

# **EXPECTATIONS AND STANDARDS: RESIDENCE LIFE**

## **OFF-CAMPUS LIVING POLICY**

Sterling College is a residential campus. Students are required to live on campus unless they meet one of the following criteria as of the first day of the semester in question. The student must be:

1. A married student
2. A student with dependents, who is serving as custodial parent
3. A fifth year student in good academic standing
4. At least 23 years of age and in good academic standing
5. A student living with a parent or legal guardian
6. Part-time student

In exceptional circumstances permission may be given for a student to live off-campus who does not meet any of the above requirements. Such applications must be made with the Student Life Office under the following guidelines. An application form to request permission to live off campus is available in the Student Life Office. This form and references must be filled out and returned to the Student Life Office. Students who are found to have provided fraudulent information regarding their off-campus housing arrangements will be charged for room and board for the semester or academic year in question. Students choosing to live off-campus will lose 1/3 of their institutional financial aid.

## **RESIDENT LIFE PHILOSOPHY**

Residential living contributes significantly to campus community. Individuals are expected to regulate their own study and recreational time and to fulfill the commitments they have made. Residential living requires taking into consideration the needs, concerns, and rights of others. It also carries with it the satisfaction and mutual loyalty of deepening relationships that strengthen and enrich everyone involved. Sterling College was established as a residential college. It subscribes to the living/learning experience as a vital part of whole person education. The interpersonal relationships developed while living and sharing closely within a residence hall complement the academic aims and achievements of the College.

Problems arise in any community including inappropriate behavior. **Each resident must assume the responsibility of confronting those persons and problems that threaten the community.** It is not productive to assume that all threats to positive residence hall life can be handled by Resident Assistants or Resident Directors. Caring about the rights and privileges of residents and the condition of the physical plant of the residence hall is the concern of each and all.

## **RESIDENT DIRECTORS AND RESIDENT ASSISTANTS**

Resident Directors (RDs) oversee each residence hall aided by Resident Assistants (RAs) on each wing assisting with the comfort, safety, and well-being of all residents. The Resident Director is a professional staff member of the Student Life Office. The RD is in charge of the residence hall as a whole, and is available to address the needs of residents. Resident Assistants, student staff members of the Student Life Office, are available to take care of any needs or problems that arise on the wing, and to establish and maintain a helping relationship with the students with a ministry focus and a servant attitude and heart.

## 2008-2009 RESIDENCE HALL STAFF

### **RESIDENT DIRECTORS**

Campbell Hall .....	Ben Edwards
Evans Hall .....	Christy Herzog
Kilbourn Hall .....	John Hackbarth
Kilbourn Hall, Assistant RD .....	Rishawn Austin
McCreery Hall .....	Stephanie Landsberger
X and Y Halls.....	Eric Saiz

### **RESIDENT ASSISTANTS**

#### **Campbell Hall**

Basement.....	Andy Dinh
1st South.....	Truyn Mosher
2nd South .....	Dustin Johnson
2 <sup>nd</sup> North.....	Joel Orr

#### **Evans Hall**

1st South.....	Hillary Stucky
1 <sup>st</sup> North .....	Jordan Ziegler
2nd South .....	Grace Friedman
2nd North .....	Rachel Svaty

#### **Kilbourn Hall**

Basement.....	Paul Brandes
A-100 .....	Stephen Wilson
O-100 (South) .....	Tim Dinh
O-100 (North) .....	Sean Atchison
A-200 .....	Jeremy Reimer
O-200 (South) .....	Kyle Hixson
O-200 (North) .....	Matt Strickland

#### **McCreery Hall**

1st East.....	Addie Swihart
Parlor.....	Esther Epp
1 <sup>st</sup> West.....	Michelle Sumption
2nd West .....	Amber Kaspar
2nd East.....	Ashley Earle

#### **X Hall**

1 <sup>st</sup> Floor .....	Erin Thiessen
2 <sup>nd</sup> Floor .....	Shannon Kirby

#### **Y Hall**

1 <sup>st</sup> Floor .....	Matt Ehresman
2 <sup>nd</sup> Floor .....	Sam Downe

## **MOVING IN POLICY**

Students are not allowed to move into or return to the residence halls before the posted times on the official calendar (beginning of the school year, beginning of 2nd Semester, after Spring Break) unless by special written permission from the Student Life Office. Requests should be written with documented reasons and submitted to the Student Life Office.

