

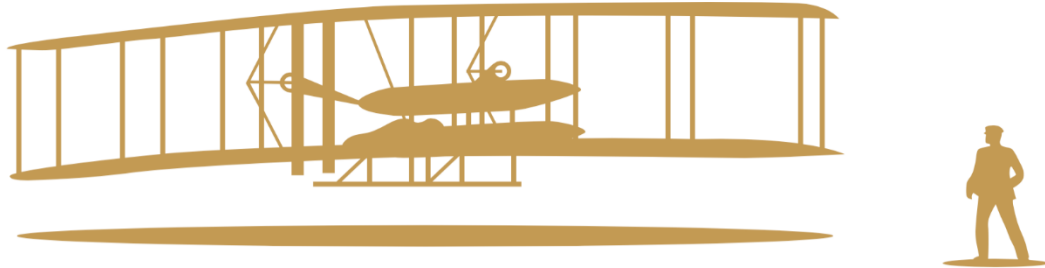
# Campus Housing

## Terms and Conditions

Wright State University Lake Campus

Academic Year

# 2016-2017



# WRIGHT STATE UNIVERSITY

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# LAKE CAMPUS

## *I. General Conditions*

### **A. General Terms**

Wright State University provides residence facilities for students as an integral part of its educational mission and as an academic support service. Upon return of the Application/Agreement and prepayment/deferment, the student will be guaranteed a room assignment and hence be obligated to the full term of the agreement. **By applying online or in writing and verifying my information, I hereby accept the Terms and Conditions of the Campus housing Agreement and contract for a space in campus housing. The Housing Agreement is a legally binding contract. When the Agreement is electronically signed, serious legal and financial obligations are created. Please review the Terms & Conditions prior to applying.** If you are under 18 years of age, you must review this information with your parents, and you are verifying their consent on the Housing Agreement. A room assignment will not be made prior to the receipt of the signed Application/Agreement and prepayment. A Student Health Services medical form is required prior to occupancy to prove immunization. Wright State University reserves the right to deny housing to anyone who has been convicted of a felony or misdemeanor. **I agree to a background check and understand and agree that my acceptance into housing is within the University's discretion and may be denied based on the results of the background check. Failure to complete documents or the provision of false information may result in the denial of your application.**

### **B. Fees/Payments**

The balance of both the room and board fees are expected in accordance with published due dates or by use of the Student Installment Payment Plan (SIPP). All fees are payable without demand or notice before the date set forth, and shall be paid to Wright State University-Lake Campus, Enrollment Services, or at such other place as the university or its assignees may from time to time direct. Students may make payments and view their Bursar account at: <https://wingsexpress.wright.edu>. Payment due dates are specified on the semester billing statements and are also available at Enrollment Services. Failure to remit payments by due dates will result in a "HOLD" being placed on a student's academic record and may result in a late payment penalty. All accounts that are referred to collections are subject to reasonable collection costs, including attorney's fees and other charges necessary for the collection of any amount not paid when due. These provisions shall in no way prevent the university or its assignees from exercising any other remedy available under the terms and conditions of this agreement or the laws of the State of Ohio as specified in the Ohio Revised Code.

### **C. Policies/Procedures**

By submitting the Application/Agreement, resident students agree to accept and abide by all Residence Life & Housing and university policies, procedures, and regulations and to accept any living unit space as assigned. Residential students are expected to read and abide by the policies, procedures, and regulations published in the Campus Housing Policies as appropriate, which is an addendum to the Application/Agreement, and the Wright State University Student Handbook. These policies, procedures, and regulations may change from time to time, as designated by Residence Life & Housing.

To avoid any misunderstanding concerning Wright State University, the student is advised that University staff neither enters into any oral agreements, nor make or rely on any oral representation concerning the Terms and Conditions. The entire agreement is expressed in writing and the terms and conditions supersede any understanding by the student that may have been communicated verbally. Neither the student nor University may rely on any oral agreement or representation for any understanding of fact or law that is not expressed in writing.

A current version of this document can be reviewed at <http://www.wright.edu/housing>. Violators of these

regulations and procedures may be disciplined by a Conduct Review Panel or university staff, according to the due process procedure explained in the Wright State University Student Handbook or Campus Housing Policies. A current version of the Campus Housing Policies can be viewed at <https://lake.wright.edu/campus-life/housing/get-started>.

#### **D. Eligibility Requirements**

All Lake Campus students are eligible to live in the Lake Campus Housing Villas.

#### **E. Break Housing**

Current residents are not permitted to live in their units during any extended period of time when the University is officially closed. Exceptions may be made on a case by case basis by Student Services.

#### **F. Summer Semester Housing**

Summer semester residents must re-apply and will be housed in an area designated for summer semester housing, and if not enrolled in academic courses, must be pre-enrolled for ensuing fall semester if they wish to obtain a contract during summer semester.

#### **G. University Cancellation**

The university reserves the right to cancel this Agreement for reasons including, but not limited to: university response to violations of the policies, procedures, and regulations as published in the Campus Housing Policies or Wright State University Student Handbook, such as trafficking of controlled substances, weapons violations, and as a response to cumulative disciplinary history with the university, non-payment by student, and in the response to facility emergencies resulting from fire, excessive water flow, weather damage, and Residence Life & Housing's response to rental and/or damage history.

A college or university may terminate a rental agreement with a student tenant prior to the start/expiration of the term of the agreement and require that the student vacate the dwelling unit only when the termination follows a hearing in which it was determined by the college or university that the student violated a term of the rental agreement or violated the college's or university's code of conduct or other policies and procedures. The hearing must be preceded by a written notice to the student, must include a right to be heard, and must otherwise comply with the college's or university's procedures for disciplinary hearings. The written rental agreement must specify the conditions under which the rental agreement may be terminated and specify the college's or university's notice and hearing procedures that will be followed in making a determination under this section.

If a student is removed from campus housing as a result of behavioral misconduct and as determined by the University judicial process, the student will receive no refund for the percentage of time remaining in the contract. Removal from campus housing does not relieve the student from responsibility of previous debt, damages or rental obligations unless the misconduct is considered a trigger event.

#### **H. Enrollment Requirements**

Rooms are assigned to students enrolled at the university for the fall, spring, and summer semesters. Summer semester residents not taking classes must be pre-enrolled for the ensuing fall semester if they wish to obtain a contract during summer semester.

#### **I. Occupancy**

The check-in date is subject to change due to official university holidays. If it is necessary to change the check-in date, continuing and new students will be notified. Early check-ins and late checkouts, when approved, may

result in an additional daily charge to residents.

#### **J. Vacating the Premises**

Students residing in an apartment who withdraw or are suspended or dismissed from the university must check out properly and vacate their residences, with their belongings, within 24 hours after the termination of their enrollment. Students residing in an apartment must vacate their unit within 24 hours of the completion of their last final exam of the semester this agreement covers, or by the publicized checkout date and time, whichever occurs first. Room charges are assessed up to the date keys are returned or a core lock change is completed, whichever occurs last.

#### **K.Rates**

All rates are subject to change and must be approved by the Western Ohio Educational Foundation Board and/or Board of Trustees. Final approval of future rates is received by the end of the university's current fiscal year.

#### **L. Damages and Other Charges**

The student agrees to use ordinary care in the use of the residence, the furniture, appliances and all other parts of the residential community. Charges for special cleaning, keys, and for repairing or replacing of any damage or loss to property necessitated by the lack of due care on the part of the student(s) and/or guests, will be billed to the resident(s) responsible for the damage or charge. If the damage and/or charge cannot be attributed to an individual resident, it will be appropriately divided and charged to all resident(s) of the unit, floor, building, or community. Any defective condition of the unit that comes to the resident's attention must be reported through a Residential Work Request available from the Community Director or at the Student Services desk. The form should be returned to the Community Director or the Student Services Desk as soon as practical or possible. Students will be billed for any pieces of furniture missing from the unit at the time of auditing. University property will not be removed from the area it is placed except by a university official.

#### **M. Room and Roommate Assignments**

The university is committed to a policy of nondiscrimination. Those students wishing to share a room must **mutually** indicate their preferences as roommate requests on student preferences as per the instructions detailed on the application. Roommate requests based on race, sexual orientation, religion, or age will not be considered. Wright State University will attempt to honor roommate requests, but does not guarantee that all requests will be honored. Only members of the same sex may share the same room/unit. **In the absence of a roommate request, the Residence Life & Housing staff will assign roommates without regard to their race, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation.** Room changes based on race, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation will not be considered. Assignments are made upon receipt of full pre-payment and according to application date. Continuing students participate in a reassignment process prior to new incoming students. Assignment to a residential community and/or a particular roommate is based on the residents' preference(s), but is not guaranteed.

Final decisions regarding room and roommate assignments are made by the Student Services Coordinator for Housing and Athletics and his/her designee. The university reserves the right to assign residents in non-single accommodations without roommates to vacancies in other units. Vacant units are thus available to meet other short-term university needs. Except for consolidating vacancies, no changes of assignments are made during the first week or the last week of any semester. At other times, changes of assignment are made at the request of the occupants of each residence unit involved and with the approval of the residential community

or assignment staff or to consolidate vacancies. In addition, the university reserves the right to change any assignment. The right of occupancy in any residence is restricted to the students who have an accepted agreement and have been assigned to that unit. Assignments are not transferable. Students moving to rooms other than the one assigned without authorization from Student Services will be charged an additional fee of \$150. Overnight guests are only permitted with the consent of all other occupants of the residence unit and in accordance with the overnight guest policy. Residents are responsible for the conduct of their guests at all times. Additional information concerning this section can be reviewed at <https://lake.wright.edu/campus-life/housing/get-started>.

#### **N. Failure to Prepare for Arriving Students**

Vacancies may be assigned by the Office of Student Services at any time to students who meet eligibility requirements and desire to live on campus. For this reason, campus residents that have vacancies in their units must not use space or furniture that is not assigned to them. Shared unit spaces, such as bathrooms, kitchens and living rooms, must be used by residents in a conscientious manner that ensures that the unit will be desirable for a new resident. Efforts will be made by maintenance and/or custodial staff to prepare vacant space for newly arriving students. Current resident(s) who do not make vacant space acceptable for use as described here will be charged a fee of \$150 and/or subject to judicial action.

#### **O. Residence Unit Entry by Staff Members**

The University shall have the right to enter the premises occupied by the student for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. Staff members may enter any residence unit for the purpose of maintenance and/or repair and in emergency situations and/or health and safety checks. Entry to a room where there is reason to believe that illegal activities or violations of university regulations are taking place, or for purposes of search or seizure, will be made only when authorized by the Student Services Coordinator for Housing and Athletics or his/her designee and preferably when the occupants are present.

#### **P. Local, State, and Federal Laws**

Residents should be aware that they are subject to all local, state, and federal laws, including those regarding gambling, firearms, computer use and connectivity, and the use and possession of alcoholic beverages and narcotic drugs. Residents are also subject to all federal, state, and local laws and university regulations and policies regarding computer use and connectivity.

#### **Q. Dangerous Items Will Be Confiscated**

The Office of Student Services reserves the right to confiscate and dispose of any weapon, ordinance, explosive, electrical hazard, device used to contain burning material or other items within its discretion if it deems inappropriate or dangerous. The resident agrees not to seek reimbursement for the cost or value of that item by signing this agreement.

#### **R. Medical Forms, Insurance, and Treatment**

Student residents are required to carry the WSU Student Health Insurance as provided on the registration forms or to indicate valid health insurance coverage provided by another carrier in the space noted on the Resident Registration Record, issued upon check-in. In case of illness or injury, the certified Wright State University staff are authorized to aid in the treatment of a student. Student Services staff members are authorized to obtain treatment or admit a student to a local hospital if necessary. A reasonable effort will be made to contact parents or a person designated by the student in the event of an emergency requiring admission to a medical facility. The health information form mailed with the agreement must be returned to

the WSU Student Services prior to occupancy. Failure to return the form may result in a “HOLD” being placed on a resident’s academic record. Physically challenged students may be required to verify appropriate attendant care as determined by the Office of Disability Services in order to maintain occupancy. Residents requiring special or adaptive equipment must provide those items at their expense with the prior approval of Student Services and/or Residence Life & Housing.

#### **S. Personal Property**

The university, its agents, owners, or assignees cannot be held responsible for the personal property of student residents or guests. Students should carry insurance coverage for any personal belongings brought to campus.

#### **T. Cleanliness and Sanitation**

Residents are responsible for the cleanliness and orderliness of their unit and surrounding area and must comply with all applicable laws, appropriate health codes and standards. Garbage, trash, and other waste must be deposited daily in proper receptacles. Each resident is responsible for managing their personal care which includes; but is not limited to, appropriate personal hygiene, mental health, management of medical conditions or illnesses and/or health-related personal needs.

#### **U. Accidents**

Residents must make all effort to avoid, and accept full responsibility and risk, for any accidents or injuries that may occur to them or guests on or about the premises. The university, Office of Student Services, its agents, or owners are not responsible for accidents or injuries sustained by residents or their guests especially from accidents or injuries sustained by individuals who knowingly and willingly perform general or light maintenance activities, horsing around or playing sports.

