



## Community Living Guide 2022-2023

[Residential Life Web Page](#)   [MyHousing Student Portal](#)

Welcome to the Albright College residential community! Our mission in Residential Life is to create a safe, supportive, and inclusive residential community that fosters the success and personal growth of each resident.

As we continue to navigate the COVID-19 pandemic together, we ask that all community members complete the Community Care Compact, which is available to students through the [Identity System](#). This section of the Community Living Guideline outlines your expectations as a student to help keep our residential community healthy and safe:

- We strongly encourage the COVID-19 vaccine to provide your best defense against COVID-19.
- Report your vaccination status to the Gable Health Center.
- Wear a mask that covers your mouth and nose and maintain social distancing if you are unvaccinated.
- Recognize that masking and social distancing may be required during events or in certain places on campus, even if you are vaccinated.
- If you are unvaccinated, you will participate in entry and surveillance testing for COVID-19 when notified to do so.
- If you feel unwell or experiencing symptoms of COVID-19, you will stay in your residence hall and contact the Gable Health Center.
- Be sure to wash and sanitize your hands regularly and regularly sanitize high-touch areas in your residential space.

In addition to the [Community Care Compact](#), there are several Residential Life policies and procedures that have been amended for the Fall 2022 semester for additional COVID-19 safety precautions. The following Community Living Guide includes policies, procedures, and information relevant to residential living at Albright College. Each resident living on-campus and/or in college-managed residence halls (including Rockland Hall) is responsible for knowing and understanding the information included in this guide. *Please read this carefully.* If you have any questions or need assistance while you are here, please do not hesitate to contact any member of the Residential Life staff.

We encourage you to make the most of your time on Albright's campus—take advantage of activities and programs—and get to know the Resident Assistants and professional staff members living in the residence halls. They are a resource for you!

We hope that your year is full of personal growth and opportunity, and we look forward to having you as a member of our residential community.

## **The Office of Residential Life Staff**

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## [Community Living Standards Particular to Albright Woods, Affinity Houses, and Rockland Hall](#)

# The Office of Residential Life

## **Mission Statement**

The Office of Residential Life seeks to create a safe, supportive, and inclusive residential community that fosters the success and personal growth of each resident.

## **Residential Life Programming**

Our professional and student staff intentionally interact with residents and create programs to provide engagement and educational opportunities for residents. We have particular focus on community development, self-governance, resident-staff partnerships, student employment opportunities, and resident accountability. Through participation in various aspects of Residential Life programming, students will have numerous opportunities to be involved at Albright College and develop many valuable life skills.

For the 2022-2023 academic year, Residential Life staff will be intentionally offering programs and events that are in-person and virtual.

## **Academic Support**

We promote a residential environment conducive to learning, enhancing student-faculty interaction, and strengthening partnerships with other campus departments. Directed programming efforts are established in our residential areas to strengthen our commitment to students' academic success.

## **Inclusion**

Through programming, interactions, and student engagement, the Office of Residential Life seeks to foster a residential environment supportive of all members of our community. Albright College has a diverse student, faculty and staff population, and we celebrate each person's right to individuality and expression. We encourage students to welcome all people in their community. Please see our Community Living Standards and Expectations for further information about our commitment to diversity and inclusion.

## **Sustainability**

In partnership with the Sustainability House, our office envisions a community where members actively engage in planning, implementing, participating, and living sustainably with the environment in mind. Sustainability includes the actions that are taken in order to promote the health and well-being of not only the earth, but of humans and lifeforms both present and future. There are resources on campus for members of the Albright community to get involved environmentally: The Sustainability House, the Albright Community Garden, and the ECO club (Environmental Campus Outreach). Through these programs, students can connect and network to achieve a more environmentally conscious life, campus, and world.

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## **Residential Life Office and Staff**

Our office is responsible for overseeing on-campus and College-managed (including Rockland Hall) residential areas. Our department manages room assignments and room changes, meal plan selection, and Resident Assistant recruitment and training.

For Fall 2022, the Office of Residential Life office hours are Monday through Friday from 8:30 AM to 4:30 PM and will accommodate both in-person and virtual meetings. Students may be asked to wear a mask when inside the office and will not be permitted inside the office if sick or experiencing symptoms of COVID-19. Emergency on-call services will be provided 24/7.

### **Administrative Assistant and Office Staff**

The Office of Residential Life is supported by administrative personnel who provide oversight of day-to-day operations and acts as a point of contact for referrals from students, parents, and community members.

#### **Director**

The Director of Residential Life is the primary administrator of the College's residential program. The Director oversees all administrative processes pertaining to the residence halls and directs the development of a residential community that embodies the values of the College.

#### **Assistant Director**

The Assistant Director is a full-time professional staff member providing leadership in housing operations, student staff recruitment and training, campus-wide programming, and the supervision of a residential area.

#### **Area Coordinators**

Area Coordinators are full-time live-in professional staff members responsible for implementing a comprehensive residential program model by overseeing residential areas, coordinating programs and activities, and promoting a positive living and learning environment.

#### **Lead Resident Assistants and Resident Assistants**

Lead Resident Assistants provide leadership to RA staff, act as liaisons for building concerns and serve on duty for the residence halls. Resident Assistants are student staff members selected based on their skills, interests and activities, which enable them to effectively assist and advise students. Each Resident Assistant is trained to refer students with academic and personal concerns, provide an engaging, educational environment, and enforce College and housing policies.

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## [The Office of Community Standards](#)

Mission Statement: The Albright College Office of Community Standards values an educative approach to sanctioning students who are found in violation of the Student Code of Conduct. The Community Standards process is grounded on the concepts of respect, civility, integrity, justice, and accountability to promote learning outcomes. The primary goal is to ensure due process so that students can achieve their academic goals through educational outreach. A restorative justice model is often used to facilitate self-reflection and rebuild community relationships that have been harmed.

The Office of Community Standards, located in Selwyn Hall, South, ground floor, can be contacted by phone at 610-921-7795. For more information about policies and procedures, please refer to the [Code of Conduct](#) section of the Compass.

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## Students' Rights and Responsibilities

As an Albright student, you are guaranteed the rights, privileges and freedoms granted to every community member. However, with these rights come responsibilities. As a student at Albright College, you are expected to abide by all federal, commonwealth and local laws. (Alleged violations of these laws will be referred to the appropriate court or police authority.) Violations of these laws may also lead to disciplinary actions by Albright College. When you enroll at Albright, you assume special responsibility for living by Albright College's Code of Conduct, which is not intended to deny any of the rights guaranteed to you previously. Rather, it was adopted to ensure that Albright can maintain an atmosphere conducive to learning and personal growth.

All policies contained in this publication pertain to all College-owned residences and the greater campus community. The Albright College Code of Conduct is explained in the [Compass](#), which is the student handbook. It is your responsibility to know and abide by these regulations.

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## Assignment Policies & Regulations

### Residential & Food Service Contract

All students living on-campus or in College-managed housing are required to accept the terms and conditions of the housing contract and, if living in traditional residential areas, select a meal plan for the entire academic year. The contract defines the terms and conditions of occupancy, housing and meal plan costs, and procedures for termination. Note: Except for students living in Albright Woods, Affinity Houses, or Rockland Hall, meal plans are required for all students living on-campus. All first-year students are required to have a Silver or Gold dining plan. Housing contracts can be found in students' MyHousing Student Portal.

