



# Guide to Campus Living Office of Housing & Residence Life

2022 - 2023

## **Welcome to on-campus living!**

Welcome first-year and returning students!

Your experience as a member of our residential community will comprise a very important part of your education while here. Your residence hall/apartment will be as much a center for learning as your classroom experience. The Housing & Residence Life staff members are here to help make your on-campus experience a successful one.

Having other students living in close proximity is a new experience for most students. The interpersonal relationships that you will develop in this community will enrich your campus experience and provide you with life-long friendships. Our campus fabric is comprised of students with various backgrounds, beliefs and values, some of which will be very different from yours. Our expectation is that you will listen and learn from others while respecting the differences in others.

Our University takes great pride in a long history of academic excellence; the Office of Housing & Residence Life shares in that pride and works hard to support the University's mission. Part of that excellence is the community standards in our Guide to Campus Living. We expect that you will abide by these standards and guidelines included in this document as well as our Student Code of Conduct.

We wish you the best this year and urge you to get involved with the many opportunities that are offered on campus. The experience you will have is dependent upon you, the choices you make, and what you want to get out of your experience.

Sincerely,

Michael Heck  
Director  
Office of Housing and Residence Life

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# Office of Housing & Residence Life Mission & Goals

## Our Mission:

The Office of Housing and Residence Life provides for a living environment that promotes learning and development in support of the University's academic mission.

## Our Goals:

To create and support communities that build social connections, life-long friendships, and create a sense of belonging.

To provide a variety of residential facilities that are clean and well-maintained.

To promote responsible behavior and respect for the rights of all residents.

To foster student engagement and learning through community building activities, programming, and collaborative campus opportunities.

To understand and appreciate the diversity of each student's experiences and identities.

To encourage students to be involved, invested, and have influence in their residential community.

# Lock Haven University Statement of Student Rights and Responsibilities

Preamble: An academic community exists for the communication of knowledge and for the development of creativity and critical judgment in a sustained and independent search for truth. Lock Haven University supports the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

As a member of the University's community, students are encouraged to demonstrate critical judgment and to engage in activities that respect the rights and privileges of the individual and others. Academic freedom is essential to the functioning of this community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic pursuits. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in a community at large. The responsibility to secure and respect general conditions conducive to learning is shared by all members of the University community.

The goal of this University is to govern its members by fair and unobstructed measures of desired conduct. The governance includes activities students participate in through their academic work as well as their social activities. Behavior that deviates from these measures will be dealt with in accordance with the procedures that apply to this community and its standards.

## Student Rights and Responsibilities

Article I. No student shall be denied any educational or social opportunity because of race, religion, gender, creed, color, or national origin.

Article II. No full-time student shall be denied the right to vote for student government officials or in referendums affecting him/her with a validated university identification card.

Article III. Any student or student organization shall have the right of free expression (for example, personal physical appearance, publications and speech), so long as it does not conflict with the Constitution of the United States or federal and state law.

Article IV. Any student or student organization shall have the right to assemble, form, join, or support an organization for any purpose so long as it does not conflict with the Constitution of the United States and/or federal and state law. The University and student government shall have the right to require that an organization state its function and purpose in order to gain recognition on campus.

The University shall not discriminate against or punish any student for participation in any assembly or membership in any organization, so long as the assembly or organization is lawful under the Constitution of the United States and/or federal and state law.

Article V. Any student or student organization shall have the right to hear a speaker. This article is not intended to give the rights to commercial speech. Those routine procedures required by the institution before a guest speaker is invited to appear on campus shall be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the institution.

Article VI. A student's personal effects shall be free from seizure except as authorized by law and the Code of Conduct. The student shall be previously notified and present, if possible, during a search.

Article VII. Activities of students may upon occasion result in violation of the law. In such cases, University officials should be prepared to advise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities. The student who incidentally violates institutional regulations in the course of his/her off-campus activity shall be subject to no greater penalty than would be imposed normally. University action shall be independent of community pressure.

