

University Housing Contract

This residence hall agreement and handbook supersede housing information provided in the university catalog. The University provides room and board accommodations without regard to race, age, sex, religion, creed, or national origin.

In addition to the terms within this contract, residents must also adhere to the **Code of Student Conduct, Undergraduate/Graduate Catalog, Class Schedules, Residence Hall Contract and Handbook**, and other relevant university policies.

UNIVERSITY LIABILITY

The University cannot and does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors, nor for the damage, theft, or loss of personal property (including property that may be stolen or damaged in whole or in part).

Damage or loss of property may be caused, without limitation, by fire, water, mildew, insect or pests, loss of electricity, electricity surges, and loss of heat, theft, or vandalism. The resident agrees to fully and forever release and discharge the State of Maryland, UMES, and their officers agent, employees, and successors from any claims, demands, and causes of action, whether in law of equity, existing now or at any time in the future, arising out of or related to accidents, injury, illness, property damage, theft or loss. The University recommends that students contact an insurance carrier of their choice to obtain protection against such harm or loss.

ELIGIBILITY FOR CAMPUS HOUSING

To be eligible for residence, a student must be enrolled at the University as a full-time (12 or more credit hours) undergraduate, degree-seeking candidate, with a minimum of six credit hours taken in person. The Director of Residence Life or designee reserves the right to make exceptions for graduate students or students with extenuating circumstances.

All first-year freshmen students are required to have a roommate during their first year at the University. All first-year freshmen and transfer students are required to live on campus.

Students seeking exemption from the requirement to live on campus must complete the New Student On-Campus Exemption form. For more information about this requirement, see the New Student Information section on the [Residence Life](#) website.

CONTRACT TERMS and CONDITIONS:

All students residing in university-issued housing must comply with the terms outlined in this contract. It is highly recommended that you, the student, carefully read and understand this contract before obligating yourself to the terms and conditions. If you have any questions about the contract, please contact the Office of Residence Life (ORL) at umesresidencelife@umes.edu.

This contract is for space in the University Housing system and covers the entire academic year, both Fall and Spring semesters, or any portion of the contract remaining at the time this contract is signed. To accept a university housing offer, students must complete and electronically sign the Housing Contract on Hawkville and submit a **non-refundable** \$300 room reservation fee via credit card. This fee serves as

a down payment, securing a space in the residence hall and is applied toward the total room fee.

- Once the deposit is received and/or the contract is signed, it becomes binding. By signing the contract, the student—and their parent(s), where applicable—agree to all terms and conditions stated within
- Returning Students who did not reside in the residence halls during the fall semester must pay a room reservation fee and sign a contract for the spring semester
- Students seeking to cancel housing must submit a [Release from Housing form](#) for the applicable agreement period.
- Students who cancel their housing contract after June 30 will incur a \$500 breach of contract fee
- Students who fail to check-in and do not complete the Release from Housing form to cancel their housing contract prior to July 1 are charged a \$500 break of contract fee that is charged to their student account
- The summer and winter terms are not included in the Fall/Spring housing contract

HOUSING CONTRACT RELEASE POLICY

Once a student claims housing services by receiving a key from ORL, they are considered an official resident. Students may be released from their housing contract without financial penalty if they complete the [Request for Release from Housing form](#) on or before June 30 for the fall semester. After this date, a \$500 breach of contract fee will be charged to the student's account.

Important Notes:

- Room deposits are non-refundable and will be forfeited to cover administrative expenses if a student withdraws from the University.
- If a student forfeits their reservation fee and later requests on-campus housing, they must submit a new room reservation fee
- Refunds, if applicable, will be issued according to a proration chart established by the [Division of Administration and Finance](#)

YOUR UNIVERSITY HOUSING CONTRACT INCLUDES:

- Room (including utilities, desk, dresser, bed, chair)
- Wireless Internet Access
- Laundry Facility Access

CONTRACTING & RE-CONTRACTING FOR 2026-2027

The contracting process for 2026-2027 will begin March 2026. Please thoroughly read all information that is published.

STUDENTS UNDER THE AGE OF 18 YEARS OF AGE

Students under the age of 18 must have parent or guardian as a co-signer as a guarantor when completing the Housing Contract. By affixing his/her signature as a co-signer and guarantor, the parent or guardian acknowledges responsibility for payment of room, meal plan, and other fees under the conditions of this contract should the student default on payment. The contract will be sent via email to the person listed on the application as parent or guardian.

STUDENTS REQUESTING ACCOMMODATIONS

Residence Life is committed to providing reasonable accommodations for all UMES students living on campus. To request accommodations, students must obtain approval from [Student Accessibility Services](#) (SAS) in the [Office of Institutional Equity and Compliance](#) (OIE). To ensure sufficient time for arrangements, students should contact Student Accessibility Services at ADA@ umes.edu at 410-651-6545 by June 1 for the fall semester or November 1 for the spring semester.

EMOTIONAL SUPPORT ANIMALS (ESA)

Students who seek approval to have Emotional Support Animals on campus must have approval through the [Student Accessibility Services](#) (SAS) before bringing the animal to campus. Students must visit the SAS website or contact Student Accessibility Services at ADA@ umes.edu at 410-651-6545 for additional guidance. Students who bring an animal without approval are subject to a \$1000 penalty fee and a possible referral to the [Office of Conduct and Community Standards](#). Students with multiple violations will have their housing contract revoked.

DISTRIBUTION OF UNIVERSITY OR RESIDENCE LIFE INFORMATION

Residents are responsible for adhering to all notices distributed individually, posted in public areas, shared electronically, broadcasted via TV/radio, or posted on social media and other public platforms. New policies may be communicated through these channels and do not require a student's signature for enforcement. Students must check their university-issued email daily to stay informed about campus updates and policies. Additionally, students are responsible for keeping the [Office of the Registrar](#) and the [Office of Residence Life](#) (ORL) updated with their current forwarding address.

HOUSING STYLES

Students who reside in traditional residence halls and the Student Apartments are required to participate in the University's residential dining program (14 or 19 meal plan). Students who live in the Clusters, Hawks Landing, Hawk Run/Urban Living, and Hawk Plaza are not required to participate in the University's residential dining program. See [Auxiliary & Business Services](#) for more information about Meal Plans.

TRADITIONAL RESIDENCE HALLS

HARFORD, WICOMICO, COURT PLAZA, PLAZA HALL, MURPHY HALL, MURPHY ANNEX

All halls, Harford Hall and Murphy Complex, are designated by gender. Floors in the traditional residence halls are assigned as either all female or all male. All residents in a suite-style unit will be of housed according to their gender assigned by birth. Room assignments are based on gender assigned by birth.

SUITE-STYLE

UNIVERSITY TERRACE, CLUSTERS, HAWKS LANDING, STUDENT APARTMENTS, HAWK PLAZA

Suite-style facilities are home to both first-year females and upperclassmen students in a combination of:

- Two-person (individual bedroom and bathroom i.e., Hawks Landing and Hawk Plaza),
- Three-person (shared bathroom on top floor individual bedrooms i.e., Clusters)
- Four-person (shared bedroom and bathroom i.e., University Terrace),
- Five-person (shared bathroom with individual bedrooms i.e., Student Apartments)

HOUSING ASSIGNMENTS

Housing assignments do not entitle the student to a specific room or community. Housing assignments are based on classification, eligibility, date and time of housing application submission and the availability of space at that time. Students with University or Residence Life disciplinary records or outstanding bills may be precluded from receiving or maintaining a housing assignment as determined by the Director of Residence Life or designee.