## **ROOM CHECK-IN, CHECK-OUT**

Upon arrival at Sterling College, each student will be issued a key to their room by Student Life Staff. Students should keep their doors locked to provide a safeguard for individual belongings. Maintenance will have filled out the check-in condition of the room on a **Room Condition Report** and each resident should look it over to see if he/she finds anything to add to the check-in condition. This is used as a record of the room's condition at the time of check-in and check-out. Any missing articles or damages that occur during a student's residency in the room will be recorded on the form and charged to the student.

Students are required to check out of their rooms by the time posted for closing the halls. All personal property must be removed from the room and the room thoroughly cleaned before check-out. The student must make an appointment to check out with their RA. The RA will then check the room for cleanliness. The Residence Life and Maintenance staff will assess damages and students will be billed for damages for which they are responsible. If no resident in the room takes full responsibility for a damage, all residents of the room will split the cost for the damage. Students must turn in their room key to their RA when they check out. Students will be charged \$15 if they have lost their room key. Students will be charged an additional \$50 charge if the room is not left in a clean condition. Students failing to check-out will be fined \$100. A late check out fee of \$50 will be charged for failure to check out by the publicized closing time and date.

Procedures for checking in and checking out are posted at semester end. Special instructions will be posted on each wing prior to closing residence halls for Thanksgiving Break, Christmas Break, and Spring Break. Failure to follow these procedures will result in fines of up to \$100. Alternative housing arrangements at these times must be made by students prior to the closing of the residence halls.

May-term Housing: Students must be registered for class or be involved in a spring sport to stay in the residence halls during May-term. Students who stay for May-term may be required to check out of their spring room and consolidate to May-term housing.

## **ADMISSIONS/HOUSING DEPOSIT**

The Admissions/Housing Deposit is required before room assignments are made for new students. The deposit will be applied toward any damages that may occur to the room or hall over the course of a student's stay at the College. Students will be billed for charges exceeding the deposit amount. The deposit may also be applied toward any library fines the student incurs. Should there be no damage or other charges, at the student's request, the entire amount will be refunded upon leaving the college. The student must submit to the Business Office a statement that they are not returning and would like their deposit returned to them. The request can be mailed or faxed and must have their signature and an address as to where to mail the deposit.

## **ROOM ASSIGNMENTS**

Room assignments for new students are made by the Student Life Office on the basis of information requested on the housing questionnaire and availability of space. Choices for returning students are made in the spring during Room Rush. Whenever possible, first choice is granted to those students remaining in the same room; then requests are considered in the order of Seniors, Juniors, and Sophomores. The College reserves the right to place additional students in all rooms if needed.

## **RESIDENCE HALL RESTROOMS**

Restrooms on the floors are to be used by the gender of the residents assigned to that floor only. Anyone of the opposite gender should use the restroom in the front lobby of the hall.

## **ROOMMATE CHANGES**

Sharing a room with another student can be a GREAT EXPERIENCE but sometimes problems develop. You may have had a room alone for several years - suddenly you are forced to be concerned about someone else's needs or opinions. Before requesting a roommate change, be sure you and your roommate have attempted to communicate and negotiate with one another. Be patient and don't be afraid to ask for help from your Resident Assistant or Resident Director. Generally, no roommate changes are permitted during the **first two weeks** of each semester in order to prevent students from making a change too quickly.

The following guidelines are used to deal with requests for changes in either room or roommate. All changes must be approved by the RD and VP of Student Life prior to a move or change. If you are approved to move, you must formally check out of your old room and check into your new room with the resident assistant.

