should behave in a way that does not cause unnecessary embarrassment, discomfort or injury to other individuals or to the community as a whole. Alleged honor violations, except for those pertaining to academic dishonesty, should be resolved by mediation or other judicial processes, whichever is appropriate; cases pertaining to academic dishonesty shall be adjudicated as per the Faculty Code. When specific rules and policies have been duly enacted in the best interests of the community, community members are on their honor to respect those rules and policies, and to accept any mediated consequence or judicial sanction should the violation of a rule or policy result in unnecessary embarrassment, discomfort, or injury to other individuals or to the community as a whole.

Living in the Reed College community confers upon the members thereof certain benefits and responsibilities. The policies and guidelines listed here have been established over the years to coincide with the honor principle, to prevent, and, when necessary, to address problems, meet fire code and safety regulations, to clarify this business transaction, to protect the College's property, and to create an inclusive and supportive living environment for all who live on on



- The student to whom a specific college residence is leased is responsible for any failure to follow the requirements of the Housing Contract within the space leased to the student, which may include any violations of law or college policy by guests. Residents are expected to take reasonable care in monitoring the actions of guests.
- 2. Reed College housing is for currently registered Reed College students ONLY. If a resident moves to a nonstudent status, they are generally given three days to vacate their Reed College housing.
- The College does its utmost to provide housing to all entering full-time first-year students. However, preference for housing is given to those entering full-time, first-year students, whose applications for housing are received by JUNE 15.
- 4. The College reserves the right to deny College housing to any student on a case-by-case basis when the protection of health or safety of the student or others may justify such denial.
- 5. Upper-class students apply to live on campus at the end of the prior spring semester on a space-available basis through Room Registration. A portion of rooms is reserved for incoming students and is not available during Room Registration.
- 6. Student room charges are not affected by whether a room is at occupancy.
- 7. A resident contract is for a space in a residence hall, house, or apartment, but not for a specific room or roommate. The College reserves the right to assign roommates, reassign students who are without roommates, change room assignments, and/or use a room when it is not occupied.
- 8. A resident may not sell, transfer, or sublet any portion of the space covered by their contract to any other person. If the College becomes aware of such behavior, the student(s) involved can generally expect their contract to be administratively terminated and subject to the refund



terms detailed below. The College also reserves the right to bring an honor case against the students involved.

- 9. Residents not enrolled for spring semester must vacate their rooms by the posted closing date/time at the end of fall semester, or by the date determined at the time of a leave of absence, if taken. Personal possessions must be removed from the room at the time of move-out.
- 10. Residents can expect to be charged a \$50 per hour fee for not vacating the building by the posted closing date and time, up to 5 pm on the closing day. In addition, after 5 pm on the closing date, any resident who does not vacate their room can expect to be charged an additional fee.

11.



when conditions exist that originated after the housing contract was signed, and over which the student has little or no control. A decision to grant the petition to cancel the housing contract after the cancellation deadline is only made in exceptional circumstances. The student must document the exceptional circumstance(s) in a petition, that must be submitted to the Residence Life office. Generally, a student is not released from a contract until the date upon which a petition is favorably decided. Due enerally meeting full financial

need, financial hardship is not normally considered to be an exceptional circumstance. <u>Petition instructions</u> for the housing contract and the board plan can be found on the Residence Life website. Information about the <u>appeals</u> <u>process</u> can also be found on the Residence Life website.

### Termination of contract by the college

The College may terminate a housing contract through one of the following provisions:

- 1. ACADEMIC STATUS CHANGE TERMINATION: If the resident withdraws, takes a leave of absence or medical leave of absence, graduates, or otherwise ceases to be a regularly enrolled student at Reed College, the housing contract is terminated by the Residence Life office generally three days after the change of student enrollment status unless a different date is mutually agreed upon by the resident and Residence Life staff. Cease to be regularly enrolled includes but it not limited to denial of registration and dismissal by the Reed College faculty.
- 2. TERMINATION BY THE COLLEGE PRESIDENT: The Alcohol and Other Drug Review Panel, Judicial Board, Temporary Hearing Board, Title IX Board, and Appeals Board have the ability to recommend to the Reed College President or their designee termination of a stud violations of the honor principle or other community governance policies. (Refer to the Judicial Board and Title



IX Board codes and AODRP guidelines, which can be found on the community server on the Reed College computer network. An overview can be found <u>here</u>.) Any final decision by the President or their designee that terminates the housing contract is generally effective immediately upon issuance of said final decision.

3. ADMINISTRATIVE TERMINATION: The College may deem it necessary to terminate the housing contract for noncompliance with any of the provisions of the contract or College policy, including any additional guidelines (as defined below), or for non-compliance with the health and fire safety provisions.

Administrative termination of the housing contract may

process. Actions that may result in administrative termination of the housing contract may include, but are not limited to, the following:

Egregious conduct that threatens the safety of the

Evidence of illegal drug possession, manufacturing,



for Residence Life may invite the resident to discuss the matter. Should the College administratively terminate the contract, residents typically will be provided with notice in writing and/or in person. This notification is intended to inform the resident of the basis of the housing contract termination and provide a timeline within which to vacate the Reed College housing.

