

**BOWIE STATE UNIVERSITY**  
**Office of Residence Life**  
**2016-17 RESIDENCE HALL CONTRACT, POLICIES AND PROCEDURES**

## **INTRODUCTION**

This document and all additional documents and policies referenced herein, constitute the Bowie State University Residence Hall Contract for room and board, hereafter referred to as “this **Contract**”. The services described in this **contract** are being offered to each student under the terms and conditions stated herein. This is a legal document binding students to its contents upon acceptance of the terms and conditions herein.

*The University hereby grants to the student a revocable license to live on campus subject to the terms and conditions of this **contract**. The parties agree that, notwithstanding any language to the contrary contained herein, this **contract** does not constitute the grant of a tenancy or leaseholder to the student and Md. Real Property Code Ann., Title 8 “Landlord and Tenant” does not apply to this **contract**.*

**Before accepting the terms and conditions herein, carefully read and understand this contract. Questions concerning the content of this contract should be directed to the Office of Residence Life (ORL) before signing.**

University and Residence Life policies, rules and regulations affecting the residence halls are subject to changes and/or additions. Such changes or additions shall be officially announced and posted in each hall and this shall constitute actual notice to residents. Changes and additions shall become effective and binding 48 hours after such posting or official announcement.

Living in the residence halls at Bowie State University is a privilege that is based on the student’s acceptance of the corresponding responsibilities. The provisions in this **contract** and its related policies and regulations are written and enforced to safeguard the resident, the interests of others and to protect everyone from actions considered to be unacceptable or inappropriate in a residence hall environment.

The residence life program at Bowie State University strives to provide an environment that facilitates the academic, personal and social development of each resident. Accepting the terms and conditions of this **contract** does not guarantee an individual a room assignment or board plan beyond the term of this **contract**.

## **ELIGIBILITY**

To be eligible to live on campus, an individual must have and maintain a minimum **2.3** cumulative grade point average (GPA), be enrolled at Bowie State University as a full-time student (*taking 12 or more credit hours*) and be in good financial and judicial standing. Failure to meet any of these requirements at any point during the academic year may result in the termination of this **contract** by the Office of Residence Life.

The resident is required to contact the Director of Residence Life in writing, **before** they assume part-time status. The Director, at their discretion, may cancel a part-time student’s residence hall contract.

The resident may have this **contract** denied or terminated and be prohibited from returning to the residence halls by the Office of Residence Life (ORL) for a semester, academic year or indefinitely if they: *a) do not meet academic or financial requirements stated herein; b) violate University or ORL policies and procedures; c) exhibits behavior determined by the University to be inappropriate or; d) accrues excessive damage fines during or at the conclusion of a semester, break period or academic year.*

## **Students Requiring Special Accommodations**

There are limited beds available to accommodate every request. Therefore, priority will be given to individuals who qualify under the Americans with Disabilities Act Amendment Act (ADAA) and Section 504 of the Rehabilitation Act of 1973. Any medical or physical related issues that require special housing accommodations must be brought to the attention of ORL, 60 days prior to the term in which the student will first begin residing in the residence halls.

Individuals requesting special accommodations will need to provide ORL with formal documentation from a health care provider or other qualified professional that has been updated within the past twelve months and supports the need for the accommodation.

Modifications of housing will be processed based on the recommendations made by the Coordinator for Disability Support Services, the individual and their parent. They will be required to provide appropriate documentation from a physician describing what accommodations will be required.

Please note that providing the university with medical or support information does not guarantee a room or special accommodation request. The Office of Disability Support Services will review situations where the documentation clearly indicates that the accommodation is a medical necessity.

## **CONTRACT ACCEPTANCE**

The individual must indicate acceptance of a room assignment and choose a meal plan by completing and electronically signing the *Contract Acceptance Form*. Once the room assignment has been selected and the *Contract Acceptance Form* signed, this **contract** will become binding to both parties.

By signing the *Contract Acceptance Form*, the individual agrees to accept and abide by all terms and conditions of this **contract** as stated herein, as well as all applicable university and residence hall policies, rules and regulations that are a part of this **contract**.

If a student is under the age of 18, they are required to read this **contract**, then sign the *Contract Acceptance Form* **and** have this **contract** reviewed and the *acceptance form* signed by a parent or guardian. The parent or guardian is required to sign each subsequent *Contract Acceptance Form* until the student turns 18 years of age.

Accepting a room and building job, automatically binds the resident to the terms and conditions outlined in this **contract**. This **contract is binding for one entire academic year, consisting of both the fall and spring semesters**. The resident who is issued a room assignment after the academic year has commenced will be bound by the conditions of this **contract** for the remainder of the academic year.

## **PAYMENT**

The University System of Maryland Board of Regents has approved room and board rates for the **2016-17** academic year. These rates are in effect for the entire academic year. An updated schedule of fees is available upon request through the Office of Residence Life. Full payment of or payment arrangements for room and board charges along with tuition and other fees must be made before the resident will be allowed to move in. Payment or payment arrangements are made through the Office of Student Accounts. During the term of this **contract**, the University, by action of the Board of Regents, reserves the right to alter any or all rates for room and board upon a thirty-day (30) written notice.

## **INDEBTEDNESS**

Failure to satisfy the financial obligations accrued under this **contract** may result in **contract** cancellation, the denial of future campus residency, removal from the residence hall or denial of services, denial of issuance or transfer of grade transcripts and/or enrollment. Costs incurred in collecting delinquent accounts will be charged to the debtor. This includes collection fees, any attorney fees and court costs.

## **CANCELLATION/TERMINATION AND REFUNDS**

It is the policy of Bowie State University that room fees are non-refundable starting on the first day of classes, including the summer term. Should the resident cancel this **contract** on or after the first day of classes, they will be responsible for the entire cost of the room.

If the resident no longer wishes to remain in this **contract** on the first day of classes, a *Contract Release Request Form* must be submitted to the Office of Residence Life (see page 3 under "**Contract Release Request**" for details).

