

Residential Guide to Living on Campus



Beacon College Housing Welcome Message

While it's true that college is about academics and preparing for your future, those are not the only important things about higher education. College is also about making a new home for yourself and meeting new people, while balancing newfound freedom with its inherent responsibility, and synthesizing all your learning opportunities – in and out of the classroom – for a holistic College experience. Beacon College's residential community is a great place to start on this journey.



On behalf of the entire Housing and Residence Life team, we welcome you! We look forward to collaborating with you to make your academic experience a success. The Department of Housing and Residence Life houses a variety of learning environments to meet an array of needs. Beginning with your first year and continuing until your completion, there are living arrangements and learning communities designed to foster academic and personal success.

Your residence hall will be the center of your academic and social experiences at Beacon College. On-campus living provides you with opportunities to enhance your classroom experiences and develop new networks of friends and colleagues in a convenient location. The people you meet in your residence hall could easily become your future business partners, colleagues in coordinating important community projects, or friends for life. Through life in the residence hall, you can learn to appreciate the value of differences and foster a deep respect for learning. Living in a residence hall can help you reach your full potential as an individual and as an engaged member of society.

Trained professional staff are available in each hall to help coordinate a creative residential living program, so you can study, have fun, make friends, study, decorate in your own style, study, and make yourself at home. Oh – and did we mention studying? You are coming to college to get an education and this usually requires doing some homework, reading, writing, cramming for tests, group projects, and other academically related tasks. While the library, classroom, and Center for Student Success are great places to give attention to those activities, we want residents to feel comfortable studying in their rooms and the lounges in their “homes” as well.

Take advantage of this unique chance to explore new ideas, create meaningful relationships, and experience the satisfaction of goals set and achieved. The information presented in this handbook is designed to inform you about the special opportunities associated with residential living, assist you in adapting to your new home, and educate you about your rights and responsibilities as a member of a residential community. We hope you enjoy your time on campus and wish you a successful experience. Let us know if there is anything we can do to help!

1) The Residential Experience

Living in college housing is one of the most notable experiences associated with being in college. While the primary function of Beacon's residence halls is to provide residents a place to sleep and study, the Housing and Residence Life staff is committed to making our halls genuine living/learning centers for today's residents. Your residence hall is your home, a place to relax and enjoy yourself in an atmosphere appropriate for studying.

The Department of Housing and Residence Life encourages an integrated learning community for residential students that supports the Division of Student Engagement and Success mission to foster student success and a College community. The above mission and goals are met through the following:

2) Inclusive Housing

The Department of Housing and Residence Life is committed to providing a community that is accepting of residents and staff of different backgrounds, racial and ethnic identities, religious beliefs, sexual orientation, gender expression, age, physical abilities, or other aspects of identity. We shall serve as an advocate for diverse interactions of our residents, guests, and staff. All members of our community are responsible for supporting an atmosphere that appreciates individual differences and recognizes each person's unique contribution to the College.

We believe that our residents can only achieve their full development as citizens with an environment that supports and promotes the ideas of an inclusive community. Beacon College takes a proactive approach to protect our diverse community by providing educational programming that addresses topics of diversity and social justice. We partner with other campus offices like the Department of Counseling, the Center for Student Success, and the Office of Student Engagement and Success, and more to meet residents' needs and connect them with appropriate resources.

3) Community Life

Living in the residence halls provides a unique opportunity to live with a diverse peer group. You, the resident, are the most influential factor in your community. As such, you, along with your roommates, will create guidelines for community life. If conflicts do arise, speak with your other community members first. Your Resident Director (RD) will mentor the community and assist in the facilitation of community guidelines when needed.

4) Programming

The Department of Housing and Residence Life is committed to enhancing your total college experience. The Housing and Residence Life staff provides quality social and educational programming in areas such as diversity awareness, community service, faculty interaction, academic support, and social interaction. The programs give you an opportunity to meet others, learn outside of the classroom, and relax with your peers.\

The purpose of programming is to promote your personal and academic growth. We provide a variety of opportunities for you to get the most from the time you spend outside the classroom. The overall goal is to help you succeed academically and personally while in college and to prepare you for life after graduation.

5) Roommates

Making the most of living in your new residence hall or apartment community starts with getting settled in and getting to know your roommate. Begin by discussing with your roommate your ideas, feelings, backgrounds, and opinions on sharing responsibilities in the room. Be clear about what you want and work on compromising. Establishing healthy roommate relationships is the first step in becoming part of the larger on-campus community.

Roommates are required to complete a Roommate Agreement each academic year. Roommate Agreement forms are provided by your RD who will assist you in the process. These agreements serve as a conversational starting point and should be revisited frequently as relationships with your roommate grows.

6) Residential Mediation

For many, this is the first time you will have a roommate. You and your roommate will create a roommate agreement. If conflict or communication concerns arise, we offer professional mediation and conflict coaching services. You and your roommate are individuals, with particular interests, goals, likes, and dislikes. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict.

If this step is not successful, then you should talk with your RD. Your RD is trained and experienced in dealing with these problems and should be able to assist you with developing a good roommate relationship. Your RD can also schedule an appointment to go through mediation if conflict continues. Remember, you are also your roommate's roommate.

7) Educational Disciplinary Process

It is the Beacon College's philosophy that residents are responsible adults. You are responsible for knowing and maintaining college rules and policies. The college staff is responsible for enforcing regulations in order to maintain an environment that is safe and conducive to study, but it is to your advantage to avoid problems before they begin. An attitude of "How does what I'm doing affect others?" will build a community of residents who regulate themselves, therefore, ensuring that everyone's rights are protected. If policies are violated, residents will go through an educational disciplinary system.

8) Counseling Services

College students are in a transitional period in their lives and dealing with many things, such as relationship issues and stress. The Department of Counseling is free of charge to students and offers excellent services to the student population.

9) Safety and Security

Safety and security of the residential population is our primary concern. The Housing and Residence Life staff provides an on-call duty system as well as collaborating with the Department of Campus Safety. All residents and staff are required use their Beacon College identification (ID) card to gain access to the residential buildings. All residents are required to carry their Beacon College ID card and use them to enter the building. All halls are equipped with security cameras and residents need to play their part to assist Beacon College with creating a safe environment.

You, the resident, are our security assistant: please do not prop doors, leave your doors unlocked, or bring guests you do not know well into the residence halls. Please make sure to report any suspicious behavior or concerns to a Housing and Residence Life or Campus Safety staff member immediately.

10) Facilities Staff

Housing & Residence Life employs college Facilities Services staff to clean and maintain the residence halls. College cleaning staff works during the daytime hours, with a reduced weekend workforce.

11) Administrative Staff

Housing and Residence Life employs professional full-time administrative staff that supports all the operations of the department. The Housing Office in the Student Center is open during normal business hours 9 am-5 pm Monday through Friday. You will regularly see administrative staff at housing programs, in the residence halls, and they will always be available during emergencies.

12) About Residential Guide to Living on Campus

Campus living is an integral part of a student's educational experience. Housing and Residence Life promotes community development and personal growth. In choosing to live on campus, a resident agrees to participate as a positive citizen in an educational community characterized by respect responsibility, and opportunity. Housing and Residential Life staff respect the developing abilities of residents and are ready to listen, offer insight, facilitate and suggest options.

In turn, we ask that residents recognize that living on campus is a privilege, not a right. It is a privilege you pay for, but we have invited you to live with us in our home, and we expect that you will conduct yourself as an adult, respect the fellow members of our residential community and respect our staff, policies, rules and the facilities themselves. Learn to be a good neighbor. We recognize and support your

rights as adults. In turn, we expect that as adults you will accept responsibility for your decisions and actions as well as demonstrate concern and support for the needs and rights of others.

Maintaining your eligibility to reside on campus is earned by the way you choose to live. Like any other, our community has rules and expectations. Most of them are based on common sense and common courtesy, as well as state and federal law. Several are designed to create and promote a community that supports all its residents. Others address issues of your safety, security and general well-being. They are all meant to provide a structure that can make living on campus as safe, supportive and enjoyable as possible.

Beacon College residence halls are a great place to call home. Get involved in your new community and make it the best place possible for everyone!

Mission of the Department of Housing & Residence Life

1) Mission of the Department of Housing & Residence Life

- a. The Department of Housing & Residence Life at Beacon College is a component of the Office of Student Engagement and Success Division shaped by a remarkable passion for students who learn differently. Our mission is to provide residence halls that are intentional and caring communities, develop student's life skills and sense of personal responsibility, serve as transitional environments to future roles and service to society, and celebrate cultural diversity within the residence halls.

2) Provide Residence Halls that are Intentional and Caring Communities

- a) Residence halls must provide a physical environment in which community can grow. Residence Life provides residence halls that are communities which develop students' life skills and personal responsibility and serve as transitional environments to future roles and service to society. Within the Beacon College tradition, a community is viewed as an extended family. The community within the residence halls offers a variety of different relationships among various populations. The community includes and is supported by staff, faculty, administrators, family and friends. Respect for individual differences and the understanding of diversity are key elements in the development of community in the residence halls at Beacon College. Housing and Residence Life appreciates different perspectives, a systematic approach to change and transformational relationships. HRL respects and values residents' individual differences and is committed to creating, nurturing and sustaining an environment of inclusivity. Our buildings and programming embrace differences whether or not they are apparent.

3) Develop Students' Life Skills and Personal Responsibility

- a) Living on campus provides many opportunities to discover and develop one's own gifts and talents. The Office of Housing and Residence Life works with residents to cultivate these gifts and talents into life skills. Residents will face challenges of personal responsibility as they mature into independent adults. HRL values compassion for self and others, empathy for self and others, inclusion, learning as an ongoing process, respect for self and others, and safety for self and others. Embracing the College's academic endeavor to create students who are intellectual and critical thinkers, the residence halls provide a challenging, yet supportive environment for the residents' development and growth.

4) Serve as Transitional Environments to Future Roles and Service to Society

- a) The residence halls are but a foundation to a life beyond Beacon College. Residents will discover a variety of leadership opportunities that will become essential for future roles. Involvement in service experiences offered to residents will enable them to become integral, contributing members of society.

5) Celebrate Cultural Diversity in the Residence Halls

- a) Beacon College is a diverse community of people from varied racial, ethnic and class backgrounds, national origins, religious and political beliefs, and physical abilities. The Housing and Residence Life Office believes that accepting one another and the protection of human dignity enriches life at Beacon College's in activities, in programs, in the classroom, and in everyday experiences. The goal of the Residence Life Office is to create an environment of community and individual respect where differences are appreciated and celebrated.

6) Role of Beacon College Housing and Residence Life Professional Staff

- a) At Beacon College we have different types of live-in staff for every housing experience. Residence Life staff members are committed to providing the best possible living experience for all residents. Residents are encouraged to get to know the staff in the hall or apartment complex. Staff are valuable resources for information about the College and the many services available.
- b) The Department of Housing & Residence Life has built an excellent staff made up of professionals work together to maintain a positive community environment in the residence halls. The Department of Housing and Residence Life is located in the Student Center. Residence life programs and resources, room assignments, and housing facilities and maintenance, are all located within this office.
- c) Staff positions for the Department of Housing and Residence Life are as follows:
 - i. **Director of Housing & Residence Life**
 - 1. The Director of Housing and Residence Life is responsible for the operational and educational functions of a group of residence halls.
 - 2. The Director is also responsible for managing residential communities and supervising the Housing and Residence Life staff. The Director manages the budget, and the overall vision and direction of the Department of Housing and Residence Life.
 - ii. **Residential Area Coordinator or Assistant Housing Directors**
 - 1. Residential Area Coordinator (RACs) or Assistant Housing Directors are full-time administrative staff members who live in the on-campus facilities. The RACs provide leadership to intentionally and collaboratively create environments that positively influence resident learning and development.
 - 2. They assess needs of the halls for maintenance issues and safety concerns.
 - 3. They interact with residents, staff, college departments, and other organizations to promote an environment conducive to social and intellectual growth.
 - 4. The Residential Area Coordinators are responsible for day-to-day maintenance and renovations of Residence Life facilities. The Residential Area Coordinators is also responsible for housing operations, resident assignments, and data management.

5. Specific responsibilities include:
 - a. Supervising the Resident Directors
 - b. Oversee programming planning and initiatives on-campus within the residence hall
 - c. Collaborate with others to ensure facilities are safe, secure and maintained
 - d. Oversee and resolve resident conduct issues
 - e. Assist with conflict mediation with residents
 - f. Coordinate housing assignments and room change requests
 - g. Provide academic support initiatives, referrals and guidance to their residents
 - h. Meet with residents from the building that have questions, concerns or other needs

iii. **Resident Director**

1. Resident Directors (RDs) are full-time professional staff who live in the on-campus facilities but are specific to residential communities.
2. The RDs assist in providing leadership to intentionally and collaboratively create environments that will positively influence resident learning and development as well as help develop caring and meaningful relationships within their assigned community.
3. The RD provides overall direction for a residential area and keeps office hours for advising and meeting with individual residents and groups. Each RD holds office hours in the office in their building or in the Housing & Residence Life office, located in the Student Center.
4. RDs are assigned to each of the residence halls, and work to create a developmental and supportive environment where residents feel comfortable discussing their problems and concerns.
5. RDs are also trained to address conflicts, respond to emergencies, and keep residents aware and informed of policies and activities.
6. RDs promote resident learning by providing informative and collaborative programs. These programs address the varied needs of each resident and inform and connect residents to the many resources on campus.
7. Specific responsibilities include:
 - a. Maintain visibility and availability in their assigned community as a resource to residents in their community
 - b. Serve as a mentor and role model to residents
 - c. Provide programming that meets the needs of residents and will assist in community development and growth
 - d. Meet with residents from the floor that have questions, concerns or other needs
 - e. Collaborate with other Residence Life staff to maintain a safe, secure, and healthy living environment
 - f. Assist with conflict mediation with residents in the assigned community
 - g. Address resident conduct issues in the hall

8. Residents should expect their Resident Director (RD) to:
 - a. Know your name and to get to know you
 - b. Act as a role model and lead your community
 - c. Help create a sense of community and mutual respect
 - d. Promote the acceptance of diversity and inclusiveness
 - e. Support and enforce all college policies and procedures
 - f. Confront behavior that disrupts the community
 - g. Respond to problems and help you to solve your problems
 - h. Develop programs that are both informative and fun
 - i. Act as a referral agent for residents
 - j. Keep you connected to resident life and campus activities at Beacon College.
9. Residents should not expect their Resident Director (RD) to:
 - a. Be available twenty-four hours a day
 - b. Wake you up for class
 - c. Solve your problems for you
 - d. Be your personal or professional counselor
 - e. Never make mistakes
 - f. Ignore policy violation

iv. Other Support Staff Positions

1. Housekeepers
 - a. Housekeeping services are provided by the Department of Housing and Residence Life for all public area space. Standard services are provided Monday through Friday during normal operating hours of 7 a.m.-3:30 p.m. Reduced services are provided on weekends, with emergency services provided as necessary. It is the responsibility of all residents to maintain a safe and healthy living environment both inside and outside their rooms.
2. Residential Facilities Technicians
 - a. The Residential Facilities Technicians perform routine tasks necessary for the maintenance of all residential facilities operated by the Housing & Residence Life.
 - b. These tasks include, but are not limited to:
 - i. light bulb replacement, furniture and furnishing repair, Venetian blind installation and repair, baseboard and ceiling tile installation and repair, and general needs such as furniture and furnishings movement.

v. Residence Hall Staff's Role in Resident Privacy and Confidentiality

1. Residence hall staff members care about you—your safety, your academic success, health, and personal development.
2. Staff members at all levels are here to help and support you, and that includes being available and willing to listen to you.

3. Staff members like RDs and RACs are often able to give information about campus resources and answer questions about policies and procedures in many kinds of situations.
4. You can trust staff members to treat your personal information as private, but not always confidential. For example, an RD may speak with their supervisor for guidance in some situations. Remember that your RD is a professional staff member, not a trained counselor. In some other circumstances, a staff member may be required to notify a supervisor or other College official, especially if someone's safety may be at risk.
5. Finally, Florida law requires that certain types of alleged crimes be reported to police. A staff member may sometimes need to reveal information to a more qualified person or be required to report an incident to a higher authority.
6. However, staff members will NOT reveal your personal information to other residents or other employees who do not have a direct need to know. The staff member will be honest with you about whether they must inform anyone else and why.
7. In Summary:
 - a. **Staff members will:**
 - i. Listen openly and respectfully
 - ii. Act within the scope of their role and only within the limits of their expertise
 - iii. Keep personal information private unless absolutely necessary
 - iv. Reveal information to their supervisor or other qualified resource person only if
 1. a situation is beyond their skill level
 2. They believe there is a risk of serious harm to someone
 3. They are required by law to do so
 - v. Staff members will not:
 1. Judge, laugh at, dismiss or disrespect you
 2. Repeat your information to friends, neighbors, roommates, etc.
 3. Share other information about you that is not relevant to the situation at hand

vi. Problem-Solving in the Residence Halls

1. Problem-solving is a skill to be mastered like any other—playing a sport or instrument, learning material in a class, or speaking another language. It requires practice and patience.
2. An approach to problem-solving with examples
3. Stay as calm as you can; take a deep breath; think.
4. Identify the problem as clearly and specifically as you can.
5. Assess the situation for its seriousness.

- a. Emergency: There is a current risk of serious harm to person(s) or a threat to the community. Report emergencies to Campus Safety or to the RD on Call.
 - b. Urgent: There is a risk of harm to property, a disruption in basic service such as heat or water, or a situation that is getting worse very quickly. Report it to an RD via email or to the Housing email.
 - c. Important: There is not a need for immediate action, but the situation should be discussed promptly—the next business day or within a few days. Make an appointment with your RD in person or via email.
 - d. Routine: A dripping faucet, clogged sink, light bulb out, etc. Report these to the Housing Office.
6. Take-action: If the problem is not resolved satisfactorily, seek the next resource “upward.”
 7. After the problem is resolved, reflect on your choices, what you learned, or what you can take away from the experience for future benefit.
 8. Always begin as close to the origin of the problem as possible. For example, if you have a concern about your roommate, talk to your roommate first before seeking staff help. If you have a concern about a situation on your floor or within your residence hall, speak with your RD. If you are unsure of where to begin, the best starting points are your designated RD, or any other RD. Ample help is available in each hall. As a resident, you have the right to address concerns or complaints wherever you like. However, the quickest solution is usually found by working “up” the staff chain. Contrary to popular belief, “Going straight to the top” usually involves both more time and less convenience for you as officials gather information or delegate the situation to the person closest to the situation.
 9. The chain of authority or help in residence hall is generally RD, the Residence Coordinator and the Director of Housing.
 10. Life-threatening or seriously dangerous situations can always be reported to Campus Safety.
 11. Below are some situations that you might encounter and where you can begin seeking help as needed:
 - a. Crime
 - b. Fire or smoke
 - c. Illness
 - d. Leak, spill, or unsafe condition
 - e. Lost room key or ID card
 - f. Noisy neighbor
 - g. Out-of-order equipment
 - h. Policy violation occurring
 - i. Repair needed in your room
 - j. Stuck in elevator
 - k. Suspicious person or stranger
 - l. Theft of property
 - m. Respect and Courtesy

n. A Spirit of Respect:

- i. The residence halls of Beacon College are a multicultural community of individuals. Our residents and staff are of diverse racial, cultural, and class backgrounds. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ.
- ii. We are unique in that we strive to work and live together and, in the process, learn from one another in an atmosphere of positive contact and mutual respect. We are committed to promoting behavior that demonstrates our beliefs about the respectful treatment of each member of our community.
- iii. The residential community is a special place. It is a community designed to foster freedom of thought and unconventional, even uncomfortable, opinions. It attempts to provide an environment for inquiry in which innovation and creativity are nurtured.
- iv. Campus residents are individually and collectively responsible for their behavior and are fully accountable for their actions.
- v. Residents must be aware of the differences that exist in the residential community to avoid actions that belittle other groups or individuals.
- vi. Bigotry has no place within the Beacon College residential community, nor does the right to denigrate another individual on the basis of age, physical challenge, national origin, sexual orientation, race, political affiliation, gender, or religious affiliation.
- vii. Verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of the residential community will not be tolerated. Likewise, we will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.
- viii. We must all aspire to an ideal of openness, not only to allow people to be different, but to recognize that diversity is the virtual core of campus life.

o. A Spirit of Courtesy:

- i. Members of the residence hall community share certain goals, some of which include academic accomplishment, friendship, and a sense of belonging.
- ii. While living on campus, it is essential that individuals respect the rights of their fellow residents, including the rights to privacy, property, study, and rest, and to equal access to facilities common to all.
- iii. It follows, then, that the spirit of residential community is one of mutual respect and cooperation.