HOUSING DURING UNIVERSITY BREAKS

Thanksgiving and Spring Breaks

- Students are allowed to remain on campus in their assigned housing space
- Students are required to notify their Area Director/Community Manager if the student elects to stay during the break period

Winter & Summer Breaks

- *Winter break only*-Students may leave items as instructed by the Office of Residence Life (*See next section on Agreement to Leave Personal Belongings*)
- Students with special circumstances who desire to reside on campus during Winter & Summer break must complete the [On-campus Housing Appeal form](#) for approval to remain in campus housing
 - If approved student will be charged weekly for the duration of the stay
 - The costs are not pro-rated
 - Students must be enrolled in at least one in person class for the duration of the break period
- Students may be reassigned during the break in a designated area identified by Residence Life

UNIVERSITY OF MARYLAND EASTERN SHORE OFFICE OF RESIDENCE LIFE AGREEMENT TO LEAVE PERSONAL BELONGINGS BETWEEN SEMESTERS

UMES strongly encourages students to purchase renter's insurance and to utilize local storage companies. UMES agrees to allow a student to leave items in their room during the Winter Break if the student agrees to the terms and conditions provided in this amendment.

The parties agree to the following:

UMES agrees to allow students to leave personal property in their assigned room during Winter Break. Any remaining items must be left as instructed by the Office of Residence Life.

Student agrees to reside in the same room for Spring Semester that he/she resided Fall Semester. Failure to check in to the same room by the first day of classes will mean that the student has forfeited the room, and any property left in the room during this time will be removed by UMES and donated/or discarded after 10 days. A \$300 penalty fee will be billed to the student's account if UMES staff removes items.

UMES is not responsible for any personal property left in room over Winter Break, including property that may be stolen or damaged in whole or in part. Damage or loss to property may be caused, without limitation, by fire, water, mildew, insects or pests, loss of electricity, electricity surges loss of heat, theft, or vandalism.

UMES is not responsible for cleaning the room during Winter Break if items are left in the room.

UMES reserves the right to permit access to the student's room by emergency personnel and by UMES authorized personnel and contractors for the following purposes: in the event of an emergency; in order

to perform maintenance; in order to perform insect and pest extermination services; and to inspect the room as provided in the Housing Contract.

UMES will provide reasonable security patrols to the housing communities but will not practice any special surveillance of a location unless UMES believes that special surveillance should be conducted.

The student agrees to disconnect all electrical items (including personal refrigerator) from outlets and to store all personal items as instructed by the Office of Residence Life.

The student agrees to check into his/her room for the Spring Semester by noon the first day of classes. If the student does not check in on time and has not notified the Office of Residence Life of a late check-in, the student forfeits his/her room reservation and the student's personal property will be removed from the room and donated/or discarded after 10 days with a \$300 penalty fee billed to student's account.

UMES will notify the student of personal property removed from the room pursuant to this Amendment.

If the student does not claim the personal property within ten (10) days of being notified by UMES, UMES reserves the right to dispose of the property.

The student agrees to fully and forever release and discharge the State of Maryland, UMES, and their officers, agents, employees, and successors from any and all claims, demands, and causes of action, whether in law of equity, existing now or at any time in the future, arising out of or related to any loss, damage, or theft of personal property which is left in the room over Winter Break or which is removed and stored pursuant to this Amendment.

Should any of the personal property left in the room belong to a third party, the student further agrees to indemnify and hold harm-less the State of Maryland, UMES and their officers, agents, employees and successors the third party in connection with any loss, damage, or theft of the property.

THIS RELEASE AND INDEMNIFICATION IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF MARYLAND AND IF ANY PORTION OF IT IS HELD INVALID, IT IS AGREED THAT THE REMAINDER SHALL CONTINUE IN FULL FORCE AND EFFECT.

Except as provided herein, all terms and conditions of the Housing Contract remain in full force and effect.

CHECK-IN & CHECKOUT PROCEDURES

Residents are required to remove all personal belongings from their rooms and common areas at the end of each spring semester. At the end of the fall semester for the spring, students are permitted to leave belongings in their closet only. Local storage companies are strongly recommended. Students who leave items in areas other than instructed by Residence Life will be charged for improper checkout and a property removal fee for items to be removed. Removal of any property shall be at the risk, cost, and expense of the resident and the University shall in no way be responsible for the value, preservation or safekeeping thereof.

Typically, student occupancy begins on the check-in date specified in the housing assignment notification from the Office of Residence Life and extends through the last day of final exams each semester.

- Housing Contract is for the Fall and/or Spring semester(s)
 - Separate housing agreements are required for Winter and Summer housing
- All opening and closing dates will be announced in advance
- Residents may not move in before the official opening date without written approval from the Office of Residence Life

At the end of each semester, residents must vacate their room and building by **7:30pm on the day of their last scheduled exam**. Students withdrawing from the University or terminating their housing contract must move out within 24 hours of terminating their housing contract.

STUDENT HEALTH REQUIREMENT

All UMES students must submit a completed health history form and proof of immunization including MMR and TB screening—before registering for classes. Campus residents must also show proof of a meningitis vaccine. Failure to comply may delay registration and/or check-in.

CHECK IN

The resident who is assigned a room is required to formally check-in at the ORL or the designated location. Once the resident has been verified as registered for 12 or more credit hours and in good financial standing, they will be appropriately checked in. During check-in the resident will receive a Room Condition Report (RCR) to assess the condition of the room. After the resident makes any needed changes, they must sign and date the Room Condition Report. The check-in process will not be finalized until the resident has signed all check-in documentation and submitted a completed Room Condition Report to a Residence Life staff member.

- The resident may not check in prior to the designated check in dates and times without written permission from the Office of Residence Life
- The resident must email the ORL at umesresidencelife@umes.edu to make arrangements for late check in
- The resident who fails to check in by the designated day and time may have their contract terminated
- The resident who fails to check-in and/or is not enrolled in classes, will be released from housing and charged the Breach of Contract Fee

Any items left in the room after the first week of check-in will be discarded and the resident's account may be charged a fee for the removal of the belongings and cleaning the room.

IMPROPER CHECK-IN

Improper Check-In: Students who fail to follow the established check-in procedures may be assessed an **improper check-in penalty fee**. This fee is intended to discourage noncompliance with check-in protocols, which are designed to support community safety, security, and efficient administrative operations.

Additionally, students who do not complete the required check-in process during designated check-in times and fail to properly obtain access to their space through the Office of Residence Life are subject to a penalty fee, along with any additional costs incurred and disciplinary actions to address the violation.

FAILURE TO CHECK-IN

ORL will terminate this contract, and any reservation fee paid will be forfeited if a student fails to properly check-in to their assigned space during the designated check-in period and do not request a late arrival. Notification of delayed arrival must be emailed to umesresidencelife@umes.edu indicating when the student will report for housing. **Notices to other offices will not be considered as an official request for late arrival.**

CHECK OUT

The ORL will issue specific checkout procedures two weeks prior to the last day of classes. Residence Life staff will inspect the room's condition and make a final appraisal. Students who fail to check out by the specified time will be charged the improper checkout fee. By failing to follow proper check out procedures, the resident may forfeit his/her right to contest any aforementioned charges/fees assessed for damages that occur in the room. When moving out of the room, students must:

- Follow specific checkout procedures
- Schedule a checkout appointment
- Remove all personal property
- Discard trash in the appropriate designated areas and not in hallways or stairwells.
- Return keys
- The RCR will be used to assess any damage or missing furniture discovered at the time of check-out.
- The resident will be billed if the room is left dirty or checkout procedures are not properly followed

IMPROPER CHECKOUT POLICY

Students who do not follow the provided checkout instructions or fail their final room inspection will be charged an improper checkout penalty fee. This fee is intended to discourage noncompliance with checkout procedures, which are in place to maintain community safety, security, and efficient administrative operations.

Additionally, students who do not complete a room inspection as required or fail to return their key upon departure will be subject to a penalty fee, along with any additional costs incurred to address the violation(s).

CHANGE OF ASSIGNED SPACE

Residence Life reserves the right to move a resident from one space to another in order to:

(a) meet its responsibilities to student health, safety, and well-being, (b) to ensure the maintenance, operation, or renovation of facilities, (c) to establish a special interest hall/apartment or living learning community, (d) to reassign rooms in an apartment or hall to students of the opposite sex, or (e) to more efficiently manage University property and facilities.

The resident agrees (a) to live only in the space to which he/she has been officially assigned, (b) not to sublet or otherwise use or grant use of assigned space, residence hall common areas, or grounds for any

unauthorized purposes, and (c) to not sell, solicit or conduct a business enterprise therein without the written permission of the Office of Residence Life (ORL).

