room does not remove responsibility of alcohol unless deemed so by the Department of Housing and Residence Life. A violation of the alcohol policy may result in termination of the resident's housing contract. Residents that are at least 21 years of age are expected to follow all alcohol policies and should not purchase or provide alcohol for minors.

Appliances in Resident Rooms

Appliances that require an open flame, propane, gasoline, or hot grease such as deep fryers are not allowed to be used in or around any of the residence halls. List of unauthorized appliances: rice cookers, toaster oven, counter or tabletop grills, hamburger cookers, hot plates, electric woks, electric skillet, break cookers, coffee/drink warmers, space heaters, frying skillet, air fryers, or anything else that is deemed inappropriate by The Housing Office. Irons may only be used for intended use, not for heating or cooking of food items. Coffee makers are permitted for intended use, but residents must always ensure that devices do not remain on when the room is unoccupied.

Refrigerators operating on no more than 1.6 amps and no more than 5.0 cubic feet may be used in resident rooms. Units should be placed on a stand or cart unless they have feet and back-mounted heat exchangers. Units may not be placed in closets. Units must be plugged into an approved power strip or directly into the electrical outlet.

The Housing Office reserves the right to require residents to remove an appliance. Resident rooms are checked for appliance policy violations periodically.

Appropriate Attire

All residents and guests at Gardiner Point Residence Hall are required to be fully clothed while outside individual rooms. Residents who are going to the pool are required to wear cover-ups while inside the hall. Inappropriate displays from one's window are also forbidden. Shoes must be worn at all times outside of one's room.

Babysitting

Babysitting is not allowed in Gardiner Point Residence Hall. Per policy, operating any type of business within the residence hall is not permitted. Additionally, individuals under the age of 18 are not allowed in the hall without a parent or guardian.

Behavior Expectations

Residents are expected to exhibit appropriate behavior within the community of the residence hall. Furthermore, such behavior should include the necessary respect and consideration for roommates, neighbors, and members of the housing staff. Any resident who willfully lies and/or misrepresents the truth about the number of occupants in their room stands in violation of this policy. Residents who use intimidating words or actions that imply false information about the number of occupants in their room violate this policy as well.

Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residence hall community.

Behavior such as fighting, assault, harassment, and/or any other action (verbal/non-verbal) that results in emotional, mental, and/or physical discomfort to another faculty, staff, or resident is not tolerated.

The quality of University life depends largely upon the personal integrity of residents. Dishonesty in any form is an extremely serious offense, which may result in suspension or dismissal from the residence hall. Instances of dishonesty include, but are not limited to, presenting/using another's ID as your own, misrepresentation, furnishing false information, plagiarism, and falsification or forgery of documents.

Any behavior violation will result in disciplinary action with the possibility of a judicial hearing, sanctioning, or termination of the housing agreement.

Bikes and Motorcycles

A resident may store a bicycle in the appropriate area outside. Residents may not ride bicycles inside the residence hall. All bicycles should be registered with the Department of Housing and Residence Life. Two-wheeled motorized vehicles (i.e., scooters, mini-bikes, mopeds, motorcycles, etc.) are not allowed within the residence halls. This type of motorized vehicle must be parked outdoors in a designated area with a Gardiner Point permit.

Burning and Open Flames

Burning candles, incense (including potpourri pots), or creating an open flame in resident rooms is prohibited. Candles with burned OR unburned wicks and incense are not allowed in resident rooms.

Cable Television and Streaming Services

Streaming cable services are an included amenity within the housing lease. Report any problems with your cable or streaming services to the housing office. Televisions are not provided to residents.

Cameras and Other Recording Equipment

The use of cellular telephones and devices with photographic and or video capabilities cannot be used in a manner that creates a hostile environment in the residence halls. A hostile environment is one that interferes significantly with a person's employment, education, and/or living condition, or one that causes emotional distress. Residents and guests are expected to comply with a person's reasonable expectation to privacy in residence hall rooms, bathrooms, and common areas.

Check Out Procedures

If a resident must leave the residence hall at any time throughout the quarter, they must adhere to the Department of Housing and Residence Life's check-out procedures. Check-out entails removal of belongings and self from an assigned room. Failure to follow the policies listed below may result in fines and/or loss of housing and key deposits.

*When entering campus housing at Sullivan University, students sign a 3-quarter lease agreement. If a student has extenuating circumstances that requires them to break their campus housing contract, they may complete the "Campus Housing Appeal Form." <https://www.sullivan.edu/student-life-housing/louisville/forms-information>

The Sullivan University Housing and Residence Life Appeals Committee is made up of housing and campus representatives. Once the appeal form is submitted, the committee will respond within 48 business hours.

The university requires sufficient information and supporting documentation in order to review the appeal request.

There are two occasions to complete check out procedure:

1. Mid-quarter/Mid-lease: Resident is checking out during the academic quarter or before their lease has expired.
2. Quarter end/Lease end: Residents are checking out at the end of an academic quarter when their lease expires.

Mid-quarter Check Out

- Residents leave University housing mid-quarter or before the end of the lease term for any of the following reasons: graduation, illness, voluntary withdrawal from housing, suspension, expulsion, etc.
- Changing rooms is another possible reason to perform a mid-quarter check out.
- Unless graduating, a resident must have permission from the Department of Housing and Residence Life to check out of University housing. If a resident leaves without permission, their account will be charged for improper check out.
- The resident must first meet with staff in the Department of Housing and Residence Life to inform about checking out, then schedule a time with their RA or other Housing Staff to check out. The resident must have cleared out all their belongings before being checked out.
- All residents must notify the Housing Office before moving out. If a resident leaves without notifying, an improper checkout fee will be assessed.

How to Complete a Mid-Quarter/Mid-Lease Check Out

- Your Resident Assistant (or other Housing Staff member) will pull your Room Condition Report (RCR), which is completed upon check in and meet you at your room at your scheduled time.
- Your room will be inventoried for contents and condition based on the information on your RCR.
- The RA will collect your room key card and mailbox key and record that they have been returned on the RCR. If you do not return your key card or mailbox key you are responsible for charges to replace said keys. The resident key must be reusable to gain deposits.
- You will also be informed of any noted damages to your room as the RA inventories your room.
- The RA will have you sign your RCR, complete a checkout form, and shut and lock your room door.
- The RCR with any damage information and all keys will be returned to the Housing and Residence Life Office for processing. Also see Common Charges and Restoration Fee.
- Failure to comply with checkout procedures may result in an improper checkout, resulting in the loss of deposits. Furthermore, additional fees may occur.

Quarter End/ Lease End Check Out

- If a resident chooses to not renew their lease at the end of their lease term, they should notify the Department of Housing and Residence Life by signing an intent to vacate form. A copy of checkout procedures will be given at this time.
- Sign up for a Check Out time with your Resident Assistant.
- Clear your room of all belongings before your scheduled time.
- Meet your RA at your room at the scheduled time. Failure to do so will result in improper check out charges.
- The RA will inspect your room using the Room Condition Report completed at Check In. The room and furnishings should be left in the same state as when you checked in.
- The RA will inform you if any damages or cleanliness issues to the room are discovered.
- The RA will collect your room key card and mailbox key and mark that they have been returned on the RCR. If you do not return keys, the RA will inform you of those appropriate charges.
- The RA will have you sign the RCR and fill out a checkout form.
- The RA will shut the door locking the room. You are checked out!
- The RCR and all keys will be turned into the Housing and Residence Life Office for processing.

Cohabitation

Cohabitation is defined as a person living in or occupying a space to which the person is not assigned. Extended visitation is not allowed in the residence hall. Any guest/resident that spends the night more than three consecutive nights is violating the cohabitation policy. Personal items should not be left in another resident's room.

Computer Usage

Any individual using the University computing network must comply with the Computer Users' Privileges and Responsibilities agreement. Illegal distribution or downloading of copyrighted materials is expressly forbidden. Residents found to be utilizing programs that take more bandwidth than is customary for typical usage may have their computer port turned off pending review by proper university officials. Residents must meet Housing Pro-Staff before the port is turned back on.

The Colonel's Den and Tutor Room is reserved for residents engaging in school-related activities and coursework. This takes precedence over any other usage that is not related to schoolwork when limited computers are available. (I.e., Facebook, Twitter, shopping, games, chat, etc.). Additionally, these areas are used as a study space and should therefore be kept quiet. If residents intend to use sound for whatever purpose, they must utilize headphones or keep the volume to a minimum. Finally, because of the limited number of public-use computers in these areas, a two-hour limit will be in place in residents are waiting for computer usage.

The Colonel's Den and Tutor Room are accessible only to residents living in the hall and their guests. Lab equipment should be used for academic purposes only. Residents may not save anything to the hard drive of the computer in the lab. All problems should be reported to the Front Desk or Housing Office. Residents are responsible for abiding by the Privileges and Responsibilities for Computer Users found in the Resident Handbook.

