

## CONDITIONS OF OCCUPANCY

All students are expected to abide by the conditions of occupancy listed below to ensure safe and well-maintained facilities. Students will be subject to disciplinary sanctions, including fines, for violating any regulations.

All rooms are furnished with beds, mattresses, desks, desk chairs, window treatments, dressers, wardrobes or closets, and garbage and recycling cans. Students are responsible for maintaining the room and furnishings in good condition and returning the room to its original condition when moving out. Completion of a Room Condition Report when moving into and vacating a room provides detailed information regarding the room and furnishings.

1. **Students are responsible for all activity which occurs in their rooms**, even if they are not present. For this reason, rooms should be locked at all times.
2. **Damages and missing articles** will be charged to student college accounts. Any charges will reflect the cost to repair or replace the damaged or missing items. All occupants of a room/house/apartment will be held equally responsible for any charges incurred and for returning the room to move-in condition when they move out (remove all personal items, remove trash, and thoroughly clean and vacuum room, bathroom, kitchen, lounge, etc.) There is a minimum charge of \$25 per resident of a room/house/apartment for excessive cleaning required in any bathroom, lounge, kitchen or other common space within the room/house/apartment during breaks or at the end of the year. If an individual resident accepts responsibility for a particular damage or cleaning, a written statement should be submitted to Residential Life by the person responsible for the damage. Residents who fail to complete the room check-out process will be assessed a \$25 fine. Students leaving after the designated time will be assessed \$50 for the first hour and an additional \$50 for each additional three hours beyond the posted departure time.
3. **Furniture:** Room furniture must remain in a student's room. Residents may provide additional furnishings such as carpets, chairs, and sofas. All personal articles must be removed prior to departure from the room at the end of the academic year or departure from the College. There is a hauling charge assessed for removal of non-Carleton owned items from the room. Lofts and non-Carleton provided bunk beds are not permitted. Lounge furniture is not allowed in student rooms.
4. **Walls, Ceilings and Floors:** Screws, nails, staples, tape and glue should not be used on ceilings, walls, furniture, doors or floors. Ceilings, walls and floors must be kept free of any fire or safety hazards (please see fire safety guidelines posted on hall bulletin boards for more information). Decorations used for seasonal and/or special events must be of fire retardant materials.
5. **Wall partitions, paneling, electrical system modifications, and water beds** violate insurance regulations and are prohibited. No alterations or modifications may be made to the room accommodations.
6. **Painting:** Rooms and public areas are painted by College staff on a cyclical maintenance schedule. Students are not permitted to paint any rooms.
7. **Windows:** No items should be placed on windowsills as they pose a hazard to pedestrians below. Screens are not to be removed or unhooked for any reason. Objects are not to be thrown from windows or balconies.
8. **Roofs and Decks:** Students are not to be on the roofs or decks of any buildings with the exception of the decks connected to the main lounges of Nourse and Evans Halls, the deck off the first Burton Lounge, and the deck off the west stairwell landing of Severance Hall. Students violating this policy are subject to disciplinary sanctions including fines.
9. **Porches and Balconies:** Grills or other flame producing devices may not be used on porches or balconies. No furniture other than the porch furniture provided by the College is permitted outside the house without written permission from Residential Life staff.
10. **Antennas:** The installation of outside antennas for TVs and/or radios and the splitting or tapping into any antenna or antenna cable are prohibited. The unauthorized connection to a cable TV signal is a crime and prosecution by the local cable company may result. Students will be charged for removal.
11. **Common Areas** (i.e., lounges, kitchens, bathrooms, hallways, stairwells, and entries) are intended for the use of all students residing in the building. Furnishings in these areas are not to be removed. All residents of a hall/house/floor will be charged a minimum of \$5 for cleaning, repair, or replacement of furnishings in the common areas.
12. **Storage:** Bicycles and other personal belongings may not be stored in lounges, hallways, or stairwells because they create a fire or safety hazard.
13. **Safety considerations** prohibit the possession of flame- or spark-producing items including candles, incense burners, oil-burning lamps, halogen lamps and lanterns, lighter fluid, etc., in residential facilities. No athletic equipment may be used in the residence halls, e.g., no hockey equipment, Frisbees, skateboards, skates, footballs, basketballs, volleyballs, tennis rackets and tennis balls, golf clubs and balls, dart boards, in-line skates, etc.
14. **Life Safety:** Damage to or tampering with the sprinkler system, smoke alarms or CO<sub>2</sub> detectors in the residence halls/houses will result in a charge to the student account to cover the cost of repair/replacement. The sprinkler fixture and smoke alarm must not be blocked or used as a hanger for any item. Removal of a smoke detector or fire extinguisher will result in a \$200 fine to each individual involved.

Listed below is a sampling of the charges for cleaning, repair, or replacement of room furnishings:

Bunkable bed set	\$400	Lost Room Key	\$40
Single bed	\$200	Hauling charges (minimum)	\$50 (minimum)
Carpet cleaning	\$50 per hour	Lounge Chair	\$625
Couch	\$1,285	Mattress	\$105
Desk	\$255	Mirror	\$50
Desk Chair	\$131	Smoke detector	\$50
Draperies-re-hanging	\$25	Storm window panel	\$50
Dresser	\$260	Telephone	\$30
Dresser/desk drawer	\$45	Wastebasket	\$10
Excessive cleaning	\$25 minimum	Window screen	\$25

As prices fluctuate, cost of replacement and repairs may change. This list is intended only as a guide.