

LIFE[®]
University

Housing and
Residence Life

DIVISION OF STUDENT AFFAIRS



Life University Community Living Standards 2022-2023



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Welcome to the University Housing Community

Welcome to Life University, Running Eagles! The Housing and Residence Life staff is beyond excited to welcome you home. We encourage you to explore all things that LU has to offer on-campus. We have a fun variety of events and programs on-campus to get you ready for your first day of classes, meet and greet your fellow peers and much more.

Being a part of a residential community is extremely exciting! You will meet people who are similar and different from you. We encourage you to thrive while meeting people through the diversity of appearance, expectations, and beliefs. We want to create an environment where everyone feels included.

This is an exciting time at Life University. We are pleased to offer these facilities to our students and are looking forward to creating a unique educational living experience for our residents. If convenience, security, and an outstanding socio-educational atmosphere are your goals, we are sure you will enjoy living on campus.

We are committed to providing resources to our residents along with, keeping you informed with on-campus deadlines and activities and providing an exciting place to call "home". It's an exciting time at Life University and we are honored that you choose to be a part of our living community.

The Community Living Guide includes, Housing policies and procedures, Community Living Standards and other key resources that we offer.

Mission of Housing and Residence Life

The mission of Housing and Residence Life is to create a safe and inclusive community where residential students feel at home. Housing and Residence Life will provide intentional, innovative, and holistic programs based on the principles of Lasting Purpose.

Community Safety and Success

Professional Staff: Residence Life Coordinators (RLCs)

Residence Life Coordinators (RLCs) are full-time professionals who live and work within the residential student communities. RLCs are responsible for all residential community operations and serve residents through careful selection, training, and supervision of the Resident Assistants (RAs). They also coordinate and approve room changes, oversee health and safety inspections, and serve as hearing officers for cases involving allegations of violations of the Code of Student Conduct and the Community Living Guide. Each RLC has an office in their community, and there is one RLC on call 24 hours a day for crisis response.

Student Staff: Resident Assistants (RAs)

Resident Assistants (RAs) are Undergraduate, Graduate or Doctor of Chiropractic students who serve as live-in peer leaders and role models. Each RA is assigned to a wing/floor in a building and oversees the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience. They answer questions about the campus and residential facilities; help residents with community, personal, and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce University policies. There is an RA on call in each community from 5 p.m. to 9 a.m. and 24 hours a day on the weekends; the on-call number is posted throughout each residence hall for emergency use.

Student Staff: Community Assistants (CAs)

The Housing Community Assistants (CA) work in conjunction with other Housing and Residence Life (HRL) team members to provide information, answer questions, and to promote a secure and safe environment for all residents. Community Assistants (CA) work to create an inclusive on-campus housing environment that promotes personal development, involvement, and leadership. CAs serve as a resource for students in their community and as a role model at Life University.

Residence Hall Association

The Residence Hall Association (RHA) is a student registered organization at Life University. RHA will organize and host community wide programs while being an advocate for all residential students. Every resident is automatically a member. Members who are elected to the executive board will work with professional staff advisers. RHA meets weekly and organizes large-scale programs, educational initiatives and works to recognize its members and community throughout the academic year. RHA is the perfect organization for residents who have great ideas to share or want to assume a leadership role within their residential community.

Maintenance and Custodial Staff

The full-time staff members who make up the maintenance and custodial teams provide safe, clean, and comfortable residential facilities. In addition to maintaining and cleaning the common areas in each of our residence halls, the maintenance and custodial teams respond to maintenance requests submitted via the Housing and Residence Life portal— when damages or items in disrepair are identified in your assigned room space. These staff members also complete preventative maintenance and respond to emergencies.

Housing and Residence Life Portal

Your Housing and Residence Life portal is your gateway to all things housing and meal plans at Life University, and it will allow you to do all the following:

- Complete a housing application.
- Check the status of or cancel your housing application.
- Submit roommate requests and communicate with roommates.
- Select a meal plan.
- Request a room change during designated time periods.
- Review the check-in condition of your room (Room Condition Report).
- Submit maintenance/custodial requests.

Personal Property and Liability Protection

The University and Housing and Residence Life do not assume any liability for loss, theft, or damage to the personal property of residents in any University Housing location, including parking lots.

Residents are strongly encouraged to maintain appropriate insurance coverage on all personal property, including automobiles. We highly recommend that students get coverage under a parent or guardians' homeowner/renter's insurance policy. If unable to do so, please visit National Student Services, Inc. for more information on College Student Property Insurance.

The Community Living Standards

Housing and Residence Life is an integral part of the Life University academic community and, in many respects, the greater residential community. We are committed to providing an environment conducive to the educational, psychological, and social development of our residents.

We foster this environment by promoting respect for the individual and the community as a whole. All of the Housing and Residence Life Community-residents, staff, and visitors-act in a way that illustrates respect and consideration for all those around them. Additionally, all students at Life University are required to abide by the Statement of Student Rights and Responsibilities (the "Statement").

Life University and Housing and Residence Life believe very strongly that each member of the University Community must take ownership of the Statement and the CLS. Supporting and defending these standards means that students must accept them and act in good faith to see that all members of the community adhere to them. Community members are expected to report violations of the Statement and the CLS, whenever and wherever they may occur. Community members must also act

in good faith at all times to ensure that they and others are not placed in situations that contradict the spirit or letter of these standards.

Residents who choose to act in ways that violate the Statement and the CLS will be subject to the Student Conduct process. Non-resident students who engage in inappropriate behavior in Life University facilities may be referred to the Office of Student Conduct.

Rights and Responsibilities

- The right to study, read, relax, and sleep without measurable interference, noise, or distractions, and the responsibility to help others have these rights.
- The right to feel safe in the residence halls and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one's privacy and the responsibility to respect the privacy of others.
- The right to have respect shown for one's personal property and the responsibility to respect other's personal property as well as community property.
- The right to have visitors within the housing unit in accordance with policy and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm and the
- responsibility to ensure this right for others.
- The right to a clean-living environment and the responsibility to help keep it clean.
- The right to maintain one's personal beliefs and values and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual's rights end when exercising those rights infringes on others. The housing facilities at Life University are places for fun but are also places for study. In keeping with the mission of Life University, housing facilities must have an atmosphere conducive to academic development. Residents whose behavior violates the rights of other members of the community may be subject to disciplinary action and removal from the residence halls.

Living with a Roommate

Fundamentals to a successful roommate situation:

- Get to know each other. Take time to learn more about your roommate and the things they enjoy.
- Learn to communicate effectively with one another. Tell each other what is and is not OK. Be honest!
- Establish guidelines. At the beginning of the year, decide the ground rules each of you can live by (i.e., sleep and study schedules, guests, etc.).
- Respect each other's privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the room appears to get smaller, and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing a room involves give and take on each side.
- Be considerate, reasonable, and flexible.

- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
- Share responsibilities with your roommate and be accountable for your actions.

Roommate Relationships

Housing and Residence Life stresses positive, assertive, and caring communication when working to resolve a roommate conflict no matter how large or small. Such communication will ensure that you are clearly stating your intentions and needs. It also ensures that the person you are communicating with feels they have the room to also assert their needs and intentions. Remember there can be a solution for all situations or conflicts, and it is vital that all parties remain flexible and as objective as possible throughout the conflict.

One useful tool in conflict resolution is the use of “I” statements. “I” statements help create a message that is not offensive while specifically identifying your concerns, how they impact you, and what your roommate might do to resolve the problem. An example of the proper use of an “I” statement is:

- I feel angry when you turn on the overhead light when I am sleeping. Please use the lamp if you need light while I am sleeping.
- I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.

By adding a statement about what you will do to reflect your own expectations or make it easier for your roommate to live up to your expectation is also important. You might amend the above examples by saying:

- I know that I have a sleep schedule much different than yours and I will try and sleep at more regular hours when I can.
- I haven’t always put my things away either, and I will make an effort to do this every time if you will.