Within 24 hours of the issuance of a notice to vacate, the resident may appeal the decision to terminate the contract by providing to the <u>Residence Life Appeals Committee (RLAC)</u> any additional information they believe may have bearing on the situation. The RLAC generally consists of two Deans or Directors from Student Services and one student House Adviser. After





If a resident does not pick up their room key within two weeks after the beginning of the semester the College reserves the

contract. Residence Life generally will attempt to contact the student and provide a timeline to respond before action is taken.

Residents must promptly return their room key to the Physical Plant if their contract is terminated, they change rooms during the academic year, or when requested by Residence Life staff. Otherwise, keys must be returned on or before the final occupancy date for the spring semester.

Residents who fail to return their key to the College by the assigned due date, as noted on the key request form, or three days after the approved date of a room change, whichever occurs earlier, will be charged \$50 by Facilities for a lock change. If a room key is lost, the resident should report the loss to Facilities immediately. In the case of lost keys and/or failure to return the key when requested, the lock will be changed, a replacement key will be issued, and a \$50

Residents locked out of their room may make a request to Community Safety to unlock their door up to five times a semester without penalty. After five lockouts, Residence Life will reach out to the resident to assess whether a lock change is necessary. After additional lockouts, the College will assume that the key has been lost and a lock change will be ordered at a \$50 charge to the student.

# While On Campus

Includes furnishings, damages, health and fire safety, cleaning, maintaining a living space, alcohol, other drug policy, smoking, weapons, and noise

Next Section Rooms: Includes room alterations, room changes, and room entry.



## Furnishings and damages

The College furnishes each bedroom with a single bed, desk, chair, overhead light, bureau, bookshelf, closet or wardrobe, and window coverings. The College provides a sofa, loveseat, coffee table, dining table and chairs for the living room of each apartment. Residents must provide their own lamps, rugs, linens, mirror, and other furnishings as desired.

At the beginning of fall semester, and whenever a room change occurs throughout the year, residents must sign off on an inventory of furnishings and condition of their living space. The inventory is completed by a College staff member and then reviewed by the occupant through the housing portal.



The burning of any material, including candles and incense, is prohibited. Residents found burning substances in Reed College housing or misusing or tampering with fire safety equipment (including covering smoke detectors, the removal of smoke detectors or door closures) may be fined \$100 per incident and/or required to complete residence hall-specific community service or a topic-specific community program. For incidents of misusing or tampering with fire safety equipment in common spaces, each resident in the building may be fined \$100 per incident.

defines tampering with smoke detectors as a serious AOD violation and student may be held accountable to the AOD Policy in addition to the Housing Contract. Hanging objects from fire sprinkler pipes or blocking sprinkler heads is prohibited. Depending on the severity or frequency of the violation, further action may also occur, including, but not limited to, the honor process or administrative termination of the housing contract.

Because of fire code requirements the following are not permitted: hot plates, space heaters without automatic shut offs, halogen lamps without safety cages, and string lights that are not commercial grade. Power strips with internal fuses are permitted, but putting two power strips together is not permitted.

Residents are also not permitted to have personal air conditioning units in residential spaces without specific approval for a disability-related accommodation.

No hazardous materials of any kind may be used or stored in Reed College-owned housing. This includes flammable materials such as firecrackers, white gas and propane, corrosives such as acids and bases, or any chemical that could harm or injure community members. Students may face fire inspection fines for any fire code violations.



Corridors must be kept free of garbage and personal property, including bicycles, motorcycles, and furniture. No motorcycles or scooters are allowed inside. Community Safety or Facilities Services may impound these items.

Residents are not permitted on the roof or on the outside ledge of any Reed College housing.

Residents and their guests must vacate Reed College housing



to follow all College directives in order to eradicate pests, including bed bugs. This may include living space preparation, clothes laundering, and leaving or remaining in the bed space for a period of time.

If residents need assistance with maintenance or housekeeping matters they should contact Facilities Services or the Residence Life office. When Facilities Services and/or Residence Life staff is contacted about a service request, residents will be deemed to have agreed to immediate entry to their room without any advance notice. Generally, a note indicating entry is left if the resident is not present at the time of entry.

Bodily fluids and other hazardous substances must be disposed of in the proper receptacles. Residents should report any plumbing, electrical or structural problems to the House Adviser, Resident Director, and/or Facilities Services immediately. Residents are expected to keep food properly stored and to remove garbage regularly. Reed College housing will be checked at least once a year to inspect the condition of living spaces. The inspection may be used to plan for summer repairs. Following this inspection, residents may be asked to clean their rooms or be charged for cleaning and repairs in extreme cases. Repairs may take place while the space is occupied.

All residents share responsibility for the condition of hallways and common areas. Facilities Services staff performs routine maintenance of public areas. If non-routine, housekeeping or repair to hallways or common areas is required, fees to cover those costs may be charged equally to those listed as residents of that hall or floor. In such instances, Residence Life will send notice of the charges.