#### **V. Expanded Occupancy**

The Office of Student Services reserves the right to over-assign living units based on need and demand. Space not traditionally designated as living units may be converted into expanded accommodations in an attempt to manage optimum occupancy and to accommodate as many students as possible. Potential expanded accommodations may include, but are not limited to: converted public area space (such as lounges), expanded unit occupancy, and/or local motels/hotels. Students assigned to expanded accommodations will be advised of the same prior to arrival on campus or at the time of check-in. Assignment to expanded occupancy accommodations is not considered grounds for agreement release upon request. These are temporary assignments and will result in relocation to a permanent space. These relocations could occur anytime during the semester and will have the room rates adjusted at that time.

#### **W. Special Provisions**

In the event the university is unable to provide the services described herein, which is beyond the control of the university due to extraordinary circumstances, a refund will be determined.

#### **X. Maintenance**

The university or its agents will make all necessary interior and exterior repairs to maintain the unit in a safe and habitable condition as prescribed by good practice and local or state housing ordinances. The authorized staff will give the resident twenty-four (24) hours notice of intent to enter the unit to perform repairs or maintenance, except in the case of emergency or when it is impractical to do so. It is the responsibility of the resident to notify Student Services of any needed repair as soon as possible. Maintenance performed by the resident is not allowed except as specified by the Ohio Revised Code. **Residents are not permitted to perform**

**any maintenance on university property.**

**Y. Pets**

For cleanliness, health, and sanitation reasons, **pets (with the exception of fish) are not allowed.** Registered assistance animals are permitted with the approval of Student Services.

**Z. Smoking**

All campus housing is “smoke-free” and no smoking will be permitted in any of the buildings, including all porches of apartments.

Ashtrays are provided between buildings and at the end of each building. These receptacles are not to be moved from their placements.

**AA. Fixtures and Improvements**

Residents shall make no alterations, additions, or improvements, nor attach fixtures, without the written approval of the university. The resident shall not remove any of those furnishings or fixtures belonging to the university.

**BB. Default**

**1. General Terms**

A default shall mean the failure of any party to perform under the Terms and Conditions of this agreement or any acts by any of the parties contrary to the provisions of this rental agreement.

**2. Failure to Pay**

In the event the resident fails to pay rent as required by the Housing Agreement, The University may terminate the agreement by giving the resident a three (3) day notice of nonpayment and the university’s intention, and its assignees to terminate the agreement if rent is not paid or resolved within a time period specified in said notice by the resident. Failure to comply with a Three-Day Pay or Quit Notice may result in eviction.

**3. Other Default**

In the event of default in any other provision of this agreement, the party not in default has the right to utilize any and all remedies available to that party under the Ohio Revised Code.

**4. Other Remedies**

In addition to the specific remedies set forth in this agreement, Wright State University, property owners of Lake Campus Housing Villas and their assignee(s) shall have additional remedies available under the Ohio Revised Code for any term or condition in this agreement. In any event the resident is financially responsible for the entire obligation of the Housing Agreement unless released by the university housing appeals process.

**CC. Holding Over After the Term of the Agreement**

If the resident remains in possession after the termination of the agreement, whether termination is at the option of the university or not, the resident agrees to pay rent until possession is surrendered, and to reimburse the University for charges arising from said resident’s holdover. Damages may include, but are not limited to: payment of rent until a new resident takes possession, costs incurred in finding a new resident (if

resident's holdover results in a loss of subsequent resident), costs to the university for alternate housing for a subsequent resident during the holdover, costs of eviction of resident including reasonable attorney's fees.

**DD. Notices**

Any notice for which provision is made in this agreement will be in writing and will be deemed given when (1) personally delivered, (2) delivered by service in a manner provided by law for the service of the original notice, or (3) when mailed by registered mail, postage prepaid, return receipt requested, to the place held out by such person as the place where receipt of the communication or in absence of such designation, to such person's last known place of residence, or (4) placed at the resident's last known place of address, or (5) university email system.

**EE. Use Absences**

The unit will be used for residential purposes only. The resident will notify his/her community staff of any anticipated extended absences from the unit, an extended absence being defined as an absence of seven days or more, not later than the first day of the extended absence.

**FF. Binding Upon Successors**

This rental agreement is binding upon the respective heirs, executors, administrators, successors, assignees, and agents of all parties. No one may construe that the resident is authorized to assign this agreement or sublet any portion of this agreement except in a manner as allowed in the housing agreement. In the event of the death of the resident during the term of the agreement, the university will forego collection of future rents remaining in the term of the agreement after said death.

**GG. Disturbances**

While the resident complies with all the provisions of this agreement, the resident is entitled to the quiet use and enjoyment of the premises contracted to the resident. No activities will be permitted upon the premises by the resident that are contrary to any local, state, or federal laws or university policies or regulations, regardless of student status. The resident agrees to use and occupy the premises in a manner consistent with the rights of all residents and the university, and will not permit prolonged or excessive noise disturbance which interferes with the rights, comforts, or convenience of other residents.

**HH. Use of Public Areas**

The entries, landings, stairways, walkways, and other public areas will not be obstructed by the resident, the resident's guests, or the property of residents or their guests, nor used for any other purpose than ingress into or egress from the premises.

**II. Communication Fee Waiver Conditions**

(Provided by: WSU Computing and Telecommunication Services)

The Student Housing Data Network provides resident students with in-room connections to the campus data network in support of the educational mission of the university. The campus data network provides access to WSU computing resources and the Internet. Access is a privilege that can be revoked if the terms of this policy are violated. A student's use of WSU provided network access indicates the student's acceptance of this policy, as well as the student's responsibility to use the connection appropriately and in accordance with applicable laws and regulations.

**a. General Terms**



The following regulations define the terms of this policy:

- Students must abide by the terms of copyright laws. Reproduction or distribution of copyrighted works, without permission of the owner may be infringement of U.S. Copyright Law and will be handled as a judicial matter.
- Routers in the residential communities are not permitted.
- In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port.
- Use of the network to connect to university resources should be limited to studies or other activities in direct support of the academic mission of the university.
- In-room connections may not be used to provide access to the Internet or university resources to individuals not formally affiliated with the university.
- Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, “sniffing” – the digital equivalent of wire-tapping – is not allowed. Security measures will be used to detect and prevent such use.
- Students may not use the network to attempt to gain access to any data, software, or services, without explicit permission of the owner. Security measures will be used to detect and prevent such use.
- Students may not attempt to conceal or misrepresent your or another’s identity through the use of your network connections. EXAMPLES: Students should never attempt to send electronic mail under an assumed name. Students should never share their login password with other individuals.
- University computing resources, including your in-room connections, may not be used for personal profit or any business ventures.
- Any receipt, retransmission, or destruction of software or data must observe copyright laws, trademark laws, license restrictions, university policies, as well as all local, state and federal laws.
- The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or access to university resources by others is prohibited. Academic use of the network is top priority. Other uses, such as entertainment, can only be pursued on a “resources available” basis.
- Electronic communications over the network may not be used to harass, threaten, or abuse other individuals or groups.

#### **b. Violations**

Suspected or alleged violation of this policy should be reported immediately to the CaTS Help Desk (x4827, 025 Library Annex). Abuse of network and computing privileges is subject to disciplinary action. The appropriate university authorities, beginning with the Assistant VP for Students Affairs and Director of Community Standards and Student Conduct, will handle violations of this Acceptable Use Policy. Disciplinary actions as a result of violations may include the following:

- Loss of access privileges
- University judicial sanctions as defined by official codes of conduct
- Monetary reimbursement to the university or other appropriate sources
- Expulsion or suspension from university
- Prosecution under applicable civil or criminal laws

## JJ. Cable Television

Basic cable TV is provided to all residential units. **NKTELCO Inc.** is responsible for all maintenance issues. If you experience problems with your cable, you should contact them at (419) 753-5015. Also call that number if you want additional cable service channels. If you continue to experience problems after calling NKTELCO Inc., you should call the Telecommunications Office at (937)775-6200.

## KK. Housing Facilities

Housing facilities at Wright State University Lake Campus are owned by the Western Ohio Educational Foundations and its managed entities. Requests for housing in any facility on the Wright State University Lake Campus should be directed to the Lake Campus Office of Student Services or the Dayton Campus Office of Residence Life & Housing.

## *II. Campus Communities Terms and Conditions (Wright State Lake Campus Housing)*

### A. Prepayment and Fees

The prepayment initially submitted with the Residence Application/Agreement will be applied toward the first semester's room charges. Deferment of prepayment results in the same obligations as paying of prepayment. The University will forward a bill for the room and board fees approximately one month before the first day of each semester. Residents are responsible for notifying the Enrollment Services Office of changes in name and/or address. Checks must be made payable to Wright State University.

### B. Cancellation and Refunds – **NEW INCOMING Residents**

#### a. General Terms

The Residence Agreement is binding for the specified period of two consecutive semesters, commencing with fall, and concluding with spring. If the student residing in the residence hall graduates, withdraws from the university, or if he/she becomes married, the agreement will be canceled and the student refunded the room fee for the percentage of time remaining in the semester after the date of cancellation and proper checkout including key return (if applicable). If the student becomes pregnant and has verifiable documentation from a physician during the lease term, an alternate campus housing assignment will be offered if available. If the pregnant student wishes to leave campus housing, the agreement will be canceled and the student refunded the room fee for the percentage of time remaining in the semester after the date of cancellation and proper checkout including key return. All other requests for release will be reviewed by the Appeals Board, which will make a determination as to whether the student is released from this agreement. If released, the student will receive a written notification. **All requests for release must be made, in writing, to the Office of Student Services. A student must obtain an appeal form a Student Services designee, complete it, and submit the form and any additional required paperwork at least 72 hours prior to the next scheduled Appeals Board meeting. In the event the Appeals Board denies your request; you may appeal a second time by resubmitting a 2nd Appeals Packet, providing additional supporting documentation, and by scheduling a personal appearance before the Appeals Board.** At your appearance, the Appeals Board will ask you to explain the facts surrounding your circumstance(s) and answer any questions needed to clarify your request. You will also be asked to present and discuss any additional information you believe to be pertinent to your request. If you fail to show up at your scheduled time, the appeal will be an automatic denial. You will be notified in writing the following week of the Appeals Board final decision.

If you are released from your Campus Housing Agreement, the effective date of cancellation will be based on the date of request approval, proper checkout with key return, or withdrawal, whichever is latest.

### **b. Cancellation**

For Fall 2016: On or prior to June 1, 2016, requests to cancel should be in written form; after June 1, 2016, requests should be submitted via the Appeals form. For Spring 2017 or Summer 2017: Two or more weeks prior to the designated move-in day for the semester, requests to cancel must be in written form; if less than two weeks prior to move-in day, requests must be submitted via the Appeals form. The date of the request will be determined by the date received if hand delivered, or the date of the postmark if mailed.

### **c. Refund of Prepayment**

For Fall 2016: If the student requests release, in writing, to the Housing office, by no later than May 1, 2016, the request will be granted and the full prepayment will be refunded. For cancellation requests that are received in writing to the Residence Life & Housing office from May 2, 2016, through and including June 1, 2016, the student will be released and one half of the prepayment refunded. After June 1, 2016, the student may be released and the prepayment forfeited only if all existing vacancies, including expanded housing, have been filled and another applicant accepts the vacated space for the duration of the agreement. Students who submit an agreement after May 2, 2016, who are released from the agreement due to written notification from the Housing office, prior to, or on, June 1, 2016, will receive a refund of one half the prepayment. Students who submit an agreement after June 1, 2016, who are released from their agreement, prior to opening day for Fall 2016, will forfeit the entire prepayment. Students removed from agreements due to Judicial Affairs prior to Fall semester will forfeit their prepayments. If a student is academically dismissed from the university prior to move in they will be refunded the full prepayment amount.

For Spring 2017 or Summer 2017: Students who submit a written request for release at least two weeks prior to the move-in day for the semester that begins their agreement will be released and the full prepayment will be refunded. Students who provide a written request for release less than two weeks before their designated move-in day and who are released from their agreement will forfeit their entire prepayment.

Students who are granted a deferment of the prepayment will be subject to a fee equal to the amount of the prepayment forfeiture if cancellation occurs after June 1. Until released, the resident remains responsible for all applicable room and board fees.

### **d. Reactivation of Agreement**

Residents who are released from their agreement based on non-student status, such as withdrawal or academic dismissal from the university, will be re-obligated to their agreement should they return to the university within the specified contract period.

## **C. Cancellation and Refunds – CONTINUING Residents**

### **a. General Terms**

ALL students returning to campus housing will be required to make a prepayment of \$150 for the new contract period.

### **b. Cancellations and Prepayment Refunds**

For Fall 2016: Once an agreement is accepted, students will have until May 1, 2016, to be released from the agreement at no charge, upon written notification to the Residence Life & Housing office. From May 2, 2016, through and including June 1, 2016, students will be released from the agreement upon written notification to the Residence Life & Housing office, and one half of the prepayment refunded. Any returning student requesting release from the agreement after June 1, 2016, will be subject to the Appeals Board process detailed in Section II, Paragraph B.1. If the returning student requesting release after June 1, 2016, is released prior to opening day of fall semester, the returning resident will forfeit their entire prepayment. If the

returning resident is released after the opening day of fall semester, the student will be charged rent for the days in occupancy and will be refunded the remainder of their prepayment (if any is left after due rent). The rent charged will be based upon the date of cancellation and the type of facility.

