

Housing Terms and Conditions

Questions about this policy may be directed to Dr. John Jobson, Associate Dean of Students and Director of Residential Life and Housing or Dee Campanella, Associate Director of Residential Life and Housing, 395-7800

The following terms and conditions regarding college housing must be met by all Hope students and their guests. These terms may be altered only upon written approval by the Dean of Students. The terms and conditions are enacted for the safety and security of the Hope College community.

The administrative area of the college is responsible for seeing that these terms and conditions are met, and infractions are thereby handled administratively. If a student violates any of the above conditions, the Resident Director (or appropriate staff member) will meet with the student to discuss verbally the policy that has been violated and a letter of warning will be sent from the Student Development Office. A second violation will result in the student being charged with failure to comply with the request of a college official and the incident will be handled through the judicial process.

If at anytime that Resident Director feels other action is needed, he/she may refer the matter to the judicial process or the Resident Director's supervisor. As with any administrative decision, if any student feels as though he/she has been treated unfairly, those concerns should be addressed in written form to the Director of Residential Life and Housing.

Aerials, Antennae and Cable TV:

Aerials, antennae, and satellite reception equipment may not be erected on any building, placed outside of windows, or used in any other manner that does not meet safety standards. It is against the law to splice or tamper in any way with cable television lines or in any other manner intercept cable television signals.

Air Conditioners:

Because of their power requirements, room air conditioners may not be installed by students. Students who have a medical reason for having an air conditioner in their room will need to present medical documentation to the Director of Residential Life and Housing. If permitted, the air conditioner must be provided by the student and installed by the College's Physical Plant.

Basements:

The City of Holland prohibits the use of any basement for habitable space as defined in the city housing code for living areas, sleeping areas, or student areas unless it meets all code requirements for such space. Building code requirements for such space included electrical, plumbing, lighting, emergency egress, and space to accommodate any habitable space. Most college basements are not equipped to be habitable space.

Check-in:

Students who are assigned to live in residential facilities must complete check-in procedures when they enter each semester. Student entering residential facilities prior to the designated opening date and term, or students who have not received permission from the Student Development Office to enter residential facilities will be subject to the removal of belongings from the room and other disciplinary action.

Check-out:

Students withdrawing from housing during the academic year must complete checkout procedures within 48 hours of submitting a withdrawal form or receiving off-campus or commuter permission. Students leaving campus housing without following proper check-out procedures will be subject to removal of belongings from room, appropriate charges (cleaning, storage, etc.), and fines (improper check-out, etc.) This would include fines associated with not returning keys and/or access cards.

Christmas or Seasonal Decorations:

Christmas or other seasonal decorations may not be hung in hallways or stairwells or on the exterior of buildings and windows. Because overloaded circuits and excessive paper can create a fire hazard, this includes electrical lights, candles, and hall or doorway paper decorations. Live Christmas trees, branches, and wreaths are prohibited on campus. All Christmas decorations must be removed before students leave for Christmas break. Residential Life and the Fire and Safety Departments reserve the right to request that decorations be removed.

Cooking:

For health and safety reasons, cooking is not allowed in residence hall facilities, except where kitchen facilities are provided. Larger residence halls have kitchens that are available for the preparation of snacks by the residents of the residence halls. These kitchens, however, are not to be used for the preparation of meals on a regular basis.

Damage:

As students are responsible for the items in their rooms, charges will be made for damage to college furniture, equipment and rooms. Each student is responsible for what occurs in the room to which he/she is assigned.

Electrical Appliances:

No electrical appliances with exposed heating elements are permitted in college residence facilities. A short list of approved appliances is stated below. All appliances must be in good working order and UL approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. Appliances using significant amounts of power or a large number of appliances in a student room must be approved by the Director of Campus Safety. Refrigerators of more than five cubic feet are prohibited.

Authorized

UL approved iron
Hot pot
Hair dryer
Curling iron
Clothes steamer
Hot air popcorn popper
Coffee pot
Desk halogen lamps

Unauthorized

Microwave
Toaster
Space heater
Halogen floor lamps
Toaster ovens
George Foreman – type of grills

The College may add or remove authorization of an item based on additional information or risk.