Student owned wireless routers and networking hardware are prohibited within the Gardiner Point facilities. Unauthorized use of wireless routers interferes with the SUS provided wireless network available within these facilities. When an unauthorized wireless router or networking hardware is found to be in use by a student, the network connectivity to the device will be terminated and the equipment will be confiscated. Wi-Fi passwords should not be shared or distributed. To student will need to contact the housing office to obtain their room and general area password.

*Please note: When a resident shares unauthorized copyrighted material (i.e. movies, music, programs) with other computer users, whether on a personal computer or in a computer lab, this is a violation of the university's policies and your actions may result in legal action by the music and/or film industry.

Consolidation

Residents who find themselves without a roommate due to cancellations, withdrawals, etc., will be required to consolidate with other residents in other rooms. Consolidation may happen at any time during the quarter. Consult your Resident Assistant or Department of Housing and Residence Life for guidance on consolidation. A Charge of \$75 will be applied for residents who fail to comply, and a judicial sanction may be given.

Damage and Vandalism

Damage, destruction, or theft of public and university property, including bulletin boards and posted information, or private property and furnishings is prohibited. If found responsible, the party/individual may be sanctioned and required to pay restitution for items damaged. Residents are required to complete Room Condition Reports when first moving into any room. Failure to complete a Room Condition Report indicates that no damage was present upon move-in. Residents are held accountable for any damage that occurs within their room, including those from decorations and adhesives. When individual responsibility cannot be determined for damage in common areas, the amount may be prorated among all members of the community. Residents will be given the opportunity to provide information in a timely manner prior to final billing. When an accused resident is found to be responsible for damage, they will be charged for the necessary repairs, replacements, or custodial services. The resident may also face disciplinary action under the vandalism policy.

Dartboards/Darts

Dartboards and or darts are not to be used anywhere in the building. Violators of this policy will be subject to disciplinary action and will be billed for any damages.

Dining Facility

Residents who live at Gardiner Point Residence Hall are required to participate in a meal plan determined by individual program of study. Dining is a full-service dining location, serving three meals per weekday and brunch and dinner on the weekends. Residents may also use their one card for dining at the Ala Carte Café on main campus or at The Bakery.

Each quarter, residents will also receive two (2) free dining passes to use at Gardiner Point Dining to invite anyone (family, friends, etc.) to dine with them at no additional cost. They simply must be present with their guest at the time these passes are used. Keep in mind that these guests must abide by the guest and visitation policies.

Disability Services/Accommodations

The Department of Housing and Residence Life strives to provide living accommodations for residents with disabilities living within university housing.

Application Process

A resident requiring specific accommodations must indicate their request on the housing application. If the resident becomes aware of a disability after submitting a housing application, they will need to contact the Department of Housing and Residence Life if accommodations are needed. It is recommended that future residents contact the housing staff to further discuss housing options such as potential modifications needed and one bedroom housing options. Upon applying with accommodation request, please include all of the following:

- Documentation of disability
- A thorough description of requested housing accommodation(s).
- Statement of how the request will impact the disability
- Explanation of level of need for requested accommodation and possible alternatives if the request is not possible
- It is imperative that accommodations needed are clearly stated on the application.

Departmental Notification of Housing Assignments for Residents with Disabilities

The Department of Housing and Residence Life will compile a list at the start of each quarter of residents identifying disabilities or medical conditions. This list will be maintained and distributed by the Housing Operations Coordinator. The list will provide the resident's name, housing assignment, and description of disability/accommodations.

The following offices will receive a copy of the list: Department of Public Safety and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, medical or fire emergencies requiring personnel to be notified.

Room Modifications:

Some rooms have been modified to provide accessibility features such as grab bars, roll in showers, and shower seats. Visual alarms for deaf/hard of hearing residents may also be installed upon request. Residents with disabilities will be given priority for main floor rooms based upon a first come first serve basis. It is imperative that requested accommodations are made as soon as possible so that if modifications are needed, they occur in a timely manner.

Assignment Appeal Process

It is the responsibility of the resident to report their disability at the time of applying for University Housing if accommodations are required. If a disability that requires accommodations is discovered after the application has been submitted, they should contact the Housing and Residence Life Office immediately. There are three options for residents who feel the accommodations offered by the Housing and Residence Life Office are not satisfactory:

1. The resident may request a room change: The resident should email the Housing Operations Coordinator. The email should contain reason for wanting to change rooms as well as additional accommodations requested. Room changes are granted as the space is available on a first-come, first-serve basis.
2. The resident may request to have specific modifications completed or installed in their assigned room: Requests for modification of space or installation of accessible equipment should be submitted in writing discussing in detail the following items:

- How will this impact the resident's comfort?
- How will this impact the level with which resident may socially develop?
- How will this impact the academic performance of the resident?
- Is there a permanent negative health impact if the request is not met?

In most cases the accommodation will be discussed in a scheduled meeting with the Housing Operations Coordinator. The final decision in regard to requested accommodations will be made by the Senior Director of Student Services. This decision will be based on the questions listed above and the following feasibility and availability concerns:

- Is it possible to make modifications in the residence hall?
- Will accommodating a request create a potential safety hazard?
- Is there a more effective manner or solution that would achieve the goal of the request and provide other benefits?
- How might this modification affect other residents or roommates?

3. The resident may cancel their housing and acquire housing on their own. Cancellation based upon a disability will require proper documentation of the disability and should be submitted to the Housing and Residence Life office. If all required documentation is submitted, the resident will be released from their current lease.

Emotional Support Animal (ESA)

The Department of Housing and Residence Life strives to provide living accommodations for residents with disabilities living within university housing. A student may request to obtain an Emotional Support Animal (ESA), which is an animal providing emotional support to alleviate one or more identified symptoms or effects of one's disability. An ESA may not be brought into campus housing without proper approval from the Department of Housing and Residence Life. The department will evaluate each need case-by-case. If there is a time-sensitive request, then the Residence Life Coordinator will work with that student to ensure that a prompt decision is made.

The resident must properly care for their Emotional Support Animal. The animal must remain in good health condition. The animal is not allowed outside of the room (unless going outside if appropriate). If the animal uses the restroom outside, it is the responsibility of the pet owner to ensure that the animal is using the restroom in the designated area provided, to clean up any waste and keep the animal on a leash. Care and supervision of the ESA is the sole responsibility of the owner. The owner of the pet must keep the applicable vaccinations current and provide the vaccination records to the Residence Life Coordinator. ESA owners should fill out their roommate living agreement to ensure that all parties are comfortable. If a roommate issue occurs, then a meeting will be set up with a housing professional to see if a roommate change is necessary. The student must inform the Residence Life Coordinator if they decide that they no longer want/need an Emotional Support Animal.

Sullivan University has the right to deny the request for an ESA if the decision would impose an undue financial or administrative burden on Sullivan University's operations. Additionally, campus housing is never required to approve non-domesticated animals such as snakes, reptiles, spiders, etc. All ESA's must meet the CDC guidelines for vaccination requirements, which include animals that can possibly transmit Zoonotic disease. A detailed letter will be sent to the student and a meeting will be set up to discuss possible alternatives if a denial has been determined.

If the Emotional Support Animal proves to be a disruption to the housing community (unsanitary, dangerous, barking, etc.), Sullivan University reserves the right to revoke the accommodation.

Application Process for requesting an Emotional Support Animal

1. Request for Housing Accommodation Form: Student must fill out this form to officially request a housing accommodation.
2. Medical Documentation Form: Before requesting an Emotional Support Animal, the student must obtain proper medical documentation from a licensed mental health provider.
3. Vaccination Verification: The student must provide documentation from a veterinarian that verifies all current vaccinations and their expiration dates.
4. Meeting with the Residence Life Coordinator: To ensure that all accommodations are met.

Support Resources

Center for Accessible Living (local support center) - (502) 589-6620

• The center can assist with some listings of local accessible housing

For general information regarding ADA or 504, contact an ADA Coordinator by calling 502-456-6504.

Disciplinary Proceedings

Resident Conduct Rights, Responsibilities, and Procedures

All residents alleged to having violated the Residence Hall Resident Code of Conduct are entitled to certain procedural rights to ensure fair conference of information is provided. Each resident will be provided with an opportunity for due process and appeal of a decision made by the Resident Conduct Officer overseeing their resident conduct conference process. As residents, the residents of the Residence Hall will aim to uphold the following responsibilities.

Resident Responsibilities:

- The responsibility of assuming the consequences of one's own actions on and off campus if you are a Sullivan University resident.
- The responsibility to respect the rights and property of others, including other residents, staff, the faculty, and the administration.
- The responsibility to recognize that resident actions will reflect upon the individuals involved and upon the entire university community.
- The responsibility for knowledge of and observance of established University policies presented in official University publications.
- The responsibility to uphold the Resident Code of Conduct and general housing policies as outlined in our Housing and Residence Life Policies and Procedures Manual on and off campus as long as you are enrolled as Sullivan University Resident.

As Resident Conduct Officers we will aim to provide residents with the following rights.

