



UNIVERSITY OF
RIO GRANDE
AND RIO GRANDE COMMUNITY COLLEGE

Guidelines for Residential Living 2024-2025

**Office of Student Life
P.O. Box 500
Rio Grande, OH 45674
www.rio.edu**

Hello,

My name is Cody Davis, and I am your director of housing here at the University of Rio Grande/Rio Grande Community College. I want to take this moment to first welcome you home. Here at the university we strive to provide a sense of inclusion, belonging and the feeling of being at home to all of our students, that includes you.

I consider it my personal mission to see as many students as possible graduate and become successful. I believe that we start the path to that success in the residence halls. While on campus, you will make memories that will last a lifetime, you will form bonds that will never break and you will learn more about yourself than you could have possibly imagined before beginning this wonderful journey that we call “college.”

While here though, we do expect you to conduct yourself in a manner that befits yourself as not only a good representative of the university, but of yourself as well. Because of this, there are a few rules/guidelines that all residential students and their guests are responsible for knowing and upholding at all times on campus. In this guide, you will find those rules and regulations. Study them, know them, and ask your Resident Assistant if you have any questions.

I am sure that this will be a wonderful year however, and I am excited to watch you grow as individuals. If you are ever in need of assistance, my office is room 226 in the Rhodes Student Center.

Thanks,

Cody Davis

Office of Housing

On campus living provides numerous benefits to students, allowing them to learn to live in community settings, develop themselves further as a person and learn new life-skills. At the University of Rio Grande, there is a dedicated team of housing staff to ensure that building operations run smoothly, and each resident has the opportunity to meet their full potential.

Housing Staff

Director of Housing: The Director of Housing develops and implements the strategic vision for the housing program, collaborating with senior leadership to align housing initiatives with the overall institutional goals. The Director of Housing manages the day-to-day operations of the housing department, including, but not limited to, responding to inquiries, overseeing key processes, handling room change requests and managing any student complaints. The Director of Housing also serves as a supervisor to the Head Resident Assistants and Resident Assistants.

Head Resident Assistant (HRA): Head Resident Assistants oversee the day-to-day operations of each Residence Hall. HRA's are responsible for overseeing a staff of RA's, submitting work orders, ensuring that adequate programming is being done in the halls and overseeing the development of community within their assigned space. HRA's work collaboratively with other Housing Staff to ensure that the needs of the housing department are being met as a whole.

Resident Assistant (RA): Resident Assistants are responsible for overseeing a designated area within each Residence Hall. These students serve as a role model to their peers. RA's build community through programming, intentional interactions and providing a safe space for residents to confide in. RA's are responsible for alerting the HRA of any conduct or maintenance issues within their assigned space.

Through the work of the Housing Staff, residents will be provided with an environment that promotes diversity and positive living. The Housing Staff at the University of Rio Grande is dedicated to building a sense of community and belonging so that all students feel at home within the residence halls. Questions about the staff should be directed to the Director of Housing: housing@rio.edu.

Residency Requirements

All students under the age of 23, living outside 50 miles from main campus are required to live on campus for their first four semesters. All requests and questions concerning residency

requirements should be directed to the Director of Housing. Those can be emailed to: housing@rio.edu.

Residency Requirements shall mirror those set by the University of Rio Grande/Rio Grande Community College regarding tuition structures. The following persons shall be classified as exempt from on-campus residency requirements:

1. A dependent student, at least one of whose parents or legal guardians has been a resident within 50 miles of Rio Grande for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in the University.
2. A person who has been a resident within 50 miles of Rio Grande for the purpose of this rule for at least twelve consecutive months immediately preceding their enrollment and who is not receiving and has not directly or indirectly received in the preceding twelve months, financial support from persons or entities who are not residents within 50 miles of Rio Grande.
3. A person who is married.
4. A person who with custody of a child.
5. A person who is not enrolled in any in-person courses.
6. A person who transfers in at least 64 credit hours from a previous institution.

Resident Student Rights

The following is a list of rights for residential students.

1. Teaching and learning is the primary activity at the University of Rio Grande. Therefore, students have the right to study in their room at any time to the extent studying does not cause unreasonable interference to others.
2. Students have the right to expect the residence hall staff to be responsive to needs to assist with any problems encountered while a resident.
3. Students have the right to appeal a decision concerning the administration of student problems to appropriate University hearing body, if the Dean of Students cannot satisfactorily resolve it.
4. Overall, students have the right to treat residence hall rooms as their home.

