



MARYVILLE COLLEGE

Residence Hall Policies and Procedures

Residence Requirement

Undergraduate students taking 12 or more credit hours are required to live in College residence halls unless they live with their spouse, parents, guardian in the community, or have children who live with them. Standard exceptions to the residence policy for undergraduate students include students 23 years or older and 5th year seniors. Students are assumed to have residential status on-campus unless they have successfully requested and received a housing exemption.

Undergraduate students who are not enrolled full-time may not occupy residence halls without the permission of the Vice President and Dean of Students or their designee.

Graduate student housing is available on a limited basis, including married student housing and assignments within residence halls on-campus. Graduate students interested in residential housing options should contact the Director of Campus Life for available housing options. Graduate students who elect to reside within College provided housing are required to abide by existing College housing standards in place.

Residence Life Organization

- Director of Campus Life – The Director of Campus Life is a full-time professional staff member and official of the College who is responsible for the oversight of the Residence Life Department.
- Assistant Director of Housing Operations – The Assistant Director is a full-time professional staff member and official of the College who is responsible for managing all student housing assignments throughout the year. This individual is also a Resident Director for one (or more) of the residence halls.
- Resident Director (RD) – The Resident Directors are professional staff members who assist the Residence Life Office in the management of a hall as well as assist student staff and residents. RD's have collateral duty assignments to assist across campus, beyond Residence Life.
- Resident Assistants (RAs) – RAs are student staff members who are assigned to each floor or quad. They plan activities, help with problems and interpretation of College policy and assist the professional staff.
- Residence Hall Association (RHA) – RHA exists to address residential student concerns and provide programs for residential students. RHA determines how unallocated hall association dues will be spent programmatically each year.

Procedures

Appliances

Refrigerators must be 4.5 cubic feet and under and microwaves may not be over 1,000 watts. Open heating elements such as hot plates are not allowed. Toasters and George Foreman grills are allowed.

Balconies

No items may be thrown/dropped from balconies or windows. The only furniture allowed on the balconies is the installed benches. Violators will be subject to disciplinary action. If problems occur with litter from cigarette butts or ashes, smoking will be banned on those balconies in violation. The only buildings that have operational balconies are Copeland, Davis, and Gamble. All other buildings that have decorative balconies may not be used by students for any reason.

Bicycles

Bicycles must be stored in areas set aside for this purpose at each residence hall. Carnegie and Beeson are the only buildings that have indoor security racks. Bicycles may not be stored in rooms, stairwells, or other public areas. Bicycles may not be chained to handrails, columns or other non-bike specific structures. The College is not responsible for missing or broken bikes. All bicycles must be removed at the end of the school year. Students who are living on campus during the summer may contact Security and receive a tag that will allow them to leave their bicycle on-campus during the summer. Bicycles left over the summer without a tag from Security will be disposed of at the discretion of the College.

Candles

Candles with unburned wicks and candle warmers are allowed in the halls. Burning candles or candles with burned wicks are not allowed and will be confiscated and a \$25 fine will be assessed.

Check-In

Residence Halls open each semester in coordination with registration and move-in activities. Students requesting an earlier arrival than the official check-in date/time, may do so only for the purpose of official College business or activity. All early arrivals must be approved by the Director of Campus Life and will be subject to a \$25 fee per night. Any student who checks-in early without permission will be assessed a \$50 improper check-in fee, may be asked to leave campus immediately until the approved check-in date, and/or may be charged the daily fee rate. All residence hall rooms have been inspected by the hall staff prior to students' arrival and have noted any damage or defects. When students check in, they are asked to survey the room and make a list of damages or defects. It is important that students complete a thorough check as they will be held responsible for any damage not listed on the sheet.