For Spring 2017 or Summer 2017: Students who submit a written request for release at least two weeks prior to the move-in day for the semester that begins their agreement will be released and the full prepayment will be refunded. Students who provide a written request for release less than two weeks before their designated move-in day and who are released from their agreement will forfeit their entire prepayment. Students removed from agreements due to Judicial Affairs prior to Fall semester will forfeit their prepayments. If a student is academically dismissed from the university prior to move in they will be refunded the full prepayment amount.

Students who are granted a deferment of the prepayment will be subject to a fee equal to the amount of the prepayment forfeiture if cancellation occurs after June 1. Until released, the resident remains responsible for all applicable room and board fees.

**D. No-Show Policy**

If you fail to arrive and move in to your housing assignment at the beginning of the Fall term and have not followed the appropriate procedures for obtaining a release from your housing agreement, and if you are enrolled as a student of Wright State University, you will be charged and will be responsible for paying all room fees (including rent, communications fee and residential activity fee) for Fall term AND rent for Spring term of your Residence Agreement.

If you are NOT enrolled as a student of Wright State University, you will be charged and will be responsible for all room fees (including rent, communications fee and residential activity fee) for the Fall term of your Residence Agreement. Should you choose to enroll at Wright State University anytime in the academic year, you will be obligated to live on campus.

**E. Utilities**

Utilities will be provided as stated below:

	Electric Service	Communication Fee	Long Distance Phone Service	Furnished
Lake Campus Villas	Included	Required	Calling Card Required	Included

**III. Community-Specific Terms and Conditions (Wright State Lake Campus Housing)**

Occupancy under this agreement shall be limited to the assigned resident(s) of the unit, except for occasional visitors as defined by the University’s housing visitation policy. Any accommodation otherwise will be considered as cohabitation and will not be permitted.

Resident agrees to vacate the premises and deliver all keys for the rental unit to the Community Office at the end of the rental period or within three days upon failure to comply with a Three-Day Pay or Quit notice of delinquent rent(s).

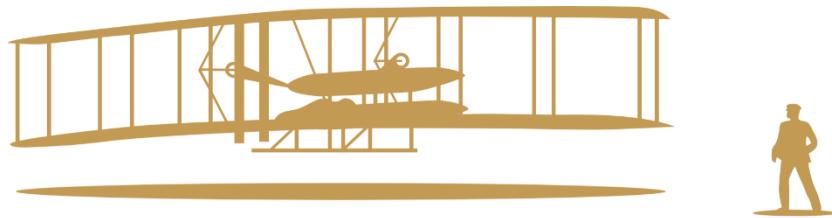
Maximum residency allowed per unit in the Lake Campus Housing Villas is 5-6 same-sex adults. The 5-bedroom units may have no more than 1 adult in each single room and 2 adults in rooms designated as doubles. The 4-bedroom units may have no more than 1 adult in each room except for the designated double occupancy room, which may have no more than 2 adults.

The Office of Student Services reserves the right to add, delete, or amend the Terms and Conditions contained herein as necessary.

PRODUCED BY:  
OFFICE OF STUDENT SERVICES  
WRIGHT STATE UNIVERSITY-LAKE CAMPUS  
7600 LAKE CAMPUS DRIVE  
CELINA, OH 45822  
(419) 586-0300

OFFICE OF RESIDENCE LIFE & HOUSING  
WRIGHT STATE UNIVERSITY  
3640 COLONEL GLENN HWY  
DAYTON, OH 45435-0001  
(937) 775-4172

# Lake Campus Housing Villas 2016-2017



**WRIGHT STATE  
UNIVERSITY**

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**LAKE CAMPUS**

WRIGHT STATE UNIVERSITY

# LAKE CAMPUS HOUSING

## Sourcebook

(Updated 08/21/2016)

### **Mission Statement**

*Housing at Lake Campus is actively aligned with the mission of Wright State University. By effectively utilizing resources, we offer quality student-centered programs, services, and facilities. Through diverse, inclusive, and supportive environments, we intentionally provide opportunities and challenges to foster student growth and learning.*

### **Vision Statement**

*We are committed to our students at differing levels: to their academic success, to their personal development, and to their leadership development. In collaboration with our students and through meaningful assessment and research, we create programs to meet their needs. We build connections between all members of the university community in order to promote a healthy living, learning, and teaching environment for our students. We support and provide oppression reduction initiatives and promote a celebration of all people. We assist in the creation and maintenance of safe, purposeful, comfortable, and clean spaces for the personal and academic growth of our students.*

\*The Office of Student Services at WSU-Lake Campus reserves the right to make changes in this document at any time.

## HOUSING AT LAKE CAMPUS

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The Lake Campus Office of Student Services works in conjunction with WSU's Office of Residence Life & Housing in coordinating all Lake Campus Housing. The Office of Student Services is located in 170 Dwyer Hall. Office Hours are Monday-Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 4:30 p.m. Our staff consists of a variety of professional and student staff members including the Director of Student Services, support staff, maintenance staff, community staff, and student employees. The phone number for the Office of Student Services is (419) 586-0300.

At the Lake Campus, University Housing is staffed by a Community Director (CD), Lucas A. Miller, the Director of Student Services, Sandi Holdheide. The CD is a full time live-in professional staff member at the Lake Campus. The CD's office is located in room 189A Andrews Hall, at the north end of the building. The CD can be contacted at (419) 586-0392 or x8392 as well as [lucas.miller@wright.edu](mailto:lucas.miller@wright.edu) during office hours. The Director of Student Services can be reached at (419) 586-0300 or x8300.

In the event of a housing emergency, a staff member can be reached on the On-Call Duty Phone at (937) 269-9753.

The Office of Residence Life & Housing at WSU-Dayton coordinates all campus housing and residence life at Wright State University Dayton Campus. Their central office is located in the Community Building (next to Forest Lane Apts). Office hours are 8:30 a.m. to 7:30 p.m., Monday through Friday. The staff members are familiar with the policies, procedures, and services available to WSU students. The phone number for the Dayton Campus Office of Residence Life & Housing is (937) 775-4172.

### ***Housing Villas***

The Housing Villas are each staffed by a Resident Assistant. Resident Assistants (RAs) are trained para-professional staff members who live on campus and build community through activities and educational programming. The housing staff has been trained in a number of areas so that they may be of service to you. **If you have a question about your experience at Wright State Lake Campus, your RA should be your first point of contact.** The Student Services staff members know you and know the Lake Campus and can point you in the correct direction. The Lake Campus Housing Villas are located at 6766 Dibble Road.

The Villas offer apartment-style accommodations for students. One style option is a five-bedroom apartment housing 5-6 students with one bedroom and bathroom on the ground floor and four bedrooms and two bathrooms on the second floor. The second style option is a four-bedroom apartment housing 6 students with two bedrooms and one bathroom on the ground floor and two bedrooms and two bathrooms on the second floor (the front bedroom on each floor houses two students). All apartments are fully furnished, have a fully equipped kitchen, air-conditioning, and wall-to-wall carpet in the bedrooms. Each apartment also features a concrete patio with a lake view.



## **Housing Villas**

**Access:** Access to individual apartments is provided by *iButton Fobs* issued to each resident during check-in. **To ensure the safety and security of your unit, apartment doors should be locked at all times.** Your *iButton* will provide access to your apartment's front and rear doors along with your bedroom door. You will also have access to the laundry facility located on the west end of the East Villa.

**Facilities:** Non-emergency maintenance and custodial concerns and questions are handled by completing the Lake Campus Residential Work Request Form available in the Apartment Binder or from your CD. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity, inability to leave or secure apartment) call (937) 269-9753 immediately. Closets that contain the furnaces, air conditioners, and water heaters are not for personal use. Students using these areas for personal reasons may be subject to student conduct sanctions. Unrestricted access to these areas is needed at all times and personal items may be damaged by heat or water from the systems, especially if there are problems. Unfortunately, we cannot be held responsible for damage should you fail to heed this warning.

**Fire Alarms/Safety Equipment:** For safety reasons, all residents and guests must vacate the building during each and every fire alarm. The Lake Campus Housing Villa apartments are equipped with a dry chemical fire extinguisher and a sprinkler system. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conducts periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible. Apartment doors must be kept closed except when in use for entry and exit. For individual unit false alarms, phone the on-call number at (937) 269-9753.

**Mail:** Mail should be picked up at the Student Services Front Desk in 170 Dwyer Hall. Hours are Monday-Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 4:30 p.m. All resident mail is delivered to the Student Services office where it is sorted. Residents may only pick up mail addressed to them. Mail sent to residents should be addressed as follows:

Resident Name  
Wright State University-Lake Campus  
6766 Dibble Road (Apt Number)  
Celina, OH 45822

You will need to check for mail on your own. It is your responsibility to retrieve mail. Any mail left for an extended period of time may be forwarded to your home address or returned to sender. Check for mail when you are on campus!

**Hospitality Services/The Boathouse:** The Boathouse is the on-campus dining hall located in the lower level of Dwyer Hall. Typical hours of operation are Monday-Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 2:00 p.m. Hours of operation are subject to change due to holidays and major university events. Wright1 Cards are accepted at The Boathouse and in the vending machines located on campus. Residents living in the Lake Campus Housing Villas are not required to purchase a meal plan; however, students may wish to load money onto their Wright1 Cards. For information about Wright1 Card management, go to WINGS: [wings.wright.edu](http://wings.wright.edu).

**Occupancy:** For reasons of safety, maximum occupancy in each apartment is limited to 12 persons. Violations of the occupancy code will result in judicial action.

**Trash Removal:** We want to keep our community looking its best so we request that you place trash in the dumpster provided for collection. Dispose of trash properly; please do not place trash outside apartments at any time. All

residents are responsible for keeping the lawn, sidewalks, and patio outside of the apartments free from litter at all times. **Residents who choose to dispose of trash improperly will be subject to fines and possible disciplinary action.**

**The Lake:** Swimming in Grand Lake-St. Marys is restricted to designated public beach areas. Residents are permitted to fish on all public property, but must adhere to all Ohio State fishing rules and regulations (i.e., having a valid fishing license).

## General Information

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**Air Conditioners:** We are energy conscious and attempting to educate individuals about the issues of energy conservation. In order to conserve energy, please keep windows and doors closed when operating the air conditioning. Please set the air conditioning at no lower than 70 degrees, and set the fan on "auto". If the air conditioning is not working correctly, please complete a Residential Work Request Form and turn in to the Community Director or the Student Services Front Desk. For more information on work requests see page 44.

**Assistance Dogs:** Assistance dogs, for people with visual impairments and other disabilities, are allowed in campus housing. The dog is the complete responsibility of the owner and will reside in his or her assigned unit. Anyone bringing an assistance animal is expected to notify the Office of Student Services in writing prior to his or her arrival. A nonrefundable cleaning deposit may be charged to the owner of any assistance animal. The owner of the assistance dog will be responsible for any cleaning and repairs incurred as a result of the assistance dog. The owner of the assistance dog is also responsible to see that the dog relieves itself only in areas provided in each community. The dog should be bathed outside or taken to a groomer. Failure to do so may result in fines and/or disciplinary action.

**Auto Maintenance:** It is important to keep our communities looking clean; therefore, residents are prohibited from performing maintenance work, including oil changes, on their vehicles in community parking lots. Due to safety and maintenance concerns we also prohibit vehicles from being elevated on jacks or jack stands. Cars with expired tags or flat tires may be removed and stored at the owner's expense.

**Billing and Appeals:** All charges, including room fees, residential activity fees, and miscellaneous charges are billed by Enrollment Services on a semester basis. Any unpaid charge(s) will result in a "hold" being placed on student university records, which will prevent registration and potentially initiate collections processes. If a resident feels that inappropriate charges have been applied to her or his account, an appeal may be filed. All appeals must be received in writing and submitted to the Community Director, within 90 days of receipt of disputed bill. Appeals received after the 90-day deadline will not be considered.

**Cable Television:** Cable television service is supplied to the Lake Campus Housing Villas. Each room is wired and ready to be connected to a cable ready television. For additional information on digital services, students can contact NKTelco, Inc. at (419) 753-5015.

**Care of University Property:** Students who wish to enhance the appearance of their rooms/apartments with personal decorative items are encouraged to do so, exercising reasonable care for the facilities and its furnishings. Only fire-resistant materials should be used. A condition inventory for each living unit will be maintained by community staff. Community members are responsible for taking care of their living units and the common areas in our buildings. **Any damage to the facility or its furnishings will be charged to the student(s) responsible and disciplinary action may result.**

Wall decorations should be hung in place using Command Strips and approved Command Strip products. **No pins, screws, or nails should be used.** Foam-backed double stick tape and/or duct tape or heavy-duty tape is also not allowed because it is difficult to remove.