- iv. Each resident has the right and obligations not only to be responsible but to remind fellow residents of their responsibilities should their behavior not meet reasonable standards.
 - v. It would be impossible to create policies for every facet of residence life; therefore, a spirit of common courtesy and respect for others should be maintained at all times.
 - vi. Each resident must be willing to contribute to an atmosphere conducive to community living, study, and sleep. Consideration for other residents must be shown at all times.
- p. **A Spirit of Honor:**
- i. We declare our commitment to responsible and honorable conduct in academic and community affairs, and we reaffirm one another's rights to freedom of inquiry and expression in coursework, scholarship, and the day to day life of the Beacon College Community.
 - ii. We also understand that a commitment to responsible and honorable conduct means that members of the community should behave in a way that does not cause unnecessary embarrassment, discomfort or injury to other individuals or to the community as a whole.
 - iii. When specific rules and policies have been duly enacted in the best interests of the community, community members are on their honor to respect those rules and policies, and to accept any mediated consequence or judicial sanction should the violation of a rule or policy result in unnecessary embarrassment, discomfort or injury to other individuals or to the community as a whole.
- q. Residents' and their guests' conduct should demonstrate respect for other individuals and for the community as a whole, and not cause any unnecessary embarrassment, discomfort, or injury.
- r. Residents and their guests are expected on their honor to comply with the policies outlined here and in other documents that pertain to living on campus, including any addendums to the Housing Contract adopted by the College ("Addendums").

vii. Resident Responsibilities

1. Each resident is responsible for arranging financial support prior to entering and signing a contract with the college. The resident will pay for room and board charges and any other fees as provided in the Contract. Failure to satisfy the financial obligations accrued under the Contract may result in any or all of the following: denial of further meals and services, denial of reassignment, termination of the Contract, and eviction.
2. Residents are required to comply with all rules, regulations, ordinances, housing policies and administrative rulings of Beacon College, the housing state, federal, state and local laws, and the terms and conditions stated in the Contract. Residents

must apply for and be granted approval to arrive prior to their assigned move-in date. Any early arrival may result in a daily rate charge. Residents accept responsibility for the actions or omissions of themselves and others in their residence.

3. Residents release the college, its trustees, employees and agents from any liability for damages sustained by themselves or others as a result of such actions or omissions. The college is not liable for the theft or loss of money, property or valuables, damages to any resident's property or personal injury sustained in the housing unit

viii. College Responsibilities

1. Changes by Beacon College
 - a. Beacon College may change or alter the living arrangements or options in college housing when it deems appropriate.
2. Emergencies and Maintenance
 - a. Beacon College may terminate or temporarily suspend the Contract or any part of it, without notice, in case of an emergency that would make continued operation of resident housing impossible.
 - b. Beacon College may also terminate or temporarily suspend this Contract for renovation, maintenance and construction projects.
3. College Housing Regulations
 - a. The following regulations are established to govern the conduct of individuals living in and visiting college housing.
 - b. They shall apply to all residents regardless of class level, place of residence or group affiliation when they are in or around any college-owned housing facility

ix. Individual Responsibilities and Community Responsibilities

1. The College Housing Bill of Rights provides a clear statement of each individual's rights within the college housing community.
2. These rights are best secured through clear statements of each individual's responsibilities.
3. No person shall cause or otherwise contribute to unreasonable noise in residence halls or areas immediately surrounding college housing. (Unreasonable noise is that which interferes with or has the potential for interfering with the legitimate rights of others.)
4. No person shall interfere with attempts of others to study.
5. No person shall interfere with attempts of others to sleep during reasonable and/or posted consideration hours.
6. No person shall interfere with the free access of another to and from their own room, suite, apartment, work area or office in a residence hall.
7. No person shall play any athletic games in a common area of college housing without proper authorization.
8. No person shall interfere with the safe or clean environment of others.

9. No person shall allow an animal, bird or other pet to enter a residence hall. Service animals and approved assistance animals are exceptions.
10. No person shall remain in the vicinity of an ongoing policy violation of which they have knowledge.
11. No person shall fail to report a policy violation of which one has knowledge where such violation causes or threatens to cause a substantial negative impact on the safety of members of the college community

x. Safety of the Individual and the Community

1. Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a special responsibility to ensure that safety hazards are eliminated, fire equipment is maintained, and fire procedures established and followed.
2. No person shall create, or help to create, a safety hazard.
3. No person shall throw or drop anything out of or out of a window or balcony.
4. No person shall possess or use firecrackers, fireworks, firearms, or other dangerous weapons or explosives.
5. No person shall possess or use in college housing, without proper authorization, any chemical or other dangerous substance, compound, or container of such substances that may injure, molest, or cause damage.
6. No person shall set a fire in residence halls or areas immediately associated with residence halls.
7. No person shall falsely report a fire nor interfere in any way with emergency services or procedures nor fail to conform to established safety regulations.
8. No person shall tamper with fire equipment nor use such equipment for other than the prevention or control of fire. Fire equipment shall include but not be limited to thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses and any other firefighting devices.
9. No person shall use unauthorized cooking appliances in their room, suite, floor study room or other unauthorized hall facilities in a residence hall.

xi. Personal and Community Property

1. The protection of personal property is important to the well- being of the individual.
2. Protection of community property protects the investment all residents make through the payment of their room and board.
3. No person shall tamper with or borrow without permission the personal property of others.
4. No person shall, without proper authorization, remove any property its assigned place in college housing.
5. No resident of college apartments shall fail to keep the area immediately in front of their apartment clean, orderly and free from safety hazards.

xii. Roommate Rights & Responsibilities

1. In full support of the educational mission of the college, residents living on-campus are expected to view academic responsibilities as their primary goal.
2. Therefore, the purpose of a resident's room is primarily for study and sleep, which take precedence over social privileges.
3. Residents are expected to facilitate this environment for others around them.
4. Each resident should also take responsibility for communicating concerns in a timely and productive manner to their roommate(s), an RD, or other staff member so that concerns can be addressed.
5. Roommate Rights:
 - a. The right to read, study, and sleep free from undue disturbance by roommates and guests, and the responsibility to afford the same courtesy to one's roommates.
 - b. The right to expect that one's personal property will be respected and that reasonable security of one's room will be maintained, and the responsibility to afford such respect and security to one's roommates.
 - c. The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
 - d. The right to free access to one's room and the responsibility to afford the same courtesy to one's roommates.
 - e. The right to a reasonable level of personal privacy and the responsibility to respect roommates' privacy.
 - f. The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for roommates.
 - g. The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
 - h. The right to be free from pressures, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility not to engage in any such behavior toward others.
 - i. The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to communicate one's concerns appropriately and to participate in norm-setting or conflict resolution measures whenever necessary.
 - j. The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
 - k. The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
 - l. The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.
 - m. The right to make mistakes and the responsibilities to be honest about those mistakes and to work to learn from them.
6. Upon moving into a new space with a roommate, every resident will have the opportunity to initiate the completion of a roommate agreement with the RD.

Once set, the agreement will be like any other policies or expectations but does not supersede HRL Policies or the Student Rights & Responsibilities Handbook. You can work with your RD to address concerns and revise this agreement at any time throughout the year.

xiii. Living with a Roommate

1. An important part of college is learning to get along with others and developing an awareness of and appreciation for other lifestyles and values.
 2. One of the first opportunities you will have to establish close relationships with others and learn about living in a community is when you move into your room.
 3. This information is designed to assist you in building a positive relationship with your roommate(s).
 4. Having a positive relationship with your roommate(s) depends on each being willing to make an honest attempt to get to know each other. When residents are placed together in on-campus housing, they must prepare for this new experience with an open mind and an appreciation for those differences that exist in each person's background.
 5. The quality of roommate relationships is related to the communication between roommates. Positive relations are typified by roommates who clearly understand each other's expectations, openly communicate with each other and verbalize to each other thoughts and feelings about living together.
 6. During all of your discussions with your roommate(s), listen carefully. Try to be unconditionally accepting of what you hear, even though you may disagree.
 7. When roommates are accepting, both individuals will feel free to express things honestly.
 8. Healthy roommate relationships are only one piece of the Housing & Residence Life experience – a very BIG piece. The purpose of this section is to help you develop a positive relationship between you and your roommate. In it you will find conversation starters, tips for making it through the good and not-so-good times, and helpful tidbits of information collected from higher education professionals.
 9. There are several tools that you can bring with you to campus that will help you and your roommate kick-off the school year right. Some of these tools include:
 - a. Respect
 - b. Flexibility
 - c. Trust
 - d. Willingness to Communicate
10. Do's and Don'ts When a Conflict Arises
 - a. Do
 - i. Address the problem immediately
 - ii. Be clear and specific about how YOU see the issue
 - iii. Listen carefully to your roommate's thoughts
 - iv. Discuss only the CURRENT issue
 - v. Assume your roommate doesn't know when something is bothering you. You need to tell them

- vi. Keep it between your roommate and you
- vii. Look for a solution to the problem together and generate a list of options to pick from
- viii. Be willing to renegotiate the agreement later as needed
- ix. Help create a situation where both you and your roommate can win
- x. Talk to your RD.

b. Don't

- i. Wait to address the problem; it will only get bigger
- ii. Involve residents from the floor or greater community in roommate issues
- iii. Bring up past problems with the roommate
- iv. Dictate a solution to your roommate
- v. Create a situation where only one of you can win and the other loses

(1) A Compromising Situation

(a) Many students have never had the chance to share a room with another person, while for others, a room to themselves would be an oddity. Sharing a living space requires flexibility, consideration, and effort of each roommate. You can get to know your roommate by discussing some of the following before they become an issue:

- (i)** I assert myself in situations where...
- (ii)** I feel taken advantage of when...
- (iii)** My definition of compromise is...

(b) To create and maintain a healthy roommate relationship, it is imperative that communication starts at the beginning. Living with another individual is a challenging situation for many people; however, a little extra effort can limit the number of confrontations later. You and your roommate should begin to learn about one another as soon as possible, and answers to the following questions are a great place to start:

- (i)** Where are you from?
- (ii)** Do you know what your major will be?
- (iii)** What kind of work are you hoping to do?
- (iv)** What do you like to do in your spare time?
- (v)** What are you looking forward to here at Beacon College? What things make you a little nervous?
- (vi)** Are you a morning or a night person? What time do you like to go to bed? Wake up?
- (vii)** When and how do you like to study?
- (viii)** Have you ever shared a room with another person?
- (ix)** What do you think are the most important things that we can work on to help us get along as roommates?

(c) Arranging the room. Take this step together when you first move into the room so that you both feel like you belong in the room. Remember, the room can always be rearranged later to keep things "new."

(d) Once you have made it to campus and you and your roommate are alone in the room, talking about the following issues will help you "settle" in:

<p style="text-align: center;">ACTIONS</p> <ul style="list-style-type: none"> • How early will you be waking up? • How late will you be staying up? • How often do you plan to be in the room? • What do you plan to use the room for? • When and where do you plan to study? 	<p style="text-align: center;">SPACE</p> <ul style="list-style-type: none"> • How often will we clean the apartment? • Who will clean what? • What items are you willing to share? • What items are you not willing to share? • What is your ideal temperature for the apartment?
<p style="text-align: center;">GUESTS</p> <ul style="list-style-type: none"> • How do you feel about having friends and visitors over? • How frequent do you plan to have guests and visitors over? • What are your thoughts on having overnight guests? 	<p style="text-align: center;">COMMUNICATION</p> <ul style="list-style-type: none"> • How should we address conflicts between us? • How will we confront each other? • Does in-person communication work better for solving problems? • How will we involve our RD in working through conflicts?

iv. Communication Tips

- a. A breakdown in communication is the most common problem for roommates who are unable to get along. Use the following strategies to help avoid possible arguments or confrontations:
 - i. Talk it out. Sooner or later, an issue is bound to come up that frustrates one of the roommates. Make the commitment to work disagreements out verbally between the each of you. Keep all the issues “on the table” and avoid going behind one another’s back.
 - ii. Agree to disagree. Roommates do not have to be mirror images of each other. It is important to remember that you are each your own individual. Being different from one another is what makes the experience beneficial to both roommates. Choose to respect one another’s perspectives and ideas. Remember that there is more than one way to look at an issue.
 - iii. Leave messages. As roommates, you will rely on one another for contact with people outside of your room. Decide where messages will be left for one another. Include phone messages, dry-erase board messages, and messages from visitors.
- b. **Helping Hands**
 - i. Life at college can have its rough days, which sometimes turn into rough weeks. Your roommate may experience difficulties and your automatic response may be to jump right in and help. However, it is important to recognize your limitations when it comes to helping. You should make sure that you are doing what is best for both you and your roommate.

c. Academic Difficulty

- i. Is your roommate sleeping through classes?
- ii. Does he or she put homework to the side when social opportunities arise? Or, is he or she obsessed with grades and become upset when a bad grade is achieved?

d. Struggling with Alcohol and Other Drugs

- i. You may have noticed your roommate coming in late at night or on several nights.
- ii. Has your roommate begun hanging around with a new crowd of friends?
- iii. Does your roommate seem to be in an altered state at times?
- iv. Have you seen drug paraphernalia around the room?
- v. Is alcohol becoming a “normal” part of your roommate’s life?

e. Depression

- i. Is your roommate sleeping a great deal during the day?
- ii. Does your roommate cry frequently or ever mention harming himself or herself?

f. Family Issues

- i. Does your roommate dread going home for the weekend or for breaks?
- ii. Has your roommate ever mentioned to you anything about family abuse at home?
- iii. Have you overheard fights on the phone with people at home?

- g.** Unfortunately, there is no one cure-all that can fix any of the above situations or any others that may come up. The most important thing to remember is that you have resources in your hall as well as across campus. Don’t get in over your head. Get to know your RD and ask them to help.

v. Roommate + Roommate = Friends?

- a.** There is a myth out there that says that college roommates must be the best of friends. This is not true. Mere acquaintances can make the best roommates as long as the lines of communication are established and there is mutual respect.
 - i. If you and your roommate are not best friends, don’t worry. It most likely means that you each have found people with common interests in other areas.
 - ii. Remember that you are both trying to meet new people and make new friends on campus
- b.** College roommates may turn out to be the best of friends or may part ways and head off in their own directions.
- c.** Regardless of the differences between you and your roommate’s experiences, there are bound to be unforgettable moments that the two of you will share for the rest of your life.
- d.** It is important to remember that the differences among people are what make our experiences memorable. You will soon find that different people can become compatible roommates.
- e.** A little effort, respect, care, and tact, plus an open mind, can help you increase your chances of creating and maintaining a strong roommate relationship.

vi. Safety First!

- a.** Sharing your room with someone also means sharing responsibilities. Foremost among these are ensuring your personal safety. Each of you may have your own idea of what “being safe” means. Therefore, we ask you to discuss the following points:
 - i. Locking the room;
 - ii. Expectations for guest and visitor behavior;
 - iii. Carrying your keys/ID card at all times;

iv. Following the policies outlined by Housing and Residence Life.

vii. Roommate Conflicts

- a. Roommate conflicts are natural and should be expected. If handled appropriately, roommate relations often improve.
- b. Here are some tips to help you navigate times of conflict:
 - i. Reflect before you react – allowing emotions to control behavior will likely not result in a positive interaction and will put others in a defensive position.
 - ii. Ask yourself: “What exactly did this person do that has upset me?” and “Does it really bother me?” You might be surprised by the answer you identify.
 - iii. Ask yourself: “What am I doing that might be affecting the other person negatively?” If you are honest with yourself, you will likely be able to identify some behavior that you could or should alter as you move through the conflict.
 - iv. Ask yourself: “Have I spoken with my roommate regarding this issue?” “What strategies have I tried to address this issue on my own?”
 - v. Ask yourself: “If I allow this conflict to continue, is there a good chance that I or my roommate will never be able to reconcile?” If the answer is yes, it may be time to go speak with an RD.

viii. Conflict Resolution Strategies

- a. Throughout the year, there may be times when you and a roommate may come to some sort of conflict. Conflict is normal and part of even the healthiest of relationships. Your success as roommates is not based on whether or not you have experienced conflict, but rather how you and your roommate respond to it.
 - i. **Discuss**
 - 1. The first, and most important step to conflict resolution is sharing your concern with your roommate(s); it is possible that your roommate(s) may not be aware that you have this concern. When speaking to your roommate(s) regarding the issue, be sure to keep these tips in mind.
 - ii. **Be Calm**
 - 1. The way in which you approach the conflict can make the issue easier to address or escalate the conflict. Remaining calm and using appropriate language will help working to solve the issue.
 - iii. **Go to the Source**
 - 1. It’s best to address problems with your roommate(s), rather than complain to others. Talking to others may only intensify the issue, instead of resolving it.
 - iv. **Use “I” Statements**
 - 1. By using simple “I” statements, you can decrease any implied blame and increase your roommate(s) willingness to talk. “I” statements are simple and convey how you feel about the situation. For example, saying “I feel annoyed when you have guests over at night, because I can’t get enough sleep,” rather than, “You and your guests always wake me up and I can’t get enough sleep, it’s so annoying.”
 - v. **Work Together**

1. Even if you are the one initiating the conversation about a conflict, it is important to realize your role in the situation. Work with your roommate(s) to solve the conflict and make a commitment to listen to one another.

vi. Listen

1. Even if you are the one bringing up the issue, it is important to listen to what your roommate has to say. Often, conflict is a two-way street, be willing to hear out their concerns too.

vii. Compromise

1. More than likely, you and your roommate(s) will not have identical preferences on the room. Be willing to compromise but stay true to yourself and your preferences.

viii. Think for the Future

1. Dwelling on a past issue will not help make the relationship with your roommate better. Create a plan to address any conflicts that may arise in the future.

b. Steps for Addressing Conflicts and Concerns:

- i. Communicate with your roommate(s):
- ii. Respectfully, in person, openly reference your roommate agreement.
- iii. Notify your RD of unresolved concerns.
- iv. Participate in a mediated meeting with your roommate(s) and RD. Amend your agreement and set guidelines for moving forward.
- v. Utilize area professional staff as needed.

ix. Accountability:

- a. A roommate relationship is a shared responsibility, with both individuals contributing positively to the relationship. If a problem occurs between roommates and cannot be resolved, it is recommended that a neutral party be asked to mediate the situation.
- b. RDs or other staff members may serve as mediators, allowing roommates to speak freely, with respect, in an attempt to resolve differences. In the event a mediator is unable to assist in resolving a conflict, a room change may be granted.

Housing and Residence Life Occupancy Policies

1) Housing and Residence Life Occupancy Policies

a) Occupancy

- i) Occupancy begins when the resident checks in to their assigned College housing accommodations. Occupancy of a room is limited to a properly assigned resident and to the period for which the housing fee has been assessed as outlined in the Housing Agreement. Residents are not permitted to sublease or rent their residential space to another. No resident is permitted to enter another resident's room/suite or apartment without permission from the occupant. Residents may not change or exchange rooms without prior approval from the Housing and Residence Life (HRL) Office. Residents may only occupy one side of their assigned double room. The other half of the space must remain empty at all times if the space is unoccupied. In the case of the RAP Hall and selected single

assignments within other residential communities, residents may only occupy their assigned bedroom.

ii) Questions regarding occupancy should be directed to HRL staff.

b) Official Contact

i) The Department of Housing and Residence Life Office uses Beacon College email as their means of contact with the resident population regarding any notices, changes, or updates. Residents should check their Beacon College email address daily to stay up to date on any communication from the Housing Office.

ii) Failure to comply with a notice, change, or update because the residents did not check their email is not an acceptable excuse for the Housing Office.

c) Summer School Housing

i) Residents planning to live on campus while attending summer school need to complete a summer Housing Preference Form specifically for summer session. For more information about summer housing, speak with a Resident Director, or call 352.638.9745.

d) Vacations and Interim Housing

i) All residence halls will be closed to visitation when school is not in session. These breaks include Thanksgiving, Christmas, Spring Break, and Summer vacations. During this period, the residence halls close and residential residents must vacate as housing fees do not cover these breaks.

ii) Residents wishing to stay in the halls during these times because of extenuating circumstances must receive authorization from the Residence Life Office and are subject to additional lodging charges.

iii) Exceptions for residents to reside on campus over breaks are extended to residents who are part of a college-sponsored activity (i.e., basketball, theatre), international residents, or are working for the college on case by case basis. Residents who believe that they are eligible for Interim Housing, must have your program/team leader contact the Office of Housing and Residence Life for approval.

iv) There are no support services such as On-call Housing Staff, On-Call Counseling, Transportation or Dining provided during this period. **All college policies, including residential life guidelines, remain in effect during breaks.**

v) Residents are not required to remove all items out of their room for Thanksgiving, Christmas and Spring Breaks. although it is suggested they remove all items deemed valuable.

vi) Residents are required to relinquish their key or have I.D. card deactivated during break periods. All Residents must vacate during the designated period of the Spring semester.

e) Married/Family Housing

i) Beacon College does not generally provide married or family housing. For consideration, please contact the Director of Housing and Residence Life. If approved, authorized individuals over the age of 21 may be subject to a background check.

f) Minor Children

i) Minor children are those defined as under the age of 18 years old. For insurance purposes minor children are not permitted in the rooms/suites/units. This is a college campus and follows housing guidelines in accordance with dormitory regulations for visitors. Babysitting/Children living with a resident is not permitted on the property.

g) Housing Requirements:

i) All residents must abide by the following regulations:

(1) Residents must submit a completed Housing Questionnaire and a non-refundable \$100 Housing application fee prior to the term they are to live on campus.

