

# Guide to Community Living



**BAYLOR**  
UNIVERSITY

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CAMPUS LIVING & LEARNING

2018-2019

# Guide to Community Living

Living in community often means there are certain rules, policies, and procedures residents must be aware of and abide by. It is required that every resident follow the policies and procedures of Campus Living & Learning. Students are also responsible for and agree to abide by the information contained in [Baylor University's Student Policies and Procedures](#).

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# CL&L Dictionary

## Community Leader (CL)

The Community Leader serves students in one of Baylor's residential communities by exemplifying and implementing the policies and values of Campus Living & Learning. The CL provides leadership by fostering community and cultivating relationships, mentoring residents, and facilitating learning through efforts that integrate aspects of diversity, faith development, academics and relationships.

## Guest

A guest is someone who is visiting a resident in one of the fourteen residential communities. Guests are required to abide by all university and Campus Living & Learning policies. Guests may include another Baylor student or resident that does not live in the residential community in which they are visiting, a non-Baylor person, and/or a family member.

## Resident

A resident is a Baylor student who is living in one of the fourteen residential communities. A resident has agreed to the terms of the On-Campus Housing Contract and the policies in the Guide to Community living, outlined in this document.

## Resident Chaplain

The Resident Chaplains are Truett Seminary students working on a master's degree to prepare them for the ministry. They live in the residential communities and are responsible for assisting residents in spiritual formation and providing a pastoral presence in the communities.

## Residential Community

A residential community is the physical building and any community spaces within each residence hall. Residential Communities include: Allen/Dawson, Alexander/Memorial, Arbors, Fairmont & Gables Apartments, Brooks College, Brooks Flats, Collins, Earle, Kokernot, Martin, Penland, North Russell, North Village, South Russell, Teal and University Parks Apartments.

## Residence Hall Director (RHD)

Residence Hall Directors are full time master's level professionals who live in the residential communities. These staff members supervise the Community Leaders and work to create an environment that promotes academic success, physical safety, and authentic community. The RHD's offices can be found in common areas of your community. Hall Directors are excited to get to know residents and make your residential experience a positive one.

## Assistant Residence Hall Directors (ARHD)

Assistant Residence Hall Directors are full-time professional staff members who live in some of our residential communities. The ARHD partners with the Residence Hall Director in overseeing the hall community and is also available to support residents.

## Graduate Apprentice Residence Hall Directors (GARHD)

Graduate Residence Hall Directors are full-time graduate students generally in the Higher Education and Student Affairs program. These students are completing an apprenticeship in addition to their studies and live in the residential communities. They also assist and partner with the Residence Hall Director and are an important resource available to residents.  
Student

## Resident Behavior

Community living is a unique experience that has its own rewards and challenges. Residents are expected to conduct themselves in a manner that regard the rights of other students, respect the safety of persons and property, follow all University, local, state, and federal laws, does not interfere with any other student's academic pursuits.

The following are examples of conduct that may result in administrative action by Campus Living & Learning (CL&L) and/or disciplinary action through the Office of Student Conduct Administration. Please note that this list is not exhaustive:

- Interference with, failure to cooperate or comply with, or failure to provide identification to any Baylor administrator, faculty member, staff person, and/or student staff person
- Violating university and/or residence hall policies and procedures
- Providing false information or identification to a university official
- Aiding or encouraging others to violate university and/or residence hall policies
- Being present in a room, suite, apartment or other residential environment where policies are being violated.

Campus Living & Learning reserves the right to enforce its On-Campus Housing Contract and may take administrative action in response to student behavior and choices. These administrative actions may include a change in housing assignment or cancellation of the On-Campus Housing Contract. In the event that the On-Campus Housing Contract is canceled, the student will be held responsible for the financial terms of the housing contract. Furthermore, since these actions are contractual in nature, no formal appeals process exists to review the outcome of administrative action by Campus Living & Learning.

If residents have questions about policies or how they are implemented, they can schedule an appointment with their Residence Hall Director or other designated CL&L staff member.

# Residence Hall Procedures: Move in/Move out

Each residential community has a standard procedure for checking into and out of rooms. While the process listed below is fairly standard, residents should understand that the process may vary slightly by residential community. It is the responsibility of each resident to be familiar with and follow the procedures of each residential community when checking into a room, moving to another room, moving to another residential community, or checking out of a room.