## **Returning Students**

- Cancellation after the room selection process will be honored without penalty, if **written notification** of the cancellation is received in the Office of Residence Life by June 1.
- Returning residents who wish to cancel this **contract** after June 1 will forfeit the \$200.00 room deposit. The resident will also be charged an additional \$200.00 for a total cancellation fee of \$400.00.

- The student who cancels this **contract** after July 1 will forfeit the \$200.00 room deposit. They will also be charged an additional \$300.00 for a total cancellation fee of \$500.00.
- All cancellations received after July 31 but before the first day of classes will forfeit the \$200.00 room deposit and be assessed an additional severance fee of \$400.00 for a total of \$600.00. All fees will be charged to the student's account.
- On the first day of classes, and thereafter, the student may not cancel this **contract**.
- If the resident fails to obtain permission from the Director of Residence Life, or her designee, to remain in the Residence Hall while enrolled part-time and this **contract** is terminated for failure to maintain full-time enrollment, a refund will be prorated for board **only** effective the date of cancellation.

### **New Students**

- If a new student wants to cancel this **contract**, they will not be assessed a severance fee if a written request is submitted to the Office of Residence Life prior to **August 24, 2016** for the fall or **January 23, 2017** for the spring semester.
- If the new student cancels this **contract** on or after the new student check-in process begins, he/she will be assessed a \$300.00 severance fee.
- If the new resident cancels this **contract** once classes have begun, he/she will be responsible for the entire cost of the room. A *Contract Release Request Form* must be submitted to the Office of Residence Life, if the resident no longer wishes to remain in this **contract**.

### **CONTRACT RELEASE REQUEST**

A contract release request is a formal written petition to be released from the residence hall contract. The resident may obtain a *Contract Release Form* from the ORL. The completed form must be accompanied by documentation verifying the reason for the requested release, *i.e. a Bowie State University withdrawal form, proof of school transfer, military orders, medical diagnosis, etc.* to the ORL. The request will be reviewed by the Director of Residence Life or her designee and a written decision will be sent to the resident within five (5) business days.

### **A contract release may only be utilized between semesters without penalty for the following reasons:**

1. Graduation
2. Marriage
3. Withdrawal from the University
4. Transferring to another institution
5. Called to active military duty
6. Medical or psychological withdrawal approved by the Vice President for Student Affairs

The resident who needs to be released from this **contract** between the fall and spring semesters must submit a *Contract Release Form* to ORL by no later than the last day of fall classes. The resident who fails to submit a *Contract Release Form* by the last day of classes, **will be assessed a severance fee of \$600.00** even if the reason falls under one of the categories listed above. **The resident who submits and is granted a release from the contract during the winter break will have 24 hours from the date the contract release is granted, to remove ALL personal belongings out of the room.**

The resident, who submits a *Contract Release Form* on or after the first day of classes for the spring semester, may be responsible for the entire cost of the room even if the reason falls under one of the listed categories. They will have 24 hours to remove all personal items out of the room.

The resident who fails to submit a *Contract Release Form* and does not return to their room, will still be financially responsible and may be assessed a severance fee for the entire cost of the room.

The resident who is granted a release from this **contract** at the conclusion of the fall semester must move out of their room, submit their Residence Life ID, building fob, room key and vacate the residence halls by the last day of final exams. Items left in the room will be discarded and the student's account will be charged a \$200.00 fee for

removal of those items and cleaning of the room. Neither the University nor the Office of Residence Life is responsible for any student's personal property.

An academic year consists of the fall and spring terms, but does not include winter or summer sessions.

### **FOR FRESHMAN RESIDENTS ONLY**

During the fall semester, freshmen will not be granted permission to have guests in the building or their room until 5 p.m. on the last day of mid-term evaluations. This policy is in effect to assist new residents with their transition to the University setting (*see page 12 under "Guest Policy" for specified hours once visitation privileges commence*).

Freshman residents are not permitted to have motor vehicles on the campus of Bowie State University.

## **SECTION I TERMS AND CONDITIONS**

### **A. Introduction**

Bowie State University will hereafter be referred to as "the University" and the student or parent, where applicable (*when the student is under 18 years of age*), who's electronic signature appears on the Contract Acceptance Form will hereafter be referred to as "the Resident".

The terms and conditions of this **contract** are non-transferable. It is the responsibility of the resident to be aware of all terms and conditions of this **contract**. The resident is expected to abide by all current rules, regulations and procedures stipulated in this **contract**, the resident handbook and the *Code of Student Conduct*.

### **B. Purpose**

The premises will be used by the resident solely for residency and educational purposes.

### **C. Furnishings**

ORL supplies each room with basic furniture such as *a desk, chair, dresser, closet, bed, window shade or blinds and a mattress*. The resident must supply their own, mattress pad, linen, pillows, pillowcase, blankets, bedspreads, towels, wastebasket, study lamps and other personal items. The resident may not add or remove furniture from any room unless authorized by their Resident Director.

The resident may not stack furniture or detach fixed furniture. Bed frames may be bunked but not detached, rearranged or altered in any manner. The resident may not remove extra beds or furniture in single rooms. Unauthorized removal, detachment, alteration or damage of furniture will result in fines and disciplinary action.

Additional beds may not be brought in or stored in student rooms. Furniture supplied by ORL may not be stored in closets. The resident who stores residence hall furniture in a closet will be fined and may face disciplinary action.

### **D. Residence Hall Staff**

To assist the resident with their adjustment to community living and receiving the maximum benefits from their college experience, professional and paraprofessional staff have been hired to live in each residence hall.

**Resident Directors (RDs)** are professional staff members who work and live in the residence halls and are trained to respond to emergencies. RDs supervise **Resident Assistants (RAs)** who are full time undergraduate students who live in each building.

The staff is available to assist, advise, guide and mentor residents. They organize programs and activities to help the resident enhance life skills. Areas addressed during building programs include, but are not limited to topics related to academic, diversity, emotional, occupational, social and physical needs, issues and concerns.