- **Situation One ~ You Want a Different Roommate**

Notify your Resident Assistant. They will work with you to see if there are any compromises that can be made to improve the relationship. If all else fails, they will assist you in making a change based on your preferences and available situations.

- **Situation Two ~ You Want a Private Room**

Notify the Resident Director who, in consultation with the VP of Student Life, will determine if a room is available and whether you are eligible for it. No first-time freshmen will be allowed a single room their first semester. If you are approved for a private room - a private room charge will be assessed. Your roommate may remain in the single room without an extra charge with the understanding that she/he will accept a roommate when one becomes available. The room must be maintained at all times in a manner which would make it possible for another student to feel comfortable moving in. Belongings are to be kept only in one portion of the room so that the new roommate has space for his/her possessions and will not feel unwelcome. The student must not discourage students seeking a room change from moving into the vacancy; if this occurs, the student will be billed the additional single room charge.

- **Situation Three ~ Student no Longer has a Roommate**

If your assigned roommate does not show-up, another assignment will be made. If no new roommate is available, the student may remain in the single room without an extra charge with the understanding that she/he will accept a roommate when one becomes available. The room must be maintained at all times in a manner which would make it possible for another student to feel comfortable moving in. Belongings are to be kept only in one portion of the room so that the new roommate has space for his/her possessions and will not feel unwelcome. The student must not discourage students seeking a room change from moving into the vacancy; if this occurs, the student will be billed the additional single room charge. Notify your Resident Assistant and Resident Director immediately in order to avoid a private room charge.

## **PERSONAL PROPERTY PROTECTION**

Sterling College cannot accept responsibility for destruction, theft, or damage of property in the custody of or belonging to the student, nor can the College be responsible for the loss of student property due to theft, fire, or storm. Personal belongings should be protected by individual or family homeowner's insurance. Students also have the option of purchasing property insurance from [www.studentinsurancegroup.com](http://www.studentinsurancegroup.com) which will protect student's possessions. The following suggestions are made for your protection:

1. Insure and mark all valuables including clothing. It would be in the best interest of the student to write down serial numbers and keep it in a safe place in case of theft.
2. **Always** lock your room and secure your window(s).
3. Report any losses or thefts to your RA and RD, who will then report the loss or theft to the Student Life Office.
4. It is noted that individuals who are victims of theft have the right to notify local law enforcement authorities (Sterling Police Department @ 278-2100). If this occurs, Sterling College will cooperate with any investigation conducted by local authorities.
5. Respect College property as you would respect your own belongings; including soft drink and candy machines, as well as lobby and room furniture. Any damage will result in restitution charges, disciplinary action, and the possibility of the College removing these items.
6. Borrow items from students only with permission, and return it on time and in the same condition as when you borrowed it.
7. Think before you act. Having fun should not be at the expense of another person or of the College.
8. If you notice something happening that seems suspicious, report the matter to your RA or RD at once. Your involvement will make Sterling College a safe and enjoyable community.
9. It is your responsibility upon your departure from Sterling College to take all of your personal belongings with you or make arrangements to have your belongings picked up. If no arrangements have been made after thirty days, your belongings will be disposed of. The College is not responsible for mailing your items home to you.

### **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

All criminal activity on the Sterling College campus, as well as off campus criminal activity that might involve Sterling College students, should be reported to the Vice President of Student Life. The Vice President, in consultation with his or her staff, will make timely warnings to the appropriate people as each situation arises. The Vice President will hold the identity of the victim/witness that makes the report confidential. Records of campus criminal activity will be kept and made available upon request. The three year crime statistics are available on the College's web site.

### **REPORTING SUSPICIOUS/DANGEROUS BEHAVIOR**

All Sterling College students are encouraged to report suspicious or dangerous behavior immediately to an RD or other Student Life personnel. In the evening hours the RD on Duty can be contacted @ 278-6218. If a Student Life staff member cannot be located quickly, students are encouraged to call the Sterling Police Department at 278-2100 or 911, if it is an emergency situation.