Such additions show that you are willing to help resolve the conflict and acknowledge that the fault is not entirely with the other person.

Critical to conflict resolution is the art of listening. Listening, like any other skill or talent, must be honed with practice and commitment. Your RA can work with you to practice this skill. Since we know that much of listening (and more importantly, letting the other person know they are being heard) is nonverbal, remember the SOLER acronym and you may be a more successful listener:

S - square up to the speaker

O - open body posture

L - lean in

E - eye contact

R - relax

If you use these tips, remain flexible with yourself and your roommates, and set realistic expectations, you are certain to be more successful than those who try to put their heads down and ignore a problem. Remember that your RA is always available if you take the time to ask for help.

Roommate and Cleaning Agreements

If you are experiencing roommate issues, please contact your RA. The RA will request that you and your roommate/suitemate develops a roommate agreement based on your living style preference. The RA will mediate the conversations between you and your roommate/suitemate. This document will be a guideline to help you and your roommate/suitemate be comfortable in your living environment. You and your roommate/suitemate will be required to sign the roommate agreement document. Should you or your roommate/suitemate continue to break the agreement, you may be sent to Student Conduct.

Personal Property

Transitioning to living within an on-campus residential community will impact the personal property that residents are permitted to use and possess. Some everyday items that are used off-campus may present a safety concern, or disruption of, on-campus facilities. If you have any questions about a personal item you would like to bring into a residential community, please first inquire with your RLC. The lists below are not intended to be exhaustive.

Permitted items in The Commons:

- Computers/laptops
- Desk lamps
- Game consoles
- Hair dryers
- Iron (must be used with ironing board)
- Microwaves (UL approved/<1000 Watts)
- Refrigerators (UL approved/max. 2.9 cubic feet)
- Surge protector strip
- TV and audio/video equipment (TV not permitted to be mounted on wall)

Prohibited items in The Commons:

- Appliances with open heating elements
- Candles, incense, and candle/wax warmers
- Chest freezers
- Decorative alcohol containers
- Deep fryers
- Conventional oven
- Crockpot
- George Foreman (or similar appliances)
- Electric blankets/electric mattress pads
- Electric heaters
- Electric woks
- Grills (charcoal and gas)
- Halogen lights/lamps
- Neon lights, black lights, string lights or lava lamps
- Portable dish/clothes washer
- Toasters/toaster ovens
- Two-wheeled electric-powered scooters (i.e., Hoverboards)
- Upholstered furniture (e.g., couches, futons, chairs, bean bags, etc.)
- Dart Board

Permitted items in Life Village Retreat:

(Apartment Kitchens ONLY)

- Coffee makers
- Crock pots
- Electric grills (e.g., George Foreman)
- Induction cooking surface (e.g., NuWave)
- Rice cookers
- Sandwich makers
- Tea boiler/kettle

Prohibited items in Life Village Retreat:

- Candles and incenses
- Chest freezers
- Electric blankets/electric mattress pads
- Electric heaters
- Grills (charcoal and gas)
- Halogen lights/lamps
- Neon lights, black lights, string lights or lava lamps
- Portable dish/clothes washer
- Two-wheeled electric-powered scooters (e.g., Hoverboards)
- Upholstered furniture (e.g., couches, futons, chairs, bean bags, etc.)
- Dart Board

Services and Administrative Information

ACCESS CONTROL

Electronic Access

All of our exterior and room/apartment doors are secured electronically. Residents living in our residence halls with electronic access doors will have access granted on their Student ID Card. Due to this access, residents must report their card as lost or stolen immediately for safety and security. Report it by emailing CardServices@LIFE.edu.

Keys

All residents of Life's Village Retreat receive keys and electronic access via their Student ID Card during the check-in process and occupancy begins upon receipt of one's key. Keys are issued to provide residents with 24-hour access to their assigned space when University-operated residences are open and to allow all residents to secure their belongings and themselves at all times. Housing and Residence Life communities are only as safe as we make them together. While Housing and Residence Life provides access and security, it is always the responsibility of each resident to use keys and Student ID Cards appropriately and to keep these items with them. Residents are prohibited from copying keys.

Lock Outs

If a resident is locked out of a room, during business hours, they must contact the Housing and Residence Life office (770.419.5554 or housing@LIFE.edu) to be let into their room. After business hours (5:00pm to 9:00am), you must contact the

Resident Assistant on Duty of your residence hall. Below is a chart indicating lockout fees:

LIFE Village Retreat	1 st : \$5	2 nd : \$10	3 rd : \$35
The Commons	1 st : \$5	2 nd : \$10	3 rd : \$35

Please note these rates are subject to change; updated rates will be posted.

Lost, Stolen, or Broken Keys

Residents must report lost, stolen, or broken keys to one of the following: Office of Housing and Residence, Residence Life Coordinator, or Resident Assistant immediately. Residents will be responsible for the costs associated with lockouts, replacing keys, Student ID card, and lock cores.

Room Entry

Approved Life University officials, wearing a name/ID badge or Housing and Residence Life issued uniform, may enter University residential spaces for inspection at any reasonable time for several reasons, including but not limited to:

Health and Safety Inspections

Housing and Residence Life staff may conduct monthly/quarterly room inspections. During this time, staff will check for maintenance concerns, cleanliness and adherence to Housing and Residence Life rules and regulations. Staff will open and inspect University owned property (i.e., cupboards, dishwasher, refrigerators, laundry machines) to ensure proper working order and cleanliness.

Maintenance and Repair Work

Maintenance requests submitted through a student's Housing and Residence Life Portal will initiate a staff response to make necessary repairs. If a repair is ongoing, unexpected, or incomplete, students may follow up with the Housing and Residence Life office for updates. Life University maintenance or custodial staff may also enter if a problem in another space impacts a student's space or vice versa. Any violations encountered will result in notification to the appropriate staff member or campus office.

Emergency Conditions

A staff member may enter a resident's space during a facility, environmental, or weather-related event or disaster to make sure that all residents have vacated, and facilities are prepared.

Occupancy Verification

A Housing and Residence Life staff member may enter residential spaces to confirm occupancy and vacancies.

General Welfare

Staff may enter a space in the interest of residents' health and well-being. Example include investigating a missing student.

Violations in Plain View

If a Life University official or Housing and Residence Life staff member notices an illegal or prohibited item in plain sight within a residential space, a staff member may enter the space to confiscate the item(s). Confiscated items will be held by a University official until a conduct meeting can be arranged. The item may or may not be given back with the understanding that if it is returned to the resident that it must leave Life University campus immediately.

When entering a resident's room, a University representative wearing a name tag, badge or uniform will knock loudly, identify themselves, and ask to enter the room. In the absence of a response, the University official will knock again and indicate loudly that they are "keying in" or "entering" the room.

Amenities and Services

Cable Service

Housing and Residence Life has a contracted cable provider to provide Life Village Retreat residents with cable service. The Commons residents do not have cable services however, residents have Wi-Fi services.

Internet Service

Housing and Residence Life offers high-speed wireless internet in every residence hall for all students who bring their personal computers to campus.

Technology

There are a variety of communal areas (e.g., lobbies, study rooms/lounges, and laundry rooms) intended for the use of the students living in residence halls. The use of these facilities is reserved for use by residence hall students and their guests. These policies and procedures are intended to provide guidelines for students and residence hall staff to follow in that regard.

Rules for Use of Residence Hall Technology:

- Displaying obscene or sexually explicit images, inappropriate jokes, or bullying material is NOT permitted.
- Downloading of inappropriate material is NOT permitted.
- Apple TVs are NOT to be used to store photos, video, music, audio files, etc. of a personal nature.

Communication

Housing and Residence Life uses a resident's Life University student email address as the primary method for communicating relevant and important information. Residents should check their LIFE student email on a regular basis; failure to do so does not absolve an individual from the responsibility of being aware of and acting upon the important information shared through LIFE student email.