## Move-In Procedures

Residents are required to check in at the front desk of their assigned residential community and complete the appropriate documentation before occupying a room. When checking into a new room, residents will be expected to inventory the furnishings and condition of their room. Residents should bring to the attention of a hall staff member any damages or missing items they notice on move-in day and make certain that these notations are included on their room inventory form. The condition of the room will be evaluated by staff when the resident is checking out and the resident may be charged for any missing furniture and/or damages that were not the result of normal wear and tear.

## Move-Out Procedures

Residents must vacate their rooms within 24 hours of their last final exam at the end of each semester.

When vacating a room, residents must fill out the appropriate check-out documentation with their Community Leader or at the front desk and return their keys where applicable. Upon moving out of the room, residents will be held responsible for any damages or removal of furnishings that were made during their time in the room.

Roommates are equally responsible for the condition of their rooms. When damages occur, roommates will be charged proportionally for the cost of repairs, unless specific responsibility can be determined.

For the protection of the resident, it is important to follow proper move-out procedures and complete room inventories. It is the responsibility of each resident to schedule a walk through with a hall staff member to take an inventory of his/her room before moving out in order to prevent charges for damages that may occur after the room has been vacated. The Residence Hall Director will make a final inspection of each room. During this final inspection, charges may be assessed for damages.

Failure to check out with a staff member will result in an improper check-out charge plus a lost-key fee where applicable. If a resident does not return their room key, there may be a charge for re-coring the lock. In all room changes, once a student has been notified that they have been assigned to the new room, the student has 48 hours in which to vacate the old room and complete all check-out procedures. Residents who do not plan to return to the residence halls in the spring must go through proper checkout procedures at the end of the fall semester.

### **Extended Stay Requests**

Graduating seniors needing to stay until commencement and persons with other extenuating circumstances needing to remain beyond the 24-hour period will need to complete an extended stay request application form. The request application form should be turned in by the provided deadline to their Residence Hall Director for review. Permission for extended stay is granted on a case-by-case basis and is not guaranteed.

### **Personal Property in Resident Rooms**

Residents are to remove all of their belongings when moving out. Residents may leave their possessions in their rooms between the fall and spring semesters provided they are assigned to that room for the spring semester and are registered for classes for the spring semester. Baylor University is not liable for the loss of personal property left in residential communities between semesters or during holiday breaks.

### **Personal Property Insurance**

Baylor University does not provide insurance coverage nor take liability for personal property losses or damages. Therefore, residents should obtain personal property insurance through agents of their choice.

### **Abandoned Property**

Any and all property of a resident that is left in his/her residential community room or apartment or in any community space within the residential community after the termination of occupancy for whatever reason may be removed or otherwise disposed of by the university at the risk and expense of the resident. The university shall in no event be held responsible for any property left on the premises by the resident. The resident shall pay to the university, on demand, all expenses in such disposition, including a reasonable charge for storage and/or removal; but the university shall not be under any obligation to provide or arrange for storage, and the student consents to the sale, removal, discarding or any other disposition of the property by the university.

### **Removal from Housing**

Residents may be removed from housing for several reasons. These include, but are not limited to, cancellation of the "On-Campus Housing Contract" for conduct outside of community standards, removal from housing by Baylor University's Office of Student Conduct Administration, or suspension or expulsion from the university. Regardless of the reason for the termination of a resident's on-campus housing, the resident will be held financially responsible for the full term of the contract unless they meet the criteria listed on the On-Campus Housing Contract.

## **Residence Hall Policies: Residential Facilities**

### **Care of Facilities**

#### **Damaging, Destroying, or Defacing Property**

Residents are held responsible for the condition of their rooms and the common/public areas such as the hallways and study rooms. Any resident(s) causing damage will be billed for repairs. In



addition to being charged for repairs, they may be subject to administrative action and/or disciplinary sanctions. When no one is willing to accept responsibility for damages caused in a shared area, all residents of a room and sometimes even those of a wing or floor may share in the cost of repairs.

### **Decoration Policies**

Any decorating tools which damage surfaces (for example, carpet tape, double stick tape, glue, nails, staples, etc.) are prohibited. Adhesive strips are suggested as a method for securing lightweight decorations to walls and doors in the residence halls as long as residents apply and remove the adhesive strips correctly. Affixing objects to the walls or other room surfaces may pose safety hazards. If a resident chooses to do so, he/she assumes the personal responsibility for any damage or injury the object may cause.