(2) Residents must have at least \$1,300 of their charges either paid or covered by financial aid.

(3) Residents must have an active class schedule and be considered a full-time student to live on campus.

ii) Part-time Resident Students, All residential students (single or married) must remain full-time students (registered for at least 12 credit hours) and be actively attending classes.

- iii) If a resident drops below 12 credit hours, and desires to live on campus, he/she must present a request in writing to the Director for Housing and Residence Life.
- iv) In addition, the College reserves the right to remove a resident for losing full-time status.

Financial Obligations Related to Housing and Residence Life

1) Financial Obligations Related to Housing and Residence Life

a) Financial Standing

- i) Residents must remain in good financial standing in order to remain in campus housing. Payments may be made with cash, credit card, or check at the Business Office. If resident account payments are not satisfactory according to the deadlines communicated by the Business Office, Housing and Residence Life staff may contact a resident through a variety of means including in-person visits, calling, emailing, or mailing. Entering a residence hall room and deactivation of a resident's meal plan may be used as a last resort after other means have been exhausted. Failure to remain in good financial standing with the College will result in action by the College, which may include the cancellation of class registrations, suspension of meal plan, and/or being asked to vacate the residence halls.

b) Cancellation and Termination Policies

- i) The Residence Hall contract is for one academic year and are legally binding agreements. Residents will not be released from the contract or its accompanying financial obligations during the academic year except in the circumstances allotted for below. Any request by the Resident to be released from this Contract must be made in writing directly to the Housing and Residence Life Office. Because this Contract is a legally binding instrument, the College shall be under no obligation to release the Resident from its obligations hereunder. Nevertheless, the College may terminate its agreement with the resident at any time in the event of a resident's violation of the College policies governing resident and residential conduct, non-payment, or for health, safety or behavioral reasons.
- ii) Residents who transfer or withdraw from the College are released from the Contract and must pay liquidated damages as noted below. A committee made up of faculty and staff will usually review requests from residents who want to be released from the Housing Contract in order to live off campus, based on medical or financial need. Written requests to be released from the Housing Contract are due in the Office of Housing & Residence Life according to the following schedule:
- iii) Residents who take a leave of absence or withdraw after classes begin are subject to appeal to have housing and board fees removed only after the Resident has fully vacated. Residents who decide to move off-campus after classes begin are assessed the full-semester cost for their room.
 - (1) Residents must remember that it is the College's goal to be at 100% occupancy. The College budget is built, in part, on having a certain number of residents living on-campus throughout the academic year. The College has financial obligations that must be met (for example, payment to contractors, salaries, equipment purchases) and must therefore hold residents liable for their financial responsibilities. At the same time, there are occasional extenuating circumstances, beyond a resident's control, that may have an impact on his/her ability to live on campus.
 - (2) A resident who is dismissed from the College or from housing or who withdraws under investigation for misconduct shall not have housing fees refunded.

c) Administrative Cancellation by Housing

- i) Housing and Residence Life may administratively cancel this Contract if the Resident: is suspended, expelled or otherwise sanctioned by Beacon College; fails to satisfy the obligations of this Contract, including timely payment of amounts due under this agreement; or is sanctioned for failure to comply with the terms of this Contract or with documents incorporated into this Contract by reference, such as the Residential Guide to Living On-Campus, and the Code of Conduct.
 - ii) Any behavior or conduct which 1) intimidates, threatens, harasses another resident or staff member, or 2) is disruptive to the residential community, or 3) compromises the safety and security of the community, 4) is intended to pressure or cause a roommate to move out or appeal/cancel their housing agreement are all violations of this Contract, and may be grounds for removal from on-campus housing by Housing and Residence Life or Beacon College designee.
 - iii) In addition, Housing and Residence Life may cancel this agreement in the response to facility emergencies resulting from fire, excessive water flow, weather damage, acts of God, communicable or infectious disease etc.
- d) Cancellation due to non-enrollment:** The Department of Housing and Residence Life may cancel this Contract for any individual whose enrollment status changes (including but not limited to voluntary withdrawal, lack of eligible status etc.) Residents whose Contracts have been cancelled will be required to vacate the residence halls within forty-eight (48) hours unless otherwise notified. Any and all cancellation fees will be charged to the resident, as applicable.
- e) Cancellation due to no-show:** Residents who have not properly occupied their assigned space by 12:00PM on the first day of classes and have not notified the Department of Housing and Residence Life may be declared “no shows” and be reassigned based on the availability of space. Additionally, in the event that the Resident fails to check in as required under this Contract or later abandons the Premises, the College shall have the right (but not the obligation) to enter into a contract with another resident for occupancy of the Premises.
- f) Cancellation due to Conduct Dismissal:** The College shall have the right to terminate this Contract and require that the Resident vacate the Premises and all College Housing facilities if the College determines that the Resident’s conduct is not suitable or appropriate for College Housing.
- (1) Without limiting the foregoing, the College may exercise its termination rights hereunder if: (i) the conduct or living habits of the Resident or any Permitted Occupants have caused other occupants of the Premises or the Building to vacate or request reassignment to other College Housing; (ii) if the College has received complaints from other occupants of the Premises or the Building attributable to the Resident or Permitted Occupants; or (iii) if the continued occupancy of the Premises by the Resident creates, in the College's sole and absolute discretion, a clear and present danger to other occupants of the Premises or the Building, in which event, upon the request of the College, the Resident shall vacate the Premises entirely on a “same day” basis. Such decisions shall be at the discretion of the Associate Vice President of Student Engagement and Success, Associate Dean of Students, Director of Housing and Residence Life, or their designees. Additionally, the College reserves the right to refer any instances of misconduct or disruptive behavior, including online activity involving electronic mail or social media, attributable to the Resident to the College's judicial procedures or to civil authorities for further action.
 - (2) Actions that may result in Administrative Cancellation of a Housing Contract due to behavioral misconduct upon the first offense may include, but are not limited to:
 - (a) Egregious or repeated conduct that threatens the safety of the resident, the College’s property, community members, or community members’ property;
 - (b) Evidence of illegal drug possession, manufacturing, distribution, or use in Beacon College housing, entryways, or external housing structures and/or multiple violations of the College’s Alcohol and Other Drug Policy;
 - (c) Repeated violations of the Residence Life smoking policy;
 - (d) Bias-motivated behavior, harassment, domestic violence, or abuse of another person;
 - (e) Sexual assault regardless of degree;

- (f) Possession of weapons, including firearms, stun guns, Tasers, mace, illegal knives, nunchucks, swords, and bows and arrows, and ammunition.
 - (g) Setting fires or possessing explosives, accelerants (e.g., gasoline, propane), or fireworks;
 - (h) Misuse or disruption of College network;
 - (i) Presenting a health hazard (e.g., depositing bodily fluids, including but not limited to vomiting, urinating or defecating outside of restrooms);
 - (j) Repeated instances of disruptive behavior;
 - (k) Incidents of non-cooperation with Campus Safety or Housing & Residence Life staff
- g) Cancellation due to Emotional Distress:** The College shall have the right to terminate this Contract and require that the Resident vacate the Premises and all College Housing facilities if the College determines that the Resident's health prevents them from meeting the necessary eligibility criteria to continue to live in residence, with or without reasonable accommodation.
- i) In all such cases, determination shall be made by the Housing & Residence Life Director or their designee on an individualized basis. In cases of serious emotional crises or incidents of alcohol overdose, substance abuse, eating disorders that present a substantial risk of harm to the Resident, self-harming conduct and/or suicide ideation that is disruptive to other residents' peace and enjoyment and/or presents a substantial risk of harm to the Resident, or other similar behavior, the College shall have the option, but not the obligation, to permit the Resident to remain in College Housing subject to a "behavioral contract" containing such specific provisions as the College deems appropriate in such circumstances.
 - ii) Such behavioral contract shall, without limitation, entitle (but not require) the College to monitor the Resident's situation and/or conduct. Without limiting the foregoing, if the Resident has attempted suicide, engaged in suicide ideation, threatened suicide, or written suicide notes, the College shall have the right to require that the Resident receive specific permission to remain in College Housing from the Housing & Residence Life Director or their designee following an individualized assessment of the Resident's situation including consideration of available medical and other evidence.
 - iii) Such permission will normally require the Resident to provide an assessment and recommendation from a qualified psychological or medical practitioner as to the Resident's condition and/or fitness for occupying College Housing. The College may require the Resident to be assessed by College Health Services or Counseling Services.
- h) Cancellation due to Damage to Premises:** The College shall have the absolute right to terminate this Contract and require that the Resident immediately vacate the Premises if the College, in its sole and absolute discretion, determines that the Premises has been damaged in such a manner as to make it unsafe or unfit for habitation. The cause of such damage allowing the aforementioned action by the College may include, but shall not be limited to, the following: riot, insurrection, martial law, civil commotion, act of war or terrorism, hurricane, fire, flood, earthquake, or other casualty or act of God.
- i) Early Termination:**
- i) **Graduation:** Graduation terminates this Agreement for any semesters commencing after the anticipated graduation date. The Resident remains responsible for housing costs and assessments for any semesters prior to or including graduation date. Residents who are allowed to stay past scheduled move out dates in order to attend or participate in graduation must vacate the residence no later than the day after graduation.
 - ii) **Academic disqualification:** Residents who are academically disqualified will have their housing contract automatically canceled. Once the Office of Housing and Residence Life receives notification from the Office of Registrar that a resident has been disqualified, they will be removed from campus housing. Academic disqualification terminates this Agreement for any semesters commencing after the date of disqualification. The Resident remains responsible for housing rents and assessments for the entire semester the disqualification occurs. The resident must remove all personal belongings from the assigned room and turn in keys/keycards/mail keys on or before the move-out date communicated to academically disqualified residents by Housing and Residence Life

once Housing and Residence Life is notified of their status by the Registrar's Office. If the resident fails to fully vacate by the communicated deadline, their belongings will be considered abandoned and will be disposed of at the resident's cost. If a resident plan to appeal their academic suspension, they must notify the Office of Housing and Residence Life of their intentions. Residents who are readmitted must request a new room assignment. Residents who were academically disqualified will be required to reapply for housing and pay a new application fee. If a resident still has property in the room they were assigned to, housing charges will not be removed until a resident removes all of their personal property from the room and returns all issued keys. Since the space cannot be utilized until the resident checks out, residents may be subject to charges for the term if they do not check out before.

- iii) **Military deployment:** Deployment or other required relocation as an active member of the U.S. Armed Services to a location not within the geographic limits of Lake County, Florida and/or any county adjacent to Lake County, Florida. Resident must provide a copy of the military orders to Housing and Residence Life. Military deployment or other required relocation terminates this Agreement for any semesters commencing after the deployment date, and Housing and Residence Life will refund a portion of the rent for the semester the Resident deploys, based upon the Resident's move out date.
- iv) **Medical withdrawal:** Medical conditions as allotted for under this contract is a broad term and intended to cover various types of physical and mental conditions and is intended to cover conditions or illnesses that affect a resident's health to the extent to which they must withdraw from classes or must be absent from classes on a recurring basis or for more than a few days for treatment or recovery. Medical conditions withdrawals are not intended for short-term conditions for which treatment and recovery are brief and/or minor illnesses, which last only a few days, and surgical procedures that typically do not involve hospitalization and require brief recovery periods. Examples include, but are not limited to cancer, debilitating accidents, childbirth, loss of sight or hearing, extensive surgeries. Valid proof of condition is required. Failure to provide official and appropriate documentation supporting the above claims will result in denial of the contract release without penalty. Residents that are granted a medical withdrawal from the College will be charged a prorated cost for the semester they withdraw based on the date that they officially check out of their residential hall room, or initiate the withdrawal, whichever comes later and any other applicable charges.
- v) **Academic-Related Withdrawals:** Residents who have to leave housing for academic related reasons such as withdrawal from Beacon College, student teaching, study abroad, etc., may be released without cancellation penalties or further financial obligations provided they follow the appropriate procedures given to them by the Office of Housing and Residence Life to ensure they leave the halls properly. Residents will be subject to daily prorated costs up to the point they officially check out from the halls. Residents who do not check out properly may continue to be subject to additional costs.
- j) **Requirement to Vacate in Emergency:** In the event the College orders the campus to close because of a hurricane, natural disaster or other emergency, Campus Housing will require residents to vacate his/her room until further notice. There will be no abatement for housing or meal plans.
- k) **Refunds**
 - i) In all cases, residents will not be issued a credit to their account for housing until a resident has properly checked out of the residence halls removing all property and returning room keys to residence life staff. Refunds are prorated to the day residents have officially moved out of the room and properly checked out with hall staff.
- l) **Rates**
 - i) Housing and Board rates for each academic year are set by the Beacon College Board of Trustees. For current information regarding room and board rates, contact the Beacon College Business Office.
- m) **Billing and Charges**

- i) The Department of Housing and Residence Life makes every effort to ensure that charges for room rent, dining plans, damages, and miscellaneous services are assessed to resident accounts in a timely manner. Omissions and errors in billing are not grounds for dismissal of charges.
- ii) In the event that charges have been inaccurately posted and/or are missing from a residents' billing record, residents should promptly notify the Business Office, so the discrepancy can be reviewed and corrected.

Check-In Procedure

1) Check-In Procedure

a) Communication of Assignment

- i) Information regarding each resident's final residence assignment will be communicated via email no later than the beginning of August. Decisions sent out are final and requests for room changes will not be accommodated for the first two (2) weeks of each semester.

b) Prior to Arrival

- i) At check-in, only residents with zero outstanding balances from prior semesters will be permitted to move into their assigned space. All balances must be paid prior to the initial room inspection and key allocation. Prior to check-in, all residents must review the "What to Bring and What Not to Bring" sheet and ensure they accommodate all residence requirements/rules. When arriving in their space, residents will find a "Handbook" in their room/apartment containing important contact numbers, internet usage information, conduct sanctions, and more. These documents must be thoroughly read and understood by each resident.

c) Upon Arrival

- i) A member of the Beacon College Housing staff will be in contact with all incoming residents prior to check-in. Residents will be given a centralized location for their residence building where a housing staff member will have them sign the Residential Housing Contract, the Room Inventory Sheet (acknowledging the condition of the room they are checking into), and hand over the key to their space. Residents will not be given a key without signing both the aforementioned documents. At the time of check-in, residents new to the college will also be given their Student ID Card for tap access to designated buildings.

2) Check-Out Procedure

a) Prior to Departure

- i) When checking out at the end of the year in May, residents will be contacted by their Resident Director (RD) or another member of the Housing Staff to schedule a check-out time and discuss guidelines for a proper check-out. Improper checkouts, including but not limited to, leaving belongings in the space, creating damages, and departing without returning their key, may be charged additional fees.

b) *During Departure*

- i) All personal belongings must be removed from the room/apartment prior to returning the key, including taking all garbage to the dumpsters located on the residence property. The resident's residence facility (including private, shared, and common areas) shall be left at least as clean as was upon arrival. When one resident in a shared facility leaves while the others remain, each resident is equally responsible for cleaning the residence facility.
- ii) Upon check-out, residents will report to a previously communicated space where a member of the Check-Out Team will assess the space for damages and take pictures as needed. Residents will receive a copy of the check-out receipt and all the listed damages when they hand their key in post-inspection. All keys and/or key cards must be returned within forty-eight (48) hours of the resident's final exam. Beacon College reserves the right to review examination schedules for any resident. If not returned, locks will be rekeyed, and residents will be billed accordingly.

- iii) All billing and fees associated with damages will be communicated with the resident (and their family) within 2 weeks of their check-out. If a resident is departing before or after the specified check-out period, the resident must submit a written request to a Beacon College Area Coordinator to set up a time to collect their keys and have their space assessed. Turning in room keys to a member of the Beacon College staff is not sufficient notice and residents will be charged.
- c) **Post Departure**
 - i) Beacon College shall not be held responsible for resident's belongings left after 24 hours of their scheduled check-out date and time. Such belongings will be deemed abandoned, and Beacon College reserves the right to take possession of and discard such belongings, change all applicable locks, and charge the resident for all necessary expenses to remove abandoned belongings and change/rekey locks.
 - ii) **Abandoned Property**
 - (1) Residents who withdraw or take leave from the College during the academic year must remove personal belongings by no later than the scheduled check-out date from their residence hall. In addition, residents who are not contracted for summer housing may not leave personal possessions in the halls during the summer. Items left after the scheduled check-out date or items improperly stored in common spaces will be deemed abandoned and may be discarded by the College. Residents may be charged for the removal of such property.
- d) **Improper Check-Out**
 - i) Proper check out is defined as removing all possessions, cleaning the room, returning room key(s), and signing the room condition form, not later than forty-eight (48) hours after the conclusion of their last class. Failure to check out of your room properly will result a fine of \$75 with an additional charge for a lock change if the keys are not returned within 48 hours of the check out.
 - ii) A formal room or apartment checkout is necessary for any of the following:
 - (1) Contract period has ended
 - (2) Resident has withdrawn from the college
 - (3) Resident requests and is approved for a suite or apartment change
 - (4) A Suspension or dismissal from the campus housing or from the college.

Housing Assignments

- 1) **Housing Assignments**
 - a) **Housing Reapplication**
 - i) Reapplication is the process by which current residents choose their residence hall room or apartment for the following academic year. This process takes place in the spring semester.
 - ii) Residents will receive detailed information in their Beacon College email in early February about reapplication.
 - iii) The college reserves the right to cancel or change any assignment at any time.
 - b) **Room Types Available**
 - i) Most residence hall rooms are suite or apartment double occupancy rooms, which accommodates two residents per bedroom. For an additional charge, single private rooms are also available in the residence halls. Single rooms are designed to accommodate only one person per bedroom, but still share other aspects of the suite or apartment such as the living room, bathroom(s), and kitchen (if available).
 - ii) Because of the limited number, single rooms are assigned based on the date that the application, necessary accommodations, the resident's classification, and appropriate payment history with Business Office.

- iii) Rooms for residents with physical disabilities are also available. A small number of private apartments are available, which are designed to accommodate only one person for the entire apartment (no shared spaces).
- c) **Room Assignments**
- i) Assignments are made based on legal gender with the exception being that Housing and Residence Life consistently recognizes and respects the gender identity that transitioning residents have established with the department. Assignments are not made based on disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, genetic information, physical characteristics, or any other category protected by federal, state, or local law. Recognizing that not all residents are alike, but have different needs and desires, Housing and Residence Life addresses resident concerns on a case-by-case basis. If there are specific housing needs, residents or potential residents should contact Housing and Residence Life by email at housing@beaconcollege.edu.
 - ii) Room assignments are made based upon a number of factors, including – but not limited to – available spaces and the responses to the Roommate Preference Form all residents submit as a part of their applications. Additionally, priority is given to residents with documented medical conditions requiring such features as wheel-chair access or single occupancy. Part of the learning opportunity offered at Beacon College is to live with individuals who are different from each other, so residents should not expect to live exclusively with friends, teammates, folks from the same country, or a general “perfect match.”
 - iii) Requested room styles and roommates are considered when making room assignments but are never guaranteed. Beacon College reserves the right to require a resident to move to another apartment when such action is determined to be necessary or appropriate. Some of the reasons a resident may be asked to move include, but are not limited to: consolidating vacant apartments, maintenance needs, medical reasons, or behavioral issues. The Department of Housing and Residence Life will notify residents of any intent to relocate. Most mandated moves take place between semesters.
- d) **Housing Assignment Changes:**
- i) **Changing rooms**
 - (1) Adjusting to living with a roommate is part of the collegiate experience, and most residents quickly bond with their new roommate(s). Roommates are expected to do their best to make a success of their placement. In situations involving roommate conflict, residents are encouraged to work through the issues with their roommate(s). We encourage the resolution of problems and of difficult situations according to the principles of the roommate agreement and through consultation or mediation assistance of Housing and Residence Life staff. Residents who have not demonstrated this effort will not be granted room changes. Roommate conflicts are not usually viable reasons to move unless other actions have been taken to work through the problem first.
 - (2) In the case of a roommate dispute, the Housing and Residence Life Office reserves the right to move the complaining party, the resident found to be the most responsible for the situation or both (all) residents.
 - (3) Residents should consider all factors involved in changing residential spaces, including both the room requirements for a particular hall that may be more costly. Residents will not be allowed to force their roommate to change rooms.
 - (4) No change may be made without talking to one’s roommate and going through the room change process. Residents must try to work out conflicts or problems before requesting a room change. Trading of rooms is not allowed in any case. Prior approval from the Director of Housing & Residence Life is required for all room changes. Failure to obtain prior approval could be considered a policy violation, and the resident will incur a minimum charge of \$100.00. The resident may also be held liable for rent on both spaces until any changes are approved or the resident has returned to their assigned space.

