



COMMUNITY LIVING POLICIES

The Office of Community Life seeks to provide a safe living environment that enhances social and educational opportunities on campus as well as fostering community within the halls. Each community hall living area has Senior Community Advisors (SCA), and several Community Advisors (CA's) to support and assist students. All students are encouraged to seek the assistance of the Community Life Staff, their SCA and/or CA when they have questions about the College, have concerns with their living environment, are unable to resolve a conflict with their roommate or floor mate(s), or need someone to talk to about a personal concern.

Honor is central to the mission of the College as well as to the community experience. As a part of the community, students are expected to show respect for the following: **community living procedures and staff; roommates and neighbors; facilities; health and wellness; and safety**. Each academic year, students are responsible for reading and abiding by the policies related to each of these. Failure to abide by the terms of these policies, as well as any other College regulations and policies, undermines the sense of honor and community that are important to the College and may result in sanctions as outlined in the College conduct processes. The College reserves the right to change or alter these policies throughout the course of the year.

1. **RESPECT FOR PROCEDURES AND STAFF** – The policies established by the Office of Community Life are designed to ensure smooth transitions to and from campus living. Students are expected to comply with the procedures and to respond respectfully to the paraprofessional staff (Community Advisors, “CA’s” and Senior Community Advisors, “SCA’s”) and professional staff who are responsible for administering the policies. Failure to do so may result in sanctions.

- 1.1 **Assignments:** The Office of Community Life will assign all students, designate roommates, and facilitate room changes when warranted. The College may also place three students per community hall room. There are a limited number of single-occupancy rooms on campus; the Office of Community Life selects students for these rooms based on requests for reasonable accommodation. If space allows, double-occupancy rooms are offered to students as singles during the spring semester at an increased charge. The Office of Community Life typically makes housing assignments for upperclassmen through a housing lottery process that is held each spring semester for the upcoming year. The Office of Community Life publishes specific procedures for the housing lottery prior to that event. Students who deliberately misrepresent themselves during the housing lottery may be subject to sanctions as outlined in the housing lottery procedures. Housing assignments made during the lottery may be changed by Community Life based on College enrollment. Each roommate has responsibility for communicating any changes in enrollment status to Community Life, as well as to other roommates. Community Life cannot guarantee that roommates will be contacted when one roommate withdraws from her/his assignment.

- 1.2 Check In/Check Out:** A Room Inventory Sheet will be completed for each room for each student before moving into a community hall room. Upon moving in, the student should verify that the “check-in” status of the room is correct, sign the form, and return it to the Community Advisor of the hall/area. A check out inspection will be conducted upon move out and the student(s) will be responsible for any discrepancies between the check-in and check-out conditions of the room or apartment. An improper check-out fine may be assessed for failure to follow the established check-out procedures published at the end of each semester.
- 1.3 Early Check-In:** Students must receive permission from the Office of Community Life in order to be able to move into their rooms prior to official move-in dates. Some students are required to move-in early related to their responsibilities with orientation, athletics, music, CA duties, etc. Roommates of those given permission to return early are not allowed to move in prior to the official returning students move-in dates. Students found violating this policy will be fined \$50 and asked to leave campus until their official move-in time.
- 1.4 Hall Closings:** The College closes community halls during certain holiday periods, including, but not limited to, the Christmas break. Students needing permission to reside in the halls while they are closed must obtain written permission from the Office of Community Life in advance. Students who are found in the halls during unauthorized times (including move-in and move-out dates) are subject to fines and other sanctions as deemed appropriate.
- 1.5 Inspection/Search of Rooms:** The College may enter, inspect, or search a student's room under the following conditions: (1) when there is a reasonable suspicion that an occupant may be physically harmed or endangered, (2) when there is a reasonable suspicion that College regulations or State/Federal laws are being violated, or (3) during periodic health and safety inspections of community hall rooms. Determinations of what constitutes "reasonable suspicion" may be made by the President of the College, the Interim Dean of Students, the Dean of Community Life, or a member of the Campus Life on-call staff.
- 1.6 Meetings Convened by Community Life Staff:** Meetings scheduled by Community Life staff for a floor, wing or hall are mandatory at the discretion of the staff person involved. Community Life staff may impose fines for unexcused absences if notice of a mandatory meeting is given beforehand.
- 1.7 Responding to the Directives of Community Life Staff:** Students are expected to respond to and comply with the directives of Community Life staff who are acting within their official responsibilities. Failure to do so may result in a Code of Responsibility disorderly conduct violation, (Section 4.6), as well as other sanctions issued by the staff of Community Life.
- 1.8 Room Changes:** Students who wish to change rooms or community halls must request and obtain written permission from the Office of Community Life. Students who change rooms without permission will be required to move back to their official assignments and are subject to sanctions and/or fines for an improper room change. Room changes are not permitted during the first two or last two weeks of each semester. Room changes are typically scheduled 2-3 weeks into the semester. The staff of Community Life will communicate the dates in advance.