Residents should only use spring tension rods for window treatments

Ceiling fans, other than those provided in select apartments, are not permitted. Similarly, antennas or anything attached to windows or outside of buildings are not allowed.

Residents may not paint the walls, ceilings, floor, or furniture in their assigned living space.

### **Room Furniture**

Furniture that is provided in resident rooms and accounted for on a resident's Room Inventory Form must remain in the room. Residents are subject to disciplinary action as well as a \$25 charge for the unauthorized movement of furnishings or equipment belonging to the residential community, including dismantling of university-owned furniture, in addition to any necessary repair or replacement costs of moved furniture.

Residents may not construct their own lofts or beds or arrange room furnishings using residential community furniture, residential community structures or other construction materials (e.g., cinder blocks, wood, bed risers, etc.) in such a way that furniture is supported by other residential community furniture or residential community structures.

Water-filled furniture is not permitted.

### **Community Spaces**

In the residential community, public areas such as lobbies, restrooms, TV rooms, study rooms, kitchens, laundry rooms and exercise rooms are provided for the use of the residents. Removal or relocation of any of these items can be considered theft and may be handled by a fine, a charge for replacement and administrative and/or disciplinary action. Personal belongings should not be left unattended. Personal belongings left in community common spaces will be deemed "Abandoned Property" and may be disposed of at the resident's expense and result in disciplinary action. Behaviors deemed inappropriate by CL&L staff members will be addressed accordingly.

## Recreational Equipment

Each front desk has resources, which may include games, cleaning supplies, and equipment, that are available for check-out. Residents are responsible for any resources that they check out from their residential community front desk and may be charged to replace any damaged or lost resources.

## Sun Decks

Sundecks are provided in some residence halls and are open for use during daylight hours. These are the only locations on Campus Living & Learning properties where sunbathing is permitted. Visitors of the opposite gender are not permitted in these areas. Swim suits are to be worn at all times and cover-ups are recommended while traveling to and from the sundeck area.

# Residence Hall Policies: Safety and Security

## Door Propping

In order to ensure safety & security in our residential communities, propping exterior doors to residential communities is prohibited. Additionally, it is prohibited for a resident to allow someone they do not know or someone who does not live in the building and is not their guest to enter the building behind them. All guests should be escorted by the resident they are visiting at all times.

For on-campus apartments that have exterior doors, the exterior doors to the apartment should not be propped open. The screen doors leading to back porches or patios may be left open in good weather as long as the resident is present. Apartment residents should keep all exterior doors closed and locked when the apartment is not occupied.

Residents in any suites/apartments are encouraged to lock and secure their interior door when they are not present. However, residents are encouraged to open or prop their interior door while they are present to build community within their apartment.

## Extension Cords

Only approved power-strip/surge protectors are allowed as long as they are plugged directly into the wall outlet. Extension cords and multi-plug outlet covers are not allowed on campus, including residence halls.

## Smoke Detectors

Residents should not test the smoke detector; this will cause a response by Baylor Police, Waco Fire Department and University officials. Residents should not cover, dismantle, or otherwise tamper with residential community smoke detector equipment. If a resident believes that there is a concern or problem with their smoke detector, they should report the problem through the online maintenance request system, to a residence hall staff member, or to the residential community front desk.

## Fire Prevention Strategies

Items that are a potential fire hazard are prohibited in residential communities. The list includes but is not limited to:

- Candles (unless wicks are completely removed)

- Space heaters
- Halogen Lamps
- Open flames such as matches, lighters, etc.
- Use or possession of incense
- Use or possession of fireworks or firecrackers
- Use or possession of combustible paints or liquids, including lighter fluid
- All types of grilles. Residents are only permitted to use community charcoal grilles
- Doors that are over 50% covered with paper, posters, etc.
- Walls that are more than 30% covered with paper, posters, etc.
- The use or possession of tobacco, e-cigarettes, hookahs, or any other item that emits smoke
- Mopeds, motorcycles, motor-scooters, or other gas combustible engines within the hall or apartment community
- Appliances with exposed heating elements, including space heaters, toasters, griddles, and George Foreman Grills
- Remote control devices which may trigger sprinklers

## Room Entry

The University reserves the right to enter residence hall rooms and apartments to check general conditions, to perform custodial service, to make repairs, to clear a space for a new resident, to handle emergencies, to ensure compliance with University rules and regulations or if there is reason to believe that a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items.