### **PERSONAL PRIVACY**

Privacy is an important factor in any home. The issue of security, the role of guests, adherence to schedules, and attention to personal expectations are among the issues which must be negotiated in order to promote a climate where each member of the home can enjoy privacy. In many respects, each residence hall wing is like a home. Each member of the wing should be afforded the privilege of a secure, predictable environment where personal privacy can be maintained. Therefore, it is very important that all members of the wing and their guests abide by the following expectations which have been designed to promote privacy:

1. Members of the opposite sex must not be in the rooms, immediate hallways, landings, lobbies, or stairwells of any entrance for any reason, except during College visitation hours.
2. Secured doors must not be propped open for any reason. An unsecured door jeopardizes the privacy and safety of all the floor members. Special hours when this policy does not apply are provided during moving times at the beginning and end of each semester. Hours and dates will be posted in each residence hall.

## **PRIVACY**

The College respects the privacy of students living in the residence halls and has a concern for their well-being. Students need to understand, however, that College residence facilities are exclusively the property of the College, and not of the student. It is the responsibility of the individual student to be aware of and to uphold regulations established to promote and protect the general welfare. Therefore, the College reserves the right for authorized personnel to enter student rooms and vehicles parked or driven on campus in certain situations. These situations fall into three general categories: inspection, search, and emergency.

1. **Inspection.** The College has the responsibility to inspect, maintain, and make repairs in residence hall rooms. The College also must, on occasion, replace damaged or obsolete furniture. For reasons of safety, sanitation and general upkeep the College may make repairs in residence hall rooms any time during the school year. Maintenance staff may enter any room for the above purposes whether the room's occupants are present or not. In cases of emergency, and for the above purpose, maintenance staff may enter a room, in the presence or absence of the room occupants, at times other than regular working hours. Male staff are on occasion required to do maintenance and repair work in the women's residence halls, as are women staff in the men's residence halls. When this is required the staff member will clearly announce his/her presence before entering hallways, private rooms, or bathroom area.

Members of the Student Life staff are also authorized to make periodic inspections of rooms. These inspections will take place during breaks and at other times during the semester. If, during an inspection, the staff identify any objects or materials which are judged to constitute a violation of College policy or present a safety or sanitation hazard, those objects and materials may be removed without the owner's permission and may be used in a subsequent disciplinary hearing.

2. **Search.** Entry into a room or a vehicle on campus by an authorized College official may take place if there is reasonable cause to believe that damage is being done to Sterling College property, that a policy violation or illegal activity is taking place or has occurred, or that some condition exists that constitutes a threat of safety or well-being of the occupants of the building or vehicle.

All parts of the rooms or vehicles may be searched to determine whether or not the suspicion of violation is founded. Such searches will be conducted by an authorized College official accompanied by at least one other person. If possible, they will be conducted in the presence of the resident(s) involved; exceptions include, but are not limited to situations requiring immediate attention which would not allow conducting the search in the presence of the resident(s). Whether or not the resident is present, illegal, prohibited, or unsafe items discovered during a search may be seized and possibly used as evidence in a subsequent disciplinary proceeding.

Searches conducted by local, state, or federal law enforcement officers will require a valid search warrant or consent of the party whose person or property is to be searched.

3. **Emergency Entry.** An unaccompanied, authorized College official may enter a room or vehicle, occupied or unoccupied, when there is reason to believe that there is imminent danger to an occupant of the room or to properties or buildings.

## **VISITATION HOURS**

Members of the opposite sex may visit residents in the residence halls during visitation hours with the resident's consent.

### **All Residence Halls**

Monday.....	No Visitation
Tuesday .....	6:00 p.m. – 11:00 p.m.
Wednesday .....	6:00 p.m. – 11:00 p.m.
Thursday.....	6:00 p.m. – 11:00 p.m.

Friday .....6:00 p.m. – 1:00 a.m.  
Saturday.....2:00 p.m. – 1:00 a.m.  
Sunday.....2:00 p.m. – 11:00 p.m.