### **E. Assignment Policy**

ORL reserves the right to assign rooms, authorize or deny room or roommate changes, consolidate vacancies (*see item "I"*), or relocate a resident to another room or building when appropriate. ORL further reserves the right to require a resident to vacate the residence halls on a temporary or permanent basis for failure to meet financial

obligations to the University. The resident who withdraws from the University or is mandated by the Director of Residence Life or the Office of Student Affairs to leave the residence halls for any reason is required to vacate the building or buildings within twenty-four (24) hours of notification.

## **F. Room Changes**

Room changes without cause can only be requested between the fall and spring semesters or during the second week of the semester. Individuals desiring to change their assignment must obtain a **Room Change Request** form from their Resident Director. Once completed, they must return the form to their Resident Director.

Room changes approved by the RD and the Room Assignments Coordinator will take place during the **third** through the fourth week of the semester. Room changes will be prohibited after that period unless they are initiated by ORL staff.

The resident requesting a room/building change in-between semesters must move all of their belongings out. Failure to do so will result in the request not being reviewed. Although the resident may request a change in their room assignment, ORL reserves the right to assign roommates without regard to race, religion, creed or sexual preference. Students of the opposite sex will not be assigned nor allowed to reside in the same room.

Room changes may also be requested due to roommate conflict. Consideration will only take place after the conflicting parties have made a serious attempt to resolve their differences via mediation facilitated by a member of the Residence Life staff. Requests for room changes must be approved by the RD of the hall and the Room Assignments Coordinator. Room changes may not occur during the first two weeks of the semester unless approved by the Director of Residence Life or her designee.

Any resident making an unauthorized room change will be subject to fines, disciplinary action and will be required to return to their originally assigned room.

## **G. Temporary Room Assignments**

The student may be offered a contract for a temporary room assignment on those occasions when traditional spaces are no longer available. This is a service offered to students who apply late for campus residency. There are a limited number of temporary spaces. It will be indicated in the offer if the assignment is considered to be a temporary space. The resident will need to follow the same procedures as regular contract residents. Temporary assignments may last a few weeks, several months or an entire semester before the resident is reassigned. In some instances, the temporary assignment could last the entire academic year.

ORL reserves the right to assign more occupants to a room beyond the established capacity when the demand to live on campus exceeds the number of beds available. In such cases, the cost of the room will be reduced for all occupants in that temporary assignment at a predetermined rate.

## **H. Check in/Check Out**

**Check in:** The resident who is assigned a room is required to formally check-in at ORL or a designated location. Once the resident has been verified as being in good financial standing, they will be issued a check-in clearance card, thereby officially becoming a resident.

The resident must complete the clearance card and take it to their assigned residence hall. At the hall, the resident will receive a Room Condition Report (*RCR*) to take to the room to assess its condition. After the resident makes any needed changes, they must sign and date the RCR. Once the RCR is complete and submitted to the RD, the resident will be given a building fob, room key and other check-in materials. The check-in process will not be finalized until the resident has submitted the clearance card, RCR and Personal Data Sheet to their RD.

The resident may not check in prior to the designated check in dates and times. The resident must contact the ORL **in writing** to make arrangements for late check in. The resident who fails to check in by the designated day and time may have their contract terminated or be assessed a \$25.00 late check in fee.

The resident, who fails to check-in, is not enrolled in classes or has not been released from this **contract**, is still financially responsible for the room charges. A severance fee up to the cost of the room will be added to their Bull Dog account. Any items left in the room after the first day of classes will be discarded and the resident's account will be charged a \$200 fee for the removal of the belongings and cleaning the room.

**Check out:** When moving out, the resident must set up an appointment to be checked out with their RA. All personal property and trash must be removed from the room. The room must be vacuumed or mopped. All trash must be discarded in the appropriate designated areas and not in hallways or stairwells. The RCR will be used to assess any damage or missing furniture discovered at the time of check out. The resident will be billed if the room is left dirty or checkout procedures are not properly followed. The RA and RD will inspect the room's condition and make a final appraisal. The resident who does not check in or out properly will be assessed a fine.

### **I. Consolidation of Residence Hall Space**

The resident who has not contracted for single occupancy and does not have a roommate will have to participate in the consolidation process which begins one month from the start of the semester. The resident will have the following options: *a) pay the super-single room rate; b) obtain a roommate or; c) change rooms.* If the space is needed for new residents or roommate changes, the space may not be contracted as a single. The RD and the Room Assignments Coordinator will approve all room changes made during the consolidation period. All room changes or exchanges must be completed within five (5) days after notification to consolidate.

If the consolidation has not occurred within the five-day period, the resident will automatically be charged and legally obligated to pay for the room based on the super-single room rate. The resident may only contract for a double room as a super-single for the remainder of the current semester. Consolidation will officially end three weeks after the onset of the consolidation period or sooner as determined by the Director or her designee. Consolidation will occur each semester, one month after the first day of classes.

### **J. Residence Hall Damage Fee/ Room Deposit**

The resident will be held responsible for damages to residence hall property, rooms and public areas and will be expected to pay all charges upon receipt of a bill for the damage. The RD, in conjunction with the information documented on the RCR, determines the final assessment of charges. Room fines may be appealed in writing to the RD assigned to the building where the resident resides within ten (10) days of receipt of notice of the charge.

Damages occurring in public areas of the residence hall will be charged to the residents residing in that particular suite, floor or hall. Damage charges for public areas cannot be appealed unless the resident has indisputable documentation proving that s/he was not in the building during the time period in question. The written documentation must be submitted to the RD of the building within ten (10) days of the receipt of the fine letter.

Room deposits are non-refundable except when ORL is unable to assign accommodations. Applicants that do not receive accommodations and still attend the University will have a credit on their Bull Dog account. Assignments are made throughout the first two weeks of the semester. Assignments may continue past this period if beds are still available. Applicants who do not receive a room prior to the end of the assignment period and cancel their request are ineligible to receive a refund for the room deposit.

### **K. Room Key and Building Fob**

A room key and building fob will be issued to the resident. All keys and building fobs are ORL property on loan to the resident only as long as they rightfully occupy the room and building the fob provides access to.