Article VIII. Readmission after voluntary withdrawal. A student may elect to voluntarily withdraw from the University while criminal charges against him or her are pending in the external judicial system. In such an event, should the student wish to be readmitted to the University subsequent to his or her withdrawal, the student must petition the Dean of Students in writing, seeking readmission. The Dean of Students or designee shall determine whether readmission is appropriate at that time. The Dean of Students or designee shall have discretion to take into account any matters of fact, recommendations of Public Safety, or other professionals, and/or other appropriate information, including from the student seeking readmission that is available. The Dean of Students or designee may impose such conditions on readmission as he/she determines are reasonable and appropriate. The determination of the Dean of Students or designee shall be appealable by the student seeking readmission to the Vice President for Student Success and Campus Life. The University also reserves the right at any time and all times to commence campus disciplinary proceedings against any student.

# Office of Housing & Residence Life Staff

## Assistant Director

An Assistant Director or AD is a full-time professional staff member who lives on campus and has the responsibility for administrative matters associated with operating a residential facility. ADs are available to help students with personal, social and academic concerns, and help maintain and promote a safe residential community. They are here to assist in your success at the university.

## Graduate Hall Director

A Graduate Hall Director or GHD is a student attending graduate school and working in the halls part time. These students oversee the Resident Assistants and assist students in their transition to college, and connect students to campus resources.

## Resident Assistant

Resident Assistants or RAs are undergraduate students who are assigned to a specific community and work with the support from the GHD and AD to plan events and provide support to residents. RAs are responsible for helping students to maintain a safe, comfortable, and friendly atmosphere that supports academic excellence. Please feel free to consult your RA about any concerns or problems.

## Employment Opportunities

A Resident Assistant (RA) can be a rewarding experience. Leadership skills such as communication, teambuilding, time management, and role modeling are different traits that RAs have learned from working on our team. RAs are leaders and mentors who can help in many ways. RAs receive comprehensive training to help them with their job. We would love to have you on our team! Please watch for additional information.

## Professional Staff Contact Information

Tammie Dutton	Administrative Assistant Office of Housing & Residence Life	570-484 - 2317	tmd146@lockhaven.edu
Brenden Graulau	Assistant Director – Fairview North	570-484 - 2249	bag3741@lockhaven.edu

Michael Heck	Associate Director –Campus Village	570-484 -2270	mheck@lockhaven.edu
Chris Stanonis	Assistant Director – Fairview South	570-484 -2374	cstanoni@lockhaven.edu
Karen Stefaniak	Assistant Director – Smith Hall	570-484 -2264	kms248@lockhaven.edu

## On-Campus Housing Policies

### Abandoned Items

Students are obligated to remove all personal property upon departure. The Office of Housing and Residence Life reserves the right, without further notice, to remove students' personal belongings that remain in a residential facility 48 hours after the termination of the housing agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). The student will be charged for expenses incurred in the disposal of such property.

### Alcohol Possession and Consumption

Lock Haven University is a dry campus.

Pennsylvania law states that no one under the age of 21 shall possess, sell, transport, or consume alcoholic beverages.

The possession or consumption of alcohol is not permitted, regardless of age, in any residential buildings.

Students are reminded that intoxication does not excuse offensive behavior and that disciplinary action will be taken against offenders.

Be smart, stay safe, and be ready to take responsibility for your choices.

### Alcohol Containers

Empty alcoholic beverage containers constitute an alcohol violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic beverage container is found, the container will be disposed of and disciplinary action may result.

### Animals

Only fish, in a 10-gallon tank or less, are permitted in residential facilities.

Any other animal or pet including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc. are not permitted in residential facility.

Your housing may be revoked if you are found to have violated this policy.

Students who live in our residential facilities that require assistance animals may contact [University Disability Services for more information](#).

The Lock Haven University Pet Friendly Residence Hall Policy allows Smith Hall and Campus Village Apartment residents the privilege of bringing their long-term pet to campus. The Student and Residence Life office defines “long-term pet” as a pet under the primary care of the resident or their family for at least three (3) months and being of at least six (6) months of age (for cats and dogs). Under the Pet Friendly Residence Hall Policy, approved students may have one (1) cat, one (1) dog (under 40 lbs. with breed restrictions explained in the full Pet Friendly Residence Hall Policy), or two (2) rabbits, hamsters, gerbils, guinea pigs. No other pet types will be considered at this time. Pets cannot reside on University property, with the exception of designated pet friendly residence halls, and are not permitted inside other University buildings. For registration information, please contact the Student and Residence Life office at [housing@lockhaven.edu](mailto:housing@lockhaven.edu). All pets (excluding fish) must be registered and approved through the Student and Residence Life Office prior to bringing pets to campus.

