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**2017-2018**  
**Residence Life Handbook**

**Effective August 1, 2017**

This handbook is provided to residential students for their general guidance only. It does not constitute a contract; either expressed or implied, and is subject to change at the University's discretion.

## **Welcome to Our Community**

Regent Commons & Regent Village Residents,

On behalf of the entire Regent University campus, welcome home to campus housing. Whether joining us for the first time or a resident of multiple years, we trust you will find much success, growth and fellowship as a part of this Christian academic community.

The Regent experience can be especially beneficial to residential students. From your convenient location near academic and support buildings to residing in safe and well-maintained buildings, we know the residential experience will enhance of all your academic and spiritual endeavors here on-campus.

Beyond just making a home here, however, we hope you will reach out and engage your fellow residents and take advantage of all the social, educational and cultural benefits of living on-campus. The Regent residential campus is a wonderfully diverse one housing nearly a thousand undergraduate and graduate students. We encourage you to meet and interact with as many of these fellow residents as possible. Some are classmates and some are in entirely different degree programs. All, however, represent fellowship and friendship waiting to happen. Join a Life Group. Participate in Intramural Sports. Take in a theatrical performance together. Ask Residence Life staff about upcoming programs. Join or create a student organization. In short: we encourage you to get involved in the life of your campus both inside and outside of the classroom.

The Residence Life Handbook you are reading contains much useful information and many important resources for making your residential experience a successful one. From a look at the academic year calendar to important policies and procedures applicable to all campus residents, this handbook is vitally important to ensuring the most successful on-campus living experience possible.

If we can be of any assistance in further clarifying or explaining any of the information in this handbook please do not hesitate to contact us at [studenthousing@regent.edu](mailto:studenthousing@regent.edu) or 757-352-4890.

Regards,

Adam Williams,  
AVP for Student Life

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## **Mission Statement**

*It is the mission of Residence Life to provide students with a positive, safe and engaging residential experience that is conducive to academic excellence, individual accountability, community development and living a Christ-centered life.*

## **A Community of Believers**

*“And all that believed were together...” (Acts 2:44)*

In addition to providing a positive, safe and engaging residential experience for students and their families, the Office of Residence Life strives to promote a residential community that is both supportive and reflective of the biblical principles upon which Regent University is based. In our residential communities you will discover ample opportunities for fellowship with other Christ followers who are following God’s professional and academic callings for their lives.

*“How good and pleasant it is for brethren to dwell together in unity.” (Psalm 133:1)*

To ensure you and your fellow brothers and sisters in Christ living in campus housing have a positive and beneficial residential experience, it is the expectation of Residence Life and Regent University that all residential students and their families strive to uphold the policies set forth in this handbook and in the Regent University Student Handbook. If you have any questions or concerns related to Residence Life policies please contact a Residence Life staff member. We are here to assist and encourage you as you pursue an outstanding Christian education at Regent University.

***May the Lord bless you as you follow His path for your life!***

## **Residence Halls vs. “Dorms” & “Apartment Complexes”**

**At Regent, we don’t have  
“DORMS” and “APT  
COMPLEXES”...**



**...we have  
“RESIDENCE  
HALLS”**

- OK...so what’s the actual difference between a “DORM” or “APT COMPLEX” and a “RESIDENCE HALL”?
- Physically, there is no difference. All 3 names can refer to buildings (Regent Commons & Regent Village) that house students on the Regent campus.
- Philosophically, however, the differences couldn’t be greater...
- A “dorm,” short for dormitory, is simply a place for students to sleep and store their belongings.
- An “apartment complex” conveys that Commons or Village residents live off-campus in a non-academically focused private housing area.
- A “residence hall” is a dynamic facility that doubles both as a brick & mortar home for students and as a community in which they live, interact, grow, mature, explore, and apply lessons learned in the classroom.

**Residence Hall vs. Dorm (cont.)**

# The Difference Is Obvious!

*R* eally  
*E* xciting  
*S* ensational  
*I* ndividually  
*D* esigned  
*E* nlightening &  
*N* ew  
*C* ollege  
*E* xperience  
*that*

*H* ouses an  
*A* bundance of  
*L* ife &  
*L* ove

*D* ismal  
*O* rdinary  
*R* oom of  
*M* ine

*Or*

*A* nonymous  
*P* rivate  
*T* enant



These aren't just words...we believe  
this.

(credit for origination of graphic & acronyms to Jerry Roeder & MariAnn Janessa-Hunter)

## **Residence Life Staff**

The following is a description of some of the key Residence Life staff positions that can provide assistance or answer questions concerning your residential experience.

**Assistant Vice President for Student Life** - Responsible for the overall direction and leadership of Residence Life. Supervises the administrative staff in the Commons and Village Offices. Serves as the Chief Judicial Officer for Regent University. Additionally oversees the Shuttle Service, Health Center, Office of Counseling & Disability Services, Office of Student Activities & Leadership, International Student Support, Bookstore and Gift Shop.

**Associate Director for Residence Life & Community Standards/Deputy Title IX Coordinator** –Based out of Regent Village and serves as the primary administrator for that residential area. Supervises the Regent Village Resident Director (RD). Promotes community through Residence Life initiatives and accountability through student adjudication. Works closely with the University Business Office regarding all student account and administrative matters. Additionally serves as a Title IX resource for students desiring to file a complaint related to sexual assault/harassment.

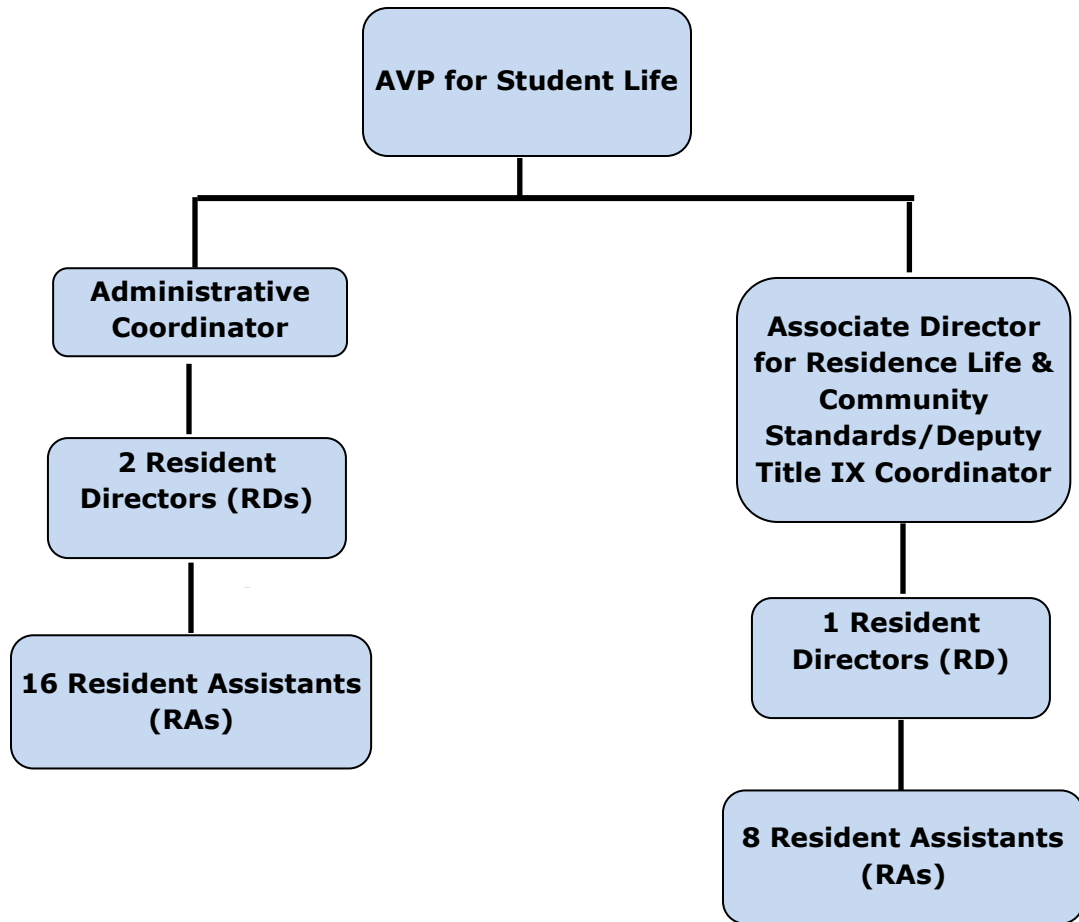
**Administrative Coordinator** – Manages all housing assignments, room changes, charges & fees for the Regent Commons residence halls. Supervises the Regent Commons Resident Directors (RDs). Additionally coordinates summer conferences and camps that are based out of the residence halls. Assists with front desk operations in the Regent Commons.