The resident is prohibited from lending or giving their keys or building fob to other individuals. Duplication or modification of keys or building fobs is prohibited. The resident is responsible for all keys and/or fobs issued to them. Lost, stolen or damaged keys or building fobs will necessitate the replacement of lock(s)--the cost of which will be charged to the resident. Damaged or broken keys must be submitted to ORL immediately otherwise they will be presumed lost or stolen.

The resident must report lost or stolen keys or building fobs to their RD immediately. When notified, ORL will initiate a lock change. Once a lock change has been reported, regardless of whether or not key(s) and/or the building fob have been found, the resident will still be liable for payment of the charges. Failure to return the room key and building fob upon vacating will result in the resident being billed. Duplication or modification of said key or fob will be grounds for disciplinary action and criminal prosecution.

Violation of any provisions in this section may be grounds for declaring the resident in breach of the **contract** and could result in termination of this agreement, and disciplinary action being taken against the resident including dismissal from on campus residency.

The resident must give their room key and building fob to an authorized University official immediately upon termination of their right to occupy the residence hall or any time upon demand of such officials.

Loss of the room key will result in a lock change. The resident will be billed for the cost incurred for the lock change. Loss of a fob will result in deactivation of the old fob and a new one issued. The resident will be billed for the new fob.

#### **L. Remedies**

All rights and remedies of the University herein enumerated shall be cumulative and none shall exclude any other rights or remedies allowed by law and the University disciplinary codes, judicial systems, regulations, policies and procedures.

If the resident defaults in the payment of room and board fees or in the prompt and full performance of any provisions of this **contract**, the University may, upon five (5) days written notice, invalidate the resident's meal card without obligation to give credit to the resident for any meals missed as a result of such action. If the default is not corrected within the five-day period, the University may, upon ten (10) days written notice, forthwith terminate this **contract** and the resident's right to take possession of the room assignment and all other contracted benefits.

When this **contract** is terminated, the resident shall pay liquidated damages to the University. The resident thereby grants to the University full and free right, with or without process of law, to enter into and upon the premises and/or take possession of the premises as the University's former estate and remove all property of the resident without being deemed guilty of trespass, eviction, forcible entry and/or detainer. Removal of any property shall be at the risk, cost, and expense of the resident and the University shall in no way be responsible for the value, preservation or safekeeping thereof.

Furthermore, if this **contract** is terminated in accordance with the foregoing provisions shall be forbidden under penalty of arrest for criminal trespass to enter and/or remain in any Bowie State University residence hall without the written consent of the Office of Student Affairs or the Director of Residence Life. Loss of the room will result in a lock change and the student will be billed for all cost incurred by ORL as a result of that lock change.

#### **M. Solicitation**

Sale of items or solicitations of funds or other goods are prohibited in the residence halls. The resident may not represent any outside agency or campus organization by selling or distributing products or services in the residence hall. The resident or student may not go door-to-door, use or permit their room or any public area of the residence halls to be used for any sales representing a commercial agency. The resident or student found violating this policy shall be subject to disciplinary action.

#### **N. Appliances, Cooking and Food Storage**

Removal of appliances placed in public areas such as refrigerators or microwaves will be considered theft and will result in disciplinary action. Metal pots, pans and aluminum foil **may not** be used in residence hall microwave ovens.

The following Underwriter Laboratory (UL) approved electric appliances are permitted in resident rooms: *clocks, shavers, blankets, radios, portable televisions, computers, DVD players, CD players, VCRs, stereos, portable hair dryers, toothbrushes, small fans and lamps*. Refrigerators are permitted in the resident's room providing they do not exceed four (4) cubic feet and draw more than 8 amps. Refrigerators may not be placed in closets.

To prevent the risk of fire hazards which may be caused or increased by open or exposed heating elements, electrical appliances such as *hot plates, hot pots, and space heaters* may not be used, possessed or stored anywhere in the residence hall. Immersion heaters (*water heating coils*), holiday lights, halogen lamps, heat lamps and personal ovens (*microwave or otherwise*) are not permitted for use in the residence halls.

**Microwave and refrigerator combinations** are allowed providing the unit is no larger than 3.1 cubic feet and is labeled as an energy star appliance. The resident can go on line to [www.Bizrate.com/refrigerators/microwave-fridge-combo/](http://www.Bizrate.com/refrigerators/microwave-fridge-combo/) to compare prices or choose to rent one and have it delivered to the room. The resident is expected to consult with the ORL Building Services Manager @ 301-860-4256 if they have questions, **before** making a purchase. Food in the resident rooms must be stored in such a way to prevent health and sanitation problems from developing. Violation of these policies will result in fines and possible judicial action.

## O. Excluded Items

To reduce the potential hazard to personal safety or damage to Residence Life property, the following items are not permitted to be used or stored in rooms, suites, apartments or any other areas of the residence hall: *internal combustion engines, acids, automobile batteries, gasoline, kerosene lamps or heaters, firearms or other weapons, fireworks, incense, candles, water beds or other water-filled furniture.*

Weight lifting equipment and devices, musical instruments equipped with amplifying devices and instruments that disturb other residents may be used only in designated areas of the residence hall. They may not be used in student rooms.

ORL reserves the right to limit the number, size and units of electrical equipment used or stored in the resident's room *i.e., stereo, TV, computers, speakers, musical instruments, etc.*

The University forbids the tampering, splicing, or altering of the wiring in a resident's room for his/her personal use or to hook up additional equipment. Violation of this policy may result in the immediate removal of equipment or automatic termination of the Residence Hall Contract. Contracting for services such as cable, DirecTV, satellite services, etc., are not permitted in a student's room and/or any part of the residence hall.

## P. Hall Closing for Vacation Periods

The residence halls will be closed and residents may not be in residence during official University vacation or break periods, *i.e. Thanksgiving, winter and spring breaks.* The dates are determined prior to the start of each academic year.

During the winter break, keys and building fobs will be collected. The resident will have to remove all personal items from their room between semesters if directed by the Resident Director or if they have requested a room change.

The resident returning to the same room between semesters will not have to remove all of their personal items. However once the buildings have been closed for vacation or break period, the resident will not be allowed back into the building. **There will be no exceptions.** The resident will need to take all personal items they will need during all break periods.