Resident Rights:

- Receive notice and be advised of the charges in writing.
- Explain their version of the events that lead to the alleged violation(s).
- Have access to all policies and procedures pertaining to Housing and Residence Life and University
- Not participate. You may choose not to answer any questions.
- Ask for clarification on any questions presented.
- Challenge the objectivity of the hearing officer if you have reasonable cause to believe that they may be biased or have a conflict of interest.

A resident may file a disciplinary sanction appeal. To learn more about the appeal process, please see below.

A. Disciplinary Conference

A meeting between a resident or a group of residents and a professional member of the Housing staff to determine the facts surrounding a possible rule violation. Residents are required to attend disciplinary conferences.

B. Sanctions

- Warning or Official Reprimand: A written warning that the continuation or repetition of unacceptable conduct may lead to further disciplinary action.
- Educational Requirements: A resident may be required to do interviews, a research project, a reflection paper, disciplinary service, or other type of assignment to provide a learning experience related to the violation. Plagiarism will not be tolerated. The University definition of plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. A resident found plagiarizing will face additional judicial points and sanctions.
- Rehabilitative Probation: A period, not to exceed one year, during which the resident is required to control questionable behavior. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the resident is found to be violating any institutional regulation(s) during the probationary period. Conditions such as the following may be attached:
 - o Constructive-type work or educational project. Work should not conflict with tasks assigned to regular University employees or with the regular University class schedule.

- **Disciplinary Service:** Work assignments may be a part of a disciplinary probation or may be imposed as an independent sanction. Disciplinary service hours completed will not count towards fulfilling the resident's community service requirements for graduation. If resident does not complete the disciplinary service assignment by the assigned completion date, a charge of non-compliance of a University decision will result.
- **Restitution:** A resident, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of/ or replacement of property or for medical bills related to injuries.
- **Referral:** The resident may be referred to an appropriate university service office or to an outside agency to assist that resident in achieving personal, social, or emotional growth.
- **Alcohol Education Program:** A resident in violation of published alcohol policies or who exhibits inappropriate behavior as a result of alcohol consumption may be required to complete an alcohol education program.
- **Disciplinary Probation:** A specified trial period during which a resident whose conduct has been found wrongful has the opportunity to prove that they can uphold University rules and policies. It may exclude a resident from participation in privileged and/or extracurricular activities as set forth in the notice for the specified period of time. Residents found responsible for sanctions involving alcohol and substance abuse may be referred to the Wellness Center programming offered by the University. The terms imply that violation of any provision in the Resident Code of Conduct would be viewed not only as a violation of the regulation itself, but also as a violation of the probation and could result in their suspension from the University.
- **Relocation:** A resident may be relocated to another residence hall room and subsequently restricted from the facility of a previous housing assignment.
- **No Contact Order:** The student is restricted communication with the other party; including but not limited to verbal, texting, use of social media and discussing the situation with another party.
- **Counseling and Mental Health Safety Plan:** A student who is assessed as a high risk for suicide, self-harm, and other mental health matters may be asked to complete a safety plan provided by the National Suicide Prevention Lifeline. In addition, and if deemed as necessary, housing staff may require a meeting with and approval from the campus counselor prior to being able to integrate back into the residence hall community. This may be in conjunction with the safety plan, which would serve as a written list of coping strategies and sources of support.
- **Termination of Housing Contract/Eviction:** A resident may have their housing contract terminated and be required to vacate the residence hall system at any time during the lease. The resident will normally be given a max of 48 hours to vacate the residence hall, however serious violations may result in the immediate removal of an individual if it is deemed necessary to maintain the safety and security of other residents. Any additional violation occurring prior to vacating the residence hall will be referred to the Senior Director of Student Services.

C. Disciplinary Sanction Appeal Process

- The appeal process has been established for any resident who feels they are being removed from University Housing improperly, or in undue haste. However, the University reserves the right to refuse an appeal hearing to any Housing resident being evicted at any time. In addition, violations that warrant such will require the resident to immediately vacate the University-controlled property without recourse.
- Outlined below are the steps necessary in the housing appeal process. This process is similar to but not identical to the academic appeal process located in the University catalog.
 - The appeal process requires the following steps be taken:
 - The resident must complete the Campus Housing Appeals Form located on the housing website, under forms and information. The form must be submitted by the resident no later than 24 hours after their notice of termination. Requests for an appeal will not be accepted after this time.
 - The resident will be allowed to remain in housing during the appeal process.
 - During an appeal process, the resident's presence will be allowed on campus, and in the hall unless such constitutes a clear and present danger to the university community or unless the resident has been instructed to remain off-campus and/or off-university controlled property by an authorized official.
 - The Senior Director of Student Services will notify the resident of the outcome within 48 hours. If the termination is upheld, the resident will have a maximum of 48 hours to remove their belongings and properly check-out with the Resident Assistant or another University Official. The remaining charges (i.e. rent for the remainder of the lease agreement, assessment for repairs, etc.) will become due within 30 days of termination.

Disruptive Behavior

Disruptive behavior is behavior which Sullivan University regards as speech or action which 1) is disrespectful, offensive, and/or threatening, 2) interferes with the learning activities of other residents, 3) impedes the delivery of University/College services, and or 4) has a negative impact in any learning environment - including department and staff offices, the Library, labs, clinical sites, service-learning sites, etc. Disruptive behavior includes physically, verbally, or psychologically harassing, threatening, or acting abusively toward an instructor, staff member, or toward other residents in any activity authorized by the University/College. Disruptive behavior also includes any other behavior covered by the Resident Conduct Code.

Drugs

Using, abusing, possessing, selling, distributing, manufacturing, or transferring narcotics, illegal drugs, or any controlled substance (including marijuana, inhalants, and abuse of over-the-counter drugs and prescription drugs), except as expressly permitted by law is a violation of the drug policy. Possession of drug paraphernalia which can be demonstrated to be linked to illegal drug activity is also a violation of this policy. Residents and their guests are not permitted to possess paraphernalia such as splitters, bongos, rolling papers, deseeding trays, roach clips, scales, hookahs or any item used to inhale/ingest illegal substances, or any item used to disguise the use of drugs. Also not permitted is misusing legal substances to obtain an unnatural reaction such as aerosol cans, salvia, or paint.

Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician for personal use or are not available on the legal open market. Any person known to be possessing, using, or distributing such drugs are subject to university disciplinary action and possible arrest, imprisonment, or fine according to the state drug law.

Violations of the drug policy will likely result in the termination of the housing contract and/or may be subject to heavy judicial and educational sanctions.

Electrical Fixtures

Residents may not remove or alter electrical fixtures or hardware in resident rooms or common areas in the residence halls.

Emergency Procedures and Evacuation

Recognizing the importance of emergency preparedness, Sullivan University has created a written document, the Emergency Event and Crisis Plan, outlining the University's response and recovery to any emergency or crisis. Training on the plan is conducted on an annual basis and includes field exercises, along with tests of the emergency notification system. This document can be found at <http://intranet.sullivan.edu/forms/sullivan-university-louisville/>

Life Safety, Security and Emergency Notification System

Campus buildings are equipped with sophisticated life safety equipment, including, fire and intrusion alarms and notification system. The SU mobile app provides a notification system that delivers push notifications pertaining to information and responses critical to incidents occurring on campus. To receive important notifications, students, faculty, and staff must download the SU mobile app.

How to Report an Emergency

- Public Safety (502)413-8333
- Gardiner Point Front Desk (502)213-8333
- 911

Housing Specific-Guidelines for Potential Issues

Fire

Any resident who discovers a fire, no matter how insignificant they think it is, should sound the alarm by pulling the nearest pull station and notify 911. In addition, if possible, contact a Resident Assistant or a member of the housing staff immediately. The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames. Gardiner Point Residence Hall has automatic fire suppression equipment within the building, in addition to alarms in each room.

Fire Alarms and Hall Evacuation

Residents must leave the building and go to their designated locations when a fire alarm sounds. Staff may enter rooms to do an evacuation room check if there is reason to believe that anyone could not or did not evacuate. Fire evacuation routes are posted on the back of resident room doors. Tampering with fire and safety equipment (i.e., alarms, doors, pull stations, extinguishers, and security cameras) is prohibited. Residents who violate this policy will be subject to termination of the Housing contract.

Tornado Warnings

If at any time the National Weather Service, state or local police communications or other information indicates that the University is in the path of an approaching tornado, a siren will be activated. When the signal sounds, all persons should seek immediate shelter from the approaching tornado. You should leave your room; lock the door, move away from windows, and move to the center of the hallway, to the basement, or to the lowest floor possible. You should not leave the building.

Weather Alerts

SU Mobile App

Emergency Evacuation Exercises & Procedures

Announced and unannounced emergency evacuation and/or preparedness exercises are conducted throughout the year in University facilities and are recorded for assessment purposes. We strongly urge individuals to familiarize yourself with emergency exits, stairwells and locations of pull stations in each building and actively participate in all evacuations. Emergency response procedures and evacuation maps are posted in every classroom identifying the evacuation routes.