Limits to this right are:

- (a) Common courtesy for and consideration of other residents who may be affected by student actions and the manner in which they live, and
- (b) Student actions and living manner must not violate the rules and regulations of the University.

Resident Student Responsibilities

1. Students have the responsibility to respect other lifestyles and cultures to the extent the conduct of others does not conflict with the Community and Residence Life Codes.
2. Students have the responsibility to follow all rules and regulations of the University.

3. Students have the responsibility to bring any problems or code violations encountered to the attention of a member of Housing Staff (Director of Housing, Head Resident Assistant, Resident Assistant.)

Occupancy

Period of Occupancy

- a. Students are housed for both the fall and spring semester. New Student Move-In shall take place the Thursday before classes begin for the fall. Returning Student Move-In shall take place the Friday before classes begin for the fall. Early arrivals will be accepted each fall. Communication regarding the process of early arrival will be communicated via email.
- b. Athletes who participate in fall/spring sports may be required to arrive prior to the opening of the residence halls. The Director of Housing will work with athletics to determine dates for those early arrivals.
- c. The residence halls shall be closed during Thanksgiving, Spring Break, Winter Break and Summer Break. Students who need housing during this time are encouraged to seek alternatives off campus. Exceptions can be made for athletes, international students, students who travel a long distance and in extenuating circumstances. Details about housing procedures during the break will be posted around the hall.
- d. Students must vacate the residence hall by 6:00 p.m. the last day of finals, exceptions will be made for official university activities. Those exceptions will be communicated via email. Check-out procedures will be posted throughout the hall and emailed at least two-weeks in advance of finals. Any questions about checkout can be directed to a member of the housing staff.

Room Occupancy and Visitation

Students are required to live in the space that they are assigned to. Housing assignments will be sent out via email. Students may not move additional persons who have not been assigned to that room into the space. More details regarding room occupancy policies are found below.

Visitation Policy: Regulations governing visitation are specific to each of the five residential communities. It is the responsibility of the host to be sure the regulations governing visitation in their community are faithfully observed. The guest has the same level of responsibility to know the regulations in the community visited. The applicable regulations are clearly posted throughout each building. Overnight guests must complete a guest registration card. These cards can be obtained from a Resident Assistant or the Head Resident Assistant. Off-campus guests must register their vehicles and obtain a visitor's parking permit from the Campus Police upon their arrival, night or day. Guests who plan to stay more than three days must have special permission in advance from the HRA of the Residence Hall and will be charged a daily rate. Violation of the visitation policy could result in restrictions of visitation privileges. Questions concerning visitation can be directed to a member of the Housing Staff.

Cohabitation: Cohabitation is the consistent presence of a guest who spends more than the allocated amount of time allowed via the visitation policy in a student's residence hall room. Visitors found to be a consistent presence, regardless of time of day, in a room not of their own, will be considered to be engaged in cohabitation, and the host/students involved will be subject to conduct review through the Office of Housing.

Consolidation: The Office of Housing reserves the right to consolidate rooms, or to change a student's room assignment when necessary. Room charges will be adjusted if a student refuses to consolidate resulting in the cost of a single room.

Maximum Occupancy: Student interaction is needed to build a strong residential community, however, in the interest of safety, the university must set occupancy limits. These limits are the amount of people that are allowed in the room at a time. The occupancy limit of a room shall be double the amount of people assigned to the room, plus one. For example, a double occupancy room will have a limit of five (5) people at a time. Questions regarding occupancy can be directed to a member of the Housing Staff.

Roommate Change: Roommate changes are not automatic. During the first two weeks of each semester, room changes will not occur except in extenuating circumstances. This policy gives the Office of Housing time to complete occupancy reports and see what spaces are available and what adjustments can be made. It also gives students ample time to adjust to living with their roommate. During the third and fourth weeks of the semester, students can request a room change through their HRA, who will then submit a list of changes to the Director of Housing for review. All room changes must be complete by the end of the fifth week of the semester. The student who requests the room change must be the one to move rooms. Students who are dealing with conflicts with their roommate are encouraged to seek mediation through either their RA or HRA before attempting to move. Students may be asked to participate in mediation with the Director of Housing before a final approval is issued. Once the student begins the move, they have 24 hours to empty their old room of any personal belongings.

Single Room Policy: Room upgrades, such as single rooms, may be available pending space. Single rooms may also be acquired by presenting documented medical reasons for the space that would need to be reviewed and renewed each academic year. Priority consideration for upgraded rooms will be given to those with medical documentation. Single rooms may have additional costs. Requests for a single room can be made on the housing application. Refer to the University website for more information about housing costs.