Residents may not attach mirrors, towel racks, or memo boards with screws or nails to the doors inside each unit. Items

hung on doors should use a hook system that is placed over the top of the door without damaging it. When using an over the door hook system, padding should be placed between the hooks and the doors to avoid damages. Questions regarding what is acceptable should be directed to the community staff before any nails or screws are placed in walls, ceilings, or doors.

Residents of campus housing are responsible for any damages to university property incurred by themselves or their guests. Residents of campus housing are not allowed to install unauthorized weather stripping or door sealing material on living unit doors. Damage to apartments, university signs, or bulletin boards may result in disciplinary action.

University furniture is provided for use by residents in the villas. Removal of furniture from its proper unit is not allowed and may result in disciplinary action

**Construction:** There may be construction taking place on campus. Residents should expect some noise and dust as a result; anything unusual should be reported to the Community Director or Mercer County Sheriff's Office. All construction areas and equipment are Off-Limits; students tampering with the site, equipment or any associated behavior will face disciplinary action.

**Duty Staff:** There is staff on-duty each evening (except during certain holiday periods). Please check with your CD for an updated duty schedule. The duty phone number for the Lake Campus Housing Villas is (937) 269-9753. This number is for emergencies only. If your non-emergency request or question could be taken care of during office hours please call (419) 586-0392 or x8392 and leave a message for the CD.

**Energy Conservation:** We all need to do our part with regards to energy conservation. Please conserve energy whenever and wherever possible. Turn off all lights and air conditioning when the living unit will be empty. Do not run the heating or the air conditioning with windows open. Please maintain thermostat settings with conservation of energy in mind. Each living unit's energy use is checked monthly to determine where improvement is needed. Excessive use of electricity may result in charge-backs to the residents of the living unit. Student Services or Maintenance staff may turn off lights and electronics when in an empty apartment.

**Eviction:** Unfortunately, residents who do not vacate their living unit at the request of the Student Services Office will have eviction procedures enacted against them according to procedures.

**Grease Disposal:** When disposing of used cooking grease, you should pour it in an old jar or container, and wait for it to cool. Once it has cooled, secure the lid and place it in the dumpster. Do not pour it in the front yard, back yard, or mulched areas-this will kill plants and bushes, damage the mulch, and stain the concrete. Do not pour it down the toilet or sink as this will lead to blocked pipes and possible water contamination. If you are found to be disposing of grease improperly, you will be documented and billed for all costs associated with the clean-up of and the repairs to all affected property. The cost for repairing damage from improper grease disposal is minimally \$25 per square foot of affected area.

**Group Billing:** Any damages incurred by residents to campus housing or furnishings that are determined not to be the result of routine wear and tear will be billed to the responsible resident(s). If a determination cannot be made as to who is responsible, the cost of the damage will be assessed equally among the residents of the unit. Additionally, in the unlikely event that there is excessive vandalism done to common areas on a floor or in a building, in which no one comes forward to claim responsibility, a group billing process may be initiated. This process is a last resort, instituted in an effort to encourage responsible parties to come forward and in an effort to recoup lost moneys that result from excessive damage. In these instances, the cost would be shared equally by the residents of the living area where the damage occurred. Residents will be notified prior to being billed for damages.

**Keys/Lock-Outs/Locking Units:** Due to labor and materials charges, residents who lose or fail to return their iButton fob will be billed the replacement charge. For your safety and for the safety of your belongings, you should always lock your

**doors and window(s)** when you are not being attentive to the doors and windows. It is each community member's responsibility to carry their iButton with them at all times. Any resident who is locked out may contact his/her CD on duty or the Office of Student Services to be keyed into their residence. **After a resident has been keyed into their apartment or room three (3) times a fee will be charged for all subsequent requests.** A resident will not be keyed into a room that is not theirs for any reason. Duplication of keys is not allowed, and judicial action will be initiated for any inappropriate use of keys.

**Mailing Address:** Upon a student's arrival to campus, the Office of Student Services will notify Enrollment Services of each student's new on-campus address. This means Enrollment Services will consider each student's residential living unit as his or her local address. Therefore, most bills and university correspondence will be mailed to the student's campus address. Any student desiring to have his or her mail sent to any other address should contact Enrollment Services.

**Maintenance:** Any requests for repairs in student rooms or in public areas of the communities should be submitted directly to the appropriate maintenance office. (Residents are not permitted to attempt repairs.) Villa students should fill out a Residential Work Request Form and submit it to the CD or the Student Services front desk. After-hours maintenance emergencies should be reported to community staff immediately. **Maintenance emergencies are: no heat, no water, no hot water on a weekend, no electricity, and inability to enter, exit or secure an apartment or room.** All other requests should be directed to respective maintenance office. Residents with questions or comments about repairs or maintenance should call their community office or contact the staff member on duty for their area. Damage caused that is not due to normal wear and tear may be billed back to the residents.

**Medical Emergencies:** Any resident in need of immediate medical treatment should call 911 from a land line phone or contact the Mercer County Sheriff's Office at (419) 586-7724, if there is no answer at the Sheriff's Office call the CD on duty at (937) 269-9753. Community staff is not available to personally transport residents to and from medical facilities, but can assist in arranging for needed medical attention and/or emergency transportation to a medical facility emergency room. For non-emergency medical problems residents should refer to local clinics and urgent care centers in the area. See a member of the community staff for an updated list. In urgent situations, residents should dial 911.

**Pest Control:** Residents who notice a pest problem developing should notify their community office. An exterminator will be called to treat the problem.

**Posting Materials/Information:** Requests for information to be posted in the residential communities must be directed to the Events Coordinator in 237 Dwyer Hall for approval and distribution. Residents wishing to post in their individual residential community need to obtain permission from the professional staff member responsible for their particular area. Regrettably, individuals who post un-approved materials may be subject to fines or to disciplinary action.

**Refrigerators:** Refrigerators should be defrosted and cleaned each semester. If ice builds up in the freezer it should be carefully removed by thawing. For safety purposes, please do not remove ice with a sharp object because the cooling tubes are fragile and can be easily damaged. The freezer door can be damaged if the ice is not removed. Residents will be held responsible for the replacement of the refrigerator if the cooling tubes in the freezer are damaged.

**Respecting the Rights of Others:** Campus housing facilities are communities in which individuals are expected to act with regard and respect for fellow students. Roommates and unitmates must agree on an acceptable standard of behavior for their unit that shall not infringe upon the rights of other residents in the community. Because we live in a community of respect, no individual shall infringe upon the right of the community at large whether through repeated disruptive noise, aggressive behavior, or any other action construed as detrimental by members of the residential community.

**Restricted Items:** For fire safety reasons, the following items are **NOT PERMITTED** in campus housing: toaster ovens, deep fryers, hot plates, any appliance with an exposed heating element, incense, candles, fireworks, charcoal and gas

grills, lighter fluid, or any other open flame device.

Other restricted items include but are not limited to: Firearms, weapons (knives, bows, swords, daggers, etc.), items that look like weapons (cap/pellet/airsoft/paintball guns, toy weapons, simulated weapons, etc.)

**Room/Apartment Entry by Staff Members:** The University reserves the right for authorized staff to inspect any campus living unit in the existence of any of the following conditions regardless of whether or not the occupant(s) are present:

- There is reasonable cause to believe the health, well-being, and/or rights of any resident and/or guest may be threatened;
- For purposes of maintenance and/or fire, health, or safety inspections. Periodically, community staff conduct fire/health/safety inspections of each unit. Dates and times of these inspections will generally not be posted prior to inspections taking place, although notification may be given before an inspection. Also, during each break, maintenance staff will enter each unit to do inspections;
- Where there is probable cause to believe that illegal activities or violations of university policy are occurring or for purposes of search and seizure (entry will be made only with the approval of the Director of Student Services, the facility owners, or their approved agents);
- In the event noise from a unit is disrupting the living community, including unattended alarm clocks, stereos, and the like. In these instances, the incident will be documented and residents may be held accountable through the judicial process.

**Severe Weather:** At the sound of the outdoor severe weather siren (a continuous blast of three minutes) all individuals present in the housing area should proceed to the ground level of each apartment and stay away from all windows. The best place to be in the apartment is an interior room such as a closet or bathroom with the fewest number of windows. Student Services staff and/or University Police personnel will not always be available to evacuate residents to safe areas. Residents are responsible to get to safe areas on their own. Residents should remain in their respective locations until the storm has cleared. ***If residents hear a second blast, this is a new alert. Remain in designated spaces.***

**Space Reservation:** Residential students and student organizations may reserve space in the academic buildings by contacting the Events Coordinator in 237 Dwyer Hall.

**Storage:** Residents must store all personal belongings in their assigned room or apartment. Additional storage space is not available. Storage of personal belongings or cars after agreement expiration is prohibited due to lack of available space. At the conclusion of the agreement period, all items remaining in the living unit become the property of the Office of Student Services and will be removed/disposed of accordingly.

**Vendor Disagreements:** The Office of Student Services may not be held responsible for resolving disputes or disagreements with external vendors providing services such as cable television (regarding pay-per-view or digital purchases) vending, and/or mail service. The Office of Student Services is not responsible for associated charges.

**Waterbeds:** Waterbeds and water-filled furniture are not allowed in student rooms/apartments due to concerns about water damage, weight, and potential liability. Students requiring waterbeds due to a medical condition may request permission for policy waiver by writing the Director of Student Services.

### WHAT ARE UNIT STANDARDS?

Unit Standards are negotiated in an apartment unit between roommates. Unit Standards are the agreements made by the residents in a given apartment unit concerning how we will relate to each other and treat each other. Unit Standards are a process by which we begin forming a healthy community through dialogue, compromise, and commitment. Unit Standards evolve and therefore the process is never finished. Because Unit Standards evolve, they should not be thought of as a task to be completed but as a means by which interactions occur.

An important aspect of Unit Standards is discussing and deciding how we **will hold ourselves accountable for agreements and expectations**. Discussing the issue of responsibility and accountability of each roommate to every other roommate can be difficult. This difficulty comes because many of us believe that someone else (i.e., a resident assistant, University Police, Community Director) is responsible for "making sure that I get exactly what I want." Another way to think of this is that many of us do not want to stand up for ourselves. Equally difficult can be the thought of holding a roommate who is a peer to a standard.

Unit Standards is an on-going process that defines mutual expectations for how the roommates in a unit will function on an interpersonal level. Unit Standards further provide a mechanism for the roommates of a unit to respond to behaviors that violate the agreements of the unit.

### WHY HAVE UNIT STANDARDS?

In Residence Life at Wright State University and the Lake Campus we advocate for the fact that you, college students, are maturing adults. This means that you are making choices and learning from the outcomes of your choices. The young adult years are perceived as years of freedom, experimentation, limit finding, and limit testing. If the experiences during these years are to lead to an increased ability to make mature judgments then you must have the opportunity to make decisions so that you can experience the result of those decisions. An important area of decision making for college students concerns lifestyle and personal conduct.

Traditional college-age people typically reject "rules" imposed from the "outside". They may reject authorities who appear to be trying to deny them their "freedom" or "independence". At the very same time they may become angry with authorities who don't meet their needs at the time when they want their needs met. Unit Standards provides a means by which your expectations of the authority to meet your needs are shifted to a recognition that the individual and the community must work together to create an environment that best meets every ones' needs. The authority (CD) becomes a person who helps this process to happen instead of someone who fixes things for you or someone who always punishes behavior that is not in line with expectations.

If every student lived in perfect isolation, he or she could conduct him or herself in any way. In reality, we exist within a tightly networked society. **This means our behavior impacts other people, and in the same way, the behavior of other people impacts us.** Because we are affected by one another's behavior, we tend to have expectations about what we consider proper for the other person to do. We may or may not realize that our behavior affects others or we may believe that everyone has the same expectations that we have. This last concept can extend to a point where we believe that everyone has the same expectations at the same time, i.e., "if I want to listen to music now, everyone wants to listen to music now," or, "if I don't mind dirty dishes in the sink for a night or two then that will be fine with everyone in the unit."

If we are to live together in reasonable harmony, we must have the opportunity to express our expectations of how we want to be affected by others. By discussing these expectations you hear the range of expectations and therefore have a harder time holding on to the belief that everyone does "X" or that everyone wants the same thing that you want. Out

of an awareness of expectations, you and your roommates can discuss your different expectations and come to agreement on ways that you can live with the differences or compromise around the differences. This process may not be easy because it requires many people to achieve new understandings and new behaviors quickly. One of these is the ability to consider another's point of view as being valid and thus needing to be taken into consideration in one's point of view.

The context of learning that is created by the Unit Standards discussion can be a powerful tool to encourage student development and a healthy community. We have already identified how the process can cause an awareness of others. It can also encourage you to build self-esteem through declaring oneself, through assertive interactions, and through the empowerment that comes from group agreement. By establishing Unit Standards and shared responsibility, you and your roommates are empowered to deal with problems before they occur.