Insurance and Liability

Life University and Housing and Residence Life are not responsible for lost, stolen, or damaged personal property, including clothing, valuables, money, textbooks, computers, electronic devices, bicycles, musical instruments, and sports equipment resulting from theft, malfunction of mechanical equipment, water damage, or other causes. Residents are encouraged to confirm that their family's homeowner's insurance policy covers student housing or acquire renter's insurance available through most major insurance carriers.

Laundry

All residents have easy access to laundry facilities. Laundry facilities are located on each floor of The Commons. All Life's Village Retreat apartments are equipped with a washer and dryer that do not require coins. The University's low-water, high-efficiency washing machines work best with laundry detergent labeled "HE" (high efficiency). Do not overload the machines. Overloaded machines will not clean clothes properly and may damage the machines. There must be at least three inches between the clothes and the top of the machines. Residents may be held financially responsible for damages to machines that are overloaded. Overloading machines, as well as failing to clean lint traps, can lead to fire and damage to clothing.

Mail Services

The LIFE U Shipping Center is located inside of the Fulfillment Office and can be used for mailing USPS letters and packages as well as UPS, FedEx and DHL. Postage stamps are available for purchase in both the Shipping Center as well as in the Life U Shop. A credit/debit card is required to pay for the postage/shipping charges.

LVR residents are available to pick up packages at the mail kiosk 24 hours per day located at The Harris Center. The

Commons residents are available to pick up packages at the mail kiosk 24 hours per day located on the first floor of the building. The mailing address for all residents living in university-operated housing is:

LIFE Village Retreat Mail & Packages:	The Commons Mail & Packages:
Resident's Name	Resident's Name
1135 Barclay Circle	1100 Barclay Circle
Apartment #	Apartment/Room #
Marietta, GA 30060	Marietta, GA 30060

Student Computing Services and Wireless Internet

All residents living in University Housing have unlimited, 24-hour access to the internet through the University's local area network (LAN). Computer labs are available to residents, 24 hours a day, seven days a week, in Life's Village Retreat and The Commons.

Occupancy Management

Abandoned Property

Personal property left in a room or apartment after a resident has moved out shall be considered abandoned and will be removed, donated, or disposed of at the resident's expense. The Office of Housing and Residence Life will attempt to get ahold of the last resident living in the space to coordinate pick up/shipping of belongings. Resident who abandoned the property will be responsible for any shipping (if they want us to ship their belongings) or removal fees.

Check-In

Residents are required to formally check in to their assigned space with a Housing and Residence Life team member. Once the student receives their Student ID Card/room key at check-in, the resident assumes responsibility for the condition of the space and its furnishings. It is important the resident reviews their room condition report to confirm the information on the condition of items in their room and note any discrepancies. Students who are required to live in University Housing but do not check in to their assigned space will remain financially responsible for the length of the license agreement; a space will remain reserved should they choose to check in later.

Check-Out

Residents departing University Housing or changing rooms are required to formally check out of their space. Housing staff will provide information to assist residents in completing the checkout process. This information includes checklists for proper cleaning and checking out of a space. Residents should sign up for a checkout appointment with the office of Housing and Residence Life in advance of the time they wish to leave. Residents are expected to vacate their residential space within 24 hours of their last exam each quarter.

At the time of checkout, a Housing staff member will conduct an initial inspection of the room/apartment to determine if damages exist and if the room is clean. The Housing and Residence Life team member will utilize the room condition report during the checkout timeslot. Resident is not officially moved-out of the room space until all of the following occur: (1) Resident has moved all personal property from the room space and any common areas, (2) the room space and common areas have been cleaned by Resident including vacuuming or sweeping of all floors, cleaning of all sinks, refrigerators or ovens, and wiping clean all surfaces and counters, (3) the proper move-out documentation has been completed and submitted by Resident and Housing and Residence Life team member, (4) return of room key (if applicable) and (5) in addition to any fees assessed for damages, lost Key(s) or failure to follow the move-out guidelines will result in Resident continuing to incur room

charges or other applicable damage fees. Damage fees will be taken out of the \$250 housing que deposit but if damages exceed this amount, a damage charge fee will be posted to students Student Accounts for them to pay.

Involuntary Reassignment or Removal from Housing

Through the University Student Conduct process, residents may be reassigned to a different space, restricted from specific locations, or removed outright from University Housing. Residents are required to follow all check-in and check-out procedures and are financially responsible for applicable fees.

Single Occupancy

No more than one person shall be entitled to occupy the room space if the room is designated as single occupancy. If the room space is identified as double occupancy, only the residents assigned to this room space are eligible to reside there.

Students found residing in room spaces that are not theirs will result in being taken through the Student Conduct process and may receive damage charges for any necessary maintenance/cleaning that will need to occur.

Room Changes and Consolidation

For purposes of occupancy verification and making new assignments, it is necessary to freeze room changes at different times of the year. Therefore, room changes are not allowed during the first week or last week of classes each quarter. Resident must obtain advanced approval from the Office of Housing and Residence Life or the residence halls Residence Life Coordinator prior to changing the assigned room space. Room space changes will be approved at the sole discretion of the Office of Housing and Residence Life or the Residence Life Coordinator of the residence hall.

Residents found occupying a space other than the one assigned to them will be required to move back to their assigned space and will be assessed associated fees. Residents who allow an unassigned resident or guest to occupy their room will also receive a charge to their student account and be documented under the Honor Code and Standards of Conduct. Residents who spread out and occupy a vacant space hindering the ability to move someone into that vacancy will be required to move their belongings out of the way for the new resident and will be charged at a daily rate for occupancy of both spaces.

Housing and Residence Life reserves the right to change, cancel, or consolidate room space assignments at any time due to academic ineligibility, discipline, behavioral, safety, health, payment or administrative reasons. Any student not requesting a private room but ends up in a room by him/herself may be required to move to consolidate room spaces. If students wish to request a private room while living in the residence hall, they must contact the Office of Housing and Residence Life or the Residence Life Coordinator of their residence hall. If a student ends up in a room by him/herself without requesting it, the beds must remain in their original position available for two persons to occupy. There can be no spillage to the unoccupied space in the room space.

Emergency Repossession

Housing reserves the right to repossess the room space in the event of an epidemic or other health concerns. If resident(s) should contract a communicable disease, Resident(s) may be required to leave the Room Space until Resident(s) is no longer contagious. This is due to the hazard of infecting others in the residence hall environment.

Room Space Condition

All residents must maintain the assigned room space in a safe manner and in good condition for the entire License Agreement period. Room space furnishings provided by Housing and Residence Life shall not be removed or stored. Public area or lounge furnishings shall not be moved into the room space. If furniture is not found in its original state at time of move-out, Resident(s) will be subject to forfeiture of their housing deposit and any additional replacement cost. It is resident's responsibility to restore the assigned room space to its original condition prior to move-out.

Room Condition Report

Room Condition Report is used to document the current condition of the room and its contents (e.g., furniture, carpet, windows, shelving). It is vital that residents carefully examine the room and make any necessary changes to the report, documenting any problems/damages found. The Room Condition Report will be used at check-out to assess the condition of the room at that time. Any damages in the room/apartment that were not documented on the Room Condition Report at check-in will be considered new damage, and the student's account will be charged for these items at the time of check-out.

Cohabitation

Cohabitation is strictly prohibited and will be deemed to have occurred when a person not assigned to a specific space uses that room as if they are assigned to that space. Accessing an assigned space while the assigned residents are not home, keeping clothing or personal items in another's assigned space, and regularly sleeping in or using the restroom facilities in a space to which one is not assigned are examples of cohabitation. Residents who allow an unapproved resident or guest to occupy their room will receive a charge to their student account and be held responsible under the University Honor Code and Standards of Conduct.