- (5) Remember, residents may only reside within their designated spaces. Room changes may be granted based on available space, date of request, and, in some cases, seniority. The room change process as well as the general housing assignment process is arranged through and approved by the Director of Housing & Residence Life.
- (6) After the start of the semester, room, roommate and/or housing facility changes are handled on an individual basis during the room change period that begins approximately two (2) weeks after the start of each semester. Room changes will be permitted until two (2) weeks before residential classes end each semester. Residents must follow the process outlined below to request a room change.
- (7) If the request to change rooms is granted, the resident must review and sign the appropriate check-in/check-out forms with their designated Residence Life staff.

ii) **Room Change Process**

- (1) Submission of Request: All requests for room changes must be made in writing to the appropriate Area Coordinator using the Request for Room Change form available from the Area Coordinator.
- (2) The Area Coordinators will convene a meeting with the Housing & Meal Plan Subcommittee to discuss the proposed room change.
- (3) The Area Coordinator will respond to the request upon receipt, notifying the resident the room change request is in process. Decisions on approved room changes will be communicated within ten (10) business days of the Area Coordinator's receipt of the Request for Room Change form. Depending on the resident's request, the resident may be placed on a waitlist until a room that includes their request becomes available.
- (4) In the case of approved room changes, Residents who are changing rooms must officially check out of the current room and residence hall, if changing buildings, and check into the new room. Residents will be given seventy-two (72) hours to move out of their current housing assignment and into the new housing assignment. Additional time for relocation can be approved by an Area Coordinator on a case-by-case basis.
- (5) Residents who do not vacate their assignment in a timely manner may be charged rent on both spaces for each late day. Residents making a room change are required to clean the room they are vacating before they check out of the room. Those who leave a room in an unclean condition will be assessed cleaning charges.
- (6) In the case of approved room changes, a Room Condition Report will be made available to the residents, so they may document any existing damage the new space may have. A Housing and Residence Life staff member will initially complete the form, but it is the residents' responsibility to complete the form by adding any additional items and return it to the Housing Office within seventy-two (72) hours, so it may be reviewed by the Resident Director and the appropriate work orders can be submitted. If the residents elect to not complete the Room Condition Report and turn it in to the Housing Office, the residents may be held liable for any damage that is found in the space at checkout.

iii) **Room consolidation**

- (1) The College reserves the right to make changes in room assignments and to assign the resident to any room at any time. The College reserves the right to assign new roommates or consolidate partially empty rooms at any time. An occupant of a partially-filled room does not have the right to refuse a roommate and in some cases, the resident living in the room may not be contacted until after the assignment has been made. Any resident with an empty space in their room must keep half of the room, including one bed, desk, dresser/wardrobe/closet clean and empty in preparation for a roommate to move in. Staff members will periodically check the condition of half empty rooms. Any resident found to be occupying an entire room is considered to be a policy violation. Following the first offense, residents will have one (1) week to correct the issue before a staff member re-inspects that room. If the resident is found to be still occupying the entire room, they will then be required to move to another partially filled double room.

- (2) Should any room(s) in a suite or apartment be vacant, the residents of the apartment may not access or use the vacant room(s) for any purpose. Overnight guests are not to use vacant rooms. Residents of each suite or apartment will be responsible for any repairs or cleaning to vacant rooms in the same apartment.
- (3) During the last two (2) weeks of the Fall semester, staff will use any open space in housing to assign new residents for the upcoming semester, accommodate room and housing transfer requests, and resolve issues. It is expected that residents with open space at the end of fall semester leave the room in a clean, ready condition to accept a new roommate for spring. Failure to do so may result in being charged for a single room.

iv) **Conflict Resolution Policy**

- (1) The College recognizes that conflicts may arise between residents sharing residence hall rooms, regardless of whether the residents were assigned to room together or requested to share a room. Learning to deal with conflict and becoming skilled in the successful resolution of differences are important benefits of the residential experience. While stressful, conflict does not constitute a crisis nor necessarily mandate the need for room changes.
- (2) Furthermore, Beacon College believes that living in campus housing is not an irrevocable resident right. Rather, it is a privilege, which is earned through willingness to live in peace and harmony with others and to commit oneself to actively working to resolve conflicts that arise. The following policy regarding roommate conflict is designed to help residents resolve disagreements.
- (3) Roommates who experience conflict are expected to participate actively in efforts to resolve that conflict. Active participation in conflict resolution processes may be required before a request to change rooms and/or roommates is considered.
- (4) Roommates in conflict should first negotiate with each other. Roommate negotiation resources that provide guidance in negotiation are available from the Housing & Residence Life Staff, or the Counseling Center Staff. Roommates are required to create/sign a roommate agreement that outlines behavioral guidelines for the roommates and room.
 - (a) If negotiation is unsuccessful, roommates should then seek the help of a mediator. Resident Directors and other professional staff members are trained in mediation techniques.
 - (b) If negotiation with a mediator is unsuccessful or should one or both roommates be unwilling or unable to reach a workable, non-coerced compromise, the conflict will be referred to the Residential Area Coordinator or designee who will work with the residents to find a solution. This could involve one or more of the following options:
 - (i) The Coordinator could approve a room and/or roommate change by offering the resident a space in a room with another resident. Likewise, the Coordinator could administratively assign both or one of the residents to a new room with a new roommate.
 - (ii) The Coordinator could refer the resident to additional resources within the residence halls/campus resource system.
 - (iii) Note: it is a resident's responsibility to confront their roommate on failing to abide by stipulations of the agreement and to subsequently refer that resident to the Office of Housing and Residence Life.
 - (iv) Any resident who refuses to mediate or who, having agreed to mediation fails to abide by the agreements or the guidelines imposed, loses the privileges awarded to resident residents, in the following order:
 1. First, the resident may lose the privilege of choice in the present situation. For instance, if it becomes necessary to separate roommates, the roommate who refuses to mediate or who violates an agreement stipulated by mediation may lose the choice of staying in the room or moving, or of requesting another room or residence hall.
 2. In more serious cases, or for repeated offenses, the resident may lose the right to exercise choice of residence hall or room or both for the upcoming year. During the

roommate assignment procedure in the spring semester, the Director of Housing and Residence Life will assign the resident to a room and residence hall.

3. Finally, in very serious or repeated cases of failure to abide by mediated agreements, the resident may lose the right to reside in College-sponsored housing for the remainder of the semester or for the remainder of their enrollment at the College.
- (v) **Note:** It is a resident's responsibility to document the steps that have been taken to correct the situation/confront their roommate upon violations of the contract, etc. A resident **MUST** confront their roommate on the situation before any room and/or roommate changes will be considered.

Disability Accommodations and Modifications

1) Disability Accommodations and Modifications

- a) Housing and Residence Life works to ensure that students with disabilities receive equal access to education and opportunities within the residential community. Housing and Residence Life has primary responsibility in reviewing accommodation requests relating to on-campus housing and dining and determining reasonable and appropriate accommodations.
 - i) Disability accommodations relating to on-campus housing and dining follow mandates required by the Americans with Disabilities Act (ADA) and other applicable federal and state laws.
 - ii) Students with a disability desiring assistance or accommodation should notify the Department of Housing and Residence Life by email at housing@beaconcollege.edu. Reasonable accommodations are considered for qualified individuals with disabilities who provide required documentation from medical professionals. Accommodation request forms for on-campus housing and Dining are available through Housing and Residence Life.
 - iii) It is the policy of Beacon College to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADAAA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation defined as a change, exception to any rule, policy or procedure or service needed for a person with a disability an equal opportunity to use and enjoy a dwelling.
 - iv) While Beacon college encourages students to live on campus for all four years, we recognize some students may have a disability, such as POTS or Cohn's disease, certain sleep disorders or psychological disorders, or allergies to fragrances or pollens, that may present challenges for living in residence halls. Beacon College considers Community Living an integral part of a student's development and makes reasonable modifications for students with disabilities.
 - v) With respect to a request for a housing accommodation or modification, Beacon College will determine on a case-by-case basis whether such accommodation or modification is a reasonable accommodation or modification on campus.
 - vi) This policy is specific to individuals requesting residential room accommodation and modification requests, and please see the Beacon College Policy Regarding the Use of Animals as

Accommodations for Service Animal and Emotional Support Animal Requests. Beacon College reserves the right to amend these procedures at any time as circumstances require.

b) Key Terms as Defined:

- i) **Disability:** The term “disability” means, with respect to an individual, a documented physical or mental impairment that substantially impacts one or more life activities of such individual; a record of such an impairment or being regarded as having such an impairment.
- ii) **Major Life Activities** as defined include, but is not limited to: Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- iii) **“Being regarded as having such an impairment”:** An individual meets the requirement of “being regarded as having such an impairment” if the individual establishes that they have been subjected to an action under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to have limited a major life activity. Impairments that are transitory and minor do not qualify. A transitory impairment is defined as an impairment with an actual or expected duration of six months or less.
- iv) **Reasonable accommodation under the Fair Housing Act (FHA)** is defined as a change or exception to any rule, policy, procedure or service needed for a person with a disability to be able to have equal access to and full enjoyment of their dwelling. Reasonable accommodations may include a room on the first floor, a room close to a bathroom, a single room without a roommate, a room in a building with a particular type of HVAC system or other accommodations as necessary.
- v) **Reasonable modification under Fair Housing Act (FHA)** is defined as a structural change made to existing premises that is occupied or to be occupied by a student with a disability to afford them full enjoyment of their dwelling. Examples of reasonable modifications, depending on specific circumstances, may include the installation of a ramp, grab bar or hand rail.

c) Overview of Process:

- i) Beacon College will review housing accommodation and modification applications on case-by-case basis, and the college will prioritize requests based on documented need from a licensed, qualified professional as a part of the individual's treatment plan that substantiates that the individual has a physical or mental impairment that substantially limits one (1) or more major life activity and that the requested accommodation is necessary to afford the student equal access and as well as availability in the residential community.
- ii) Requests must be submitted and reviewed on a yearly basis and additional or updated documentation may be requested from the treating health care provider.
- iii) While we try to honor all requests, the College cannot guarantee all accommodations granted for one academic year will be granted for subsequent years.
- iv) The College expects specific modifications will be the result of an interactive process between the student, the Department of Housing and Residence Life, the Center for Student Success Team, and other qualified designees from the Beacon College Community.
- v) The information provided by the individual requesting a housing accommodation or modification is kept confidential and only used to evaluate accommodation requests.

d) Process for Submission of Housing Accommodation and Modification Requests

- i) An individual with a disability must request a reasonable accommodation by the established deadlines set by the Department of Housing and Residence Life.

e) Documentation can be submitted at any time, but after the deadline dates, Beacon College cannot guarantee that it will be able to meet the individual's accommodation needs during the designated term of occupancy.

- i) In order to request housing accommodations or modifications:

- (1) The individual must request an accommodation or modification, providing a clear description of the desired housing accommodation or modification, and giving the Department of Housing and Residence Life permission to contact their healthcare professional if follow-up information is requested.

- (2) In addition to the basic documentation regarding the physical or mental health disability, further recommendations from the health care professional are welcome and will be given consideration in evaluating the individual's request.

f) Timeline for requesting an accommodation or modification

- i) All documentation for new and transfer students starting in the fall semester must be received by May 1 and by November 1 for students starting in the spring semester.
- ii) All documentation for current students requesting an accommodation for the following academic year must be submitted by February 1 of the preceding academic year prior to the general room selection process.
- iii) To make a reasonable accommodation for the individual's need, there may be certain situations where housing preferences (such as area or roommate requests) cannot be honored. If a student submits documentation after the dates indicated above, the student will be assigned to an appropriate room assignment as quickly as possible, if acceptable space can be determined. If a student is offered a change to the housing environment, an additional cost may be associated with the resulting assignment or requests. Any reasonable accommodation is considered, but the student must support the accommodation request with a documented need linked to his or her disabling condition.
- iv) If the need for the accommodation arises when an individual already resides in College housing, they should contact Housing and Residence Life the Request as soon as practicably possible. Beacon College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- v) The reasonable accommodation takes effect once the determination is made, based on space available. Documentation cannot be submitted for a future semester without having the assignment for the current semester updated - once a determination is made, the student's room assignment will be updated immediately.
- vi) Absent exceptional circumstances, the College will typically review the completed documentation and attempt to provide a written response to a reasonable accommodation request within thirty (30) business days during the academic year

g) Individuals Reviewing Housing Accommodation and Modification Requests:

- i) Housing and Residence Life will review all documentation provided by individuals requesting housing-specific accommodations or modifications. A designated representative from the

Department of Housing and Residence Life may contact the health care provider for additional information or clarification.

- ii) In circumstances where the requested accommodation or modification is particularly complex or there is a high volume of requests by individuals, a representative of the Department of Housing and Residence Life may meet with a committee of qualified campus representatives from the Beacon College Community including, but not limited to representatives from the Center for Student Success, the Wellness Center, the occupational therapist, and the Life Skills Educators to discuss the accommodation or modification and consider options and suitable alternatives based upon current and anticipated availability. In the event of extended absences or staff vacancies, additional designees from appropriate departments from the Beacon College community may be consulted. The Director of Facility Services may be consulted by the committee when the health care professional's recommendation has an impact on existing facilities. In some cases, this interactive and collaborative process may also include the student.
- iii) Once the review of the documentation is completed, the department of Housing and Residence Life will email the student using campus email to notify them of the outcome of the review. Should a housing-related accommodation be approved, the department of Housing and Residence Life will work directly with the student to finalize the implementation of the accommodation.
- iv) In situations where the College is unable to immediately grant the requested accommodation, the student will be notified and placed on a waiting list until a suitable arrangement becomes available.

h) How Decisions Are Made

- i) Housing assignments and the residential learning environment are integral parts of Beacon College programs, particularly for freshman.
- ii) Below is a summary of the factors we consider when evaluating housing requests. The answers to any/all of these questions may be important in our decision-making. Our goal is to provide access to a safe and supportive living environment for all students participating in our established residence life program.

(1) Severity of the Condition

- (a) Is impact of the condition life threatening if the request is not met?
- (b) Is there a negative health impact that may be permanent if the request is not met?
- (c) Is the request an integral component of a treatment plan for the condition in question?
- (d) Does the request center on room adaptations necessary for safe and independent occupancy in the residence hall?
- (e) What is the likely impact on academic performance if the request is not met?
- (f) What is the likely impact on social development if the request is not met?
- (g) What is the likely impact on the student's level of comfort if the request is not met?

(2) Timing of the Request

- (a) Was the accommodation request made with the student's initial housing request?
- (b) Was the request made before the deadline for housing requests for the semester in question?
- (c) Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, receipt of housing assignment, change in status, etc.)

(3) Feasibility & Availability

- (a) Is space available that meets the student's needs?

- (b) Can space be adapted to provide the requested configuration without creating a safety hazard (electrical/structural load limits, emergency egress, etc.)?
- (c) Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
- (d) How does meeting this request impact housing commitments to other students?
- iii) The learning environment and residential living are central to the Beacon College student experience.
- iv) It should be noted that living within the community and learning to share space and be considerate of others is part of that learning experience.
- v) Requests for single rooms (as an accommodation) based solely on a desire to have a "quiet, undisturbed place to study" will be granted only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living under one roof, it is not logical to assume that having a private room would provide for such quiet, distraction-free space to any appreciable degree beyond living in a standard double room.
- vi) Students who make requests for single rooms solely for these reasons may be given priority on the rooming list in terms of attaining a single room assignment (regardless of seniority) but will still be held responsible for paying the differential between single/double room fees.
- vii) **Note:** Housing accommodations are provided on a case-by-case basis in accordance with the Americans with Disabilities Act, as amended in 2008. To qualify, the student must have a current condition that substantially limits a major life activity, and the accommodation request must be necessary and reasonable. A diagnosis, in and of itself, does not automatically qualify for accommodations.

i) Updated Documentation:

- i) If approved housing accommodations are provided for the current academic year only.
- ii) Individuals who have been given an accommodation must resubmit their request annual as outlined above.
- iii) They must also resubmit updated documentation, prior to the next year's general room selection process.

j) Temporary Medical Conditions

- i) Temporary Medical conditions (such as certain injuries, surgeries or illnesses) are likely not considered a disability.
- ii) However, Beacon College recognizes that some temporary conditions may impact a student's ability to live comfortably in certain buildings or on certain floors (such as a student on crutches who is assigned to the top floor of a building that does not have an elevator).
- iii) Any student with a temporary medical condition who may wish to have an accommodation is encouraged to contact the Department of Housing and Residence Life to explore available options (such as a temporary space on a lower floor in a different building). The availability of alternatives is not guaranteed. In cases where alternatives are available, the student may be asked to obtain supporting documentation from a health care provider.

k) Information that May Be Requested for Housing-Related Reasonable Accommodation and Modification Requests

- i) Housing and Residence Life shall limit its requests for information to only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and access Beacon College housing.
- ii) If the individual's disability and the necessity for the accommodation are readily apparent (e.g. an individual with a physical disability using a wheelchair needs an accessible room), the individual need only explain what type of accommodation or modification they are requesting. No individual documentation or verification of disability and/or necessity is required under these circumstances.
- iii) If the disability is readily apparent but the need for the accommodation is not apparent, the College may ask for additional information to verify the request.

Animals as Accommodations

1) Animals as Accommodations

- a) It is the policy of Beacon College to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADAAA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation of an emotional support animal in housing when its use is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling.
- b) Beacon College recognizes the necessity of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and “Emotional Support Animals”, a broader term covered under the Fair Housing Act (FHA) pertaining to individuals with mental health disabilities. With respect to a request for an assistance or emotional support animal, Beacon College will determine, on a case-by-case basis, whether such an animal is a reasonable accommodation on campus. This policy is specific to Service Animals and Emotional Support Animals (ESA) as accommodations within Beacon College campus housing. Beacon College reserves the right to amend this policy at any time as circumstances require.
- c) **Key Terms as Defined in the Use of Animals for Accommodations:**
 - i) **Disability:** The term “disability” means, with respect to an individual, a documented physical or mental impairment that substantially impacts one or more life activities of such individual; a record of such an impairment or being regarded as having such an impairment.
 - ii) **Major Life Activities** as defined include, but is not limited to: Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

iii) **“Being regarded as having such an impairment”**: An individual meets the requirement of “being regarded as having such an impairment” if the individual establishes that they have been subjected to an action under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to have limited a major life activity. Impairments that are transitory and minor do not qualify. A transitory impairment is defined as an impairment with an actual or expected duration of six months or less

iv) **Reasonable accommodation** under the Fair Housing Act (FHA) is defined as a change or exception to any rule, policy, procedure or service needed for a person with a disability to be able to have equal access to and full enjoyment of their dwelling

v) An **“Emotional Support Animal”** will be used in accordance with the Fair Housing Act (FHA) and will be considered synonymous with the following terms: Comfort Animal, Complain Animal, Support Animal, Therapy Animal, etc. An **“Emotional Support Animal” (ESA)** is an animal that provides comfort which alleviates one or more identified symptoms or effects of an the individual’s disability upon the recommendation of a healthcare or mental health professional as a part of the individuals treatment plan. Further, there must be a relationship or nexus, between the individual’s disability and the assistance that the animal provides.