Where there is legitimate reason, however, University officials reserve the right to search a room with the consent of the occupying resident or with the written authorization of the President of the University or the Vice President for Student Life. When possible, it is desirable for the resident to be present when a search is made. During official closedown periods, residence hall staff members will check all rooms prior to closing the building to make certain that rooms are secured and proper closedown procedures have been followed.

Campus Living & Learning staff members or appropriate University officials reserve the right to confiscate items which they deem to be offensive, harmful, or a violation of Campus Living & Learning or University policies. Following notification of such action, residents will have two weeks to arrange for alternate storage off-campus. Some items may be retained indefinitely if criminal or student conduct charges are pending. Following this time period, Campus Living & Learning may dispose of any and all confiscated property without financial liability.

# Residence Hall Policies: Student Responsibilities

## Bathrooms

### Community Bathrooms

It is the responsibility of each resident to help keep the community bathrooms clean and usable for other residents between scheduled cleaning by Baylor Housekeeping. Community bathrooms are cleaned daily on weekdays. Guests of the opposite gender may not use community bathrooms. Residents should report any concerns or problems with the community bathroom to a residence hall staff member. Toilet paper is provided in community bathrooms.

### Suite/Private/Apartment Bathrooms

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper and cleaning supplies are not provided in connecting or private bathrooms.

## Bicycles

Bicycle racks are provided outside each residence hall. Residents may store their bicycles in their room with the agreement of their roommate(s). Residents may not store their bicycles in hallways, stairways, bathrooms, or community storage closets. It is prohibited for residents to secure their bicycles to handrails, benches, or trees. The University may remove at the owner's expense any bicycle improperly secured to anything other than a designated bike rack. Residents are encouraged to use a U-Lock to secure their bicycles to bike racks. Campus Living & Learning is not responsible for stolen bicycles.

## Email

Campus Living & Learning will communicate with each resident through their Baylor University email account. In accordance with Baylor University's ITS policy, "Baylor University may send official correspondence via e-mail to faculty, staff or students using the e-mail address as assigned by Baylor University. Each faculty, staff or student is personally responsible for checking his or her e-mail on a regular basis for receipt of official University correspondence."

Residents will be held responsible for any and all communication sent to their Baylor University Email account, including mail from Living@Baylor.edu (the official CL&L email account).

## University Issued Appliances

Many of the apartment and suite style residences have a full kitchen with a variety of appliances offered. Additionally, most residential communities have a community kitchen that is available for the residents to use. Residents should keep the following in mind when using university provided appliances:

### Dishwasher

Use only dishwasher detergent in the dishwasher.

## **Garbage Disposal**

Not all kitchen sinks have garbage disposals. If there is not a garbage disposal, residents should dispose of all food in the trash and only pour liquids down the sink. Cold water should always be run when the garbage disposal is in use. Only small amounts of biodegradable food can be put down a garbage disposal. All other items should be disposed of in the trash.

## **Refrigerator**

Residents should wipe down the interior of the refrigerator periodically with a solution of baking soda and water. Residents should keep seals on the doors clean to keep doors closing tightly and to avoid mildew. Putting too many items at the rear of the fridge can cause circulation problems.

## **Microwaves**

Microwaves (except for approved microfridges) are only permitted in kitchens. Furthermore, there can only be one microfridge or mini fridge per room and/or apartment.

## **Heating and Cooling**

Residents who have control of their room or apartment thermostat should keep the thermostat set between 72° and 76°. Windows of apartments at University Parks, Arbors, Fairmont, and Gables may be left open to help ventilate the apartment. Windows in all other apartments or residence halls should remain closed for the safety of the community and the efficiency of the building's heating and cooling systems.

## **Keys and Access**

### **Policies regarding keys and ID cards**

Staff will add access to a resident's student ID cards for their assigned building and room when they move in. Where applicable, staff may also issue room keys. The student ID and key are the responsibility of the resident and should be carried at all times. Residents should never leave their rooms unlocked. A resident may not loan their key or student ID card to another individual to use for any reason. In addition to not loaning their key or student ID to anyone to use, a resident may not give anyone access to the building and/or their room by any other means. In addition to bedroom keys and student ID card access that are issued to residents in apartment/suite style housing, in some residential communities residents are also issued a key for their mailbox. These key related items are considered university property and may not be shared with others. Residents are responsible for their keys at all times and must return them at time of check out. Failure to return any other issued keys will result in a lock-change for the mailbox or apartment for which the student will be billed.