Maintenance and Facility Operations

Air Conditioning / Heating Systems

Housing and Residence Life operates several variations of heating and cooling systems throughout housing facilities.

It is not uncommon for residents to adjust their thermostats down extremely low with the hope that the apartment will cool down more quickly. However, setting the thermostat too low can result in the unit freezing up, requiring the unit to be disabled and thawed. Adjusting the thermostat in this manner may cause unneeded stress or damage, resulting in repair charges and delays in service.

Circuit Breakers

Circuit breakers will automatically turn off, or trip, if the amount of electrical power being used exceeds their design specifications. Housing and Residence Life reserves the right to require residents to remove or discontinue use of items – even those typically approved for use – should those items cause the circuit breakers to trip. Should a resident have a loss of power, they should contact a Housing and Residence Life team member and/or submit a maintenance request via your Housing and Residence Life Portal. Do not tamper with electrical boxes.

Dishwashers

In order to maximize the efficiency of the dishwasher provided, residents are advised to pre-rinse all dishes. Failure to adequately remove food from dishes may result in dried-on food and clogged drains. Only soap designated for dishwashers should be used.

Garbage Disposals

A garbage disposal is a machine that grinds food waste and allows it to be washed down the sink drain. In order to avoid problems, the following are directions on how to use a garbage disposal and keep you safe:

- Food to be disposed of should be placed in the disposal while the disposal is OFF.
- Turn on the cold water.
- Turn on the garbage disposal.
- Listen until you hear the food clear the disposal.
- Turn OFF the disposal. Let the water run 15 seconds more to flush the pipe.
- Turn the water off.

Improper use of garbage disposals can be dangerous. Keep your hands far away from moving parts. Please follow these guidelines:

- Always run cold water while using the disposal.
- Starchy food like rice and pasta can cause disposals to clog and create plumbing problems. Limit the quantities of this type of food that you dispose of in your garbage disposal.
- Bones, cornhusks, and other high-fiber items should not be put into the disposal as they may clog the drain.
- Keep eating utensils and other items from falling into the disposal.

Hazardous Materials

Most hazardous and combustible chemicals are not to be stored in Housing and Residence Life residence halls. Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material, you must take them to the local dump station in Marietta, GA.

Health and Safety Inspections

Housing and Residence Life will conduct regular inspections that include a thorough evaluation of all private and public areas of the Residents apartment or room. Repairs or replacement of damaged items and their associated charges as well as action through the Student Conduct system may result from these inspections. These inspections could be as often as monthly, and Housing and Residence Life reserves the right to conduct more frequent inspections, as necessary. During these inspections, staff will open and inspect University-owned property (i.e., cupboards, dishwasher, refrigerators, laundry machines) to ensure proper working order and cleanliness. Items such as piled dirty clothing, open or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.), and bothersome odors are serious health hazards to the community and are prohibited.

Interruption of Services

There may be times when services (e.g., water, electricity, Ethernet connection, cable, HVAC, etc.) are interrupted and repairs are needed and/or preventative maintenance is scheduled. Whenever possible, advance notice of such outages will be communicated via fliers, email and/or voicemail messages. In certain situations (e.g., severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

Maintenance Requests

Residents must report facility emergencies immediately (e.g., electrical problems, leaks, lack of hot water, and clogged or overflowing toilets) by calling the Resident Assistant on Duty for their residence hall, or the Office of Housing and Residence Life during business hours (8:00am – 5:00pm). In addition, residents are asked to submit a maintenance request via their Housing and Residence Life Portal.

Residents must report non-emergencies, such as burned-out light bulbs or failing smoke detector batteries, by submitting a maintenance request via their Housing and Residence Life Portal. Maintenance and custodial staff may be in direct contact with the resident who enters the request.

Submission of a routine or emergency maintenance request may result in a charge to a resident's account for the cost of the repair. Residents who fail to report maintenance issues that are the cause of subsequent problems will be held financially responsible for all damages. Housing and Residence Life will not have knowledge of or be able to repair unreported maintenance issues.

Steps to Submitting a Work Order

1. Log-in to your EagleNet account using your LU credentials
2. Click the Housing and Residence Life tab on the main screen of the portal.
3. Select "Room Maintenance" from the green navigation bar.

4. You will then create a new job.
5. After creating a new job, you will then select your room and enter the details of the item in the drop-down menu which is needing repair. Please be as detailed as possible in your description.
6. After your description, please click "Save Job".
7. Once the job is saved it will be logged within our software to be completed as early as possible.

Mold and Mildew

Mold thrives in damp areas with low airflow. When air absorbs moisture and contacts cooler surfaces, condensation develops and creates an ideal environment for mold spores to attach and grow. Similarly, if moist air is confined to an area with limited airflow, mold is likely to develop. Common types of mold are avoided and removed by controlling the moisture source, circulating dry air, and cleaning surface residue. Mild allergy agitation and organic odor are common concerns; however, some residents may be concerned that they have a dangerous strain of black mold. While it is true that some mold strains are extremely dangerous, these strains are rare. Early intervention and collaborative staff efforts are the key to successfully addressing all mold reports and caring for residents. The following are suggestions for preventing and treating mold and mildew:

- Clean regularly
- When liquids are spilled, clean and dry the whole area, including under furniture.
- Open curtains or window coverings to allow air circulation.
- Leave the bathroom door and shower curtain open after showering, so moisture is not trapped in the bathroom.
- Hang damp towels, laundry, and clothes to dry completely.
- Leave approximately a foot of space between furniture and windows.
- Leave HVAC running to keep dry air circulating.
- Do not leave windows and doors open for extended periods of time.
- Submit a maintenance request immediately if a door or window does not close properly.
- Allow some space around HVAC vents and bedroom closet vents.

If mold or mildew is observed, smelled, or otherwise sensed, a maintenance request must be submitted immediately via a Residents Housing and Residence Life portal.

Pest Control

Housing and Residence Life contracts with a professional contractor for monthly pest control services. Residents can assist in the effort to control pests by keeping rooms/apartments clean, food in sealed containers, and doors/windows closed. When a continual or severe pest problem arises, residents should submit a maintenance request via their Housing and Residence Life portal to report the problem. Extreme and seasonal changes in weather and construction near our facilities may trigger the appearance of insects and other pests in our facilities.

Trash Removal

Residents must dispose of all trash in the dumpsters located outside of the Residence Halls. Residents who fail to do so will be held accountable through the Student Conduct process and will be charged financially for removal from Facilities Management/Custodial.

Water Leaks

Leaks in faucets, toilet tanks, and other plumbing equipment can waste water and ruin fixtures. Such leaks are considered an emergency and residents must report them to the Resident Assistant on Duty for their residence hall or the Office of Housing and Residence Life immediately. Failure to report problems can lead to mold and mildew and possible charges to residents.

Safety, Security, and Emergency Procedures

Safety & Security Starts with You!

You play a huge role when it comes to security. The Office of Housing and Residence Life main concern is the personal security of our residents. We motivate you to assist us in making this a safe community. Easy reminders, such as locking your door/apartment when you exit and while you are sleeping. It is important that you always keep track of your keys and student ID card at all times. At Life University, we recommend that you walk in well lit areas on-campus.

The Office of Housing and Residence Life keeps all build doors closed and locked at all times. This provides an additional level of security. Do not give anyone your keys or student ID cards and do not prop any doors/windows.

Medical Emergency

In the event of a medical emergency where a person's life may be in immediate danger, call 911 and request an ambulance. Then notify your Resident Assistant, Residence Life Coordinator, or the Assistant Dean of Community Living. If you do not feel comfortable calling an ambulance, then immediately contact your Resident Assistant, Residence Life Coordinator, Assistant Dean of Community Living or Campus Safety. They have been trained to deal with emergency situations.