Check-Out

Students moving out of a residence hall must officially checkout by personally undergoing a checkout procedure with a member of the residence hall staff. At that time, residents will complete the checkout inspection that compares the condition of the room at that time with the documented condition at the beginning of the occupancy. Express checkout is sometimes an option for students – please see your RA about this option. All personal possessions must be removed from the room before checkout. Improper

checkout will result in a \$25 fine. Activities to complete prior to moving out:

1. Remove tape, nails, etc., from walls, doors, ceilings, windows, desks, shelves, dressers, etc.
2. Empty and clean closets, cabinet and drawers.
3. Empty trash cans. Large items must be taken by residents to an off-campus site for disposal.
4. Clean the floor.
5. Debunk or “un-loft” beds
6. Note that items may be left in storage by returning students at the owner’s risk and with expressed permission from the College. Such items should be packed and sealed in cardboard boxes of good condition, in footlockers, or similar containers with the owner’s identity clearly marked on the outside with a storage tag provided by hall staff. Couches, futons, carpet and large furniture may not be stored. Items such as carpet and couches need to be taken to the city dump and may not be placed in College dumpsters. Large items that are left in College dumpsters will result in a \$100 fine.
7. Note that personal property left in the room or residence hall after the closing of school in the spring or following withdrawal or graduation becomes property of Maryville College and will be disposed of within 30 days of the student’s departure.

Residence halls close at 9 p.m. on the last day of finals. Exceptions to this policy will be made on an individual basis by the Residence Life Office and will be subject to a \$25 fee per night. All requests for exceptions must be made by 5 p.m. at least one week prior to closing. Students who violate College or residence hall policies once their academic requirements are complete will be asked to leave the halls immediately. This policy includes graduating seniors and students who may have received permission to stay after the normal closing date.

Graduating seniors are allowed to stay in the residence halls until 11 a.m. on the Sunday following graduation. Seniors remaining after 11 a.m. will be charged an automatic \$25 improper checkout fee and an automatic express checkout will be assumed by the student at that point. For every hour after 9 a.m. that students have not checked-out, an additional \$25 is charged for guest fees. All campus policies are still in effect throughout the weekend and any person deemed to be causing a problem will be asked to leave immediately.

Computer Network Access

All residence hall rooms contain two modes of connectivity for campus computer networking access: wired and wireless. Double rooms have two jacks and single rooms have one jack. All computer use from the residence halls is governed by the same rules as those governing computer labs. Violation of these policies will result in disciplinary action. For information on connecting to the College network, please call Information Technology.

Damage Assessment

At the end of each semester and, when necessary, periodically during the year, damages to student rooms and common areas of residence halls are assessed. Damages within a room are charged to the room occupants. Damages in hallways, lounges, restrooms and other common areas are charged to the

person(s) responsible (if identified). Otherwise, all floor or hall residents are collectively charged. Any damage or loss of residence hall recreation equipment is charged to the person(s) responsible (if identified). Otherwise, all residents are collectively charged. The College is not liable for theft or damage to the personal belongings of resident students.

Fire Evacuation Plan

Smoke detectors activate the alarm system automatically in case of a fire in the building. Manually operated fire alarms are also located in all residence halls. Security schedules fire drills throughout the year. When the fire alarm sounds, students should:

1. Check closed doors for heat before opening
2. Close the room door behind them as they escape to delay the spread of the fire.
3. Exit by the nearest exit.
4. Once safely out – Stay out! Do not re-enter.

If a door is hot, do not open. Escape through a window. If escape is not possible, students should hang a white or light-colored sheet outside the window, alerting fire fighters to their presence. If a door is cool, open slowly and ensure that fire and/or smoke are not blocking the escape route. If the escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and then close it. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

Tampering with the fire safety equipment is an illegal offense and may subject the individual to prosecution under the law, as well as any repair charges. The minimum charge for tampering with any fire safety equipment is \$1,000. Failure to evacuate a facility during an alarm will subject the student to disciplinary action. Smoke detectors in the rooms may not be tampered with in any form.

Furniture

Removal of furniture from lounges, classrooms, study areas or other places on campus for a student's personal use is considered theft. A \$50 charge per day will be assessed for each piece of furniture, and the individual may also be subject to disciplinary action. Damage to College furniture will require restitution for the cost of the property. Room furniture may not be stored or removed from the room.

Grills

Charcoal grills are only allowed on campus with the permission of the Resident Director of the specific residence hall. They must be kept 10 feet away from all buildings. No flammable liquids (propane, etc.) are allowed on campus.