### Room Assignment Procedures

New students are assigned rooms according to the date that the Residential Life Office receives a completed online housing form. Assignments are released to students no later than August 1<sup>st</sup>. Rolling notifications are sent past that date.

Current residential students are given the opportunity to sign up for housing during the spring semester for the following academic year. During this process, instructions are provided to students, and FAQs are posted on the Residential Life web page. All students must complete the online housing form by following specific instructions and deadlines to secure housing for the following academic year. More details about the room selection process will be provided in the spring semester.

### Opening Procedures

Upon arrival on campus on their scheduled move-in day, residents should check in at their assigned residence hall. An RA will provide a Room Condition Report (RCR) of the residential space. This form identifies any preexisting damages/issues with the space and informs any corrective actions that may need to be taken. Each resident is responsible for completing an RCR and returning it to residential life staff upon check-in.

For the Fall 2022 semester, both incoming and returning students have been assigned specific move-in dates and times to comply with additional COVID-19 safety measures. When moving in, students are permitted two individuals to assist them, all individuals must wear a mask, and no one must have been contacted with COVID-19 or experiencing any symptoms of COVID-19. All information about move-in procedures has been sent to the students' Albright email.

### Closing Procedures

When residential areas, except for Rockland Hall and Affinity Houses, close for College breaks (Thanksgiving/Winter break) and the end of the academic year for all residential areas, residents are responsible for following the proper closing procedures for their area. During these closings, students will not be permitted to remain in College-owned residential areas, unless an approved break stay (see note below). Refer to the Residential Life calendar in this guide for residence hall closings. Closing procedures will be distributed to all students prior to each closing and may include, but are not limited to, turning in a completed closing checklist, unplugging electrical appliances as directed, removing trash, and locking all doors. Residents will receive this information prior to each closing in the form of emails, bulletin boards,

and community meetings. It is for health, safety, and security reasons that these procedures must be followed. Any students not following proper closing procedures will be fined \$30.

Any time a student needs to check out of a room permanently before the end of the academic year, they are responsible for notifying the Office of Residential Life and completing any required paperwork. A \$30 fine will be assessed for improper checkouts if procedures are not followed.

Residents are responsible for the cleanliness and condition of their living space. If the space is found in unsatisfactory condition upon check-out, the resident will receive an email outlining the damage/fine and the associated cost to be billed to their student account. Fines are determined by professional staff members during closing inspections. If the party responsible for the damage/fine cannot be identified, the cost will be shared among all residents of the room/apartment/suite/house. Students can appeal any fines or damages as outlined in their fine letter, with one appeal per fine. Appeals that are submitted according to these directions by the prescribed deadline will be reviewed by the Residential Life professional staff and a decision will be communicated to the student as to the status of their appeal. All appeals decisions made by the Office of Residential Life are final.

### **Break Housing**

For students not remaining in Rockland Hall or Affinity Housing, break housing will be limited to those students who (a) have a permanent residence farther than 1,000 miles from the College; (b) have a permanent residence outside of the United States, or (c) have no permanent address or reside permanently at the College.

Those approved for break housing may be asked to temporarily relocate to another building during designated times and will be asked to adhere to certain safety precautions to prevent the spread of COVID-19. Late stays and early arrivals are available for students that meet one of the break housing requirements or for students here for official College business such as academics, athletics, and on-campus employment. All students seeking a break stay, including athletes, must submit a break stay request regardless of their reason using the outlined process. Requests must be submitted at least 5 days prior to the start of the break. Requests submitted after that time will not be approved. A \$45 fee per night may be applied. Please speak with someone in the Office of Residential Life for more information or if you have any questions regarding break stays.

### **Early Arrival and Late Stay Fee Schedule**

- Unapproved arrival - \$200
- Housing – \$45/day
- Meals (if available) – Door Rate

Students arriving early or staying late without approval will be charged the unapproved arrival fee of \$200 in addition to the nightly rate. Fees associated with break stay requests will be billed directly to the student's account.

### **Assignment of Space**

The Office of Residential Life reserves the right to reassign students to other spaces, rooms or halls when it is in the best interest of an individual or group. Residential students are expected to fully occupy the space to which they are assigned. If a student is found to not be fully occupying their space or appears to

be living off-campus without approval from Residential Life, the student will be forwarded to the Office of Community Standards for noncompliance.

### **Vacancy Policy**

The Office of Residential Life reserves the right to assign a student to any room with a vacancy (available bed) and students with an open spot in their room should be prepared for the likely arrival of a new roommate. Rooms should be always ready for a new roommate. One set of furniture should be clear of belongings and you, and your future roommate(s) should have an equal amount of wall and floor space for storage and decoration. Failure to comply with this request will result in a \$50 fine. The Office of Residential Life will give students 24 hours' notice prior to the arrival of a new roommate but occasionally circumstances arise that prevent us from doing so.

### **Consolidation Policy**

When one resident occupies a double room, room consolidation may be used to help the Residential Life Office meet the needs of students wishing to room together or other demands of the office. When necessary, the Office of Residential Life will consolidate all individual residents occupying double rooms without roommates.

When possible, room consolidation will be limited to the building wherein a resident resides unless he/she voluntarily moves to another building. When room consolidation is necessary, residents will be notified and will be expected to make changes in a timely manner as directed by the Office of Residential Life.

### **Room/Hall Changes**

To provide additional safety measures during the COVID-19 pandemic, there will be no formal room change processes for Fall 2022, unless there is a mutually agreed-upon room swap among residents. Students are asked to report emergency situations or concerns with COVID-19 and rooming to the Office of Residential Life for any considerations. Students experiencing concerns with a roommate or peer must seek mediation with their Resident Assistant or professional staff member. No room changes will be considered without roommate mediation and no room changes will occur without explicit approval from the Office of Residential Life.

### **Residential Area Access**

Each student is issued a student ID card that opens the front door of the student's assigned residential hall. It is also their identification and meal card, and it must be always carried and shown if requested by College officials, including Resident Assistants.

This card is to be used only by the individual to whom it is issued; students may not allow any other person to use this card at any time. Improper use or allowing others to use your ID card and propping doors open will result in a \$300 Breach of Security Fine, and you may be referred to the Office of Residential Life and/or Community Standards. Allowing others access to residence halls through side doors and exit doors or tampering with residence hall doors is a violation of this policy.

If a student ID card is misplaced, the student will need to notify the Office of Public Safety. Once a card is reported lost, the student bears financial responsibility for the card, even though the lost card may later

be found. All cards are the property of the College and should be returned to Public Safety anytime a student permanently leaves the College.

All residents will be issued either a key or room combination to their housing assignment at check-in. Keys and combos are only for the use of the individual to whom it is issued; residents may not allow any other person to use their key/combo at any time. For safety reasons, you should never give your room combination to anyone and should report it to Residential Life and/or Public Safety immediately if it is found that someone other than the residents of the room have the combination. Improper use or allowing others to use your key/combo will result in a minimum \$300 Breach of Security Fine and/or a referral to the Office of Community Standards.