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- 1.9 Storage of Personal Property:** The College does not provide storage for personal items over school breaks, so students should arrange for storage of the belongings at an off-campus location, if needed. Storage of personal property at the fraternity houses over school breaks requires the permission of the Dean of Community Life. The College assumes no responsibility for the loss or damage of property stored or left in the houses. The College assumes no responsibility for damage to any part of the house as a result of improper disposal of any perishable items.
- 1.10 Temporary Assignments:** In some cases it becomes necessary to assign students to temporary housing until another space becomes available. Students who are assigned to a temporary assignment must be aware that they may be given short notice to relocate to a permanent or other temporary space. Failure to relocate in the time allocated by Community Life may result in the loss of housing privileges.
- 2. RESPECT FOR ROOMMATES AND NEIGHBORS** – As members of the College community, students are expected to avoid all behaviors that infringe on the rights of other community members and to extend common courtesies to neighbors out of respect for them. These courtesies are also expected to extend to the members of the neighboring Clinton communities. Violations of these policies may result in sanctions as outlined in the Code of Responsibility and any other College regulations and policies. It is the responsibility of each student to report violations to the appropriate paraprofessional and professional staff in the Office of Community Life and/or other professional staff of the College. Failure to do so may result in sanctions.
- 2.1 Courtesy Hours:** Courtesy hours are in effect 24 hours a day, 7 days a week. Excessive noise that infringes on the rights of others to sleep, study, or enjoy a peaceful living environment is not tolerated. Community members are expected to comply with requests to quiet down, lower music volume, discontinue loud and boisterous group activities, etc. whether this request is made by a neighbor, Community Life staff member, campus safety officer, or other faculty/staff member and whether or not the request is during quiet hours.
- 2.2 Guests:** Community members may host overnight guests of the same gender; however, these guests MAY NOT stay for more than two consecutive evenings without written permission from the appropriate area staff member. Cohabitation (defined as guests sleeping/staying in the room, which infringes on the rights and privacy of another roommate within the same room or apartment) is prohibited. The PC visitation policy remains in effect at all times.
- 2.3 Responsibility for Guests:** Community members are responsible for the actions and behaviors of their guest(s) and may be held responsible for any damages or violations of their guest(s).
- 2.4 Roommate conflicts/disagreements:** When roommate conflicts or disagreements occur, community members, as a first step, are encouraged to work together to achieve a resolution. If a solution is not achieved or if the students do not feel comfortable addressing the issue for whatever reason, they are encouraged to contact and alert a community advisor, senior community advisor, or professional staff member in Community Life, as failing to report the conflict may cause it to escalate. Paraprofessional and professional staff members are trained to serve as mediators in helping resolve conflict. If the mediation process does not help achieve the desired result, students may be referred to the counseling

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center for additional support. If this additional support does not help achieve the desired result, the staff of Community Life will provide interested students with a list of available alternative campus accommodations and will assist with voluntary reassignment of a student who wishes to move. The choice of alternative accommodations may be limited based on housing occupancy or anticipated occupancy at the time of the conflict.