Minors in the Residence Halls: Full-time enrolled undergraduate students under the age of 18 are able to reside in the University residence halls. These students are expected to follow the same policies and procedures and all students. Residential guests/visitors under the age of 18 years old are not permitted in the residence halls at any time without the specific permission of the Dean of Students, Director of Housing and/or the Office of Admissions. It is the responsibility of the residential host to ensure these guidelines are followed.

Prohibited Items

This list serves as a quick reference for items that are not permitted in the residence halls and are considered a violation of housing policy. Possession of these items could result in disciplinary sanctions.

Kitchen/Cooking Items: Toasters and toaster ovens, air fryers, deep fryers, hot plates, electric skillets, induction cooktops, cotton candy machines, George foreman grills, appliances with open heating elements, alcohol/propane stoves, gas or charcoal grills and hibachi grills. (Note: Trinity Hall Students are allowed to have a toaster in the kitchen area of the apartment.)

Furniture/Room Materials: Personal beds, mattresses, concrete blocks, homemade bunkbeds, alterations to existing structures, homemade/craft furniture that is not fire-resistant, candles, any object with an open flame, incense, space heaters/devices with a heating element, additional air conditioning units, lava lamps, hookah pipes, any devices that store flammable fluid or dangerous chemicals, wallpaper, borders, TV mounts and mounting hardware, extension cords without a surge protector.

Technology: Personal routers, servers, external antennas and satellite dishes. Drones and other video surveillance devices.

Alcohol, Tobacco and Illegal Substances (See University Policy): Hard liquors, other alcoholic beverages, beer kegs, funnels or other devices for rapid consumption, beer pong setups, dice tables, drinking game materials, collections or displays of empty containers, possession/manufacturing/growth/sale or use of illegal substances and paraphernalia. Lighted cigarettes and cigars are also not permitted in the residence halls, as well as vaping/e-cigarettes.

Weapons (See University Policy): Firearms, ammunition, pellet/BB guns, paint guns, explosives, fireworks, bows/arrows, non-kitchen knives and any device that could be deemed for use of bodily harm.

Pets (See University Policy): Any animal that is not a university approved ESA or an approved pet within wellness hall. Students may be asked to provide documentation for proof of animal approval. Small fish and reptiles are permitted in the residence halls, however, a student must have prior approval before bringing any animal to campus. Emotional Support Animals must be approved through the Office of Student Life and the Office of Accessibility.

Pets and Emotional Support Animals

Pets: The University of Rio Grande and Rio Grande Community College permits pets in Wellness Hall, a returning-student hall. Any student with an assigned room in Wellness Hall is eligible to apply to bring a pet to campus. A pet may be permitted to reside with their student-owner in the student-assigned on-campus Wellness Hall room if:

- The student has registered with and has provided acceptable documentation (as required for application) to the Office of Student Life,
- The student has paid the non-refundable \$200.00 annual pet registration fee. This must be paid in full at the time of application.

- The pet meets the established criteria for pets that are permitted in Wellness Hall
- The student-owner agrees to abide by and follow all standards related to having a pet as described in the “Procedures for Admitting Pets to Wellness Hall.”
- The pet is humanely lodged in an assigned on-campus residence hall without posing a threat to the health or safety of others; without having the potential to cause substantial physical damage to university property or the property of others; and, without requiring a fundamental alteration of the university’s residence life program.
- In no case will a pet be permitted in Wellness Hall without having a request processed through the Office of Student Life and the approval of the Dean of Students.
- Unapproved pets will be subject to immediate removal at the cost of the student-owner, a \$150.00 fine, and a revocation of any pet privileges for the academic year.
- In all cases, the student-owner of the pet is fully responsible for the animal’s behavior. The removal of a pet for a violation of standards, and any necessary cleaning, repairs and/or pest control will be at the expense of the student-owner who may also be subject to disciplinary action.
- Student-owners are responsible for any damage or injuries caused by their pet and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a pet are the sole responsibility of the student-owner at all times.
- The university strongly recommends that student-owners consult with their insurance carrier regarding potential liability and insurance to cover such risks.
- Non-compliance of any standard will be treated as an issue of concern and will be subject to the student conduct process.