(1) The individual with a disability may be permitted to keep an emotional support animal as a reasonable accommodation in housing facilities that otherwise impose restrictions or prohibitions on animals. In order to qualify for such an accommodation, the emotional support animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in a housing service or program. An emotional support animal does not assist a person with a disability with activities of daily living, is not required to be trained to perform work or tasks and does not accompany a person with a disability at all times

(2) ESAs can be species other than dogs. The role of an ESA is to live with a student and alleviate the symptoms of an individual’s disability by providing equal opportunities to use and enjoy college housing. The ADA regulations specify that “the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks,” so these animals are not considered service animals.

vi) A **“Service Animal”** as defined by the American’s with Disabilities Act (ADA indicates that a service animal is a dog that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability.

d) **Examples of work or tasks include, but are not limited to:** Assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Guide	Service Animals	Emotional Support Animals
Federal Mandate:	ADA	FHA

Emotional Support Coverage	Excludes Emotional Support	Includes Emotional Support
Where can you take the animal?	All-Campus	Housing Assignment Only
Reason for Animal:	Access	Reasonable Accommodation
Is Approval Necessary:	Automatically Allowed	Approval Needed
Type of Animal Allowed:	Dogs	All Animals

e) **Note:** Emotional distress resulting from having to give up an animal because of a “no pets” policy does not in and of itself qualify a person for an accommodation. Appropriate documentation of a disability is required.

f) **“Pet”:** A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is not considered a Service Animal or an Emotional Support Animal, and, therefore, is not covered by these requirements and related policies.

g) Emotional Support Animals (ESA) in Beacon College Housing

i) Beacon College maintains a “no pets” policy within the residence halls. However, in accordance with Federal law (Fair Housing Amendments Act), the college will consider requests for accommodations to the housing policy to allow students experiencing significant mental health problems to keep an Emotional Support Animal (ESA) with them in-residence.

ii) No Emotional Support Animal may be kept in college housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

iii) Conflicting Disabilities

(1) Individuals who have severe medical condition(s) (e.g., respiratory diseases, asthma, and severe allergies) that are impacted by the presence of animals such service dogs and/or emotional support animals (ESAs) that are substantial enough to qualify as a disability, must follow procedures to document a medical/physical disability and request specific accommodations related to such disability-related needs.

(2) Individuals concerned about health or safety related concerns associated with their exposure to animals should contact the Department of Housing and Residence Life.

(3) Beacon College will consider disability-related needs of all parties involved and explore reasonable accommodations and seek resolution as efficiently and expeditiously as possible.

(4) The Department of Housing and Residence Life will make reasonable efforts to notify the appropriate members of the residential community when an Assistance or Service Animal is present.

(5) The conflicting conditions needs and/or accommodations of all persons involved will be considered and coordinated to the best of the department’s ability in the approval process.

iv) Service Animal Approval and Registration:

(1) The presence of a Service Animal on campus does not need approval, as long as it is readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability.

(2) To reside in student housing, the dog must be approved by and registered with the Department of Housing and Residence Life provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other College community members.

(3) The student partner is still required to complete the required forms outlined at the end of this document.

- (4) Housing and Residence Life may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Service Animal is appropriate in on-campus housing.
 - (a) The size of the animal is too large for available assigned housing space;
 - (b) The animal's presence would evict another individual from individual housing (e.g., a student with a disability resulting from severe allergies with established accommodations for the condition in place.);
 - (c) The animal is not housebroken or is unable to live with others in a reasonable manner;
 - (d) The animal's vaccinations are not up-to-date;
 - (e) The animal poses or has posed a direct threat to the student partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student partner or others.
 - (f) The animal causes or has caused damage to Beacon College property beyond what is normally considered reasonable wear and tear.

v) Criteria for Determining Reasonability of Emotional Support Animal

- (1) The presence of only one (1) ESA will be approved for an individual to fulfill the intent of the FHA requirements in providing support to the student with a mental health disability unless they can demonstrate that additional animals address different functional limitations of their condition(s).
- (2) The College has determined that the residence hall setting, in most cases, is not an appropriate environment in which to raise a young animal such as puppies or kittens.
- (3) Animals must be old enough to be vaccinated, be self-feeding, and be housebroken.
- (4) Generally, all animals must be at least one (1) year of age, as well as if applicable, be spayed or neutered and have received their first rabies vaccination before they can live in-residence in College housing.
- (5) Individuals should also read the ESA Agreement carefully to understand their responsibilities (if approved to reside on campus with an animal).
- (6) Individuals should consider how the animal's age, temperament, and life experience will influence its behavior in the unique residence hall environment.
- (7) Individuals should also consider their own ability to care for, provide sufficient companionship to, and supervision of an animal as well as any mitigating factors that the animal may experience in a new environment.
- (8) Animals that are generally considered acceptable in a wide variety of dwellings may not be considered safe in a communal living environment where residents interact more frequently in hallways, lounges, kitchenettes, restrooms, and similar common areas.
- (9) Animals that are known carriers of communicable or zoonotic disease even when healthy, have a high risk of escape, or require equipment or supplies that prove dangerous or disruptive will not be allowed.
- (10) Beacon College staff reserve the right to ask for additional animal health or veterinary records if standard vaccination or routine veterinary care is not applicable to the given animal.
- (11) Roommate/apartment-mate or others are not allowed to provide regular care of an animal.
- (12) Individuals leaving for overnight or longer are expected to take their animal with them or make suitable care arrangements off campus. Violation of the terms of the agreement are grounds to remove an ESA. Veterinarian and emergency contact information must be provided. If the student's emergency contact is not able to arrive in a timely manner to take ownership of the animal college staff will turn the animal over to Lake County Animal Control Services.

- (13) An ESA request can take weeks to complete. Individuals should contact The Department of Housing and Residence Life as soon as possible to initiate the request process.
- (a) Request volume is heaviest during the last few weeks of a semester, and the weeks preceding a new semester.
 - (b) Individuals moving into College housing are encouraged to complete their ESA request 30 business days before move-in. Beacon College staff cannot guarantee consideration of incomplete requests before pertinent deadlines, such as residence hall application deadlines or move-in days
 - (c) For all requests for Emotional Support Animals, the Department of Housing and Residence Life will make determinations on a case-by-case basis of whether the presence of an Emotional Support Animal is reasonable (What does reasonable mean?).
 - (d) Beacon College may consider the following factors, as well as others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Emotional Support Animals:
 - (i) The size of the animal is too large for available assigned housing space;
 - (ii) The animal's presence would force another individual from individual housing (e.g. serious allergies);
 - (iii) The animal's presence otherwise violates an individuals' right to peace and quiet, and enjoyment;
 - (iv) The animal is not house broken or is unable to live with others in a reasonable manner;
 - (v) The animal's vaccinations are not up-to-date;
 - (vi) The animal poses or has posed in the past a direct threat to the safety or health of the individual or others such as aggressive behavior towards or injuring the individual or others, or potential transmission of zoonotic diseases. Zoonotic disease, as defined by the Centers for Disease Control and Prevention (CDC), is an infectious disease caused by a pathogen that has jumped from an animal to a human.
 - (vii) The animal causes or has caused excessive damage to the residence hall beyond reasonable wear and tear.
 - (e) **Dominion and Control**
 - (i) Notwithstanding the restrictions set forth herein, the Emotional Support Animal or Service Animal must be properly housed and restrained or otherwise under the dominion and control of the approved individual at all times.
 - (ii) No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from the campus.
 - (f) **Procedures to Verifying Eligibility and Requesting an Emotional Support Animal**
 - (i) Individuals must follow institutional policy and procedures regarding ESAs and submit a formal request for an ESA accommodation by submitting all of the following documentation together at least thirty business days prior to the anticipated date of the animal's move to campus.
 - (ii) After initial written approval, a complete application must be re-filed and approved each subsequent academic year in which the ESA is requested, or a new ESA is required.
 - 1. **Emotional Support Animal Agreement:** A signed copy verifying the individual read, understands, and agrees to follow all components of the ESA policy. This must be submitted with the Emotional Animal Accommodation Registration Form.

2. **Animal Accommodation Registration Form:** Individuals must complete and return the Animal Accommodation Registration Form with their application. This must be submitted with the Verification/Request Form for Emotional Support Animal (ESA).
3. **ESA or Service Animal Veterinarian Verification:** Documentation must be submitted from a professional veterinarian certifying the ESA is in good health, spayed or neutered (for dogs/cats), current on all applicable state and local vaccinations, up-to-date on general maintenance vaccinations appropriate to the species. ESA owners will provide updated vaccination documentation on an ongoing basis as necessary. Applicable animals must wear a current rabies vaccination tag on campus. All vaccinations should last through the existing term prior to the close of the residence halls.
4. **Limited Release of Information Form:** Individuals must complete and return this form with their application. This must be submitted with the Verification/Request Form for Emotional Support Animal.
5. **Verification/Request Form for Emotional Support Animal:** In order to be approved for an Emotional Support Animal, students must demonstrate that residing with an animal is a formal part of their treatment plan for a disability. A licensed treating physician or mental health care provider must detail how living with an animal is a critical need that individual and verify the therapeutic benefit (beyond what is derived from general pet ownership). They must be able to specify the functional limitations of your condition and explain how residing with an animal has or will mitigate those limitations.
 - a. Typically, that verification is the outcome of a significant psychotherapy relationship with a mental health care professional that includes consideration of many treatment options. Care providers who have not engaged in therapy or regular consultation are often not well-positioned to provide the required level of detail. Certificates or documentation from online animal registries are typically not considered acceptable documentation. The Department of Housing and Residence Life will consider information from the individual and care providers and make an independent determination if an ESA is a reasonable accommodation.
6. **Roommate(s) Agreement:** Roommate(s) will sign a statement verifying agreement to live in the same residence as the proposed ESA or Service Animal. They must print their name, sign their name, and date this statement. The agreement may also be emailed from roommate's Beacon College email address.
7. **Required Forms for Service Animals**
 - a. Requests for Service Animals in Beacon College's residential facilities are made by completing the packet at the end of this document and submitting to the Department Housing and Residence Life. The individual is required to complete an updated form should any information about the animal change.
 - i. Animal Accommodation Registration Form: Complete the Assistance or Service Animal Registration Form.
 - ii. Animal Accommodation Veterinarian Verification Form: Veterinarian must complete the attached form which may then be submitted by the student partner.

- iii. Roommate Agreement Form: This form is to be completed if the roommate is known; otherwise, the form will be forwarded to the student partner's roommate(s) for completion prior to finalization of assignments.

8. The Process for Service Animals

1. The individual must complete and submit all of the necessary forms listed above to the Department of Housing and Residence Life a minimum of 30 days prior to move-in day for the semester in which the Service animal will arrive to campus.
2. Upon receipt of all required information, Housing and Residence Life will review the information, and will contact the individual within fourteen (14) business days regarding the request for accommodation.
3. The Department of Housing and Residence Life will provide a decal for the room/apartment door once an animal has been approved and registered.

h) Public Etiquette Towards Service or Emotional Support Animals

- i) It is okay to ask someone if she/he would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following practices:
 - (1) Petting an Emotional Support or Service Animal, as it may distract them from the task at hand.
 - (2) Feeding the Emotional Support or Service Animal.
 - (3) Deliberately startling the Emotional Support or Service Animal.
 - (4) Separating or attempting to separate an Individual from his/her Emotional Support or Service Animal

i) Responsibilities and Requirements for Emotional Support Animals, Service Animals and Their Handlers

- i) To maintain the safety and health of the Beacon College community, requirements for ESA and Service Animals and their owners include the following:
 - (1) **Animal and Owner Etiquette and Behavior:**
 - (a) Individual with an approved animal accommodation must abide by all other equally applicable residential policies and procedures assuring that animal's presence does not interfere with other individual residents or the activities of the residence hall. Sensitivity to residents, staff and faculty with allergies, and to those who fear animals, is an important consideration for the individual to ensure a community environment that supports the individual needs of all who reside or work at the College.
 - (b) The individual will take all reasonable precaution to protect College property and the academic atmosphere of the residence hall. This includes the training, use of training aids and use of restraint devices.
 - (c) Animal may be removed if it howls, yelps, barks, meows or makes any sound as to reasonably disturb any person or if it attacks or injures others without aggressive provocation.
 - (d) The individual with an approved animal accommodation must respond to in-person, written, and phone contact from College personnel and cooperate with College personnel regarding the animal and meeting the provisions of this agreement.
 - (e) The individual with an approved animal accommodation must notify the Department of Housing and Residence Life in writing if the animal is no longer needed or is no longer in the residential facilities The Department of Housing and Residence Life reserves the right to initiate a new approval process if the student wishes to return an animal later. To replace a

- previously approved animal, the owner must complete and submit required documentation to the department of Housing and Residence Life.
- (f)** A copy of all required and up-to- date immunizations including rabies, distemper, and parvovirus must be filed with the department of Housing and Residence Life initially and on a annual basis. The college maintains the right to request an updated vaccination record at any time during the animal’s residency. The individual with an approved animal must use applicable preventative medicines for internal, intestinal, and external parasites.
 - (g)** The animal must meet all required municipal and state license requirements and submit current documentation to the Department of Housing and Residence Life.
 - (h)** Dogs and cats must be spayed or neutered. A copy of the veterinarian’s report must be filed with the Department of Housing and Residence Life.
 - (i)** The individual is solely responsible for the animal’s well-being and cleaning, including but not limited to regular feeding, bathing, grooming, daily care and veterinary services. Roommate(s)/apartment-mate(s) and College personnel are not responsible for animal health.
 - (j)** Dogs as approved accommodations must be “housebroken” and cats as ESAs must be litterbox trained. An owner may be required to remove an animal that is not housebroken. Owner must use agreed-upon areas for outdoor relief
 - (k)** If applicable, collars and an identification tag with resident/owner contact name and phone number must always be worn at all times.
 - (l)** The Department of Housing and Residence Life has the authority to temporarily or permanently exclude an emotional support animal or service animal from its grounds or facilities if the animal’s behavior is unruly or disruptive, in ill health or habitually unclean. The Department has adopted a “one-bite policy” which requires an emotional support or service animal to be removed from College property after a single occurrence of biting or other aggressive behavior.
 - (m)** Animals which constitute a threat or nuisance to staff, residents or property, as determined by Residence Life staff must be removed within seven (7) (Do you want to leave this 7 days?) days of written notification.
 - (n)** In the event that the Beacon College Campus Safety personnel determine an animal poses an immediate threat or the animal has caused significant harm to another individual within the residential community the animal is subject to immediate removal from campus, Animal Services of Lake County may be summoned to remove the animal. If the behavior of an animal can be addressed and changed by the owner so the animal does not have to be permanently removed, then a written action plan must be submitted by the owner. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to the length of time the plan will take to complete. Any action plan must meet the approval of the Associate Dean of Students. The animal must be removed from campus property until to receiving approval from the Associate Dean of Students. Any animal owner found not adhering to a removal directive will be subject to disciplinary action.
 - (o)** The Department of Housing and Residence Life may exclude or remove an Emotional Support Animal or Service Animal in its sole discretion when it 1) poses a direct threat to the health or safety of others; or 2) results in in an alteration of an essential element of a College program. Additionally, the Department of Housing and Residence Life has the ability to relocate the individual and the animal as necessary when the animal poses a direct threat to the health and/or safety of others, or if the failure to do so would force the relocation of another individual under a contractual agreement, or for any other reason the Department reasonably believes warrants relocation.

j) Animal Supervision:

- i)** Roommate(s)/apartment-mate(s) or other persons including College employees should not be providing any supervision or care, including outdoor natural relief or outdoor exercise.
- ii)** The animal must accompany the individual if the individual leaves campus for a prolonged period. The animal may not be left unattended overnight in the residential facilities to be cared for by another campus resident.
- iii)** The individual will be required to set up an off-campus, alternative caretaker for the animal in the event of an emergency that keeps the owner away from campus for a prolonged period of time. The contact information of the alternative caretaker will be filed with the department of Housing and Residence Life. The designated emergency contact will be given twenty-four (24) (Do you want to leave this 24 hours or is 24 hours from the incident?) hours of time before the animal is turned over to the Animal Services of Lake County.
- iv)** The designated off-campus emergency contact person indicated will retrieve the animal from campus if the owner is quarantined or isolated on campus for any purposes.
- v)** When ESAs are left unattended in an individual's room, they are required to be stored in a crate, carrier, kennel, or other appropriate enclosure. This containment will allow Beacon College personnel to routinely access the residential facilities for maintenance and other routine tasks without posing a risk to the animal or Beacon College employees. The College reserves the right to inspect the enclosure to use used in containing the animal.
- vi)** The individual will hold Beacon College blameless in the event the approved animal goes missing. Beacon College employees are not responsible for the retrieval of the approved animal in the event the animal escapes or becomes lost.
- vii)** The individual is required to ensure that the animal is well cared for at all times. Any evidence of abuse or mistreatment of the animal may result in immediate removal of the approved animal and corresponding discipline for the individual as defined by the Code of Conduct.

k) Injury, Cleanup, Damage:

- i)** The individual is responsible for ensuring the cleanliness of the assigned living space. The individual is responsible for any damage or injuries caused by their animal and must take appropriate precautions to prevent property damage or injury.
- ii)** Bathing or cleaning of an animal (if applicable) is expected to avoid significant odors and/or to manage shedding, and animals must be groomed regularly as recommended by a licensed veterinarian. Individuals may use showers/tubs within their apartment, otherwise they should use an off-campus service.
- iii)** Bowls and litter boxes should be placed on mats to minimize soiling of carpet. Food containers should be closed and secured.
- iv)** The individual is solely responsible for cleaning up after the approved animal. If the individual's is not physically able to clean up after the animal, it is the individual's responsibility to hire someone to conduct this task.
- v)** The individual is responsible for properly containing and disposing of the animal's solid and liquid waste. Animal waste must be immediately disposed of properly by the individual. It is the individual's responsibility to dispose of litter box contents and any solid animal waste in a securely tied plastic bag, and then place that bag in the garbage dumpsters outside of the residence hall. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Beacon College campus

- vi) If the animal unexpectedly vomits or becomes incontinent, the owner is responsible for immediate clean-up. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility. All matter must be disposed of in an outside trash dumpster. The College reserves the right to determine if clean-up is sufficient and levy charges for any clean-up it deems necessary
- vii) In consideration of the health of the cat and occupants of the residence, cat litter box contents must be disposed of properly and regularly. The litter will be changed at least weekly, and pet waste separated from the litter twice each week or more frequently to avoid odors. Disposal of cat litter by flushing it down toilets, sinks or any other plumbing feature is prohibited, including litter marketed as “flushable”. Litter boxes must be placed on mats on tile or vinyl floors to minimize contamination of carpeted surfaces with feces and urine.
- viii) If living on campus with an approved animal, the individual’s residence may be inspected for fleas, ticks, pests, and/or other damage as needed. The Department of Housing and Residence Life will schedule the inspection and notify the individual of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated in accordance with college pest control procedures. The individual will be billed for the expense of any necessary pest control treatment above and beyond standard pest management in the residence halls. The College shall have the right to bill the individual’s account for unmet obligations under this provision.
- ix) If living on campus with an approved animal, the individual will be financially responsible for expenses incurred above a standard cleaning or for repairs beyond reasonable wear and tear due to animal damage and/or uncleanliness to the residential premises, including losses, liability, and claims to the extent that the College charges other individuals for damages beyond reasonable wear and tear or above a standard cleaning.

l) Restricted Areas:

- i) An ESA will remain in the approved individual’s assigned campus room except to the extent the individual is taking the animal out for natural relief. The ESA animal is not permitted in other students’ rooms or the common areas of the residential facilities, or in other areas of Beacon College such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, etc. Unlike a Service Animal, Emotional Support Animals are not allowed in other campus facilities.
- ii) Within the residence hall or suite, resident must keep an ESA in their assigned living space (room, suite) other than during exit from and entry into building for natural relief or outdoor activity, leaving/returning from overnight or longer departures, or other activities.
- iii) When in transit outside of the individually assigned living space, the ESA animal should have appropriate identification with resident name and telephone number if applicable, be leashed, harnessed, or in an appropriate carrier, use hallways/passageways, and not be in community areas. Any distracting, disruptive, or threatening interactions between the animal and other people (or animals) will be considered a violation of the control elements of the agreement.
- iv) Leash or contain animals (if applicable) while outdoors on College or public grounds in order to comply with state and local ordinances.
- v) The College may prohibit the use of Service Animals in certain locations for health and safety reasons (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, utility rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery and all other areas considered inaccessible to animals under Florida law. Service Animals are prohibited from kitchens and food-preparation areas, not

including public dining areas (e.g., Chopping Block), except those in apartments and other College residential facilities.