- 2.5 Solicitation and Selling:** Soliciting and selling by students and non-students is prohibited in all community halls. No person may enter a College community hall to distribute or collect questionnaires and surveys, and/or to collect any other information in person from students in their rooms without obtaining advance written permission from the Office of Community Life. Students who encounter door-to-door solicitors should immediately contact their CA or the Office of Community Life. Advertisements from non-student groups may also not be displayed within community halls without prior written permission from the Office of Community Life. Community Life staff maintain the right to remove any advertisements (student-generated or other) that they find offensive or inappropriate.
- 2.6 Throwing/Dropping Objects:** Throwing or dropping objects from the windows or in stairwells of the community halls, apartments, and townhouses is not permitted at any time. Students violating this policy may be sanctioned and/or charged with disorderly conduct.
- 2.7 Quiet Hours:** Quiet hours are from 12 midnight to 8:00 am from Sunday to Thursday. Weekend quiet hours are from 2:00 am to 8:00 am. Community members are expected to be mindful of these hours and to adjust their behavior accordingly. Exceptions to this policy may be determined by the Office of Community Life through the registered party process. Sanctions for violating quiet hours may include fines, disorderly conduct charges, community hall reassignment, and/or loss of on-campus living privileges, depending on the circumstances.
- 2.8 Visitation Policy:** The Student Government Association and the Community Life staff sponsor visitation in the men’s and women’s community halls. The Community Advisors and Community Life staff is responsible for implementing the policy.

Option D below is the default visitation plan for each community hall. However, the members of each community hall are allowed to vote at the beginning of each academic year by secret ballot on the adoption of a different visitation hours plan for hosting visitors of the opposite sex. The individual elections are supervised by the Community Life staff and require a two-thirds (2/3) majority for adoption.

Approved Plans		
Plan	Open Days	Hours
A	Sunday – Thursday Friday and Saturday	9 a.m. – 1 a.m. 9 a.m. – 3 a.m.
B	Sunday – Thursday Friday and Saturday	noon – midnight noon – 2 a.m.
C	Sunday, Monday, Wednesday Friday and Saturday	noon – midnight noon – 2 a.m.
D	Sunday, Wednesday Friday and Saturday	noon – midnight
E*	Sunday - Saturday	twenty-four hours

*Only available for Carol International House, Fraternity Court, Senior Hall, Scottish Arms, and the Townhouses.

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The following regulations are effective for all community halls visitation periods:

- 2.8.1 There will be one Community Advisor on duty on weekends for each of the community halls or areas.
- 2.8.2 All guests must enter and leave through the exterior door(s). Entry and exit through windows (except in the case of an emergency) is prohibited.
- 2.8.3 All non-PC guests must be escorted by their hosts at all times.
- 2.8.4 The host must be a community member of the hall being visited and is responsible for his/her guests.
- 2.8.5 Community Life staff or Community Advisors may require guests to leave at any time.
- 2.8.6 Community members may host same sex overnight guests; however, these guests may not stay for more than two consecutive evenings without written permission from the appropriate area staff member.
- 2.8.7 Cohabitation is prohibited at all times.
- 2.8.8 Community hall main lobbies are open for all students of both genders at any time. Students found sleeping in the lobbies will be asked to leave.
- 2.8.9 In the event that violations of the Visitation Policy occur frequently on any floor or in an entire community hall, the visitation privileges of that area may be revoked by the Community Life Office.
- 2.8.10 Both individuals involved in a visitation violation may be sanctioned. A first violation will result in a meeting with a Community Life staff member and a permissible fine of \$25. A second violation will result in a mandatory \$25 fine as well as a temporary suspension from the community hall(s) involved. A third violation will result in a mandatory \$50 fine and permanent ban from the community hall(s) involved. Any violation over three will be dealt with by the Interim Dean of Students with suspension being the recommended course of action.
- 2.8.11 Any modifications of this Visitation Policy must be approved by the Student Life Council. The College retains the authority to revoke the Visitation Policy at any time.

2.9 Water Fights: “Water fights” and the discharging of water guns are prohibited indoors, including the hallways of the community halls. Water balloons are prohibited inside of community hall rooms and may not be thrown from the windows of building. Sanctions including a \$25.00 fine per person may be imposed. Sanctions for violating this policy may include a \$25 fine per person, disorderly conduct charges for each person involved, and other sanctions, depending on the circumstances.