#### WHAT ABOUT HOUSING AND UNIVERSITY POLICIES AND PROCEDURES?

*The University has policies and procedures by which all residents must abide. They represent the basic safety and management issues necessary to assure reasonable quality-of-life for all residents. Primarily they establish minimum behavioral expectations and are in agreement with local, state, and federal laws. Unit Standards do not replace these, nor may they be in violation of these. For example, a unit may not form a standard that their quiet hours will begin at 2:00 a.m. as Student Services and Residence Life & Housing have an established policy about quiet hours. However, these policies and procedures are of such basic nature that they should not impede a unit's ability to create the standards they desire. See the "policies" section of this Sourcebook for a full list of policies.*

#### HOW ARE UNIT STANDARDS DEVELOPED?

Unit Standards are developed through group discussion and consensus. Through this format each resident is afforded the opportunity to assert his/her point of view. An underlying tenet of this system is the belief that in order to have one's needs met, one must accept responsibility for participation in the system designed to negotiate one's needs. Through implementing the Unit Standards model, we are providing the opportunity for you to learn that you are responsible for your experience, and that you are not simply passive recipients of your experience. Recognition of this concept can lead to personal empowerment.

The staff persons in your community know a great deal about Unit Standards. It's a long but beneficial process. Please feel free to ask questions and by all means, get involved!

### [Resident Agreement/Lease Information](#)

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The following information clarifies your legal obligations to your Campus Housing Agreement, and the procedures to request release from your Campus Housing Agreement.

It is assumed that signers of the Wright State University Lake Campus Housing Agreement will abide by all Terms and Conditions. Persons signing and accepting a residence space should read the Terms and Conditions carefully prior to signing the Campus Housing Application/Agreement.

#### **Checking In and Checking Out**

Residents who leave during the term of their agreement or who change units during the academic year should complete the following requirements to avoid improper check-in/ -out fines and maintenance/cleaning charges.

##### ***Check-in***

After a move has been approved through your community director:

- Go to the Community Director's office in 189A Andrews Hall to pick up your keys and check-in packet.

- Look over, update, and sign unit check-in form (if you fail to complete or return your unit check-in form within a 24-hour time period, you waive your right to use that check-in form in an appeal of damages at the end of your contract period and agree to all charges assessed by Student Services staff upon the time of check-out).

#### **Check-out**

- Pick up a checkout packet from your CD or the Office of Student Services in 170 Dwyer Hall.
- Read and follow the instructions in the check-out packet.

#### **Changing Units**

- Complete both Check-out and Check-in procedures
- Double check your bill to ensure information is correct. If information is not updated in a timely manner, contact your Community Director

The facilities audit team will complete a final check of each living unit following check-out. This team will finalize damage assessments for each unit.

When residents leave a campus housing unit, move off-campus, or change living units, whether they have been released from their Campus Housing Agreement or not, they are required to check out properly. This allows residents to avoid being billed for damage to the room that occurs after they leave. If former residents still have access to a unit by possession of a key to the unit, they will be held liable for such charges.

#### **Improper Check-in/-out**

Residents who fail to follow proper check-in/-out procedures will be subject to fines from \$25 to \$150. Additionally, if their agreements have been cancelled but students do not turn in their keys, they will be charged for the cost of replacing the lock on their former units. They will also be issued an improper check-out fine of \$25.

#### **Break Housing**

**Wright State University Lake Campus Housing will not be available during winter break, spring break or during times when the University is Officially Closed. Keys will be turned into the Community Director when Campus Housing is closed. During these times the community offices generally have limited office hours and staff availability is minimal.**

Continuing residents in transition from spring to summer housing, or summer to fall housing, must comply with distributed procedures for relocation for the following term. **All policies are in effect during break periods.**

#### **Room Changes**

If residents wish to move from one unit to another, they should go to the Student Services Office after talking with their CD. Residents may need to participate in conflict mediation sessions prior to being allowed to change units. Also, changing units during the first two weeks of any academic semester or during the last two weeks of any academic semester will not be permitted. Failure to follow the proper procedure for a room change can result in a fine, additional fees, and a possible forced move back to the old unit. ***Each resident is allowed one living unit relocation at no charge.*** Additional moves initiated by the resident will result in a service charge. For any living unit changes required by the Office of Student Services, there will be no relocation charge. Moves are permitted only on a space-available basis. Unless circumstances prevent it, existing occupants will be given a 24-hour advance notification prior to a new roommate moving in.

#### **Under-assigned Units/Consolidation**

The Office of Student Services will consolidate campus residents who are in under-assigned units. Energy costs and other expenses preclude allowing under-assigned units. This also allows available units to be used more effectively. The Office of Student Services may offer residents in under-assigned units the option to pay an extra fee to keep the unit under-assigned, helping to defray some of the costs. However, the Office of Student Services reserves the right to move residents who do not choose the option to pay. If residents become aware that their roommate is moving, they should consult their community office.



### **Expanded Occupancy**

Dependent upon demand, the Office of Student Services may implement an expanded occupancy plan. This plan may consist of, but is not limited to, reevaluating and changing any living unit occupancy to accommodate student demand and refurbishing space used for other purposes into resident living units. Students assigned to or directly affected by temporary or expanded occupancy spaces will be advised.

### **Non-Present Residents**

"Non-present residents" are defined as resident students who have not obtained release from their Campus Housing Agreement, but who are not actively occupying their assigned living space. The Office of Student Services reserves the option to "float" or relocate non-present residents to a similar living unit for purposes of efficiency, space utilization, and increased resident satisfaction. Every effort will be made to notify relocated residents of any changes in their assignments. In all cases a comparable space will be held for non-present residents and will be available for their occupation at any time. Non-present residents are responsible for any mail or correspondence forwarded to their campus address.

### **Community Room/Board Fees**

The university will mail a semester bill for the resident's room fees on a regular basis as noted in the Campus Housing Agreement. Fees must be paid by the specified due dates stated on the billing or installment payment plan.

## **Community Policies and Information**

### **Wright State University Discipline Process**

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These policies exist to aid in the creation of a healthy community environment. Wright State University is a place where people are proud to learn, live, and work. These policies serve to maintain this positive spirit at Wright State University. Wherever possible we have tried to provide an explanation of why each policy exists so that you may better understand each policy's reason for existence. Please contact your CD or any Student Services Staff member if there is a policy that you feel you would like to discuss.

As an addendum to the Residence Agreement, all residents are expected to follow the rules and regulations as defined in the *Residence Life Sourcebook*. Community policies are formulated and enforced with consideration being given to the security, comfort, and safety of our community members, the protection of our academic environment, and in accordance with federal, state, and local laws.

It is the responsibility of each community member to be aware of and to comply with all federal, state, and local laws and to abide by Wright State University rules and regulations, parts of which you may find in the Code of Student Conduct printed in your *Wright State University Student Handbook* (<http://www.wright.edu/students/handbook/>), and parts of which you may find in this *Sourcebook*. Naturally, any student involved in illegal activities may face university disciplinary procedures and/or civil or criminal action.

Because members of healthy communities care for one another and care for the community as a whole, each community member has the right and responsibility to file a report with his or her community office about any person who is in violation of a community rule or who is infringing on another person's rights. While we understand that for some of our community members it is difficult to consider filing a report about one of her or his peers, it is important to do so for the overall wellness of our community. The disciplinary process is designed to be caring and educational for any resident or student that becomes a part of the process. By filing a report about a fellow community member, a resident is both caring about the community as a whole and about their fellow community member.

The disciplinary process for resident students at Wright State University is as follows:

- A) Any student referred for disciplinary action as a result of a complaint filed by the university or local law enforcement

agencies for incidents involving possible violation of federal, state, or local laws will be referred directly to the Lake Campus Office of Student Services and/or the Office of Community Standards and Student Conduct. Students are required to participate in disciplinary process as outlined in the WSU Code of Student Conduct.

- B) Any residential student referred for disciplinary action as a result of a complaint being filed will be handled in the following manner:
- 1) The Director of Student Services and/or Director of Community Standards and Student Conduct or designated conduct officer will review the incident report. Based on the type of infraction and the student's cumulative disciplinary history, the reviewing conduct officer will determine the most appropriate type of response. Options available include: no action, a conduct conference, or disciplinary hearing with a Judicial Review Panel.
    - a) Conduct Officer. Conduct Officers are staff members who meet with students to hear violations of the Code of Student Conduct and/or the Residence Life Sourcebook. Any resident requested to attend a conduct conference must attend as directed.
    - b) Judicial Review Panel. The JRP is comprised of selected students, faculty, and staff who meet to hear violations of the Code of Student Conduct and the Residence Life Sourcebook. Any resident requested to attend a disciplinary hearing with the JRP must attend as directed.
  - 2) If found responsible for a violation(s) of the Code of Student Conduct, disciplinary action may include one or more of the following: **disciplinary warning, educational sanctions, disciplinary probation, restitution of damages, restriction of visitation privileges, fines, change in housing assignment, cancellation of residence agreement/lease, recommendation of removal from the university.**
  - 3) Any hearing result and/or sanction may be appealed within five business days by filing a written appeal as directed. Failure to respond to Notice of Incident Meetings, Conduct Conference notices or Judicial Review Hearing notices for any reason will result in non-appearance fines and the possibility of additional judicial action. In some cases, a "hold" may be placed on the student's records until the student seeks resolution to the incident. While in effect, this "hold" prevents the student from obtaining transcripts, receiving a diploma, or registering for additional course work.

Notes: For additional information regarding student rights and responsibilities related to the conduct process, please refer to the current *WSU Code of Student Conduct*.

## Policies

All items below will be handled according to the conduct/disciplinary process outlined in the *Residence Life Sourcebook* and the *WSU Code of Student Conduct*.

**Administrative Request:** We realize that most college-aged adults will comply with any reasonable request, however we must have a policy for those few persons who will choose not to during the year. Failure to comply with an administrative request when a staff member is acting in his/her official capacity, such as to appear/meet, to vacate unit, to cease inappropriate behavior, to produce identification, to exit a facility, etc., are considered violations of this policy.

**Alcoholic Beverages:** Because the Ohio Revised Code clearly regulates the use or possession of alcoholic beverages by a minor, **our residents who are under the age of 21 are not permitted to consume or possess alcohol.**

ONLY residents **above the legal drinking age** may possess and consume alcohol under the following guidelines:

- A. in the privacy of a resident's own unit with the door closed.
- B. in the privacy of another student's unit who is also at least 21 years old, with the door closed.

We also insist that no person sell or furnish liquor to a minor, because it's a state law and because it isn't healthy for our community. To ensure the wellness of our community and to ensure that alcohol is not the primary focus of our community, open containers of alcohol are not permitted in public areas or surrounding grounds by anyone, no matter what age.

Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing for many of the same reasons mentioned under the personal consumption guidelines.

There are a few additional things that are of concern to the community. Because we would like to ensure that alcohol is not the main focus of our community, alcohol related paraphernalia and alcohol related decorations ("beer bong", beer/alcohol neon signs, bottle caps on the ceiling, beer cartons on the walls, etc.) and empty containers (beer can pyramids, alcohol bottle collections, alcohol bottles filled with highlighter fluid with "black lights" behind them, etc.).

## **Student Alcohol Policy**

### *Preamble*

Wright State University prohibits the use of alcohol that is inconsistent with state, local, or university regulations. It is the goal of Wright State University to establish and sustain an environment on campus that is conducive to the intellectual, emotional and social growth of all members of its community. The university is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. Pursuant to these commitments, Wright State University has established the following policy governing the possession, sale, and consumption of alcoholic beverages on the university's campuses. It is the university's goal, through these policies and related programs, to encourage community members to make responsible decisions and to promote safe, legal, and healthy patterns of social interaction. The university will enforce all state and local laws relative to the consumption of alcohol.

Students are advised that Section 4301.632 of the Ohio Revised Code states that "...no person under the age of 21 years of age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor, in any public or private place." The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

The university permits the use of alcoholic beverages in licensed university facilities and at policy-specified social events. **The misuse or abuse of alcohol will not be tolerated on campus.** Violation of state laws, local laws, or university policy may result in disciplinary action. Additionally, the appropriate law enforcement authorities may be contacted. Violators will be subject to university sanctions, which may include suspension from the university and/or referral for treatment. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business.

## **Residential Communities**

All appropriate university, local, and state regulations, as well as the following govern the use of alcohol in the residential communities:

- A resident of the legal drinking age may possess and consume alcohol in his/her residential unit with the door closed.
- A resident of the legal drinking age may possess and consume alcohol in the residential unit of another resident who is at least 21 years of age. The host resident must be present and the door must be closed.
- If some residents of a room are of legal age and some are not, those residents over 21 years of age are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age. Students of legal age will be held responsible for violating the Complicity policy if they do not take reasonable

steps to ensure the underage residents do not gain access to the alcohol. An underage student is in violation of this section if there is reasonable suspicion to assume that the student consumed alcohol.