Aquariums (and approved pets in the pet friendly residence hall) are only permitted if proper care and maintenance is performed. Should proper care and maintenance not be performed, the residents will be asked to remove the aquarium (or approved pet in the pet friendly residence hall), and this privilege will be revoked. This will be done at the discretion of the Housing & Residence Life Staff. Costs associated with harboring any unapproved pet for any length of time in a residence hall room/apartment will result in a \$300 charge. During breaks, electricity is turned off in the residence halls as a cost and energy saving practice. In these instances, the University will assume no responsibility for feeding or care of the fish (or approved pets from pet friendly halls) at any time.

## Bicycles

Bicycles are not permitted in residential facilities and may not be kept in lounges, stairwells, or halls. Bicycle racks are provided outside, but you must provide your own lock and chain. The University is not responsible for bicycles left on the premises.

## Children/Minors (Under the age of 18)

The University welcomes and encourages family visits to our campus, however residential housing is not an appropriate venue for individuals under the age of 18. Therefore, anyone under the age of 18 and not currently enrolled at the University are not allowed to spend the night in a residential facility unless it is a sanctioned University event/program. When visiting a residential facility during the day, minor children must be accompanied and supervised by their parent or legal guardian at all times. No babysitting or child care is permitted at any time.

## Clothing and Footwear in Public Areas

For health and safety reasons, clothing and footwear should be worn in all lobbies, lounges, hallways, and public areas.

## COVID-19 Guidelines

In order to keep our residential community healthy, students will be asked to follow the current COVID guidelines set forth by the CDC, PA Department of Health, and the PA Department of Education. Students will receive information via their student email with updates that may include masking guidelines, physical distancing guidelines, and other guidelines related to the spread of COVID-19. Per the Statement of Understanding, COVID positive students may not stay on campus and must have a housing contingency plan. For additional information, please visit us at: <https://lockhaven.edu/Covid19Dashboard/>

## Deliveries by Outside Vendors

The Office of Housing and Residence Life is not responsible for any deliveries made by any outside vendor. It is the student's responsibility to set up a time with the vendor for delivery.

## Door Access

All residential facilities have an electronic door access system. Doors are locked at all times. Students, using their student ID card, will have access to specific doors in their residence hall 24 hours a day. Students are not permitted to allow others to follow them into the residential facility. Anyone who attempts to circumnavigate safety and security of the facility, its residents, or its furnishings will be in violation of University policy.

## Drugs and Controlled Substances

Federal and state laws prohibit the possession or use of illegal drugs and the misuse of legally prescribed drugs as well as any drug paraphernalia (hookah, bowl, etc.). As a federally-funded university, the use, possession, or storage of cannabis (even if prescribed by a health care professional) is prohibited. Any violation will result in disciplinary action as well as being subject to applicable federal, state, and local laws.

## Emergency Contact Information

Emergency contact information must be on file with the University. This contains contact information for the persons who would be able to help in an emergency.

## Emergency Situations

In the event of an emergency situation (bomb threat, active shooter, severe weather, etc.) residents will be notified and given directions by University staff/emergency personnel. Please be sure to register for the university emergency notification system. You must follow all directions given and take responsibility for your personal safety. [Please Register for the University Notification System Here.](#)

## Equipment

Each residence hall has recreational equipment purchased and owned by the Hall Council. Your hall has some or all of the following equipment: television, ping pong tables, pool tables, and games. Equipment may be checked out from the residence hall desk by presenting your ID card. You are expected to pay for damages to equipment when it is checked out in your name. Any equipment that is not functioning properly should be reported to the desk receptionist or RA on duty.

## General Upkeep and Cleanliness of your Residential Facility

The general upkeep and cleanliness of your room/apartment is up to you, however, there are certain specific regulations that must be followed by all residents.

The window screens should not be removed from the windows (there is a \$50 fine for doing so). Do not use adhesive hangers or decals anywhere in the room or on the door. Equipment and furniture including beds may not be removed from the rooms. For reasons of safety, beds must not be disassembled or assembled in a different fashion. Bed may not be stacked on other furniture. Closet doors are not to be removed. Draperies or flammable material should not be hung over doorways or lights. In order to provide completely furnished rooms for all resident students, it is imperative that all furnishings remain in each room. No items should be removed from any room.

No furniture should be unbolted from the walls.