Security Escort

If for any reason you feel unsafe walking around campus at night, we encourage you to contact our Campus Safety Officers, who will provide you an escort to your car or to any of the buildings on campus. To contact Campus Safety, simply call them at (770) 426-2681 and tell the officer on duty your name and location and when you would like a security escort.

Community Safety Precautions

While we are dedicated to creating a safe environment, crime can occur. It is important to remember that our communities are only as safe as we make them. The following precautions should be taken to help protect you against crime:

- Lock your room/apartment door when you are home. Ask who is at the door before opening the door or granting entry.
- Lock your room/apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Do not prop exterior doors.
- Keep your keys and Student ID Card in your possession at all times. Do not loan your keys or Student ID Card to anyone for any reason.
- Avoid walking alone when possible, especially at night.
- Report any suspicious activity to Campus Safety immediately.
- Let your roommate or friends know where you are going and when you will be returning.

Department of Campus Safety

Housing and Residence Life works hand-in-hand with Life University's Department of Campus Safety. Law enforcement officers and security officers respond to emergencies and reported crimes while serving as a visible and available presence within our communities 24 hours a day, seven days a week, and 365 days a year.

LiveSafe

Life University is providing all students, faculty and staff with the LiveSafe app – a safety tool that provides a quick, convenient and discreet way to communicate with LIFE Campus Safety officials, enhancing your overall safety and allowing Campus Safety officials to better protect you.

Main Features of the LiveSafe App:

- **Report Tips:** The “Report Tips” feature allows you to send text, picture, video and audio directly to LIFE Campus Safety officials in real-time, and anonymously if you prefer. You can share information about any safety incidents or concerns, such as suspicious activity, theft, harassment and more. You can also engage in a live chat with a Campus Safety official.
- **Emergency Options:** By calling 911, calling LIFE Campus Safety or Messaging LIFE Campus Safety officials from the “Emergency Options” screen, you will initiate location tracking, allowing Campus Safety officials to see where you are and respond to you more quickly in an emergency situation. You can easily stop location tracking at any time after the call is placed.
- **SafeWalk:** Get from place to place safely by using SafeWalk to invite your contacts to “virtually escort” you, allowing them to follow your location on a map as they chat with you. You can request to virtually escort others as well.
- **Receive Alerts:** Stay up to date by receiving important safety notifications and emergency alerts from LIFE Campus Safety officials.

Steps to Download LiveSafe:

- Download “LiveSafe” from the App Store or Google Play (Enable location services and push notifications when prompted).
- Sign up using your mobile phone number.
- Create a password and fill in your name.
- Search for “Life University” to connect with the organization.
- Add your email to your profile (Left Menu > Settings > Profile).

Doors

All doors should remain closed and locked when not in use, including entry doors into buildings, room/apartment doors, and emergency doors. This is a precaution to ensure only those with approved access enter our facilities.

Building Access

Residents of a particular building are the only ones who have access to that area, and those individuals should not give their Student ID Card to any other person to gain access.

Door Propping/Tailgating

Propping doors and tailgating are prohibited. Tailgating is the term used when someone allows an individual to enter a building or space without using a key or Student ID Card this most often occurs while residents are entering or exiting a building or space and the door is held open for someone following. The security of our communities is undermined when people are allowed to tailgate into a building, especially if you do not know them and/or they are not residents of the community.

Room Access

Residents’ keys belong to LIFE and are only issued to individual residents. They may not be lent or given to any other person. You should always lock your door when leaving your room/apartment.

If a resident loses a key, it must be reported immediately to the Office of Housing and Residence Life, Residence Life Coordinator, or the Resident Assistant on Duty. If a resident loses a Student ID Card, it must be reported to the Card Services Office.

Theft

The best method for prevention of theft is to always lock your door. Also be aware of suspicious persons walking through your halls and buildings. Notify your Resident Assistant, Residence Life Coordinator, Assistant Dean of Community Living or Campus Safety of any suspicious behavior or suspicious persons in the hall. The University is not responsible for the theft of personal items. Purchasing renter's insurance is encouraged. If theft does occur, contact the Office of Campus Safety immediately to file a report. Residents are responsible for all University property within their living space. It is good practice to lock your door when you leave your room and while you sleep. Should you be the victim of theft or other crimes, contact Campus Safety immediately.

Emergency Contact Information

Each student living in University Housing is required to review and update emergency contact information through their housing application before occupancy. The University will reference this information in the event of an emergency. Residents expecting to be away for an extended period (more than 24 hours) during non-break periods should always let at least one person in the residential community know of their whereabouts.

Fire Safety Equipment

Safety devices may not be tampered with in any way or disabled. Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges. Fire equipment includes fire rated doors, fire extinguishers, sprinkler heads, exit signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation route signage, and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.

Fire Drills

To prepare students and staff for emergency situations, periodic evacuation drills are conducted in the residence halls. Refusal to evacuate during a drill will result in referral to Student Conduct and/or charges.

Inappropriate Use of Fire Extinguishers

Shooting fire extinguishers depletes the amount of extinguisher fluid available to be used in a fire. Thus, shooting fire extinguishers without cause will be regarded as a serious Student Conduct violation.

Fire Evacuation

All facility alarms should be treated with responsible and urgent action. If you hear an alarm you should gather your keys and Student ID Card and exit the building immediately! Residents must obey the direction of all LIFE staff in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building by Fire Safety staff or University personnel when the threat has been cleared.

Fire Emergency Procedure

- Upon sounds of alarm or notification of evacuation immediately exit your room/apartment and proceed to nearest exit or stairwell leading to nearest exit. Do not use the elevator.
- If you suspect a fire is in the hallway, do not open your door. If the door is hot or smoke is entering under the door immediately place material under the cracks of the door (damp if possible).
- If there is smoke in the hallway, please cover your nose and breathe lightly through it.
- Remain as low to the ground as possible, do not stand straight up. Go to your window and check to see if you can see smoke or flames. If not, you can open your window for fresh air.

- If you are trapped inside of your room/apartment hang something on the outside of your window to notify emergency personnel you are inside. If able call 911 and notify them of your location (residence hall name and room number).
- Do not attempt to handle emergency situations on your own.
- When exiting your room/apartment do not stop to dress but grab shoes and exit immediately. Upon leaving turn on the light and close the door. Do not forget your key.
- Should you get trapped in the situation take action to make yourself safe by any means necessary.
- Once outside of the building proceed to the area designated as a safe area and more information will be made available as soon as possible by Housing and Residence Life staff or University personnel.

The following locations are designated evacuations areas during a fire evacuation:

- The Commons – Parking Lot (The parking lot located diagonal from the entrance of Lyceum Dining Hall)
- Life Village Retreat – Front Lawn (the lawn in front of the archway of Life's Village Retreat)

Holiday Decorating Guidelines

For most residents, decorating their living space is a fun and festive way of enjoying the holidays. The following guidelines help to ensure a safe and enjoyable residential living experience for everyone. If you have any questions, please consult your Residence Life Coordinator.

- Life safety equipment may not be tampered with, altered, decorated, or covered. Life safety equipment includes exit signs, fire alarm pull stations, smoke detectors, sprinkler heads, and emergency lights. The fire hose/extinguisher cabinet and electrical panels may not be covered or blocked.
- Ceiling lights may not be dimmed. Light bulbs may not be taken out of their sockets. Decorations near or around the ceiling lights must have an eight-inch clearance.
- Live trees and bales of hay are prohibited in residential facilities.
- Kitchen appliances may not be decorated or blocked by decorations.
- A clear path of egress must be maintained at all times. Hallways, doorways, and common areas must be free of obstruction. Furthermore, a clear line of sight to the exit must be maintained.
- Decorations can only cover a maximum 50 percent of wall space and improperly hanging decorations may damage the paint and walls. Residents will be held accountable for damages.
- Decorations may never be attached to or hung from the ceiling, windows, exposed pipes, or sprinkler heads.
- Exterior doors may not be decorated, unless a Housing and Residence Life staff member is facilitating a door decorating program.
- Mirrors cannot be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.
- All holiday decorations must be removed within 48 hours after the holiday. If the holiday occurs during a break period, all decorations must be removed prior to the break.