- 3. **RESPECT FOR FACILITIES** – As an outward reflection of honor, community members are expected to take pride in the facilities and furnishings provided by the College by ensuring that they are utilized for their intended purposes. Other than normal wear and tear, each room should be left in good condition for the next student. Violations of these policies may result in sanctions as outlined in the Code of Responsibility, Community Living Policies, and other Ccollege regulations and policies. Students are also expected to report violations about which they are aware. Failure to do so may result in sanctions.

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- 3.1 Bunk Beds:** Students may use homemade bunk beds or elevated beds only at Fraternity Court. Individuals interesting in building homemade bunk beds at Fraternity Court must have plans approved by Campus Services and the Office of Community Life before building.
- 3.2 Display of Objects from Community Halls:** The display of flags, banners, signs and other objects from the outside of College community halls and windows are prohibited without prior approval from the Office of Community Life. Violations of this policy may result in fines and other sanctions, depending on the circumstances.
- 3.3 Furniture:** Students are not permitted to remove, transfer, or store any College property such as desks, chairs, dressers, beds, or mattresses provided in living areas. Students who remove College property from a room or common areas without permission of Community Life staff may be fined \$50.00 and have the property returned to the room.
- 3.4 Maintenance:** Any maintenance problems within the rooms and community halls should be reported to Campus Services via School Dude, which can be accessed from the My Work Request link on the Campus Services webpage. If there is an emergency and a student cannot reach his/her Community Advisor, the student should contact the Office of Community Life, or Campus Safety. Failure to report maintenance problems may result in fines or other sanctions.
- 3.5 Patio Furniture:** Community members of spaces with outdoor patios are allowed to have patio-style furniture; however, this furniture must be weatherproof.
- 3.6 Pets:** Pets are not allowed in campus housing, including all community halls, the Townhouses, Scottish Arms, and Fraternity Court, even for short visits. Non-poisonous fish may be kept in a ten-gallon (1.3 cubic feet) or smaller tank. Any community member found to be keeping or caring for unapproved pets or animals inside or outside of community halls will be fined \$50 for each offense. In addition, students who violate the pet policy may also be responsible for costs associated with extermination, carpet cleaning, furniture damage, air-duct cleaning, and other necessary procedures. Pets must be removed within 24-hours of receiving notification from the Office of Community Life or students may be fined additional charges each day until the pet is removed. Multiple violations of this policy or failure to remove the pet may also lead to loss of on-campus living privileges for the students involved. Community members who require the use of service animals due to a disability, and have been preapproved by the Office of Community Life, are the only exception to this policy.
- 3.7 Responsibility for Communal Property (hallways, baths, stairwells, elevators, lounges, studies, utility rooms, and kitchens):** Community members are expected to take every precaution to ensure that communal property is not abused. In halls or sections where the College has determined that the students are tolerating abuse of property and the individual(s) responsible cannot be identified, all community members will be held responsible for paying a prorated share of the cost of repairing such damages. In addition, instances of vandalism to these areas can carry with them a punitive fine up to \$500 (over and above the cost assessed for repair of damages). If the responsible student(s) cannot be identified, a fine of up to \$1000 may be assessed and divided among the community members. The following concepts are the basis of this policy: (1) students living on a floor

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are part of a community and, therefore, have certain corporate responsibilities. They are expected to ensure that their community is conducive for sleeping, studying, and socializing. (2) The possibility of incurring a community damage charge encourages community members to hold one another responsible for behavior. If damage to a community hall occurs as the result of vandalism by a student's guest, the host is held responsible. If a student causes damage to a public area of a community hall, that student is bound to take responsibility and report the incident; failure to do so may be considered a violation of the Honor Code.

- 3.8 Responsibility for Personal Property:** Students are encouraged to maintain appropriate insurance to cover personal belongings (i.e., clothing, furniture, electrical equipment, etc.). The College does not assume an obligation to pay for the loss of or damage to the personal property of students occurring in its buildings or on its grounds.
- 3.9 Responsibility for the Room:** Each student is responsible for all items and behavior occurring within his/her room. Assigned occupants as well as guests could be held responsible for any violation of campus policies occurring within a specific room.