With the exception of graduation or officially participating in graduation ceremonies, the resident must vacate the residence hall each semester within 24 hours after his/her last examination or by the designated day and time of the hall closing, whichever comes first. The resident must show copies of their exam schedules to the RD if they need to stay past the time of the residence halls closing. The resident meal service will not be in operation during break periods.

## Q. Food in the Residence Halls

The resident living on campus must have a meal plan. Thompson's Food Service is the provider for all meals served on campus. Please contact the Office of Auxiliary Services for information regarding meal plan options and pricing.

All food, cutlery, tableware, or other non-disposal items removed from the dining hall without permissions, will be considered an act of theft and will be subject to University disciplinary action including, but not limited to, fines and legal action.

## R. Bikes, Motorcycles, Motor Scooters and Hoverboards

The resident must use bike racks provided in designated areas outside the residence halls. The resident is expected to purchase their own lock to secure their bike. Bikes may not be stored in the room, in any public area including stairwells, lounges, and lobbies near entrance doors, or locked near entrance doors either inside or outside of the building. Neither the university nor ORL will be responsible for the theft or damage of your bike.

Storing motorcycles, motor scooters, mopeds, and other fuel-powered vehicles are not allowed in the residence halls and must be parked in designated areas in accordance with university parking regulations.

Residents may not store hoverboards in the residence halls.



## S. Parking

The resident, who plans to operate any type of motor vehicle, must register it with Parking Services and purchase a parking permit. *First time freshmen residents are prohibited from having a vehicle on campus.*

All staff and residents are expected to abide by all campus parking regulations by parking only in designated areas. Designated parking areas can be found on the back of the parking hangtag.

## T. Room Decorations

While the resident is allowed to decorate their rooms, for safety reasons, the guidelines listed below have been established.

- Pictures, posters, or other materials must be hung using Command mounting hooks or on bulletin boards.
- The use of nails, tacks, screws, tape, glue, or other adhesive on walls, ceiling, wardrobes, woodwork, doors, or furniture is prohibited.
- Damages resulting from violations of this policy will be assessed against the resident or residents responsible.

Wall hangings may not exceed 20% of the total wall space. Tapestries, carpeting, or other fabrics may not be suspended from ceilings. To prevent problems exiting, during an emergency, tapestries, carpeting, or holiday decorations may not be strung from ceilings or across hallways or lobbies.

During the holiday season, to protect residents and the facility, holiday decorations are allowed with the use of following guidelines:

- Natural trees and lights may not be used in student rooms
- Trees and electrical decoration used in public areas must be in good working condition. Electrical lights must display the approved UL label
- Plug-in decorations may not be left unattended and must be disconnected at night
- Materials such as artificial "snow" are not permitted on residence hall windows and doors since they are difficult to clean and may require a large amount of time to properly remove
- Open flame devices are not permitted

All holiday decorations in resident rooms and public areas must be taken down and stored **before** residents leave for breaks.

## U. Subletting and Unauthorized Use of Room

The resident must not allow anyone to live in his/her room or assign his/her room to anyone. The resident who allows their room to be used in this manner is in violation of this provision and are subject to disciplinary action and a fine not to exceed the full room charge for each violation. Persons improperly residing in the resident's room shall be subject to the same guidelines and fines. Violations will result in disciplinary action and possible termination of this **contract**.

## V. Building Security

The resident and their guests are expected to comply with all security policies and procedures that include, but are not limited to:

- Escorting guest(s) throughout the building
- Using authorized entrances and exits only
- Showing and depositing required identification at specified check points
- Comply when mandated by an authorized official to produce identification
- Refraining from propping doors and removing window screens
- Adhering to the request of University and contractual personnel responsible for the security and monitoring of the building
- Not allowing unauthorized individuals in the residence hall

Failure to comply with posted and announced security regulations may result in University disciplinary action, fines and termination of this **contract**.

In an effort to keep the residence hall community safe and free of drugs and alcohol, the University reserves the right to periodically use trained K-9 units to patrol the residence halls.

#### **W. Non-Waiver of Covenants and/or Conditions**

Failure of ORL to insist upon strict enforcement of all covenants and conditions of this **contract**, and to avail itself of all rights and privileges enumerated herein, in any one or more instances with regard to any one or more resident or student shall not constitute a waiver or relinquishment for the future of any such covenants, conditions, rights, and privileges, but the same shall remain in force.

Record keeping of all charges, with knowledge of breach of any covenants or conditions thereof, shall not constitute a waiver of such breach by ORL or the University. Payment shall be in effect unless expressed in writing and signed by the Director of Residence Life.

#### **X. University Policy Concerning Room Inspection, Entry and Searches**

The residence halls are the property of the State of Maryland, under the control of the University System of Maryland Board of Regents. Responsibility for immediate supervision lies with Bowie State University. It is the University's intent to act in a manner consistent with residents' constitutional right to privacy and freedom from unreasonable search and seizure without neglecting the basic responsibilities of the institution to fulfill its educational functions and to conduct its day to day operations. The University reserves the right of entry to inspect rooms and suites in the interest of health, cleanliness, proper upkeep, property control and **to investigate when reasonable cause exists concerning someone's safety or a violation of policy/procedure taking place.**

Monthly health and safety inspections are conducted by Residence Life staff. In all aforementioned cases, authorized personnel must carry University identification, present it upon request and announce the purpose for their entry. University personnel may not enter any room without first knocking on the door and allowing a reasonable period of time for a response. In situations involving health, safety or maintenance issues, authorized University personnel may enter without prior notice.

The resident is responsible for the upkeep of the residence halls and is liable for damage to or loss in their room and public areas.

#### **Y. Personal Property**

The University is not responsible in any way for personal property that is lost, stolen, left unattended or damaged though it may occur in its buildings or on its grounds. The University is not liable and will not provide refunds for incidents involving water damage from leaks, floods, tornadoes, lightning, power failure or any other structural, man-made or natural occurrence. The resident is expected to obtain rental insurance to cover their belongings in the case of damage and theft.

## **SECTION II BEHAVIORIAL EXPECTATIONS**

### **INTRODUCTION**

The Office of Residence Life expects residents to actively participate in and assist with keeping all members of the Bowie State community safe.