### **Key/Combo Policy**

If a room key is misplaced, the student will need to notify the Office of Residential Life immediately. Once a key is reported lost, the student has a 72-hour grace period to find their key, at which point if the key is not reported as found, the student then bears the financial responsibility for the key and the resulting lock change, even though the lost key may later be found. Students will be permitted to sign out a spare room key for up to 72 hours. If after 72 hours the key is not returned to the Office of Residential Life, for safety and security purposes, the core will be changed, and the student will be billed.

If keys are not returned to the Office of Residential Life at the time of the student's checkout, the lock will be changed for safety and security purposes and the student will be responsible for the cost of the lock change, \$100 per door containing that lock (meaning Albright Woods Apartments or Affinity Houses with multiple doors will be assessed at a minimum of \$200). All keys are the property of the College and therefore, for safety reasons, students cannot duplicate keys for any reason.

In addition to the \$300 Breach of Security Fine assessed for deliberate sharing or tampering with combos, each additional student request for a combination change will incur a fee: \$25 for the second request; \$50 for the third request, etc.

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## Community Services & Information

### Facilities Services and Operations

Residential Life and Facilities Services and Operations work collaboratively to support and maintain our residential facilities. For facilities concerns in your room, lounge or restroom, please submit a [work order](#). Students may also contact Facilities directly on 610-921-7520. If you feel that your concern is not addressed in a timely manner, please bring it to the attention of your RA or the Residential Life Office for follow-up.

### Dining Services

Per the housing contract, students are required to select a meal plan. Note: Only Albright Woods Apartments, Rockland Hall, and Affinity House residents may elect not to participate in a meal plan. All first-year students must select either the Gold Unlimited or the Silver 14 Flex meal plan. Except for Rockland Hall, Albright Woods, and Affinity Houses, all returning students must select from the Gold Unlimited, Silver 14 Flex, or Bronze 10 Flex meal plan options. Commuters, Rockland Hall, Albright Woods, and affinity house residents may select from any of the above meal plan options in addition to the Commuter 120 Block or the Commuter 80 Block option.

Meals are provided by Dining Services and are not the responsibility of the Office of Residential Life. As outlined in the housing contract information, students will have an opportunity to change a meal plan during the first two weeks of the student's academic year.

### Gable Health & Counseling Center

The Gable Health Center is located on the corner of Linden and Richmond Street, directly across from the Office of Residential Life. Office hours for the Gable Center are 8:30 a.m. to 4:30 p.m., Monday through Friday, and students may call the center at 610-921-7532 to schedule appointments. A physician, nurse practitioner, nutritionist, and counselor are available by appointment to offer a variety of medical, nutritional, and counseling services. For more information, please visit their web page.

### Public Safety

The Public Safety office is located on the corner of Linden Street and College Avenue, across from Walton Hall. This department provides 24-hour-a-day service every day of the year. Students may contact the office at 610-921-7670. Public Safety demonstrates a strong commitment to helping ensure the safety of the residence halls by conducting regular rounds, making sure ID card access and doors to residence halls are properly always functioning, and responding to incidents in the residence halls as needed.

### **Telephone**

The College does not offer landlines for students to use in their rooms. Emergency call boxes are located in areas across campus. For communication reasons, residents should provide the Residential Life Office with an active cell phone number when completing the online housing form.

## Email

Your Albright e-mail is one of the most important lines of communication that you will use on campus. Residential Life will use this as an official form of communication to send you pertinent information using only your Albright e-mail. For safety and security of information, please send messages or questions using your Albright email address only. If you experience a problem with your e-mail, contact the Client Services Help Desk immediately at 610-921-7676. They will help with a resolution or a reset of a password so that your account is always available to you.

Residential Life will use your e-mail address to send you messages, alerts, dates, deadlines and details of information essential to you as a resident. These are meant to keep you informed and to avoid any confusion about hall openings, closing, check-ins, check-outs, spring housing selection and other essential information. It is imperative that you check your Albright email daily.

Residential Life has a specific e-mail for students to send questions or concerns. Direct general questions to [reslife@albright.edu](mailto:reslife@albright.edu).

## Internet

All residence hall rooms have wireless service to connect to the internet. To access the internet, students will need to use their campus network username and password. This information is provided during the freshmen move-in day/orientation program. Please report any problems to Client Services by calling 610-921-7676 or [clientservices@albright.edu](mailto:clientservices@albright.edu).

## Cable Television Services

Each residential space comes with a basic digital cable connection that is already included in student fees. Cable connections are in common areas in Albright Woods Apartments, Rockland Hall suites, and affinity houses, and in bedrooms in traditional residence halls. Televisions **must be digitally enabled** to work with the cable service provided. If you have questions regarding your television's compatibility, please visit Facilities Services and Operation's web page. This connection does not have premium movie channels such as HBO and Starz, or other premium services. Students must provide their own TV and cable cord for their individual rooms. If a problem arises with cable services, students should contact the Facilities Service and Operations and/or submit a [work order](#).

## Mailboxes

The College post office clerk automatically assigns students campus mailboxes. The mailbox number you receive when you arrive on campus will be your number for as long as you are enrolled at Albright College. Important College information is often communicated through the Albright College mail system. Therefore, it is the responsibility of each student to check his/her mailbox daily. Use the following address format to have mail delivered to you:

Your Name and Box # Albright College  
N. 13th & Bern St. P.O. Box 15234  
Reading, PA 19612

Note: Mail **will not** be delivered to residents' rooms, apartments/suites, or affinity houses. Mail that is not correctly addressed may be returned to the sender.

## **Vehicle Registration & Parking Regulations**

In order to maintain an orderly travel flow and to ensure fair and equal access to parking on the Albright College campus, all vehicles (including motorcycles) must be registered with the Office of Public Safety. Parking on the Albright campus is on a “first-come, first-served” basis, if the vehicle is registered and occupies an authorized parking space. The cost to register a vehicle to park on campus is \$40. For additional information on vehicle registration and parking regulations, please refer to the Albright College student handbook, Compass, or contact the Office of Public Safety.

## **[Services for Students with Disabilities](#)**

The Office of Student Accessibility and Advocacy promotes equal access to the College environment. Students who need accommodation should provide documentation of their functional limitations and a completed housing accommodation form to the director of student accessibility and advocacy. The documentation standards are available [online](#). Students are encouraged to self-identify and contact the office at SAA@albright.edu or 610-929-6639.

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## Community Living Standards and Expectations

The Community of Albright College is made up of individuals from diverse cultural, racial and ethnic backgrounds. Each person is a unique individual drawn from the broad spectrum of society. Each must strive to understand the individuality and life choices of others. Students and staff members can best learn from one another in an atmosphere of positive encouragement and mutual respect. As students engage in daily activities and interactions, they must possess a genuine desire to learn from others. In addition, they must give others the respect and tolerance that all people deserve. It is the College's belief that one's actions demonstrate one's commitment to respecting the differences among individuals. Students are individually and collectively responsible for their behavior and accountable for their actions. They must take the initiative and responsibility for their own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry and hate will not be a part of our College community. While each student has the right to his/her own personal beliefs, these beliefs give them no right to denigrate another based on age, physical disability, national origin, sexual orientation, race, sex or religious affiliation. The College does not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against members of our community. Thus, we cannot accept ignorance, humor taken at the expense of others, anger, alcohol, or substance abuse as an excuse, reason or rationale for such behavior. Violation of policies outlined in this guide and the Compass will be referred to the appropriate office for that violation.