In addition, each student is responsible for the condition of his/her assigned room and shall reimburse the College for all damage to or loss of fixtures, furnishings, or property. Each student is responsible for the upkeep of the room (and bathroom, if applicable). The student must provide all cleaning materials.

Students are not to paint, mark, drive nails or screws into, or otherwise deface or alter walls, ceilings, floors, windows, window screens, cabinets, woodwork, furnishings or any other part of the community halls or make any alterations, additions, or improvements in or to the building without written authorization from the Office of Community Life. Students are also not authorized to repair damages to College-owned property, including but not limited to walls, doors, windows, plumbing, toilets, sinks, plumbing, hardware, ceilings, floors, cabinets, and furnishings. It is the responsibility of each community member to report damages or place service requests either to the Community Life paraprofessional staff (CA's and SCA's), to the Community Life staff, or directly to campus services through School Dude, which can be accessed from the My Work Request link at the Campus Services webpage. Violations of this policy may result in partial or total forfeiture of the student's room deposit and/or fines billed to his/her account. Multiple violations may result in room reassignment or loss of on-campus living privileges.

Students are not allowed to put stickers on the inside or outside of their doors and should use tacks when attaching anything to a door or drywall. Damage charges may be applied for any adhesive marks or other damage to the wall because of the use of tape or stickers. In addition, students are expected to be familiar with and abide by the provisions of the campus-wide sign policy in Section 8.0 of Campus Life Services and Policies.

- 3.10 Trash:** Community members are responsible for cleaning all trash from the area around their community hall door. This includes the hallway, walls, and ceiling within a five-foot range from each door jamb -- failure to do so may result in a \$25 fine. Excessive trash in bathrooms, elevators, kitchens, laundry areas, lobbies, lounges, stairwells, parking areas and surrounding grounds, etc. will be treated as common area vandalism.

4. RESPECT FOR HEALTH AND WELLNESS – Community members are not to engage in behaviors that infringe on the health and well-being of others.

4.1 Alcohol and Illegal Drugs: Students are required to read and abide by the provisions of the campus Alcohol Beverage and Drug Policies contained in the *Knapsack* while in the community halls. Also note that students may be held responsible for any behavior occurring in their assigned room as outlined in the Responsibility for the Room Policy. Alcohol and drug policies are listed in the Code of Responsibility.

4.2 Sanitary Conditions: Community members are expected to keep all rooms sanitary so as not to promote illness. To assure that basic health standards are met, Community Life will conduct health and wellness checks at least twice a semester. Students will be notified in advance. If unsanitary conditions caused by the community members are discovered, they will be responsible for cleaning the affected area(s) and/or will be billed the necessary amount to eliminate the unsanitary situation (i.e. mold from bath scum, moldy trash cans from rotting food, moldy refrigerators from spoiled food, etc.).

4.3 Smoking: Smoking is not allowed in any living areas on campus, with the exception of the common areas in Fraternity Court. Smoking in a prohibited area may result in a \$75 fine; restitution for costs associated with carpet cleaning, air-duct cleaning, or other necessary cleaning procedure, and other sanctions. In the common areas in Fraternity Court and outdoor areas surrounding community halls, apartments, and Townhouses, students are required to dispose of cigarettes and butts properly in containers provided. Failure to dispose of cigarettes and butts properly may result in loss of privileges to smoke near community facilities. Violations of this policy may result in sanctions.

5. RESPECT FOR SAFETY – The College is committed to working with community members to help promote a safe environment for everyone. To accomplish this, the Office of Community Life consults with numerous other departments across campus including, but not limited to, Campus Safety and Campus Services to develop safety procedures that are appropriate for this community. Community Life staff are trained to react appropriately to emergencies. Students are expected to comply with all safety procedures and personnel directives related to safety procedures. Failure to do so may result in sanctions and/or the loss of campus living privileges.

5.1 Biohazards: Biohazards present risks both to students and their environment. Biohazards include, but are not limited to, blood, vomit, and other bodily fluids. Students who discover biohazards in a community hall should immediately notify the CA or SCA on duty. These staff members will ensure that the biohazard is reported to the appropriate staff in Campus Services.