If a vacancy occurs in the assigned space, the remaining resident(s) agrees to follow established procedures for the reassignment of another student to that space. The remaining resident(s) cannot assume the empty space for personal use and will be subject to the cost of the semester charge of the space in addition to the charge for the room the student was assigned.

UNAUTHORIZED ROOM OCCUPANCY

Students switching rooms without authorization causes serious problems with record accuracy and billing. Switching rooms or utilizing space that is not assigned without approval from the ORL is cause for immediate termination of the housing contract. If immediate termination of the housing contract is not imposed, all parties who did an unauthorized occupancy may be charged the cost of the semester rent applicable to the room occupied without approval. This assessment will be in addition to the charge for the room the student was assigned. This assessment will remain on the student's account at the Director's discretion even if he/she returns to their official assignment.

ROOM CHANGES

Room changes at the request of the resident from the initial room assignment to another room assignment may not be made until the beginning of the **THIRD** week of classes of each semester. The resident agrees that a change of assignment may be made only with approval of ORL, in accordance with established room change procedures and availability. Requests based upon consideration of race, religion, or national origin, cannot be honored.

CONSOLIDATION ASSIGNMENT POLICY

Consolidation refers to the process of relocating residents who are paying for a double-occupancy room but, for reasons beyond their control, do not have an assigned roommate or are living in a suite with vacant rooms.

While students can select their living space, Residence Life reserves the right to reassign and consolidate students to maximize occupancy. This process ensures fairness among residents and promotes cost-efficient use of housing. If a student refuses or obstructs the placement of a new roommate in a shared space, they may be charged for a single-room rental or the cost of the vacant rooms within the suite.

ABANDONED PROPERTY

UMES, or any of its staff, shall not be responsible or liable for any personal property left in any residential facility, including but not limited to rooms, suites, apartments, common or public areas. The student assumes full responsibility for the removal of all personal belongings from their assigned space and any shared areas upon vacating.

Any personal property remaining after the student's departure or cancellation may be removed by the University at the student's expense, and a \$300 removal fee shall be assessed to the student's account. UMES will provide notice to the student regarding the removal of such property. Removed items will be held for a period of ten (10) days from the date of notification. If the student fails to claim the property within this period, UMES reserves the right, at its sole discretion, to dispose of or donate the property without further notice.

The student agrees to fully and forever release and discharge the State of Maryland, UMES, and their

officers, agents, employees, and successors from any and all claims, demands, and causes of action, whether in law of equity, existing now or at any time in the future, arising out of or related to any loss, damage, or theft of personal property which is left in the room or which is removed and stored.

Should any of the personal property left in the room belong to a third party, the student further agrees to indemnify and hold harm-less the State of Maryland, UMES and their officers, agents, employees and successors the third party in connection with any loss, damage, or theft of the property.

FACILITY POLICIES

Residence Hall Bathroom Cleaning

In traditional halls, university staff will disinfect and sanitize community bathrooms on a regular schedule. Students living in those communities are expected to take precautions to help maintain the cleanliness of these areas by properly disposing of trash and cleaning up after themselves when using the facilities. In circumstances wherein the facilities need repair or service due to misuse or vandalism all residents assigned to the bathroom will be assessed a penalty fee.

Paper Products and Cleaning Supplies

Students are responsible for providing their own paper products such as toilet paper and paper towels in all suite style housing locations and rooms with private bathrooms. Students with private and semi-private bathrooms are also responsible for their own cleaning supplies and cleaning their bathrooms.

Community Laundry Facilities

Laundry facilities are available in every residential community or apartment for residents. Community Laundry Facility hours are posted in every community. Laundry facility issues should be reported directly to CSC by calling the number listed on the machines. The information is on each machine in each laundry room.

Articles left in the laundry room may be removed after 24 hours and taken to the facility lost and found. Articles not retrieved within 7 days will be discarded. The University is not responsible for any lost or damaged articles.

ONLY residential students reserve the right to utilize the laundry facilities in the residence halls (including the apartments). Individuals who do not live on campus are prohibited from using the laundry rooms in the residence halls (including the apartments). Those found violating this policy will be referred to Student Conduct for disciplinary actions and/or trespassed from residential facilities.

Laundry Facility Etiquette

To provide a clean and friendly communal laundry facility we are implementing the following behavioral standards. Failure to abide by said standards and create an environment that is not cohesive and pleasant will be addressed as a policy violation and students will be held accountable.

- **Be courteous.** There are probably a lot of people on similar schedules using a limited number of machines. Use a timer to ensure you remove your laundry at cycle end so that your neighbors don't have to wait around.

- **Be considerate.** If you notice that a washer or dryer has completed its cycle and the owner hasn't returned to deal with it, try to be patient. They'll probably be back shortly.
- **Be clean.** A communal laundry facility is a shared space, so it's up to every resident to keep it tidy. Wipe up any spilled detergent, clean out the lint trap, and throw away used dryer sheets. Also, remember that trash receptacles in laundry facilities are for things like dryer lint and sheets, maybe an empty detergent bottle, but not your household garbage.

If a washer or dryer has completed its cycle and the owner hasn't returned in 30 minutes of the cycle ending, please contact the building's Residence Life staff.

FINANCIAL OBLIGATIONS

Students who pay a housing deposit for on-campus housing must be in good financial standing with Student Accounts to secure housing.

After June 1 for the fall semester and after January 1 for the spring semester, students with unpaid balances, despite having paid a housing deposit, are not guaranteed a housing assignment. As housing demand increases, students with outstanding debts may lose their assigned room.

Failure to fulfill financial obligations under this contract may result in:

- Denial of housing contracting or re-contracting
- Withholding of grade transcripts and/or enrollment
- Immediate termination of the housing contract from university housing

All housing deposits are applied to the student's account, reducing the overall balance owed. Housing deposits are **non-refundable**—if a student cancels housing, the deposit is forfeited and will not be credited to their account.

Housing rates are subject to change before the start of each academic year.

The Office of Residence Life (ORL) may update policies and regulations during the contract term. Students will be notified of any changes in writing and through posted notices and ORL communication channels at least one week before they take effect. If the health and safety of persons using the facilities may be adversely affected by delay, implementation may be immediate.

FAILURE TO REGISTER IN A TIMELY MANNER

Residents who do not pay all fees associated with registration and enroll in classes as a full-time (12 or more credit hours) student shall be required to vacate the residence halls within 24 hours upon notice. This means fees must be paid or payment plans established before the final registration day.

CREDITS AND REFUNDS

ORL official checkout procedures must be completed or room vacancy confirmed by ORL staff before any credit of housing fee will be initiated. Credits are made on a prorated weekly basis and are calculated from the date the resident properly completes the check-out procedures. No credits will be made after the fourth week of classes.

TERMINATION OF HOUSING AGREEMENT

If the Office of Residence Life (ORL) terminates a housing contract, the student will receive a prorated credit for any unused portion of the semester's housing fee.

A student whose contract is terminated for disciplinary or behavioral reasons may not reapply for housing without prior written approval from the Director of Residence Life or designee and is not eligible for a prorated credit.

ORL may automatically terminate this contract and require the student to immediately vacate their assigned space under the following circumstances:

- If the student or another individual provides intentionally false, misleading, or incomplete information to obtain housing
- If the student is no longer properly registered, has unresolved financial obligations, is academically dismissed, or is required to vacate housing for administrative or disciplinary reasons. In such cases, the student must vacate their space on the date of separation from the University or as otherwise specified in writing by the Director of Residence Life or designee
- If the student violates residential community rules, they may also be denied future access to any University housing
- If housing facilities are deemed inadequate due to space limitations or physical conditions.

AGREEMENT RENEWAL

Students returning for the spring semester must have maintained good Fall academic standing to retain their assigned housing and complete the Spring check-in process. They must also meet the University's academic, financial, and disciplinary requirements at the time their housing contract is confirmed. Residence Life reserves the right to deny or revoke this privilege based on established guidelines. If a housing extension is denied or rescinded, the resident will have the opportunity to discuss the decision with the Director of Residence Life or a designee.