Students may not make any renovation/addition or attachment (e.g. building shelves, making holes in the wall, the use of nails, etc.) that may cause damage.

Students may not place room furnishings in such a way that they are supported by University furniture or residence hall structure. All room furnishings must be free-standing and self-supporting.

Note: Students are reminded that cellophane tapes and other strong adhesives (duct tape, etc.) will cause damage to walls and/or doors by removing paint. Failure to comply with these procedures will result in disciplinary judicial action and a financial charge for maintenance.

## Hallways

Hallways should be kept neat, clean, and clear of objects (i.e. drying racks, umbrellas, shoes, welcome mats, etc.). Our custodial staff need a clear hallway in order to clean, and it is important to provide a pathway free of objects in case of evacuation. There should be no sports/horseplay in any hallway or common area.

## Ledges, Roofs, and Windows

Window screens may not be removed or opened.

Screens are not safety devices and should never be leaned upon.

Students are not permitted to hang or lean out of windows.

For safety reasons, signs, letters, bottles, flags, lights, etc. in windows or on window sills are prohibited.

Throwing objects and/or substances out of windows as well as yelling or playing music out of windows is prohibited.

Students are not permitted on any window ledges or roofs.

A referral to Student Conduct or loss of campus housing may result for failure to comply with any of the above.

## Lock-out and Lost Keys

Keep your University keys and ID with you at all times. It is your responsibility to ensure that you have access to your housing assignment. Should you get locked out, see a Resident Assistant and they will let you in. Staff will need to verify your identity before keying in. Please understand that staff may not always be readily available to assist you with a lock out. A student who requires more than 3 lockouts will be referred to the Assistant Director for a conduct meeting. If keys are lost, the original lock will be replaced and new keys will be made at a cost to the student.

## Noise

Quiet Hours are in effect from 9:00 p.m. to 9:00 a.m., Sunday through Thursday. Friday and Saturday the Quiet Hours will be 12:00 a.m. (midnight) to 12:00 p.m. (noon.) Floors and/or wings may extend these hours, but they may not be shortened. During quiet hours, residents should keep the noise level to the point where it cannot be heard in another students living space.

Courtesy Hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their noise level, regardless of the time, so as not to interfere with other students' sleeping or study habits. Students are expected to respect the requests of others for quiet, and share in the responsibility for developing and maintaining a positive atmosphere in their residential facility.

### 24-Hour Quiet Hours

During finals week, 24-hour quiet hours are observed to facilitate a studious atmosphere. Students remaining in the halls after their last final exam and alleged to be responsible for causing a disturbance may be required to leave the residential facilities immediately.

It is the University's expectation that:

- The volume of music/TVs/voices/gaming consoles, etc. will be kept at a level that cannot be heard outside the room with the door closed.
- When quiet hours are not in effect, the volume must not deter those students who want/need to study or sleep at any time.
- Consideration of others should be observed at all times. Do not disturb neighbors or other students.
- Use of speakers and musical instruments do not cause a disturbance.
- Those who want louder volume should consider using headphones.
- Speakers may not be placed on or played from windowsills. Speakers should also be appropriate to room size and volume kept at a conversational level of sound.
- Running, jumping, yelling, use of athletic equipment, and any other behaviors that would disrupt the community are prohibited.

If you violate the noise policy, you may be charged with a violation of the Student Code of Conduct, and repeated violations may result in removal of items, a housing reassignment, or loss of campus housing.

### Occupancy Limits

The Office of Housing and Residence Life reserves the right to limit the number of individuals in a room, suite, apartment based upon official occupancy limits or where the noise level in a room violates either the quiet hours or courtesy hours policy. Each student may only host a maximum of 2 students at any one time in any residential facility.

## Personal Property Liability

The university assumes no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of a third party. We recommend that you carry insurance protection for your belongings and record the serial numbers of your valuable items.

## Policy Violation

Students found in violation of residence hall policies, procedures, and guidelines or the Student Code of Conduct will be subject to adjudication through the Student Conduct Office/Office of Housing & Residence Life. Students are responsible for knowing all policies and procedures found in this Guide to Campus Living as well as the Student Code of Conduct.

## Posting

All fliers, posters, etc. displayed in residential facilities must be approved by the Assistant Director or designee. Any poster not approved will be removed. Large posters will be permitted in the lobby areas only and may be restricted by the Assistant Directors. Signage related to posters or banners promoting alcohol or an alcohol-related event are not permitted. Signage cannot be posted on any glass surface (windows and doors). Any violation of this policy may result in revoking posting privileges. Residence Life staff will hang a specific number of fliers for each event in each hall.