Students responsible for biohazards as a result of policy infractions may incur expenses for damage or cleaning charges as determined by the appropriate Community Life and Campus Services staff.

5.2 Fire Safety: Students are expected to comply with all Code of Responsibility policies related to fire safety (Section 6.0). In addition to these, students are expected to comply with the following community fire safety policies:

5.2.1 Candles and Open Flame Devices: In conjunction with fire safety regulations, the College strictly prohibits open flames of any kind within a community hall room. This includes, but is not limited to, candles, incense, and oil lamps. Open-flame devices may be confiscated and students in possession of devices may be fined.

5.2.2 Electrical Appliances: Personal refrigerators are allowed, but should be no more than 4.2 cubic feet. Electrical equipment such as blankets or pads, irons, razors, hair dryers, hair curlers, toothbrushes, lamps, clocks, and musical instruments are acceptable provided such devices do not exceed the amperage limits of the circuits or create a hazard due to the manner in which they are connected.

Electrical equipment that is NOT allowed in community hall rooms include, but are not limited to: personal air-conditioners, open coil burners (hot plates), griddles or grills, toasters (unless thermostatically controlled), electric hamburger cookers (Foreman grills), indoor/outdoor grills or hibachis, and any high heat appliance capable of heating grease to the boiling point.

Extension cords are to be used only with portable appliances or fixtures. Extension cords should be maintained in a safe and operable condition, free from frays, splices, and damage. Extension cords cannot be affixed to the floor, walls, doors, or ceilings of community hall rooms; they also cannot extend through walls, ceilings, and floors or under doors and floor coverings. To plug in multiple items, a power strip should be used instead of extension cords, and the items should not exceed the indicated amperage for the power strip.

5.2.3 Electrical Equipment: No students shall alter or repair electrical equipment or fixtures that belong to the College. Defects in electrical equipment should be reported to Campus Services immediately.

5.2.4 Halogen Lamps: Halogen lights are prohibited in any community hall rooms on campus. Halogen lights may be confiscated and students to whom they belong may be fined.

5.2.5 Holiday Decorations: Live Christmas trees are not permitted in or around any College-owned housing, including community halls, fraternity houses, townhouses, and Scottish Arms. When using artificial trees, students should not allow lighting wires to make contact with any metallic part of the tree. Christmas lights may not be hung through ceiling tiles or on or around sprinkler heads and fire equipment, and they must not come in contact with wrapping paper, metallic foil, etc. Decorative lights must be turned off and unplugged when no one is in the room. Decorative lighting and other decorations may not be placed on the roof or shingles of any building; decorative lighting may hang from the eaves (the lower border of the roof that overhangs the wall) but must be approved at least one week prior to display by both the Office of Community Life and Campus Services. When using decorative lighting outdoors, extension cords that are approved for outdoors must be used. Decorative lighting must either be hung inside the room, using a power strip plugged into an indoor outlet, or outside,

using an extension cord approved for outdoors plugged into an outdoor outlet. Lighting may not be plugged in and strung through windows and doors.

No decorations (i.e. inflatable snow globes, lit plastic Christmas items, etc.) may be displayed on or around roofs, buildings, lawns, yards or decks. Offensive decorations will not be tolerated and will be removed immediately. Students who do not comply with instructions from College personnel to remove decorations may be sanctioned.

As part of the campus commitment to a greener campus, Christmas lights may only be lit from 6:00 pm – 12 midnight.

Any restricted items may be confiscated, and the students to whom they belong may be fined. Multiple violations may result in additional sanctions and/or the loss of privileges.

5.2.6 Stairwells: Hallways, stairwells and landings are to remain free of any materials at all times. The Office of Community Life reserves the right to confiscate and dispose of any materials as deemed appropriate. (Areas beneath stairwells may be used to store certain items, but only in designated areas. Items that extend beyond designated areas may be confiscated and disposed of as deemed appropriate by Community Life staff.)