### **Responsibility for the Assigned Room/Apartment/Suite/House**

Students are responsible for what happens in their room/suite/apartment/house. It is the responsibility of every student to prevent activity from taking place in his/her assigned space that is in violation of College policy and commonwealth and federal laws. If the College determines that activity has taken place that is in violation, all residents of the room/apartment will be held accountable and referred to the Office of Community Standards. If residents assigned to a room/apartment are not present at the time of the violation, they may still be charged and referred to the Office of Community Standards.

Students aware of, or in the presence of, a violation of College policy who remain on the scene or fail to take reasonable action to stop the violation are considered to be giving implied consent to the violation due to their inaction. Students may be held responsible and are subject to disciplinary action.

The student is responsible for the condition of the assigned room and shall reimburse the College for all damage to the room and damage to, or loss of, fixtures, furnishings or properties furnished under the contract. No alterations are to be made to the furniture provided by the College. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures or walls contained in the room.

Each resident will be required to complete a Room Condition Report (RCR) with a Resident Assistant within 24 hours of occupancy. If an RCR is not completed within 24 hours an RA will complete the RCR without the resident. When occupancy is terminated, the resident must follow established checkout procedures. Students vacating rooms without following proper closing procedures will be charged a \$30 improper checkout fine, plus the cost of any repairs resulting from damage inflicted during occupancy (see Repair and Replacement Costs section).

## **Responsibility for Common Areas**

Common areas include hallways, bathrooms, lobbies, stairwells, lounges, study rooms, meeting rooms, utility rooms, kitchens, and Affinity Houses, as well as the furnishings within. Residents are expected to keep common areas free of personal belongings. If personal belongings are left unattended for extended periods of time, the Office of Residential Life or Facilities reserves the right to discard them (see the Abandoned Items section).

Residents are expected to take every precaution to ensure that communal property is not damaged or defaced. In common areas where damage occurs or conditions require excessive repairs and/or cleaning, and the responsible party cannot be determined, repair/replacement/cleaning costs will be prorated and assessed to all residents living on that floor, suite, apartment, or house. When an organization is given the opportunity to have exclusive use of an area, the organization will be held responsible for reimbursing the College for such abuses should they occur. (See Repair and Replacement Costs section.) If it is determined that an area is continually abused, the Residential Life Office reserves the right to lock the area.

## **Responsibility for Student Property**

The College cannot assume responsibility for the loss or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover any such losses.

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## Policies & Regulations

The following is a list of residence hall policies and regulations. This list is not all-inclusive, and students are to refer to The Compass for additional information. Violations of these policies may result in disciplinary action.

### **Albright Community Care Compact**

As a member of the residential community, it is necessary for you to read, understand, and agree to the Albright Community Care Compact to help reduce COVID-19 risks on Albright's campus. All members of the Albright community must adhere to the guidelines in the Community Care Compact, regardless of whether it is signed. Students must sign the Community Care Compact by logging in to their Identity site at <https://identity.albright.edu>. View the Campus Care Compact [here](#).

### **Abandoned Items**

The College is not responsible for personal property left in the residence areas after the expiration or cancellation of the housing contract and will not be responsible for property left in common spaces of the building during the contract period. The property in either area after the student has left for a period of 48 hours will be considered abandoned and will be discarded. The resident will be responsible for any costs incurred by the College for the removal of abandoned property.

### **Alcohol**

Albright College allows students who are 21 years of age to use alcoholic beverages in the privacy of their assigned room, apartment/suite or house if all roommates are also 21 years of age. If there is anyone under 21 in that space it is considered dry. Alcohol is not permitted in any common area of residence halls, including lounges. Kegs or any other common-source containers of alcohol are prohibited in or around residential areas. Appropriate charges will be filed for everyone involved.

Rooms/apartments/houses in which all assigned residents are not of legal drinking age are considered dry rooms (no alcohol permitted in that room/apartment). Please refer to the Compass for specific information about the use of alcohol on the Albright College campus. Note: empty alcohol bottles or cans are not permitted in rooms where occupants are under 21. This includes alcohol containers or items used for decorative purposes. Students in violation of the Alcohol Policy will be referred to Residential Life and/or Community Standards. Additionally, guests are not permitted to bring alcohol into a room, or residence hall, where residents are under the age of 21.

### **Responsible Albrightian Policy**

Albright College's primary concern is the health and safety of its students. The College is aware that students are sometimes reluctant to seek medical attention in alcohol- and other drug-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. Because these emergencies are potentially life-threatening, Albright College seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that would prevent students from seeking assistance by implementing the Responsible Albrightian Policy.

The Responsible Albrightian Policy provides consideration for alternative consequences for a student who, while under the influence of alcohol or other drugs, responsibly reports alcohol and/or other drug-related

emergencies to the proper authorities for the intention of seeking medical or safety assistance for anyone in need of emergency care. Alternative consequences should not be confused with amnesty.

### **Emergency Situations**

Students who find themselves in a situation that requires emergency care of another should contact the Department of Public Safety at 610-921-7670 or press the red button on the campus call boxes. Call 911 if off campus, and/or immediately seek assistance from a residence life staff member to report the details needed by emergency response personnel while in residence halls.

Scope of Protection: The College will consider the positive impact of reporting an incident when determining the appropriate sanctions for policy violations. In such cases, any possible negative consequences for the reporter of the situation will be evaluated against the possible negative consequences for the student who needed assistance.

Students needing medical assistance during an alcohol- or other drug-related emergency will not face disciplinary/conduct action for the mere possession/use of alcohol or drugs. However, the Office of Community Standards will seek a mutually agreeable resolution to the matter, when possible, while meeting with the same student to discuss the incident. This student may be required to participate in an appropriate educational program. Even if there is not a disciplinary action, the Office of Community Standards will maintain a file of each case that may be used to establish a pattern of history should subsequent alcohol or other drug violations occur. Conduct violations do not appear on the student's academic transcript.

### **Institutional Discretion Statement**

Based on the totality of the incident, the College hearing officer will make the final determination as to the applicability of the Responsible Albrightian Policy and reserves the right to reduce any sanctions or outcomes, including dismissing all charges against a student.

Important Policy Limitations: Students should be aware that the Responsible Albrightian Policy does not prevent action by local and state authorities when the situation warrants outside involvement.

### **Antennas/Aerials/Satellite Dishes**

Students are not permitted to install or request the installation of any exterior antennas, aerials or satellite dishes.

### **Candles, Candle Warmers, Incense & Open Flames**

Candles (burned or unburned), any candle warmers, incense (burned or unburned), all scented oil burners (including plug-ins, bulb warmers, etc) and any open flames are prohibited in Albright College residence halls, apartments, suites, and affinity houses. These items will be confiscated, the student(s) will be charged through the conduct process and fined \$300. If the individual(s) responsible for the violation cannot be identified, all residents of that room/apartment/suite/house will share the cost. Confiscated items will be available for students to retrieve at the close of each semester. Any items left after the close of the semester will be disposed of.

## **Disruptive Conduct**

Disruptive conduct includes any action that disrupts a peaceful environment. When students enter the College community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the College. Student conduct is not considered in isolation within the College community and is an integral part of the educational process.