Approval can be obtained by seeing an Assistant Director during office hours or by sending a specific email with an attached example of the flier to Housing and Residence Life at [housing@lockhaven.edu](mailto:housing@lockhaven.edu).

## Prohibited Items

It is difficult to present a comprehensive list of prohibited items. Please see the “What not to Bring” list on the [Housing and Residence Life Website](#)

## Residential Facility Entry Policy and Administrative Searches

Lock Haven University is committed to the protection of students’ right to privacy within the confines of their assigned residence hall rooms or campus apartments. This right to privacy is balanced by a responsibility to protect the health and safety of the University community. The University also has an obligation to protect its property, service functions, and educational mission from damage or disruption caused by violations of University regulations or criminal law. It is within this context that the following guidelines were established:

- University staff members shall generally enter a residence hall room or university apartment within the following parameters:

- Under conditions of serious threat to the safety or well-being of persons or property.
- When behavior or activity occurring in a room is disruptive to other residents, and occupants of the room are not present or have not responded to requests to open the door.
- To perform routine maintenance, complete repairs, or to conduct regular room/apartment inspections. Room inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room inspection.
- During building emergencies such as fire alarms or actual fires, tornadoes, or electrical or plumbing malfunctions.
- When instructed to by an authorized police officer.
- With the permission of an assigned resident.
- Upon the issuance of an administrative search warrant.

Upon entering a room according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member or be in their line of sight while handling a possible violation. Police personnel may also be called when appropriate. Confiscated items (e.g., cooking appliances, candles, etc.) not in violation of local, state, and federal laws may be returned to the owner when appropriate. University staff members will not routinely admit a third party to another person's assigned room or apartment without the consent of an occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on reasonable cause. Reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the President, or the Vice President of Student Success and Campus Life, or the Dean of Students, or a designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose. A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to adjudication within the University judicial system.

## Self-Propelled Personal Transportation

Self-balancing scooters, hoverboards, etc. are not permitted in any residential facilities. Use of gasoline motors of any type, including motorcycles, mopeds, etc. are not permitted in student rooms or any residential facility.

## Smoking and Vaping

In support of a safe and healthy environment for all students, faculty, and staff, the University has designated all buildings as a smoke-free environment. Smoking is not permitted in any residential facility, and is only permitted 25 feet away from the building. Students must utilize designated receptacles for disposal.

Smoking includes, but is not limited to, the burning of any type of lighted pipe, hookahs, cigar, cigarette, electronic device (i.e. vapes) or any other smoking equipment/devices whether filled with tobacco or any other type of substance.

## Sales and Solicitation

The sale and solicitation of goods and services is prohibited in all residential facilities unless approved by the Office of Housing and Residence Life. Solicitation is defined as any activity that seeks to contact with residents to collect information, sell items or provide a personal service, or gain support.

Solicitation applies to a wide range of activities that may include:

- Advertising
- Selling
- Petitioning
- Campaigning
- Distributing fliers
- Product promotions
- Organizational recruitment
- Providing personal services (i.e. hair cutting, nails, tattoo)
- Surveying residents by telephone, mail, e-mail, or in person

## Storage

The Office of Housing & Residence Life does not provide storage for any student's personal belongings nor University property that is being replaced by personal property. For example, if a student brings a desk chair to campus, the University owned desk chair cannot be placed in storage.

## Student Adjustment

Students are expected to adjust to the concept and requirements of living in a residential facility. Those students unable or unwilling to cooperate in the creation of a community may be required to attend a student conduct meeting.

## Theft

Theft or unauthorized possession of personal or University property is prohibited. Students who are the victims of theft should contact Lock Haven University Police and inform a member of the Housing and Residence Life staff.

## Traffic Control/Road Signs

Signs or traffic control devices which are the property of federal, state, county or city governments are not permitted in the residential facilities, which includes but is not limited to stop signs, pedestrian traffic control, and street signs. Possession of such described signs/devices may result in referral to University police, as well as Student Conduct. These signs/devices may also be confiscated.

## University Property

University property in common areas are the joint responsibility of the occupants sharing the facilities. Under no circumstances should university property be moved to student's personal spaces.