**Resident Directors (RDs)** – RDs are full time Regent University students who oversee a residence area. RDs work with RAs to facilitate an environment within the residence hall community that promotes the educational experience of residential living. RDs articulate to residents the philosophy and policies of Residence Life and the University.

**Resident Assistants (RAs)** - RAs are full time Regent University students who both work and live in campus housing. RAs strive to promote and build community in the residence halls through regular programs, events, floor meetings, etc. RAs also respond to students concerns and enforce residence hall/university policies.

# Residence Life Organizational Chart

Please Note: All Residence Life staff, or the Regent Commons & Regent Village offices, may be contacted by phone at 757.352.4890. You can utilize [studenthousing@regent.edu](mailto:studenthousing@regent.edu) for email contact. You can visit Residence Life online at [www.regent.edu/housing](http://www.regent.edu/housing).





**2017-2018 Residence Life Calendar  
(important FALL '17 dates for residents)**

<b>August 14 (Mon):</b>	New student move-in day (traditional undergrads)
<b>August 14-18 (Mon-Fri):</b>	Welcome Week for CAS traditional undergrads
<b>August 19-20 (Sat-Sun):</b>	Upperclassmen move-in days
<b>August 21 (Mon):</b>	Fall 2016 classes begin
<b>September 4 (Mon):</b>	Labor Day & University closed
<b>September 5 (Tues):</b>	Room changes may begin ("room freeze" ends)
<b>October 1 (Sun):</b>	Notice to vacates due for 12/31/17 move-out (Village grad/older UG Only)
<b>October 2 (Mon):</b>	Fall 2017 Health & Safety Inspections begin
<b>October 16-22 (Mon-Sun):</b>	Fall Break (halls remain open)
<b>October 23 (Mon):</b>	Spring 2017 class registration begins
<b>November 1 (Wed):</b>	2018-2019 RA applications available
<b>November 23-26 (Thurs-Sun):</b>	Thanksgiving Break (Residence Halls Remain Open)
<b>December 8 (Fri):</b>	2018-2019 RA applications due
<b>December 16 (Sat):</b>	Traditional undergrad reshalls (Commons & Village) close @ noon

**2017-2018 Residence Life Calendar  
(important SPRING '18 dates for residents)**

<b>January 13 (Sat):</b>	Undergrad residence halls re-open @ 8:00am
<b>January 15 (Mon):</b>	Commons & Village Offices closed (MLK, Jr. Day)
<b>January 16 (Tuesday):</b>	Spring 2018 classes begin
<b>January 29 (Mon):</b>	Room changes may begin ("room freeze" ends)
<b>February 1 (Thurs):</b>	Vacate notices due for May/July move-outs (Village grad/older UG Only)
<b>February 9 (Fri):</b>	2018-2019 RA contracts offered
<b>February 12 (Mon):</b>	Spring 2017 Health & Safety Inspections begin
<b>March 12 -18 (Mon-Sun):</b>	Spring Break (Residence Halls Remain Open)
<b>March 19 (Mon):</b>	Fall & Summer 2018 class registration begin
<b>March 30 (Fri):</b>	Commons & Village Offices closed (Good Friday)
<b>May 4 (Fri):</b>	Traditional undergrad reshalls (Commons & Village) close @ noon

## Residence Life Services

- The Regent Commons and Regent Village Offices are open Monday-Friday from 8:00am to 5:00pm. ***The offices are closed every Wednesday from 11:00am to 1:00pm for University Chapel and lunch.*** The Regent Commons Office is located in Constitution Hall Suite #101. The Regent Village Office is located in building 5960 #104.
- On-site housekeeping and maintenance staff are eager to serve you. Maintenance requests can be submitted online at the Residence Life website. The maintenance request link can be found in the “Request Forms” section.
- Vacuum cleaners are available for residents to use and can be checked out from the Office of Residence Life by leaving a photo ID at the front desk.
- The dolly in the Village Office as well as shopping carts in Regent Commons are available for residents to use and can be checked out from the office by leaving a photo ID at the front desk.
- The community room in Regent Village and the two community rooms in Regent Commons are available for residents to use for authorized activities. Details of scheduling and policy are available online under the Request Forms section of the Residence Life website.
- Residence Life regularly offers staff-facilitated community development activities and programs. Staff-facilitated roommate and suitemate mediations are also available upon request or when deemed necessary.
- During normal business hours (8am-5pm, Monday-Friday), students may check out a lockout key at no cost from the office in their residential area. Students must leave a state issued photo ID with an staff member issuing the lockout key. Lockout keys must be returned by no later than 5pm the same business day. Failure to return a lock out key will result in housing assignment locks being changed and a \$50 assessed to the student’s account. See “Lockouts” in the Residence Hall Policies for more information regarding after hours and weekend lockouts.
- Basketballs and volleyballs can be borrowed from the Regent Commons Office. A photo ID must be left with front desk staff.

## **Residence Hall Policies**

### **(applicable to Commons & Village residents)**

All students are responsible for knowing and adhering to the following residence hall policies in addition to the policies set forth in the Student Handbook and those policies included in the Terms of the Housing Agreement.

#### **ABANDONED PROPERTY**

Any non-University owned property left on campus at the end of an academic year or after a student leaves Regent University will be disposed of if not claimed within 24 hours. This includes bicycles. A minimum \$50 room clearing charge will be assessed against any student who fails to remove his/her items of personal property within 24 hours of withdrawal or departure from the University.

#### **ACCESS TO ON-CAMPUS HOUSING ASSIGNMENT BY THE UNIVERSITY**

A Regent Commons or Regent Village resident shall not withhold consent to the University to enter into their on-campus student housing assignments to address immediate concerns related to:

- the welfare of an individual;
- alleged violations of University and/or Residence Life policy;
- the repair/maintenance of a Student Housing facility.
- move-in or move-out related inspections

#### **AFTER-HOURS MAINTENANCE EMERGENCIES**

On-call personnel are on duty to respond to after-hours emergencies. After-hours emergencies include: an inoperable air conditioner, when the temperature outside is 80 degrees or higher; inoperable heater when the temperature is 50 degrees or less; water leakage that cannot be contained; an electrical outage that poses a risk (no working lights or no electricity for the refrigerator to operate). **Call Regent/CBN PD at 757-226-2075 to report an after-hours maintenance emergency.** You will need to inform the officer of your name, housing assignment, and a contact telephone number when making an after-hours maintenance request. You will also need to be present at the location, where the after-hours emergency is located, when personnel respond to your request.

- **An inoperable toilet is not an after-hours emergency if there are two bathrooms in the housing assignment.**
- **If there is a water leak in the housing assignment that can be contained by placing a bucket or bowl under it, please do so and report the maintenance problem during the next business day.**

#### **ALCOHOL**

Campus housing at Regent University is an alcohol-free community. All alcoholic beverages and alcohol containers (including empty alcohol bottles, cans, etc.) are not permitted anywhere on the premises by residents or visitors. Alcohol is not permitted within the residential facilities or outside of them in areas such as parking lots and picnic areas.