Residence Hall lobbies will close at the end of visitation each evening.

### **VISITATION POLICY**

During a visitation period in a residence hall the host/hostess' door must be propped open with a shoe while a guest of the opposite sex is present in the room. It is the students' responsibility to get their guests out by the end of visitation. If it is past visitation and a students' guest is not out by the appropriate time, the RA on duty will escort the guest to the front door and document the situation as an incident report.

Residents are expected to dress so as to avoid embarrassment in anticipation of the presence of guests during visitation hours. The privilege of visitation may be withdrawn from a living unit or an individual for a period of time for violation of visitation regulations.

For purposes of safety, visitation privileges do not extend to individuals of either sex under the age of eighteen unless enrolled full-time as a Sterling College student. Exceptions to this policy are immediate family members who are visiting a sibling who is a current SC student. However, this exception extends only to situations where the immediate family member is accompanied by the current Sterling College student. **Baby-sitting is not permitted in the residence halls.**

<b>1<sup>st</sup> Visitation Violation</b>	\$200 fine and 10 hours of community service
<b>2<sup>nd</sup> Visitation Violation</b>	\$400 fine and 20 hours of community service. Loss of visitation in any of the opposite sex residence halls for the rest of the semester.
<b>3<sup>rd</sup> Visitation Violation</b>	Dismissal from Sterling College.

### **GUESTS**

Guests staying overnight are welcome on the Sterling College campus and, while here, are expected to adhere to the same standards and college policies that are required of students. The host is also responsible for the behavior and actions of his/her guest.

- All overnight guests staying with student residents must inform their RA.
- Visitors may stay for a maximum of three nights. Staying additional nights is only allowable with permission from the RD, and with a \$15 charge per night.

### **APPROPRIATE RESIDENCE HALL BEHAVIOR**

1. Students will respect the RD and RAs and will respond accordingly to their guidance and direction.
2. Students will respect the other residents in the building. They will realize that they are living in a community and need to adjust their lifestyle accordingly, out of respect for their neighbors.
3. Students will refrain from profanity and obscene behavior at all times.
4. Students will play music at moderate levels and at appropriate times. They will also refrain from playing music with profanity.
5. Students will choose movies appropriately in regard to what Christ would desire.
6. Students need to quiet down after midnight on week nights so others can study and sleep.

## **QUIET HOURS**

Quiet hours are an established necessity of community living in order to provide everyone an opportunity for adequate study and rest in their own room. During quiet hours, all residents and other persons in and around the residence halls are expected to refrain from making or causing noise, or any other disruption which infringes upon the rights of residents to study, rest, or sleep.

General quiet hours are from 12:00 a.m. to 9:00 a.m. During finals week, quiet hours will be enforced 24 hours a day.

## **CONSIDERATION TIME**

In addition to Quiet Hours, Sterling College maintains a 24-hour consideration policy in the residence halls. Respect for others in the living area should be shown at all times since residents are operating on many different schedules of sleep and study time. This includes the use of sound equipment. The right to study or sleep takes precedence over all other activities in the residence halls. Those consistently violating the rights of others may be denied further opportunity to operate their equipment or may face other disciplinary action.

## **RESIDENCE HALL MEETINGS**

In the spirit of community living, all hall meetings are held at least twice each semester: once at the beginning of the semester and once at the end. Attendance at all hall meetings is mandatory and attendance is taken. Students absent without prior approval from their RD will be assessed a \$10 fine.

## **PERSONALIZING ROOMS**

Sterling College wishes to extend the privilege of personalizing individual rooms according to guidelines which enhance an enjoyable living environment for students consistent with the philosophy of the College community.