Individuals who have difficulty navigating stairs and require assistance during an evacuation are advised to register their name with the Department of Public Safety. The Department of Public Safety distributes an email to faculty and staff annually requesting that the location of emergency exits, and evacuation procedures be reviewed with students.

In the event of a fire or smoke condition, activate the building fire alarm system by pulling down the handle on the fire alarm pull station. The pull station provides immediate notification to the Louisville Fire Department, Campus Security, and the occupants. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume a fire exists and leave the building immediately.

In the case of an emergency evacuation:

- Cease all activity and immediately proceed to the nearest exit.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Ensure all doors are closed behind you.
- Evacuate the building via the safest and nearest available stairway exit.
- If you are an individual requiring assistance, notify security via the classroom phone by dialing 8888(Louisville Campus) or 3600(Lexington Campus) or call 911 and advise the city or first responders of your location.
- Do not use elevators
- Evacuate at least 300 feet away from the building and await direction from the University officials.
- In the case of a blocked stairway or exit:
 - Using a classroom or office phone, notify building security that all exits or stairways are blocked and advise them of your location.
 - Go to the nearest room and close the door.
 - Place cloth under the door to prevent smoke from entering the room.
 - Hang a cloth or other object out of the window to signal that the room is occupied.
 - Stay as close to the floor as possible, when smoke enters a room.
 - Break top window first to expel smoke, then break bottom window to admit fresh air.
- For more detailed procedures regarding emergency evacuations and procedures, visit the Department of Public Safety Office.

Emergency Maintenance Issues

Louisville Gas and Electric Safety Tips

“Safety is the foundation for all we do at LG&E and KU. We offer safety tips and information to ensure you, your family members and friends, our employees and business partners remain safe each day.” <https://lge-ku.com/safety>

- If the situation allows for time, call Public Safety (502)413-8888 or the Gardiner Point Front Desk at (502)213-8333.
- In an emergency, call 911.

Maintenance Requests

Residents are expected to report routine maintenance issues by filling out a work order online: <https://sullivan.edu/student-life-housing/louisville/work-order-form/>. For those situations requiring immediate attention (i.e., overflowing toilet, broken door lock, shattered window, malfunctioning or inoperable smoke detector), residents should instead contact a staff member. It is important for the residents to follow up with their Resident Assistant or a staff member in the Housing and Residence Life office if any maintenance concerns are not being alleviated in a timely manner, normally within 48 hours.

Power Outages

Should the residence hall experience a power outage, residents should remain calm and get a flashlight if they have one. If a resident is in an unlighted area they should proceed cautiously to an area with emergency lighting and remain in that area until they hear from hall staff. A resident in an elevator should remain calm and use the emergency call button or telephone to alert the police.

*Additional information can be found at:

<https://sullivan.edu/wp-content/uploads/2018/09/2017-campus-safety-and-security-report-sullivan-univeristy.pdf>

Elevators

When elevators are out of service because of misuse by residents, those residents identified as being responsible for the misuse will be charged for the service call of the elevator. Defacing or vandalizing elevators is also prohibited.

Failure to Comply

A resident is expected to comply with the reasonable request of a university staff member. Examples of failure to comply would include, but are not limited to, refusal to open a room door, refusal to produce identification, giving false or misleading information, failing to comply with a reasonable request, or failing to complete a disciplinary sanction.

False Alarms and Bomb Threats

Any resident who sets or causes a false alarm or initiates a bomb threat will be brought before the Senior Director of Student Services for expulsion proceedings and will be subject to termination of the housing contract.

Fire

Any resident who discovers a fire, no matter how insignificant they think it is, should sound the alarm by pulling the nearest pull station and notify a resident assistant or a member of the Housing staff immediately. The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames.

Gardiner Point Residence Hall has automatic fire suppression equipment within the building, in addition to alarms in each room.

Fire Alarms and Hall Evacuation

Residents must leave the building and go to their designated locations when a fire alarm sounds. Staff may enter rooms to do an evacuation room check if there is reason to believe that anyone could not or did not evacuate. Fire evacuation routes are posted on the back of resident room doors. Tampering with fire and safety equipment (i.e., alarms, doors, pull stations, extinguishers, and security cameras) is prohibited. Residents who violate this policy will be subject to termination of the Housing contract.

Fireworks

Fireworks and other explosives are not permitted in the residence halls or anywhere on university property.

Fitness Center

No one may use the Fitness Center equipment or cardio room without signing the Waiver and Liability Form. Equipment from the fitness center should not be removed from the specified location or abused in any way. Residents should use extreme caution while utilizing fitness equipment as no fitness center supervision will be provided, except during university sponsored fitness classes. No resident guests under the age of 18 can utilize any of the fitness center equipment at any time. Please refer to the fitness center policies and procedures in the residence hall for further specifications regarding the use of this amenity.

Flammable Decoration and Light Fixtures

Residents may not hang items from ceilings. Also, the use of acetate, cellophane, tissue paper, or other combustible materials over or in light fixtures is forbidden by fire regulations.

Front Desk

The front desk is intended to improve the building's security for all residents and guests of Gardiner Point. Every resident must show the front desk staff member their room key card/Student ID upon entrance of the building. All current housing students must have a sticker on their housing room key card. Every guest must check in and out of the building as well.

Furniture and Hall Property

Furniture should not be dismantled or removed from its designated space to another area of the hall. Residents who have moved items from the public areas (i.e., hall lounges, study areas) to their rooms will be charged \$5 each day until the item is replaced or returned. Charges begin at the time it is determined the item is in a resident room. The daily fee is in addition to an initial charge of \$5 for each item moved to a resident room. When necessary, room searches may be instituted to locate public area furniture. Resident room furniture must also remain in the rooms. Removal of room furniture may result in replacement charges. Resident room furniture should be returned to its original configuration upon vacating the room. Only small items of furniture can be brought into rooms from outside Gardiner Point (televisions, stereos, bookshelves, gaming chairs, storage bins). Couches, futons, and other large furniture items are not permitted.

Gambling and Lotteries

Gambling is not permitted. Activities involving the awarding of prizes in exchange for an admission charge are not permitted.

Harassment

Harassment of any resident, faculty or staff member is strictly prohibited. Harassment is defined as but not limited to any action, threat, gesture and/or fighting words (verbal and non-verbal), online postings, and written communications directed toward another person which have the purpose to or which tend to incite a breach of peace or cause physical injury or emotional distress to the victim. Because the feeling of harassment often involves elements of subjective interpretation by a victim, generally, the University expects one to communicate feelings of harassment to appropriate officials.

Residents and/or guests shall not stalk any other person physically, online, by telephone, verbally, non-verbally, in written communications, or any other manner. Stalking is defined as, but not limited to, the intentional, unwanted, repeated contact or attention by the stalker to the victim. Residents and/or guests must honor other's requests to stop undesired contact.

Hazardous Materials

Materials that are hazardous to the health and safety of residents are not permitted in residence halls. This includes but is not limited to chemicals, gasoline, and kerosene. Containers that have been used for storing gasoline are not permitted in the residence halls.

Health and Safety

Residents are expected to keep their rooms neat, clean, and suitable for human inhabitation. Resident Assistants will conduct room inspections throughout each quarter. If a resident's room does not pass a health and safety inspection, they will have two days to resolve the infraction. The Resident Assistant will follow up to ensure that this has been completed. Failure to pass the second and third inspections will result in a conference with a professional housing staff member. Examples of health and safety violations include (but are not limited to):

- Dirty dishes
- Excessive clutter
- Dirty toilet bowls/bathtubs/sinks
- Clutter or furniture blocking the A/C units
- Trash
- Fire Violations

Holiday Decorations

Since many holiday decorations are highly combustible, special care must be taken in decorating. Live trees are NOT permitted in resident rooms. Light cords used on artificial trees or in room decorations (including lights used in windows) must be Underwriter's Laboratory (UL) approved and should be checked for safety. Lights must be turned off when leaving the room.

Housing Assignments

Campus housing reserves the right of student residence assignment, and of reassignment during the term of the Lease. The Student agrees to provide campus housing with the information and preferences requested on the Housing Application for the purpose of roommate assignments. The Student understands that campus housing makes all assignments without regard to race, color, religion, national origin, or sexual orientation and rejects all requests for changes of assignment based upon reasons of race, color, religion, national origin, or sexual orientation. The Student agrees to observe the room change procedures established by campus housing and to have prior written approval from Housing staff before making a change of room assignments. Roommate Requests may be indicated on the housing application. Each student must indicate the request to be approved. All incoming students will be placed in a double occupancy room. Triple rooms are based upon availability.

Single Room Policy:

All incoming housing students will be placed in a double room occupancy. Once the 3-quarter lease is fulfilled, students may request a single room when signing a renewal lease. Single rooms are assigned on a space-available basis. Since there are a limited number of designated single rooms, students may place their name on a single room wait-list. All students signing up for a single room must be approved through Financial Planning and acknowledge the price increase for the single room accommodation. All single rooms will be housed in a dedicated space on the North side of the residence hall.