UNIVERSITY SERVICES

Once confirmed by the University, this contract grants the student access to residence hall facilities and services. While the University strives to provide these services continuously, interruptions may occur due to unforeseen circumstances, directives from university or civil authorities, or limitations in resource availability as determined by the University. The University expects services to remain available without disruption and will make every effort to restore essential services impacting residents' health and safety within a reasonable timeframe. In the event of necessary service interruptions, students will be given adequate notice. The services provided include:

Assigned Space: The University will furnish a space in a residential community and will grant the resident use of the facilities of the community in accordance with the terms and conditions specified within this contract.

Utilities: The University will provide heat and air conditioning, water, electricity, waste disposal services, and internet services (see [IT policy](#) usage).

Housekeeping: The University will remove trash from designated dumpster areas and will clean common hallways, floors, lounges, public areas, and community bathrooms in the traditional residence halls on a scheduled basis.

Furnishings: The University will provide the resident: a bed, mattress, dresser, desk, and chair. No furniture is to be removed from the rooms. All furniture is to remain in the room and in the upright position for which it was designed. Students cannot bring additional furniture for the room.

Repairs: The University will make all repairs and perform maintenance in the residential communities and the resident's room through authorized personnel. Repairs to room or University furnishings will occur upon request or in accordance with routine schedule. Repairs and maintenance activities shall be conducted under a system of priority scheduling based on the University's desire to provide a safe and healthy living environment. Students are not authorized to make any repairs or permanent modifications to the assigned space or furnishings. Maintenance and housekeeping staff are authorized to enter student living areas to inspect physical condition to clean or make repairs.

ROOM ENTRY AND RESIDENT PRIVACY

The University reserves the right to enter rooms for purposes of (a) improvements, (b) maintenance, (c) recovery of University/State owned property which is not authorized for use in the assigned space, (d) fire and safety inspection, (e) suite and room inspection and (f) actions necessary to insure the safety, health and general welfare of the resident or others and/or the protection of University or student property.

A resident's request for maintenance or repair constitutes his/her consent for room/suite entry. While entry without notice may be necessary, attempts will be made to provide prior notification whenever reasonable.

The University reserves the right to remove and dispose of any personal property remaining in a room/suite following (a) termination or expiration of this contract, and/or (b) the resident's separation by/from the University, and/or (c) the date the resident officially checks out of the room. A charge for costs incurred by such removal may be assessed to the resident.

The University respects the resident's right to privacy within his/her room. When entry or inspection is required, reasonable consideration will be given to the resident's academic and personal pursuits.

ADMINISTRATIVE ROOM SEARCH

The purpose of this policy is to address the rules for administrative searches and seizures that are needed to protect the safety and operation of the University, and enforcement of university policies and procedures. Any search by the University Police, local police, or other civic employees must be conducted with a search warrant issued through a court having competent jurisdiction.

Authorization to conduct an administrative search may be obtained from the Vice President for Enrollment Management and Student Experience, the Vice President for Administration and Finance, or their designees, through the issuing of an Administrative Search Notice. An administrative search notice will only be authorized upon a showing of reasonable grounds to believe that the search will reveal evidence of a Student Code of Conduct, health, or safety violation.

A request for an Administrative Search Notice must include the following information: (a) the violation(s) suspected; (b) the basis for suspicion and the particular item(s) for which the search is being conducted; (c) the room area, or vehicle to be searched and the occupant(s) name(s); and (d) the date and approximate time of the search.

The Administrative Search Notice authorizes only University employees (non-police employees) to search a room, vehicle, or items in the possession of a student. A copy of the Administrative Search Notice will be provided to the student(s) whose room or property is being searched. Authorized employees who need to enter a room during the performance of conducting a search, will knock and identify themselves. If there is no response, a passkey will be used to enter the room.

For purposes of this provision, premises occupied by students include, but are not limited to, University owned or controlled property and residences, student vehicles, personal property, persons, purses, briefcases, backpacks, workstations, or any other space occupied by a student on a University sponsored trip or activity.

In conducting a search, attempts will be made to have the occupant(s) of the room present. If present, the occupant(s) shall be: (a) informed that any material found may be used in a University conduct hearing; (b) presented a copy of the administrative search notice; and (c) the reason for the search and material to be seized. If the occupant(s) is (are) not present, the search may be conducted, with presentation of the administrative search notice presented later.

If an item of personal property is locked and cannot be searched, it may be confiscated and held until the item is opened for inspection. Contraband items, for example, those prohibited by law or University policy, in clear view, may be confiscated by the university employee and used as evidence in a disciplinary proceeding. Such items will not be returned to students. A detailed description of materials/items confiscated (seized), and possible ownership will be given to the Conduct Administrator and used as evidence in a conduct hearing. A receipt listing the materials/items confiscated will also be given to the student who possessed the property.

RESIDENT RESPONSIBILITIES: CONDUCT

The resident will abide by the rules, regulations, policies, and procedures established by the Office of Residence Life (ORL) as published in the Housing Contract, the relevant residential community documents, and the policies and procedures established by the University.

The resident will review and abide by the University drug and alcohol policies (See [Student Code of Conduct](#)). The resident shall conduct him/herself in a manner which promotes a quiet, safe, and secure residence hall/environment conducive to the pursuit of academic goals. This includes refraining from disruptive/destructive behavior; behavior such as intimidation or harassment which threatens the property, safety, security, health, and well-being of others; threats to and/or interference with university staff in the performance of their duties.

The resident shall ensure that his/her roommate will have access to and equitable use of the assigned space. The resident agrees to be held accountable for actions of him/herself and those of his/her guest(s).

NOISE LEVELS

Due to the academic nature of the University, all persons are required to respect the right of others to conduct classes without disturbance and to study, sleep and fulfill academic responsibilities without interruption from excessive noise. During special periods of the semester, notices shall be posted requiring quiet hours. Students are expected to comply with these announcements when requested.

COURTESY VS QUIET HOURS

Courtesy hours are always in effect. The resident must cooperate with reasonable requests to lower the noise level during courtesy hours.

Residence hall quiet hours are 10:00pm – 10:00am. During these times, the resident is expected to keep the noise level to a minimum so as not to disturb others. Quiet hours violations may be sanctioned with a penalty fee charged to the student account per occurrence of the violation.

The resident should not shout or otherwise create disturbances from or around any residence hall or student window. The resident is prohibited from engaging in sports activity or creating excessive noise within 50 feet of any residence hall. At no time will anyone be permitted to place speakers or other entertainment equipment in windows.

Entertainment equipment may not be played in public spaces, including but not limited to parking lots, through doorways leading outside, or in windows. **Should this occur, university staff may confiscate these items until the end of the academic semester.** Automobile speakers must be played at minimum levels while vehicles are parked in any University parking lot. Violators are subject to losing the privilege of maintaining a vehicle on campus.

WINDOWS

The resident is prohibited from:

- Entering or exiting any residence hall through a window when no emergency is present
- Dropping or throwing objects or liquids of any kind out of windows
- Placing stereo speakers or any other audio mechanism in windows
- Removing screens from windows
- Tampering with or removing security tabs

Violations may be sanctioned by penalty fees and may impact the resident's housing status.

FORCED ENTRY/DOORS DESTRUCTION

Anyone found or determined responsible for forced entry into an apartment/room is subject to immediate termination of the housing contract after being penalized at least \$500.00 as a fine. The amount will be imposed even if there is no visible damage or if the door is rendered unusable. The cost of repair or replacement will also be applied to the student's account. A conduct hearing is not necessary to impose immediate termination of the housing contract when adequate evidence exists to determine the violator.