Pet General Standards

- The only pets permitted in Wellness Hall are canines under 40 pounds and felines.
- The student-owner’s pet must be at least one year old, have lived with the student for at least 10 months, be fully housebroken (no exceptions), and be spayed or neutered. Pets expecting offspring and those with offspring will not be permitted to reside in the student-owner’s on-campus residence. The acquisition of a dog or cat purchased, fostered, adopted, or strayed while a residential student at Rio is prohibited.
- Only one pet may occupy a housing assignment. If multiple students request to bring a pet, the first student who submits a completed application with all required documentation will be granted permission.
- The pet must be registered with the Office of Student Life and approved by the Dean of Students to be considered as a Rio campus authorized pet. A Rio-authorized pet will be issued an identification card by the Office of Student Life that the student-owner will be required to present if/when asked if the pet is registered and approved to be on campus. This will allow RAs, campus police, and any university personnel to know if an animal present on campus is a registered and approved pet. Pet ID cards from any entity other than Rio’s Office of Student Life are not acceptable proof that an animal is an authorized

pet. If the pet ID card is lost or damaged, the cost of replacement (\$5.00) is the responsibility of the student-owner.

- To register a pet, the student-owner is required to provide recent documentation of a veterinarian health check with species-recommended vaccinations, including Bordetella (canine) and Bordetellosis (feline), as well as worming and parasite control within the last twelve (12) months by a licensed veterinarian. A valid and current rabies certificate and number, as required by species, is also required while the pet is on campus. All required immunization and examination documents must be kept current and on file with the Office of Student Life. The student-owner is responsible for knowing when medical updates, such as vaccinations, are required and not allowing those to expire.
- Depending on species, proof of registration with the animal's local municipality is required, and all required animal licenses must be kept current and on file with the Office of Student Life (Ohio requires a county dog tag in all counties; some cities require additional registration). It is the responsibility of the student-owner to know when registrations for animal licenses are due and not allow those to expire. (In Ohio, dog tags must be renewed no later than January 31 of each year.)
- A pet must be of a size equitable to the space that is available in the assigned on-campus residence without compromising the space of others who reside in there. A pet must be adaptable to campus living and to being confined to the space of the on-campus residence assigned. A pet that cannot be humanely housed within the allotted space or who fails to adapt will not be permitted to remain in campus housing.
- Pets are only permitted in their student-owners on-campus residence. They are not allowed in other on-campus residences.
- Pets are not permitted in any university facilities other than the student-owners assigned on-campus residence, except when the student-owner takes the animal outside for natural relief.
- When a pet is transported outside the assigned on-campus residence, it must be in an animal carrier or controlled by a leash or harness, except when in the pet park. (Pets are never to roam freely or be left outside unattended by their student-owner).
- The student-owner is required to provide a collar with an identification tag and vet-issued rabies tag, which must be worn at all times, that includes the student-owners name and /or contact number. The student-owner must be in control of the pet at all times.
- The student-owner must ensure the pet does not disturb others, disrupt personal belongings of others, display behaviors or noises perceived as threatening or disruptive to others, or block an aisle or passageway for fire exit.
- To the extent possible, the pet should be unobtrusive to other individuals in the learning, living, and working environment. This means the pet must not disrupt or be a nuisance to others (e.g., barking continuously, growling, yowling, howling, crying, etc.)
- Any student-owner whose pet constitutes a threat (perceived or otherwise) or is a nuisance to staff, residents, or property as determined by the Dean of Students is subject to disciplinary action and may be removed from campus.

- Any pet involved in any incident in which a person experiences the threat of or an actual injury as a result of the pet's behavior is required to be removed from campus housing immediately. The student-owner is expected to take reasonable steps to protect the university community, university property and the property of others. All liability for the action(s) of the pet (bites, scratches, damages etc.) is the sole responsibility of the student-owner.
- Should the student-owner have roommates, the student-owner's roommates must sign an agreement stating they agree to be housed with the student-owner's pet.
- If a student-owner wishes to change pets, they must first notify the Office of Student Life and complete the registration process for the student-owner's new pet. This may entail registration of the pet, up-to-date veterinarian check, inoculations, and license/tags if required.
- If a student-owner no longer requires or desires to have a pet, the student-owner is required to notify the Office of Student Life and remove the pet from campus housing immediately.
- Should a pet die while in campus housing, the student-owner is required to contact the Office of Student Life immediately to report the pet's death. The student-owner is responsible for disposing of the pet's remains in a sanitary manner. Cats and dogs are not to be disposed of on campus property, in dumpsters, etc.