Missing Student Policy

A student may be considered missing if they are reported absent from the University for more than 24 hours without any known reason, the absence is contrary to the student's usual pattern of behavior, or there is a perception of unusual circumstances. All reports of missing students will be directed to the Life University Department of Campus Safety which, with Student Affairs and Housing and Residence Life (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.

Personal Evacuation Plan

In the event of a facility, environmental, or weather-related event or disaster that results in a University closure, students will need to make use of their personal evacuation plan. Most students travel on their own or with friends and roommates to a designated relative or friend's home out of the area. Personal evacuation plans can be updated throughout the year; students should discuss potential rides and sheltering options with other students who need transportation. The University will provide as much notice as possible so that students can plan and provide for their own safety and welfare, it is important to plan ahead.

Severe Weather

When thunderstorms, tornadoes, or other severe weather is in the area, residents should seek shelter immediately, preferably away from windows, on ground levels, and in a hallway in the center of a building. Residents should use the stairways, not elevators, as severe weather often is accompanied by power outages.

Tornado Procedures

If a tornado warning is issued, it is important for you to move from your room or apartment to a place of greater safety. Please vacate the top floor of halls and apartments and move away from any windows or glass.

The following locations are designated tornado shelter locations on campus:

- The Commons - Bottom floor (in the hallway located next to the bathrooms in the lobby)
- Life Village Retreat – First floor (sitting in the hallway next to rooms 118 – 123)

Community Guidelines

The following policies and procedures are intended to be used in conjunction with the Code of Student Conduct, University Housing License Agreement, and additional information published by Housing and Residence Life throughout the academic year. Residents who are found responsible for violating University Housing Community Guidelines may receive an action plan which may include a warning, probationary status, educational tasks, restitution, a cancellation of their license agreement and removal from University Housing, and/or suspension or dismissal from the University.

A. Advertising and Posting

Advertisements and postings must be approved as per University policy prior to being placed in residential areas and will only be distributed or posted by Housing and Residence Life staff. Other forms of posting including, but not limited to chalk writing, banners, etc., must be specifically approved by Housing and Residence Life. Solicitation in and around the residential facilities, especially door-to-door, is strictly prohibited. Items including banners, signs, and posters may not be hung in windows and from balconies. In respect for the greater community, residents are restricted from decorating or posting any materials on the exterior of their main suite or apartment door.

B. Balconies/Patios, Banisters, Breezeways, Accessible Ramps and Stairwells

Sitting, standing, or hanging on, sliding down, or climbing over balcony railings or banisters is unsafe and is therefore prohibited. Stairwells may not be used to store bicycles, trash, paper, or other combustible items. The use of grills or other sources of flame is prohibited in these areas given the risk of fire.

C. Slide Rules

To ensure your safety and the safety of others:

- Please do not use the slide while under the influence of alcohol and/or drugs.
- Check to ensure the slide is clear before entering.
- One person at a time on the slide.

- No headfirst sliding.
- Slide feet first, sitting upright or lying on your back.
- No standing, kneeling, rotating or stopping while in or on the slide.
- No running, jumping or diving into the slide.
- Exit the slide area immediately upon reaching the bottom
- Do not enter the slide from the bottom.
- Do not enter the slide when the gate is locked.
- No unattended items on the slide.
- Do not consume food, beverages or foreign substance while on the slide.

Please keep in mind that misuse of the slide may result in a referral to Student Conduct.

D. Bicycles, Bicycle Storage and Other Wheeled Devices

The use or storage of bicycles (and all other motorized or non-motorized vehicles including two-wheeled electric-powered scooters [e.g., Hoverboards]) are prohibited in both common and private spaces within the residential facilities and breezeways. Bicycle racks are provided around residential facilities and campus for your use. Bicycles locked or chained to stairwells, balconies, trees, or any Housing and Residence Life or private property other than bicycle racks may be subject to removal and impounding. Motorized vehicles must be parked in a parking space. Other wheeled devices such as skateboards, scooters, and/or rollerblades are not to be ridden or worn inside the residential facilities/hallways/breezeways. Residents are strongly encouraged to register their bicycle with Campus Safety.

E. Cleanliness

Residents are expected to maintain their assigned space in a clean and sanitary manner. Failure to maintain a properly clean space is prohibited. Lack of regular cleaning may result in damage to University property and residents being held financially responsible. For instance, regularly vacuuming the carpet extends the life of the carpet and ensuring a buildup of mold or mildew in showers and toilets prevents permanent stains. Residents identified as being responsible for offensive odors will be asked to eliminate the cause of the odor. An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are perfume, cologne, air freshening spray, or large amount of dirty laundry. Housing and Residence Life staff will address offensive odors when complaints are received.

F. Ceilings and Pipes

Hanging or attaching items from the ceilings and exposed pipes is strictly prohibited.

G. Common Space Usage

Furniture and equipment located in common spaces throughout the residential facilities are intended for community use. Inappropriate use, rearranging, removing, or damaging this furniture and equipment is prohibited. Any of the above may result in action through the Student Conduct process. Access may be restricted to common spaces as a result of misuse and cost for cleaning/repair may be shared by members of the residential community.

H. Damage to University or Student Property

Damage to facilities and/or property is prohibited (including University Housing facilities and property and the property of fellow residents) and may result in restitution through the Student Conduct process. Residents are responsible for their room, suite, and/or apartment and all its furnishings, fixtures, and equipment within. Any damages or untidiness must be reported promptly and properly. Any materials (i.e., markers, paint, glitter, glue, fingernail polish, etc.) that are spilled or mark University Housing property (i.e., furniture, carpet, walls, etc.) that permanently alters or requires deep

cleaning is also considered damage and will result in charges assessed to the responsible student's account. Any unreported damages discovered by staff during the year, during a proper check-out or following an improper check-out will result in charges to your student account.

University Housing property may require residents of an individual room, apartment unit, wing, floor, suite or residence hall to share the expense of repairing or replacing property in common area (such as hallways, studies, lobbies or areas immediately adjacent to the building) when such repairs are determined to be above and beyond normal wear and tear.

I. Decorations

To protect and preserve University Housing facilities, residents may not make changes to the walls, ceilings, doors, floors, or furnishings that result in damage, necessitate repair, or permanently alter the original appearance. Nails, screws, adhesives, and other items that may leave holes or residue or remove paint from any surface are prohibited. If your walls are drywall you may use push pins or thumb tacks and if your walls are painted block walls you may use pull tab release strips and hooks as long as they are used and removed properly, and do not damage the wall. Resident decorations on doors and windows are prohibited (unless Housing and Residence Life approval was received in writing).

J. Doors and Building Access

Residents should feel safe and secure in their communities. They should be able to gain appropriate access to their buildings, rooms, apartments, or suites whenever necessary – except during residence hall closures. Building exterior doors may not be propped open. A residential room door may not be propped unless all the residents of a room agree it is allowed and at least one resident is at home and able to see the open door at all times. Interior door propping will be governed by the roommate agreement.

Additionally, lobbies, breezeways, hallways, stairwells, and elevators must remain clear and secure at all times. Please report any area that is not accessible or secure to your Resident Assistant or another Housing and Residence Life team member. Use of emergency exit or exit-only doors is permitted only in an emergency situation (e.g., building alarm, fire, etc.). Adding or changing locks, deadbolts, chain locks or other access control hardware to any door is prohibited.

K. Failure to Report a Violation

Residents are urged to report violations of the Code of Student Conduct and University Housing Community Guidelines, especially in situations where a violation of these policies may endanger the violating student, other students, or University or personal property.