## Vandalism

Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy, or is reckless or negligent. Willful destruction or defacement of any personal or University property is prohibited. When damages occur to common space facilities, an investigation will occur and responsible individual(s) will be billed along with student conduct action

## Visitation/Student Responsibilities

The visitation guidelines for students living in Lock Haven University's residence halls, suites, and apartments has been developed in an effort to balance student privileges with academic demands, the

rights of occupants not hosting a guest, and health and safety. It should be noted that visitation is a privilege, not a right. Students violating this privilege or the rights of others may be subject to the loss of some or all visitation privileges up to the loss of campus housing.

A mature attitude is necessary when exercising your freedom and responsibility regarding guests in the residential facilities. Visitation guidelines are in place to provide a measure of safety for the residential communities. Please understand that any system is only as safe as those whom are using it, allow it to be. Safety is a shared responsibility. Your cooperation in escorting your guests and informing visitors of our visitation/escort policies when entering any on-campus residence is expected. Failure to comply with visitation guidelines will result in disciplinary action as outlined in the Student Code of Conduct. A guest is considered anyone that is not assigned to a specific room. Therefore, a guest can be a non-LHU student, family member, LHU student, off-campus student, a resident of another hall or a resident of the same hall.

No one under the age of 18 years is permitted to stay without supervision of a legal guardian, unless it is a recognized university special event, i.e. Siblings Weekend. This would include providing childcare/babysitting.

**The following information outlines visitation guidelines:**

- All guests must show a valid photo ID at the front desk during front desk hours.
- Overnight visitors, limited to two per resident, can visit up to two (2) consecutive days, not to exceed six (6) nights in one month.
- Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and Residence Life policies. Violation of any policy by a guest may result in disciplinary action being taken against both the host and guest.
- Guests must be specifically invited by a resident in order to be permitted into the residential facility.
- Guests must enter and exit the building through the front doors.
- Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residential facility. Guests who reside in the same residence hall are not required to be escorted.
- Guests must be escorted by your host at all times when walking throughout the residential facility.
- Guests left unattended or found to be unescorted may be documented and escorted out of the building. In addition to this, their hosts may be documented for leaving guests unattended.

- Students are permitted to have visitors in their rooms only if there is no objection from their roommate(s). In case of a disagreement between roommates, the person without the guest will retain priority.
- Guests can be asked to leave if they are causing a disturbance or if a roommate does not wish them to be there. University staff will make this decision.
- Violating a roommate's right of entry into their room or hindering a roommate's ability to study and/or sleep within their room because of a guest's continual presence, is considered a violation of this rule.
- Guests may not stay in unoccupied beds in a room without the consent of the resident whose bed is to be used.

## Weapons

The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, or incapacitate including, but not limited to, the possession or use of items such as any firearm, illegal knives (non- folding with blades over 3" in length), club, or any other weapon or weapon replicas (not restricted to legal definitions) that may be hazardous to the health or safety of residents. This includes, but is not limited to: rifles, pistols, shotguns, pellet guns, airsoft/paintball guns, BB guns, taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes, machetes, swords, spears, bowie knives, daggers or similar knives (non-folding with blades over 3" in length), double-edged blades, or switchblades. These items are not permitted in the residence halls. Nerf-type guns/weapons may be stored in a residence hall room, but may not be used anywhere inside of a residence hall. Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University housing. University police has a 24-hour accessible weapon locker where weapons may be stored. If you have any questions, please call university police at enter number here

## Housing and Dining Information

### Housing and Dining Fees

Room and Meal Plan rates are established each year. The most recent rates can be found on the University's website at <http://www.lockhaven.edu/housing/>.

## Housing and Food Service License Agreement

The student must sign a license agreement for housing and food service, which the student will submit when registering for a room. Residents of all halls will choose a 19, 14, 10 or 175 block meal plans. Campus Village residents may choose from all meal plans available.

Students living in University residence halls are expected to be aware of their responsibilities as outlined in the Housing and Food Service License Agreement and Lock Haven University Statement of Student Rights and Responsibilities. All university housing agreements are for a period of one academic year, unless a senior has a student teaching assignment out of the Lock Haven area. Penalties for room cancellations are specifically outlined in the Housing & Food Service License Agreement.

Campus Village Apartments are considered to be a part of on-campus living and as such, residence hall room policies and procedures also apply to students residing in those apartments.

