I. GENERAL INFORMATION

A. INTRODUCTION: Residential Hall Regulations are intended to safeguard the rights of all residents and college students to enjoy the highest degree of personal freedom and privacy. In applying for room and board, the lease understander is leasing a space in Mahlenberg College during the Academic Year. The terms and conditions of this lease, as well as the rules and regulations, apply to any person occupying residential hall and are enforceable against any person occupying residential hall.

B. INFORMATION: Residents are responsible for all materials published or distributed by the Office of Residential Services. Residents are responsible for periodically reviewing and being aware of changes.

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

II. REGULATIONS GOVERNING THE BOARD AND ROOM 

A. PERTAINING TO PRIVACY OR OCCUPANCY

1. TERMS OF LEASE

I. All student leases (summer session excluded) run during the academic year. The dates of your lease run from August 26, 2016 to May 21, 2017 for first year students and new residents (for up-class students) to December 17, 2016 and from January 15, 2017 to May 21, 2017 for all remaining students.

2. Room and board charges are prorated on a daily basis. Students approved to move off campus are responsible for any damage or theft of College property to the Office of Residential Services. Payment for damage to a residence hall and return key(s) and student ID to the Office of Residential Services if the pieces are returned. Failure to check out properly will result in a fine assessed after the time of departure. The leasee agrees that the College reserves the right to remove the property of residents or living areas, may subject the individuals responsible to fines and/or College judicial proceeding, a search in the presence of the College judicial proceeding, a search in the presence of a College employee or third party, preferably a professional staff person from Residential Services or his/her designee, shall be conducted of exigent circumstances.

II. ROOM AND BOARD REGISTRATION

A. REGISTERED STUDENTS CONTRACTING FOR RESIDENCE HALL ROOMS

1. First- and second-year students are required to live on campus or commute from home, and are not permitted to move off campus until a formal disciplinary hearing/adjudication occurs.

B. Students are responsible for all materials published or distributed by the College. If a search is being made in order to conduct a search in the presence of the College employee or third party, preferably a professional staff person from Residential Services or his/her designee, shall be conducted

C. Rooms that are unoccupied or vacated during the academic year due to loss or damage of, inhaling from, exhaling the smoke or vapor from, or the possession of a lighted cigarette, cigar, pipe or any other matter or substance which constitutes a fire hazard. Any third party, preferably a professional staff person from Residential Services or his/her designee, shall be conducted

D. Students are responsible to comply with the Student Policy and Information Guide when using residence halls.

E. All smokers are expected to report promptly any damage, fire or smoke detector, or other fire alarm that occurs in the residence halls or campus areas.

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G. Students who drop below full time status during the academic year, must request permission for a space in College Housing by a student who lives off campus, must submit an Application To Live Off-Campus. A new student registration is required which includes the Office of Residential Services.

H. Students are required to comply with the Student Policy and Information Guide when using residence halls.

I. Students who smoke, use tobacco products, or otherwise use or possess any fire suppressant device, shall be subject to fine or College judicial proceeding, a search in the presence of a College employee or third party, preferably a professional staff person from Residential Services or his/her designee, shall be conducted during the academic year due to loss or damage of, inhaling from, exhaling the smoke or vapor from, or the possession of a lighted cigarette, cigar, pipe or any other matter or substance which constitutes a fire hazard. Any third party, preferably a professional staff person from Residential Services or his/her designee, shall be conducted

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IV. PERTAINING PRIMARILY TO SECURITY

A. KEY:
1. Unauthorized possession, alteration, or defacement of any key and the illegal entry of any room in College Housing by any means is strictly prohibited and may result in disciplinary action up to and including expulsion from the College.
2. Unauthorized entry or permission unauthorized entry into residence halls is a violation of the Residence Hall Contract and may result in disciplinary action.

B. MASTER KEYS:
1. Heads Residents, Resident Advisors and Residential Services Student Employees are the only students authorized to hold and use master keys. Unauthorized possession or use of master keys may subject students to disciplinary action.

C. EXTERIOR DOORS:
1. All residence halls are locked 24 hours a day.
2. Campus Housing does not recommend installing an extra deadbolt on the front door.
3. All locks in residence halls are equipped with deadbolts. A master key is required for the deadbolts.
4. Doors must be kept securely closed at all times. Any student found violating the above may be subject to disciplinary action.

E. LOCKS:
1. Lost keys must be promptly reported to the Office of Residential Services.
2. Upon notification of a lost room key, the lock will be changed and the student responsible will be charged for the cost of the lock core(s) and issuance of keys to all residents. All lock and key charges will be invoiced on student accounts. Lock changes vary depending on location. The standard charge for a room is $75.00 plus $20.00 per key.
3. For security reasons, affected residents will be locked out of the entire building at the expense of the responsible student.
4. Loss of keys in Benefits units, Village apartments, MILE Housing, or Village doubles may result in changing all the affected cores on the unit system at the expense of the responsible student.
5. Students will normally be charged for all replacement locks and key changes unless it is determined by the College Locksmith that the breakage was the result of manipulation of the lock.
6. Students are not permitted to allow another individual to use their key(s). A student who allows another individual to use their keys may be subject to disciplinary action.