**ANNUAL PREVENTATIVE MAINTENANCE INSPECTION (Regent Village Only)**

Once annually during the August-May academic year, the University reserves the right to enter the student's Regent Village on-campus student housing assignment--to include common areas and private bedrooms & bathrooms--with one week's prior notice for the purpose of conducting an annual preventative maintenance inspection. The University will conduct a preventative maintenance inspection to ensure the proper working order of plumbing, HVAC and electrical systems in the student's housing assignment. While not expressly sought, alleged violations of University and Residence Life policy may be referred for disciplinary/judicial review.

**Bed Bugs**

The Offices of Residence Life and Facility Services at Regent University are committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, staff and students will adhere to the following guidelines.

Our primary goal is to get all of the bed bugs eliminated from your residence in as timely a fashion as possible, as well as to keep them from spreading to other areas, and your cooperation is key in doing so. It is important to try not to panic. We know having bed bugs is a very stressful situation, but be assured we can take care of the problem and we will do so as swiftly as possible.

**Notification:**

As soon as a student suspects that there may be bed bugs, he/she should report it immediately. If during business hours, contact the housing office and submit a maintenance request. The Office of Residence Life will also notify maintenance immediately. If after business hours, on weekends, or holidays, the student should notify an RA, or Residence Life staff on-call through Campus Police dispatch [(757) 226-2075], as soon as possible. Residence Life staff will then work with maintenance staff to determine the most appropriate response. The most immediate response will be to help students prevent the spreading of bed bugs. Only a professional pest control contractor hired by Regent University can confirm or deny the presence of bed bugs. Students may not, at any time, deny pest control or staff access to their living space to inspect and/or treat area.

**Temporary Move:**

The intent is to not move anyone - this is crucial in helping to prevent the spreading of the bed bugs. Students who report suspected bed bugs on a work day and when professional pest control can be dispatched within 24 hours will NOT be granted an immediate temporary residence change, nor will they be issued a new mattress. If pest control is unable to respond to the student's residence to inspect within 24 hours, Residence Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to follow the procedures for a temporary move.

Procedures for temporary move:

- 1) Put any clothing needed for the temporary move into a plastic bag to transport to laundry. Wash in hot water and/or dry on high heat. Put cleaned clothing into a clean plastic bag. Do not take the clothing back into the infected residence. Put at least two days' worth of freshly cleaned clothes into the clean plastic bag. The cleaned clothes must go straight to the temporary location.

2) The student should shower and put on clean clothes (ones that were just washed). The student should also use a towel just cleaned following the instructions above.

3) Wipe down with hot, soapy water or disinfectant wipe any hygiene products, class material, phone, and computer that will be needed for the night/next day. Place all in bags after cleaning before transporting.

4) The clean laundry (inclusive of just-washed bedding and towels), hygiene products, class material, phone, and computer are the only things the student can take with them to the temporary residence.

### Pest Control Findings

If there are no bedbugs present in the student's residence or suite, then no further action will be taken. The student will be asked to continue monitoring the living space, and to notify the Office of Residence Life immediately if there are further problems.

If the inspector concludes that bed bugs are present in the residence, the Office of Residence Life will provide the affected student(s) with a detailed list of instructions for the student to follow prior to treatment. Bed bugs are a serious community health issue, and ALL students are expected to comply with all instructions given to them before professional treatment occurs, once bed bugs have been confirmed within their living space.

### Student's responsibility

If your residence is confirmed to have bed bugs, professional pest control will come to treat your residence. There are several very important things the student must do prior to pest control arriving.

- 1) The most important thing is to not take anything out of the residence unless the mentioned precautions are taken.
- 2) Remove curtains and all types of pillows and place in a plastic bag for transport to laundry, and run them on high heat in the dryer.
- 3) Bag and remove all clothing and bedding, including items in closets and drawers. Before taking out of residence, tie the bag, and, after laundering, keep in clean bag until treatment of residence is finished.
- 4) All books/paperwork and personal items should be wiped down and will also need to be bagged prior to the treatment. Paper items can be damaged by the pesticide, the university will not be held responsible for any losses.
- 5) All items must be removed from the walls and ceilings.
- 6) All belongings should be cleaned, bagged and placed on the furniture or in the bathtub. Nothing should be on the floor except the furniture. This includes hygiene products, food items, toys, animal items, etc. Fish tanks should be covered, and the air pump off while the treatment is taking place.
- 7) The entire residence needs to be vacuumed. Pay close attention to the corners that are close to the walls. Vacuum the mattress and all cushions, paying attention to the seams. Vacuum, then empty the bag/container in a plastic bag, tie, and place in trash outside.

The university will not cover the cost of anything that is a student's responsibility to do, including identifying other possible locations that bed bugs could have been spread to such as vehicles, friends' rooms, etc. The student may be held financially responsible if the above

mentioned instructions are not followed and there is a re-infestation or if the bed bugs have spread to another location/residence.

### Treatment

Treatment will likely consist of a few different approaches: A pesticide that kills immediately and lasts a couple of hours will be applied to locations within your residence that may harbor the bugs. A second pesticide will be applied that lasts up to 21 days. The entire floor, all wall corners, ceiling corners, mattresses, top, bottom and behind of all furniture, closets, outlets, etc. will be treated. It is imperative the student follows his/her responsibilities prior to the treatment.

While this process is taking place (an hour or more depending on size of residence), everyone and all animals will need to be out of the residence. Once you are permitted back in (about 2 hours after treatment), you may bring in your freshly laundered clothing and bedding and un-bag your other items. A follow-up treatment will occur 14 days after the initial treatment, if necessary. What not to do:

1. Do not wait to report this. Report immediately! It is better to be wrong about the bugs rather than let them multiply and spread.
2. Do not remove items from your residence, including to throw them away. You risk spreading the bed bugs to other areas and, potentially, re-infecting your own.
3. Do not try to control the problem on your own. Bed bugs can go a long time without food, and most over-the-counter treatments are ineffective.
4. Do not relocate to another place. We understand the desire to not want to stay in your residence, but, in relocating you risk taking bugs with you in any belongings you take. This would spread the bugs and could quite easily lead to your residence being re-infected after treatment. Relocating to another residence without authorization, and infecting that residence, will result in the student being responsible for any and all pest control charges.
5. Do not shampoo carpet or furniture for 30 days after treatment.

### **BICYCLES**

All bicycles should be registered online through the CBN/Regent Campus Police website ([http://www.regent.edu/campus/police/bicycle\\_registration.cfm](http://www.regent.edu/campus/police/bicycle_registration.cfm)). Your bicycle's information (make/model/color/etc.) will be kept on file with Campus Police. Once you have completed the online registration form, the Office of Residence Life will contact you to come and retrieve your registration decal. Bicycles can only be stored in your housing assignment or on a designated bike rack provided by the university. Bicycles cannot be secured to light posts, parking signs poles, trees or any other unauthorized areas. Bicycles cannot be stored in common areas (i.e. hallways, stairwells, lobbies, community rooms).

Each summer Residence Life in collaboration with Regent/CBN Police will do a bicycle tagging to prevent the build-up of abandoned bicycles taking up space on racks. Any bicycles believed to be abandoned will be tagged. After 30 days of being tagged a bicycle that has not been removed or claimed will be disposed of or donated.

### **CARE OF HOUSING ASSIGNMENTS, ROOMS, AND FACILITIES**

University property is inventoried according to location and is not to be moved. Residents are prohibited from painting in the housing assignments. The stacking of beds or other furniture on top of desks or dressers is prohibited. Students may not alter or add attachments to their

rooms. Prohibited attachments include, but are not limited to: locks, outside radio, and television antennae, satellite dishes, additional wiring, window blinds or awnings.