REVIEW OF HOUSING STATUS

If a resident violates any term of this contract or any Residence Life or University rule, regulation, or procedure, they may be subject to one or more of the following:

1. Administrative action, as outlined in the Housing Contract and the relevant residential community documents
2. Disciplinary action, as defined in the Student Code of Conduct
3. Financial responsibility for any damage, theft, or loss, in accordance with established procedures
4. Additional charges, assessed by the Office of Residence Life (ORL) if the resident fails to comply with specific expectations and procedures

If an allegation of a rule, regulation, or procedural violation is received and the administrative review process is initiated for potential contract termination, the resident will be provided the following procedural safeguards:

- Written notice of the violation
- An opportunity to present their version of the incident

Administrative actions by ORL may range from a verbal or written warning to termination of the housing contract. These actions do not necessarily result in a disciplinary record. However, students removed from housing through the Housing Review Process are not eligible for a refund or credit of housing charges.

If disciplinary action is required, the procedures outlined in the Student Code of Conduct will apply. Additionally, the Vice President for Enrollment Management and Student Experience, or an authorized designee, may temporarily suspend a resident from campus housing if the university determines that the student poses a threat to themselves, others, or property. Students should refer to the Student Code of Conduct for further clarification.

RESIDENT RESPONSIBILITIES: CARE OF FACILITIES

- Accept responsibility for care of the residence hall facility, assigned space, common areas, and University property
- Agree to promptly report any interruptions of services or any facilities damage or repair to residence life staff appropriately
- Take responsible action to protect and prevent the residence hall facility and property from wanton, reckless, or negligent damage; refrain from encouraging or participating in activities which cause damage to occur
- Take responsible action to assist the University in identifying individuals responsible for damage
- Refrain from any attempts to paper or paint rooms, doors, or furniture
- Assume responsibility for the appropriate use of safety and security hardware within his/her assigned space and building and will immediately report loss of assigned key(s)
- Return the assigned space and its university furnishings in the same condition as they were received, with the exception of reasonable wear and tear, as determined by the Office of Residence Life (ORL) at checkout

Accidental spills on flooring will occur. In such cases, ORL will clean at no charge to the affected area(s) when the student(s) notify the office within a period of eight hours. Failure to provide this notification shall result in a charge assessed for cleaning services.

While the resident is allowed to decorate their rooms, for safety reasons, the guidelines listed below have been established:

- Pictures, posters, or other materials must be hung using Command Mounting Hooks, putty or on bulletin boards
- The use of nails, tacks, screws, tape, glue, or other adhesives on walls, ceiling, wardrobes, woodwork, doors, flooring, or furniture is prohibited
- Damages resulting from violations of this policy or improper use of recommended products will

be assessed against the resident or residents responsible

- To prevent problems exiting, during an emergency, tapestries, carpeting, or holiday decorations may not be strung from ceilings or across hallways, doorways/entries, or lobbies.

During the holiday season, to protect residents and the facility, holiday decorations are allowed with the use of following guidelines:

- Natural trees and lights may not be used in student rooms
- Trees and electrical decoration used in public areas must be in good working condition
- Electrical lights must display the approved UL label
- Plug-in decorations may not be left unattended and should not be plugged in all night
- Materials such as artificial "snow" are not permitted on residence hall windows and doors since they are difficult to clean and may require a large amount of time to properly remove
- Open flame devices are not permitted
- All holiday decorations in resident rooms and public areas must be taken down and stored before residents leave for breaks

Personal electrical equipment authorized for use in individual rooms include:

- Televisions
- Radios
- Stereo equipment
- Personal hygiene devices (i.e. razors, toothbrushes)
- Laptops/personal computer
- Printer
- Mobile phone
- Fans and/or humidifiers
- Clocks
- Hair dryers
- Microwaves
- Lamps
- Coffee/tea pots
- Small cubic refrigerators (no larger than 4.3 cubic feet)

The following appliances may NOT be used in the residential communities:

- Wax warmers
- Bulbs that are not LED
- George Foreman grills
- Hot plates
- Heat lamps
- Electric blankets
- Electric heaters
- Electric frying pans, including convection appliances, air fryers/cookers, etc.
- Griddles
- Toaster ovens/toasters
- Woks

- Grills (charcoal, electric, or gas)
- Exterior antennas /personal routers
- Smoking paraphernalia such as lighters, hookahs, vapes, lighter fluid, etc.

Other such appliances that use great amounts of electricity to generate heat and are potentially unsafe. Should these items be found, they will be confiscated and not returned.

To promote the safety and well-being of residents the following are also prohibited:

- Flammable materials
- Weapons and fireworks; this includes toy guns/weapons (i.e. pellet guns, NERF guns, swords, etc. see Student Code of Conduct for policy)
- Unauthorized modification of assigned space
- Pets (see pet policy)
- Duplication and transfer of university keys
- Improper use of fire safety and building security equipment

Residence Life may also prohibit and/or confiscate items that been demonstrated to create damage. The items approved or disapproved for use are not exclusive. If in doubt of whether an item is approved, residents are strongly encouraged to contact the Office of Residence Life to confirm the status prior to making a purchase.

The University reserves the right to remove unauthorized university or personal property which, in the judgment of university authorities, constitutes a significant health or safety hazard. If the University must remove unauthorized items, a service charge will be made. In some instances, depending on the type of item in question, residents will receive written notice to remove such personal property. Notice is not required.

RESIDENT LIABILITY FOR DAMAGES

Residents who do not maintain the upkeep, cleanliness, or proper care of University property will be subject to a monetary penalty based on a published fee sheet detailing each infraction or miscellaneous charge. In shared spaces, if the responsible individual does not take accountability, the cost will be applied equally to all occupants. Residents will receive written notice from the Area Director or Community Manager specifying the infraction, penalty, and associated cost. They have 24 hours from the notice's delivery to formally contest the charge. If no challenge is submitted within this timeframe, the charge will be forwarded to the Office of Residence Life and immediately applied to the resident's account.

Residents found responsible for damage, theft, loss, or the need for special services—whether intentional or accidental—may be held collectively accountable if deemed necessary by the Office of Residence Life (ORL). This applies to common areas or University property within the residential facility. Residents will be notified in advance if a collective billing process is initiated and informed of their shared responsibility for specific common areas. A minimum penalty of \$50 per resident per occurrence will be assessed to all affected residents. Before charges are finalized, residents will have the opportunity to discuss the assessment with an ORL Area Director or Community Manager.

APPEALING A POSTED CHARGE

After a charge has been posted the affected resident choosing to appeal must submit in writing a Request for Charge Reversal to the Office of Residence Life. All requests for charge reversals **MUST** be

completed within 10 business days from the date the charge was posted. Requests submitted beyond 10 business days from the posted date will be denied. Only the student charged can request a reversal. Residence Life will act upon each charge reversal request as quickly as time permits but not to exceed thirty (30) days. Requests are either approved or denied by the Director of Residence Life or the designee. Decisions made by the designee may not be appealed by the CHO.

OFFICE OF RESIDENCE LIFE (ORL) POLICIES AND REGULATIONS

These Policies and Regulations are in addition to those described in the Housing Contract. They are included separately because they are more subject to change than those in the contract. The University reserves the right to change these policies and regulations with seven days written notice to residents in order to resolve unforeseen problems or better meet student needs. If the health and safety of persons using the facilities may be adversely affected by delay, implementation may be immediate.

Violation of these policies or any other terms of this contract may result in a warning, disciplinary action, and/or cancellation of this contract and dismissal from university housing. The ORL staff may grant exceptions to the provisions of the contract and the Director of Residence Life or his/her designee must approve exceptions in writing.

RESIDENT RIGHTS

Each individual has a right to engage in those physical, educational and social pursuits that are necessary parts of his/her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

- The right to read and study free of undue interference (irrespective of quiet hours) in one's room. One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right. Behavior that attempts to force a roommate to move out of the room will be considered by the University to be sufficient grounds for reassigning the offending resident
- The right to sleep, the right to one's personal belongings, the right of free access to one's room and facilities, and the right of a clean environment in which to live. Optimum physical conditions are essential as they support, reinforce, and provide for positive conditions for which to learn and live
- The right to redress of grievances. If the academic and residence hall communities are to function in the most educational manner, the right to initiate action and referrals for impartial and fair adjudication of grievances is held paramount

SUBORDINATE RIGHTS OF RESIDENTS

These rights should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:

- The right to personal privacy. All persons should have freedom from interference from their personal activities, and should be able to maintain privacy for other than academic reasons.
- The right to host visitors and/or guests. All students should have the opportunity to maintain personal contact and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above stated rights of others in the host's room and of other building residents

Any abuse of these rights is subject to review by the Office of Residence Life (ORL), or through University disciplinary procedures. However, processes of mediation involving residents and hall staff

should initially be considered as a means of resolving conflicts.

