

# Residence Life

## On-Campus

Lipscomb University is committed to providing an on-campus environment that is safe, comfortable, and conducive to study and personal growth. In order to create a community experience that is as enjoyable as it is educational, residence hall students are expected to work together to understand other residents who may be from diverse cultural, or ethnic backgrounds. Married students and students over 25 years of age are not allowed to live in the campus residence halls. Exceptions must be approved by the Housing Office at 966-6062.

Full-time residence hall directors (RHDs) and assistant residence hall directors, report directly to the director of Residence Life, manage Lipscomb's six residential areas. These RHDs are empowered by the Dean of Campus Life to administer and enforce residence hall and university policies, develop/incorporate in-service training strategies, and implement continuous quality improvement programs for enhancing on-campus living. Students encountering problems or concerns with any aspect of life within their specific residence hall are encouraged to seek out their residence hall director for direction, answers, and support.

The residence hall directors may be reached at the following numbers

Danielle Simms, Residence Hall Director, Elam Hall	966-1003
Laurie Sain, Residence Hall Director, Fanning Hall	966-1181
Mike Smith, Residence Hall Director, High Rise Hall	966-1331
TBD, Residence Hall Director, Johnson Hall	966-1548
Sam Parnell, Residence Hall Director, Sewell Hall	966-1635
Sam Smith, Village Apartments	966-5155

The university also employs approximately 55 Resident Assistants (RA) each year to provide support to the RHDs. Students are expected to comply with residence hall regulations and with directives from both residence hall directors and resident assistants as they are executing their assigned duties. Failure to do so subjects students to disciplinary action as determined by the deans of campus life.

### BABYSITTING

Babysitting is not permitted in residence halls.

### CABLE ACCESS

Each room has a cable connection. For any signal issues, contact the Entertainment & Technical Services Office at ext. 1234. Please verify that your cable tv connection is set on the cable mode setting, not antenna.

### CAR MAINTENANCE

Car washing and major car repairs are prohibited on school property.

## CHECKOUT PROCEDURE

A student moving out of a residence hall during or at the end of a semester must have a member of the housing staff certify on the room inventory form that the room has been properly cleaned, personal belongings removed, any damage noted, and the room key and key fob turned in. Students failing to comply with this policy will be assessed an amount adequate to cover the costs of the room key, cleaning, and repair of any damages.

### Checkout Procedure Violations and Fines:

Failure to check-out with Head Resident/RA .....	Minimum of \$50
Failure to detundle beds.....	Minimum of \$50
Failure to return room key or key fob .....	Minimum of \$50
Failure to clean room before checkout.....	Minimum of \$100
Failure to remove personal belongings.....	Minimum of \$50
Failure to return room to original configuration ..	Minimum of \$50
Room Damages.....	TBD by Facilities Dept.
Common Assessment Charges .....	TBD by deans of campus life

## COMMON ASSESSMENT

The residence halls operate under a policy of common assessment for "anonymous" damage in the halls and rest rooms. The residents of each floor are responsible for the condition of the halls and rest rooms on their respective floor. All residents are responsible for the lobby, computer room, hallways, stairwells, elevators, vending machines, kitchens, etc. as well as the common interior and exterior doors. If extensive damage occurs, and the person or persons responsible cannot be determined, then all residents may be assessed the amount necessary to cover the cost of repairs. The common assessment charges will be reported to the Business Office for charges on the students' accounts. There will be a minimum charge of \$10 per student when a common assessment is made.

## CURFEW/SIGN-OUT REGULATIONS

Resident Assistants (RAs) will conduct room-check in the freshmen residence halls at curfew each evening. Curfew for freshmen is midnight (12:00 a.m.), Sunday through Thursday, and 1 a.m. on Friday and Saturday nights. Curfew for sophomores is 2 a.m. every night. Juniors and seniors may come and go as they wish; however, they are required to sign out at the front desk when leaving the residence hall after curfew. Each student should consult the current catalog's criteria for "Class Standing" in determining his/her current classification. In addition, students will be allowed the same curfew privileges as Juniors/Seniors if 1) they are 21 or older or 2) they have been in residence at a college or university for at least four semesters (excluding summer sessions). All students returning to the residence hall after curfew must enter only through the main lobby doors, and are required to check-in at the front desk with student ID. Parents may be contacted if a student does not return on time and the residence hall director has not been notified of the reason for the delay.