Gender-Inclusive Housing:

Sullivan University is committed to providing a welcoming, inclusive, and safe community. Gender-inclusive housing (GIH) is an initiative that allows students to share a room with any student, regardless of their biological sex, gender, or gender identity. All occupants must voluntarily agree to the GIH assignment process. Residents who apply are not guaranteed a GIH room assignment. Approval will be based upon availability. Students under the age of 18 will need parental consent to be eligible.

Gender-Inclusive Housing is not a substitute or replacement for cohabitation. Cohabitation is defined as a person living in or occupying a space to which the person is not assigned. Extended visitation is not allowed in the residence hall. Any guest/resident that spends the night more than three consecutive nights is violating cohabitation policy. Personal items should not be left in another resident's room. With the implementation of GIH, cohabitation will remain a violation of residence hall policy.

Gender-Inclusive Housing residents are subject to consolidation each quarter. Residents who find themselves without a roommate due to cancellations, withdrawals, etc. will be required to consolidate with residents in other GIH rooms. Consolidation may happen at any time during the quarter. Opting out of GIH will also take place during the room change consolidation period.

Application Process

Gender-Inclusive Housing is available to all housing students. A GIH option will be included in the general housing application provided to all incoming residents. All returning students may submit a request on the room change form during the consolidation period each quarter.

FAQs

What is Gender-Inclusive Housing (GIH)?

GIH is a dedicated living space within campus housing that provides the opportunity for students of different gender identities to share a room assignment.

What is the goal of Gender-Inclusive Housing?

Sullivan University aims to provide a welcoming and safe environment for all students and residents. The Department of Housing & Residence Life recognizes that same-gender room assignments may not be suitable for all students.

Is Gender-Inclusive Housing only available for members of the LGBTQ+ Community?

No. All current and incoming residents are welcome to apply for GIH.

Can romantic partners apply for Gender-Inclusive Housing?

Gender-Inclusive Housing is not intended for romantic relationships, as this is a violation of the Sullivan University cohabitation policy.

Does a student need parental consent to participate in Gender-Inclusive Housing?

Any student 18 years of age or older does not need parental consent to participate in GIH. However, it is highly recommended that students who have parents and guardians involved in their application process do speak openly about this option.

Can a resident opt out of Gender-Inclusive Housing?

Only residents who specifically indicate on their housing application that they are interested in Gender-Inclusive Housing will be considered for GIH assignment. If a resident who is approved and assigned to a GIH living quarter wishes to change rooms later, they must submit a room change request and will go through the routine room change process during the quarterly consolidation period.

Identification

Residents and/or guests are expected to provide appropriate identifications (driver's license or government issued ID) when requested by a university representative or employee. Misuse of the university ID card by allowing others to access the hall or the dining hall is prohibited. Residents and/or guests are required to show their ID when entering the residence hall through the front desk.

Improper Checkout

Each resident must notify the professional housing staff of their decision to leave the residence hall at least 48 hours in advance. They must sign an intent to vacate with the housing office and schedule a checkout with their Resident Assistant prior to leaving the residence hall. A resident will also be charged an improper checkout fee for missing or being late for a pre-scheduled check-out meeting with a housing staff member, or not leaving the residence hall by the designated closing time.

Please see ***Check out Procedures***

Intoxicated or Incapacitated Residents

Any person found intoxicated or incapacitated as a result of alcohol or other controlled substances on campus property or who is abusive, disorderly, destructive, combative, etc., can be arrested by Louisville Metro Police and charged with appropriate violations. Any financial costs such as emergency room care, EMT care, etc., associated with the actions of a person as a result of alcohol or illegal drugs will be the responsibility of that person. Gardiner Point staff WILL NOT transport any residents for emergency care.

Key Access Cards

Key Access Cards are distributed to each resident at the time of move-in. This card will give access to the resident's room. If a resident misplaces their identification card, residents should use the following protocol:

- **Weekdays:**

- 8:00 am – 5:00 pm (4:00 pm on Friday): direct the resident to the Housing and Residence Life Office located on the third floor. A Housing staff member will then let the resident into their room.
- 5:00 pm (4:00 pm on Friday) – 8:00am: direct the resident to the Front Desk who will then contact the RA on Duty to let the resident into their room.

- **Weekends:**

- Direct the resident to the Front Desk who will then contact a Housing Staff member to let the resident into their room.

Residents who lose identification cards should notify the Resident Assistant immediately so a new keycard may be initiated and completed in a timely manner. The cost will be billed to the resident's account at the end of the quarter. The amount charged for recoding will not be canceled or refunded if keys are found later. If this work is to be done after normal working hours, the resident will assume the cost for overtime maintenance. All residents will be responsible for any lost, damaged, or stolen key access card and will be charged \$40 for replacement. Moreover, residents will receive two "free" lockouts. However, any lockout thereafter will accompany a \$10 charge per lockout.

Key access cards are University property and may not be loaned to another person, resident or non-resident. Lending a key access card is a security violation and is a violation of residence hall policy and will result in disciplinary action. Key access cards found in possession of someone other than the designated resident will be confiscated.

Leases

Students who are 24 years of age or older will not be approved for university housing. Only full-time enrolled students (taking 12 credit hours or more), are eligible to reside at the Gardiner Point Residence Hall. If a student turns 21 while living in university housing, they are permitted to remain in housing, but must still abide by all rules, regulations and procedures.

All residents are required to sign a three-quarter lease. Once the three quarters have been fulfilled, the resident will begin signing one quarter renewal leases. During week 9 all applicable residents will need to sign a renewal lease or an intent to vacate form.

Residents who terminate their lease within the lease period will be responsible for the remaining fees owed. Appealing the remaining charges may be done by completing the Campus Housing Appeal Form, located on the housing website under forms and information. The appeals must provide detailed and adequate information on the reasoning for moving out of housing.

Liability

The university does not carry insurance on residents or their property. It is not liable for personal property that may be lost, stolen, or damaged. Residents should review their family's homeowner's insurance policy for coverage. Residents are strongly encouraged to insure their personal belongings.

Note regarding Renter's Insurance:

As noted in your Housing Agreement, Sullivan University assumes no responsibility and provides no insurance or financial protection for the personal property of students. In addition, Sullivan is not responsible for unintentional damages a student causes to the residence halls. Sullivan strongly recommends that students obtain renter's insurance coverage before move-in and has partnered with GradGuard to collect your renter's insurance preference. Please click on this link to indicate your insurance preference.

**Please note that if you do not indicate your preference on the link above, your name and email address will be shared with the GradGuard team so that they can follow up with more information closer to move-in. If you already have coverage under a different provider or don't wish to be contacted by GradGuard, please follow the link to be unsubscribed from future communications.*

Lost and Found

Gardiner Point Residence Hall staff members will keep all lost and found items in the Housing and Residence Life office. Lost and Found items will be kept for a duration no longer than two weeks and will then be properly disposed of, i.e. given to charity or thrown away.

Mail

Each resident will receive a mailbox key upon moving into the hall. Residents who have any lost, damaged, or stolen mailbox keys will be charged a \$15 replacement fee. Mailboxes are located in the lobby area, and mailbox numbers correspond to a resident's room number. Should a resident switch rooms, they will be able to check their old mailbox for one week but are responsible for communicating their address change to those who they may receive mail from. Residents can also call the United States Postal Service to have mail forwarded to their new address. If mail is addressed to a resident incorrectly after one week of changing rooms, all mail will be returned to the sender. If a resident moves out of housing, all mail will immediately be returned to the sender. If mail is addressed incorrectly on accident, it is likely that the resident will not receive the mail. The Department of Housing does not take responsibility for missing mail, for mail being addressed incorrectly, or for mail being returned to the sender. Residents who receive mail that does not belong to them should return it to the front desk immediately. It is a federal offense to open another person's mail.

Packages can be claimed at the front desk. Residents will receive a slip in their mailbox notifying them when they have a package being held at the front desk.

If a resident misplaces their mailbox key, they will need to notify the Housing and Residence Life staff to get a replacement key.

Missing Resident Policy and Procedure

The University is concerned with resident safety and security and takes reasonable steps toward helping create an environment that is safe and free from criminal activity. Criminal activity can and does happen; however, society and the University are not immune or excessively insulated from criminal activity. Knowing this, the University has developed this policy to assist in locating missing residents who are living in college-owned or sponsored housing.

The overwhelming majority of missing person reports made to college officials are due to residents altering their routines without telling their parents, friends, etc. Anyone who believes a resident is missing should communicate their concerns to an institutional administrator or housing staff member. Such a report will generally initiate the procedures listed within this policy.

During the move-in process, residents are asked to provide emergency contact information; however, providing such information is voluntary if the resident is over the age of 18. Emergency contact information for resident residents will be maintained in their housing files; emergency contact provided by non-resident residents will be maintained in their academic files.