FIRE AND SAFETY REGULATIONS

Residence hall fire and safety regulations are for everyone's benefit and must be observed.

- Residents, guests, and visitors must evacuate the residence hall immediately when a fire alarm sounds
- Tampering with the fire alarm horns, smoke detectors, pull stations, extinguishers, or other fire equipment is prohibited, and violators may be subject to judicial referral and/or arrest, and/or dismissal from the residence halls
- The possession or use of fireworks, firearms, ammunition, lighted candles, open flame devices, and/or explosive material is prohibited
- A student may not store or maintain any motorcycle; motorbike, motor scooter, or any other unauthorized vehicle or flammable material within the residence halls
- No student shall alter or repair electrical equipment or fixtures, which belong to the University. Defects in electrical equipment should be reported to the residence hall staff to prevent possible fires
- Fire alarm pull boxes and extinguishers are located in the stairwell/hallway of each building for emergency use only. If the glass on the pull box is broken, or if extinguishers are tampered with during a non-emergency situation, the residents living off the stairwell/hallway will be charged based upon the replacement cost or fine
- Residents should not overload electrical outlets or use multi-plug adapters
- Residents should not use marked emergency exits during non-emergency situations

Residents who commit serious fire safety violations (i.e. cooking in the room, burning flammable material, smoking in the room, tampering with smoke detectors) may be fined a penalty of \$500 in addition to any other sanctions allowed by the Code of Conduct and the housing contract. All other fire safety violations may also be subject to penalty fees as outlined on ORL Billing Sheet and/or referral to the Conduct Administrator.

SECURITY REGULATIONS

Residents are urged to lock their doors and windows during periods of absence. The University is not responsible for items stolen from rooms when doors and windows are left open. During holiday periods, additional precautions should be taken to include removing valuables and small portable items, closing curtains, and unplugging personal appliances.

Even when proper precautions are observed and a theft occurs, the University is still not held liable. Any losses should be reported to the [University Police](#). Residents should take precautions to safeguard property and to report any suspicious persons to the [Department of Public Safety](#) or to ORL.

A student may not refuse to provide authentic personal identification when officially requested to do so by a properly identified ORL staff member or University official.

Overnight guests are prohibited.

BIKES, MOTORCYCLES, MOTOR SCOOTERS, AND HOVERBOARDS

- The resident must use bike racks provided in designated areas outside the residence halls

- The resident is expected to purchase their own lock to secure their bike
- Bikes, Motor-Scooters, and Hoverboards may not be stored in the room, common areas, in any public area including stairwells, lounges, and lobbies near entrance doors, or locked near entrance doors either inside or outside of the building
- Neither the University nor ORL will be responsible for the theft or damage of your bike, motorcycle, motor-scooter, or hoverboard.

A penalty may be imposed upon violation per occurrence. At the discretion of the Director, immediate termination of the housing contract may become a sanction for repeated violation.

SPORTS AREAS

Athletic activities are to be confined to areas designated for such use. There are designated areas at the University for baseball, football, soccer, lacrosse, tennis, volleyball, baseball, catch, etc. The use of residence halls for these activities is prohibited.

COMMUNITY STANDARDS

Each group of residents is responsible for upholding the primary rights of all individuals within their building. To support this, the Office of Residence Life (ORL) establishes community standards to help maintain a respectful living environment. If a group of residents disregards these rights, ORL may implement additional regulations, which could include relocation, guest or visitor restrictions, enforced quiet hours, or the removal of radios, speakers, stereos, televisions, audio equipment or musical instruments from their rooms.

With adequate notice, Community Managers may also impose monetary penalties for violations of Community Standards. These violations may include, but are not limited to, extending deadbolt locks in a way that damages door hardware, leaving bathrooms or shower rooms excessively soiled, or requiring staff assistance for repeated lockouts.

COMMUNITY SERVICE

Community service is defined as work or service performed by residents either voluntarily or for some form of compensation or academic credit through nonprofit, governmental and community-based organizations, or through schools, colleges and universities. ORL professional staff may at their discretion assign community service hours in lieu of assessing penalty fees for community standard violations.

OFFICE OF RESIDENCE LIFE BILLING NOTICE

Charges will be assessed accordingly for damages, penalties, community standard violations, and improper checkout. Students who are suspended from the University through conduct proceedings or those who leave the University in lieu of conduct action will forfeit their right to a refund and/or adjustments to housing charges for the semester during which they leave. NOTE: Fees are subject to change.

Contact the Office of Residence Life for the most current fee information.

DEFACEMENT OF PROPERTY

Defacement of property such as writing on walls, doors, and the destruction of public notice boards are illegal. Students in violation of this policy can expect to be charged a \$500 penalty in addition to the cost

of repair or replacement.

Responsibility for Communal Property

Residents are expected to take all necessary precautions to prevent misuse or damage to communal areas, including hallways, restrooms, stairwells, lounges, study spaces, utility rooms, and laundry facilities. If the Office of Residence Life (ORL) determines that residents are tolerating abuse of university property and responsible individuals cannot be identified, all residents of the affected area may be held collectively accountable for damage, theft, loss, or required special services.

The Office of Residence Life may restrict access to or close abused areas. Residents will be notified in advance of any collective billing and informed of their shared responsibility. A minimum charge of \$50 per resident, per occurrence, may be applied. Prior to finalizing charges, residents will have the opportunity to discuss the assessment with an ORL Area Director or Community Manager.

KEYS

Residents are prohibited from possessing or using any University key other than the one officially issued to them by a University official. If a key is lost, the responsible student will be charged a fee to cover the cost of changing the lock core(s) and issuing new keys.

Possession of unauthorized keys capable of unlocking any door within the residential communities is strictly prohibited and may result in immediate contract termination. Any individual found using or having used an unauthorized key will face charges of illegal entry and can expect to be charged a \$200 penalty in addition to the cost of replacing the lock and issuing new keys if needed.

All room and facility keys remain the property of the University and must be returned upon contract termination. Key duplication is strictly forbidden.

Keys must be returned at checkout. Failure to do so will result in a charge to the student's account for the cost of replacing the lock and issuing new keys.

LOCK-OUTS

Lockouts are often a problem when students do not handle their keys responsibly. Students who experience lockouts are subject to a fine for each occurrence posted directly to the student account. If a resident accrues an excessive number of lockouts, it will be assumed the resident has lost his/her key and the resident will receive notice that a core replacement (lock change) has been requested. The resident will be responsible for the cost of replacing the lock.

ROOM/APARTMENT INSPECTIONS

The University reserves the right to inspect students' rooms as a function of its responsibility to protect the safety and health of all residents and to ensure that University property is maintained.

It is the responsibility of each student to clean and maintain his/her room. All wastepaper and other trash must be properly disposed of in the dumpsters near the building. Littering is not permitted. A charge will be issued to residents who dispose of personal trash in areas that are not designated.

The University official conducting the inspection will provide written documentation noting areas that are acceptable, areas which needed additional work, and areas which were not acceptable.

Residents who receive notice for areas indicating Work Needed, or those that were not acceptable, will

be billed a penalty fee **immediately** for each failed area. These residents will be given a period of twenty-four (24) hours to bring the area(s) to an acceptable level. If the area(s) is/are not brought up to an acceptable level by that time, an additional penalty fee for each failed area will be assessed and the resident will be placed on Housing Probation.

Students who incur multiple billings for failed room inspections may be charged to have a housekeeping staff member address the failing areas and the student may lose housing privileges for non-compliance to the cleaning expectations.