Guests/Visitation

Guests may visit at the request of the room occupant and must be escorted at all times in any public areas of the buildings. Overnight guests are welcome in the halls for two nights at no charge. Overnight visitors of the same sex are welcome for two nights in freshman halls, provided both roommates agree. Limited guest rooms are available in the residence halls for a nominal fee. Two or more guests, or guests staying more than two nights, must occupy guest rooms. Guest cannot stay more than 2 nights in a 7-day period. All visitors are expected to observe College policies. Violators will be asked to leave the

campus and may be subject to prosecution under the law. The College reserves the right to restrict the activity of any guest. Residents are held responsible for the behavior of their guests and all activities originating from their assigned room. Cohabitation is not allowed.

Hall Meetings

It is necessary at times to get input from everyone in the hall on ideas/problems as well as to communicate important campus information. Residents are required to attend all scheduled hall meetings and are responsible for any information presented at meetings. Failure to attend without notifying your RA or RD could result in a \$10 fine.

Hall Security (Door Propping)

Everyone shares responsibility for the security of the residence hall. Outside doors are locked 24-hours, 7-days a week. Propping or “coining” outside doors open is prohibited and a \$100 charge and/or disciplinary action will be assessed to the individual responsible (if identified) or to the entire hall. Students should not open the door for anyone who is not a resident of the building. Guests should call their host to gain entry into a hall and be escorted at all times.

Hall Sports

Throwing, bouncing, and/or kicking of footballs, soccer balls, etc., are not allowed in the residence halls. Additionally, water guns, water balloons, air soft/paintball guns, and other such devices are not allowed in the residence halls. Students in violation are subject to confiscation of sporting equipment and/or disciplinary action. Water guns, water balloons and other such devices are not allowed in the common areas.

Keys & Student ID Card

Room keys are issued on arrival. Requests to change locks and keys, when considered necessary, will be submitted by the Residence Life staff, safety and security personnel, and/or the Office of Student Affairs. Regulations concerning the use of keys include:

- Loss of a room key requires a charge of \$85.
- Duplication of any key will result in a fine of \$25 and disciplinary action.
- Irresponsible use of keys or ID cards, such as lending the key or card to another person, will result in disciplinary action.
- The RA should be notified immediately when a key is lost.

Students will be issued a Student ID card upon arrival your first year – they are expected to hold onto the card for the extent of time they are a student at Maryville College. The student ID card serves as access to the residence hall building. Replacement cost for a lost ID is \$15. Damaged cards may be replaced for free if you bring the damaged card to the Residence Life Office.

Laundry Facilities

The cost of laundry service is included in the room fees for residential students. Laundry machines are located in all residence buildings and are operated free of charge for students who reside in the residence halls.

Ledges and Roofs

No persons or property are allowed on ledges, fire escapes, roofs, overhangs or window frames of College buildings. Violators will be charged \$50 and subject to disciplinary action.

Maintenance/Housekeeping Requests

Residents should email the Resident Director to request maintenance or housekeeping repairs. Minor repairs/ requests are usually handled within 24-hours. If the problem has not been corrected after 48-hours, students should notify their RD.

Pets

Fish in a 30-gallon tank or smaller are allowed without permission. An approval process is required for all other requests. Violation could result in a fine the first time the animal is observed and a required removal of the animal within 48-hours of discovery. If after 48-hours, the pet remains or reappears in any student room, the original owner will receive an additional fine for each day the pet remains on-campus, and the animal will be taken to a pet adoption center as soon as staff can facilitate such an action.

Students with disabilities requiring the assistance of animals within the residence hall, such as service animals and/or emotional support animals should contact [Disability Resources and Accessibility](#).

Quiet Hours

Quiet hours are Sunday – Thursday, 11 p.m. – 10:00 a.m., and Friday – Saturday, 1 a.m. – 10:00 a.m. However, during the first floor meeting, each floor may further restrict quiet hours. During finals, a 24-hour quiet rule is in effect. Violators of the Quiet Hours policy are subject to disciplinary action.

Twenty-four (24) courtesy hours are always in effect, and residents are encouraged to respect the rights of others. Unnecessary screaming/yelling in rooms, stairwells, or other areas of the hall is discouraged. Locate stereos, radios, or speakers away from room windows and keep the volume at a reasonable level. Students should attempt a compromise with others in the hall if behavior interferes with courtesy hours. If an impasse occurs, students should contact a Residence Life staff member.