If the resident observes something that seems out of the ordinary such as: **a stranger or unescorted guest in the residence hall; persons engaging in illegal activity; anyone damaging or defacing any building on campus,** he or she has a moral obligation to contact Public Safety at (301) 860-HOTT (4688) to report it. It is the responsibility of **all** Bowies State University community members to work together to keep everyone safe.

As per **section I, item "A"** of this **contract**, *residents must comply with all oral and written directives regarding Residence Life, University policies and regulations, as well as Federal, State and local laws as given by authorized representatives of the University.* The resident is expected to carry their Residence Life identification (*Res Life ID*) card at all times and present it to residence hall staff and security personnel upon request. The resident found responsible for violating policies and regulations listed in this **contract** or the *resident handbook* may result in sanctions up to and including, fines, written warnings, disciplinary probation contract termination and possible criminal prosecution. Non-residents may also face disciplinary action and/or criminal prosecution.

## RESPONSIBILITY FOR USE OF RESIDENCE HALL FACILITIES

The Bowie State University Code of Student Conduct is hereby incorporated into this **contract** and residents are subject to all requirements included therein. Violations of these regulations may result in referral to the Director of Residence Life or the Coordinator of Student Conduct for review and appropriate action. Residence hall facilities include resident rooms, lounges, meeting space, study rooms and any area immediately contiguous to the halls.

### Mandatory Attendance at Building Meetings and Residence Hall Programs and Activities

The residence halls are more than buildings where individuals sleep and study, but are places that provide residents with a variety of learning experiences that supplement and complement what is taught in the classroom. Programs and activities are designed to provide opportunities for residents to develop or enhance life skills, engage in self-assessment, reflection and learning through interaction with others.

With these objectives in mind, in addition to mandatory floor and building meetings, the resident will be required to attend and participate in a minimum of 4 programs each semester. The program attendance option can include:

- 4 sponsored by the Residence Life staff (*2 educational, 1 social and 1 of the Resident's choosing*) each semester)

**or**

- 3 sponsored by the Residence Life (*2 educational and 1 social*) and 1 sponsored by the Residence Hall Association (*RHA*)

The resident that fails to meet this requirement may be ineligible to participate in the room selection process for the following year.

### Mail & Packages

The ORL central office is the location where residents can pick up mail and packages delivered by the United States Postal Service, Monday – Friday after 3 pm when the residence halls are open. Mail and packages sent to the campus by United Parcel Service of America (UPS), DHL or FedEx will be delivered to the campus mail collection and processing department.

**Mail, packages, parcels or deliveries not addressed with the residents' legal name, building and room number will be returned to sender.** ORL does not hold mail in-between semesters. The resident is responsible for contacting the US Postal Service to request suspension of mail delivery or change of address. Mail, packages or parcels unclaimed within seven (7) days, will be returned to the sender or discarded as the ORL deems appropriate.

ORL reserves the right to reject any perishable delivery if it shows signs of not having been stored in a climate-controlled environment. ORL will not accept liability or responsibility for packages, parcels, or deliveries if they become lost, damaged, or otherwise harmed.

### Pets

Due to health standards and possible inconvenience to other residents, pets are prohibited from being kept in the residence halls. This includes, but is not limited to: *snakes, cats, dogs, birds, hamsters, gerbils, lizards, etc.* Residents may, with the written permission of all residents of the room, keep a small aquarium containing fish that lives 24 hours, 7 days a week under water.

### Damage

The resident will be held responsible for damage to the facilities and the furniture contained in it. The resident will be billed for repair or replacement wherever the damage has occurred. In the event of willful damage occurring in common areas located in the immediate vicinity of the resident's room, or the furnishings or facilities located therein, if the perpetrators cannot be identified, all residents served by that common area may be assessed a fee for repair or replacement costs. The same assessment and billing process will be utilized during situations involving marking or defacing any surface *e.g., door, wall, carpeting*.

The resident is prohibited from stealing, possessing or damaging any property belonging to ORL, the university, commercial vendors *i.e., vending machines, video games, washing machines, dryers or telephone equipment*) or other residents.

## Guests

A guest will be defined by anyone that does not live in an assigned room or building.

The resident will be held responsible for the behavior and actions of their guests, invited or uninvited. The resident will be charged in lieu of their guest(s) who violate University and/or Residence Life policies or procedures. Any guest(s) who does not comply with policies and procedures will be asked to leave immediately and risk other penalties, including criminal prosecution.

- Guests entering any residential building must leave a current, picture identification at the front desk, *i.e.* (driver's license, state identification, military identification, passports, green cards).
- The resident must escort their guest(s) throughout the building for the duration of the visit.
- All guests must leave the building upon the request of any Residence Life or University staff member.
- The resident may not have a guest in the building past the prescribed hours. This includes residents residing in other or the same building. Repeated visits by guests over extended periods will be considered unauthorized occupancy of a room. ORL reserves the right to prohibit repeated, extended overnight visits. ORL may also fine the resident for such violations
- The resident is limited to a maximum of two (2) guests at any given time.
- Overnight guest(s) may not stay in the residence halls for more than three (3) consecutive nights at a time and are limited to three (3) overnights per semester.
- Overnight guests are only permitted on the weekends.
- Overnight guest(s) of the opposite sex is not permitted.
- Overnight forms must be completed 48 business hours prior to the guest's arrival.