- Open containers of alcohol are not permitted in any public areas or surrounding grounds.
- Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs, beer balls (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing. Characteristics of large drinking parties could include the following: The amount of alcohol in the room exceeds personal consumption limits, the focus of the gathering appears to be mainly for the purpose of consuming alcohol, there are several containers, empty or otherwise in the residence that are in close proximity to the individuals present, etc...
- Certain alcohol-related paraphernalia and alcohol related decorations that contain or once served as containers for alcohol are not permitted in the apartments. Bottle caps on the ceiling, beer cartons on the walls, beer can pyramids, "beer bongs", alcohol bottle collections, alcohol bottles filled with highlighter fluid with "black lights" behind them and similar paraphernalia are included in this prohibition.
- All guests in campus housing must comply with all Wright State University policies. See the Visitation Policy in the Student Services Sourcebook for more information.

**Appliances:** You may use the following electrical appliances in your unit: radio, TV, personal computer, blender, sewing machine, tape recorder, shaver, clock, typewriter, fan, electric blanket, heating pad, hair setter, hair dryer, popcorn popper, hot pot, electric potpourri burner, and refrigerator of a size not to exceed a total of 3.3 cubic feet storage capacity. Due to fire safety concerns, cooking with appliances other than those mentioned, particularly those with exposed heating elements like toaster ovens, hot plates, personal outdoor grills, oil fryer, and electric frying pans, are not permitted in campus housing.

**Cleanliness:** Because we live in community and in close proximity to one another, **all residents are expected to maintain a minimally acceptable standard of cleanliness and hygiene in their living units.** We realize that a "minimally acceptable standard of cleanliness" is somewhat ambiguous. Some causes for concern would include, but are not limited to: anything creating a significant foul odor; debris (clothing, garbage, other personal items) on the floor that would make entering and exiting the room difficult; rotting or spoiling food left in the room; and/or soiled clothing and unsanitary personal items not disposed of properly. Fire/Health/Safety checks are done periodically by the staff in all of our residential communities. If your unit is found to be in violation you may be documented for a possible violation of our cleanliness policy.

**Destruction of Property:** Destruction of property in our community will be treated as a very serious issue. Our community members need to feel safe and secure. In order to achieve this, we need to feel like all members respect the surroundings of our community. Taking out one's frustrations on our community property is inappropriate behavior for any college-age adult. **Any student who maliciously or accidentally damages property will be held responsible for the cost of the item or damage and/or the cost of the labor to restore or repair the item to its original condition.** Resident students will be held responsible for the actions of and/or damages incurred by their guests as well. To ensure quality repairs, residents are not allowed to repair damages themselves. If property is damaged accidentally, please report the damage to Residence Life staff immediately; your honesty and sense of self-responsibility will be appreciated. If you are aware that another community member has damaged property, please encourage him or her to be honest about the damage and/or please let a staff member know.

**Drugs, Narcotics, and Paraphernalia:** Because they are illegal, and because we are a community of wellness, we take the use and possession of illegal drugs very seriously. No resident shall illegally use, possess, sell, or distribute drugs, narcotics, and/or any controlled substance. If a community member is suspected of using illegal drugs (i.e., marijuana odor emanating from a unit, drug paraphernalia seen in a room, etc.) that community member will be confronted by

staff members and/or by civil authorities. Additionally, you are not to possess any drug-related paraphernalia while on campus.

**Fire Safety:** We take fire safety very seriously, for the protection of our community. For your information, specific instructions about safety and evacuation procedures are located in the kitchen area of every apartment. Because we take fire safety so seriously, tampering with fire equipment, ringing a false alarm, or failure to evacuate a building during an alarm is prohibited and constitutes a breach of discipline and a violation of federal law. Violators will be prosecuted. Additionally, considerable fines, through the Fire Department, are associated with each of these violations. Again, Fire/Health/Safety checks are done periodically by the community staff to ensure that proper fire and safety policies are being followed in individual units. Possible violations found during these checks may result in documentation.

**Furniture Displacement:** Public area furniture is intended for use by all members of the unit or community. Because of this, all public area furniture should remain in respective locations throughout the year and should not be placed in student rooms. Living unit furniture may be moved to accommodate hospital beds, etc. Arrangements should be made in advance of arrival with the Office of Student Services.

**Gambling:** All forms of gambling are prohibited in on campus.

**Harassment:** Verbal, written, electronic, or other types of harassment - including, but not limited to, sexual, racial, ethnic, or religious harassment that causes injury to, distress, or emotional or physical discomfort of Student Services staff members and/or other community members will be considered a violation of this policy.

**Indoor Recreational Activity:** To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise, students and guests are prohibited from engaging in sports activities inside of the buildings. Individuals should not throw, bounce, kick, or use basketballs, baseballs, Frisbees, bicycles, footballs, skateboards, roller blades, softballs, tennis balls, etc., inside apartments and other public areas.

**Outdoor Recreational Activity:** To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise, students and guests are prohibited from engaging in sports activities within 20 feet of the apartment buildings or on sidewalks in the residential areas. Individuals should not throw, bounce, kick, or use basketballs, baseballs, Frisbees, footballs, skateboards, roller blades, softballs, tennis balls, etc. unless in designated recreational areas. Outdoor recreational activity should be confined to the open grass lawns and volleyball courts.

Also, playing games or sports in community parking areas, which may damage parked vehicles or increase safety hazards, is not permitted without approval from the Office of Student Services, the Event Coordinator, and/or Lake Campus Police.

**Water Activities:** To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise and inconvenience to others, community members are not allowed to possess, use, or engage in activity that entails squirt guns, high pressured water guns/games/fights, water balloons, etc., in or near any of the apartment buildings. Individuals found to be in possession of water guns/balloons will have those items confiscated with subsequent initiation of judicial action. Confiscated items will be subject to destruction.

Individuals and/or organizations who desire to have a water related activity should seek approval via the normal university and Student Services activity process.

**Inappropriate Behavior:** For our community, inappropriate behavior is defined as any behavior by a community member deemed to be inappropriate or in violation of the general community standards.

**Intolerance:** Acts of intolerance or bias-related incidents are behaviors, which by intent, action, and/or outcome harm or threaten to harm a person or a group of people. The behaviors are motivated by prejudice toward a person or a group of

people because of their race, religion, ethnicity, disability, national origin, age, gender, and/or sexual orientation. Acts of intolerance include overt actions such as verbal attacks and physical assaults on students and their property, as well as covert actions such as jokes, posters, and comments.

Examples of acts of intolerance or bias related incidents include but are not limited to:

- During an educational program, the presenter consistently called upon the few African American students attending the program to speak for African American people in general.
- A fraternity pledge is sent to a gay men's party as a pledge task.
- A group of men whistle and make comments about the body of a woman who jogs by them.
- An unknown student paints a swastika on the door of another student.
- Someone makes a joke that your Chinese friend must have a great GPA because "all of those Orientals sure are smart."

Each of these incidents is insensitive in different ways. Some are the display of negative and painful images or statements that work to hurt someone. Others limit people based on stereotypes. Each example very effectively sends people the message that they are not valued, not important, and not as good (adapted from *Bias Related Incidents* pamphlet, University of Georgia).

Acts of intolerance based on race, gender, sexual orientation, culture, ethnicity, or disability disrupt the educational environment necessary for furthering the mission of the university. Acts of intolerance cannot be a part of our community of caring.

**Littering/Trash Removal:** Because we like to keep our community an attractive place to live, littering, inappropriate disposal of trash, and/or sweeping debris into a public walkway or area in the residence communities or the surrounding grounds is not permitted. Fines may be issued for violations of this policy.

**Misuse of Keys/Unauthorized Use of Keys:** For the safety of our residents, the duplication of living unit iButtons is specifically prohibited. Also, community members may not lend their iButton to any other person for the sake of safety and security. Any student who allows their iButton to be used by another individual will be subject to judicial sanctions.

**Open Flame Devices/Combustibles:** For fire safety reasons, gasoline, charcoal fluid, and other combustible items are not permitted in the residential communities. Also, fuel-driven engines are not allowed to be stored in student housing or on the front or back patio areas. This includes storage of motorcycles, mopeds, etc. These items are to be kept in the parking lot with proper documentation. Open-flame devices are not allowed for safety reasons. This includes: candles, kerosene lamps, incense, gas-powered lanterns, and/or camping stoves, personal gas or charcoal grills, propane torches, etc. Fire safety concerns also prohibit live or cut evergreen trees and/or boughs in student rooms/apartments.

**Pets:** While we realize that pets are an important aspect of some peoples' lives, for reasons of cleanliness, health, and sanitation, **animals are not allowed in campus housing at any time** (with the exception of fish and approved assistance or seeing-eye dogs). Fish tanks may not exceed a total capacity of 20 gallons for each living unit.

**Posting:** Residential community members and Residential Student groups may post materials with the permission of their Community Staff. Nonresidential individuals and groups must obtain permission from the Events Coordinator in 237 Dwyer Hall.

**Psychological Distress:** Emotional and psychological distress are natural occurrences in human life. When approached correctly, opportunities to learn and to change present themselves. This policy is designed to promote the wellness of individual community members while ensuring the integrity of the campus community as a whole. Therefore, any community member who demonstrates evidence of psychological distress that may pose danger to that community member or to others in our community, or that may interfere with the normal functioning of the university community, will likely be required to see a therapist on a regular basis. In addition, if the community member does not secure the

required psychological help, or if her or his behavior warrants it, he or she may be removed from campus housing and/or suspended from the university. These situations will be handled with the utmost care for the student who is experiencing the psychological distress.

**Quiet Hours:** Our community is primarily a community of learning. With this in mind, we offer a quiet hours policy that will promote learning through quiet study time as well as quiet time so that all community members may sleep in a peaceful atmosphere. The quiet hours policy applies to all indoor and outdoor areas of the Lake Campus. Quiet hours mean that community members should keep noise at a very minimal level. Courtesy hours are in effect at all other times. Courtesy hours mean that residents are expected to maintain a reasonable noise level. During quiet and courtesy hours, requests for less noise from roommate(s) and/or neighbor(s) will be respected in our community. Additionally, beginning Saturday, at 12:01 A.M., before the last week of each academic semester (Finals Week), quiet hours are in effect on a 24-hour basis.

When a community member needs to approach another community member to request a lower level of noise, this should naturally be done in a respectful manner. Floor/Unit Standards should be consulted at this time for what will be your appropriate response to someone who is, in your opinion, being too loud. We expect all community members to ask each other for compliance with this policy prior to involving Residence Life staff. If a community member is unable to resolve the disturbance through conversation, she or he may contact a Residence Life staff member for assistance. In the case of a serious disturbance, the University Police should be called immediately. However, the University Police should only be called in the event that all other methods of quieting a situation have been attempted.

**Quiet hours are observed during the following times: Sunday through Thursday 10 P.M.-9 A.M., Friday through Saturday 12 A.M.-9 A.M.**

**Smoking:** Wright State University maintains a smoke-free policy in all facilities. Smoking is not permitted in any residential building or workspace. This includes, but is not limited to apartments (including individual rooms in apartment). The balconies and walkways are also considered smoke-free zones. Smoking is not permitted in any public building on the university campus.

**Solicitation:** For safety purposes, and to avoid harassment situations for members of our community, door-to-door solicitation for commercial purposes is prohibited. Residents may invite a salesperson to their room or apartment with permission of all roommates. Students may host parties such as plastic-ware, cosmetics, linen, etc..., however, the university assumes no responsibility for commitments made by or losses incurred by students. Sales presentation parties are not allowed in public areas. Any nonprofit, political, and/or campus organization/group desiring to solicit in campus communities must secure permission in advance from the Community Director and/or the Director of Student Services.

**Visitation:** This visitation policy is designed with the safety and consideration of our community members and property in mind. For the convenience of our community members, visitation hours in campus housing units are not limited. Residents are permitted to host guests at any time so long as the rights and privacy of the other persons living in that environment are taken into consideration. The definition of a guest is any person who does not hold a residence contract or lease for the particular unit. Due to safety concerns, at no time should there be more than 12 persons in a campus apartment. All roommates must be in mutual agreement about a guest before a guest may be hosted in the unit. At the beginning of the academic year (and when a new student moves into the unit) all students will be required to participate in the Unit Standards process wherein typical roommate issues, including the hosting of guests, will be discussed and written in contract form. In cases where roommates cannot agree, the right of a person to occupy her or his room/apartment without the presence of an overnight guest must take precedence over the right of a roommate to host guests.

A resident who hosts a guest is responsible for the guest's conduct at all times and any damages incurred by that guest. All guests must comply with all university and community policies. The host must be with the guest at all times. Guests

are not permitted to be unescorted, and may not be left unattended in the host's living unit. If a guest violates a policy and is asked to leave the community by a staff member, the guest must comply. Failure to do so will result in a request for police assistance. ***Violation of this policy may include, but is not limited to, relocation of the violating resident or cancellation of the violating resident's housing contract.***

### ***Visitation - General Policy***

This visitation policy is designed with the safety and well-being of our community members and property in mind. Visitation hours in campus housing units are not limited. Residents are permitted to host guests so long as the rights and privacy of the other residents are taken into consideration. A "guest" is defined as any person who does not hold a residence contract or lease for the particular room/apartment.