5.3 Glass Bottles: No glass bottles or glass containers are permitted at social events and gatherings at any community hall on campus, as well as Fraternity Court, Townhouses, or Scottish Arms. Sanctions for violating this policy may result in a \$50 fine per person per incident.

5.4 ID Cards: Student ID/Key cards, issued through the Campus Safety office, assist students with entry to community halls and other campus facilities, such as the dining hall and fitness center. Students are not to exchange or loan ID/Key cards to anyone for any reason. Students who violate this provision are subject to a \$50 fine for each offense. Students should immediately report lost student ID cards to the Campus Safety office. Students caught forcibly opening doors (not using their key cards) will be fined \$50, pay restitution fees to cover replacement and associated damages, and may be charged with a code of responsibility vandalism violation. Multiple violations may result in the loss of on-campus living privileges.

5.5 Keys and Cards: Keys are only distributed to the students living in the room, apartment, or townhouse, and each student is required to pick up a key prior to checking in. Keys assigned to students are the property of the College and must be returned at the expiration or termination of the housing agreement. Students are not to duplicate nor give assigned keys to anyone else, nor take possession of the keys of any other student. Community members are not to exchange or loan keys to anyone for any reason. Lost keys must be reported to the Office of Community Life immediately. Students will be charged \$25 for a lost key. If a student does not return his/her key at the end of the year, he/she will be charged a replacement fee, as well as charges associated with replacing the lock.

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- 5.6 Opening Doors and Windows to Strangers:** Community members are expected to refrain from opening entrance and exit doors or windows for strangers, no matter how harmless they may appear or how convincing they may be. Community members are also expected to report suspicious people by contacting Campus Safety immediately at 864-833-3949. Failure to comply with this policy places all members of the community hall in danger and may result in sanctions. Any damages to screens will be considered vandalism and subject to appropriate fines. In addition, in the interest of safety, students are encouraged to keep their doors locked at all times, whether they are inside or outside of their rooms.
- 5.7 Roofs and Ledges:** Students are not permitted to access the roofs and ledges of any campus building. Students who violate this policy may be fined \$100 (or more for repeat violations), be charged with disorderly conduct, and other sanctions, depending on the circumstances.
- 5.8 Grills:** Personal grills may **only** be used by students living at the Townhouses, the MSU House, Scottish Arms, and Fraternity Court during the fall and spring semesters of the academic year. Students in these facilities must abide by the policies listed below:
- Only charcoal and wood-fired grills are approved for use. Grills that use propane or other flammable gas are not allowed to be used or stored on campus at any time. Any propane or gas fueled grills will be confiscated immediately.
 - The use of personal grills will be restricted to designated grilling areas that are at least 10 feet (three meters) from any building, overhang, trees, bushes, or other vegetation.
 - The use of personal grills on any deck, porch, or stoop, covered or uncovered, is prohibited.
 - Grills which have been lit cannot be left unattended at any time. Violations of this rule will result in immediate loss of privileges for the remainder of the semester.
 - Grills must be extinguished immediately after use, and grills are not to be left out or allowed to cool over an extended period of time in the approved grilling areas. Violations of this rule will result in immediate loss of privileges for the remainder of the semester.
 - Students must properly dispose of ash and used charcoal in the proper receptacles. Failure to do so will result in a \$50 fine for each offense.
 - Students must also clean up any trash, packaging or tools from the grilling area and dispose of them in the proper receptacles. Failure to do so will result in a \$50 fine for each offense.
 - Any food products not used in grilling must also be disposed of in the proper receptacles. Failure to do so will result in a \$50 fine for each offense.
 - Grills, charcoal, and tools must be stored on or against the back porch/deck of the building and must be kept in an area safe from elements and vandalism.
 - Grills, charcoal, and tools cannot be left in the approved grilling areas when not in use. Any grills not in use that are left in the grilling areas will be confiscated, and students will be subject to loss of grilling privileges for the rest of the semester.

These policies are in place to ensure that any use of personal grills is done in a safe and controlled manner and according to current fire codes. The Office of Community Life also reserves the right to revoke the use of personal grills for any community member, hall, apartment, townhouse, or fraternity house at any time. Students who violate the grilling policy will be subject to sanctions.

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