### Guest hours will be: **Monday - Sunday 3 p.m. - 2 a.m.**

1. During the week, guest must be signed in at the front desk. If there is no Desk Assistant (DA) at the front desk, the guest must return when a ORL staff member is available to check them in
2. During weekends, guests must be signed in at the front desk by their host. If there is no DA at the front desk, the guest must return when a DA or RA is available to check them in
3. Overnight guest forms will only be approved for the weekends. Residents must submit their overnight guest form 48 business hours prior to the guest's arrival.
4. Gender Neutral bathrooms for overnight guest accommodations are in the following locations:
  - Haley Hall: All Suite Bathrooms; 1<sup>st</sup> Floor Public Restrooms
  - Holmes Hall: 3<sup>rd</sup> Floor Bathroom
  - Kennard Hall: 3<sup>rd</sup> Floor Bathroom
  - Towers Hall: Lobby North & South Bathrooms
  - Tubman Hall: 2<sup>nd</sup> Floor Bathroom

### Guest Policy for Freshmen Residents

During the fall semester, residents classified as freshmen, are not allowed guest of any kind until mid-semester exams have concluded. The hours after mid-terms exams will be: *Sunday – Friday, 3 p.m. – 2 a.m.*

**NOTE:** Guest hours for all residents may change without notice at the discretion of the Resident Director.

### Children in the Residence Halls

All person(s), including children and relatives not enrolled in the classes at BSU, are prohibited from residing in any residence hall. **Children under the age of 16 years of age are not allowed to be in the residence halls.**

### Safety and Security

As a member of this community, if the resident observes individuals engaging in activities that may endanger themselves or others, contact Public Safety at 301-860-4040, their Resident Director or the Office of Residence Life immediately.

The following activities are prohibited:

- Knowingly using a fire exit during non-emergency situations
- Sounding an elevator alarm without due cause or interference with the normal operation of elevators
- Propping outside doors and exits without the permission of a Residence Life staff member

- Going behind the reception desk of any residence hall without authorization from the Resident Director or other ORL senior staff
- Using any marked fire exit except during a fire alarm or emergency
- Tampering with equipment, fraudulent phone calls, use of credit cards or other non-authorized activities
- Failing to follow a directive from Residence Life staff, Public Safety or Security personnel acting in the performance of his/her duties

### **Smoking Policy**

Smoking of any kind in or around any residence hall is prohibited. Disciplinary action will be taken against anyone found in violation of this policy.

### **Fire Safety**

The following conduct is prohibited:

- Setting a fire within any residence hall or in any area contiguous to a Residence Hall
- Blocking or misuse of any fire door or fire exit
- Using broiler ovens, electric coffee makers, popcorn poppers, microwave ovens, hot plates, open burners or electric water heating devices in student rooms, on carpeted floors, in hallways, or other non-designated areas
- Using electrical lights or appliances totaling more than 850 watts in a resident room
- Keeping any refrigerator larger than 4 cubic feet with an electrical requirement exceeding 8 amps
- Cooking indoors with charcoal or any other open flame device
- Burning candles with wicks or incenses indoors
- Failing to evacuate the hall within 5 minutes, when a fire alarm has sounded
- Re-entering any building during a fire alarm without permission from Residence Life staff or Security personnel
- The resident is expected to stand at least 100 feet away during building evacuations
- Tampering with fire equipment, carrying or removing fire extinguishers from their mounts or storage boxes except in case of a fire
- Tampering with or activating any fire alarm when no fire is present
- Falsely reporting any fire or other emergency
- Disconnecting, sounding or otherwise tampering with any smoke detector
- Running electrical wires beneath any rug or carpet
- Replacing any room draperies with anything other than fire-retardant materials

### **Doors & Windows**

The resident is prohibited from:

- Entering or exiting any residence hall through a window when no emergency is present
- Dropping or throwing objects or liquids of any kind out of windows
- Placing stereo speakers or any other audio mechanism in windows
- Removing screens from windows
- Tampering or removing security tabs
- Propping open residence hall entrance, suite or fire doors

### **Furniture**

Furniture provided by ORL may not be removed from rooms, suites, or common areas. Room furniture must not be disassembled or altered in any way. Mattresses must not be removed from bed frames. Bed frames must remain on the floor at all times, except in cases of authorized bed bunking.

Wall-mounted furniture and waterbeds are prohibited. Fines will be imposed on the resident who move common area into their room or removed furniture from their assigned room. The cost of any damage that occurs during the unauthorized moving of the furniture will be assessed and charged to the account of the person or persons responsible.

## **Personal Conduct**

Activities that could endanger the safety of persons or damage property are prohibited in the residence halls. This includes, but is not limited to: *playing floor hockey, throwing a Frisbee or balls, roller skating, rollerblading, hoverboards, skateboarding, water fights, water guns, snowball fights, firing toy guns that use hazardous projectiles, throwing objects from windows, entering or exiting from windows or playing any other unapproved sports activity in the residence hall.*

The resident must not engage in any disorderly conduct or to interfere with the rights of other students in their academic pursuits. This specifically pertains to other residents' rights to an environment conducive to study and sleep. Residents are prohibited from harassing, hazing or verbally abusing any resident, guest, or member of the Residence Life staff, physically assaulting or causing harm to any person on University property.

## **Commercial Activity**

It is in violation of the University posting policy to post or distribute any materials, solicit or canvass within the residence halls, without the approval of the Student Center Office and ORL.

## **Hazardous/Dangerous Materials**

The resident is prohibited from keeping dangerous materials, including, but not limited to: *firearms, air or CO2-powered weapons, knives, fireworks or other dangerous weapons.*

## **Noise Policy**

Due to the academic nature of the University, all persons are required to respect the right of others to conduct classes without disturbance and to study, sleep and fulfill academic responsibilities without interruption from excessive noise. The resident is prohibited from creating any excessive noise. Noise should not travel outside the confines of the room, suite, or apartment. Reported incidents of excessive noise or repeated incidents will be investigated and acted upon accordingly.

## **Courtesy v. Quiet Hours**

Courtesy hours are in effect at all times. The resident must cooperate with reasonable requests to lower the noise level during courtesy hours.

Residence hall quiet hours are **10 pm - 10 am**. During these times, the resident is expected to keep the noise level to a minimum so as not to disturb others.

- The resident should not shout or otherwise create disturbances from or around any residence hall or student window.
- The resident is prohibited from engaging in sports activity or creating excessive noise within 50 feet of any residence hall.

## **Alcohol Policy**

Bowie State University does not encourage or support alcohol use on campus. Unauthorized possession, use, or distribution of alcoholic beverages is prohibited by any student or student group on campus or at University sponsored events on and off campus.

Any exception to this policy must be authorized by the Vice President of Student Affairs. Under no circumstances is alcohol permitted in any campus residential facility.