The University reserves the right to change the eligibility standards for students based upon available space.

## Housing Sign Up Procedures

Each spring semester, students may reserve a space in the residence hall/apartments by signing a Housing and Food Service License Agreement and registering for an available space, for the following academic year.

Room assignments for freshmen/new students are processed according to the date the Admissions Office receives the enrollment fee. Final assignments are contingent upon availability of space. All room assignments are made by the Housing and Residence Life Office, which reserves the right to change such assignments if it becomes necessary. Information pertaining to single rooms or other arrangements is available from the Housing & Residence Life Office.

## Kitchens

Residence hall kitchens are for home cooking and are equipped with sinks, refrigerators, and stoves. Students should supply their own cooking equipment and utensils for use in the kitchens. It is the responsibility of each person using the kitchen to clean it immediately after use.

## Laundry Facilities

Washers and dryers are located in each residence hall. Students can use coins or Haven Dollars from the Student ID card. Haven Dollars can be added to the Student ID on-line or at the Haven Dollars kiosk in Bentley Hall.

## Lobbies, Lounges, and Recreation Rooms

Lobbies, lounges and recreation rooms may be used for entertaining guests, watching free cable television, relaxing, and for residence hall activities. Resident and non-resident groups wishing to use the public areas of the residence hall must register the event with the building Assistant Director.

Lounge and recreation room furnishings are for the use of all residents and their guests and may not be removed to individual rooms. These rooms should be left in an orderly condition after use.

Floor lounges are available for socializing during the day and for studying and socializing during quiet hours. The furniture may not be removed from these areas.

## Mail

You will be assigned a locking mailbox when you move into your residence hall. Please inform your family, friends, and others of your residence hall address so that mail will be delivered directly to you. This must be in the following format:

Mary Jones  
Residence Hall Name, Room Number, Box Number  
401 N. Fairview Street  
Lock Haven, PA 17745

## Recycling

LHU recycles the following materials: all aluminum, steel & bi-metal cans, #1 and #2 plastic, newspapers, corrugated cardboard, magazines and mixed paper. There are clearly marked containers for all recyclable materials throughout the campus.

## Room Changes

Students who encounter difficulties in adjusting to a certain roommate or hall should consult their Resident Assistant or Assistant Director for assistance. Room changes will be granted only if the proper procedures are followed, space is available, and the reason for the request warrants the change as determined by the Housing & Residence Life staff.

## Room Condition Reports

When you first check into your room, you will be asked to complete a Room Condition Report. The Room Condition Report is the agreement between you and the University which outlines the condition of the room and all furnishings provided. You take responsibility for the room and all contents when

you sign the form. This form is checked at the end of the year and any damages (other than normal wear and tear) and/or missing items will be the financial responsibility of the residents of the room.

## Room Consolidation

Students who find themselves in unrequested single room/apartment situations because of losing a roommate have the following options:

- Consolidation with a student in the same type of residence hall who is in a similar situation without a roommate.
- Retain the single room and pay the established single room rate, only if there is no overcrowding.

## Single Room Requests

Applications for single rooms will be accepted by the Housing & Residence Life Office. As space develops, single rooms will be offered according to seniority and other factors. Those students who sign-up for rooms which are not specifically designed as singles should understand that a second student may be assigned on a temporary basis.

## Study & Computer Rooms

Study/Computer rooms are located in each residence hall. Hours for use are scheduled in each residence hall. The furniture may not be removed from these areas.

## Vending Machines

Vending machines are located in the residence halls for your convenience. If a machine is out of order, or if you lose money in a machine, please report it to the Housing & Residence Life Staff.

## Residential Information, Safety, and Procedures

### Fire Safety

#### Discovering A Fire

Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.

- Leave your room, close the door.
- Leave the building as quickly and as safely as possible via the nearest posted escape route. If you encounter smoke while exiting, keep as low to the floor as possible.

## Fire Alarms

IF YOU BECOME AWARE OF A FIRE, SOUND THE FIRE ALARM IMMEDIATELY.

Do not try to put the fire out if there is any personal danger involved. A number of fire drills are required and scheduled during the year in order to ensure that all individuals know safety precautions and evacuation routes. When the fire alarm sounds, it is mandatory for you to leave the building immediately.