General Procedure:

1. The University official receiving the initial report will gather information that includes:
 - a. Name of the reporting individual and their relationship to the missing resident.
 - b. The last known location of the missing resident and the date and time of the last known sighting.
 - c. Known habits and/or routines of the missing resident including employment, local and out-of-town contacts and friends.
 - d. Any recent changes to the missing resident's mood, demeanor or behavior.
 - e. The missing resident's cell phone number if known.
 - f. Any other information that may be of value to the administration and/or investigators.
2. The University administrator or housing staff member will inform the Sullivan University Department of Public Safety and a member of the leadership team. If a resident is determined to have been missing for at least 24 hours, the executive administrator to whom the report is made will first direct appropriate staff members to immediately begin the following steps. A report of progress should be made to the executive administrator within 1 hour to enable further action that is of a timely manner.
 - a. Call the missing resident's cell phone to attempt contact.
 - b. If no one can be contacted at the missing resident's residence, send a staff member to check their room.
 - c. Initiate contact with the resident's RA, neighbors, instructors, etc., to confirm or adjust the last known date/time and location of the individual's known whereabouts.
 - d. Send the resident an email advising them they are being sought.
 - e. Send the resident a text message (if cell number is known) advising them they are being sought.
 - f. If possible, check Social Media for any information that may be helpful.
 - g. Contact the housing staff and/or public safety to obtain the residents car make, model, year and color along with the vehicle's license plate number and state. Check on campus and at housing to see if the missing resident's vehicle is accounted for.
 - h. Contact University I.T. staff to determine when the missing resident last accessed the University's computer network.
3. Upon being updated by assigned staff members, the executive administrator will make a determination as to whether to contact local police. If parents/guardians are involved and/or are the initial reporters of a resident's missing status, generally, the decision to notify police authorities will be that of the parents/guardians but such decision can be facilitated by university officials. If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing resident's emergency contact or parent.

3 cont. If it becomes necessary to contact police authorities, their procedures and protocols will be followed by the University. If a missing resident is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by university officials.

4. When a missing resident is located, they will be asked to communicate with the individual(s) involved in reporting their disappearance. University officials will communicate internally on a need-to-know basis that the missing resident has been located. All media requests will be referred to the Sullivan University System office.

Noise and Quiet Hours

Any activity such as playing stereos, watching television, playing a musical instrument, yelling, singing loudly, slamming doors, horseplay, running or any activity that creates a disturbance or can be heard outside one's room is prohibited in the residence halls. At all times, general courtesy should be exercised. Residents are expected to demonstrate respect and comply with a request to reduce noise if asked by other residents to do so. During mid-term and finals week of each quarter, all halls will abide by a 24-hour quiet hour policy. At the beginning of the quarter, default quiet hours for all buildings will be 10:00 p.m. to 9:00 a.m. on Sunday through Thursday and 12:00 a.m. to 10:00 a.m. on Friday and Saturday. These times will be subject to change. In the Main Lobby, all residents and guests will abide by a 24-hour courtesy hours policy. Failure to adhere to the Quiet Hours will result in judicial action.

Online Misconduct

Residents are cautioned that behavior conducted online can subject them to University and/or Department of Housing and Residence Life conduct action, such as harassment delivered by electronic media. This may include but is not limited to emails, phones, texting, etc... Resident must be aware that items such as blogs, webpages, Facebook entries and similar online postings are in the public sphere and are not private. These postings can subject a resident to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly conduct investigations for this information but will take action if and when such information is brought to the attention of Department of Housing and Residence Life officials.

Painting Resident Rooms

Resident rooms may not be painted. Permanent alterations to resident rooms are also prohibited.

Parental Notification for Alcohol and other Drug Violations

The Department of Housing and Residence Life may notify parents/guardians of residents under 21 years of age when a resident is found responsible for (1) violations of the drug policy, (2) a second violation of the alcohol policy, and (3) on the first violation of the alcohol policy when one or more of the following occurs:

1. The resident demonstrates a reckless disregard for their personal safety or the safety of others;
2. Medical attention to any person, including the resident, is required as a result of the resident's alcohol related behavior;
3. There is property damage;
4. The resident operates a motor vehicle under the influence of alcohol;
5. The incident involves another serious violation.
6. The resident's alcohol-related behavior negatively impacts the learning environment.

Parking Policy

Residents and guests must park their vehicles in designated areas at Gardiner Point Residence Hall. All vehicles must be parked appropriately within designated spaces. Parking in handicapped or reserved parking without proper ownership/identification is prohibited. Parking underneath the carport in front of the building is also prohibited. This area is a fire lane and must stay clear. Authorized vehicles and emergency vehicles have exclusive permission only. Unattended vehicles may be removed at owner's expense. Owners of identified vehicles may be subject to judicial action as well.

Pest Control

Living in a residence hall allows for many positive experiences; however, living in close proximity to hundreds of other people also means you share more things than a washer and dryer. Pests travel into the building from the outside via clothing, luggage, etc. It is easy to bring in the following pests without even realizing it:

- Spiders
- Cockroaches
- Ants
- Bed Bugs

The top three pests are attracted to spills and open food. Make sure you keep your room clean and put away food in sealed containers. Spiders like cool dark places. Pay attention to spider webs and realize that they are solitary creatures and do not normally nest like other pests. It is important that you realize that these pests are easily dealt with if you notify the HRL Office. HRL will contact maintenance and the proper exterminator will be scheduled.

Bed Bugs: The proper handling of these pests is very important. If you suspect you have bed bugs, you need to contact the Housing and Residence Life Office immediately. Maintenance will inspect your room and an exterminator will be called if bed bugs are confirmed. The maintenance staff will give you a list of thorough instructions of how to proceed. Please realize that we can get rid of virtually any pest, but it is a process. Following the instructions of the maintenance team is the key to eliminating the bed bug issue. The Department of Housing and Residence Life will provide (free to the student) 2 treatments of the room. If the resident obtains bed bugs three or more times, then they will be responsible for the fees associated. Residents will not be allowed to move rooms and are strongly encouraged to not stay in other resident's room until the room has been treated and cleared by the exterminating company.

Lice: If you suspect that you have lice, your first step is to contact the Health and Wellness Coordinator, at (502) 413-8618 to get checked. Once a case of lice is confirmed, affected residents must notify the Housing Office so exterminators can be contacted. The resident must then bag up all of their clothes, linens, towels, stuffed animals, and hair supplies (ponytail holders, headbands, hats). The resident must also wash brushes and combs. The resident must then treat their scalp and hair with a lice shampoo (e.g. Nix). These treatments are less effective if one tries to treat themselves. Seek help from a guardian, friend, or the Health Coordinator to ensure that the treatment is effective. The resident must follow up with Health Coordinator to ensure that the treatment worked.

Pets

Pets are not permitted in the residence halls. This includes newts, frogs, salamanders, birds, or any life form that can survive outside of water. Freshwater fish (in a tank no larger than 10 gallons) are the **only** pets allowed in Gardiner Point Residence Hall. Aquariums or tanks larger than 10 gallons are not permitted in the halls. Guest's pets are also not permitted in the residence halls.

Service animals may be allowed in the Residence Hall. Please see **Disability Services/Accommodations** for more details and required documentation. Requests will be considered on a case-by-case basis.

Posting Guidelines

Posting to Resident Room Doors: RAs are permitted to post "door decs" for each resident in their hall at the beginning of each quarter. RAs may also post flyers or reminders on their residents' room doors. Residents are permitted to decorate their doors, but postings and decorations must be tasteful and appropriate. Decorations should not include vulgar language, photos/pictures exposing intimate anatomy, or photos/pictures displaying any illegal behavior.

Posting to the Halls: The Department of Housing and Residence Life restricts access to residence hall facilities to residents and their escorted guests, and individuals conducting official university business. For those recognized University resident organizations and activities, non-profit organizations, and commercial enterprises who wish to advertise in the residence halls, the following guidelines have been established to assure our residents a safe and comfortable living environment as well as some degree of privacy. University resident organizations and activities, non-profit organizations, and commercial enterprises who wish to publicize events, services or products in the form of a poster or flyer should send their materials to a Housing and Residence Life staff member for official approval. Approved flyers and posters will be distributed to the residence halls and posted by hall staff.

Organizations may also drop off flyers, posters, coupons, or souvenirs at the Office of Housing and Residence Life for approval and posting by hall staff. Only one posting material per event is allowed. All ads or flyers received will have a designated space in which they may be posted.

Priority in the common areas will be given to all Resident Life-affiliated and recognized groups. The Department of Housing and Residence Life reserves the rights to not post ads or flyers that are not in accordance with the mission statement of the Office of Housing and Residence Life or University policies. Please note that items cannot be placed in resident mailboxes that are not specifically addressed to an individual.

Markings or postings on exterior surfaces of the residence hall also are prohibited; this includes but is not limited to writing messages on sidewalks using chalk or tape.