Pet Care Standards

- A pet requires daily food, water, attention, and daily assessment of their general health, behavior and overall welfare. Student-owners are solely responsible for attending to the pet's daily needs.
- A pet is required to undergo routine maintenance including tick and flea prevention, worming and annual examinations by a licensed veterinarian in order to reside in campus housing.
- A pet must be crated, caged, or kenneled in the student room when left unattended. This is to ensure the safety of both the animal and Rio staff during room inspections or routine maintenance.
- A pet may not be left unattended overnight at any time. If the student-owner must be away the student owner must take the pet with them or arrange for the pet to be cared for off campus. A pet is not permitted to be left on-campus in the care of another individual, this includes roommates, relatives and friends who reside on-campus.
- Should the pet escape, and/or if the pet cannot be located within two (2) hours, the student-owner must notify their RA, the Office of Student Life, and Campus Police.
- The student-owner is responsible for properly disposing of the pet's waste. Cleaning up after the pet is the sole responsibility of the student-owner. In the event that the student-owner is not physically able to clean up after the pet, it is the responsibility of the student-owner to hire someone capable of cleaning up after the pet.
- The person cleaning up after the pet must abide by the following guidelines:

- If a pet goes outside for exercise or to relieve self, always carry sufficient equipment to clean up after the pet. Not being prepared will not be an acceptable reason for a pet's waste being left on campus grounds.
- Pet accidents within on-campus residence rooms or halls must be promptly cleaned up using appropriate cleaning materials and disposed of properly. Contact housing staff if special arrangements are needed to assist with the cleanup. Any cost incurred for doing so is the sole responsibility of the student-owner.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes is required. Any pet odor emanating from the student-owner's room is unacceptable and grounds for removing the pet from campus housing.
- Animal waste is considered an environmental pollutant and a human health hazard by the EPA, and will be treated as such.
- No pet waste may be disposed of in any interior trash receptacles, sinks, toilets or drains. Disposal of waste in interior receptacles sinks, toilets, or drains may result in a cleaning fee, or, repair fee, if required.
- All waste and/or litter must be properly bagged before being disposed of in dumpsters and exterior trash receptacles. Proper bagging means that the bag is sealed or tightly tied shut so that the waste/litter remains confined within the bag and does not spill out. Bags that leak waste and/or litter are not acceptable and use of these may result in a cleaning fee.
- Any items being discarded that contain pet waste (urine, feces, etc.) must be disposed of in outside trash receptacles and must be properly bagged, as described above.

Failure to clean up after a pet accident or to properly dispose of waste as required by these procedures and Standards may result in a cleaning fee of \$150.00 per incident.

Cleaning and Damages

While the pet is in residence, the student-owner has an obligation to make sure that the living space is at the minimum as clean as the original standard. If the living space has carpet, this includes regular vacuuming and spot cleaning. Damages and any extraordinary cleaning required due to the pet are the responsibility of the student-owner. Replacement or repair of items due to damage caused by the pet will be the financial responsibility of the student-owner.

- Any parasitic infestation that develops in the pet's housing area, such as fleas, lice, mites etc. must be attended to properly by a professional extermination company. The university's maintenance department will schedule the extermination, which will be at the student-owner's expense. Student-owners are required to promptly notify the Office of Student Life to arrange for extermination when a problem is noted.
- When the student-owner moves out of their room or is no longer housing the pet, the room will be assessed by the Office of Student Life to determine all damages, including those that can be attributed to the pet.

Disciplinary Process Student-Owner Pet

When an issue of concern arises with a pet, the issue of concern will be reviewed by the Dean of Students. The following disciplinary process will be used:

- If the issue is one that may be resolved, the student-owner will be given one (1) opportunity to resolve the issue by agreeing to a written action plan presented by the Dean of Students.
- The action plan will outline the steps that must be taken to alleviate the problem(s) and state a deadline for curing the behavior/ issue of concern. The action plan must be achievable within the time frame allowed and meet the approval of the Dean of Students, who will monitor the progress of the plan.
- If the student-owner fails to follow through, or violates the action plan, or if additional issues arise after one action plan has already been instituted, then the student-owner will be given a written notification from the Dean of Students stating that the pet must be removed within three (3) calendar days of the written notification.
- If the student-owner fails to remove the pet within the three (3) calendar days allotted, then animal control may be used to remove the pet from campus housing.
- If the student-owner does not agree or make any attempts to resolve the issue of concern, then the pet is subject to immediate removal, and animal control may be used to remove the pet from campus housing.