CLOGGED DRAINS AND TOILETS

In the Student Apartments, Hawk Plaza, Hawk Run, Hawks Landing and the Student Residential Complex, clogged drains and toilets are the responsibility of the residents. Paper towels, hygiene wipes (Baby Wipes, Dude Wipes, Flushable Wipes), tampons, and sanitary napkins should not be flushed down the toilet. Maintenance personnel will be provided for serious situations.

In all areas, when it is evident a particular person or group is the cause, a fine will be charged to the negligent individual(s). Additional fees will be assessed based upon the hourly rate of the technicians responsible for repair and cleaning. The amounts charged are subject to increase based upon the frequency and severity of the occurrences

GREASE DISPOSAL

Cooking oils and grease should not be poured in sinks, toilets or on the landing of housing areas. These violations cause tremendous problems to result in sewage backups. When it is evident a particular person or apartment group is the cause, a fine will be charged to the negligent individual(s). Additional fees will be assessed based upon the hourly rate of the technicians responsible for repair and cleaning. The amounts charged are subject to increase based upon the frequency and severity of the occurrences.

EXTERMINATION

The University is not responsible for the presence of bugs, vermins, or insects, and their occurrence will not impact the terms of the Residence Hall Contract. Residents must store all food in tightly sealed metal or plastic containers. The University will provide extermination services for residential communities as needed. If it is evident a particular person or apartment group is the cause for extermination, a fine will be charged to the negligent individual(s). Additional fees will be assessed based upon the hourly rate of the technicians responsible for extermination and cleaning. The amounts charged are subject to increase based upon the frequency and severity of the occurrences

PETS

Absolutely no pets are allowed in any residential community. Residents found maintaining pets are subject to a \$1000 fine and possible immediate termination of the housing contract. Students will be given 24 hours to remove an unauthorized pet. If the student fails to remove the animal the student will be referred to Student Conduct for non-compliance. Information regarding the university comfort/support animal policy is available by visiting the website for [The Office of Institutional Equity and Compliance](#) (OIE).

UNAUTHORIZED GATHERINGS

Unauthorized gatherings are a direct violation of the Housing Contract Policies, Community Standards Agreement, and Code of Student Conduct.

An unauthorized gathering is defined as any group of individuals congregated in or around university housing that includes one or more of the following:

- The presence or consumption of alcohol (in violation of university policy or state law).
- The presence, use, or distribution of illegal drugs or controlled substances.
- The presence or possession of weapons of any kind.
- Acts or threats of violence, disorderly conduct, or any behavior endangering others.
- Loud or disruptive music/noise that violates quiet hours or community standards.
- The presence of non-UMES community members without proper authorization or guest registration.
- Gathering in questionable or unsafe locations, such as stairwells, hallways, rooftops, building entrances, or other restricted areas that create safety hazards or obstruct emergency access.
- Failure to comply with Residential Life staff, university officials, or campus security when directed.

We want to be abundantly clear — Unauthorized gatherings (parties or activities) are NOT ALLOWED on University premises or grounds.

Residents found responsible for unauthorized gatherings are subject to a \$1000 fine and possible immediate termination of the housing contract.

POLICY ON SOCIAL ACTIVITIES AND EVENTS

Approval must be granted in order to assemble groups in designated community spaces for the purpose of social activities and events. Any paraprofessional staff and/or an official of the Office of Residence Life may disassemble social activities and events that occur without granted approval. Students in violation will receive a \$1000 fine and possible immediate termination of the housing contract. Permission to host social activities and events **MUST** be granted in writing by the Director of Residence Life or a designee.

Social activities and events are not permitted in individual rooms/apartments. For reasons of consideration and fire safety, the University restricts the number of total persons in a room or apartment at a time.

Each resident is allowed two visitors in the room/apartment.

Court Plaza, Harford Hall, Murphy Complex, Plaza Hall, University Terrace, and Wicomico Hall: Three (3) persons is the limit in single rooms; Six (6) persons is the limit in a double room.

Clusters (Student Residential Complex), Hawk Run/Urban Living, Hawk's Landing, Hawks Plaza, and Student Apartments: Six (6) persons is the limit in a two-bedroom apartment. Nine (9) persons is the limit in a three-bedroom apartment. Twelve (12) persons is the limit in a four-bedroom apartment. Fifteen (15) persons is the limit in a five-bedroom apartment.

Occupancy exceeding these limits and/or not confined to the room/apartment will be considered an unauthorized gathering. Occupancy cannot spill out into the hallways, stairways, or in front of the building.

RESIDENTIAL SMOKING POLICY

UMES is a smoke free campus and is governed by a smoke free policy as outlined in the Student Code of Conduct. Smoking is prohibited in all UMES residential facilities (including outdoor spaces such as parking lots, Hawks Pointe, Student Apartment Pavilion) and restricted 25 feet from all residential facility entrances, doors, windows, and air intakes.

Due to the inherent safety risks associated with smoking and related paraphernalia, the possession or use of any smoking materials is strictly prohibited within residential facilities. This includes, but is not limited to: lighters, pipes, bong, blunts, clips, scales, rolling papers, syringes, bowls, hollowed-out cigars, vaporizers, hookahs, lighter fluid, and homemade smoking devices.

Students found in violation of the no smoking policy or in possession of prohibited smoking-related items may be assessed a \$500 fire safety violation fee and referred to Student Conduct for disciplinary actions. The prohibited smoking-related items will be confiscated and not returned.

ALCOHOL POLICY

The University of Maryland Eastern Shore abides by Maryland State laws and statutes. Students 21 years of age and older may possess and consume beverages within the privacy of their bedroom or private living area. No drinking is allowed in the common rooms of suites or apartments if anyone under the age of 21 is present; even residents that live there.

However, it is important to note that a student 21 years of age and older sharing a bedroom in a housing assignment with an underage student cannot possess and/or consume alcohol beverages within the privacy of their room or private living area; and moreover, students 21 year of age and older, if sharing a bedroom in a housing assignment with a student under 21, may not store/house alcohol beverages in said living area. Students in violation of this policy will be referred to Student Conduct. Students with multiple alcohol violations may be subject to termination of the housing contract.

Residents who are under 21 years of age are not allowed to host guests with alcohol regardless of the guest's age. Non-UMES students and UMES students living off-campus are not allowed to bring alcohol into residential facilities.

The Office of Residence Life staff reserves the right to stop people from bringing alcohol into the building(s).

Alcohol is not permitted or allowed to be stored in common areas of residence halls, including bathrooms, kitchens, balconies/porches, lounges, living rooms, and laundry rooms.

To ensure safety and security, University personnel may require students and their guests to open backpacks, bags, coolers, and other containers when entering a residence hall. This measure is intended to prevent unauthorized or prohibited items from being brought inside. Cooperation with staff requests is expected and appreciated. Residents and their guests may be denied entry if they refuse to comply.

Any alcohol found in violation of University policy will be confiscated by staff and discarded. Alcohol consumption is prohibited in public areas such as community spaces, hallways, lounges, apartment

balconies/porches, and outdoor spaces. Additionally, students are not permitted to possess kegs or any large-volume alcohol containers beyond standard common-source containers. The construction or possession of tables used for alcohol-related games—such as beer pong, flip cup, card games, or quarters—is also prohibited.

Alcohol Policy Violations Fines and Penalties (per Code of Student Conduct)

First Violation: Mandated to the ATOD Prevention Center to complete BASICS (Brief Alcohol Screening Intervention for College Students and parental notification for underage violators).
Policy Violation Fine: \$100 and BASICS Fee: \$100.

Second Violation: Referred to off campus Substance Abuse Treatment Program, student placed on probation for one academic semester, Policy Violation Fine: \$150 Off Campus Substance Abuse Treatment Program: Agency determines fee/pay.

Third Violation: Conduct Hearing. Potential removal from Campus Housing and/or suspension from the University. Policy Violation Fine: \$200.

See student handbook or [Code of Conduct](#) for full policy

VISITATION

Visitation begins ONLY with an official written notification from the Office of Residence Life.