Fees may be charged for any materials or personal property not completely removed from a room by the final occupancy date. Whenever residents vacate a room, whether it is to move to another room, move off campus, or leave at the conclusion of spring semester, they must remove



all garbage and personal belongings from the room. Students are charged for any extra cleaning. The College may remove abandoned materials or personal property without notice.

#### Alcohol and other drug policy

Residents are expected to be familiar with and uphold state and federal laws and College policies regarding the use and possession of alcohol and/or other drugs. Violations of the College's Alcohol and Other Drug Policy that occur inside Reed College-owned housing, in the entry ways to these buildings, or on external housing structures (i.e. porches and balconies) will be considered a breach of the housing





painting or repair, they should speak with Residence Life staff. Residents who paint rooms, doors, furnishings, or common



investigate the cause of fire system alarms, and for periodic fire safety inspections without notice. If a College staff member needs to enter a living space for other non-urgent reasons, an attempt is made to notify the resident at least 24 HOURS in advance. In the circumstance the College needs to enter a living space immediately, a note of entry will be left if the resident is not present at the time.

## Animals

#### Includes service animals, support animals, and pets

Next Section Additional Guidelines: Includes storage, bike storage, responsibility of property, insurance, and guests.

### Service animals

In accordance with the Reed College <u>Animal Policy</u>, service animals are permitted to accompany persons with disabilities

Housing, where students, members of the public and other participants in services, programs and activities are allowed. Service Animals should be controlled with a leash, harness, voice, signals or other effective means. Residents with service animals are encouraged to meet with their Resident Director for an <u>intake meeting</u> regarding general expectations and guidelines of the animal residing in Reed College housing.

#### Support animals

As defined by the <u>Animal Policy</u>, support animals include emotional support animals or therapy animals that mitigate one or more identified symptoms or effects associated with a support,

well-being or comfort. Residents with appropriate documentation of a disability requiring the use of a support animal must work with Disability Support Services regarding





# Additional Guidelines

Includes storage, bike storage, responsibility of property, insurance, and guests

#### Storage

The storage rooms are only for currently enrolled Reed students who are away from campus due to summer break, abroad status, or leaves. Due to high demand, Residence Life cannot guarantee access to storage and assigns it on a firstcome, first-served basis. To learn more about signing up for storage, please visit the <u>storage website</u>.

Items must be stored in boxes that have been purchased at the Reed College Bookstore, and must be clearly labeled with a storage sticker provided by Residence Life. The College reserves the right to remove abandoned materials or unmarked materials without notice. Students may store up to four boxes for a maximum of two years. After this period, Residence Life will attempt to contact students before disposing of belongings.

Due to limited space and fire code requirements, residents may not store bicycles, motorcycles, or furniture in storage rooms. The College reserves the right to move stored items to other locations. Complete storage room guidelines are posted on the Residence Life <u>website</u>. Fire inspection fines may be assessed to residents who do not properly store items in designated storage areas.

The College does not assume any responsibility for residents' personal property, whether it is in the residents' living space, the storage area, or elsewhere on the premises. Thus, it is advised that residents refrain from storing computers and other valuables in storage rooms.



#### Bike storage

Indoor bike storage is only for currently enrolled Reed students. Students wanting to store their bike in indoor bike storage must register their bike with Community Safety. Unregistered bikes will be removed from storage, held for 60 days, then donated by Community Safety. Bikes should not be stored in common spaces or in hallways within the residence halls. Bikes found in these areas may be impounded by Community Safety.

Abandoned bikes will be removed from campus bike storage (both indoor and outdoor) by Community Safety. A bike is considered abandoned if it has been left unattended in the same location for an extended period of time, is missing parts, or is registered to a student who is no longer registered with the college. Bikes believed to be abandoned will be tagged with a red information tag. If the owner of the bike does not follow instructions on the tag and contact Community Safety within seven days, the bike will be impounded. Community Safety will hold impounded bikes for 60 days. After that time, the bike will be donated.



The rights of one's floormates or roommates to sleep and study must be respected at all times. Occasional overnight guests are permitted in a resident's living space with the consent of the roommate(s), if any, for a total of 14 days during each semester. A guest is defined as any person other than the official occupant of the room. Residents who wish to have a guest stay with them for more than two consecutive evenings must inform their House Adviser about the guest and expected time and duration of the visit. Residents are responsible for ensuring that their guests know and comply with College policies and housing contract regulations, should be present while their guest is visiting, and are responsible for their guest's actions and behaviors. Failure to comply with these requirements may result in action.

# The college retains the right to adopt additional guidelines and procedures

convenience of the residents during the specified contract period. These Additional Guidelines include those that pertain to Room Registration, summer storage, and residence hall closures. Residents are generally informed of such Additional Guidelines via email, through notices placed in on-campus mailboxes, and/or by verbal announcements from the Residence Life staff. Such Additional Guidelines are incorporated into this document and become part of t

Reed College housing is not governed by ORS Chapter 90. Once signed, this contract is in effect through the last official day of spring semester unless terminated as provided above. Revised March 2018.

