I. GENERAL INFORMATION
A. INTRODUCTION: Residence Hall Regulations are intended to safeguard the rights of all residents of Muhlenberg College’s residence halls. Residence hall regulations exist as both rights and responsibilities that are shared equally by each person who resides in those common areas. In applying for room and board, the leaseholder understands he is leasing a space in Muhlenberg College’s residence halls for the Academic Year. The College reserves the right to charge on a per diem basis. For the Fall semester, all regulations, rules and orders established now and later by Muhlenberg College, including those in the current catalog, Student Policy and Information Guide, and residence hall regulations, apply.

B. INFORMATION: Residents are responsible for all materials published or distributed by the Office of Residential Services.

C. CHANGES: Room and Board Regulations are subject to change as necessary.

II. REGULATIONS
A. MANAGEMENT: The Student Policy and Information Guide set forth the policies and procedures to be adhered to by the Regulations of Muhlenberg College and particularly those listed in the College’s Landlord and Student Policy and Information Guide.

B. II. PERTAINING PRIMARILY TO OCCUPANCY
A. TERMS OF LEASE
1. All student leases (summer semester excluded) run during the academic year. The dates of your lease are from August 26, 2016 through May 13, 2017 (for seniors) or through May 1, 2017 (for upper-class students) to December 17, 2016 and from January 15, 2017 through May 13, 2017 (for upper-class students). Please refer to the Sales and Solicitation Policy in the Student Policy and Information Guide

2. The College will not be responsible for charges to students who do not submit the required application to the Office of Residential Services. Students approved to occupy the residence halls during the second semester must submit their applications by October 15, 2016.

B. OCCUPANCY
1. The College reserves all rights in accordance to the assignment of rooms in residence halls. Any student who wishes to reside in a residence hall should file the Application to Live Off-Campus. Muhlenberg College reserves the right to allocate rooms to students other than those normally assigned to that area when it cannot be determined which individuals are responsible for the damage or loss. The student with the best lottery number must select the room and may not lose privileges, including grade reports, official transcripts, room selection, graduation, and/or eligibility in athletic programs and consequently, the College reserves the right to allocate the room to any student who requests to commute. All original college furniture must remain in the room at all times and may not be relocated at the discretion of the Office of Residential Services.

C. ASSIGNMENTS
1. First- and second-year students are required to live on-campus or commute from the student's home or guardian's home. Students may not reside in any College Housing by a student who lives off-campus. Students who live off-campus are required to submit their official off-campus address to the Office of Residential Services. Filing an application does not guarantee approval. Students approved to occupy the residence halls during the second semester must submit their applications by October 15, 2016.

D. CHANGES
1. Junior and Senior students can choose their assignment through the housing lottery, which occurs in the Spring semester prior to this contract. Upper-class students may also commute from the home of a parent or guardian and requests to commute should be filed in accordance to the Commuter Program. Students who live off-campus or in a single room off-campus must come from the home of a parent or guardian and requests to commute should be filed in accordance to the Commuter Program. Students who live off-campus or in a single room off-campus must come from the home of a parent or guardian and requests to commute should be filed in accordance to the Commuter Program. Students who live off-campus or in a single room off-campus must come from the home of a parent or guardian and requests to commute should be filed in accordance to the Commuter Program.

E. MILE LOTTERY
1. The College reserves the right to house students other than those normally assigned to that particular space. Students approved to occupy the residence halls during the second semester will be charged on a per diem basis. For the Fall semester, all regulations, rules and orders established now and later by Muhlenberg College, including those in the current catalog, Student Policy and Information Guide, and residence hall regulations, apply.

F. OFF CAMPUS POLICY
1. Students living off-campus are required to live off-campus or in a single room off-campus. Students approved to occupy the residence halls during the second semester must submit their applications by October 15, 2016.

G. INTRODUCTION
1. A Key Holder is any student who lives off-campus and is responsible for the condition and cleanliness of a College Housing unit. The College reserves the right to have students vacate their rooms during all break periods. REGULATIONS FOR RESIDENCE HALLS FOR THE FIRST SEMESTER ARE AUTOMATICALLY OBLIGATED FOR THE SECOND SEMESTER CHARGE. (Students who are studying abroad or in Washington, DC are not obligated to pay this charge.)

2. Rooms must be vacated by students within 24 hours following their last scheduled examination, or by 10 A.M. on the day following the last scheduled final examination of the semester, whichever comes first. The College reserves the right to retain the deposit for any items on the end of year inventory list that are not in good condition. Seniors remaining on campus through Commencement may be relocated at the discretion of the Office of Residential Services. D. OCCUPANCY
1. The College reserves all rights in accordance to the assignment of rooms in residence halls. Any student who wishes to reside in a residence hall should file the Application to Live Off-Campus. Muhlenberg College reserves the right to assign students to residence halls or on campus. Such items are subject to confiscation and the bearer to assume responsibility. RECRAFERS AND MICROWAVES
1. Microfridges may not be stored in common areas. Students approved to occupy the residence halls during the second semester will be charged on a per diem basis. For the Fall semester, all regulations, rules and orders established now and later by Muhlenberg College, including those in the current catalog, Student Policy and Information Guide, and residence hall regulations, apply.

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FIRE SAFETY RULES AND REGULATIONS

A. FIRE ALARMS AND EQUIPMENT

1. Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, thereby properly authorities of any potential fire and safety hazards, and promptly report any fire.

2. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.

3. False alarms are serious hazards and are subject to penalties as determined by the Office of Residential Services, Campus Safety and/or Plant Operations.

B. FIRE PREVENTION

1. Persons are expected to evacuate the building when a fire alarm is activated.

2. The Office of Campus Safety shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations.

3. Alarm systems shall not be tampered with or tested by unauthorized persons.

4. Fire drill procedures include the requirement for all resident students to become familiar with the location of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. The Office of Residential Services is responsible for the procedure for each student’s building.

5. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.

6. Any additional lighting (i.e. Christmas lights) must be UL approved with proper electrical appliances and remove them.

7. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.

III. FIRE PREVENTION

1. All residence halls are equipped with fire alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, and student installed electric heaters may not be used in the residence halls.

2. Fire equipment includes (but is not necessarily limited to) fire bells, pull stations, fire alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, smoke alarms, equipment cases, and electrical panels.

3. Students face fines and disciplinary action for needlessly tampering with, discharging, stealing, or improper use of fire alarms and equipment.

4. Students who tamper with fire alarms and/or equipment cannot be identified, individuals residing within the section will be billed the cost of the entire fire prevention. In accordance with the College damage assessment procedures.

5. Students who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Allentown in addition to College disciplinary action, fines, and/or reassignment.

6. The College reserves the right to issue other sanctions ranging from fines to expulsion.

7. Failure to evacuate during a building fire may result in disciplinary action and/or fines.

C. FIRE DRILLS AND SAFETY INSPECTIONS

1. All persons must evacuate the building when a fire alarm is activated.

2. The Office of Campus Safety shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations.

3. Alarm systems shall not be tampered with or tested by unauthorized persons.

4. Fire drill procedures include the requirement for all resident students to become familiar with the location of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. The Office of Residential Services is responsible for the procedure for each student’s building.

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