1. Occupants are expected to keep their rooms neat and clean.
2. Consideration for others and standards of good taste are important to Sterling College. Therefore, pornographic materials, obscene pictures/posters, or other distasteful decorations are not appropriate room decorations. This includes, but is not limited to, wall coverings involving nudity or which are otherwise morally objectionable or socially offensive, or which promote a hostile/violent environment for those of another race, gender, or ethnic background. Alcohol or tobacco containers are not permitted in accordance with the alcohol policy.
3. Removing or destroying state and local highway signs, commercial signs, or commercial milk crates is illegal. Therefore, display or possession of such in one's room or hall is inappropriate and may result in disciplinary action. Illegally obtained federal, state, and city highway/street signs will be confiscated and reported to law enforcement officials.
4. The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
5. Items should be fastened to walls with materials that leave the wall unchanged when removed. The following adhesives are permissible for use. (Any exceptions must be cleared through the resident director.):

### Approved adhesives:

- sticky tack
- magnets

### DO NOT use:

- duck tape
- scotch tape
- masking tape



- hot glue
- large nails
- screws
- small nails or thumbtacks (nothing that can leave a hole)
- anything other than approved adhesives

If obvious marks/holes remain on/in a wall from unapproved fastening material, the student will be charged for the damage. Obvious marks are those that are visible on general inspection of the room from about the center of the room. Whether marks are obvious will be the judgment of the person doing the inspection.

6. Candles for decorative purposes are allowed in the residence halls, but lighted candles, candles with burnt wicks, and incense are **never permitted**. Lighted candles, candles with burnt wicks, and incense will be confiscated and the student will be fined. Extra care must be taken with halogen lamps which must be placed three feet away from flammable objects. (Fire Code)
7. Do not tamper with electrical wiring, switches, outlets, fixtures, cable or telephone wiring.
8. No pets allowed. Fish are the only exception, with a 10 gallon aquarium maximum, and are the sole responsibility of the owner to be maintained (including vacations and breaks when the residence halls are closed).
9. Athletic Equipment is not to be used in the residence halls. In-line skates, Frisbees, basketballs, footballs, tennis balls, etc. may not be used in the residence halls. In-line skates and skateboards are not to be used on any steps, seating areas or ramps on campus.
10. Use of wallpaper or contact paper is not acceptable.
11. The door of the room is the student's responsibility. Nothing should be attached to either side of the door which leaves marks or residue.
12. Only lofts that meet the following safety guidelines will be allowed in rooms. Any loft that doesn't meet these standards will be taken out of the room by maintenance at the resident's expense.
  - The loft must have 4 attached legs if a "single loft" or at least 6 attached legs if designed to support two beds.
  - The legs must be sturdy and firmly attached to the loft.
  - The loft may not be attached to, leaning on, or supported by any surface or object in the room. This includes walls, desks, window frames, or bookshelves.
  - The loft must be entirely self-supporting and stable.
  - There must be at least 2 feet of clearance between the top of the mattress and the room ceiling.
  - A ladder must be securely attached to the loft.
  - Cinder blocks or other non-integrated support devices are not allowed to hold up lofts.
13. Screens may not be removed from any windows. Residents will be charged each time a removed and/or damaged screen is replaced.
14. Rooms may not be repainted or wallpapered by residents.
15. Students may not install or use cable or satellite TV in the residence hall rooms. Only College-contracted TV services are allowed on campus, including in all public areas of the residence halls.
16. No furniture may be disassembled or removed from rooms in Evans or Kilbourn for any reason. Students will be charged replacement value of any bed that has been disassembled. If beds are moved in the rooms, residents will be responsible for all tile repairs. Closets, desks, and bookshelves may not be moved for any reason.
17. Lounge furniture in public areas may not be moved into student's rooms. There is a \$25 fine if lounge furniture is found in a student's room.
18. Residents in all buildings will be responsible for all items of college furniture in their assigned rooms. This means that students who choose to store anything (available only as space permits) in Campbell or McCreery take a significant financial risk by leaving their assigned furniture in a public storage area.

## **DAMAGES**

Students are financially responsible for any damage occurring in rooms or other areas within the residence halls. Students should report needed repairs or damages in their living areas to their Resident Assistant as soon as possible so that the necessary repairs can be made. Any changes should be reported to the RA and recorded on your Room Condition Report.