In addition to the above disciplinary process, be aware that:

- If the issue involves a pet being deemed a danger, then the pet is subject to immediate removal, and animal control may be used to remove the pet from campus housing if the student-owner is unwilling.
- When a bite is involved, a determination will be made regarding why the pet bit, and if the pet poses a threat or danger. If a dog bite is involved, it will be reported to local authorities, in accordance with local law, etc.
- A pet may be subject to immediate removal if its health and/or well-being are compromised. This includes (but is not limited to) animals in poor health, animals that are seriously injured, animals that are ill, animals that are in distress, or animals that fail to adapt to campus living.
- The student-owner will be held responsible for any and all costs incurred in cases of forced removal.

The University of Rio Grande and Rio Grande Community College reserves the right to investigate the health and welfare of a pet on campus, at any time, should neglect or abuse be a concern, and if necessary, report those issues to the appropriate authorities.

Emotional Support Animals: Emotional Support Animals are permitted in the campus residence halls, but only after being authorized by the Office of Accessibility and approved by the Dean of Students/Director of Housing. Rio uses its own process for determining eligibility for having an ESA in campus housing based on verification of student need and the suitability/adaptability of a student's ESA with regard to campus life. Rio does not accept or

recognize any type of ESA external certificates or certifications in its determination of eligibility. If you are interested in bringing an ESA to campus, you must pick up an ESA packet from the Office of Accessibility to have your eligibility determined. You can contact the Office of Accessibility at accessibility@rio.edu to make an appointment to discuss eligibility criteria. If criteria the request will be sent to the Office of Housing and to the Dean of Students, from there the student will receive notification on the approval/denial of the ESA request. If approved, the ESA housing accommodation is good for one academic year, beginning in the fall term, and running through the summer term. ESA accommodations must be renewed annually. ESA's are required to follow all of the same rules and guidelines as pets regarding care and conduct.

CARE OF ROOMS

Students are responsible for the cleanliness and care of their rooms. Each student will be accountable for any deterioration/damage of the room or its contents beyond normal wear and tear, and will be charged for such damages. Housekeeping will regularly clean and remove trash from public bathrooms and public areas. Rooms need to be cleaned and floors mopped, and all personal belongings removed when moving out of a room. Students will be charged a cleaning fee if rooms are left unclean. Students living in Trinity Hall are responsible for the cleaning of the living area and bathroom.

TRASH

Disposing of trash in unauthorized areas, including leaving trash in lounges, BATHROOMS or hallways is prohibited.

DECORATIONS

Residents are responsible for any DAMAGE caused by decorations.

- i) Nails, thumbtacks, tape of any kind, stickers, decals, and any other devices which DAMAGE paint or wood surfaces are not permitted.
- ii) Posters and other decorations may be hung on the walls as long as damage to the surface does not result and as long as they don't interfere with the HVAC or fire protection systems.
- iii) Any partition or hanging materials deemed a fire hazard is strictly prohibited; this includes ceiling coverings.
- iv) Posting materials on the outside of room doors in hallways, or in windows for public view with the intent to harm or provoke others is prohibited.
- v) All material posted in public areas is considered a public display and must be deemed appropriate by the Office of Student Life. This includes materials that are not in keeping with the University's mission and identity.
- vi) Live trees are not permitted as room decoration due to fire issues.
- vii) No paper should be affixed to anything other than a bulletin board. Small nonflammable decorations (wreaths, bows, etc.) are allowed, but decorations that

cover the entire door or those that are made of flammable material such as paper or tissue cannot be used on doors.

DAMAGE

Students are financially responsible for their individual rooms and for the common areas of the residence halls. Charges will be assessed against the student's account if/when damage occurs in a private room or in a common area (e.g. hallway, bathroom, lounge) for damage beyond normal wear and tear or when the responsible individual(s) cannot be determined.

a) ROOM CONDITION REPORT (RCR): Each resident and Office of Housing Staff member will complete and sign a Room Condition Report to document damaged and/or missing furniture or fixtures.

i) Initial Room Audit: At the start of the academic year, the housing staff completes an inventory of the room's condition and items present. This audit will be documented on the Room Condition Report. The residents are then responsible for verifying the accuracy of this audit.

ii) Closing Room Audit: Housing Staff members will check the condition of the room after the student has vacated the room. When vacating the room, the form will be reviewed. Any previously undocumented damages and/or missing furniture or fixtures damages will be charged to the occupants. The process is complete when the housing staff member makes a final inspection of the room and charges are jointly assessed by the Offices of Housing and Facilities Management.