Recycling

Maryville College has an on-going relationship with RockTenn for campus-wide, single-stream recycling. Recycling bins can be found inside each residence hall. We encourage students to separate their recyclables and participate in this program. The main facility for this can be found behind Pearsons Hall at the large blue container.

Room Care

Student rooms may be personalized; however, students may not paint their rooms, construct lofts, bunk beds, shelves, or dividers. Rooms must not be modified in a manner that is destructive of property, hazardous to the physical well-being of resident students or guests, or in violation of good taste as determined by the Area Director. Students may not use putty or glue to secure items to the doors, walls or woodwork. Items may be nailed to walls that are not cinderblock provided they are no bigger than a finishing nail. Double-sided tape may be used provided that it's a 3M product made for easy removal.

Nothing should be taped or affixed to the ceiling. Doors that are wooden can only have items on half of the door. Objects should not hinder access to or from the room, nor movement within the room.

Standards of cleanliness are necessary for personal health, pest control, safety and prevention of property damage. Discarded food, unemptied wastebaskets, dirty floors, dirty bathrooms and dirty clothes cause odors and attract insects. Each resident is expected to keep the room in a clean and undamaged condition. Only Underwriter's Laboratory (U.L.) approved cords may be used in a student room. The use of extension cords and multiple plugs is hazardous. If an extension cord is needed, only one item may be plugged in. Overloading electrical circuits is a dangerous fire hazard. Students must limit the number and type of electrical appliances in their room and attach only one electrical cord to a single outlet to avoid overloading circuits. Multiple outlet plugs, when used, must have circuit breakers. Electrical cords or extension cords may go under doors as long the cord is not pinched by the door when closed.

No additional wiring should be added to the room. These are requirements of the College insurance carrier and local fire codes. Halogen lamps are not permitted in the residence halls. College staff conducts a health and safety inspection each month in each residence hall. Residents in violation of these standards will be subject to disciplinary action.

Room Entry

College officials may enter a student's room when:

- There is clear or apparent emergency such as fire, serious illness, injury, or where danger threatens persons or property.
- There is reasonable cause to believe that a violation of residence hall or College regulations is occurring, or
- To ascertain damage, maintenance needs or conditions potentially harmful to the safety and health of its occupants. For further information, see "Damage Assessment" in this chapter.

Room/Hall Inspection

Rooms and halls will be inspected for health, safety, and maintenance conditions during each month by the Residence Life Staff. The College is not obligated to notify residents of such inspections; however, out of courtesy, every effort will be made to notify students in advance. Upon observance, any lobby or common area found to be unsanitary, excessively damaged, or unkempt will result in a \$50 group fine and/or remedial action. Rooms found to be unsanitary and/or unkempt will result in a warning. The student will have 24-hours to clean the room. If upon further inspection it is still not clean, the student will be subject to disciplinary procedures that may include being moved to a new housing assignment and/or the cost to have the room cleaned.

Sales & Solicitation

Solicitation of funds, memberships, subscriptions and the sale of goods or services for the benefit of outside groups or for individual profit is not allowed in the residence halls or elsewhere on campus unless specifically approved by the Vice President and Dean of Students.

Satellite Dishes

Satellite dishes are not permitted on campus.

Storage

Davis, Gamble, & Copeland are the only buildings that have storage available. Every effort is made to secure the storage areas; however, items are stored at the student's own risk. The College is not liable for theft or damage to stored items or personal property in resident rooms. Residence Hall room furniture may not be put in storage. Couches, futons, carpet and other large furniture may not be stored. Items left in storage must have an approved storage tag provided by hall staff attached to the item.

Trash

Trash may not be left on porches, in hallways, stairways or in common areas in Residence Halls, Court Street or Beeson Village.

Vending Machines

Vending machines are located near the lounge or kitchen area in each residence hall. Tampering with vending machines will lead to disciplinary action.

Wellness Building

Students living in wellness buildings (Gibson and Pearsons Hall) have committed to living a Fit.Green.Happy. lifestyle, in which, alcohol, drugs, and other paraphernalia are not permitted. Students found in violation of this expectation may be relocated to a non-wellness building.