L. Fire Safety

Equipment and Evacuation

Tampering with, removing, or misusing fire safety equipment such as a smoke detector, sprinkler head, fire extinguisher, emergency exit sign, or other relevant signage is strictly prohibited. Violators may be subject to immediate removal from the University Housing facility and may result in criminal charges. Nothing may be attached to or hung from any fire safety device. Failure to evacuate promptly – using only stairwells – when the fire alarm sounds or remain outside until given expressed permission by a Housing and Residence Life staff member to re-enter is also a violation of the fire safety community standard. During evacuations (if safe to do so), residents should remember to close and lock their doors.

Kitchen Usage

Housing and Residence Life offers residents the ability to prepare food in kitchens in Life Village Retreat. Residents who choose to utilize these kitchens are expected to do so in a responsible manner, which includes being responsible for their own safety, the safety of others, and the cleanliness and safety of our facilities. At no point may food be left unattended. When finished cooking, confirm all heat sources are turned to the "off" position and cool. All cooking items should be washed, and surfaces wiped down. All kitchens are equipped with sprinkler systems and a fire extinguisher. In the event of a fire, never attempt to move food or kitchen equipment that is on fire.

M. Furniture

Each assigned space is fully furnished, and residents may not bring additional/extra or personal furniture into their room/suite/apartment, without written authorization from the Office of Housing and Residence Life. Prohibiting personal furniture such as couches, futons, chairs, bean bags, etc., decrease the likelihood of infestations, bacteria, and other issue from upholstered furniture. It also reduces the likelihood of ingress and egress issues. Common area furniture may not be moved or relocated into rooms or apartments for any reason. Furniture that is allocated for a vacant space must remain clean and accessible to an incoming roommate at all times.

N. Gambling and Commercial Enterprises

Residents are granted limited and specific use of their assigned space through University Housing License Agreement and gambling (i.e., dice, cards, athletic) or operating a commercial enterprise (i.e., any activity for which a resident is paid fees for services) in University-operated housing is prohibited.

O. Guests

Residents are held responsible for the behavior of their guests. A guest is defined as any person in a room/apartment, or building to which they are not assigned, which includes a resident of another LIFE residential community. Consequences for guest behavior may be financial, legal, or result in action under the Code of Student Conduct. Housing and Residence Life reserves the right to remove a registered or unregistered guest from its facilities at any time and to restrict future guests for any resident.

P. Responsibility for Guests

Guests must always be escorted by a resident when present in the residential facilities. Guests are not issued keys by Housing and Residence Life and residents should never allow a guest to borrow their keys or Student ID Card. Residents are responsible for the actions of their guests at all times and are fully responsible for educating guests about University policies and procedures.

Q. Overnight Guests

Overnight guests must be discussed and approved by the roommate(s) prior to the guest's arrival. A roommate reserves the right to disqualify a guest for reasonable purposes. Residents should talk to their roommates about a guest staying including the length of the stay within a reasonable amount of time prior to the guest's arrival. If an agreement cannot be reached, the residents should have a mediation conversation with their Resident Assistant. Residents may not have guests more than three consecutive nights and six nights in a month. Parking passes for approved guests are provided by Campus Safety.

R. Visitation Policy

Each residential area has a standard 24-hour visitation policy, meaning that with roommate consent, a resident may have other persons in their room at any time.

Visitation refers to the privilege of having guests to your room and residential area. The rights of other residents, especially your roommate, take precedence over this privilege. A guest is defined as any person not assigned to live in a given room and/or residential area, whether they are residential students, commuting students, or other guests. Guests must abide by the rules and regulations of the University. You are responsible for the conduct of your guest(s) and your guest(s) must never be left unattended.

Guests of The Commons are required to sign in at the front desk. Guests are not permitted to take up residence in rooms to which they are not assigned. Students must exercise good judgment when having a gathering in their room so as not to disrupt the community. Overnight guests are subject to the Overnight Guests policy.

S. Hall Sports, Games, Physical Play and Pranking

Residents may not participate in or encourage any sport, horseplay, or physically rough play inside the residential

facilities due to the potential for damage, injury, and/or the setting off the fire safety sprinkler system. This includes, but is not limited to bouncing, throwing or kicking of balls and/or other objects, rollerblading or roller-skating, throwing a Frisbee®, playing tag, wrestling, or water fights/games. Games or activities that encourage excessive or accelerated consumption of food or beverage are prohibited. Furthermore, playing pranks on fellow residents is strictly prohibited. Aside from the negative repercussions to relationships, damage to facilities and safety concerns are often the result of pranks.

T. Fighting

Fighting will not be tolerated. Students involved in fighting could face charges by local, state, and civil officials as well as possible dismissal from Life University.

U. Harassment or Abuse

Residents have the right to live in an environment free from any form of racial, ethnic or sexual harassment and/or intimidation. Any student or staff member found to be harming or abusing another student (verbally or physically) through threats, intimidation or hazing activities will be subject to disciplinary action.

V. Improper Checkout/Housing Closure

Any resident found to have left their assigned space for the quarter, academic year, or after having withdrawn from the University without checking out will be charged for improper check-out. Residents are expected to follow procedures to prepare their room for closures, including but not limited to winter break, weather events, or other emergencies.

W. Ingress and Egress

Residents are required to maintain a clear path for ingress and egress (i.e., entering and exiting). Furniture, clothing, and cords (power, network, etc.) may not block walking paths to doors and windows.

X. Keys and Identification Cards

Residents must keep their keys and Student ID Card on their person at all times. Keys are issued along with assignments and will only be issued to the assigned resident. Residents may not allow guests, parents and family members, or other residents to borrow their assigned keys or Student ID Card. Keys must be turned in during the checkout process and in accordance with Housing and Residence Life instructions. Residents who fail to return their key will be charged a lock change fee to their student account regardless of whether it was lost, stolen, destroyed, etc. Excessive lockouts are considered irresponsibility with keys and are therefore prohibited. Students with excessive lockouts may be referred to Student Conduct to have a meeting with their Residence Life Coordinator.

Y. Solicitation

Room-to-room solicitation is not permitted under any circumstances. University buildings and/or campus spaces may not be used to raise money for any individual or organization other than an officially recognized campus organization (faculty, staff or student) or nonprofit charitable organizations off campus.

Z. Prohibited Items

Housing and Residence Life reserves the right to determine if an item is disruptive to the community or presents a safety risk and may instruct a resident to remove an item from the residential facilities. The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in residential facilities:

Alcohol and Other Drugs in Housing Communities

All University Housing facilities and their residents are required to be in compliance with state and local laws regarding alcoholic beverages. All federal, state and local laws regarding illegal drugs will be strictly enforced.

Alcohol is allowed in the following building if the students are at least 21 years old.

- LIFE Village Retreat
- The consumption of alcoholic beverages is prohibited in the common areas of University Housing facilities, including, but not limited to, hallways, stairwells, elevators, and courtyards. Possession and consumption of alcoholic beverages by those 21 and older is prohibited in the rooms/apartments of persons under the age of 21.

The Commons is “dry,” meaning no alcohol is allowed in the building regardless of age.

- Alcohol Possession and/or Consumption
Unauthorized possession, consumption, or providing of alcohol to others contacts to law or University policy is prohibited.
- Drug Possession and/or Consumptions
Unauthorized possession, manufacture, distribution, use of being under the influence of illegal drugs or unauthorized controlled substance is prohibited and can cause harm to the community; this can include the odor of marijuana or other drugs.
- Guest and Alcohol
Residents under 21 years of age may not have a guest with alcohol in their room/apartment, regardless of the age of the guest. Unauthorized possession, consumption, being under the influence, or providing of alcohol to others by residents’ guest is a violation of University policy.
- Commons Sources of Alcohol
Commons sources of alcohol, including but not limited to kegs, cases, 1/5th and handles are not permitted in University Housing, even when residents are over the age of 21.
- Prescription Drugs
Prescription drugs must be taken by persons prescribed only for the intended use and in the prescribed manner as directed by their doctor. Medicinal marijuana is not permitted in University Housing even if Resident is an authorizes user.
- Inhalants
Deliberate misuse of any chemicals, substance or other product that has mood-altering capabilities, outside of its similar and legally intended use, is prohibited.
- Alcohol and/or Drug Paraphernalia
Possession of alcohol and/or drug related paraphernalia, i.e., any items used to facilitate alcohol and drug use (e.g., displays that promote an alcohol culture, such as empty beer bottles pyramids, empty liquor bottle room decoration and drinking game tables, bong, roach clip, hookah/water pipe, hash-style pipe, scale, vaporizers) is prohibited.