In accordance with Maryland law, anyone who willfully furnishes any alcoholic beverage to any individual under the age of 21 years can be charged a fine not exceeding \$1000 or 60 days' imprisonment or both.

## **Drug Policy**

The University does not condone or permit the possession, use, distribution, or sale of any controlled dangerous substance on the campus, the areas surrounding the campus, or at University-sponsored events on and off the campus. The resident found responsible of violating this policy will be subject to disciplinary action which could include sanctions up to and including suspension or expulsion from the University.

It is the expectation of Bowie State University that residents, students, faculty, and staff who observe or suspect that a violation of the substance abuse policy is being committed will report it to the appropriate authorities. While the major thrust of Bowie State University is drug education and prevention, the University will take appropriate disciplinary actions to provide a drug free environment in which our students may grow intellectually and socially.

As per item “X” located on page 10 of this **contract**, a resident’s room may be searched when ‘reasonable cause exists that leads staff to believe that violation of a residence hall or other University regulation is occurring.’ Please be advised that ORL staff will be monitoring activity and may ask to search and/or deny entry of any package that they believe contains items that are in violation of this **contract**. Campus Police may be contacted to address any illegal activity noticed by staff or residents.

### **Obvious Impairment**

The resident found responsible for being obviously impaired or intoxicated in the residence halls via the student judicial process will be issued sanctions for their actions. Recurrences of this behavior will result in further disciplinary action and possibly, contract termination.

### **Impaired Guest(s)**

Impaired or intoxicated guests, who reside off campus, will be referred to campus police, who may detain that person(s) until a friend or relative can escort them from campus. In such situations, charges may be filed. Residence hall staff may, at their discretion, deny entry into the residence hall to any guest(s) who are obviously impaired.

### **Violence**

Hazing, fighting, or any actions which demonstrates a reckless disregard for human life and safety will be considered an act of violence and will not be tolerated in the residence halls. The resident found responsible for engaging in such conduct may be immediately removed from the residence halls pending the outcome of a judicial hearing. The results of that hearing will assist in determining if or when the resident can resume campus residency.

## **SECTION III**

### **TERMINATION OF RESIDENCE CONTRACT BY THE UNIVERSITY**

#### **A. Exigency**

The University may terminate or temporarily suspend performance of any part of this **contract** without notice in the event of an exigency that would make continued operation of the residence hall infeasible. In the event the resident’s assigned accommodations are destroyed or otherwise made unavailable and the University does not provide other accommodations, the **contract** shall terminate, all rights and liabilities of the parties shall cease and rental payments previously made shall be refunded on a prorated basis.

#### **B. Failure to Comply with this Contract**

The resident who violates University or residence hall policies or regulations is subject to administrative and disciplinary action. This ensures that the actions of a few do not compromise the legitimate educational and personal pursuits of the majority. When evidence is established that a student has (1) breached this contract or violated related policies and regulations, (2) violated State and/or Federal Laws; (3) exhibited conduct that indicates the student’s presence in the residence hall constitutes a threat to the safety, health or well-being of community members, or (4) perpetuated harm to others, the appropriate Residence Life Senior Staff member, upon review of the incident(s) involved, has the authority to uphold and impose sanctions ranging from verbal or written warnings to the recommendation for termination of this **contract**. Failure to comply with this **contract** may also result in its cancellation by the Director of Residence Life. If the action also appears to involve a violation of the Code of Student Conduct, a Residence Life staff member may also refer the case to the Coordinator for Judicial Affairs.

#### **C. Resident Conduct Procedures**

For violations that do not seriously jeopardize the immediate and/or continued safety and well-being of residents or cause considerable damage to University property, contract termination or probation will be considered only after an appropriate hearing. Options will be exercised in accordance with due process. Depending on the nature of the violation, the charges may be referred to the Coordinator for Student Conduct.

#### D. Residence Life Show-Cause Procedure

In certain situations, an administrative Show-Cause Proceeding for the purpose of determining whether a residence hall contract should be temporarily terminated may be conducted by the Director of Residence Life or her designee. The Residence Life Show-Cause Procedure will generally be limited to disorderly, disruptive or reckless behavior by the resident that result in damage to residence hall facilities; inflicts personal harm on others or interferes with the rights of other residents in their academic pursuits.

The Show-Cause Proceeding shall be informal in nature and include the following:

1. The resident will be provided with information regarding when they can expect a formal hearing and the name of the person who will contact them of the specific date, day, time and location of a formal hearing.
2. The resident will be informed that they can contact ORL at least 24 hours in advance to arrange for a staff escort if they need to retrieve books, documents or items necessary for class and/or preparation for their formal hearing.

The formal judicial process will include the following:

- Written notification of the alleged misconduct with a general description of the inappropriate behavior and the contractual provisions and/or regulations s/he violated. Such proceedings shall be closed to all persons other than those directly involved in the matter.
- Once the hearing has occurred, the resident will be informed of the decision in writing. If the decision is perceived by the resident to be adverse, they may appeal in writing within five (5) business days of the receipt of letter to the Assistant Director for Student and Staff Initiatives or the Director of Residence Life. The Director will be the final decision on any sanctions put forward by any residence life staff or Residence Life Student Judicial Board. Termination of this **contract** will be made in writing via email attachment and/or hand delivered to the resident via campus and/or certified mail.
- If this **contract** is terminated, the resident must vacate the residence hall within forty-eight (48) hours or sooner depending on the severity of the offense as determined by the Director or her designee. The resident who is dismissed or suspended from the University or has this **contract** terminated for disciplinary reasons, may not enter any residence hall without prior permission of the Director of Residence Life or their designee. In such cases, a non-resident shall be advised that trespass charges shall be brought if that person is observed inside or within the immediate area surrounding the residence halls.
- Any decision to terminate this **contract**, or deny visitation privileges, will not necessarily affect the student's academic standing or pursuits.
- It is hereby mutually agreed that all provisions of the resident handbook and all provisions and policies of ORL, all University Regulations, all State, Federal and local laws are binding under the **contract** and incorporated by reference herein.

*As of April 8, 2016*