Students are responsible for damaged or missing property. In situations where no one student claims responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between roommates when applicable. Students must use great caution when handling bleach used for laundry purposes only. Bleach can stain and ruin the carpet in apartments. Bleach should not be used to clean housing assignments.

### **CHILD SUPERVISION (Regent Village-Family Housing)**

Parents are responsible for the behavior and supervision of their children at all times. Children 5 years old and under are to have direct, immediate supervision at all times, including on the playground. While children 6-11 years old may not require direct supervision, they must have a parent or a responsible caregiver present in the complex. Children under 12 years of age are not permitted to provide direct supervision for children less than 5 years of age.

### **CLEANLINESS**

Housekeepers routinely clean public areas, including stairways, halls, laundry rooms, public bathrooms and lounges. Students are expected to maintain orderly and sanitary conditions in their rooms, including disposal of personal trash into university trash bins. Items left in laundry rooms will be disposed of after 24 hours.

### **CONFIDENTIALITY**

Residence Life staff will respect private information that residents may share; however, they cannot promise absolute confidentiality. For health, safety and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, sexual violence, emotional distress, suicide concerns, sexual assaults, eating disorders, and other serious issues.

### **COMMON AREA USAGE**

Common area spaces in the Commons and Village, including but not limited to volleyball courts, lobbies, community rooms, picnic areas, etc, are designated for use primarily by Regent University students living in campus housing. Regent University students who do not live on campus may use these common areas after getting approval by the respective Residence Life Office. Individuals not affiliated with Regent University may not use these areas unless accompanied by a Regent University student who lives in campus housing. These common areas may be reserved by Regent University students and Regent University clubs/organizations by contacting the Office of Residence Life. Residence Life staff members, in their sole discretion, reserve the right to determine who may or may not use these common areas at any time. Students and clubs/organizations using the commons areas are expected to adhere to the University's Standard of Personal Conduct. The University is not responsible for any injuries or accidents that may occur when students and their guests participate in activities within these provided common areas.

### **DISRUPTIVE AND/OR ENDANGERING CONDUCT**

Residence Life prohibits behavior that disrupts the community. This behavior may include, but is not limited to, creating disturbances (either emotional or physical in nature), threats of physical harm to self or others, demonstrated inability to live with another resident and threats of property damage. Students found in violation of this policy may be sanctioned. These sanctions

may include referral to various University resources for assistance, cancellation of the housing agreement or dismissal from the University.

### **ELECTRICITY/MAJOR APPLIANCES**

A major appliance is defined as any appliance that draws 4 or more amps of electricity when in use; the amount of amperage is usually stated on the appliance. (Resident director can assist students who are unsure about a particular appliance.) All major appliances such as coffee pots, mini-refrigerators (3.1 cubic feet or less), hair dryers, curling irons, curlers, etc., must be directly plugged into wall receptacles; extension cords may not be used in the halls.

Because of high voltage and/or exposed heating elements, the following appliances are not permitted in residence halls:

- Window air conditioner units, portable heaters, open burners. Irons may be used only on ironing boards.

Extension cords are prohibited in all residence halls.

#### Multi-Plug Adapters

- Only one (1) power-bar adapter with surge protectors and multi-plug adapters with six (6) or less plug-in receptacles may be used.
- Power-bar adapters with surge protectors may not exceed 6-feet in length and must be "heavy-duty." Heavy duty is defined as a cord with no less than 14-gauge wire.
- Only one major appliance may be plugged into any wall-type multi-plug-in adapter.
- Electrical wires may not run through doors, windows and/or holes in the floor, ceiling or walls. Wires may not be nailed or tacked into any surfaces.
- Electrical wires may not run around or under bed frames, mattresses, furniture, carpeting, file cabinets or any other fixtures, that can conceal or damage the cords.

#### General Safety Tips:

- Electronics should be evenly distributed around a room.
- All wires must be clear of foot traffic routes and not placed under beds, furniture or other items.
- Wires should never be taped to metal beds.
- Frayed cords and lamps without shades should not be used.

Residents may use commonly accepted household cooking appliances (including those listed above) with extreme caution. The appliances must be stored and used strictly in the kitchen areas only. All appliances must be used only for their intended purpose and proper cookware, utensils and kitchen textiles (i.e., pot holders, oven mits, etc.) are highly recommended. Failure to follow these guidelines or maintain a healthy and safe cooking environment in the kitchen may result in residents of the apartment or unit losing the privilege to have personal cooking appliances. Never leave cooking food, irons, electric blankets, heating pads, warming trays, hot curlers or curling irons unattended.

### **ELEVATOR USE**

The telephone and alarm in the elevators are designed to alert staff and security should an individual become entrapped. They should not be used in jest or for pranks. Elevator doors



should not be blocked or held open manually; doing so damages the elevators and may inconvenience others in the community. Please report any elevator malfunction to the Office of Residence Life immediately. Misuse of elevators may result in judicial action.

### **FIRE HAZARDS**

Due to the fire hazards they present, live garland, wreaths and trees are not permitted in the residence halls. Additionally, incense and candles are not permitted in the residence halls and housing assignments. Per Virginia Fire Code:

**308.3.8 Group R-2 dormitories.** Candles, incense and similar open-flame-producing items shall not be allowed in sleeping units in Group R-2 dormitory occupancies.

Fire code prohibits the storage of items in hallways as well as items suspended from housing assignment ceilings. Failure to comply with this ordinance will result in fines to the responsible party starting at \$100. Other items deemed to be fire hazards include extension cords and outlet splitters. Power strips with reset buttons are permitted.

### **FITNESS CENTER**

The Fitness Center located in Constitution Hall is only for students residing in Regent Commons. Access to the Fitness Center is controlled by key card. Students are expected to display fitness room etiquette which includes the following: modest dress, wiping up sweat after using a machine, not using a machine for more than 30 minutes, and wearing headphones when listening to music. All policies included in the Residence Life Handbook and Student Handbook apply while using the Fitness Center. It is recommended that you check with your physician before starting an exercise program. Students using the Fitness Center are doing so at their own risk. Please report any broken exercise equipment or any other problems in the Fitness Room immediately to the Regent Commons Office. If a health or safety related emergency occurs in the Fitness Center please contact Regent/CBN PD at 757-226-2075.

### **FURNITURE (University Owned)**

University-owned furniture from common areas should never be placed in students' rooms. Furniture from vacant residence hall rooms may not be moved into another room; this includes mattresses. Residents who are found in possession of university-owned furniture not assigned to their rooms will face disciplinary action, including a minimum fine of \$50. Residence hall room furniture and other items belonging to Regent University may not be moved out of a room. Missing furniture will be charged to the resident(s) at full replacement cost.

### **GUESTS AND VISITATION**

Students and guests are prohibited from being in the housing assignments, floors, hallways, elevators, elevator foyers, lobbies, stairwells and/or buildings of students of the opposite sex between the hours of 12am and 8am (excludes spouses & children in Regent Village). This policy applies to the Community Rooms in Regent Commons and Regent Village. In Community Rooms, doors must remain wide open when a single male and single female are in the room alone at any time (this excludes married couples). This policy applies to the laundry rooms and the fitness center in Regent Commons in the following ways:

- Foundation Hall laundry room is exclusively for Foundation Hall residents only from 12am-8am.

- Constitution Hall laundry room is exclusively for Constitution Hall residents only, male and female based on current configuration, from 12am-8am. Constitution Hall residents of the opposite sex can only be in the laundry room at the same time during the 12am-8am if both parties are actively laundering their clothes in the washers/dryers provided. The laundry room cannot be used as an alternative gathering space from 12am-8am.
- Regent Village laundry room located in the Community Building will continue to be exclusively for Regent Village residents, male and female, at all times, including from 12am-8am. Regent Village residents of the opposite sex can only be in the laundry room at the same time during the 12am-8am if both parties are actively laundering their clothes in the washers/dryers provided. The laundry room cannot be used as an alternative gathering space from 12am-8am.
- Regent Commons fitness center is exclusively for Regent Commons residents, both in Constitution and Foundation Hall. The fitness center is accessible 24 hours a day 7 days week to all Regent Commons residents, male and female, only under the condition that students are actively engaging in physical workouts. The fitness center cannot be used as an alternative gathering space from 12am-8am. All Residence Life and University policies apply to residents using the fitness center.