- vi) Animals that are ill should not be taken into public areas. An individual with an ill animal may be asked to leave College facilities or remove the animal from campus. Upon reasonable suspicion that the animal is ill, Housing and Residence Life may require temporary and exclusive examination by a veterinarian.

m) Emergency Response

- i) The approved animal may become disoriented from the smell of smoke in a fire, from sirens, wind noise, or from shaking and moving ground. The ESA may be confused from the stressful situation. The approved animal may be trying to be protective and, in its confusion, is not automatically considered harmful. However, the emergency response team's first effort will be toward the individual; this may necessitate leaving the ESA behind in certain emergency evacuation situations.
 - (1) During a scheduled fire drill, ESA's will remain kenneled/crated in the apartment.
 - (2) During an unscheduled fire alarm, the ESA's and Service Animals should be leashed or crated and taken straight outside.
 - (3) If the individual is not present during an unscheduled fire alarm, there is no expectation that staff member or student will risk their own safety for ESAs or Service Animals.
 - (4) However, a notation may be made on any building rosters that there is an approved animal in that apartment so that staff members on call can notify the fire department so that they may take any appropriate action.

n) Removal of Emotional Support Animals and Service Animals:

- i) Animals which constitute a threat or nuisance to staff, residents or property, as determined by Residence Life staff must be removed within seven (7) (Do you want to leave this 7 days?) business days of written notification.
- ii) If it is determined that the animal must be removed from the residence hall and the individual fails to comply within the stated time frame, the College may have the animal removed by Animal Services of Lake County, and the individual will be required to meet with College personnel in the Office of Student Citizenship and Integrity to face potential conduct sanctions.
- iii) Beacon College may require the individual to remove the animal from College housing if:
 - (1) The animal poses a direct threat to the health or safety of others or causes substantial documented property of others on campus;
 - (2) The animal or its presence creates an unmanageable disturbance or interference with the educational environment of Beacon College and/ or the residential community.
 - (3) The individual with the approved Emotional Support Animal does not comply with the rules and responsibilities as outlined in this policy.
- iv) Decisions to remove an approved Emotional Support Animal or Service Animal will be based on the actual documented behaviors of the animal- not speculation of fear about any harm and/ or damage an animal may cause.
- v) Any removal of an Emotional Support Animal or Service Animal will be done in collaboration between with the Department of Housing and Residence Life and the Office of Student Citizenship and Integrity where applicable.
- vi) Decisions to remove an animal may be appealed to the Associate Dean of Students or designees of the Division of Student Engagement and Success. Appeals must be provided in written format with five (5) (Leave this 5 day?) business days of the initial date of the decision communication. The appeal must state a specific reason for the reconsideration of the decision.
- vii) Appeals may only be based on:
 - (1) New information that was not available at the time of the initial decision;

- (2) A procedural error that occurred that unfairly impacted the decision;
- (3) A specific condition that provides just cause to reconsider the decision, such as a demonstrated bias against the individual or animal identified in the appeal.

- viii) If the Beacon College Campus Safety personnel determine an animal poses an immediate threat or the animal has caused significant harm to another individual within the residential community the animal is subject to immediate removal from campus, Animal Services of Lake County may be summoned to remove the animal.
- ix) If the behavior of an animal can be addressed and changed by the owner so the animal does not have to be permanently removed, then a written action plan must be submitted by the owner.
- x) The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to the length of time the plan will take to complete.
- xi) Any action plan must meet the approval of the Associate Dean of Students.
- xii) The animal must be removed from campus property until receiving approval from the Associate Dean of Students.
- xiii) Any animal owner found not adhering to a removal directive will be subject to disciplinary action and possible conduct sanctions by the Office of Student Citizenship and Integrity.
- xiv) Should the Emotional Support Animal or Service Animal be removed from the premises for any reasons, the individual is expected to fulfill their housing obligations for the remainder of the housing contract.

o) Beacon College's Responsibilities

- i) The Department of Housing and Residence Life will notify all appropriate campus partners of the use of an Emotional Support Animal or Service Animal.
- ii) These campus partners may include but are not limited to the Division of Student Engagement and Success, Campus Safety, Facilities, and IT Services.
- iii) Upon request, the College will provide appropriate outdoor toileting/relief areas and exercise areas.

p) Liability and Insurance

- i) The owner shall be responsible for all liability and claims related to the animal and all insurance requirements related to the animal.
- ii) Beacon College provides no indemnification to the animal, owner/resident, or alternate handlers.
- iii) Beacon College provides no personal property insurance coverage. This means that the owner/handler of the animal is financially responsible for any damages or losses to the animal itself, or judgments or settlements against the owner related to the animal.

Residential Meal Plans/Exemptions from Meal Plans

1) Residential Meal Plans/Exemptions from Meal Plans

- a) All on-campus residential students are required to subscribe to the continuous access meal plan. This plan grants students' daily access to Dining Services during the hours of operation. First year students are required to be on the standard 19 meals per week plan for the duration of their first academic year. Non-first year students are able to select between the standard 19 meals per week plan and the block 15 meals per week plan
- b) Requests to change meal plans must be made within the first ten (10) days of each semester.

- c) Dining Services can accommodate a wide range of dietary restrictions. It is the responsibility of the student to communicate with Dining Services the need for a specific accommodation. Requests for an exemption from a required on-campus meal plan will be considered only for a student whose medical doctor, having reviewed menus and methods of preparation, states that the student cannot, or must not, eat the food at Beacon College for medical reasons. It is also required that Dining Services be allowed to attempt to accommodate a student's diet before being granted an exemption for medical reasons. If it is determined that Dining Services is unable to accommodate the medically defined dietary restrictions, the request for exemption will be considered by the College.

2) Off-campus Student Meal Plans

- a) Students living off-campus may purchase meal plans offered by the College. Please inquire with Accounting Services or the Office of Student Engagement and Success for costs. Meal plans can be added at a prorated cost at any time during a semester, however, meal plans cannot be removed after the first ten (10) days of the semester.

General Community Living Standards

1) General Community Living Standards

- a) One part of living on campus is learning to live in community with others abiding by standards set for that community. Residence Life staff believe this is an essential life skill that will help you develop as a person and as a leader in society. Residents are expected to follow these standards, and to help hold others accountable for living up to these standards.
- b) The Residential Guide for On-Campus Living are intended to permit and encourage residents to live productively and peacefully in an environment that is responsible, respectful, inclusive and supportive; and that promotes academic success and community involvement.
- c) Living in residence at Beacon College is a privilege. In order to be clear about the expectations that accompany this privilege, the Residential Guide for On-Campus Living was created to ensure that it supports the residential student experience. It describes the foundations of appropriate behavior for the Residence Community, as well as identifying some inappropriate behavior and corresponding consequences.
- d) We sincerely hope that you will be mindful of the impact of your choices on your own well-being as a student, on the well-being of other residents, and on the residence community.
- e) It is our privilege to work with outstanding students such as yourself as we strive to build strong communities that support individuals' personal and academic pursuits.
- f) If you have questions, concerns, or would like to discuss these community living standards or notify staff about alleged violations in these standards you may contact your resident director or the Office of Housing and Residence Life.

2) Addressing Community and Policy Concerns

- a) Students and guests should feel empowered to bring any concerns to the attention of staff or authorities at any time. Imminent threats or dangers should be brought to the attention of Campus Safety.
- b) Residents have a responsibility to assert their rights when they are being infringed by another. Students are encouraged to communicate directly with other community members regarding any infringement on

personal expectations, community standards, or campus policy; however, Housing & Residence Life staff are available to assist when direction communication has not been successful. Below are suggested steps to addressing community and policy concerns:

- i) **Communicate with Respect & Courtesy:** Community members should always communicate with respect and courtesy. A resolution may not be immediate and may come with additional conversation between the parties involved. Face to face communication is the most effective means for addressing issues and concerns. Here are some steps to consider when addressing community members:
- ii) **Identify the concern.** Figure out the specific behavior or attitude that is bothering you and why it is impacting you. Think about the degree of and how often this behavior is a concern. Avoid postponing conversations about the behavior for prolonged periods of time but attempt to control your emotions before you address a peer about a concern. Communicate in a calm, caring and clear manner.
- iii) **Look at the relationships.** Examine how the person interacts with others: Are they only behaving in this manner with you or with everyone? Step back and try to put yourself in the other person's shoes. Consider possible causes of their behavior, which may help you see the situation objectively and find solutions to the concern. Take into consideration any related cultural differences that could impact how you or the other person are uniquely experiencing their environment.
- iv) **Determine the costs.** How does that behavior affect others? Does it cause you/people to lose morale? Does it affect productivity? Does it make you/others uncomfortable? If yes, consider evaluating an approach to having a conversation. If not, a conversation may not be beneficial at this point. However, continue to attend to your needs in the relationship.
- v) **Plan an approach.** Once you identify that the person's behavior does affect you or others, have a face to face discussion with the person. Plan an approach that fits the nature of the problem, the personality of the person involved and your relationship with that person. Be sure to consider how the time and place may impact the conversation, and make sure the timing is appropriate for both parties.
- vi) **Describe the behavior.** When you meet with the person, describe the behavior in a non-accusatory manner and explain how/why it impacts you. The best approach is to use "I" statements in describing the behavior. For example, "Last weekend, when you borrowed my sweater without asking, I felt disrespected."
- vii) **State what you want.** Next be clear about what you want. "I hope that the next time you need to borrow something you will just ask."
- viii) **Seek commitment.** Be sure the person understood what you communicated and try to get commitment from them to change. "Are we able to come to an understanding?"
- ix) **Consider updating your roommate agreement.** Your RD will have a copy of your community standards/roommate agreement should you feel it is important to document your newly agreed upon expectation(s).

(1) Notify the Resident Director (RD)

- (a) If conflict or disagreement still exists or if the rights listed above are still being violated, then the resident must notify their Resident Director. Resident Director in-person or by email, or by contacting Housing Emergency Line in the event of an emergency after hours. Please be aware that our staff are unable to assist if we are not aware of the concerns.

(2) Mediation Meeting

- (a) RDs are trained in mediation techniques that can assist residents in resolving conflict. In facilitating a mediation, the RD will talk with each party individually to gain an understanding of the situation and individual perspectives. The RD will then bring the residents involved in the conflict together to engage in a mediation meeting and to make any necessary amendments to the roommate agreement.

(3) Agreed Upon Rules

- (a) In most mediations, the RD will likely use the community standards and/or roommate agreement in facilitating the discussion and agreed upon rules from the beginning of the academic year.

(4) Facilitated Intentional Conversation

- (a) The RD will facilitate a conversation in hopes of increasing communication between roommates/apartment members and/or the community that will ultimately lead to a successful resolution.

(5) Follow-Up

- (a) The RD will follow-up with the involved parties within a few days after the mediation to check-in on the status of the newly agreed upon resolution.

(6) Additional Options

- (a) Further follow-up from the RD and/or ARC may also occur. If the students involved still desire more information, mediation, etc., the resident may also work with the RD to meet with the ARC to discuss the situation and any additional options.

c) Compliance with Laws and Policies

- i) Residents are expected to observe all federal, state and local laws as well as the residence hall rules covered in this Guide to Living On-Campus, the Residence Life Application/Agreement, the action according to the Beacon College Code of Conduct as outlined in the Student Handbook, and other College publications. Noncompliance with any rule listed in any of these publications may result in action under the Code of Student Conduct. It is the responsibility of all residents to discourage other persons from violating college rules and/ or report a violation of community standards to the Residence Life Staff

d) Summer Storage

- i) Beacon College does not provide any space on-campus for the storage of personal belongings. Storage vendors that are not affiliated with Beacon College and are private companies are available to students. Specific inquiries about these local vendors may be directed toward the Office of Housing and Residence Life.
- ii) Anything found in the residence halls after a resident completes the check-out form, or is no longer living in residential housing, will be considered College property and may be disposed of in a manner in which the College sees fit without financial liability.
- iii) Students are encouraged to protect their belongings with appropriate insurance coverage as Beacon College is not responsible for lost, stolen, or damaged property.

e) Squatting

- i) Squatting is a criminal violation. The harboring of non-residents during the academic year including the holiday and semester breaks are prohibited. Additionally, the storage of property for a non-resident is prohibited as well. Violations of this rule will result in a fine/loss of residential status.

f) Subleasing/Extra Residents

- i) Residents are prohibited from subleasing their room/apartment to another person.

g) Commercial Enterprise Ventures within the Residential Community

- i) Commercial solicitation and solicitation of any non-College related or supported activities are prohibited. Residents shall not use their room, Ethernet lines, wireless Internet or any part of a residence hall to advertise, sell, solicit, or conduct or serve as an agent for a business. Requests related to college-related or supported activities are subject to the approval of the Director of Housing and Residence Life (or designee).
- ii) Telephone, electronic or “Door-To-Door” solicitation in College Housing Facilities of any kind is prohibited, unless pre- approved in writing by Beacon College Housing and Residence Life.
- iii) Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at the College (such as advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents).

- iv) Additionally, residents are prohibited from knowingly or willfully permitting solicitors from entering the residential communities to solicit. The resident agrees to not use any area of the residential communities for commercial or non-residential purposes. **Placing flyers on cars, on or under the doors of residence hall rooms, is never approved.**
- v) No deliveries are to be made to an individual room, apartment or suite in any campus building including the residential facilities. All personnel delivering personal products should be directed to meet residents at the main entrance of campus building.

h) Registered offenders and criminal history

- i) If it comes to the attention of the college that an individual required by law to register as a sex offender or has a criminal history related to other crimes applies to reside, or is currently staying, in a college-owned residence hall or apartment, the Director of Housing & Residence Life or a designee will convene a College housing review committee to determine if the individual will be allowed to reside or continue to stay in College housing.
- ii) The Director of Housing or Residence Life or a designee will determine membership of the committee. The individual shall be given an opportunity to provide information to the committee and may be requested to appear before this committee.
- iii) The Housing Review Committee shall determine whether it is in the best interest of the College community that the individual be allowed to stay in College housing, and if so, under what conditions, if any.
- iv) If the committee concurs, by majority vote, that the individual will not be allowed to stay in College housing, the Director of Housing or Residence Life or a designee will notify the individual in writing.
- v) The decision of the committee will stand, unless the affected individual submits a written appeal within seven (7) calendar days of the decision. Such appeal must include supportive reasons and shall be made in writing to the Provost.
- vi) If appealed, the Provost or designee will make a final determination as to whether the individual shall be allowed to reside or stay in College housing.

i) Trespassing

- i) Within each on-campus community, there are areas that residents are not allowed to enter such as the roof and maintenance closets/hallways. Residents are also not allowed to enter another resident's room without permission from that resident. Residents are responsible for contacting a College Housing staff member to determine the areas that are off limits within their community.

j) Mistreatment of Staff:

- i) Threats, harassment, abusive behavior, unwanted touching and any other mistreatment of staff are grounds for college disciplinary action, eviction and criminal prosecution.

k) Photographic and Video-graphic Recording

- i) All persons have a reasonable expectation of privacy while living in student housing communities. Taking still photographs, making a video recording, audio recording, or streaming audio/video of private, non-public in-person or virtual conversations and/or meetings without the knowledge and expressed consent of all recorded parties or where the person has a reasonable expectation of privacy is prohibited.
- ii) Student conduct action will be taken, and cases may be referred to the Office of Student Citizenship and Integrity.
- iii) Definitions of express consent, private location, and private, non-public conversations and/or meetings are defined below:
 - (1) "Express consent" is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

- (2) “Private locations” are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices.
- (3) “Private, non-public conversations and/or meetings” include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

l) Failure to Separate and Implied Consent

- i) Each student is responsible for all activities that occur in his or her assigned room. By allowing the existence of behaviors or items that violate residence hall or College policy, the student has nonverbally consented to the violations. Each student is responsible for taking an active role in ensuring that unlawful or inappropriate behaviors or items do not exist in his or her residence hall room. It is the student’s responsibility to report behaviors or items that violate residence hall or College policy to a staff member. Passive participation in events that violate College policy or residence hall regulations will not be tolerated.

m) Guests and Visitation Policy

- i) A guest is defined as any non-resident of an assigned space that is granted access by a host. Typically, the Resident is entitled to have guests, including an overnight guest (considered any guest who is at the Premises during Quiet Hours as defined below). However, the Resident expresses agrees that no guests will be permitted during the pendency of an emergency, as determined by the College. Should there not be a “no guest” policy mandate (which is at the College’s sole and absolute discretion), guests may be permitted in the premises on the following terms and conditions:
 - (1) All guests (regardless of gender) including parents and family members must be escorted by the resident they are visiting from the main entrance of the building to any other area of the hall, between areas and from one area to the entrance. Additionally, guests should not be left alone in a residence hall room or be loaned a resident key.
 - (2) During certain times of the year, the College reserves the right to restrict guests. Never open exterior doors for people who are not your guests. Never escort a guest to someone's room without that resident's permission. Report any suspicious people to the Residence Life staff and Campus Safety Department immediately. Guests may visit students' rooms/apartments only by invitation.
 - (3) Any unauthorized gatherings, including those that exceed occupancy and guest limitations, that occur in residential rooms/buildings that violate any campus policies may result in disciplinary action and is subject to a housing contract review.
 - (4) A resident shall be permitted to entertain guests only with the express permission of their roommate(s).
 - (5) Students are responsible for the actions of their guests, including any Community Standards violations or vandalism. It is the student’s responsibility to inform their guests of all Beacon College policies and guests are expected to abide by these policies.
 - (6) In the event that the Resident desires to have an overnight guest in the premises, in addition to the provision set forth in the preceding section, the following shall apply. If the premises are occupied by more than one person, the approval of all occupants of the premises shall be required prior to the resident’s permitting a guest to stay in the premises, and the overnight guest may only occupy the resident assigned room during the visit.
 - (7) An overnight guest may not stay in the premises for more than three (3) consecutive nights and may only do so twice within a month. Cohabitation is not permitted. Each resident is allowed a maximum of four (4) guests at any single time but shall not exceed two (2) overnight guests out of respect to their roommate. A resident should expect to have access to their space without the

presence of individuals not assigned to that space by the college. Guests will not be issued keys or access cards at any time.

- (8) The College reserves the rights to limit the number of guests the Resident may have and refuse guest privileges to any individual. The College also reserves the right to require guests to leave the Premises, Building or College campus if such guest violates Colleges rules or regulations or the federal, state or local laws, and/or if such guests disturbs other occupants of the premises, building, or other students, faculty or staff of the college.
- (9) Additionally, in the event of a violation of the foregoing guest policy by a guest, the College reserves the right to deny further guest privileges to the Resident or any permitted occupant of the premises, and to deem the prohibited conduct to be a breach of the Housing Agreement by the Resident, entitling the College to all rights and remedies as outlined in the Housing Agreement.

n) Cohabitation Policy

- i) Cohabitation is not permitted. For the purpose of on-campus housing (both rooms and apartments), cohabitation is defined as: the housing of unauthorized individual(s) in a residential unit for more than three (3) consecutive days, or the sharing of space, including the storage of another's belongings in a room not assigned to them. Guests may be asked to leave immediately, without notice by any member of the Beacon College Housing Staff team.

o) Explosive / Weapons

- i) Firearms are prohibited on Beacon College owned or controlled property, including in all Beacon College housing. Anyone found to be in possession of a firearm in College housing may be subject to Administrative Cancellation of their Housing Contract and/or the conduct process and the firearm may be remanded to the care of the Campus Safety office. Evidence of any weapons offense may be forwarded to the appropriate law enforcement agency. Ammunition, explosive devices, fireworks, knives not commonly considered "pocket", "kitchen" or "utility" knives, weapons of any kind, and any other material or device determined by the College to pose a present or potential danger to people or property are strictly forbidden in College housing.
- ii) Complaints from other residents about any personal possessions not intended to pose a threat, but which may reasonably be expected to cause other residents to be alarmed and/or feel uncomfortable, may result in removal of those possessions and other appropriate actions. Exceptions to this policy may be granted by the Director of Housing & Residence Life or their designee or the Director of Campus Safety for items that might otherwise violate this policy if there is a legitimate purpose related to the student's academic pursuits
- iii) Possession and/or use of these items or look-a-likes is not permitted anywhere on campus or in campus residential communities.
 - (1) Prohibited items include, but are not limited to the following:
 - (a) Bottle rockets and any fireworks
 - (b) Chemical bombs, roman candles, sparklers, fire crackers, sky rockets or rockets
 - (c) Firearms, rifles, bayonet, BB guns, pellet guns, air guns, spring loaded or paint guns, stun guns, tasers
 - (d) Swords, switch blades, hunting/fishing knives, recreational knives, daggers, dirks, stiletto, machetes, axes, hatchets or knives with blades longer than 4 inches
 - (e) Medieval weapons, slingshots, nun chucks, martial art weapons, bow and arrows
 - (f) Interior paint, paint cans, spray paint, paint thinner
 - (g) Propane canister, lighter fluid, gasoline, gasoline cans, charcoal, tiki torches and tiki torch fuel

p) Confiscated Items

- i) The Residence Life professional staff has the right to confiscate items that are not allowed in the residence halls or contact Campus Safety to do so. Items that are confiscated will be kept with Campus Safety, depending on the item (except those prohibited by law) until the end of the current semester. At that time, it is the resident's responsibility to request the confiscated item and remove it from campus. Unclaimed items become the property of Residence Life and may be disposed of as deemed appropriate. Illegal items, (i.e. drug paraphernalia, weapons) will be turned over to College Police and will not be returned to the resident.

q) Littering/Trash Policy

- i) Dispersing litter in any form on Beacon College premises or facilities is strictly prohibited. This includes, but is not limited to cigarette butts, flyers, food remains, cans, and bottles. Garbage containers are provided on the exterior of each residence building (as designated at the beginning of the semester), and it is the responsibility of each resident to remove trash from their room and common spaces regularly. Disposal of trash in a place other than designated bins or dumpsters is prohibited. Violators are subject to additional fees and billing at the discretion of Beacon College staff.

r) Pet Policy

- i) In order to provide a safe and a healthy environment for members of the campus community to study, work and live, to comply with local animal ordinances, and to ensure public safety, it is the policy of the College to restrict animals from all campus buildings. One of the areas of concern for the College is the continuing presence of unauthorized pets on campus.
- ii) Current College policy states that pets and other animals are not permitted in any College building because of health and safety concerns for students, faculty, staff, and visitors.
 - (1) Animals as pets are not permitted in any campus building, including residence halls, classrooms, and public spaces. Animals in buildings may present health problems very different from those encountered in the home.
 - (2) The influence of these animals on the comfort and health of others should be a matter of concern to all in the campus community and should be considered above the personal satisfaction of keeping a pet.
- iii) Many persons are deathly afraid of pet animals, especially dogs, and when they enter a residence hall, office, lab, or classroom it should be their right not to have to encounter a dog or other pet in the foyer, lounge areas, or a corridor.
- iv) Abandonment of pets, especially cats, continues to be a problem.
 - (1) This usually occurs just before long vacations or at the end of a semester.
 - (2) Exemptions are granted for approved service animals or approved emotional support animals which assist people with disabilities, are used in education or research projects, or for full-time, live-on professional staff who have been given written permission by the Director of Housing & Residence Life.
 - (3) Animals that are temporarily on the grounds must be licensed and under the control of the owner (leashed) at all times.
 - (4) Pets should not be left in cars (due to the potential of problems from heat or cold) and are not permitted to be "tied up" outside of buildings. Pets found tied up or running loose on campus may be taken by Animal Control. Faculty, students, and staff must also ensure that their visitors abide by the College's pet policy.
 - (5) It has become necessary to strictly enforce this policy for all students, faculty, and staff in order to be in compliance with state laws and regulations, and the College's policy.

v) Minimum Expected Sanctions

(1) *Commuting Students*

- (a)** Students may not bring their pets to campus while attending classes, except as noted above.