Every attempt is made to be fair in the assessment of damages. Charges are made only when damage occurs by circumstances other than normal wear and tear. Roommates will be charged for the total damages assessed. Charges may be divided amongst the roommates. The charges will be forwarded to the Office of Financial Services for billing. Unpaid charges may result in a hold on future registration at the College and transcripts will not be sent to other institutions.

In case of common area vandalism (i.e. broken candy machines, lobby furniture damaged, etc.), it is sometimes necessary to assess damage charges against a given wing, or the entire hall. Specific charges will be determined by the Student Life Office in conjunction with the Service Department.

Kicking or forcing open doors and mutilating or removing screens to enter or exit rooms may be charged as damage and assessed as a fine. Screens are fastened in place and must remain on the windows at all times. Fines will be assessed for lack of compliance.

Water may cause carpet and other damage; therefore, water games must be confined to outside the building.

## **ELECTRICAL APPLIANCES AND COOKING**

The use of electrical appliances is limited because of sanitation, safety and electrical circuit issues. The residence hall rooms were not designed for cooking. Therefore, only small appliances with completely enclosed coils are permitted, (i.e. corn popper, coffee pots, hot pots, crock pots). Microwave ovens are not allowed in student rooms. They are available in certain areas of each hall for the residents. Under no circumstances will any toaster ovens, frying or broiling units be permitted. At extended breaks all appliances must be unplugged prior to departure. The use of space heaters is prohibited unless permission is given by a Resident Director.

## **MAINTENANCE AND HOUSEKEEPING**

The maintenance department completes all repair work in the housing facilities. Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be submitted to your Resident Assistant. The housekeeping staff is not responsible for unnecessary messes (made by the residents) in public places. Students are responsible for keeping their living areas clean and orderly. The rest rooms, hallways, and other public areas of the residence hall are cleaned by campus employment students and housekeeping personnel. Cooperation is needed to maintain the cleanliness of these areas. Halls or wings may be fined for having excessive trash or improper sanitation habits. Personal trash should be taken to the outside dumpster and not placed in bathroom or lobby receptacles. If public trash becomes a problem, any resident found in violation will be fined.

## **REFRIGERATORS**

Students are allowed personal refrigerators that are no larger than 4.4 cubic feet. The College will maintain the right to inspect the contents of refrigerators to assure compliance with Community Life Covenant. Any violation of the covenant associated with the use of the refrigerator may result in the forfeiture of this privilege and the refrigerator being removed from the room and held for the student until privileges are restored. Refrigerators are not allowed to be locked. If a refrigerator is found locked, the student will be fined \$50.

## **VIDEO CASSETTE RECORDERS/DVD PLAYERS**

The use of VCRs and DVDs calls for discretion on the part of the user. As an academic institution, an initial concern is proper stewardship of time. A second concern is acceptability of viewing material. X-rated, NC-17, and many non-rated films are considered inappropriate at Sterling College. Films that are exceptionally violent, vulgar, or sexual in content are prohibited. When deciding what movies to watch, students may use their discretion and good judgment. Students must have respect for the community. The RA and/or RD, as facilitator of the community, has the discretion to ask that a movie be turned off at any time and remove such video from campus.

## **COMPUTER/INTERNET SERVICE**

Students in each residence hall have high-speed internet access, through the campus network, at no extra charge. Kilbourn Hall and Evans Hall have Ethernet ports in each room, while Campbell Hall and McCreery Hall are equipped with wireless access. Every computer that connects to the campus network must be scanned for viruses and patched with the latest Critical Updates. Sterling College Campus Computing requires that student computers meet minimum specifications in order to have access to the network. These specifications are updated periodically and are posted at <http://www.sterling.edu/campus/computing/access.cfm>.

Each residence hall is also equipped with a computer lab containing computers and a printer for students use.