Overnight guests of the opposite sex are not permitted. Same sex guests may stay overnight in the residence halls for no more than three (3) nights in a calendar month. A resident may have no more than three (3) guests at a time. Residents must request and receive permission from all other residents living in the housing assignment prior to having an overnight guest of the same sex. Additionally, students must register their guests with the Office of Residence Life or a Resident Assistant (RA). Guests must have a photo ID and produce it to University officials upon request. Guests are required to abide by all policies and procedures governing campus housing and Regent University. Residents are responsible for the behavior of their guests. Students allowing guests to overstay their welcome, specifically the restrictions stated in this policy, can lose the privilege to have guests in their housing assignment. Moreover, a guest not adhering to University and/or Residence Life policies can lose all guest/visitation privileges.

### **HEALTH AND SAFETY INSPECTIONS**

During fall, spring, and summer academic terms, the University reserves the right to enter the student's on-campus student housing assignment--to include common areas and private bedrooms--with 24 hours prior notice for the purpose of conducting a health & safety inspection. The University will conduct a health & safety inspection to both ensure the student's compliance with all terms of the housing agreement related to the physical space of the on-campus student housing assignment and to ensure the student's compliance with all behavioral expectations identified in the Residence Life Handbook and Student Handbook. Confiscated items will be stored in the Residence Life for thirty days prior to being disposed of. Residence Life staff will not confiscate drugs, drug paraphernalia and/or weapons, but will contact Campus Police to intervene. Resident Assistants will inform residents the proper methods to correct potentially problematic situations. If the resident is not present for the inspection, the situation will be corrected and information will be provided for the resident. Repeated health and safety inspection failures will result in a conduct meeting and possible fines. Health and safety inspections are also opportunities for residents to make staff aware of needed repairs.

### **HOUSING ASSIGNMENT**

Students may only reside in the housing assignment they are assigned by the Office of Residence Life. Students who move-in to unauthorized housing assignments will be fined \$150

and may face judicial sanctions. Students with concerns regarding a housing assignment should contact Residence Life staff.

### **ILLEGAL DRUGS**

State law prohibits the possession and/or use of illegal drugs and drug paraphernalia. Any violation of the drug policy may result in immediate dismissal from campus housing. Possession of used or unused drug paraphernalia (including Shisha pipes or hookahs) is also prohibited.

### **ILLNESS**

Residents with an illness that threatens the health and/or safety of others may be required to leave campus housing until it is determined by university staff and/or medical personnel that they are no longer a danger to others. Documentation from a medical professional may be required prior to the student returning to campus housing.

### **INSURANCE LIABILITY**

Residents are responsible for protecting their personal property against theft, damage, or loss. It is strongly recommended that students obtain renter's insurance. All lost items should be reported to Regent/CBN PD and the Office of Residence Life. The University is not liable for loss or damage to any property of the resident. This includes loss from theft, fire, flood, or natural disaster.

### **KEYS**

Room keys are the sole property of the University and may not be duplicated under any circumstances. Possession of campus housing keys is limited to students with a valid campus housing assignment. Prior to vacating, all keys must be returned to the Office of Residence Life.

**Failure to return any issued student housing assignment keys will result in a \$125 lock change fee being assessed to the student's account.**

For Regent Commons residents, mailbox and room keys are distributed by Residence Life staff members in the Regent Commons Office located in Constitution Hall #101. There is a \$25 fee for a lost or misplaced mailbox key, a \$50 fee for a lost or misplaced room key, and a \$15 fee for a lost or misplaced electronic access key card.

For Regent Village residents, mailbox keys are distributed by Residence Life staff members in the Regent Village Office located in building 5960 #104. There is a \$25 fee for a lost or misplaced mailbox key and \$50 for a student housing assignment key. A student resident may be issued a key for their spouse at no charge. Additional keys for children may be available at a cost of \$50 per key.

### **LAUNDRY FACILITIES & EQUIPMENT**

Cost-inclusive laundry is provided in both the Regent Commons and Regent Village. The washers and dryers in the Regent Village Community Building are card operated. The laundry facilities are under the auspices of Residence Life and are currently contracted to an outside vendor. Any problems with machine malfunction can be reported by phone (1-800-927-9274), e-mail [service@caldwellandgregory.com](mailto:service@caldwellandgregory.com) or via web at <http://www.caldwellandgregory.com/content/contact-us-university-service-request>.

Regent University is not liable for any damage or loss caused by the washers or dryers. All lint and empty containers must be placed in trash receptacles. If you lose your Regent Village laundry card please notify the office as soon as possible to get a replacement laundry card. A \$15 fee will be added to your student account if you need a replacement laundry card.

In the interest of health, hygiene, and preventing theft, any clothes or other laundry items left in laundry machines or anywhere in the laundry rooms more than 24 hours will be disposed of by Residence Life staff.

### **LOCKOUTS**

During normal business hours (8am-5pm Monday-Friday), students may check out a lockout key at no cost (up to three times) from the Office of Residence Life in their residential area. **As a deterrent against housing assignment key misuse, a \$75 lockout key fee may be applied to a student account for the fourth and all subsequent lockout key checkouts.** Students must leave a photo ID with the housing staff member issuing the lockout key. Lockout keys must be returned no later than 5pm the same business day. Failure to return a lockout key will result in housing assignment locks being changed and a \$125 lock charge to a student's account.

Outside of normal business hours (5pm-8am) and on the weekend charges apply for lockout service. There is a \$25 fee for the first service, a \$50 fee for the second, and a \$75 fee for the third and all subsequent lockouts. If you lock yourself out after office hours or during the weekend, contact Regent/CBN PD at 226-2075. They will assist you in gaining access. Only the student assigned to the housing assignment will be granted access. Students who request lockout services will be billed the appropriate lockout fee whether or not service is still needed when the staff member responds. If a lockout service is no longer needed students should contact Regent/CBN PD or their RA immediately.

### **MAIL SERVICE**

Mail service is provided by the United States Postal Service. Regent Commons residents are issued a mailbox key at move-in. Mailboxes in the Regent Commons are located in the lobbies of both buildings. For Regent Village residents, mailbox keys are distributed by the Regent Village office. If you need assistance or more information on replacing lost or misplaced mailbox keys, please contact the Office of Residence Life at 757-352-4890. Residence Life has no control over mail delivery. Students are responsible for updating/changing their address with the United States Postal Service. The University is not responsible for any misplaced or undelivered mail.

### **MAINTENANCE**

Damage to housing assignments or the grounds caused by resident negligence (or that of your guest) will be charged to the resident. Plumbing stoppage is your responsibility. Do not throw any object in the sink, garbage disposal or toilet that may cause plumbing failure. **(TIP: Buy a household plunger – a very handy tool to have around).**

Furniture, appliances, windows, floor coverings, light fixtures/bulbs or any permanent fixtures in campus housing assignments are not to be altered in any manner.

No bookshelves, lamps or other furnishings may be affixed to walls or ceilings in the housing assignments or hallways.

Trash bags should never be left in building hallways. In addition, do not leave trash outside the dumpsters. If the dumpster closest to your building is full, try another dumpster in the community or go to the landfill. There is no cost for discarding trash at the landfill. There will be a \$25 charge for leaving trash outside of a dumpster.

### **MAINTENANCE REQUESTS**

Maintenance requests may be completed and submitted online at the Residence Life website (in the "Request Forms" section). You are giving the maintenance department permission to enter your housing assignment, in your absence, when you submit a maintenance request.