The Office of Residence Life has established traditional hall and upperclassmen housing visitation hours for the purpose of maintaining an environment conducive to the successful academic and social development of all students who take advantage of the experience of residing on campus or in University supported off-campus housing. An official visitation policy is specifically implemented to offer support to the opportunity of remedy for residents who may become exposed to unwanted or the prolonged presence of visitors.

GENERAL GUIDELINES

All assigned occupants of a room or suite with visitors of whom he/she is uncomfortable should report concerns immediately to the community's Area Director or Community Manager. Visitation periods in all housing areas may be modified by the managing Area Director or Community Manager with approval from the Director of Residence Life or designee.

Visitation in traditional residence halls requires a guest registration process including the presentation of valid student ID or state-issued ID and following all related policies implemented for the community.

VISITATION POLICY

Guests (including family members) are defined as anyone who visits a campus resident who does not have a current Residence Hall Contract:

- Individuals are allowed GUESTS (anyone not assigned to the designated space) only between the hours of allowed visitation periods for traditional halls and upperclassmen housing
- Residents are not allowed to host overnight guests in any of our residential communities
- Residents are responsible for ensuring their guests/visitors are properly registered by stopping at the front desk to sign in and sign out (regardless of gender)
- Residents who fail to register guests are subject to disciplinary action
- Residents must sign the Guidelines for Visitation outlining his/her responsibility as a guest host

prior to hosting a guest

- Visitation must be approved in writing by the Office of Residence Life and may be adjusted, suspended, or revoked at any time—for an individual resident, a residential community, or in its entirety without prior notice.

HOST RESPONSIBILITY

- Hosts are responsible for the actions of their guests and to ensure guests, or visitors' compliance with University regulations.
- Hosts must be sure that the guest or visitor for whom they take responsibility is in fact their guest or visitor.
- Hosts must inform guests and visitors that should circumstances and/or incidents arise in which their guest is in violation of laws or University policies, the guest can be held liable for civil action. Should the host not make every reasonable effort to ensure the guest compliance with University and/or residence hall policies and regulations, the host may be subject to disciplinary action
- Hosts may be charged a penalty for any guest unauthorized access in the residential community and may be subject to disciplinary action up to termination of the host housing contract

NON-UMES VISITOR RESPONSIBILITIES

Visitors must abide by all community rules and regulations while in the residential communities. It is the responsibility of visitors to familiarize themselves with residential community rules and regulations through their hosts.

Visitors who violate the residential community rules and regulations are subject to trespass from all residential facilities. No visitor may establish residency in a residential community.

MINOR GUEST AND CHILDREN

Minor guests and children under the age of 18 are not permitted to visit residential communities without a parent or legal guardian and valid photo ID to register.

This policy is in place to prevent residents from bringing or housing minors due to potential risks of injury or liability concerns. If a resident is found with an unapproved minor in their room, the resident may be subject to disciplinary action. Repeated violations may also result in the loss of on-campus housing privileges.

UPPERCLASSMEN HOUSING VISITATION

In all instances, visitors—regardless of gender—may not enter a unit to which they are not assigned or authorized by the Office of Residence Life before approved visitation hours, nor remain in such a unit beyond those hours. Legal occupants of the suite are encouraged to report abuses and the unacceptable regularity of the same person who is unwanted as a visitor.

TRADITIONAL HALL VISITATION POLICY

The following visitation policies apply without regard to gender:

- In all instances, visitors—regardless of gender—may not enter a building to which they are not assigned or authorized by the Office of Residence Life before approved visitation hours, nor remain in such a building beyond those hours.

- Residents must meet all guests/visitors at the building entrance. Staff will not open the building entrance for guests/visitors.
- No more than two (2) guests/visitors are permitted in the building per resident at a time.
- All guests/visitors must present a valid student ID or state-issued ID. Guests/visitors without proper identification will not be permitted to visit.
- Residents are responsible for ensuring their guests/visitors are properly registered by stopping at the front desk to sign in and sign out (regardless of gender).
- Guests/visitors must sign out each and every time they leave the building (regardless of gender).
- Residents are responsible for their guests/visitors at all times. If guests/visitors fail to comply with community rules, they will be asked to leave, and the resident host may face penalties.
- Residents are only allowed to sign in their guests/visitors and are strictly prohibited from signing guests for other residents.
- Visitation is in the inter-room only. This means guests/visitors must be entertained in the room assigned to the resident host who checked them in.
- Under no circumstances may guests/visitors walk the halls or be in community areas without their resident host present. Violators will be sanctioned accordingly, as this impacts the safety and security of the community.
- Residents wishing to host a group event (more than two residents and/or non-residents in community/common areas) must contact the Area Director or Community Manager at least 48 hours in advance for approval.
- Roommates/suitemates must determine acceptable visitation arrangements within the room/suite during official visitation hours. If a resident's guest(s)/visitor(s) create issues within the room/suite, those guests/visitors may be prohibited from the community, and the resident may lose visitation privileges.
- Residents must have overnight guests approved in advance by the Area Director or Community Manager. Overnight guests must be at least 18 years old and same sex. An overnight guest is defined as any individual not assigned to the room by the Office of Residence Life.
- Residents or suites who host guests/visitors during community quiet hours and incur three (3) or more noise violations will lose visitation privileges.

Violators will be sanctioned accordingly as this impacts the safety and security of the community for all residents. Residents who wish to have a group event (more than 2 visitors or non-residents in community areas ONLY) should contact the Area Director or Community Manager at least 5 business days in advance of the proposed event for approval.

Failure to adhere to these guidelines may result in loss of visitation. Visitation violations may also be sanctioned with penalty fees assessed to the host. The host may also receive a penalty fee for violations of policy committed by their visitor. Furthermore, depending on the severity of the violation, further sanctions as allowed by the Office of Residence Life Housing Contract and the University Code of Conduct may be issued. Questions regarding the above guidelines should be immediately addressed to the Area Director or Community Manager. This policy is subject to change. Any changes will be communicated by the Office of Residence Life.

HOUSING CONTRACT GLOSSARY

- Housing Contract – A binding agreement between the student and university for on-campus housing.
- Housing Deposit – A non-refundable \$300 deposit securing housing.

- Breach of Contract Fee – A \$500 charge for canceling housing after the deadline or failing to check in.
- Release from Housing Request – Required form to cancel housing.
- Proration – Adjusted housing charges based on the time lived in the residence hall.

Eligibility & Assignment

- Full-Time Student Requirement – Must be enrolled in at least 12 credit hours.
- Housing Assignment – Placement in a room/space based on availability and eligibility.
- Assigned Space – A specific room or unit in a residential community designated for use by individual eligible students who have completed a housing contract (not guaranteed permanently).
- Consolidation – Process of reassigning students to maximize occupancy.
- Unauthorized Room Occupancy – Living in a space without approval.

Check-In / Check-Out

- Check-In Process – Official procedure to move into housing and receive keys.
- Room Condition Report (RCR) – Document used to record room condition at move-in/out.
- Improper Check-In – Failure to follow check-in procedures, resulting in a fee.
- Check-Out Process – Required steps to vacate housing properly.
- Improper Check-Out – Failure to follow checkout procedures (fees apply).

Financial Terms

- Financial Standing – Refers to the students account status as maintained by the Office of Student Accounts. Students whose accounts are not in good financial standing may face termination of the housing contract.
- Penalty Fee – Charges for violations (e.g., improper checkout, damages).
- Collective Billing – Charges shared among residents when no individual is identified.
- Charge Reversal Request – Formal appeal to dispute a housing charge.

Facilities & Maintenance

- Facilities Care Responsibility – Resident duty to maintain cleanliness and report issues.
- Work Order / Repairs – Maintenance requests handled by university staff.
- Room Inspection – Periodic checks for cleanliness and safety.
- Common Areas – Shared spaces like lounges, hallways, and bathrooms.

Policies

- Emotional Support Animal (ESA) – Approved animal for accommodation (requires authorization).
- Pet Policy – No pets allowed (except approved ESAs).
- Smoking Policy – Smoke-free campus regulations.

- Alcohol Policy – Rules for possession and consumption of alcohol.