iii) RCR Completion: It is the responsibility of the resident to formally check out of their rooms ANY and EVERY time they vacate a room (i.e. to switch rooms, at the end the year, etc.)

b) INDIVIDUAL DAMAGE CHARGES: Are the cost of damages that occur within the residential room. This is determined by comparing the initial room audit and closing room audit. Any damages that occur during the resident's stay will be assessed to their student account.

c) COMMUNITY DAMAGE CHARGES: The cost of damages that occur within common areas for which individuals have not been found responsible will be divided amongst all residents within the residence hall at the end of the academic year. These community wide damage charges are not appealable. The cost of replacement or repair will be assessed proportionately among students in that section or residence hall. Students with information about others who may be the cause of community damages should immediately report this information to the Director of Housing or Dean of Students. Every attempt will be made to hold accountable the responsible person(s) to avoid community damages; this requires cooperation from students with information helpful in the investigation process.

d) UNCLAIMED ITEMS: Students vacating assigned rooms lose the right to personal items left behind and will be charged a disposal fee. If appropriate, such items may be donated to local charitable organizations.

HEALTH AND SAFETY INSPECTIONS

Health and Safety inspections will be conducted by the Residence Life staff on a regular basis in each residence hall. Traditional Halls will take place twice a semester, Trinity Hall will take place monthly. Inspections are to ensure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment. Other violations found during Health and Safety Inspections will be addressed in the appropriate manner (i.e. through the university conduct process). Residents have 24 hours to rectify any health and safety concerns discovered and communicated to residents by the Housing Staff. Repeat health and safety violations may result in conduct sanction. Room inspections may occur during Health and Safety Inspections without resident(s) present; when applicable, room search procedures may be implemented if a policy violation is suspected.

Quiet Hours

Quiet hours are developed to ensure a period for study and rest. Quiet hours for each residential community will be prominently displayed throughout the building. Students are expected to be reasonably quiet at all other times.

1. Quiet hours are from 10:00 p.m. to 10:00 a.m. Monday through Thursday.
2. Quiet hours are 12:00 a.m. to 10:00 a.m. Friday through Saturday.

Twenty-four (24) hour quiet hours start at 5:00 p.m. the night before the first final exam of the semester and last until 5:00 p.m. the last day of exams. During this time it is expected that noise be confined to individual living units. The noise in a room should not disturb neighbors.

Keys and Lockouts

Residents will receive an entrance key card to their residence hall and a key for their room. Students found to be in possession of a key that is not assigned to them may face disciplinary sanctions. Keys must be returned within 24 hours of vacating the room, withdrawing from the University or becoming ineligible for University housing. If the key is not returned the student will be billed for a new key.

Lost/Damaged Key Process: Students who lose/damage their key should alert a member of the Housing Staff so that a replacement can be ordered. Lost keys will incur a \$80 charge. Lost key cards will incur a \$25 charge.

Lockout Process: Students locked out of their room should contact their RA to regain access to the space. RA's will keep a log of lockouts in each Residence Hall office. After a third lockout a student will be asked to produce their key for a staff member to see or that student may be charged for a replacement key. If an RA is unavailable a student may contact Campus Police for assistance.

Furniture

Students are not permitted to remove furniture, furnishings or other equipment from any University facility; this includes but is not limited to window screens. Lounge and public area furniture may not be moved to another area of the residence hall or into a student's room. Students may not remove the furniture that is in each room. Built-in furniture such as closet spaces may not be altered or moved from its location in a room.

BICYCLES/SKATE-BOARDS

Residents may store bikes and skateboards in their rooms but may not ride them in the halls. Bikes and skateboards may not be stored in public hallways or stairwells.

SOLICITATION

Door-to-door sales and distribution of advertisements within the residence halls is prohibited. Residents or registered student organizations may use public and common areas with approval from the Director of Housing and/or Dean of Students. No door-to-door solicitation is permitted. Residents may not conduct personal and/or commercial business from their rooms without written permission from the Dean of Students or his designee; on occasions, residents may be permitted to do so as long as it does not interfere with academic community standards, the mission of the University, and computer usage guidelines.