#### **Expectations**

- All residents are required to participate in the Unit Standards process wherein typical roommate issues, including the hosting of guests, **must be discussed, agreed to, and written in contract form**. In addition to this formal process, roommates are encouraged to talk to one another about their equitable use of the room.
- The right of a resident to occupy her or his room/apartment without the presence of a guest takes precedence over the privilege of a resident to host guests.
- A resident who hosts a guest is responsible for the guest's conduct at all times, as well as any damages incurred by that guest. The host must be with the guest at all times. Guests are not permitted to be unescorted, and may not be left unattended in the host's living unit. Violation of this policy may result in, but is not limited to, loss of visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).
- Guests must comply with all university and community policies. Guests who violate a policy may be asked to leave the community and/or university property, and may be subject to further university action.
- Residents are encouraged to host no more than two guests, and are expected to be considerate of the rights of their neighbors.

### ***Visitation - Overnight Guest Policy***

The Visitation - Overnight Guest Policy is an extension of the Visitation - General Policy. Unless otherwise noted, all general visitation expectations apply. An "overnight guest" is defined as any person who does not hold a residence contract or lease for the particular room/apartment and intends to occupy the room/apartment overnight. The university recognizes that residents may wish to occasionally host overnight guests, however, the presence of overnight guests requires consideration of the rights of all roommates. Residents must adhere to the following:

- The residents' unit standards agreement must reflect an acceptance and willingness to occasionally host overnight guests. The right of a resident to occupy her or his room/apartment without the presence of an overnight guest takes precedence over the privilege of a resident to host overnight guests.
- The privilege of hosting an overnight guest is intended for infrequent, special occasions only. Under no circumstances are residents permitted to host overnight guests on consecutive weekdays or weekends as this is an imposition on the rights of the roommate(s) whether the roommate(s) is present or not.
- Prior to hosting an overnight guest, the host resident must obtain the consent of the roommate(s) and inform the Community Director of the guest for safety purposes. Registration of overnight guests is required throughout the duration of the housing agreement or lease, including break periods.
- Failure to register overnight guests will result in, but is not limited to, loss of overnight guest visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).

**Weapons, Firearms, Ammunition, or Fireworks:** Prohibited items include, but are not limited to, pistols, rifles, shotguns, BB-guns, pellet guns, bow and arrow, spears, machete, hunter knife, paint guns, etc. For fire and general safety reasons the possession of firearms, ammunition, firecrackers, explosive or combustible materials, and/or injury-threatening



weapons are strictly prohibited. Individuals found to be in possession of a firearm will be subject to immediate cancellation of their Residence Agreement and will face further university disciplinary and/or criminal action.

**Windows:** *Window screens in all residence communities may not be removed for safety/security reasons (except for evacuation due to a fire).* All residents of a living unit may be held responsible for a \$5/person fine if a screen is removed for a non-emergency purpose. Again, for general safety reasons, community member may not drop or throw any item out of an apartment window and/or may not remove/open the screen to gain entry/exit to their living unit.

### TELEPHONE SYSTEM

#### General Information

Resident students are provided exclusive telephone service by the Wright State University Department of Telecommunications. Telephones are not provided. Students need to provide their own quality touch-tone phones.

In order to access and utilize the phone system, residents must contact their CD or Community Office to receive their Authorization packet, which must be signed and returned. Authorization packets are sent via Lake Campus courier to and from the Telecommunications Office at WSU's Dayton campus in 015 Library.

#### Local Service

##### *On-Campus Calls (BOTH Lake and Dayton Campuses)*

Calls can be made to any campus phone by dialing the last four digits of the phone number or the extension of the Lake Campus phone number.

##### *Off-Campus Calls*

To dial off campus, within the local area, dial 9, followed by the ten digit phone number. Check a local phone directory for communities that are included in the local area.

#### Long Distance Service

##### *Options*

Residents have several options when making long distance phone calls:

1. Use a calling card for any nationally recognized long distance service providers.  
*(It is important to use your permanent address for billing for this to avoid surcharges)*
2. Call collect. (Surcharge assessed)

##### *Other Long Distance Carriers*

Residents can use other long distance carriers provided they have a calling card for that carrier. To place such a call, the student should dial "9-0" plus the area code and the seven digit phone number. The caller will hear a tone that sounds like a busy signal. At this time the student should enter their PIN. After a second tone is heard, the student should enter their calling card number.

Residents are not to make arrangements for any other long distance carriers whether through mailings, internet or phone promotions. Prices offered by such promotions will not be honored by the carrier as current long distance contracts prevent eligibility. If monthly charges for any of these carriers appear on WSU's telephone bill, they will be charged back to the student along with a surcharge of \$24.00.

##### *800 and 900 Numbers*

Students can dial 800 numbers. PLEASE BE AWARE THAT SOME 800 NUMBERS CAN RESULT IN A CHARGE BACK TO THE CALLER. ANY SUCH CHARGES WILL BE PASSED ON TO THE STUDENT.

In most cases, 900 numbers are blocked from use in the residential telephone system. If one should happen to go through however, charges will be billed back to the resident making the call plus a \$24 surcharge for processing.

##### *Collect Calls*

Collect calls to the 775 exchange are blocked by most long distance carriers. However, units where collect calls are accepted will receive an itemized statement listing all calls and charges accepted. ANY COLLECT CALLS ACCEPTED ON THE WRIGHT STATE UNIVERSITY PHONE SYSTEM MUST BE BILLED BY HAND. FOR THIS REASON, A SURCHARGE OF \$24 IS MADE FOR ANY COLLECT CALL THAT IS ACCEPTED. The person who accepts the call(s) may claim them by signing the itemized billing statement and returning it to the Office of Student Services in 170 Dwyer Hall where it will then be sent

via courier to the Computing and Telecommunications Office, located in 015 Library. That person will then be charged for the amount of the calls and a \$24 surcharge per call accepted. If the charges are not accepted by an occupant of the room, the charges for the calls themselves will be divided between all the occupants of the rooms. Each occupant will also be charged the \$24 surcharge per call.

#### *Special Needs*

If a resident has any special needs due to a disability, please contact the Computing and Telecommunications Office for assistance at (937) 775-6200.

#### *Telephone Repair*

If a resident experiences problems with his or her telephone service, the resident should contact the Computing and Telecommunications Office at (937) 775-6200. The following are some common problems encountered with the phone system, and their solutions:

### **Telephone Tips**

*Listed below are some common problems with telephones:*

1. Cordless telephones may get interference from other callers and other people may be able to hear your conversations.
2. Telephone plugged into the wrong jack. (Plug into the ivory jacks, not the grey or black).
3. Use of a poor quality phone.
4. If a phone has a problem and is hooked in with a modem, unplug the modem to make sure it isn't the problem.

*Helpful tips to prevent problems:*

1. Plug a friend's phone in your jack to see if it's working.
2. Make sure cords are not broken or have exposed wires.
3. Use a good quality touch-tone phone.
4. Charge batteries sufficiently before use of cordless phones. If you hear static or buzzing, try changing the channel.
5. Hang up all phones.

#### *Personal Identification Number (PIN)*

1. Do not have your PIN # in your desk or other area where it can be found. People will steal it. Keep it confidential!
2. If another roommate or friend needs to use your PIN #, do not give it to them. Place the call yourself. Then give them the telephone.
3. Commit your PIN # to memory.
4. Do not put your PIN # on speed dial.

## Telephone List

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### **THE OFFICE OF STUDENT SERVICES, LAKE CAMPUS\***

Sandi Holdheide, Director of Student Services/Public Relations	(419) 586-0300
Jill Puthoff, Admissions/Public Relations Specialist	(419) 586-0363
Teresa Bienz, Administrative Specialist, Student Services	(419) 586-0330
Enrollment Services	(419) 586-0232
Student Success Center	(419) 586-0326
Office of Disability Services	(419) 586-0366
Ed Morris, Supervisor of Buildings and Grounds	(419) 586-0365
Trent Kline, Athletic Director	(419) 586-0314
Lucas Miller, Community Director	(419) 586-0392
Lake Campus Housing Duty Phone	(937) 269-9753

*\*On-campus, add "8" in place of "0" for the 4-digit extension, ex: x8300 for the Front Desk Area*

### **Lake Campus Housing Villas**

#### **Knapke Villa**

- 1- 419-586-0250
- 2- 419-586-0251
- 3- 419-586-0252
- 4- 419-586-0253
- 5- 419-586-0254
- 6- 419-586-0255

#### **East Villa**

- 1- 419-586-0256
- 2- 419-586-0257
- 3- 419-586-0258
- 4- 419-586-0259
- 5- 419-586-0260
- 6- 419-586-0261

### **THE OFFICE OF RESIDENCE LIFE AND HOUSING - DAYTON CAMPUS\*\***

Jennifer Attenweiler, Associate Director for Residence Life	(937) 775-4543
Carol J. Rader, Assistant Director for Information Systems	(937) 775-4174
Ashley Collein, Technology & Records Coordinator	(937) 775-2645
Dan Bertso, Director of Residence Life and Housing	(937) 775-4172

*\*On-campus, dial the 4-digit extension to reach Dayton Campus, ex: x4172 for the Director*

# Urgent Care Facilities

There are two local urgent care facilities near the Lake Campus. If you need medical attention please visit either of these locations. Remember if you need ***immediate*** medical attention for emergency situations either dial 9-1-1 or call the Mercer County Sheriff Dispatch number (419) 586-7724, and if you are able, inform your Community Director (937) 269-9753.

## Mercer Health Urgent Care

Address: State Route 127  
Celina, OH 45822

Phone: (419) 586-1611

Hours: 06:00 p.m. – 11:30 p.m. (Monday- Friday),  
01:30 p.m. - 09:30 p.m. (weekends and holidays)

Website: <http://www.mercer-health.com/explore-mercero-health/doctors-urgent-care>

## Grand Lake Health: Joint Township District Memorial Hospital & Urgent Care

Address: 200 St. Clair Street  
St. Marys, OH 45885

Phone: (419) 394-3335

Hours: 05:00 p.m. – 11:00 p.m. (Monday- Friday),  
10:00 a.m. – 05:30 p.m. (Saturday & Sunday)

Website: <http://www.grandlakehealth.org/centers-of-excellence/urgent-care>

The Lake Campus is in the process of establishing an on-site health care clinic. Continue to check with your Community Director for updates.

# Fires and Tornadoes

If you notice a fire in the apartments please call the Mercer County Sheriff's Dispatch at (419) 586-7724 or dial 9-1-1 from a local phone.

When the fire alarms sound, it is important to exit the building immediately. You should go to the north side of the parking lot, away from the building, behind the dumpster area. Maintain a safe distance from the building at all times and stay clear of the parking area as fire trucks and other emergency vehicles will be entering these areas. Please, DO NOT get into your car and leave the area, as you may cause congestion for the emergency vehicles.

If you hear the tornado sirens, please stay away from all windowed areas. You should proceed to the ground level of the apartment. Student Services staff and/or University Police personnel will not always be available to evacuate residents to safe areas. You are responsible to get to safe areas on your own. Remain in the safe locations until the storm has cleared. If you hear a second blast, this is a new alert. Remain in the safe spaces.

# Housemate & Roommate Agreement

The housemate and roommate agreement forms are used to help facilitate discussions early in the school year about the responsibilities and preferences of individuals living in each apartment. The agreement forms serve as a contract for each unit and set of roommates to help keep living arrangements defined. It is important to discuss boundaries and methods of discussion early, so that when problems arise there is open communication between you and your unitmates or roommate.

Remember to respect each other. Whether or not you and your unitmates and/or roommate are very similar or very different, it is important to treat each other kindly and think about each other's point of view. Each resident has rights as a housemate and/or roommate:

1. The rights to read, study, and sleep with as little disturbance as possible.
2. The right to have personal belongings that are used by no one else.
3. The right to expect reasonable cooperation in the use of shared space & items (bathrooms, living areas in the unit, appliances, telephones, etc.).
4. The right to live in a clean and orderly room.
5. The right to free access to your room and facilities without pressure from your roommate.
6. The right to host guests within the parameters agreed upon by roommates, provided they respect the rights of roommate(s).
7. The right to speak openly.
8. The right to be treated with care, consideration, and thoughtfulness.

# Residential Work Request Form

Residential Work Request Forms are included in this binder. Please notify the Community Director if more forms need to be added. If something needs repaired in your apartment, you will need to fill out this form completely. Once the form is completed, submit it to your Resident Assistant or the Office of Student Services front desk in Dwyer Hall during normal office hours. Buildings & Grounds will address all requests as soon as possible.

If any of the following occur, please call the on-call staff member at (937) 269-9753 immediately:

- No heat
- No water
- No electricity
- Inability to enter or exit apartment
- Inability to secure a bedroom or apartment

Only the above reasons are considered emergencies; any other repairs will need to be addressed through the Residential Work Request form.

If a work request is not completed in a timely manner or the request was not satisfactorily handled, a subsequent work request should be completed. Please note on the form that it is a second request. The second request should be taken directly to the Student Services front desk.