- (b) Pet owners may face a \$250 cleaning/extermination charge, community service hours, and/or education project.
- (c) Repeat offenders face disciplinary probation and residence hall facility restriction or suspension.

(2) Resident Students

- (a) The owner of the pet faces a \$250 cleaning/extermination charge, community service hours, and/or education project.
Repeat offenders will face loss of housing, disciplinary probation, and/or suspension.
- (b) Residents who permit unauthorized pets in their room, suite, townhouse, or apartment face community service hours after their first offense and repeat offenders face disciplinary probation.
- (c) Your cooperation in following this policy is appreciated and will help to create better working conditions for our employees and reduce concerns about personal safety and problems and inconveniences associated with allergies, fleas, odors, and damages.

s) Smoking/Vaping Policy

- i) Smoking of any substance is prohibited in all Beacon College housing. For purposes of this policy, the term “smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco or cannabis product, or the use of smoking devices or equipment that includes, but is not limited to:
 - (1) cigarettes, cigars, hookahs, vaporizers, e-cigarettes, and pipes. This includes smoking out of the window while the smoker is in the building.
- ii) Smoking is not permitted on balconies. Evidence of smoking may result in the resident being fined \$100 per incident and/or other suitable sanction(s) (community service, for example) as determined by a Director of Housing and Residence Life or their designee.
- iii) If the violation occurs in a shared living space, each resident may be fined \$100 per incident. The standard of evidence for smoking includes but is not limited to one or any combination of the following:
 - (1) Smell of smoke in or near the living space
 - (2) Ashes in or near the living space
 - (3) Remnants of smoking (such as cigarette butts) in or within proximity to the living space or balcony
 - (4) Tampering with or obstruction of smoke detectors
 - (5) Smoke damage in or near the living space
 - (6) Reports of smoking from Campus Safety
 - (7) Reports of smoking from RD or AC
 - (8) Reports of smoking from other community members
- iv) Residence Life staff will respond to each smoking incident. Multiple violations of this policy, or a violation deemed serious according to the policy, may result in an honor case and/or additional administrative action, including Administrative Cancellation of the Housing Contract. Residents may be charged a minimum of \$100 for additional cleaning upon moving out of their room if there is evidence of smoking in the room.
- v) If residents wish to smoke, they must only do so in designated smoking areas (i.e., under the gazebo in the Village Apartments). Residents are prohibited from selling or supplying tobacco products or smoking/vaping paraphernalia. Throwing cigarettes on the ground is considered littering and additional repercussions may ensue. Smoking of any substances prohibited by law in the State of Florida may result in calls to law enforcement and fining beyond Beacon College’s jurisdiction.

t) Hall Sports and Games

- i) Engaging in any kind of sport, horseplay, or physically active game inside residential halls or apartments, including but not limited to frisbee, bowling, water fights, snow fights, football,

basketball, soccer, hockey, golf, rollerblading, riding in-line skates, hover boards, skateboard riding, scooters or running. Additionally, all students will refrain from playing sports/games outside the residential community when or where it presents the possibility of injury, damage to approved.

u) Permissible Furniture

- i) Depending on its design and capacity, each student room is furnished differently with one of each of the following for each student depending on residential community: desk chair, bed, mattress, desk, wardrobe and/or dressers. The resident is responsible for the proper care and use of all furnishings. Residents are permitted to rearrange furniture in the room in a reasonable manner as long as roommates agreed upon the arrangement. Furniture must remain on the floor and may not be suspended or placed on supports of any kind, which includes bed risers. Furnishings and any items brought into the room may not be arranged in a manner that prevents clear access to exits, including windows.
- ii) Residents may not move furniture from one room to another, nor may residents remove lounge furniture from any lounge. Residents are permitted to bring personal items, such as rugs, throw pillows, lamps and bedspreads. However, all rugs, curtains, and tapestries must have a fire retardant/flame retardant label (NFPA 701, ASTM E-84) affixed to the fabric. Residents are not permitted to drape, or otherwise cover, light or hang items from the ceilings in any manner. Paper or other flammable decorations (posters, collages, etc.) should be used in moderation. More than 50% of the wall may not be covered by any item and they may not be placed in a manner which could fall onto a person's face while sleeping. Water beds are prohibited.

(1) Furnishings – Lounge

- (a) Lounge furniture must remain in their respective lounges. Residents may not move lounge furniture into their room. If the resident is found in possession of lounge furniture, they will be required to return it to the appropriate lounge.

(b) Bed Furniture

- (i) Only beds provided by the College are permitted in the residential facilities. Requests may not be made to have beds added or removed from a student's room. All college beds are required to stay in their designated room and may not be removed for any reason. Students who would like to raise or lower their beds must request a work order with their Residential Director or with a Residential Life staff.
- (ii) Do not attempt to raise or lower a bed yourself, as doing so without the proper tools can result in damage to the frame. Students whose beds are damaged for this reason are responsible for such damages and charges. Waterbeds, bricks, boards used for elevating beds, bed risers and lofts (that are not provided or approved by the college) are prohibited.

v) Vandalism

- i) College property must not be vandalized. Vandalism includes, but is not limited to, writing, carving, defacing property of another person, group, doors, walls, and bulletin boards; tearing down signs; and/or damaging the furniture.

w) Solicitation

- i) Residents may not sell or solicit any services or products within the residential communities; nor use their assigned room, apartment or suite for commercial purposes.

x) Instruments

- i) Musical instruments may not be played in residential communities except for electronic instruments with headphones. The only exception to this is if the resident has received permission in writing by Housing and Residence Life to use a designated space during a designated time period.

y) Chalking

- i) Students are not permitted to “chalk” (i.e. use sidewalk chalk) in or around any residential areas without prior, written approval from a professional staff member in Housing and Residence Life. Student organizations may chalk as a form of publicity for their events and are subject to all policies from Student Experience when doing so.

z) Decorations with in the Residence Halls

- i) The Residence Life staff encourages you to make your room comfortable and representative of your personality. Residents may not use materials to attach anything that will destroy paint or leave residue on the walls, doors or windows of the room. Nails, screws, glue or other permanent adhesives require considerable labor and repair to remove.
- ii) No permanent markings, holes in the wall, or other permanent modifications should be made. Command strips have also been known to cause damage to paint on walls, when removed incorrectly. Putty or BluTack works the best for light weight objects like posters and can be removed without damage. Additionally, residents may not paint their rooms.
- iii) Room decorations must be contained within the room and must not be visible to the general public; this includes items placed in windows. Clothing should not be hung from windows. Windows may not be covered by foil or other materials, except curtain.
- iv) The following items are restricted decorative items that will be confiscated:
 - (1) Alcohol paraphernalia
 - (2) Dartboards
 - (3) Drug paraphernalia.
 - (4) Street or traffic signs (unless a receipt showing proof of purchase is provided)
 - (5) Restaurant or other advertising signs (unless a receipt showing proof of purchase is provided)
- v) We ask that you please follow these guidelines as you plan your decorating style:
 - (1) No nails, tape, white “plastic tack” or stick-ums, please. You may use the “easy release” mounting devices designed to be removed without causing wall damage.
 - (2) Do not hang items from your ceiling or ceiling tiles.
 - (3) Decorations of any kind (including posters, pictures, etc.) may not be attached to windows.
 - (4) Lofts are not permitted.
 - (5) Rooms may not be painted.
 - (6) Curtains are permitted with a tension rod only.
- vi) Holiday Decorations
 - (1) Residents may have artificial trees, but live holiday trees (either cut or with root ball) are not allowed. Plastic or metallic-plastic trees must be clearly labeled that they are constructed of slow burning plastic, and metal trees should have indirect lighting only. Please avoid setting trees near any source of heat (radiators, curling irons, irons, etc...)
 - (2) All tree trimmings (i.e., bulbs, garland, candy canes, cranberries, icicles, etc.) should be of noncombustible material.
 - (3) Placing holiday trees in stairwells and hallways is prohibited.
 - (4) All decorations, pumpkins, and trees must be disposed of properly immediately following the holiday or event (prior to December break for holiday decorations).

aa) Heating/ Air Conditioning Units

- i) In order to keep the unit working, do not block the heating/air-conditioning unit with furniture, beds, or debris. Heating/AC filters will be changed regularly; a fine will be assessed to occupants of rooms with blocked units as outlined above. Residents are not permitted to use window air-conditioning units or portable heaters in the residence halls, unless installed by Facilities as a temporary measure

bb) Window / Window Sill

- i) Students should not remove, prop, and/or damage the windows or screens in any residential community. Students are not permitted to remove the screens from windows, yell, play music loudly, drop things from, climb out of, suspend, throw, or shoot anything from or through them. Students are not permitted to sit on the window ledge or climb up on or onto any roof. This applies to all lounge windows as well as individual room windows. Students are not permitted to enter or exit any residential community housing through a window, except in the event of a fire or other similar emergency situation. Flags, beds and any other items are prohibited from being placed in front of windows. Damage to windows and screens will be billed to all responsible parties.

cc) Breezeway and Balcony

- i) The following rules apply to residential balconies in order to ensure general student safety within, and the aesthetic integrity of, the Residential Communities: No College-provided furniture may be located, at any time, on the balcony; Throwing of objects off the balcony is prohibited; Grills are prohibited; No items should be hung from balcony rails (including, but not limited to: towels, rafts, signs, hammocks, clothing, flags and lighting). Signs related to school spirit shall be permitted pending the approval of Housing and Residence Life. Each sign shall be evaluated on a case by case basis; Balconies may not be used for storage purposes (including, but not limited to: garbage, indoor furniture, and bicycles); Smoking is prohibited in these areas.

dd) Grill

- i) Charcoal, gas, and electric grills, as well as charcoal and propane, are prohibited from being used or stored in any of the residential communities or within any of the surrounding areas. Portable electric grills are also prohibited in the residence halls but may be used and stored in Beacon Commons, Village Apartments, and Woodward Apartments.

ee) Gambling

- i) Gambling, raffles, or betting pools in or adjacent to a residential community is prohibited.

ff) Blocking Egress: Blinds, Curtains, Banners, Sheets, Etc.

- i) Hanging items including, but not limited to, beads, tapestries, flags, banners, sheets, or other items in a manner that blocks exit or escape from the inside of a residential community room is prohibited. This includes any items blocking a path of exit from a room.

gg) Cleaning and Obnoxious Odor

- i) Housekeeping services are provided for common areas including corridors, lounges and public or community bathrooms in all buildings. However, everyone shares the responsibility for keeping all the facilities clean. It is the residents' responsibility to clean their private rooms and bathrooms as well as to pick up after themselves in common areas. Residents are held accountable for the condition of their room and bathroom.
- ii) We recommend that residents provide appropriate cleaning equipment and supplies for their room. Common areas, such as lounges or study areas, may be closed off for a period of time if left messy.
- iii) If an offensive odor is brought to the attention of Residence Life staff it will be addressed and a solution will need to be agreed upon to remove or limit the odor. An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others.
- iv) Any odor can become offensive. Some examples are perfume; hookahs, old food or large amounts of dirty laundry. Causing noxious or offensive odors (e.g. drugs, incense, cigarettes or any cigarette paraphernalia, candles, trash buildup, etc.) is prohibited in the residential communities.

hh) Quiet Hours

- i) At all times, general courtesy should be exercised (10:00 am to 10:00 pm). College communities may set additional hour restrictions that are not less than the hours set forth herein. Exceptions may be made for Housing and Residence Life-approved programming in the College's sole and absolute discretion. During quiet hours, noise from stereos, amplified music, televisions, musical instruments, radios, voices, etc., should not be heard by people in neighboring rooms, corridors, or areas outside of the Building.
- ii) At no time should music be played so that it may be heard outdoors. Excessive or disturbing noise in or around a College Housing Facility that infringes on the use and enjoyment of such Facility by other occupants is not permitted. The Resident is expected to comply with the requests of others, including Housing and Residence Life staff and community members, to reduce noise levels at all times.
- iii) **24 Hour Courtesy Hours:** As a courtesy to other residents, and in effort to maintain a peaceful and quiet environment, excessive or disturbing noise in or around College Housing Facilities is prohibited at all times.
- iv) Courtesy Hours are enforced 24 hours a day.

ii) Alcohol

- i) Beacon College promotes personal responsibility regarding the use of alcohol. However, under no circumstances may an individual consume alcohol on campus property. Florida State law prohibits the consumption of alcohol by persons under the age of 21. Additionally, state law prohibits supplying alcohol to anyone under the age of 21.
- ii) Residence Life staff and Campus Safety enforce the Florida State laws and College policies stated below. Violations of these laws and policies will result in action under the Code of Student Conduct.
- iii) Alcohol consumed by persons under the age of 21. (1994 Alcoholic Beverage Code, Sec. 106.04)
- iv) Alcohol consumed on campus, regardless of age.
- v) Alcohol sold or given to minors. (1994 Alcoholic Beverage Code, Sec. 106.06)
- vi) Printed materials, flyers, or posters advertising alcohol when displayed outside a residence hall room. (Note: this includes doors to rooms)
- vii) Possession of kegs, wine boxes, or other common source containers of alcohol, whether empty or full. Kegs or beer pong tables may not be used as decorations or furniture.
- viii) The manufacturing of alcoholic beverages in the residence halls.
- ix) Violation of alcohol policies by guests of residents.
- x) Attendance at parties or gatherings where alcohol is being served if you are under the age of 21
- xi) *See the Student Code of Conduct for additional alcohol policies*

jj) Drugs

- i) The Housing and Residence Life staff and Campus Safety will enforce state and federal laws with regard to the use and possession of illegal drugs. For this reason, the following activities may result in room searches and will result in action under the Code of Student Conduct:
 - (1) Use, possession, manufacture or sale of illegal drugs.
 - (2) Possession of drug related paraphernalia.

- (3) Reasonable suspicion regarding use, possession, or sale of illegal drugs. Please refer to the room search policy located in this guide for more information regarding this point.
- (4) Any of the above activities by guests of residents.
- (5) *See the Student Code of Conduct for additional drug policies*

kk) Needles/Syringes

- i) Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans or trash chute in any building. Sharps containers are available in certain residence hall lobby restrooms. A resident can contact the Life Skills Educators to obtain the proper disposal containers. Possession of tattoo equipment including but not limited to: tattoo guns, needles, and ink is strictly prohibited and could be subject to penalty through the State of Florida law.

ll) Lockouts, Lost Keys, & Lock Changes

- i) Keys, locks, and doors are essential components for the safety and security of residents and their belongings. External and internal doors in all residence facilities should never be propped or tampered with. Safety and security are the responsibility of all students. Residents who have been locked out of their apartment must contact the Department of Campus Safety.
- ii) The resident may be asked to confirm possession of their apartment key, may be issued fines/fees for replacement of a key, and/or issued fines/fees for excessive lockouts. When a room key is reported as lost, stolen, or duplicated, the lock will be changed with the resident responsible for the loss being charged for the cost of the change, including the cost of new keys.
- iii) Residents are strongly encouraged not to loan their keys to others, as this creates a potential security problem. Residents are additionally not permitted to install their own internal lock in addition or in place of a college issued lock but should secure all valuables or important belongings in secure safe or lockbox.
- iv) **All residence hall keys and ID cards are the sole property of Beacon College and may not be duplicated except by the College.**

mm) Requests from College Officials

- i) Residents and their guests are expected to comply with requests made by college officials. College officials include, but are not limited to, the Director of Residence Life, Residence Life Staff members, Campus Safety, and the Director of Student Citizenship and Integrity.

nn) Disorderly Conduct

- i) Conduct that is disruptive, lewd or indecent, a breach of peace, or which aids, or encourages another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the college community. May also include participating in or hosting parties or gatherings that disturb the peace and/or violate law and/or police.

oo) Dress and Appearance

- i) It is assumed that students who attend Beacon College will exercise mature discretion in regard to their personal appearance and hygiene. In accordance with State Health code, students shall not be shirtless and/or barefoot in public areas such as the building lobbies, lounges, hallways, or stairwells.

pp) Student IDs

- i) Students must carry their Beacon College identification card with them at all times. Any time a College staff member asks to see a student's I.D. card, they must show it. Failure to do so is a policy violation and may result in disciplinary action and referral to Student Citizenship and Integrity.

qq) Projection of Objects

- i) Students are prohibited from projecting or dropping any object at or from buildings, individuals, cars, etc.

rr) Lasers

- i) Laser sights and laser pointers are prohibited in or around residence halls.
- ii) Search and Seizure – See the Student Code of Conduct

ss) Damages to Residence Hall Spaces

- i) When hallways, bathrooms, lounges, lounge furniture, and other public facilities in a residence hall receive undue abuse, the residents of that area are expected to assist in identifying the responsible individual(s). When those responsible cannot be identified, all residents may be required to pay a prorated share toward repairing such damages. Students may file an anonymous report to assist in identifying those who are responsible for community damage.

tt) Care of Space

- i) Each Student is responsible for the care of their assigned room and its accompanying furnishings/equipment. It is every student's responsibility to keep both residence and shared common areas clean and sanitary, including taking reasonable steps to control pests and insects.
- ii) Furniture or fixtures present and assigned to each residence space and common areas may not be moved or transferred from the assigned room or area under any circumstances (unless provided with written permission from a representative of the Housing and Residence Life).
- iii) Changes or modifications to residence accommodations are prohibited (unless specifically authorized with written approval from a representative of Housing and Residence Life). Beacon College may initiate deep clean procedures in rooms or apartments in between semesters, thus requiring residents to remove their belongings from all private and common areas for a designated period to allow the appropriate cleaning procedures to take place. Residents are expected to cooperate with communicated deadlines and actions associated with these deep clean procedures. Failure to do so may result in additional charges or student conduct proceedings.
- iv) If damages occur or special cleaning requests need to be made, students are responsible for contacting the appropriate party (their specified Resident Director) to file a maintenance request.

uu) CLS 45: Room Condition and Inventory Report

- i) The Room Condition & Inventory Report states the condition of the residence hall room/apartment including furnishings. The student receives this document when they move into the room/suite/apartment and is expected to inspect the room/suite/apartment and review the report. If the student finds any changes and/or omissions, the student should note these in the appropriate area of the report.