Power Strips and Extension Cords

Multiple-outlet connections are prohibited unless they are a "temporary" power strip (or box) with a built-in circuit breaker, carry an Underwriter's Laboratory (UL) approval, and have a maximum load of 15 amps. Power strips with surge suppressors do not meet this standard unless they have a built-in circuit breaker. Power strips should not be used in a built-in circuit breaker. Power strips should not be used in a series (one power strip plugged into another). Extension cords are allowed provided they are UL approved, in good condition, and plugged directly into a power strip equipped with built-in circuit breaker. Extension cords should not be used in a series (one cord plugged into another).

Pregnancy/Family

Residents who are pregnant are permitted to live in resident housing during their pregnancy. This information must be discussed with the Housing Pro-Staff in order to make sure that appropriate arrangements are made in the event of medical problems, the onset of labor, etc. Relevant information will be shared with those who have a specific need to know. Campus housing is designed for individual residents. Sullivan University System does not provide family housing or married-resident housing. Residents with children, spouses, etc. are encouraged to come to the Department of Housing and Residence Life for a listing of off-campus housing options.

Propping Doors

Outside doors should not be propped open (i.e., putting an object like a rock or book in front of the door to keep it from locking). Each resident entering or leaving the hall should ensure that entrances and hall doors are secured and locked to prevent unauthorized entry. This includes holding a door for someone who does not live in the residence hall.

Room doors should remain closed at all times when the room is unoccupied. Leaving a room door propped open when the room is unoccupied could cause safety issues, and may result in judicial consequences. If a housing staff member finds a room door propped open, they will shut the door.

Residence Hall Lobby, Lounge, and Common Area Usage

Residence hall lobbies, lounges and common areas including those that are shared with University Dining are reserved for residence hall residents' use only. University organizations, external organizations, and residents may not reserve or meet in any residence hall lobby, lounge, or common area. All lobby, lounge and/or common area programs or meetings must be sponsored by Housing and Residence Life staff. All lobby, lounge or common area reservations must be requested and approved by the housing pro-staff.

Restoration Deposit

The restoration deposit is held until the resident checks out. Should there be no excessive wear to their room and/or furniture; an appropriate amount will be credited back to the resident's University account. An appropriate amount thereof will be used to restore the room after the resident leaves the building. Residents should not expect to receive the entire amount back. Damage or excessive wear occurring during the resident's term of residence will be repaired or cleaned and paid for at that time. The resident will be asked to pay for such repairs or cleaning without using the restoration deposit. This deposit is reserved for the resident's final checkout.

Deposits are refunded after a resident's check-out paperwork is processed and the room is checked by an RA. This process usually takes about a week but can take longer at the end of the quarter when more people are moving out at once. Restoration deposit refunds are automatically credited towards the remaining amount owed to the University on the resident's ledger. If a resident does not owe the University any money, the refund will be credited to the Sullivan debit card received by the resident upon moving into the hall. If a resident still owes the University but would like their refund back, they may contact the Business office to request their refund be credited to their Sullivan debit card.

Room and Roommate Changes

Room and roommate changes are made at the discretion of the Professional Staff. All roommates should first refer to their Roommate Living Agreement forms (<http://housing.sullivan.edu/pdf/Roommate%20Living%20Agreement.pdf>) before approaching any Housing staff member in attempts to work through certain difficulties.

Residents are asked to make every effort to live with their current roommate(s). All roommate/room change inquiries **MUST** then go through the RA. It is important for these resident-staff members to be aware of what is taking place on their halls and to attempt to provide some assistance. The RAs will always conduct a formal mediation process between the roommates before having the office staff meet with them. If the RA mediation process does not work, the roommates can then meet with an office staff member who will conduct a second, more formal mediation process. There will be **NO** roommate/room changes unless it is an extreme case. In other words, roommate/room changes are **NOT** simply going to be approved for no adequate reason. **No matter the situation, there will only be ONE roommate/room change per resident per quarter.** So, we encourage each resident to try to work through difficult situations (both amongst themselves and with the help of Housing staff members) before assuming a change is imminent.

KEEP IN MIND: there is no perfect roommate, whether you are male or female. No matter who you live with, there will be certain things you do not like about each other. It is imperative that you keep this in mind while living with someone in college, or elsewhere. Therefore, roommates should find a compromise on disagreements instead of simply attempting to change rooms or roommates.

Residents may not move from their assigned rooms into other residence hall rooms without prior permission of the housing pro-staff. Room or roommate changes are not made based on race, color, religion, national origin, ancestry, sexual orientation, or physical ability.

Failure to complete the room change process appropriately and as expressed in the above procedures (e.g., not turning in paperwork or keys) will result in a minimum \$35 charge). To submit a request for a room change, the resident must complete the room changer request form located on the housing website, under forms and information.

Room Entry and Searches

The university reserves the right to inspect a room for damage or stolen property, to make repairs, and to check rooms at all break periods. The University reserves the right to enter rooms and conduct vehicle searches without a search warrant for any reasonable purpose. Periodic Safety inspections are performed by Housing and Residence Life staff members at least once per quarter in order to check on the safety and security of each room.

Safety & Policy Compliance Checks:

These checks conducted by members of the Housing staff occur as needed to ensure the safety and sanitation conditions of each apartment are being met. (See electrical outlets and apartment cleaning.) During safety checks or housing rounds staff also check for policy violations as described herein. Furthermore, University representatives and law enforcement officers may enter student housing units to conduct searches for illegal drugs, firearms and other unauthorized items. These checks need not be announced, and It is not necessary for you to be present during these checks.

Safety and Security

Several practices and policies are employed at the University to ensure as safe a community as possible, but a key element is resident cooperation. Exterior doors are locked 24 hours a day. However, each resident entering and leaving the hall should make sure that the entrances are secured and locked. Doors should not be propped open. Unauthorized entry should not be permitted. Also, residents are not allowed to exit a residence hall through the emergency doors/fire exit except during an emergency.

It is important that residents are security conscious in the halls, on the campus, and in the community. Residents should be familiar with these safety precautions. Also, residents should be aware of their actions and the potential danger that could be inflicted on other persons or property. The violation of a safety policy will result in residence hall probation and/or termination of the housing contract. Protect yourself as well as your neighbors.

Sanitation and Personal Hygiene

Residents are expected to practice appropriate personal hygiene (included but not limited to showering as necessary, having clean laundry, etc.) and to maintain an environment within their room and community which is sanitary. Perishable food items should be stored in sealed containers and/or refrigerated. Trash and food debris should be disposed of in the designated trash location on the residence hall floor.

Security Cameras

For the safety and security of residents and guests, security cameras are placed in the common areas of the residence halls (interior and exterior, excluding restrooms). These cameras are used for safety purposes only and will only be accessed by appropriate professional staff within Housing and Residence Life. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

Sexual Misconduct Policy

Any individual that believes they have been sexually assaulted should contact the police immediately and subsequently notify a Housing and Residence Life staff member as soon as possible. It is the policy of the University, at the victim's request, to make room changes as is reasonably available. Residents desiring additional information on the University's Sexual Offense Policy may pick up an informative brochure in the Administrative Office.

Shuttle Service

The University provides shuttle service during the mornings and afternoons Monday-Friday per the most recent version of the Shuttle Schedule. Schedules are provided at orientation and are also available in the Student Services Office. Residents are allowed to park on campus only if they obtain the proper parking permit through the campus bookstore.

Smoking

The University is a smoke-free campus. Smoking is prohibited in all buildings and outdoor areas (including the residence hall) except designated locations. Individuals must remain 30 feet away from the building when smoking. Lighting objects on fire, vandalizing, and damaging university property in the designated smoking area is prohibited. Residents who violate this policy by smoking in the residence hall or non-designated areas will be subject to judicial process.

Solicitation

Door-to-door distribution, solicitation, fund-raising, sales, or commercial activity are not permitted within the residence hall. Solicitation includes pyramid schemes as well. Please remember that residents and guests are not permitted to run a business from the residence hall.

Sports in the Residence Halls

Sports activities inside the residence halls are not permitted. This includes but is not limited to playing hackysack, rollerblading, having water fights, and bike riding.

Termination

Disciplinary proceedings are commenced upon the report of a violation by University staff. Termination of the right for a resident to reside in University Housing shall become effective upon delivery of written notice to the resident.

Resident will have a maximum of 48 hours to remove their belongings and properly check-out with a Housing Staff Member.

Termination will be imposed for causes to include policy violations and/or other violations of the lease agreement and is based on the subjective judgment of University Administrators. The remaining charges (i.e. rent for the remainder of the lease agreement, assessment for repairs, etc.) will become due within 30 days of termination. For more information on termination, refer to the termination appeal process in this manual.

Theft

Theft or unauthorized possession of personal or university property is prohibited. Theft may be reported to local police authorities and campus Public Safety and will result in judicial action.

Trash and Trash Rooms

Residents are responsible for disposal of their trash. Residents should empty trash into the proper garbage receptacles, located in designated areas of the hall.

Residents found to be improperly disposing of their trash will be subject to the judicial process.

Unauthorized Entry

Residents must prevent unauthorized individuals from entering the residence hall. Residents, guests, and/or residents may not enter another resident's room without their permission.