### **Lockouts**

For those facilities that use a Baylor ID for entry, a temporary unlock code may be retrieved from the front desk or from online. Residents who do not have a picture ID should be prepared to answer a series of questions posed by the front desk workers. Only resident(s) of a particular room are permitted to retrieve and/or use unlock codes for that room. Residents should not share unlocked

codes that they retrieve for their room with any other individual. Only occupants of a given room space should access that space.

In some residential communities that use hard keys, a resident who is locked out of his/her room may check out a temporary key from the front office by presenting his/her picture ID. The key must be returned and signed back in within 15 minutes. A key to a room will be issued only to a resident of that particular room.

Residents may not duplicate University keys or tamper with locks.

### **Lost ID Cards**

If a resident's ID card is lost, damaged or does not perform needed functions as expected, the resident should take it to the Parking and Transportation Services office located in Room 190 on the first floor of the Speight Garage. Replacement cards can be issued from the Parking and Transportation office. There is a \$20 fee to replace a lost or damaged card.

### **Lost Keys**

Residents should immediately report to the residence hall staff if they have lost a key. A lost key will usually result in the lock being changed for the safety and security of the space. The resident will be charged a lock change fee to their student account.

### **Parking**

Parking permits are virtual and are connected to the vehicle license plate number. Parking permits belong only to the student who purchased it and cannot be transferred to another student. If a resident gets a new vehicle or new license plates they should update their parking account as soon as possible at [www.baylor.edu/parking](http://www.baylor.edu/parking)

Residents of Arbors and residents of Fairmont must display a valid CL&L parking decal and have a virtual Baylor University parking permit for their living community. CL&L permits may be obtained from the Residence Hall Director upon check-in of the applicable community. Baylor parking permits are obtained online at [www.baylor.edu/parking](http://www.baylor.edu/parking)

Purchasing a Vehicle Parking Permit does not guarantee a parking place nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Residents are prohibited from washing and/or repairing their vehicle on university property. Students are only allowed to park in student designated parking spaces according to their permit permissions. Additionally, no boats, trailers, campers, motor homes, or other recreational vehicles may be parked on the premises.

### **Quiet Hours**

### **Courtesy Hours**

All of our residential communities observe courtesy hours 24 hours per day. Noise should be maintained at a reasonable level at all times. Any actions that infringe on the rights of others to sleep or study will be addressed by the hall staff.

## Quiet Hours

Quiet Hours have been established in all residential communities to ensure that residents have the opportunity to exercise their primary rights to sleep and study in their own rooms and apartments. At a minimum, quiet hours are from 11:00 PM until 10:00 AM daily. Residents are responsible for knowing the quiet hours for their community.

During Quiet Hours, noise should be limited to a level which could not disturb the nearest neighbor's attempts to sleep or study. This standard will be upheld whether or not the neighbors are present.

Twenty-four hour quiet hours are observed during study days and finals for each semester. Beginning and ending dates will be posted in each facility.

## Roommate Communication

Roommates and suitemates should arrange times to discuss one another's needs, expectations and common courtesies in the living situation and complete the Roommate Agreement provided by their Community Leader upon move-in. Topics that might be helpful for roommates to discuss would be their schedules, cleaning expectations, and guests.

## Roommate Conflict

Residents who are experiencing persistent conflicts with their roommate(s) are highly encouraged to discuss problems and concerns with their roommate(s). However, Community Leaders and Residence Hall Directors are available for assistance if needed. We encourage residents to use the following steps when approaching a roommate conflict:

**Step 1:** Speak to the person causing the interference and courteously request that the behavior be modified.

**Step 2:** If the request does not produce satisfactory results, contact a CL for assistance.

## Trash

Residents are responsible for taking out their own trash either to the trashcans in the trash rooms of their residential community or to the dumpsters located near their residential community. Trash rooms and trashcans located in the residential communities are for the disposal of smaller bags of trash. Large bags of trash or large items such as pizza boxes should not be placed in trash rooms but taken directly to the outside dumpsters. If at any time the trashcans provided in the residential communities are full, residents should take their personal trash directly out to the provided dumpsters and not overfill the trashcans.

## Visitation Privileges

Visitors are welcome in the public (lobby) areas of each residential community at any time for academic and social activities as long as they are with their resident. Visitors should be escorted by the resident they are visiting at all times.