The following procedures should be followed when a fire alarm is sounded:

- Close the window in your room/apartment. This cuts down on a draft that fans a fire.
- Leave the door to your room closed and locked.
- Wear hard-soled shoes and a coat to protect you from the fire and the weather
- Leave the building quickly and quietly. Try to be aware of alternate routes you can use in case your regular evacuation route is blocked.
- Assemble outside the building, out of the way of fire equipment, and await further instructions.
- Do not use elevators.

## Fire Evacuation

- Feel door for heat; check for smoke.
- If there is heat and/or smoke, place a wet blanket at the bottom of the door and do not go out. Open or break the window to attract attention of firefighters and admit fresh air.
- Wrap a wet towel around your nose and mouth, and remain close to the floor to avoid smoke inhalation.

If it is safe to leave your room:

- Leave lights on
- Close windows and door
- Follow posted evacuation route or walk to the safest exit calmly
- Move away from the building and do not congregate with other students

- Stay out of the way of firefighters and fire-fighting equipment
- Do not re-enter the building until directed to do so by University staff
- Follow directions given by University staff and emergency personnel

If there is an actual emergency, you may be asked to move to an alternate location. Residence Life staff will direct you where to go.

## Fire Prevention Measures

LHU strives to prevent fires in any residence hall; and thus, enacts the following measures:

- Students are required to attend a fire safety program during New Student Orientation.
- Be familiar with all of the possible evacuation routes from your room/wing/suite/apartment.
- Always evacuate the building when an alarm sounds. Do not use the elevator.
- State mandated fire drills are conducted regularly to practice safe evacuation techniques.
- In case of an alarm, please note that you may be outside for an extended period of time. Please be sure to take appropriate clothing to accommodate weather if you can do so safely.
- Appliances with an open heating element are not permitted in residence hall rooms. Follow guidelines under the [“What not to Bring” section of the Lock Haven University Housing & Residence Life website.](#)
- All electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- Smoking is not permitted in the residence halls or apartments.
- Smoke and heat sensors, pull stations, sprinklers or sprinkler piping and fire extinguishers are located in each residence hall. Tampering with or activating any fire equipment in the absence of an actual fire will result in severe fines and possible legal action.
- The hanging of any items from the sprinkler pipes is prohibited.
- The fire doors are swinging doors located throughout the building that will help keep a fire from spreading. Do not prop them open. Please, close them when someone else has left them open.

## Housing Safety Inspections

Each semester Housing and Residence Life staff will inspect each student room to ensure there are no safety issues present.

## Misuse of Fire & Life Safety Equipment

Misuse of safety equipment or procedures including tampering with fire equipment, exit lights, exit signs, hand rails, and initiating fire alarms will result in arrest, fines and/or disciplinary action. This could include immediate termination of residence hall/apartment agreement and possible suspension.

Since the potential danger posed to a residential community by fire is so severe, any resident identified as igniting any facility, furnishings, or equipment; interfering with fire officials; or interfering or tampering with a fire alarm system or safety equipment (e.g. covering a smoke detector or pulling false alarms) will be subject to immediate removal from the residence hall, and subject to arrest, fines, and/or disciplinary action.

In addition, residents should conduct themselves in a way that is safe and orderly. Any behavior that is threatening to the safety of the community will be dealt with subject to arrest, fines, and/or disciplinary action.

## Safety On Campus

The safety of each individual is highly encouraged and students should participate in educational safety programs. Students are asked to secure their rooms and maintain security for all residents. Students seeking admittance to residence halls will be required to use their LHU ID card. Emergency telephones are located throughout campus. Students must carry their student ID at all times.

## Campus Resource List

### [Counseling Center](#)

124 Ulmer Hall

(570) 484-2479

[counselingservices@lockhaven.edu](mailto:counselingservices@lockhaven.edu)

### [Health Services](#)

Glennon Building

(570) 484-2276

[studenthealthservices@lockhaven.edu](mailto:studenthealthservices@lockhaven.edu)

Hope Center

100 Ulmer Hall

(570) 484-2111

[lschilli@lockhaven.edu](mailto:lschilli@lockhaven.edu)

Housing & Residence Life

219 Ulmer Hall

(570) 484-2317

[housing@lockhaven.edu](mailto:housing@lockhaven.edu)

Lock Haven University Police/ Public Safety

Glennon Building

(570) 484-2278

[Public\\_Safety@lockhaven.edu](mailto:Public_Safety@lockhaven.edu)