Vacation (Break) Periods

Residents Who Wish to Stay over Breaks:

Residents and their guests are not to be in the halls without permission from the Department of Housing and Residence Life during quarter breaks. Housing in Gardiner Point Residence Hall is provided to Sullivan University System residents in accordance with official dates published in the academic calendar. Gardiner Point Residence Hall does not provide 12 month housing accommodations and is officially closed to resident occupancy during the following break periods, unless residents fill out the Break Housing Application and are approved. Break housing applications are available in the housing and residence life office. Residents must vacate by the Saturday after finals and may return on the Sunday before school starts. For specific dates and times, please contact the housing office.

PLEASE NOTE: Residents must submit a separate application for each break. The Dining Hall is closed during break periods (to reopen the Wednesday before classes begin) for several important reasons:

1. Proper Care and Maintenance of Facilities: Proper care and maintenance requires vacating of the kitchen/dining area and periodic shutdown and interruption of basic services to that area.
2. Safety & Security: During traditional break periods residents leave the campus and vacate the residence halls, university offices are closed on holidays, and services and staffing levels are reduced. These factors combined require closing residence halls and dining facilities and restricting access to reduce safety and security risks.
3. Staffing & Services: Break periods are typically scheduled around major holidays and are popular times for university personnel to utilize holiday and vacation time, thus reducing staffing levels and service. University staff utilizes this time to conduct training programs for staff, work on special projects, prepare for the upcoming semester, and are not able to provide all services typically available during regular operations.
4. Cost: meal costs do not cover break periods. Providing these services would require the assessment of additional fees to cover all costs.

ELIGIBILITY FOR BREAK HOUSING:

Please review the following policies and statements of responsibility. In addition to the following guidelines for eligibility, residents who are requesting Break Housing must have no record of serious conduct violations (alcohol or substance abuse, residence hall or conduct probation, vandalism, security, or safety violations etc.). Such violations will result in the immediate denial of your application.

BREAK HOUSING POLICIES & PROCEDURES:

- All residents needing to stay over break will be required to pay a daily fee of \$10. Additional fees may occur if deadlines aren't met. The Department of Housing may offer community service options for students who cannot afford to make the break housing payment. Resident Orientation Crew members will be allowed to stay over break free of charge. The proper application must be filled out and student must be accepted in the committee before break begins.
- As always, the exterior doors of the residence hall will be always locked. Residents will only be able to access their residence hall room through the front door of the building. Residents must not prop open doors, give their building key to another person, or allow access to any unauthorized person. Please report any security or other problem(s) to Public Safety immediately (413-8888).

- You are encouraged to exercise care and caution during breaks. More importantly, please report any suspicious individual to Public Safety (413-8888). Public Safety Officers will patrol inside buildings on a regular schedule during breaks. A list of residents authorized to stay in residence halls during break is provided to Public Safety. Any unauthorized resident will be asked to leave the building and reported to the Office of Housing and Residence Life.
- If requested by any university official (including RAs), you will comply in accordance with the Resident Handbook and the Housing Manual. No one is permitted in the residence halls during break except those residents whose application for break housing has been approved. No visitation by anyone (other than immediate family) is permitted during break, unless approved by the housing department. If you allow an unauthorized person access to the Residence Hall your break housing privileges will be revoked immediately.
- The custodial and maintenance staff will be cleaning and renovating the residence halls, and as such there might be temporary inconveniences. Residents are encouraged not to interfere with their processes. Facilities and other university officials may have to enter any room for maintenance or other necessary up-keep of the residence halls.
- All University policies are in effect over the break.
- Violation of the above policies and procedures, other applicable university policies, and local, state, and federal laws during breaks are subject to immediate revocation of the privilege of being in the residence hall during break, double fines, and other sanctions as appropriate.
- The cost of Break Housing is NOT covered under standard financial aid. The cost of Break Housing will be due upon receipt of the application. The total charges are to be paid to the campus Business Office. Failure to do so will result in the student's account being put on an academic hold.
- There are NO returns, i.e. if you pay for X number of nights during the quarter break and decide not to stay that duration, there are NO refunds.

RESIDENTS WHO LEAVE FOR BREAK PERIODS:

It is required that the last resident to leave their room make sure that the following tasks are complete:

1. Leave the heater/air conditioner on low.
2. Unplug all electrical appliances except for aquariums and refrigerators.
3. Turn alarm clocks/timers off.
4. Empty all garbage from trash cans into trash room receptacles on each floor.
5. Close and lock windows.
 - a. First floor residents should close curtains.
 - b. Other floors should leave curtains open.
6. Turn off lights.

During the break, staff will check each room for safety and security reasons. Charges will be applied to residents' ledgers if they do not meet requirements to food items and garbage over break periods. Dining room services will not be available during breaks.

Vehicles

Cars and other vehicles must be operated with maturity and good sense. Your car radio is for your personal enjoyment. Loud music blaring from cars is always prohibited in the residence hall parking lot. Parking under the overhang for excessive amount of time is prohibited. All vehicles must display current license plates and must be registered with the Department of Housing and Residence Life within the first week of each quarter. There is no guarantee of parking at the residence hall; carpooling from hometowns is recommended. Guests may park in any available spots in the Gardiner Point parking lot. Unsightly and abandoned vehicles (including vehicles with flat tires, broken windows, leaking fluids or in obvious need of repair) are not permitted in the Gardiner Point Residence Hall. Repairs, oil changes, and vehicle washing are not permitted anywhere on University premises unless specialized facilities are provided. Reckless driving and speeding in the parking lot is also not permitted. Posted speed limit is 10 MPH in the parking lot. Students will only be allowed one vehicle on campus.

Violence

Any physical altercation or conduct that threatens or endangers the health or safety of another person will be construed as violence. This would include but is not limited to fighting, scratching, slapping, wrestling, biting, assault, and rape. Residents found responsible for any act of violence will be subject to the judicial process and will likely be terminated from the housing contract.

Visitation

All residents and non-resident guests will be permitted to visit during the following days and hours:

- Sunday – Wednesday 7 a.m. to 12:00 am.
- Thursday – Saturday Overnight guests are permitted.
- (Any guest staying past midnight will be considered as an overnight guest.)

Guests

Guests (nonresidents of the hall) are expected to follow all policies of the university and the residence hall. Residents are responsible for their guests and all actions of the guests while in the halls. Guests must be always escorted while on Gardiner Point property, this includes outside of the building. Key cards are not issued to guests. Guests of the residence hall must be 18 or older. All guests under the age of 18 must be always escorted by a parent or guardian. Special permission can be granted by the Department of Housing and Residence Life only. Residents who are found to have unsupervised children in the halls may be subject to criminal charges.

Gardiner Point Residents may only have an overnight guest (regardless of gender) during the weekends (Thursday through Saturday night ONLY). Any guest staying past midnight will be considered as an overnight guest. Residents are only permitted 2 guests at a time for overnight visitation. Please keep in mind that you should be courteous of your roommate(s) when scheduling an overnight guest. Your roommate(s) reserves the right to contact the Department of Housing and Residence Life if they are made uncomfortable at any time. Please allow 24-hour notice to your roommate(s) whenever possible.

- **Overnight guests (regardless of gender) may stay a maximum of three nights in a row.**

Weapons

Weapons are not permitted in the residence halls. This includes but is not limited to firearms, ammunition, explosives, tear gas, knives over 2 inches long (those not used for culinary class purposes), pellet guns, wrist rockets, catapults, dart guns, and devices that propel objects through the air. Recreational weapons such as but not limited to sling shots, stun guns, pellet guns, Taser guns, air soft guns, etc., are not permitted in the residence halls. Objects that are used in the martial arts, such as nun chucks and bolas, and those used in hunting, such as bows and arrows, are not permitted in the residence halls. Residents who use an object in the form of a weapon to injure someone are subject to discipline under this policy. Residence hall staff may search a room if there is reason to believe a weapon is in the room. Violation of this policy may result in termination of the housing contract. The only exception to this policy is that culinary knives for culinary residents are permitted, which should be kept in the proper container and put away out of reach of others.

Website

Residents and/or family members interested in knowing more about Housing and Residence Life and Gardiner Point Residence Hall should visit the departmental website at: <http://housing.sullivan.edu/>. The navigation tabs on the left-hand side of the website will guide one through to meet the staff, check out the most popular housing forms, submit maintenance work orders, check out some important academic resources, and view the FAQs. For more on this website, please call us at 502-213-8330 or e-mail us at gardinerpoint@sullivan.edu.

Weekends

Residents leaving the residence hall for the weekend or any extended period must check-out at the Reception Desk by simply letting the staff member know so they can record this information for Housing and Dining purposes, and for safety reasons.

Windows

Window draperies or blinds are provided in every resident room and may not be removed or replaced. Residents may hang personal drapery in addition to the ones installed. Personal drapery should not be visible from outside the window. Residents are prohibited from displaying items, such as but not limited to, posters, personal displays, lights etc. in hall windows.

QUESTIONS?

**Contact the Housing Office at 502.213.8330 or email
gardinerpoint@sullivan.edu**