Campus Living & Learning provides the privilege for students to host visitors of the opposite gender during specific times for the purposes of collaborative study, spiritual enrichment, and social interaction. These times are limited to the following days/hours:

Sunday – Saturday 10:00 am – 1:00 am

Other visitation times may be designated for special occasions. Times for special visitation will be posted in advance. Residents are responsible for the behavior of their guests, whether overnight, from another hall or from off campus; and they will be liable for any damages and/or held responsible for any policy infractions caused by their guests. Visitation privileges are suspended during extended break periods: Thanksgiving Break, Semester Break (for continuous housing students), and Spring Break.

### Overnight Guests

Residents may have overnight guests as long as their guest is at least 18 years of age, of the same gender, and the resident has received their roommate's approval to have an overnight guest. However, guests may not stay overnight in the residence halls on a consistent or frequent basis. The following overnight guest guidelines must be adhered to:

- Guests may not stay longer than three nights per semester
- A resident is responsible for the behavior of his/her guest and will be liable for any damages and/or held responsible for any policy infractions caused by the guest
- A guest may not check out a key
- Guests are not permitted to stay overnight in the residence halls before the first class day, during finals or after the last class day of each semester
- Guests must be escorted through the hallways as any other non-resident, non-staff member would be

Guests under the age of 18 years of age are only permitted for specially approved university events. Written permission must be granted by the Director of Campus Living & Learning.

### Windows

Residents should ensure windows are closed and locked at all times for both the safety of the community and to prevent impairing the complex heating and cooling system of the residential facility. Students are prohibited from displaying any inappropriate or obscene material in their window.

## Prohibited Items and Behaviors

### Alcohol and Other Drugs

Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or designer drug on or off the campus. This includes but is not limited to prescription medication without an appropriate prescription and the storage and brewing of any alcoholic beverage (included but not limited to the brewing of beer and Kombucha).



It is also a violation of University policy for anyone to possess, use or be under the influence of an alcoholic beverage on the campus (which includes the apartments) or at a University-related activity off campus, regardless of age. Anyone violating these policies is subject to administrative and/or disciplinary action. In addition, alcoholic and/or drug paraphernalia are not permitted in any residential communities. This includes alcoholic beverage containers used for decorative purposes, posters, signs, or rugs. Possession of these items may result in administrative and/or disciplinary action.

## Appliances

Residential spaces without individual kitchens are not equipped to cook full meals. Most electrical appliances will place strain on the wiring system, which creates a fire hazard. A public kitchen is available in each residence hall. Most kitchens have an oven, refrigerator, and microwave. All appliances used in residence halls must be U.L. approved and should be properly maintained by the student.

### Residential Spaces without Kitchens

For any residential spaces without kitchens, the following policies regarding kitchen appliances apply. **This policy refers to any room within Allen, Dawson, Memorial, Alexander, Collins, Kokernot, Brooks College, Martin, Penland, North Russell, and South Russell. Additionally, this policy refers to any suite or double room in North Village, Earle, or Teal College, without a full kitchen.**

#### *Allowed:*

- Air popcorn poppers
- Hot pots
- Approved MicroFridge units
- Personal coffee pots (no larger than 12 cups)
- Electric Kettles with automatic shut-off
- Refrigerators which use no more than 1.5 amps and are no more than 36 inches tall

#### *Prohibited:* Please note that this is not an exhaustive list

- Any appliance with an exposed heating element
- Space heaters
- Deep Freezers
- Deep Fryers
- Electric Skillets
- George Foreman Grills
- Griddles
- Hot plates

- Stand Alone Microwaves
- Toasters (pop-up and ovens)

### **Residential Spaces with Kitchens**

Residents living in an apartment with a full kitchen must adhere to the following list of approved and prohibited items. This policy refers to units with full kitchens in North Village, Earle, Teal College, Brooks Flats and apartments in the Arbors, Fairmont, Gables, and University Parks communities.

#### ***Allowed:***

- All Items allowed in rooms without kitchens
- Pop-up toasters
- Microwaves (these are provided in almost all apartment kitchens)
- Crockpots/ rice cookers
- George Foreman Grills/ Electric Skillets

#### ***Prohibited*** – note that this is not an exhaustive list

- Space heaters
- Deep Freezers
- Deep Fryers
- Hot plates
- Toaster Ovens

### **Gambling**

Consistent with Baylor University's Student Conduct Code, residents will not unlawfully conduct, organize, or participate in an activity involving a game of chance, including but not limited to, gambling, casino or sports wagering.