**WRIGHT STATE**  
**UNIVERSITY**  
**LAKE CAMPUS**

Wright State University Lake Campus  
Residential Work Request

Name of Requestor:		Date:
Phone Number:		Email Address:
Building Name:	Apartment Number:	Room Number/Area:

Complete description of Work/Project/Concern: (Please provide as much detail as possible and be specific) **NOTE: No heat, no water, no electric, and inability to secure doors are EMERGENCIES. Call 937-269-9753 immediately!**

Once the form is complete, submit it to your Community Director (217 Dwyer), Housing Coordinator (189 C Andrews) or Student Services front desk (170 Dwyer Hall) during regular business hours.

If a work request is not completed in a timely manner or the request was not satisfactorily handled, a subsequent work request should not be completed. Please note on the form that it is a second request. The second request should be taken directly to the Student Services front desk.

Requestors Signature	
Name (PRINT):	
Signature:	Date:

Wright State Employee Signature	
Name (PRINT):	
Signature:	Date:

Please send signed/completed form to: **Community Director, 217 Dwyer Hall  
Coordinator of Housing & Athletics, 189 C Andrews Hall  
Student Services Front Desk, 170 Dwyer Hall**

EXAMPLE - Not an actual Request Form

# Prohibited Items

The following items are prohibited from the Wright State Lake Campus Villas:

- Pets (the only type of pet allowed is fish)
- Firearms, weapons (knives, paintball guns, bows, sword, etc.) and items that look like weapons (cap guns, etc.)
- Fireworks, incense, candles, or any other open-flame device
- Charcoal and gas grills
- Screws, molly bolts, planter anchors, big nails, spikes, and finishing nails cannot be used to hang things on the walls
- Water guns
- Appliances- Fryer, NuWave Oven, Toaster Oven

Please note, this list is to give you a general idea of the items that are prohibited from the apartments. If you are unsure whether or not an item is prohibited from the Wright State Lake Campus Housing Villas, please contact your Community Director or Resident Assistant to discuss the item.

# Cleaning Tips

Your apartment comes stocked with a few of the essentials to help you get started. In your kitchen closet, you will find a broom, mop, dustpan, hand broom, and trashcan. These items are available for everyone in the apartment to share. There is also a vacuum cleaner available for residents to use. Contact your Resident Assistant in order to check out the vacuum cleaner.

In addition to the cleaning supplies provided, you may want to bring/purchase some of your own. Suggested cleaning items include paper towels, sponges, gloves, toilet brush, all-purpose surface cleaner, dishwasher detergent, dish soap, and glass cleaner.

Remember, in order to maintain the beauty and cleanliness of your apartment, you should establish a regular cleaning schedule. While you (and possibly your roommate if you live in a double) are responsible for your own room, the common areas are the shared responsibility of everyone in the apartment. Discuss a cleaning schedule and specific responsibilities as an apartment early in the year, and make necessary adjustments if needed.

- Kitchen            Dishes cleaned and put away. Counters wiped down.
- Living Room      Pick up litter. Sweep floor. Clean up and wipe down table.
- Mop                Kitchen and both bathroom areas.
- Trash              Remove from apartment and place in dumpster. If not full, write not full beside your initials.
- Stove &  
Microwave        Wipe down the top and under the top. Clean drip pans under burners. Clean microwave.

This cleaning schedule was created by Lucas for use by apartment \_\_\_\_\_. Place your initials under the day of the week you will be completing a task and write done beside when the task is completed. Assignments must be made before the beginning of the next week. This will be checked randomly to make sure the items on it are being completed. Any items incomplete at time of check may result in a conduct situation for failure to comply with a university official (6 A/B- Code of Conduct). If you have any questions regarding this cleaning schedule please contact Lucas Miller or Trent Kline.

	Location	Monday	Wednesday	Friday
	Kitchen			
	Living Room			
	Mop			
	Trash			
	Stove & Microwave			

	Kitchen			
	Living Room			
	Mop			
	Trash			
	Stove & Microwave			

	Kitchen			
	Living Room			
	Mop			
	Trash			
	Stove & Microwave			

	Kitchen			
	Living Room			
	Mop			
	Trash			
	Stove & Microwave			

	Kitchen			
	Living Room			
	Mop			
	Trash			
	Stove & Microwave			

	Kitchen			
	Living Room			
	Mop			
	Trash			
	Stove & Microwave			

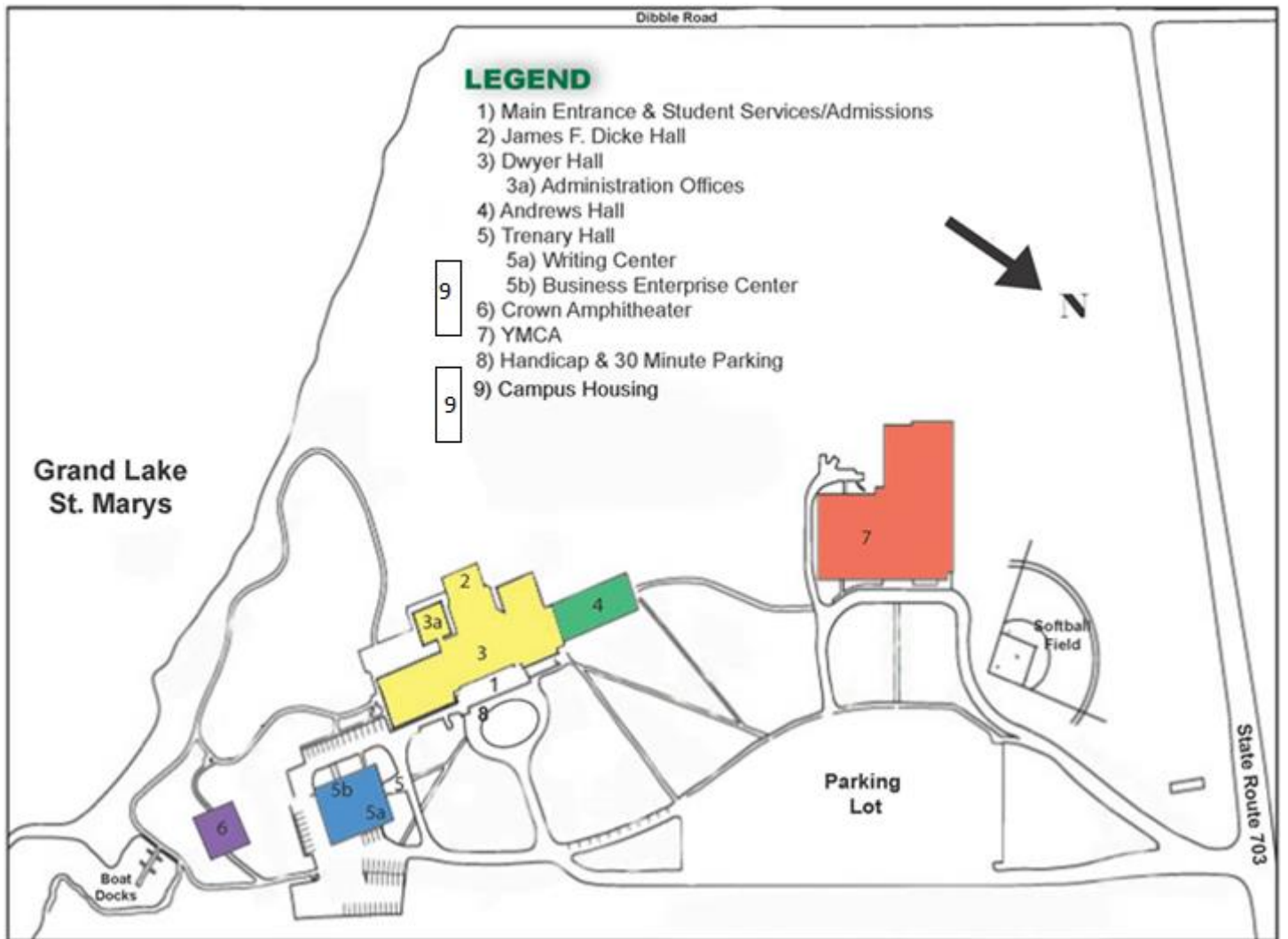
# Mail and Address

All residential mail will be delivered to the Student Services front desk area. You may pick up your mail during normal business hours. It is the responsibility of each resident to pick-up his or her mail. You may only pick up mail addressed to you; you may not pick up mail for others in your apartment.

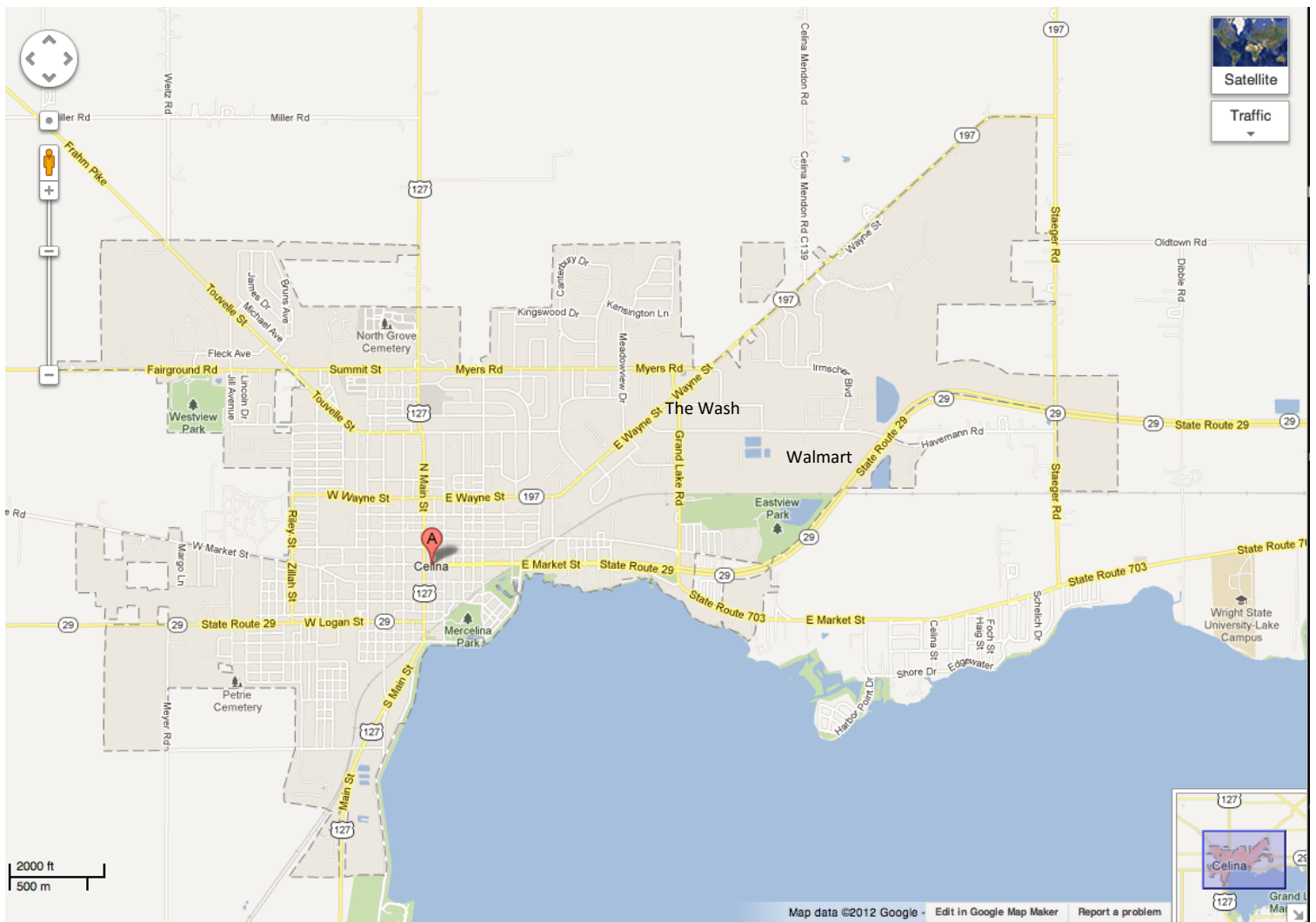
Mail may be sent out through the Office of Student Services. Bring your outgoing mail to the front desk during normal business hours to be sent out with the mail courier. Please make sure your package is stamped and properly addressed.

Housing Villa Address:	Apartment Numbers	
	Knapke Villa	East Villa
Your Name	KV 1 A-D	EV 1 A-D
Wright State Lake Campus	KV 2 A-D	EV 2 A-D
6766 Dibble Road (Apt. #)	KV 3 A-E	EV 3 A-E
Celina OH, 45822	KV 4 A-E	EV 4 A-E
	KV 5 A-D	EV 5 A-D
	KV 6 A-D	EV 6 A-D

# Lake Campus Map



# Map of Celina



Wright State University Lake Campus

Sourcebook and Terms & Conditions Read Receipt

Please complete this form and return it to your Community Director. The Sourcebook and Terms & Conditions as well as other information that may be useful as a new member of the Lake Campus Community are posted on the Lake Campus Housing Webpage.

I have reviewed and understood the 2016-2017 Wright State University Lake Campus Sourcebook and Terms & Conditions.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature (If under 18): \_\_\_\_\_

Date: \_\_\_\_\_