Late permission is granted on an exceptional basis and

should only be requested in special circumstances. Regular late permission that is work-related may be granted on a limited basis; students who desire this privilege must make arrangements with the residence hall director before entering into an agreement with an employer. Freshmen and sophomores leaving the residence hall overnight must complete a checkout procedure providing an address and phone number where they can be reached in the event of an emergency, and specifying the day they plan to return.

All requests for late/off-campus permission are subject to the approval of the residence hall directors. Excessive late-hour activity, or abuse of policies regarding curfew/sign-out, may be brought to the attention of the deans of campus life and are subject to disciplinary action. Generally, once a student has accumulated more than three (3) violations of residence hall policy in the same semester, the Office of Campus Life will take informal disciplinary action. Additional violations will likely result in probation to the deans, or some other formal discipline.

## DAMAGES AND FINES

The occupants of a room are responsible for any damage occurring in that room, including damage done by visitors. Damages will be reported to the Business Office for charges to student accounts. Monetary fines will be assessed when violations of specific residence hall procedures have been ignored or violated. Common assessment charges will be applied when damages occur in high traffic areas within residence halls (i.e., soda and vending machine areas, laundry rooms, lobbies, computer labs, etc.). Fines will be assessed (as listed below) if and when infractions or violations occur within the residence halls. This listing is not exhaustive and will be expanded by the Office of Residence Life division or facilities department as needed to address residence hall concerns.

### Damages/Violations Within the Residence

#### Hall Complex:

Damaging or Covering smoke detectors:	
1st offense, per person in room .....	\$ 25
2nd offense, per person in room .....	\$ 50
3rd offense Report to Dean's Office	
Obstructing Hallway .....	\$ 25
Propping exterior doors open .....	\$ 50
Removing/damaging window screens .....	\$200
Setting off door alarm	
1st offense .....	\$50
2nd offense .....	\$100
3rd offense report to Dean's Office	
Tampering/damaging doors .....	\$100
Violating Open Flame Policy	
1st offense .....	\$ 25
2nd offense .....	\$ 50
3rd offense Report to Dean's Office	

Students will be assessed charges for damages or the Dean of Campus Life will discipline actions that are deemed malicious or premeditated in the residence halls. Students aware of actions or practices within the residence hall that may pose a danger to others must bring this to the immediate attention of the residence hall director.

## DECORATIONS/DISPLAYS

Paper decoration should not cover more than 25% of the surface area of any wall. Displays/decorations shall not be located in exit corridors or block emergency egress from any room. They must also be kept away from exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.) fire extinguishers, and emergency and normal-use light fixtures. Exit signs and emergency lights must not be obstructed in any way. Do not hang any items from sprinkler heads or sprinkler piping. Violation of this policy will result in paying a fine.

## DORM SIGNS

Removal or vandalism of residence hall signs is prohibited.

## ELECTRIC APPLIANCES

Refrigerators purchased or rented for use in residence hall rooms are not to be larger than three cubic feet in capacity. Students are not permitted to use open-coiled appliances, electric skillets and ovens, George Foreman Grills, halogen light bulbs, or electric heaters in their rooms. Popcorn poppers, microwave ovens, coffeemakers, and toasters are acceptable.

## LOFTS/BUNK BEDS

For safety reasons Lipscomb does not condone the use of lofts. If students use a loft it must meet all of the following guidelines:

- No damage to university property.
- A safety rail must be included for the top bed.
- There must be a minimum clearance of 33" between the ceiling and the top of the mattress to ensure the smoke detector can operate full and to minimize "head-bump" injuries.
- The bunk bed/loft should not restrict the opening of any room door or obstruct fire safety equipment, window or heating ventilation and air conditioning systems (HVAC).
- A ladder must be available for all upper bunks.
- Loft must be registered with RA/RHD
- The loft must meet the safety approval of the RHD. Any loft that the RHD/Director of Residence Life believes to be a safety risk must be removed immediately.
- Loft must be disassembled before checkout.