### **Disruptive Behavior**

The following behavior is not permitted inside any residential community. This includes, but is not limited to:

- Athletic activities in the apartments, residence hall, or parking lot
- Roughhousing
- The use of any type of stick to strike a ball
- The use of any type of ball or Frisbee
- Pranks

- Riding bicycles or skateboards in the residence hall
- Shaving cream and powder fights
- Throwing, dropping, or hanging objects from windows
- Water fights
- Water balloon launching

## Misuse of University Property

Students should be aware of and refrain from the following misuses of University property:

- Tampering with any University property, including security and fire safety equipment. Such actions can result in a \$500 fine and removal from housing with no refund of the On-Campus Housing Contract fee
- Hanging clothes, rugs, towels or other items from life safety equipment such as fire sprinklers, window openings, security bars, porch swings, shrubbery, or pipes
- Unauthorized entry into secured or restricted areas or areas not open to the general public

## Motorcycles, Mopeds, and Hoverboards

Mopeds, motorcycles, gas combustible engines, and any type of flammable fuels are not permitted inside any residential community. Further, these vehicles are prohibited from parking on walkways or near doorways.

The use of *or* storage of hoverboards, self-propelled scooters, self-balancing scooters, and other similar lithium battery-powered transportation devices are not permitted inside any residential facility.

## Obscene Material

Obscene material, including but not limited to, pornographic literature, X-rated movies, posters depicting full or partial nudity, displays of profanity (verbal or written), and language or images that are offensive to others are prohibited from all on-campus residential communities. This standard also applies to obscene material on computers.

## Pets

Pets are not permitted in any residential facility or on the complex grounds, with the exception of fish kept in a ten gallon or smaller tank. Friends or relatives who visit will need to make other arrangements if their pets are with them. Harboring pets could result in administrative and/or disciplinary action. Residents who have been approved to have service animals on campus should be referred to the Office of Access and Learning Accommodations for regulations and approval.

## Sexual Conduct

Campus Living & Learning supports the Baylor University Policy on Sexual Conduct which can be found at: [http://www.baylor.edu/student\\_policies/index.php?id=32294](http://www.baylor.edu/student_policies/index.php?id=32294)

## Solicitation, Posting, & Student Run Businesses

Soliciting in residential communities is restricted to protect residents from unwanted disturbances. Soliciting on the wings of the hall (residential areas) is strictly prohibited unless prior approval is obtained under the Campus Solicitation Policy. Residents should report all solicitors to the front office or Baylor Department of Public Safety at 710-2222.

Campus organizations or individuals desiring to post notices or sell items in the residence hall lobbies must receive written permission from the Student Activities Office and then submit the related paperwork to the Campus Living & Learning office for approval.

Residents cannot use the residence hall to advertise, promote, or operate a business venture which may include but is not limited to running a day care, food service operations, and/or direct sales business.

## Smoking

Consistent with Baylor University's Student Conduct Code, the use of all tobacco products are banned on all property that is owned, operated, leased, occupied, or controlled by the University. Furthermore, tobacco, including but not limited to cigarettes, cigars, smokeless, dipping, or pipe, is not permitted in residence halls. Violations of this policy may be addressed through administrative action and/or disciplinary action.

## Electronic Cigarettes

The use or storage of electronic cigarettes (e-cigarettes) are not permitted in any residential community.

## Hookahs

Consistent with Baylor University's Student Conduct Code, hookahs, bongos, and water pipes are not permitted anywhere on campus, including residence halls.

## Theft of State & Local Property

Possession of stolen property is illegal and can result in administrative and/or disciplinary action and criminal charges. Traffic equipment, building signs, dining hall cups, plates, and utensils, etc., are examples of stolen property not permitted in residential communities. Street signs, fire hydrants, and construction cones not purchased by the resident, as evidenced by bill of sale, are subject to removal and reporting to the Baylor Police Department and Student Conduct Administration.

## Weapons/Explosives

Weapons are prohibited on campus. This includes, but is not limited to:

- Air rifles
- BB guns
- Paintball guns
- Dart guns

- Blow guns
- All gun accessories and components (shell casings, bullets, scopes)
- Non-Kitchen Knives (kitchen knives need to be less than 5 ½ inches)
- Steel-tipped darts
- Nerf guns
- Pellet pistols
- Power bows and arrows
- Shot guns
- Sling shots
- Stun Guns
- Swords
- Water balloon catapults or launchers

Furthermore, explosives, including ammunition and fireworks, are not permitted on campus, including university operated student mailboxes. Possession or use of these items will result in administrative and/or disciplinary action.