Disruptive conduct includes, but is not limited to, assault, misconduct, threats to personal safety, fighting, throwing any object in the College dining facility or from the window of a College facility, making excessive noise, lewd or indecent behavior, and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the College for the purposes for which the College exists.

Additionally, speech or behavior that materially and substantially disrupts the College living environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may result in consequences ranging from educational sanctions to removal from the residence halls and/or the social and academic community. Please see *The Compass* for more information.

## **Decorations and Room Modification**

The decoration of residence hall rooms is encouraged. However, in the interest of safety for all residents and to prevent damage, these guidelines and restrictions on decorations shall be followed:

1. Walls: No holes may be made in the walls. When it's necessary to place something on a painted surface, a good grade of painter's tape will normally not result in damage to the surface if the tape is carefully removed. No painting of student rooms or public areas by students is allowed in the residence halls. No wallpaper, contact paper or stickers are to be placed on room doors, furniture, walls or glass surfaces. The student is held responsible for any damage(s) done to a room, except for normal wear and tear.
2. Ceilings/Entryways: Items are not to be attached to the ceiling of the student's assigned area or doorways. Entryways must be free from obstruction. This includes, but is not limited to, curtains hung in front of the doorway or decorations hanging down from the ceiling. This is to ensure a clear path to the exit in the event of an emergency.
3. Construction: Homemade bed risers/lofts are not permitted in the residence halls. Store-purchased bed risers are permitted.

## **Electrical Appliances**

Residence halls have limits on the capabilities of their electrical systems. For each residence hall room, the electrical capacity is equal to approximately 25 AMPS, not including the A/C units. A/C units have a separate dedicated circuit and are designed for A/C power plugs only. The A/C dedicated receptacle should not be used for any other reason. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms, Woods apartments, suites, kitchens, lounges, affinity houses, and all other common areas:

1. All electrical appliances with exposed heating elements, such as toasters and sandwich makers, are prohibited. The George Foreman grill is also prohibited. A \$50 fine for each confiscated item will be assessed, and confiscated items may not be returned.
  - a. **Special Note to Albright Woods/affinity house residents:** Students are permitted to bring their own microwave, toaster and charcoal grill/charcoal. Students may not bring toaster ovens, George Foreman grills or propane tank grills.
2. Charcoal and charcoal grills are only permitted outside of first floor apartments and are not permitted on balconies. Charcoal grills must be stored outside and kept a minimum of six feet from the apartment/affinity house when in use.
3. Extension cords may be used under the following conditions:
  - a. Only grounded (three-prong) extension cords are permitted. Cords may not be used in a series.
  - b. Surge protectors are required when the number of outlets needed is greater than the number of outlets provided.
4. Personal air conditioners are prohibited. Air conditioning is provided in all residence hall rooms.
5. Personal refrigerators and microwaves are prohibited in all residence hall rooms (Microwaves are permitted in apartments and Affinity Houses). All residence hall rooms are provided with a microfridge by Albright College.
6. All cooking appliances with an exposed heating element are prohibited. This includes but is not limited to rice cookers, slow cookers, pressure cookers, multi-cookers, hot plates, induction cooktops and electric tea kettles. See the section for Albright Woods, affinity housing and Rockland Hall for exceptions to this rule.
7. Hair dryers, hair curlers/straighteners, and irons are permitted in the residence halls but must be used in the restrooms only.
8. Halogen lamps and multi-color/multi-bulb floor lamps exceeding three bulbs are prohibited.
9. All prohibited items will be confiscated, and students will be responsible for a fine per item. Confiscated items must be retrieved from the Residential Life office the next time the student goes home or at the end of the academic term. Items not picked up by the end of the spring term will be discarded.
10. All electrical equipment and cords must be kept in safe operating condition.
11. Irons may be used only with ironing boards. Ironing on another surface, such as a desk or the floor, is strictly prohibited.
12. Electric space heaters will not be allowed without special permission from the Facilities or the Residential Life Office. Students may not bring their own heater. Facilities will provide a space heater only in the event of a heating emergency, and only on a temporary basis. Heaters must always have six feet of clearance around them. No clothing or flammable items may be within six feet of the heater. Heaters may not be used while sleeping. When the heating problem is resolved, all heaters must be returned to Facilities. Failure to return the heater will result in a fine commensurate with the cost of the missing unit.
13. No beds or other items may be stored in front of the heating/air conditioner units. There must be a one-foot clearance for units to function properly. This will also allow maintenance personnel access to these units for cleaning, adjustments and repair.
14. Residence hall staff must ensure total compliance with these safety policies and will direct any necessary adjustments in the use of appliances and/ or outlets to appropriate personnel.

## **Electrical Equipment**

No student shall alter or repair electrical equipment or fixtures that belong to the College. Defects in building electrical equipment should be reported to the Office of Residential Life, resident assistants, or the Facilities Department by calling 610-921-7520.

## **Explosives/Flammables**

The possession or use of explosives, fireworks, flammable fluids (e.g., propane tanks), dangerous chemical mixtures, propelled missiles, or any other item that may present a threat to the safety of students or College personnel is strictly prohibited. No such items are to be stored in rooms, common areas or student vehicles on the Albright College campus. Students possessing or using any of these items will be referred to the Office of Community Standards and face suspension or expulsion from the College. Visitors will be subject to arrest and/or placed on trespass notice from the College.

## **Fire Safety/Alarms/Drills**

The triggering of false fire alarms or tampering with fire extinguishers, hoses, sprinklers, exit signs, posted fire safety information, and/or the alarm system is prohibited. This also means that students may not hang objects from sprinklers. Individuals suspected of such offenses are subject to disciplinary action and/or criminal prosecution. The displaying of fire safety equipment (e.g., exit signs) is also prohibited. Tampering with fire equipment will result in significant fines (see Repair and Replacement Costs section), as well as disciplinary actions.

Anytime the fire alarm sounds, students must leave the building immediately and return when advised by College officials. Public Safety, Facilities, and/or Residential Life personnel will supervise the evacuation of the residence halls. When a fire alarm sounds, all rooms will be opened to ensure that residents have evacuated. Illegal items noticed during evacuation will be confiscated, and depending on the item, a full room search may be conducted. Failure to leave the building or re-entering prematurely will result in a fine and disciplinary action.

The College will conduct scheduled fire drills in each residence hall twice a year (fall and spring semesters) as required by law. Refer to the Compass for additional policy information on fire safety.

## **Furniture Arrangement**

Furniture may not be arranged so that it blocks heating units or inhibits access to exits. Furniture arranged in a manner that creates a fire hazard will be required to be rearranged. Repeated violations of this policy may result in fines and/or other disciplinary action.

Upon vacating room assignment at the end of the year, residents are responsible for returning the room to original furniture configuration.

Each student room is provided with certain items of furniture (e.g., bed frames, mattresses, desks, desk chairs, and dressers). Students may not move additional College-owned furniture items into their rooms from public areas of the halls (or any College property), or from other students' rooms. In addition, students are not permitted to remove items that are furnished by the College. Students found to have violated this policy are subject to disciplinary action and will be billed for the replacement cost of the missing furniture at the time of the student's checkout of the space.

## Guest & Visitation Policy

Due to additional concerns with the COVID-19 pandemic, the guest and visitation policy has been amended for the Fall 2022 semester.