## **COMPUTER LABS**

It is a privilege, not a right, to have a computer lab in the residence halls. At any time the computer lab can be closed if it is not being treated with respect. There is to be no food or beverage in the computer labs. If any inappropriate things are being viewed or printed or if items are stolen, it will immediately be closed.

## **KITCHENS**

It is a privilege, not a right, to have a kitchen to use in the residence hall. In the kitchen areas, students are responsible for keeping the stove, refrigerator, and countertops clean. Dirty dishes are the responsibility of the residents. If dishes are continuously left, the RA will throw the dirty dishes away. All food should be identified in the refrigerator with a name. If the kitchen is continually left dirty, it will be closed.

## **LOBBIES**

Study, television, and conversational areas are provided at various places within the residence halls. Lobby conduct is expected to be appropriate to the area and never an embarrassment to others. Relationships between males and females must be in good taste at all times. Each member of the community should be able to enjoy public space without having their sense of propriety violated. Consequently, inappropriate public expressions of affection will be addressed by Student Life Staff. Furthermore, couples involved in inappropriate expressions of intimacy may be subject to disciplinary action.

Each individual who uses the lobby should take responsibility for keeping it clean, orderly, and well-maintained. Lobby furniture is not to be removed from the lobbies.

## **LAUNDRY FACILITIES AREA**

Each residence hall is equipped with coin-operated washers and dryers in its laundry room. Athletic laundry facilities are not for personal use. Reports of needed repairs should be submitted to a Resident Assistant. Students are encouraged to avoid leaving laundry unattended. **The College shall not assume responsibility for lost, damaged, or stolen clothing.**

## **FIRE ALARMS AND FIRE SAFETY EQUIPMENT**

In order to provide the safest possible environment for the residents, each of the residence halls is equipped with an adequate fire alarm system. The fire alarm system is to be used only in the case of an actual emergency caused by fire or for those fire alarm drills conducted at the discretion of the Vice President of Student Life. Tampering with the fire alarm system or any of the fire safety equipment (smoke detectors, fire extinguishers, exit signs, pull stations) will result in disciplinary action by the College. In addition, such tampering is a criminal offense and may be prosecuted.

In the event of a fire alarm, residents are required by state law to exit quickly from the residence hall according to the instructions given them by their RA or Residence Director. Residents will not be permitted back in the building until all residents are evacuated and the signal is given to reenter.

## **IN CASE OF FIRE**

**When the fire alarm sounds, ALL residents must vacate the building immediately, until cleared to return.**

The Sterling Fire Department has recommended the following procedures in case of fire:

Check the door of your room. If your door seems cool and there is no evidence of smoke in the hall:

- Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
- If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
- Go to the nearest exit and leave the building. Nearest exits are posted in each room.
- Meet quickly at your designated area so that all persons can be accounted for. Designated areas will be announced at the beginning of the year.

If your door is hot, you are probably trapped. Do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crawling position. Heat and smoke rise.

## **SEVERE WEATHER PROCEDURES**

A "severe weather" classification generally involves the threat of a tornado or other devastating storm conditions. The rule for a warning is to take immediate action and go to the basement or lowest portion of any building. Any narrow passageway, such as a lower hall, would be preferable. Stay away from glassed-in areas. All students must take shelter according to the campus plan and under the direction of the RDs and RAs. Remain in the shelter until the all clear signal is given

**TORNADO WATCH** - means tornados are likely to develop.

**TORNADO WARNING** - means a tornado has actually been sighted or indicated on radar. In the event of a tornado warning, the city activates loud sirens that can be heard throughout the city. Seek safety immediately!

- **Outdoors Without Shelter:** lie flat in a ditch or low-place. Protect your head!
- **In a Car or Truck:** Leave your vehicle for a ditch or low spot. Don't try to drive away from a tornado.
- **In a Home:** Go to the basement. If a basement is not available, go to an interior part of the structure; try to put as many walls as possible between you and the outdoors. Stay away from the window, doors, and outside walls. Get under something sturdy.
- **In Large Buildings:** Interior hallways on lowest floors (preferably the basement) offer best protection.