# Charges for Damages

The following table includes an example of the approximate charges for damages or repairs that must be made due to neglect or abuse by residents. Charges may increase or decrease dependent on the extent of the damage. This list is not exhaustive. Please direct any questions you may have to your hall staff.

|   |                   |
|---|-------------------|
| <b>General Charges</b>  |                   |
| Improper Check-Out  | \$25              |
| Re-key a lock   | \$45              |
| Return furnishing to designated room                          | \$25              |
| <b>Room Cleanliness</b>                                       |                   |
| <b>Space not cleared</b>                                      |                   |
| - One garbage bag full (size of a grocery bag)                | \$25              |
| - More than 1 garbage full                                    | \$25 per bag      |
| Room Space not cleaned (dusting, mopping, or sweeping needed) | \$25 per resident |
| - Excessive cleaning required                                 | \$50 per resident |
| Apartment or Suite Style Bathroom                             | \$25 per resident |
| Apartment Style Kitchen                                       | \$25 per resident |
| -Excessive Apartment Style Kitchen Clean                      | \$50 per resident |
| Carpet Removal  | \$50              |
| Remove carpet tape  | \$25              |
| Remove stickers/double sided tape                             | \$1 per sticker   |
| <b>Room Repairs</b>   |                   |
| Bed frame   | Actual cost       |

|   |                                |
|---|--------------------------------|
| <b>Blinds</b>   |                                |
| - Blind slat (each)                                       | \$10 per slat + 30 to restring |
| - Blind wand  | \$15                           |
| - Replace blinds  | Actual cost                    |
| Bookshelf   | Actual cost                    |
| Bulletin boards   | Actual cost                    |
| Ceiling tiles   | \$5 per tile                   |
| Chairs  | Actual cost                    |
| Chest of drawers  | Actual cost                    |
| Desk  | Actual cost                    |
| Desk light  | Actual cost                    |
| Dismantling university furnishings                        | \$25 per piece                 |
| <b>Door</b>   |                                |
| - Replace damaged or severely scarred                     | Actual cost                    |
| - Cleaning of marker or other defacement                  | \$25 per side                  |
| Door vents  | \$75                           |
| Electrical outlets  | Actual cost                    |
| Furniture refinishing due to carvings or other defacement | \$100                          |
| <b>Floor</b>  |                                |
| - Repair/replace vinyl floor tile                         | \$25                           |
| - Repair/replace sheet vinyl                              | Actual cost                    |

|  |             |
|--|-------------|
| Repair/replace ceramic tile                  | Actual cost |
| Repair/replace carpet                        | Actual cost |
| <b>Holes in wall</b>                         |             |
| - Nail holes                                 | varies      |
| - Larger holes                               | \$25        |
| -Paint chipped                               | varies      |
| -Paint entire wall                           | \$25        |
| <b>Light switch</b>                          |             |
| - Cover plate                                | \$5         |
| - Replace switch                             | \$15        |
| <b>Mattress</b>                              |             |
| - Stained or defaced                         | \$25        |
| - Replace standard twin                      | \$120       |
| - Replace extra-long twin                    | \$130       |
| Medicine cabinet                             | Actual cost |
| Mirror                                       | Actual cost |
| Overhead lights (NV/BV)                      | \$25        |
| Overhead lights (all other)                  | \$10        |
| Replace missing/broken florescent light bulb | \$10        |
| Peg Board                                    | \$50        |
| <b>Residential Technology</b>                |             |
| - Damaged phone/internet jack                | \$35        |



|                                     |             |
|-------------------------------------|-------------|
| - Damaged coaxial cable             | \$35        |
| - Jack missing                      | \$175       |
| - Missing cover                     | \$50        |
| - Missing back bracket              | \$50        |
| - Replace wireless router (AR, EAR) | \$130       |
| - Replace wireless card (AR, EAR)   | \$45        |
| Sink                                | Actual cost |
| Sink light                          | \$50        |
| Smoke detector (missing or damaged) | \$25        |
| Towel racks                         | \$30        |
| Tub/Shower                          | Actual cost |
| Windows                             | Actual cost |

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