Fire Policies and Procedures

Arson or the setting of fire, tampering with safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), pulling false fire alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of state fire code. Immediate evacuation when an alarm sounds is mandatory and re-entry into a building before the "ALL CLEAR" has been announced is prohibited. Refer to web site <http://www.rio.edu>

Room Entry and Search

Room entry is defined as entrance to a student's room by authorized personnel to fulfill maintenance, housekeeping, safety, security, and Campus Police functions. Such entries may occur at times when the room is occupied or unoccupied.

Room (Unoccupied) Entry Guideline

The following guidelines will be operative when circumstances require a residence hall room to be entered while the resident is not present.

NOTICE: If room is occupied, students will be notified that an entry has occurred for the purposes described above through a notice, which will be left in the room or emailed to the student. The University will not provide advance notice of an entry during periods in which the

living areas are to be unoccupied due to University Rules and Regulations, or due to the terms of the Residence Hall Agreement.

AUTHORIZED PERSONNEL: Office of Housing, Maintenance and housekeeping personnel are authorized to enter any living area for performing their assigned duties. Other residence hall employees are authorized to accompany maintenance and housekeeping personnel.

ANNOUNCEMENT OF INTENT TO ENTER: No entry into a room will occur until a knock or other announcement of intent to enter is given, followed by a lapse of time reasonable to permit the occupant to open the door

EMERGENCY SITUATIONS: In the event that an emergency situation exists, any employee or agent of the University is authorized to enter any living area, provided that the entry must be reported to the Director of Housing and Dean of Students within 24 hours of the entry. An emergency situation is one in which an imminent threat to the life, safety, or health of the occupant, other students, University personnel, or others is reasonably believed to exist; or in which an imminent threat to property belonging to the occupant, other students, the University, or others is reasonably believed to exist.

PRIVACY: The University will take reasonable precautions to respect the privacy of the occupant(s) of a living area. Unauthorized personnel will not be permitted to enter a living area unless accompanied by authorized personnel.

ANNOUNCEMENT OF INTENT TO ENTER: No entry into a room will occur until a knock or other announcement of intent to enter is given, followed by a lapse of time reasonable to permit the occupant to open the door.

ROOM SEARCH

Room search is defined as a search of a living area by University personnel because probable cause exists that University regulations have been violated. The occupant of a room in a residence hall is responsible for items, materials, or substances found therein, which are defined by the University Community Code, the Residence Code, State, or Federal laws as illegal or prohibited. Nothing contained herein can limit the ability of law enforcement agencies, including University Campus Police, from conducting a search, which is authorized by a judicially issued search warrant, or is otherwise authorized under existing law. The search will be conducted in a private and unobtrusive manner. The University official will note the name(s) of all individuals who are assigned to that room as responsible for any materials that constitute evidence of a violation. Room inspections may occur during Health and Safety Inspections without resident(s) present. The University official may immediately seize and remove any or all material, which, by its presence, constitutes evidence that a violation of University policy has occurred. Such removal does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose of any and all illegal, dangerous, or prohibited items, regardless of value or ownership.

NOTICE: The occupant will be informed of the reason for the search, and if feasible, will be given the opportunity to be present during the search

CONSENT: The consent of the occupant of the room will be sought. If consent is refused, or if the occupant cannot be located in order that his or her consent may be obtained, a search may be conducted following a properly issued search warrant.

The Dean of Students or any employee of the University designated by the Dean of Students is authorized to accompany the searching party or parties.

THEFT

Report any theft immediately to Campus Police and a member of the Housing Staff. The Dean of Student Affairs will also be notified. The University does not assume responsibility for personal property kept at the University.

ALL STUDENTS SHOULD:

- Keep room doors and windows locked whenever the room is left unoccupied, even for short periods of time.
- Clearly mark all personal items with a personal identification number other than your social security number.
- Record serial numbers/make of stereo, computers, etc. in a separate, secure location.
- Not keep large amounts of cash or other valuable items (such as expensive jewelry) in a residence hall room.
- Subscribe to private insurance for belongings that may be damaged and/or stolen during student's time in campus housing.
- Students are encouraged to make sure their personal property is covered by insurance.

Laundry

Washers and dryers are located in each residence hall. Students are responsible for their own laundry, including bed linens and towels. Laundry left within the washers or dryers for over 24 hours will be donated to charity and no refund will be provided. Mechanical failure of laundry equipment should be reported to the Office of Housing. During the academic year laundry service is provided as a part of the housing agreement. Guests and non-residents are not permitted to use laundry facilities. Please note: Room occupants will arrange for their own linens, blankets and pillows, and towels. Destruction of laundry equipment could result in sanctions.