In addition to the items outlined in this policy, roommates/apartment-mates/suitemates/housemates need to determine guidelines for visitors and guests that adhere to College policy and are agreeable to all residents of the space. Roommate Agreements should be completed to identify any additional guidelines.

All residential visitors and guests must adhere to the following guidelines:

- A **visitor** is defined as a currently enrolled Albright College student who is not a registered resident of a given residence hall/apartment/house/suite and the respective room.
- A **host** is defined as the Albright College resident responsible for a visitor or guest. The host must always accompany their visitor or guest. Failure to do so will result in disciplinary action.
- A **guest** is defined as anyone other than a currently enrolled Albright College student who is present in the residence hall/apartment/house/suite and the respective room.

There are several important items for **guests**:

Guests are only permitted in residential areas between 9:00 AM and 8:00 PM, every day of the week. Guests are not permitted in residential areas after 8:00 PM. When outside of the resident's room or suite, guests are required to wear masks. A resident may host no more than two guests in the residence hall at any given time. No guest should come to campus if ill or experiencing symptoms of COVID-19.

1. Residents are permitted to have visitors and guests, although students are encouraged to use caution when allowing non-assigned visitors in their space. To allow roommates the opportunity to discuss the issue of visitors in the room, proper notice should be given when a visitor/guest will be coming.
2. To allow for appropriate social distancing, no more than five students are allowed in any residence hall room, no more than ten students are permitted in apartments/suites, and 15 students in affinity houses at any given time.
3. It is the responsibility of the host to ensure that the visitor or guest is aware of and adheres to College policies. Visitors are held responsible for their own behavior; however, the resident host may also be responsible if damages are incurred.
4. The host must be present with the visitor/guest for the duration of the visit. The host must always meet their visitor/guest at the front door and escort them during the duration of their visit, including to the front door upon leaving. Roommates cannot be required to leave when a visitor/guest is present.
5. Visitors/guests will be required to show proper photo identification upon request by a College official. Visitors/guests may be asked to vacate the building if they cannot provide proper identification. Staff members, including resident assistants, may confront individuals if they are not recognized as a resident of that building and/or if a resident of the building is not escorting them. Residents should only escort individuals whom they know personally. If a resident suspects an unfamiliar person is in the building, they should contact Public Safety immediately.
6. Residents are not to give their keys, combo, or access ID card to anyone for them to gain entrance to the room or the building. This is a Breach of Security and will incur a \$300 fine.

7. Individuals found in the building who are not residents or visitors/guests of residents are trespassing. Only residents and their invited visitors/guests are permitted in the living areas of the building, i.e., locations other than the lobby, including individual rooms and floor lounges.
8. Visitors/guests are to use the appropriate restroom facilities, i.e., male, female, all gender, etc.
9. Given heightened concerns with COVID-19, overnight visitors are strongly discouraged. Visitors must have permission from all students in the space to remain overnight. Guests are not permitted to stay in the residence halls overnight and must depart campus by 8:00 PM.
10. Overnight visitors will only be permitted to stay after the first week of classes has ended and before the beginning of 24/7 quiet hours.
11. Albright College reserves the right to disallow guests from returning to campus property or visitors from specific residence halls.

## **Hall Sports**

Residents are not permitted to run, roughhouse, play ball or skateboard, ride a scooter or anything else on wheels in the hallways. To promote a safe residential community, we ask that residents avoid participating in behaviors that could disrupt or damage the physical environment or other students.

## **Harassment**

Harassment of any kind, verbal or physical, threats of violence, and posted statements of a harassing or violent nature are not permitted at Albright College. Violators of this policy are subject to disciplinary action.

## **Illegal Drugs**

(See The Compass for specific information.)

## **Laundry Rooms**

Washers and dryers located in the residence halls and are free of charge for use by resident students only. Non-resident students doing their laundry on campus are subject to fines and/or disciplinary actions. Resident students may also be held accountable for allowing off-campus or nonstudents to use campus laundry facilities. Powdered laundry detergent is prohibited for use in College owned washing machines. Liquid detergent is required.

Students are to assist with maintaining the cleanliness of the laundry rooms and the machines. Students should not leave clothing in or around laundry machines, and students should not place sneakers or other irregular items in washers/dryers. Clothing left in the laundry room will be removed by Residential Life after 3 days and placed in the building staff office (Albright Woods laundry will be taken directly to the Residential Life Office). Residents will then have an additional 7 days to claim this laundry with the RA on duty. (Between 8pm and midnight). If clothing is not claimed and/or picked up from the staff office within 10 days after initial abandonment, clothing will be donated to local charities. Students abusing laundry machines or facilities are subject to disciplinary action and/or fines.

## **Lost and Found**

Items that have been found may be claimed in the Office of Public Safety.

## **Mental Health Disturbances Disposition**

The Office of Residential Life is gravely concerned with any situation wherein a student's state of mental health leads to either acute risk or actual disruption of the living and learning environment of the residence halls or creates undue and continuing stress or danger for that student and/or members of the College community.

Should a student's behavior be assessed by appropriate College staff to have caused disruption of the student's living environment, or to pose imminent possibilities of such disruption, disposition of that case will be considered on its own merits.

Possible disposition may include, but is not limited to, any or all combinations of the following: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual or the residential community, voluntary withdrawal from the College (including college housing) for either a specified or unspecified period of time, or involuntary withdrawal from the College (including college housing) for either a specified or unspecified period of time. Final disposition of the matter will be determined by the senior vice president for student and campus life/dean of students in consultation with the Office of Community Standards and appropriate counselors or other mental health professionals.

## **Personal Transportation**

Motorcycles, scooters, and similar vehicles are not permitted in the residence halls and proper permits must be obtained through Public Safety to park these on campus. Bicycles are not to be ridden or stored in hallways, lounges or stairwells. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended anywhere in the hall other than the students' rooms or College bike racks may be removed without warning. Rollerblades, skateboards, and longboards are permitted for use outside of residence halls or other campus buildings, however students obstructing regular access or usage of outdoor spaces may be asked to discontinue use. Hoverboards are prohibited on all campus property.

## **Pets**

No pets other than fish (defined as animals with fins and gills, living under water, 24 hours a day) are permitted in student housing. Students are permitted one tank per resident, with a maximum tank size of 10 gallons. Infractions of this policy will result in a fine of \$200 per pet/per incident and student(s) will be required to relocate the pet within 24 hours. All room/apartment residents may be held equally responsible for violations of the pet policy, regardless of pet ownership.

Should any part of the residence need special cleaning or fumigation, the cost of the service will be billed equally to all room/apartment residents, unless one or more students accept responsibility in writing to the Director of Residential Life. In such cases, the student(s) responsible will be billed.

Students who need service or comfort animals are permitted to have the animal in the residence hall only after they have obtained approval from the director of disability services.

## **Public Posting of Materials & Bulletin Board Policy**

No materials may be posted inside or outside the residence halls without the approval from the Office of Residential Life. Students wishing to post flyers or other materials in the residence halls must come into

the Office of Residential Life and have them stamped for approval before hanging. Materials that promote the use of alcohol or other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity or national origin are prohibited in all public areas and any area outside the student's room or visible from the outside of the window. Expressions that can be viewed publicly and are obscene, socially inappropriate, intimidating or offensive to the prevailing standards of an academic community are also prohibited. Any person posting material without prior approval from the Residential Life Office, anyone found viewing inappropriate programs on common area televisions, or anyone removing postings/flyers within the residence halls without authorization will be fined \$50 by the Office of Residential Life.