Candles and Incense

Since candles, incense, and the like constitute a fire hazard they are not permitted in the residential facilities (including but not limited to candles with or without wicks, candle warmers, gifts or mementos, decorative items, warmed wax, and similar devices). Materials used for decoration that present a fire hazard (e.g., live trees, hay, etc.) are also prohibited.

Cinder Blocks

Cinder blocks, bricks, blocks of wood, and any other materials which may damage flooring or become a hazard in the residential facilities are not permitted. Residents may complete a maintenance request for their bed to be lifted by Housing and Residence Life staff, or purchase plastic risers no higher than 12 inches high (these typically look like square mini traffic cones).

Electric Heaters and Personal Air Conditioners

Given the fire safety hazard and additional load on residence hall electrical systems, electric heaters, and personal

air conditioners (e.g., window fans) are not permitted. Each residence hall has a fully operational heating and cooling system. If you find the system is not operating as you expect, please submit an online maintenance request via your Housing and Residence Life portal and inform your Resident Assistant if the problem continues.

Fuels/Combustible Materials

Any combustible fuel or material (e.g., lighter fluid, oil, gasoline, charcoal, propane or kerosene) is strictly prohibited. These items must be removed from the residential facilities immediately. All associated costs for proper disposal will be assessed to the responsible resident(s).

Non-UL Approved Lights/Extension Cords/Multi-Plug Adapters/Electrical Hazards

Only one surge protector strip is allowed per double outlet. Rewiring of Resident rooms by non-University employees is not permitted. Neither Housing and Residence Life nor Life University is responsible for any damage to electrical equipment (computers, TVs, phones, appliances, etc.) caused by power surges or lightning. All appliances and cords used in University Housing facilities must be UL approved and deemed non-hazardous by Housing and Residence Life. (UL stands for Underwriters Laboratories which performs safety testing for the Occupational Safety and Health Administration.)

Open Heating Elements

Any appliance or device typically used at home or in an office environment that has an open heating element and does not have an automatic shut off feature is prohibited. If your assigned space includes a kitchen, you may bring small countertop appliances with an automatic shutoff feature engaged at all times as long as it does not disrupt the academic environment and meets the approval of your Residence Life Coordinator.

Animals

The presence of animals, including birds, cats, dogs, reptiles or other animals in any part of University Housing is NOT permitted. Animals belonging to guests and family members are prohibited from visiting the residential facilities. The Resident will be responsible for all costs associated with the possession and removal of the animal (i.e., damaged furniture, cleaning fees, pest control, etc.). The resident will be charged a \$500 fine for unauthorized pets. Residents are restricted from feeding or leaving food outside the buildings for animals.

Students who have an Emotional Support/Service Animal may work with Disability Services to register their animal and get it approved to be on-campus with the Resident. Residents who are approved to have an Emotional Support/Service Animal on-campus, will be required to sign an addendum to their Housing License Agreement outlining policies and procedures for the animal being on-campus in a residence hall.

Smoking/Tobacco

Life University is a tobacco-free and vape-free campus and prohibits smoking in all campus buildings including all residential facilities. The Tobacco-Free Policy prohibits the use of all forms of tobacco and smoke-related products. Smoking is prohibited in all residential facilities spaces and/or common areas. Appropriate charges will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.

Wireless Routers and Internet Switches

High quality internet service is provided throughout the residential facilities. Residents who plug in their own personal router can create a security risk. Additionally, routers and switches are often connected to the network in reverse which results in a failure of the entire network. Ultimately, these devices will disrupt the continuity and security of the provided network and will cause slow internet service.

AA. Quiet Hours/Courtesy Hours

In order to maintain an environment conducive to study and sleep, residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested by others to do so. Please remember other residents may live above, below, and beside you in every direction and you have a responsibility to prevent noise and activity that can be heard by other residents whenever possible. Noise heard two doors away in The Commons or Life's Village

Retreat halls or from outside one's apartment/room door will generally be understood to be a violation of quiet hours. Furthermore, car stereo volume and general noise exterior to the building may have a negative impact on interior residential environments.

Quiet hours are as follows:

- Sunday to Thursday: 10:00 p.m. to 9:00 a.m.
- Friday and Saturday: 12:00 a.m. to 10:00 a.m.

Courtesy hours are in effect 24 hours a day.

It is important each Resident makes an attempt to confront any residential student who may be creating a disturbance before contacting your Resident Assistant or Residence Life Coordinator so long as you are confident your safety is not in question.

Additionally, any noise or distraction that disturbs residents is not conducive to academic success and personal health and, therefore, courtesy hours are in effect 24 hours a day and seven days a week throughout the year. Excessive noise, at any time, is not appropriate and will be subject to documentation without warning. Please reference this community standard when requesting your fellow residents cease any loud or distracting behavior.

BB. Roommate Agreements

Failure to uphold, respect, or abide by a roommate agreement is unacceptable. Roommate agreements are not intended to be exhaustive agreements between roommates, but they do serve as clear statements of expectations between those living together and the staff who support them.

CC. Screens and Windows

Using a window as an entrance or exit is prohibited (unless in case of emergency). Also, removal of any screen or window is prohibited and the cost of replacement/repair will be charged to the responsible resident. Items including banners, signs, and posters may not be hung in windows. In respect for the greater community, residents are restricted from decorating or posting any materials on windows. This includes window paint and decals. This is also to ensure the health and safety of residents and emergency personnel. Residents may not take any action that may cause damage to the window or screen. If in need of repair, the residents should submit an online maintenance request via their Housing and Residence Life portal. In order to protect those individuals who may be walking outside the facility, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residential space.

DD. Trash/Littering

Trash cans at building entryways and in corridors are provided for basic individual items (e.g., cups, wrappers, gum); they are not intended for personal/bulk trash. All personal trash must be removed from residential spaces regularly and deposited in the dumpster's located outside of the residence halls. Residents will be charged \$25 for each bag, box, or uncontained item found in public areas such as hallways, breezeways, lobbies, or anywhere other than an appropriate dumpster. Littering is prohibited.

EE. Unapproved Occupancy

Residents or guests occupying an unassigned bed space or using unassigned furniture is prohibited. Each resident is assigned one bed space and one set of associated bedroom furniture. Unoccupied bed spaces, closet space, and furniture must remain unused, clearly separated, clean, fully assembled, and available for incoming residents at all times. Furniture arrangements must be hospitable for incoming roommates and have proper ingress and egress pathways. Use of unassigned beds and furniture may result in additional housing fees and referral to the Student Conduct.

FF. Weapons, Projectiles, Ammunition and Explosives

Life University is a weapon-free campus. Housing and Residence Life strictly prohibits the use, possession, and storage of weapons of any kind in the residential facilities. Weapons include but, are not limited to firearms, simulated firearms, BB guns, pellet guns, water guns, dangerous chemicals, any explosive device (including fireworks), ammunition, nun chucks, brass knuckles, butterfly knives, slingshots, swords, knives with a blade larger than 3 inches, paintball guns/equipment, bows and arrows, darts, and other materials that can be used to intimidate, threaten or endanger others are prohibited on campus. Possession of a weapon may subject you to removal from the residence halls/apartments as well as the University.