Furniture:

Students may not remove furniture room lounges, study rooms, or student rooms. Students doing so may be charged with theft. Also, all college property (including headboards of beds) must remain in the student room. Students also may not place non-patio furniture on the porches of college property.

Guests:

The right of a student to live in reasonable privacy takes precedence over the privilege of his or her roommates, suitemates, apartment mates, or housemates to entertain guests. In no event are guests allowed to remain more than three nights. Guests of the opposite sex are not allowed overnight guest privileges. Hope College students are responsible for their guests and are subject to disciplinary action (including payment of any damages) if their guest violates college policies. At Hope College events, students and their guests are expected to behave respectfully and in the spirit of the occasion.

Hallway Decorations:

Small name tags and memo boards are the only items which may be hung in hallways or stairwells or on room doors. Announcements may be posted on bulletin boards.

Keys and Codes:

Students who lose keys and/or ID cards must have them replaced within 72 hours. A charge will appear on your account if access cards are not returned and in good condition. New ID cards may be obtained at the Registrar's Office (x7760).

Lock Outs:

Students are responsible for making sure that their residence is secure and carry their keys/ID cards with them in order to prevent being locked out. (Please see page 16 for more information). If a student is locked out, a Residential Life staff member or Campus Safety may assist them. Each student is allowed two lock outs per semester. Students may be fined \$50 for every lock out that occurs thereafter.

Locks:

Student may not place additional locks or create any entry way obstacle in any Hope facilities.

Meeting/Gathering Areas:

College cottage and apartment settings do not meet minimum guidelines needed to allow areas to be termed "places of assembly." As a result, no more than 49 individuals may be in a housing unit at any time. The college discourages event meetings/gatherings of less than 49 people if safety issues are still a concern due to the structure/design of the building. Clarification on this issue may be asked of the Associate Director of Residential Life and Housing.

Personal Property:

The college is not responsible for items lost, stolen, or damaged in student rooms, storage areas, or elsewhere on campus.

Sharps Disposal Policy:

In order to protect all students, visitors, and housekeeping staff on campus any students using needles are expected to dispose of such items in an appropriate manner. The recommended method to properly discard of needles is to place used needles in a red bio-hazard sharps container and bring the container to the Student Health Center for further disposal. Red bio-hazard sharps containers are available to any student requesting one (free of charge with no questions asked).

The institution recognizes that in certain situations a bio-hazard container may not be readily available. In this instance students are directed to recap used needles and place in a plastic puncture resistant container (such as an empty detergent bottle) and tape the lid securely. This is not the preferred method of disposal since these containers are puncture resistant not puncture proof. These containers should also be brought to the Health center to be labeled with a biohazard sticker and checked to be intact and secure. These containers should NOT be placed in regular trash receptacles on campus. Students may also opt to take used needles home with them for further disposal.

Any student coming from home with their own "sharps disposal system" that differs from the above recommendations will need to have this system cleared through Student Health Services prior to use.

Smoking:

Smoking is not allowed in any campus facility, including student housing (see page 38).

Solicitation:

There is no solicitation allowed inside or outside the residential facilities. This includes student rooms as well as hallways and lobbies.

Videocassettes and Videodiscs:

Federal law restricts the use of VHS tapes or DVDs to private showings and prohibits their public performance.

Waterbeds:

Waterbeds are prohibited in college housing.

Window Screens:

Screens are to be kept in place at all times. Students will be fined \$100 if the screens are removed.

Wiring:

Students may not use additional wiring (not provided by the college) in residential facilities. Extension cords are discouraged as much as possible unless the cord is being used to connect a single appliance to an outlet. Cords must be UL approved, and breaker power stripes are encouraged; they must not be spliced, taped, frayed, or routed under carpeting or across hallways or doorways. Dimmer switches and ceiling fixtures may not be installed. Telephone lines must also not create a tripping hazard and cannot be routed across doorways or hallways.