The maintenance department typically responds to requests within 24 hours. The maintenance department will respond electronically informing you of the status of the maintenance issue. Custodial and maintenance staff will leave hang tags giving notice that they have performed work in a room if no residents are present.

### **PACKAGES**

For Regent Commons residents, an email from Residence Life staff will be sent to your Regent email account when the Regent Commons Office has received a package with your name on it that needs to be picked up. Packages will be available for pick-up Monday-Friday 8am-5pm. Please be advised that the Regent Commons Office is closed from 11am-1pm on Wednesdays for lunch and chapel. Packages that go unclaimed for more than 48 hours may be returned to sender. Packages that are small enough or delivered on weekends may be delivered directly to a resident's mailbox or door by the delivery service (i.e. USPS, UPS, and FedEx).

For Regent Village residents, packages delivered by USPS are placed in students' assigned mailboxes. If too large in size, USPS will attempt to deliver packages directly to students' rooms or bring packages to the Regent Village Office (Building 5960 Apt. 104). If a package is brought into the office, USPS typically leaves a note in the student's mailbox; and the RV office will send them an email notification as well. Please also be aware that photo ID will be required when picking up a package in the office. If a student is unable to pick up his or her package, the student may provide the name of his/her designee to the Regent Village Office via email: [studenthousing@regent.edu](mailto:studenthousing@regent.edu). UPS, FedEx, etc. will typically leave packages outside of student rooms unless otherwise noted on the delivery receipt.

### **PARKING AND DRIVING YOUR VEHICLE**

All students residing in University housing must have a Regent University parking decal properly displayed in their vehicles. Do not park in handicapped spaces. Please inform the office staff if you are handicapped and require a reserved parking space. The parking lot is for residents' motor vehicles only including, automobiles, motorcycles, and pick-up trucks. Inoperable vehicles or vehicles with expired registrations are not allowed to be parked on the property and will be towed at the student's expense. Temporary parking permits for guests can be obtained in the Office of Residence Life during regular business hours

Washing cars in the parking lot is prohibited. Driving on the grass or sidewalks is prohibited in campus housing and will result in a \$100 fine for each offense. In addition, truck and trailer loading ramps must not touch grassed areas. There are no exceptions to this rule. Violators will have their vehicles towed at their expense. The speed limit in residential area parking lots is 15 MPH. Students who violate parking rules and regulations risk having their vehicle towed at their own expense.

### **PETS**

Pets are not allowed in on-campus housing facilities (to include individual student housing assignments) or on the grounds of student housing facilities. This policy applies to approved guests in your on-campus student housing assignment. Please advise guests to make other arrangements for their pets before visiting campus housing. **Fresh water** aquariums containing only fish are permitted, but limited to 5 gallons in size.

While no exceptions to the pet policy are offered, the University does have a formal policy and process for individuals seeking to have a trained service animal (not considered a pet) or approved emotional Support Animal (ESA) reside with them in their student housing assignment. The University's service and emotional support animal policies can be found here:

<http://www.regent.edu/community-spiritual-life/disability-services/#tab-service-emotional-support-animals-esas>

Please contact the Regent Village or Regent Commons offices (757-352-4890) for any questions regarding the pet policy and University Disability Services (757-352-4101) for any questions regarding the University's service and emotional support animal policies.

### **PLAYGROUND**

The playground at Regent Village is for the use of the students' children and their guests. The playground equipment is made for children. We ask that adults do not use the equipment. Parents should supervise their children when they are playing in the area. Please do not allow children to throw the mulch off of the playground into the walkways.

### **QUIET & COURTESY HOURS**

The residence halls should always be an environment conducive for studying. To help support the academic focus and success of residential students, quiet hours are 9:00PM until 8:00AM. Twenty-four hour courtesy hours are always in effect in the residence halls. Be considerate of your fellow community members when watching television, listening to music, and engaging in any other activities that have the potential to create excessive amounts of noise. Students with electric guitars or electronic drums must use headphones to minimize the noise produced and to respect their fellow community members. Students must use discretion when playing any kind of musical instrument in and around campus housing. Courtesy Hours does not mean 'anything goes.' If you are confronted for noise (even during Courtesy Hours), you are expected to comply with the request as if it were Quiet Hours. Excessive noise during Courtesy Hours can still result in referral to the student conduct system.

### **RECYCLING**

Residence Life is happy to offer recycling to both Regent Commons and Village residents. Please note that all recyclables must be in clear trash bags before being placed in the recycling containers. There is a designated recycling container located in each residential area. For Regent Commons, the dumpster to the right of the bike racks and en route to the stone bridge is for recyclables only. For Regent Village, a small recycling dumpster in the parking lot near the community building is for recyclables only.

Recyclable items that can be placed in the recycling dumpsters include the following: flattened cardboard, aluminum cans, glass bottles & jars, plastic bottles, magazines, newspapers, paper, brown paper bags, phone books, junk mail, and paperboard. Items **not** permitted in the recycling dumpsters include the following: plastic grocery bags, plastic tubs, garbage (food/liquids), and VCR Tapes.

### **REGENT VILLAGE OCCUPANCY STANDARDS**

In order to ensure the safety of Regent Village residents and their families, no more than two children may occupy a bedroom. Only one child three years of age or younger may occupy the master bedroom with parents. Should a family residing in Regent Village exceed the occupancy standards established in this policy they will have to transition out of campus housing at the end of the current housing term. This policy applies to both two bedroom and three bedroom apartments in Regent Village. For safety reasons, only families with children 12 years of age or older will be assigned to upstairs apartments.

### **ROOM CONSOLIDATION**

The Office of Residence Life reserves the right to consolidate students together and

reassign students as necessary to maximize the use of vacancies/rooms/apartments on campus.

### **ROOM CHANGES**

Students desiring to move from one housing assignment to another must complete and submit a Room Change Form to the Office of Residence Life. The student will be notified when and if a housing assignment becomes available. A room change fee will apply, and transfers are based on availability. Please note that there is a two week room change freeze at the beginning and end of each semester.

### **ROOM ENTRY**

Residence Life staff and authorized personnel may enter a student's room for the purpose of assuring fire protection, life safety, sanitation, scheduled or emergency maintenance of University furnishings, fixtures and facilities. Any such inspections or entry, except in the case of emergencies, shall be announced at least 24 hours in advance. The student will be notified either by posting a note on the student's housing assignment door, sending an email, or bulletin board postings.

When a resident has requested repairs or pest extermination services by submitting a maintenance request, they are authorizing maintenance personnel and/or a contractor hired by the University to enter the housing assignment in the resident's absence for the sole purpose of making the repairs or providing the necessary service.

If a roommate moves out of a room, a member of the Residence Life Staff may enter the room following the completion of the move out to inspect for damage and ensure that the space is available for a new occupant.

Residence Life policy prohibits staff members from unlocking housing assignment doors for anyone other than students who are assigned to that specific space. Photo identification is required.

It is understood and agreed that a resident's housing assignment, room or possessions on campus will not be searched by University authorities for violation of University rules and regulations or applicable law, unless there is reasonable administrative cause to believe that a resident is using his/her housing assignment and/or room for purposes in violation of the University rules or regulations, or in violation of the housing agreement.