## ENTRY, SEARCH AND SEIZURE

Each student grants to the university the right to enter, inspect, and search the room of any student in university owned housing, or any student's car, whether or not the student is a boarding student, with or without the student's presence. All evidence found in such searches will be deposited with the Office of Campus Life. Search authorization will normally be issued by the provost, one of the deans of campus life, or the director of residence life. Except under an emergency situation (as determined by the university), a room search will be conducted by at least two representatives of the university. A student who

refuses permission for a room search is subject to immediate dismissal.

## **EXTENSION CORDS**

The use of extension cords is discouraged in the residence hall. Power strips with a fuse or circuit breaker are recommended if there are not enough outlets. If extension cords are used, they must bear the UL label and be of adequate size for the intended use. No electrical cores (either extension or light cords) may be routed through doorways with doors or under throw rugs or loose carpeting.

## **GUESTS**

Guests of residents and official guests of the university are welcome to spend weekends in the residence halls (maximum of three nights, please). Weeknight visitors are discouraged. All visitors must register with the residence hall director or RA and observe all university regulations. Guests must show identification when entering or exiting after curfew.

## **HALLWAYS**

Activities such as boxing, wrestling, ball playing, golf-putting, scuffling, and other such disturbances are prohibited in the residence halls. The fire code requires that hallways must be uncluttered at all times. Therefore nothing may be placed in the hallways, including bicycles, furniture, etc., and the hallways must be kept free of all laundry and trash. Violation of this policy could result in confiscation of personal belongings and/or a fine.

## **HOUSING AGREEMENT FORM**

Upon entrance in the residence hall each student will sign a Housing Agreement Form stating his/her agreement to comply with, and abide by, the terms and conditions stated in the form, the university catalog, and the Student Handbook.

## **KEYS**

Each student is issued a key upon checking into the residence hall and will be charged \$25 for replacement of a lost key. A lost key fob will result in \$20 replacement charge.

## **ON CAMPUS STUDENT FUNCTIONS**

On campus meeting spaces are reserved for student groups that are officially recognized by the institution. Requests for function and/or official status should be submitted to the dean of campus life for review.

## **OPEN FLAME POLICY**

In keeping with the fire code, open flame candles and burning incense are prohibited in the residence halls at any time. Violation of this will result in \$50 fine and confiscation of prohibited items.

## **PETS**

Pets of any kind are not permitted on campus, either in the residence halls or classrooms. Visitors are not permitted to bring pets into the residence hall.

## **PRANKS**

Inappropriate/destructive activities in any form (even if not intended as such) are prohibited.

## **PRIVATE ROOMS**

Private rooms are granted on an availability basis only. Private rooms will be confirmed upon the completion of final processing in registration and all residents who occupy a private room will be billed an additional per semester charge of \$750 per semester. Copies of the Private Room Policy are available for review in the Office of Residence Life.

## **PROPPING EXTERIOR DOORS**

No exterior residence hall doors are to be propped open, including side and basement doors. Violation of this policy will result in paying a fine.

## **QUIET HOURS**

Students are to respect the needs of others to study or sleep and are to refrain from making excessive noise in the residence halls. Quiet hours will begin each night at 10:30 p.m.

## **RESIDENCE HALL MEETINGS**

Attendance at all residence hall meetings is required. Failure to comply will result in a loss of late minutes, a fine or both.

## **RESIDENCE HALL SECURITY**

In the interest of residence hall safety, students should use their key fob to enter the residence halls. After curfew, students will also need to show their student ID.

Individuals who activate door alarms due to improper entry/exit to and from residence halls will be assessed progressive fines as listed below:

First Offense	\$ 50
Second Offense	\$100
Third Offense	\$200
Fourth Offense	\$400

Offenders of this policy may be subject to immediate suspension from the university.

## **ROOM ATMOSPHERE**

Profanity, obscenity, and lewd literature, pictures, or movies are not permitted. Any type of alcoholic beverage advertisement or container is also prohibited. Pictures that do not portray Christian principles and provide mutual respect for cultural diversity on campus will not be displayed either within or outside the residence halls.