Additionally, residents are responsible for reading all College information posted on bulletin boards. These boards are maintained by resident assistants and contain notices of College announcements and activities. Any person found removing postings from bulletin boards without authorization or tampering with postings or bulletin boards in any way will be fined \$50 by the Office of Residential Life. If the responsible party cannot be identified and/or a community (floor, section, or building) issue persists, the Office of Residential Life will initiate community billing. Community billing is when the cost of a fine or damage repair is split amongst all members of the community and occurs in cases when responsible parties cannot be identified. Though not ideal, there are times in which community billing needs to be assessed in order to address community issues such as destruction of bulletin boards or floor cleanliness and create a sense of accountability amongst the community members.

### **Quiet Hours**

Quiet hours provide a structure to achieve a balance between quiet and privacy. During quiet hours, noise that can be heard one door away from the source is too loud. Students who violate quiet hours may incur a fine.

Quiet hours will be observed during the following times:

- 10 p.m.** Sunday until **9 a.m.** Monday
- 10 p.m.** Monday until **9 a.m.** Tuesday
- 10 p.m.** Tuesday until **9 a.m.** Wednesday
- 10 p.m.** Wednesday until **9 a.m.** Thursday
- 10 p.m.** Thursday until **9 a.m.** Friday
- 12 a.m.** Friday until **12 p.m.** Saturday
- 12 a.m.** Saturday until **12 p.m.** Sunday

During Finals Week of any semester, quiet hours are in effect 24 hours a day, starting at 9 p.m. the Friday before Finals Week begins in the fall and 9 p.m. the Monday before the reading day in the spring. Quiet hours will then continue through the end of the examination period.

“Courtesy hours” will be in effect at all other times. During courtesy hours, noise should not be so loud that it disturbs neighbors. At any time, a resident's right to a quieter environment should be honored. Residents should communicate with their neighbors to establish times when louder noise is acceptable. (These times cannot violate established quiet hours.)

### **Room Furnishings**

Each room is furnished with a bed, mattress, desk, desk chair and dresser for each student. Each room has closet space or wardrobe, window blinds, a ceiling or wall light, and a microfridge (not including

apartments and affinity houses). No College furniture may be placed outside on patios or balconies of Albright Woods, Affinity Houses, or outside or in common areas of other residence halls.

### **Room Entry/Inspections**

The College reserves the right to enter student rooms for purposes of safety, health/sanitation concerns, facilities improvements and routine maintenance. The College also reserves the right to enter rooms when there is reason to believe that there is a violation of College policy, to assess property damage, to secure unauthorized property, or to control rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students in the hall/apartment. When possible and appropriate, residents of a room/ apartment will be given notification before College officials enter.

### **Search and Seizure**

The College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that: (1) activity is taking place in a student’s room or on College premises that is detrimental to the health, safety or welfare of individuals; or (2) substances that would constitute a violation of the Code of Conduct are contained in the room or on the property of the College or on a person.

A search involves the close physical examination of all areas, which includes, but is not limited to, thoroughly going through the entirety of an individual’s personal belongings. Determination of what constitutes “a reasonable cause to believe” that a search is necessary will be made by the director of public safety. Rooms may be entered without the student present.

### **Repair and Replacement Costs**

Vandalism to a residence hall and its furnishings will be charged to the responsible party, and the party may be subject to further disciplinary action. When the responsible party cannot be identified, fines will be prorated and assessed to all residents living on that floor, or in that suite, apartment or house (see Responsibility for Common Area section for specific information about common area damage). Punitive charges may be applied when damage occurs, but total replacement is not practical (i.e., burn holes, stains in flooring).

The following is a list of estimated repair and replacement costs. This list is not inclusive of all charges and may be adjusted due to the specific nature of the damage(s). Many of these costs do not include the cost of labor or contractor fees, which may be added. These costs will be assessed as needed, so the final cost may be more than the cost indicated.

#### **Damaged Area and Associated Cost**

Replace doors	\$300
Replace doors (North Hall)	\$500
Utility closet door (Albright Woods)	\$75
Wood frame	\$100
Metal frame	\$130
Refinish	\$50
Lock set	\$750 depending on style
Lock set (Albright Woods)	\$20 bedroom
Lock set (Albright Woods)	\$700 main entry
Lock set (Affinity House)	\$20 bedroom

Lock set (Affinity House)	\$500 main entry
Remove tape, etc.	\$25
Wall patch/paint wall	Min. \$75 (assessed per incident)
Receptacle/switch plate	\$5
Cover plates	\$5
Exit sign (replacement/repair)	\$150
Exit sign (metal covers)	\$25
Exit sign (red cover)	\$20
Data receptacle	\$300
Towel bar	\$25
Windows	Assessed per item
Blinds	Assessed per item
Screens	Assessed per item
Ceiling repainting	\$100
Tile replacement (1x1)	\$20
Tile replacement (2x2)	\$15
Tile replacement (2x4)	\$25
Carpet tile replacement	\$50

### Water coolers

Drinking spout	\$75
Push buttons (side and front)	\$125
Entire cooler replacement	\$2,000
Emergency phones	
Replace yellow phones	\$800
Metal phone poles	\$300

### Blocked drains

(Intentional blockage with food, paper towels, toilet tissue, tobacco, etc.)

Unclog	\$150
Tub replacement	\$750
Faucet replacement	\$275

### Toilets/Urinals

Broken	\$450
Flusher valve	\$275

### Heating/air conditioner units

Removal of any item when unit needs maintenance or repair	\$30
Grid work per foot	\$20
Blocked heating/AC unit motor burns up	Cost per unit

### Lights

Light cover	\$50
Replacement (2x2)	\$100
Replacement (2x4)	\$125
Diffuser (2x2)	\$30

Diffuser (2x4)	\$45
Desk light	\$50
Pole lights/broken lens	\$200
Broken top cover	\$125

### Furniture

Desk	\$287
Side chair	\$111
Bed frame	\$231
Mattress	\$125
Chest of drawers	\$289
Wardrobe	\$432
Sofa	\$750
Lounge chair	\$310
Love seat	\$650
Mirror replacement	\$75
Removal of furniture	\$75 per piece
Coffee table	\$200
End table	\$180

### Miscellaneous

Excessively dirty room (any time during or after school year)	\$100
Excessively dirty apartment (any time during or after school year)	\$250
Excessively dirty common areas (assessed per incident)	\$100 per person
Coaxial TV cable per foot	\$10
Flooding in residence hall due to vandalism/carelessness	Assessed per incident
Fire extinguisher replacement	\$75
Fire extinguisher refill	\$75
Fire extinguisher box replacement	\$125
Fire extinguisher box: replace glass	\$30
Fire alarm box repair	\$125
Fire bell/strobe replacement	\$150
Smoke detector replacement	\$250
Exit sign replacement/repair	\$425
Electric hand dryer replacement	\$1,250
Hand soap dispenser replacement	\$75
Paper towel/toilet paper dispenser	\$100
Bulletin board replacement	\$250
Thermostat	\$250
Clean microfridge	\$40
Reading fire department response first incident, escalating charge each time	\$200
Fire extinguisher discharge	Assessed per incident
Electric strike replacement	\$300

Removal of graffiti	Assessed per incident
Biohazard clean-up	Assessed per incident
Pest control treatment (if deemed resident's responsibility)	\$300
Hand sanitizer dispenser	\$65

## **Roofs and Ledges**

All persons are prohibited from climbing onto all roofs and ledges.