### **SMOKE DETECTORS AND FIRE SPRINKLERS**

Residents should test their smoke detectors on a regular basis (once a month is suggested) to make sure that the batteries are operable. Residents need to submit a maintenance work order online should smoke detector batteries need to be replaced. Items cannot be hung from sprinkler heads. Sprinkler heads cannot be covered or blocked by furniture or other personal items

### **SOLICITING**

As stated in the [Student Handbook](#), "Regent University specifically prohibits the solicitation of sales information and items not expressly sponsored by the University. There shall be no solicitation or sales of non-University sponsored items on school premises. Listings of students, faculty, and staff will not routinely or normally be provided to outside organizations or agencies. University sponsored and approved organizations desiring to engage in sale or promotion activities must receive approval from the Office of Student Services prior to engaging in such business activity." To avoid disruption of University business operations or disturbance

of staff, students, and their families, this Non-solicitation Policy also applies to University housing, and is further clarified here. For purposes of the Non-solicitation Policy, "Solicitation" (or "Soliciting") shall include, canvassing, seeking to obtain membership in or support for any organization, requesting contributions, seeking support for a political candidate, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers, and telephone lists and databases). "Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Non-solicitation Policy. In-home sales "parties" are permitted in individual housing units, but should be by private invitation only, and cannot be openly publicized to the University or residential communities. Spaces such as community rooms, outdoor picnic areas, and other common-use areas cannot be used for sales or solicitation. Students, student organizations, businesses, and churches are prohibited from sliding flyers under housing assignment doors. Door to door solicitation is prohibited. All flyers, advertisements, and promotional items must be approved by Residence Life staff prior to being posted on bulletin boards in the residence halls. Postings of any kind that have not received approval will be removed.

### **SPORTS AND PRANKS**

Participating in sports or other athletic activities in the residence halls is prohibited. Throwing balls, Frisbees, and other objects in the residence halls can disturb others and possibly damage university property. Riding bikes, skateboards, and other self-propelled or motorized equipment in the residence halls is prohibited.

Due to the potential for damage to University property and/or disruption of others in the community, participating in pranks is prohibited. Engaging in activities that involve water guns, water balloons and shaving cream is prohibited.

### **STORAGE**

Storage space beyond what is provided in each residence hall room is not available for residential students. All personal possessions must be removed when students leave the residence halls at the end of the academic year/ tenure.

### **SUBLEASING**

Residents are not allowed to sublet their campus housing assignments.

### **TERMINATION OF AGREEMENT/DISMISSAL FROM STUDENT HOUSING**

A student who has withdrawn from Regent University, whose enrollment at Regent University is terminated for any reason or who is dismissed from campus housing must vacate at the time specified by Residence Life and/or Student Services staff. In the event that the student does not vacate on the specified date, Regent University reserves the right to immediately change the lock on the housing assignment and remove the student's belongings without further notice.

### **TOBACCO AND SMOKING**

Campus housing at Regent University is a smoke-free and tobacco-free community. All tobacco products and all non-tobacco smoking products (i.e. electronic & herbal cigarettes,



vaporizers, etc.) are prohibited in the residence halls. Hookahs and shisha pipes are also prohibited in the residence halls. Smoking is not permitted within the residential facilities or outside of them in areas such as parking lots and picnic areas, etc.

Residents in violation of the tobacco and smoking policy will be assessed a \$75 fine.

### **TRASH COLLECTION**

There are several garbage dumpsters in all residential areas for students to dispose of their trash. Waste Management empties the dumpsters several times each week. They will not empty a dumpster that has trash around or outside of it; instead we are fined and must wait until the next collection date for the dumpster to be emptied. Please do not leave trash outside of the dumpster. Students who leave trash outside of the dumpster will be charged a \$25 fine. We ask that you break boxes down before putting them into the dumpster. Items too large for the dumpster should be taken to the landfill for disposal.

Please close the dumpster doors after each use – this will prevent animals from getting into the dumpster and possibly causing a threat to students.

### **UNAUTHORIZED ACCESS**

Students are not permitted in unauthorized areas of campus including, but not limited to, maintenance rooms, mechanical rooms, balconies, roofs, and storage rooms/areas.

### **UNSANITARY AND UNSAFE CONDITIONS**

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their housing assignments and rooms, laundry room, the fitness center, hallways, lounges, bathrooms and lobby areas. This includes proper garbage/trash disposal. Upon vacating a room or housing assignment, the resident must ensure that the space is clean and in acceptable condition for the next student to occupy. Residents will be billed for cleaning charges.

### **VACATING (VILLAGE ONLY).**

Regent Village residents (excluding traditional undergrads on academic year housing agreement) are required to complete and submit a Notice to Vacate on October 1 if vacating by December 31. Students are required to complete and submit a Notice to Vacate on February 1 if vacating by May 31 or July 31.

**A student's housing agreement will automatically roll-over to the next semester when a Notice to Vacate is not submitted as outlined in their housing agreement and this policy, resulting in the student being responsible for the full amount of the roll-over term.**

The resident will receive communication from the Office of Residence Life confirming receipt of the Notice to Vacate form and important information for vacating. Individuals living in Regent Commons with roommates will also receive notification that their roommate is vacating and specific information pertaining to the incoming roommate(s).

### **VACATING EXPECTATIONS**

In addition to following all instructions included on the Move-Out Cleaning Checklist distributed prior to vacating, students are expected to follow the guidelines listed herein when vacating their housing assignment. Please remove all items that you have added to the housing assignments. This includes child-safety devices.

Please do not attempt to spackle your walls. All trash and personal items must be removed from the housing assignment. This includes welcome mats, food, telephone and TV cables and anything that is not the property of the university. **There is a \$30 fee per item that must be**

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removed from campus housing. In addition to this \$30 fee per item, additional fees for disposing of these items (landfill costs, specialized container costs, etc.) may be placed on a student account.

FOR ALL RESIDENTS: please do not remove or dispose of the Regent University owned Cox Communications equipment (cable/internet modem, wireless router, digital converter box and all accompanying accessories) in the housing assignment. Removing/disposing of this equipment will result in a \$150 replacement fee placed on a student's account.

Do not turn off your refrigerator or water heater. Residents not abiding by these guidelines will be subject to a maintenance and/or housekeeping charge.

### **VANDALISM**

Vandalism of campus housing and/or University property or the destruction of personal property of others is prohibited. Students found in violation of this policy may have to make restitution to the appropriate parties and may face judicial sanctions from the Office of Residence Life and Community Standards.

### **WALL DECORATIONS (Regent Commons)**

Due to the potential for excessive wall damage in the Commons, the following policy is in place for decorating walls in the apartments and hallways. *Do not attempt to patch or paint walls yourself.*

Prohibited: tape of any kind, stickers, command strips of any kind, monogram decals.

Authorized: small nails or screws, picture hanging hooks, thumbtacks, staples.

### **WEAPONS**

Regent University faculty, staff, students or visitors are prohibited from using or possessing fireworks, firearms, or adjoining property owned by CBN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, stun guns, tasers, blackjacks, nunchuks, bows and arrows, or any explosive or incendiary devices. Exception to this policy will apply to sworn or authorized public safety personnel in the performance of their duties.

### **WINDOWS**

Throwing objects and pouring liquids from windows is prohibited and dangerous. Objects may not be placed on the window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Engaging in potentially dangerous behaviors such as sitting on window ledges, leaning out of windows and climbing in and out of windows is prohibited.

## **Prohibited Items (in Commons & Village)**

In an effort to make the residential experience in campus housing a safe one for all residents, the following items are prohibited in the residence halls. This is not an all-inclusive list. Residence Life staff reserve the right to remove other items not listed in the Residence Life Handbook that are deemed unsafe for the residence halls.

**Alcohol:** Alcohol and all alcohol containers (i.e. bottles, cans, flasks, kegs, etc.) are prohibited in the residence halls. Empty alcohol containers are prohibited in the residence halls and will be confiscated.

**Appliances:** Students are not permitted to bring additional appliances into their housing assignments (other than washers/dryers in Village phase II apts). Refrigerators, ovens and stoves are provided by the university. Additional microfridges must be approved by and registered with the Office of Residence Life. Microwaves are provided in Regent Commons. **Residents of Regent Village must provide their own microwave.**

**Candles and candle warmers:** All candles (wick or no wick) and candle warmers are prohibited in campus housing.

**Dartboards:** Dartboards are prohibited due to the potential damage that can occur to University property.

**Drugs:** The use, possession or sale of all illegal and/or illicit narcotics (to include narcotics paraphernalia) is strictly prohibited.