F. BROADSIDE OR KEYS:
1. Broken or bent keys must be returned to the Office of Residential Services to Obtain a new key.
2. Students not returning broken or bent keys will be charged for a lock change as noted above in section E.8.

G. LOCK-OUTS:
1. During office hours students locked out of their rooms may go to the Office of Residential Services to Obtain a duplicate key at the expense of the responsible student. Duplicate keys must be returned in 24 hours or a lock change will be invoiced to the student and the student will be issued the standard lock change charges. Head Residents and Resident Advisors are also available to assist students with lock-outs and may also charge for this service.
2. The money collected for this service will go towards programming and staff development in the Office of Residential Services.

H. KEY COLLECTION:
Check-out: All keys must be returned to the Office of Residential Services before the last day of regular classes. If lost, students must report the loss to the Office of Residential Services within 24 hours. Students not returning keys will be charged for the cost of the lock core(s) and issuance of keys to all residents. Lost keys must be promptly replaced. Check-in: All students moving into residence halls must report to the Office of Residential Services to Obtain new keys.

V. FIRE SAFETY RULES AND REGULATIONS

A. FIRE ALARMS AND EQUIPMENT
1. Fire alarm systems are installed for your protection only as a precaution against fire. Use only as necessary in the case of fire. In case of fire, students are responsible for operating alarm systems and assisting others when necessary.
2. Fire alarm equipment includes (but is not necessarily limited to) fire bells, pull stations, alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, emergency elevators, and electrical panels.
3. Students face fines and disciplinary action for needlessly tampering with, interfering with, or using fire alarms and equipment.
4. When the person responsible for tampering with fire alarms and equipment cannot be identified, individuals residing within the section will be billed the cost of the entire fire protection maintenance charges in accordance with the College’s damage assessment procedures.
5. Students who tamper with fire alarms and equipment are subject to arrest and prosecution by the City of Allentown in addition to disciplinary action.
6. The College reserves the right to issue other sanctions ranging from fines up to $300 to expulsion.
7. Failure to heed a building during a fire alarm may result in disciplinary action and/or fines up to $300.

B. FIRE PREVENTION
1. Students are expected to be alert at all times to the hazards and dangers of fire in their area and to follow all applicable laws, rules, and regulations. Students are required to follow the fire safety instructions and proper precautions must be taken to prevent fire, notify authorities of any potential fire and fire hazards, and promptly report a fire.
2. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.
3. Students are responsible for keeping spacecraft, closets, and windows with sound directed outside. Further, any loud noises or music which unduly disturbs the peace of the College community when reported to Campus Safety, Residential Services staff, Dean of Students Office, or any other representative of Muhlenberg College may result in disciplinary action.
4. All Cleanup MUST BE CONFUSED TO DESIGNED CLEANING AREA.
5. Students may not use decorations that do not comply with the fire regulations.
6. Unauthorized entry or permitting unauthorized entry into any residence hall is prohibited from entering restricted areas.
7. Unauthorized possession, alteration, or defacement of any key, lock, or fire alarm system may subject students to disciplinary action.
8. Dormitory residents are not permitted to have pets, except harmless fish, on the premises.
9. Students are not permitted to have pets, except harmless fish, on the premises.
10. Student interference with service may result in disciplinary action and fines.
11. Students are not permitted to have pets, except harmless fish, on the premises.
12. Failure to follow this policy is a violation of the residence hall contract and may result in disciplinary action.
13. Stereo speakers or amplification devices should not be placed in windows with sound directed outside. Further, any loud noises or music which unduly disturbs the peace of the College community when reported to Campus Safety, Residential Services staff, Dean of Students Office, or any other representative of Muhlenberg College may result in disciplinary action.

C. FIRE DRILLS AND SAFETY INSPECTIONS:
1. All dormitory residents are required to participate in fire drills. Students not participating in fire drills will be fined.
2. Fire drills are conducted in compliance with local and state fire safety regulations.
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6. Students may not tamper with, test, or otherwise impair fire protection equipment.
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RATES FOR THE 2017 - 2018 ACADEMIC YEAR:

Benner, Brown, East, Martin Luther $462.00 per year
Princeton, Walz
Kathryn P. Taylor Hall, 2201 Chew, Village doubles $250.00
Elizabeth Hall, 2501 Chew, Village doubles $250.00
Milestone Hall, 2001 West, Village doubles $250.00

Single Room in traditional buildings
699.00 per year

Roberson and South Halls, MILE property singles $820.00 per year
Includes Village singles

*All room rates include campus network and cable TV charges

OFFICE OF RESIDENTIAL SERVICES

COLLEGE HOUSING REGULATIONS AND LEASE ACADEMIC YEAR 2016 - 2017, SUMMER 2016