## ROOM CHANGES

A student must have the advance written approval by the office of residence life before moving from one room to another. Students that move rooms after the first day of class will pay a \$75 relocation fee. Students who move before approval by the director of residence life will forfeit the new space, return to their former room, and/or receive a fine. A student desiring to move from one residence hall to another must complete the following procedure:

- Check with the office of residence life to determine if space is available.
- If space is available, request the residence hall director to sign a housing transfer card.
- Have the present residence hall director and RA sign the card.
- Return room key.
- Take card to the residence hall director of the new residence hall and pick up room key.
- Students who do not follow the above procedure may have to forfeit the new space and return to their former room.

The university reserves the right to move a student to another room and/or residence hall.

## ROOM UPKEEP

Students living in university housing are required to keep their rooms clean and orderly. Residence hall directors and/or resident assistants will make periodic inspection of rooms. Discretion should be used in putting nails or tacks in walls, furniture, or doors. The furniture in each room is checked and recorded on a room inventory form when a student moves into his/her room.

Missing and/or damaged furniture will be charged to the occupant of the room. No furniture is to be moved from the room to which it is assigned without permission from the residence hall director.

## ROOM RESERVATION PROCEDURES

On-campus residents must be classified as full-time students. A student taking fewer than nine hours must have permission from the director of residence life in order to live in a residence hall. Housing concerns are handled by the director of residence life, who oversees processing room reservations and assigning residence hall rooms, and is located in the Office of Campus Life in Bennett Campus Center.

Before reserving a room a student must pay a \$100 non-refundable room reservation deposit, which will be applied, to the student's next semester housing charges. Nevertheless, an exception can be made to refund the deposit if a written request to cancel the reservation is received by the day prior to spring graduation. However, prospective students will be given until May 1 to submit a written request to cancel the room reservation.

Room reservations are cancelled when a student officially withdraws or is dropped from the university. The student must reapply for admission and a room reservation deposit must accompany this application. If the application is approved, a room will be assigned. Room reservation details and dates will be posted on Lipscomb's website.

## ROOM VISITATION

Students are not permitted to visit rooms of members of the opposite sex except during official open houses or upon approval from the RHD.

## SALESPERSONS AND SOLICITORS

Salespersons, solicitors, and selling parties are not permitted in residence halls. Residence hall rooms are not to be used as headquarters for any private business.

## TELEPHONES

The university provides telephone service to all residence hall rooms for local as well as long distance calls. (Long distance calls may be placed using calling cards or operated assisted calls.) The student must provide the telephone but the university will provide voice mail service.

## WINDOWS

Entrance or exit through windows is prohibited except in life threatening situations such as fire, smoke, etc. The throwing of any object(s) from windows is not permitted. Windows should remain closed when heating or cooling is in use and opening may result in a fine.

## UNIVERSITY LIABILITY

The university does not assume responsibility for personal property that is lost, damaged, or stolen. Students are advised to keep their doors locked at any time they are out of the room. They are cautioned to leave any valuable property at home or in a suitable storage place, because the university is not liable for the loss of any property. Students are requested to make use of checking accounts and not to keep large sums of money in their rooms. Students are encouraged to purchase insurance if they are not covered under their parents' homeowners' policies.

# Off-Campus Residence

Lipscomb University believes that students profit more from living on campus than from living in rented rooms or apartments off campus. The privilege of living off campus is extended to students who have senior status; thus, single freshmen, sophomores, and juniors are required to live on campus except those who are living at home with their parents in the Nashville area.

Because living off campus is a privilege, the following conditions have been established. Approval to live off campus can be given if a student meets at least one of these stipulations:

1. 95 hours earned prior to the beginning of the stated term
2. 21 years of age
3. Enrolled in fewer than 9 hours
4. Living with parents

Allergies, dietary needs, financial hardships, etc. do not grant students approval to live off campus prior to meeting the off-campus stipulations described above.

Final approval to live off campus must be granted by

the Director of Residence Life before students may enter into an agreement that would bind them financially, morally, or legally. Students not obtaining this permission in advance will be given the choice of moving back into a residence hall or withdrawing from the university. Students on disciplinary probation may be required to live on campus.

In such instances, it will be the student's responsibility to negotiate his or her release from any long-term lease. The university will not be responsible for losses sustained by students who are required to move back on campus. Failure to move back on campus may result in a student's immediate suspension. Students approved for off-campus housing understand that all campus regulations apply to them as well. Permission to live off campus may be granted for only one term at a time.