## **Shopping Carts**

Shopping carts and handbaskets from commercial and local businesses are prohibited to be kept in the residence halls and/or be abandoned on Albright College's campus. All students are responsible for returning the carts and/or baskets to the respective business after usage. Failure to abide by this policy can result in the student(s) being charged with stolen property/theft by the Office of Residential/Office of Community Standards.

## **Smoking**

Smoking, the use of electronic cigarettes, oral tobacco, and other smoking material is prohibited in ALL College owned property (classrooms, residence halls/houses, etc.) on campus. The College views the use of electronic cigarettes, oral tobacco, and other smoking accessories to be synonymous with smoking. Smoking is not permitted within 25 feet of all College owned property, apartments and houses. Refrain from smoking near windows and overhangs. All debris must be disposed of properly. Failure to adhere to these rules may result in a fine and/or disciplinary action.

## **Soliciting and Sales**

Soliciting, canvassing, or the use of College-owned housing as a location for selling of any type is prohibited. This includes, but is not limited to, demonstrations/parties such as Tupperware, Mary Kay and Avon, etc. as well as outside vendors entering residential areas to pass out flyers, menus, etc. All solicitors should be reported to a Residential Life staff member or the Office of Public Safety.

## **Unauthorized Entry or Use of College Facilities**

No student shall make unauthorized entry into any College building, room, office, attic, roof or other College facility. This includes times when the College is closed (i.e., Thanksgiving and spring breaks), or times when the student is not approved to be on campus (i.e., summer/Interim sessions). Violation of this policy may result in disciplinary action and/or removal from College housing.

## **Vending Machines**

Except for Woods Apartments and Affinity Houses, drink and snack machines are in each residence hall. Proper care and utilization of these machines is expected. To have these machines refilled or to report problems, please submit a work order to Facilities.

## **Waste Disposition and Recycling**

All room trash and recyclable products must be deposited in dumpsters and comingled recycling bins located adjacent to the residence hall area. This includes, but is not limited to, pizza boxes and beer cans/bottles/cases. Under no circumstances should room trash be placed in the bathroom or lounges. Littering or improper disposal of trash is not permitted, and violators may be fined \$100.

## **Water-Filled Furniture**

Waterbeds and other pieces of water-filled furniture are not permitted because of the weight and potential for water damage.

## **Weapons**

The possession or use of firearms or any other object that may present a threat to the safety of students or College personnel is strictly prohibited. No weapons are to be stored in rooms or student vehicles on the Albright College campus. This includes but is not limited to ALL types of guns (including BB guns and air guns), stun guns, knives and martial arts weaponry.

## **Weights**

The College does not permit weight equipment (commercial or handmade) in the residence halls. Free weights and cardiovascular equipment are provided for the use of students in the Schumo Center for Fitness and Well-Being.

## **Windows and Screens**

Throwing objects from windows, and/or hanging objects, inside or outside, from windows and screens is prohibited and students found in violation of this will face appropriate sanctions or fines.

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## **Community Living Standards Particular to Albright Woods, Rockland Hall, and Affinity Houses**

### **Social Gathering Policy**

For additional safety measures in place on campus, social gatherings are only permitted in affinity houses for Fall 2022. The maximum capacity of Albright Woods Apartments is ten persons, Rockland Hall Suites is ten persons, and affinity houses have a capacity of 15 persons, unless approved through Residential Life. Affinity houses seeking to host a social gathering should contact Residential Life for specific guidelines for hosting programs or social gatherings.

### **Fire, Health and Safety for Albright Woods, Rockland Hall, and Affinity Houses**

Because of the unique living arrangements in Albright Woods and affinity houses, there are some special fire, health and safety regulations. Failure to adhere to these policies may result in fines or other disciplinary actions.

Residents of apartments or affinity houses are strictly forbidden to have propane tank grills. In addition, residents in Rockland Hall are prohibited from having charcoal grills. First floor Woods apartments only are permitted to have charcoal grills. Charcoal grills must be stored outside and kept at least six feet from the apartment or house when in use. Tiki torches are also prohibited. Refer to the Social Gathering Policy for other guidelines regarding the number of prohibited guests and fire codes.

All cooking appliances with an exposed heating element are prohibited, including George Foreman grills, coffee makers with hot plates, waffle irons, panini presses, and hot plates. Multicookers (like InstantPots), fryers, air fryers, and pressure cookers are strictly prohibited. Albright Woods, affinity, and Rockland residents are permitted to have slow cookers, rice cookers, and electric tea kettles. If there are questions regarding whether an item is acceptable for a living space, please contact the Residential Life Office directly. Residents in these areas are responsible for the proper use of the fire extinguisher for emergency purposes only. Do not leave the stoves and ovens unattended while in use.

### **Blocking Exits**

There must be a clear path and easy access to all points of entry to the apartments, suites, or house. Students may not construct or place any obstacles, such as furniture in front of doors, which will impede the safe exiting of the apartment or house from any doors (front entrance, back entrance and sliding glass doors etc.).

### **Water Heaters**

There must be a clear path of access to the water heater in the back closet of apartments. There can be no belongings or trash within three feet of the water heater.

### **Trash and Recycling**

All trash and recyclable products must be taken to the appropriate dumpsters and single-stream recycling bins located in designated parking lot areas. For affinity houses, all trash and recyclable products must be placed at the curb for regular city trash pickup. Rockland Hall residents may check-out a trash cart from

the RA on duty, to transport trash from their suite to the dumpster during the evening hours of 8pm to 12am.

Any excessive trash anywhere in or around a building or house will be the responsibility of the residents of that apartment building/suite/house. All residents who live in that apartment building/suite house will be fined \$50 each for the removal or cleanup of the trash. If the trash can be associated with a particular apartment/suite, then each resident who lives in that apartment will be issued a fine.

### **Property Inspections**

To ensure the cleanliness of the living areas, to protect College-owned and College-managed property, and to ensure the safety of the students, periodic inspections will be made randomly throughout the academic year. An official of the College may make at least one inspection a month. During periods when College housing is closed, residents should set their thermostats to 68 degrees. Residents who do not keep their apartment or house in an acceptable condition as determined by the Office of Residential Life may face Community Standards charges and will be responsible for all costs associated with repairs and cleanup.

Policies contained within this book are reviewed at the conclusion of each academic year. The College reserves the right to revise the policies contained within this book at any time.

### **For Rockland Hall Residents**

Rockland Hall suites come furnished with a flat-screen television and television mount. Students are not permitted to remove the television from the mount, alter the television/mount in any way, or remove the mount from the wall. Students may be charged full replacements costs of the television and/or mount for undue damage caused from tampering/removal.

Rockland Hall residents are permitted to stay over breaks and closings. Rockland resident housing contracts are a 10-month agreement. If residents would like to opt-in for housing in June or July, they must complete the Rockland Hall Extended Residency form during the spring semester.

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