**Extension cords, multi-plug adapters and outlet splitters:** Only power strips with reset buttons are permitted in the residence halls.

**Fireworks:** Fireworks, to include sparklers and explosives of any kind, are prohibited in the residence halls

**Fog/Smoke Machines:** Fog and smoke machines are prohibited in the residence halls due to the risk of setting off building wide fire alarms.

**Furniture:** (For furnished housing assignments only) large pieces of furniture in student rooms in addition to what is provided by the university are prohibited. Special requests may be submitted to the Office of Residence Life.

**Fuels:** Flammable and potentially dangerous fuels to include gasoline, kerosene, and propane are prohibited in campus housing.

**Grills:** As a proactive measure to protect both the community and facilities, charcoal, gas-powered and electric grills are prohibited in and around housing assignments, including porch/patio areas. Several grills are provided in both the Regent Commons and Regent Village picnic areas which are far removed from housing assignments.

**Incense:** Incense is not permitted in Regent Commons or Regent Village due to fire safety concerns.

**Pets:** No pets are permitted in campus housing except fish in a 5 gallon or smaller freshwater tank.

**Plug-in Air Fresheners:** Air fresheners that include a pass through plug/additional outlet are prohibited.

**Pressurized Containers:** All pressurized containers containing gases such as CO<sub>2</sub> and propane are prohibited in campus housing.

**Tobacco Products and Paraphernalia:** All tobacco products (i.e. chew, cigarettes, cigars, clove cigarettes, electronic cigarettes, herbal cigarettes and smoking paraphernalia (such as hookahs) are prohibited in campus housing.

**Space Heaters:** Space heaters are prohibited in campus housing due to fire safety concerns.

**Weapons and Firearms:** BB guns, paintball guns, air soft guns, stun guns, swords, fixed blade non-culinary knives, sling shots, live ammunition, handguns, and martial arts practice weapons are prohibited in campus housing.

**Wireless Routers-**Wireless routers are not permitted in Regent Commons as they interfere with the access points provided by the University.

## Fire Safety

In the event of any emergency, fire related or not, please call 9-1-1. Non-emergency calls may be made to Regent/CBN Police at **757-226-2075**.

Fires in on-campus housing are extremely dangerous. Therefore, all students are expected to respond to all fire alarms as if a real fire were occurring. Failure to adhere to any or all fire safety policies or evacuate the building when a fire alarm has sounded may result in judicial sanctions. If you have a disability, and responding to a fire alarm may prove to a challenge for you, please notify the Office of Residence Life.

### **Fire Safety Equipment**

Residents should know the location of all fire alarm pull stations in the building (if applicable). Residents should know the location of the fire extinguishers in their residential area. Items should not be hung from sprinkler heads in housing assignments or in hallways. This can set off the sprinkler head resulting in significant damage to both University and personal property. Tampering with fire safety equipment is strictly prohibited. Individuals found to be responsible for tampering with fire safety equipment will face significant judicial sanctions.

### **Fire Drills and Alarm Evacuations**

Residents need to identify the exit closest to their housing assignment and use this as their evacuation route during fire drills and/or true fire alarms. Determine other alternative evacuation routes in case your normal evacuation is obstructed during a fire. Avoid using elevators during fire drills and fire alarms. All residents are expected to evacuate during planned drills and fire alarms. Failure to do so will result in significant judicial sanctions.

Students with special needs requiring assistance during an evacuation should go to the foyer area by the elevators on their floor. Residence Life staff or emergency response staff will check these areas for students requiring assistance.

### **Important Fire Safety Information**

- In the event of a fire, calmly but quickly evacuate the building. Do not use elevators.
- Call 9-1-1.
- As you evacuate, alert others of the fire and the need to evacuate by knocking on housing assignment doors you pass.
- Feel doors before opening them to insure they are not hot. Close all doors when exiting. Go to the nearest stairway. Do not use an elevator. If one exit is blocked by fire, heat or smoke, go to another exit. If all stairways are blocked, go to the nearest window and signal for help.
- Close doors & windows in the vicinity of the fire to hinder spread of smoke and fire.
- If you cannot exit a room, seal the cracks around the door, using sheets, pieces of clothing or whatever is available. To let smoke out and bring fresh air in, open windows a few inches. Hang an object out the window to alert the Fire Department of your location. Stay low to the floor and breathe through a damp cloth or towel. If possible call 9-1-1 and Regent/CBN PD at 757-226-2075 to report being trapped.

## General Safety Information

- Commit the Regent/CBN PD phone number to memory: 757-226-2075.
- Students should avoid walking alone at night if at all possible. You can request a police escort by contacting Regent/CBN PD at 757-226-2075.
- Call boxes are available throughout campus if you need immediate contact with Regent/CBN PD.
- Never lend your housing assignment keys to anyone.
- Always lock your housing assignment door before heading to class, chapel, or off-campus.
- For your safety and that of your neighbors, do not prop open entrance doors.
- Lock your vehicle and do not keep valuables in your car.
- Secure your bike to the provided bike racks.
- Create a fire evacuation route, a severe weather plan, and consider purchasing a fire extinguisher.
- Know your neighbors, watch out for one another, and notify Regent/CBN PD immediately of any individual or situation that seems suspicious. (Regent/CBN PD will investigate to ensure that the person or activity is legitimate).
- **It is strongly recommended that you obtain renter's insurance for your personal belongings.**

## **Finding Common Ground: “How To” Guide For Roommates**

No two people are the same. You may have a lot in common with other people when it comes to your likes and dislikes in music, movies, and food. When it comes to things like sleeping and studying habits, however, people tend to have routines and practices in place that are uniquely their own.

When living with a roommate, individuals with different habits must learn to share a space with each other. In some cases, roommates can adapt very easily to one another's schedules and customs. In other cases, roommates can experience some difficulty in adjusting to sharing a space with someone that may not go to bed as early or late as them, come from the same background as them or have the same interests as them.

To help make your transition into life with a roommate a smooth one, please consider the following:

- Learn to compromise. Regardless of your roommate situation, you must realize that you and your roommate will be different in small or big ways. Be flexible with and understanding of your roommate and her/his differences. Both roommates must learn how to compromise in order to make the relationship a successful one.
- Communicate regularly. It seems easy enough. In reality, however, talking to someone about a frustration or concern you may have with him/her can be very difficult to do. Keeping an open line of communication with your roommate is critical because leaving concerns and frustrations unaddressed over time can lead to a meltdown or explosive argument that is not about one specific issue but, rather, about several differences.
- Use “I” statements. When talking to your roommate about some difficulties you may be experiencing in the relationship use “I” statements to take ownership of your concerns and feelings. For example: “I feel frustrated when I can't go to sleep at night because your music is being played loud until 3am. Please use headphones starting at midnight.” This is a more productive way of explaining how you feel, what is happening to make you feel this way and what can be done to resolve the situation. Pointing fingers, arguing, accusing and shouting only produce more conflict.
- Put yourself in your roommate's shoes. Always be sure to consider your roommate's perspective if a disagreement arises. For example, if your roommate has an 8am class but you do not have class until noon the next morning and you

decide to invite a bunch of friends over for a move marathon...how might that impact him/her?

- Listen to your roommate. If you and your roommate are disagreeing about something make sure you allow him/her to share their perspective on the situation. Many times when we are trying to make a point we just wait for the other person to finish talking so we can share what we want to say. Take the time to consider what your roommate is sharing and how it relates to your experience, feelings, and perspective.
- Seek out a Residence Life staff member. Residence Life staff are trained to assist students and serve as a neutral third party when a roommate conflict occurs. Staff will work with you and your roommate to insure both of you understand each other's perspective and then help you both to find some common ground.