- ii) The student must return the signed report to the hall staff of their assigned residence hall room/suite/apartment within 48 hours of moving into the room/suite/apartment. The report is kept on file until the student moves out of the room/apartment. At that time, the report is used to inspect the room/apartment. The student may be charged for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the report at check-in.

vv) Residential Damages

- i) Each student is responsible for the care of College property in the rooms, facilities, lounges, public areas and the campus in general. Any resident who is responsible for damaging College property will be billed for the necessary repair work. Disciplinary action may also result.
- ii) All students assigned to a specific room are responsible for the physical condition of the assigned area. In addition, residents are responsible for any damages caused by their guest(s). Students may also be charged for damages and excessive cleaning. Students are expected to have their room inspected by hall staff and the inspection form signed to avoid any conflicts in the condition of the room upon leaving or at the end of a semester.
- iii) The student is jointly responsible with other students for damage to any common areas or other College housing facilities. All residents of a particular floor or building are responsible for the common areas within the building. Damages will be divided among all students within the defined living area, unless the party responsible for the damage is identified
- iv) Charges are assessed based upon move-out inspections or upon discovery of damages at other times. Residents are not charged for normal wear-and-tear, or for damages noted on move-in inspection forms. If any items are missing or damaged to the point that they must be replaced when a resident moves out, they will be charged for the current cost of the item.
- v) The College strictly prohibits any room furnishings from being removed from residence hall rooms without permission from Housing and Residence Life staff. Removing college property from designated areas or being in possession of college property in unauthorized areas is prohibited and students may be issued a conduct violation and/or billed accordingly.
- vi) The student must pay for any damage to their housing unit and/or its furnishings. Charges that exceed \$100 will be billed and must be paid promptly.

ww) Student Billing Assessment

- i) In the event there is damage to a residential space, the Housing and Residence Life staff will follow these steps:
 - (1) The Housing and Residence Life staff will begin to assess the damage and investigate the cause of the damage;
 - (2) Pictures and information will be gathered and forwarded to Maintenance staff who will assess the cost to repair damages or replace items;
 - (3) The student(s) who accepts responsibility will be notified of the amount that will be charged to their Beacon College student account;
 - (4) If no student(s) accept responsibility, Housing and Residence Life will continue to review the situation to identify responsible parties;
 - (5) If no responsible party is identified, the community or roommates using the space will share the cost of repair/replacement. The bill will be split evenly among those students in the community;

If any damage deemed intentional will be considered vandalism. Housing and Residence Life staff will also refer the student(s) to the Office of Student Citizenship and Integrity for a review.

xx) Counterfeiting

- i) Copying, manufacturing or otherwise altering college documents is prohibited. This includes, but is not limited to, parking permits, Student ID, and dining cards.

yy) Entering and Exiting of Buildings Improperly

- i) It is prohibited to bypass, ignore or otherwise not follow access control and security check procedures when entering any Beacon Housing facility. It is additionally prohibited to use stairs and exits designated for emergency use only unless it is in the course of an actual emergency evacuation. Failure to follow security and safety procedures or inappropriate use of areas marked for emergency use only may result in removal from Beacon Housing.

zz) Tampering:

- i) Tampering with or propping doors is prohibited as is the use of any object to cover and/or obstruct the door locking mechanism. Tampering with, or misuse of, elevators is prohibited. Tampering with or covering smoke detectors is prohibited. The removal of windows or window screens for any duration of time, climbing in and out of windows, and/or throwing any objects from windows is prohibited. Throwing objects from ledges, roofs, and balconies is also prohibited.

aaa) Trespassing:

- i) Entering into, accessing, or otherwise using for any purpose roofs, ledges, basements, utility or other service closets, or any other areas of the Premises, the Building, or any College Housing Facility, which are designated as prohibited areas is a violation of this Contract. The use of ledges and roofs for any purpose, hanging or sitting on balcony railings, and the scaling of Building exteriors is prohibited.

bbb) Vandalism:

- i) Damage, removal, or defacing of College or personal property is prohibited.

ccc) Maximum Occupancy:

- i) The number of individuals who may occupy a room, suite or apartment at any given time is limited to the lesser of (i) three (3) times the number of residents assigned to the room, suite or apartment, or (ii) a maximum of twenty (20) occupants.

ddd) Other Rules and Regulations:

- i) The living and study conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the College and all of its students.
- ii) Therefore, the College may impose, and the student shall abide by, other and further rules and regulations for the conduct of students occupying student housing at the College.
- iii) Such rules and regulations shall be published and made generally available by the College from time to time.
- iv) They shall be enforceable upon the student upon publication and without further notice.

Health and Safety

1) Health and Safety

a) Pool Policy

- i)** The pool located in the Village Apartments is for the use of all Beacon College students. This space is not to be used by those not attending classes at Beacon College. The pool is open for use from 9:00 am to 7:00 pm daily and a maximum of 10 people are allowed in the gated pool area at one time. There is no lifeguard on duty and students choose to use the pool at their own risk. Students must assess their own swimming abilities before getting into the water. To maintain safety, diving, running on the deck, and unsafe behavior is prohibited.
- ii)** As with other common areas, students are expected to keep the pool and surrounding area clean by showering before entry. Further, animals/pets (other than Service Animals) are not permitted in the gated pool area and no animals are permitted in the water. No food or drinks can be brought into the gated pool area.

b) Health and Safety Inspections

- i)** Residence Life reserves the right to conduct announced or unannounced health and safety checks during each semester. The purpose of these checks is to maintain a safe living and learning environment by discovering potential hazards before they affect the individual residents or the resident population. Situations that are addressed include, but are not limited to, the following:
 - (1)** prohibited items; overloaded outlets; obstruction of pathway to exits (in case of a fire); extreme cases of dirty housekeeping in room or bathroom; presence of weapons; presence of pets; and/or an unlocked door.
- ii)** Health and Safety checks are conducted by Residence Life staff members and aimed to be completed with at least one resident in the room.
- iii)** Notification of any issues noticed will be addressed with the resident and a follow up inspection date will be set. If the situation has not been remedied by the follow up inspection a student conduct meeting and/or sanction may be applied.
- iv)** Residence Life staff may enter a room when the resident is not present if several unsuccessful attempts were made to complete the health and safety check, but no one answered the door.
- v)** In this case a Health and Safety receipt will be left in the room identifying potential hazards with a follow up inspection date or a notice of satisfactory compliance. Items may need to be confiscated during these checks. If this occurs, please refer to the community living standards section on confiscated items.
- vi)** Room inspections by the Housing and Residence Life staff may be held throughout the semester to ensure compliance with community living standards and/or health and fire safety guidelines. Advance notice of these inspections will normally be given.
- vii)** Students whose rooms are deemed “unsanitary or a health hazard” will be referred to the Life Skills Educators for the development of a corrective action plan.

c) Safety and Security of Locks and Doors

- i)** Always lock your door and take your key with you, even if you are leaving for just a short period of time. Do not lend your key to others. Do not keep large amounts of cash in your room. Protect the safety of your fellow residents by respecting all visitation policies.
- ii)** Keep outside doors locked even if it causes you an inconvenience. Propping outside doors for easier re-entry or giving out access codes to buildings compromises the safety of the entire building and is considered a very serious violation of policy. Door propping also includes taping or otherwise interfering with the locking mechanism of any door, so that it does not lock.
- iii)** Students are issued a key that permits access to their assigned room. In specific buildings, separate keys are issued for access to an apartment, suite, or building in addition to the key for the individual

bedroom. Keys are given for a student's personal use and are not transferable (or to be loaned to another individual). Students are advised to always lock their doors when exiting their room.

- iv) Students who lose or temporarily misplace their keys should immediately report the loss to their Resident Director and/or Campus Safety. A student may borrow a loaner key from the Housing and Residence Life Office for up to 72 hours. If the originally issued key(s) is not located within 72 hours, the key(s) will be considered permanently lost and a lock change will be authorized. Charges for lock changes, lockout/loaner keys, and key replacement will be billed to the student's account.
- v) The College maintains a computerized door entry system for most residence halls. To access their assigned residence hall, students should tap their card on the scanner located at the building's entrance. For the safety and security of all residents, students should not hold or prop any door open to allow non-residents to enter.
- vi) Students should also be mindful of anyone who tries to enter the building behind them. Allowing individuals who seek entry to "tailgate" (allow others to enter the building without using their own entry card), is prohibited.

d) Health Records and Insurance

- i) All students living on campus must have a Health Record Form on file at the Life Skills Educators Office and meet the Beacon College's immunization requirements which include the following:
 - ii) Menactra (meningitis vaccine) - required by law 10 days prior to moving into the halls for all students that are new, transfer, or have had a break in their enrollment, and are under the age of 22.
 - iii) TB skin test for all international students 10 days prior to arriving on campus.
- iv) Residents are required to have health insurance in order to live in the residence halls. You will be automatically charged for student health insurance each semester. If you already have adequate health insurance, you may file a Waiver Form online by visiting the Wellfleet site or by contacting the Life Skills Educators Office prior to the deadline date (the 12th class day of each semester). After the 12th class day, the student health insurance premium is non-refundable.
- v) *NOTE: For more information regarding student insurance, immunization requirements, or Health Record forms, please contact the Life Skills Educators Office.*

e) Personal Property

- i) Beacon College is not responsible for theft or damage to a resident's property in the residence halls. To protect belongings, the following is encouraged:
 - (1) Keep room door locked at all times.
 - (2) Secure all bicycles with a U-lock.
 - (3) Prior to moving in, make a record of all valuables. This record should include a description, the serial number for each item and any identifying characteristics. Residence Life also recommend taking photos of your valuables.
 - (4) Use an engraver to mark belongings.
 - (5) Never leave belongings unattended in hallways during check-ins or check-outs.
 - (6) Use of safe or lockbox for cash, cards, jewelry, electronics or medication.
- ii) **NOTE:** Residence Life strongly encourages residents to insure personal items with a renter's insurance policy or verify coverage under a parent/guardian's homeowner's insurance policy. The College does not insure the personal property of any student on or off campus. The College has no responsibility for any theft, damage, destruction, loss, etc., of any personal property, including but not limited to, money, valuables, or equipment belonging to or in the custody of the student, whether caused by intentional or negligent act, failure to act, natural causes, fire, or other casualty.
- iii) The College is not liable for the failure or interruption of utilities or for conditions resulting from failure or interruption of the same. Residents are encouraged to have adequate insurance to cover all

personal belongings. If a homeowner's policy does not cover belongings while in the residence hall, the student is strongly recommended and encouraged to have a written rider for this purpose or purchase a separate renter's insurance.

f) Traveling After Dark

- i) Residents are to be careful walking alone outside after dark. When possible, it is advised that students travel in groups. A student can also call Campus Safety for an escort on campus at 352-638-6945.

g) Medical Emergencies

- i) Should a situation occur in which medical attention appears necessary, Residence Life staff should be notified and may contact the local emergency services. Any costs incurred for emergency transport, hospital services, and any other assistance will be the responsibility of the student and/or their family.
- ii) Students who have serious and repeated emergency medical or psychiatric conditions will be asked to provide written medical support that they are under care and are supported to live in residence life by their medical treatment team. Such documentation should ensure that treatments or conditions will not require significant monitoring by the residence life team or roommates and is required before continued residency.

h) Emotional Wellbeing and Mental Health Concerns

- i) Students demonstrating evidence of psychological distress or behavior that may pose a danger to themselves or others in the community, or that may interfere with the normal functioning of the college community may be required to complete a formal psychological assessment.
- ii) In addition, Beacon College reserves the right to contact an external counselor for a professional assessment. A student who is self-mutilating or is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a professional assessment.
- iii) Additionally, the Director of Housing & Residence Life reserves the right to make decisions regarding the feasibility of the continued enrollment of emotionally unstable students. Students who have withdrawn for medical reasons (including psychiatric or psychological care) may be required to provide documentation to the CARE Team and the Director of Counseling & Wellness that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic and relational success of the student.
- iv) **Documentation may include but is not limited to:**
 - (1) Reports of treatment from attending professionals;
 - (2) Letters of recommendation from attending professionals and/or parents; and in some instances,
 - (3) A personal interview with the attending professionals.
- v) Compliance with documented treatment plans is required for continued enrollment. Updated medical documentation may be required and requested prior to subsequent semesters. Beacon College officials may contact parents or guardians in situations where a student's behavior indicates they are not in control of their behavior or is of harm to themselves or others.
- vi) Mental Health concerns will be handled with the utmost care and consideration for the student experiencing distress and their information will only be shared with those who are directly able to support the student and their needs.

i) Suicide Threats or Attempts

- i) Students should dial 911 during an emergency. Suicide threats or attempts must be reported to Residence Life staff or another college employee. Every effort will be made to get needed help to students who attempt or speak of suicide while living in campus housing.

- ii) Students exhibiting suicidal behavior or expressing suicidal thoughts may be required to attend counseling in order to remain in the residence halls.
 - iii) Students who are believed to have ingested a harmful substance or otherwise attempted to harm themselves will be required to go to the hospital and be checked by a medical professional.
 - iv) Students who attempt suicide will have their individual situation assessed and the following may occur:
 - (1) The student, if deemed harmful or disruptive to the campus community, will be asked to leave the campus;
 - (2) The student may be allowed to remain in the residence hall while receiving counseling at the discretion of the Director of Housing and Residence Life, and the Director of Counseling.
- j) Return to Housing from Medical or Behavioral Treatment or Care**
- i) In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be required to provide information to Housing and Residence Life in order to return to on-campus housing.
 - ii) When a resident's behavior endangers the life of a person, threatens the functionality of a safe and comfortable community, or a resident has a history of conduct violations, the Department of Housing Residence Life may review the resident's contract for housing.
 - iii) During this process, a decision to terminate the housing contract, relocate to another on-campus location, or allow the resident to remain in their current location is made.
- k) HS 11: Missing Person Policy**
- i) Beacon College encourages students to provide confidential contact information for an individual to be notified in case the student goes missing. This confidential contact will be contacted in accordance with official notification procedures by the institution if the student is determined missing. Beacon College encourages students to register a confidential contact who will be notified.
 - ii) The custodial parents or guardians of any students who are not yet 18 years of age, and who are not emancipated individuals, and who are determined missing in accordance with the official notification procedures, will be notified. Beacon College will also inform the Leesburg Police Department.
 - iii) It is the policy of the Division of Student Engagement and Success to actively investigate any report of a missing student who is enrolled at the College. Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change.
 - iv) A student will be considered missing, if a roommate, classmate, faculty member, staff member, friend, family member, or other campus person has not seen or heard from that person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability.
 - v) Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life-threatening situation.
 - vi) Any report of a missing Beacon College student will be actively investigated immediately. The Director of Housing & Residence Life or designee will attempt to make contact with the student through phone, text, email, visits to campus apartment, etc.
 - vii) If the student has not been located through these efforts the Director of Housing & Residence Life and/or Director of Campus Safety will liaison with the Leesburg Police Department until the student has been located.
 - viii) Any individual at Beacon College (student, faculty, or staff) who has information that a Student may be a missing person must notify the Division of Student Engagement and Success and/or the Department of Campus Safety immediately.

- ix) College personnel will begin an immediate investigation and gather all essential information about the suspected missing student from the reporting person, from the student's acquaintances, and from others as needed. Such information may include the following:
 - (1) A physical description of the missing person, including the clothes that were last worn;
 - (2) Student's cell phone number (if known);
 - (3) Where the student might be, who the student might be with, and a vehicle description;
 - (4) Information about the physical and emotional well-being of the student; and
 - (5) A class schedule, when last attended class.
- x) Appropriate campus staff, including the President's Office, will be notified. Contact with the student will be attempted using the following means:
 - (1) Calling the student's cell phone;
 - (2) E-mailing the student;
 - (3) Entering into the student's assigned campus housing;
 - (4) Talking to roommates and other friends;
 - (5) Reviewing the student's network print or email accounts to determine most recent activity;
 - (6) Reviewing access logs for on-campus housing (when available);
 - (7) Reviewing meal card usage with Dining Services;
 - (8) Checking the student's social networking sites such as Facebook, Instagram, and Twitter.
- xi) A person shall be determined to be missing if:
 - (1) Search efforts are unsuccessful in locating the student in a reasonable amount of time;
 - (2) It is apparent immediately that the student is a missing person (e.g. witnessed abduction);
 - (3) It has been determined that the student has been missing for more than 24 hours.
 - (4) No later than 24 hours after determining that a student is missing, the Director of Housing & Residence Life or their designee will notify the confidential contact and advise that the student is believed to be missing.

l) Fire Safety Procedures

- i) The following are guidelines residents should follow as precautions to an emergency or fire:
 - (1) Know two exits routes from your assigned apartment or suite. Fire evacuation plans are located on the back of your room doors. Notify your RD if this plan is missing. This plan should not be covered or removed.
 - (2) Do not obstruct doors or hallways since it could mean the difference between life and death for someone escaping a fire. Never leave personal belongings or trash in the hallway.
 - (3) Do not tamper with fire alarms, fire extinguishers or smoke detectors. This is a serious crime. Misuse of any fire safety equipment will result in disciplinary action and a \$200.00 fine.
 - (4) In the event of an alarm, all residents must evacuate the building through the nearest exit as quickly as possible to the area specified for your hall. Failure to comply with an alarm will result in action under the Student Code of Conduct.
 - (5) Do not return to the building until the College Police or Residence Life staff has indicated residents may.
 - (6) Report all fires no matter how small to the Campus Safety department at 352-638-9799.
- ii) An ounce of prevention goes a long way. In an effort to protect all residence hall students and staff, the college has adopted the following fire safety policies. You are responsible for informing your guests of the fire safety regulations and practices of your residence hall. Violating these policies could result in your separation from the College or other sanctions.

m) Fire Safety Equipment

- i) The lives of community members depend on the operation of fire safety equipment. Do not, under any circumstance, tamper with smoke or heat detectors, sprinklers, fire extinguishers, fire hoses, or any alarm system. Students found tampering with such equipment can be subject to fines, student conduct sanctions, and criminal prosecution. (1994 Uniform Fire Code, Sec. 1001.6.2)

n) Fire Sprinklers

- i) Many of our residence halls have fire sprinklers. These systems can help stop a fire in the residence hall, but also can cause a great deal of damage if misused or tampered with. Each sprinkler head has a glass tube or fusible link, which can be broken by impact or intense heat.
- ii) When a sprinkler head is activated, large amounts of water will pour out and cannot be stopped until the system is shut off. Follow the guidelines below to help keep the sprinkler heads and other parts of the system in tact so that they can do their job of protecting you:
 - (1) Do not tamper with any part of the sprinkler system;
 - (2) Do not hang anything from a sprinkler head, or from any other part of the fire suppression equipment, including the pipes;
 - (3) Keep a clearance of 18” around sprinkler heads, including in closets;
 - (4) Keep sources of heat away from the sprinkler heads;
 - (5) Avoid hitting the sprinkler heads when moving items into, out of, or around a room;
 - (6) Do not engage in sports or horseplay that could result in anything striking a sprinkler head anywhere in the residence hall;
 - (7) Report leaks or problems with the system right away.
- iii) Tampering with the fire sprinkler system is a violation of laws and College regulations and will result in college disciplinary action, including fines and removal from the hall and/or possible legal action.
- iv) Residents who tamper with the fire sprinkler system and causes damage will be subject to disciplinary action, a fine and all costs to repair the system.
- v) Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be subject to disciplinary action, including fines and possible removal from the hall, and be responsible for all damages to resident and college property.

o) Fire Extinguishers

- i) Fire extinguishers are located in each apartment in each residential building. Use a portable fire extinguisher only if you have been trained to do so. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to property

p) Fire Alarm Procedures

- i) Each Fall and Spring semester there will be one unannounced evacuation drill per residence hall building scheduled with the Campus Safety and Residence Life staff to prepare and familiarize resident students with fire evacuation procedures.
- ii) There is a designated area of refuge for each building that the residence director will explain at the hall or floor meetings, which is at least 200 feet away from the building exits to be used as an evacuation destination.
- iii) Anytime the fire alarm sounds, everyone inside the building is required to exit the building as fast and safely as possible and go to the area of refuge. Never assume the alarm is a drill and even if the cause of the alarm is known, residents must still evacuate the building.
- iv) During an evacuation drill Residence Life staff Campus Safety may check rooms to see that everyone has evacuated the building as required and that alarms are working correctly.
- v) When a fire alarm sounds, act as if there is a real fire. Assuming the alarm is a mistake, or a fire drill is extremely dangerous. To ensure your safety take the following steps:
 - (1) Upon hearing the alarm, remain calm.

- (2) Do Not Open Hot Doors! Feel the top of the doors with the back of your hand before opening any door. If the door is hot, do not open. If cool, open the door slowly and stay behind the door while opening it. Close all doors immediately after entering or exiting.
- (3) If you are caught in a room and cannot leave, try to seal cracks around the door to prevent smoke from entering.
- (4) Proceed immediately to the nearest designated exit (do not use elevators).
- (5) Close doors behind you as you exit, to help contain fire.
- (6) Upon exiting the building, follow further instructions given by Residence Life staff, Campus Safety or emergency responders.
- (7) Once exiting the building at the ground level, walk to the designated area (50 feet away from the building). Stay out of the path of the vehicles of emergency responders.
- (8) Do not re-enter the building until given permission by Housing and Residence Life, Campus Safety, or an emergency responder.
- vi) In the event of a fire alarm, please make reasonable efforts to assist any students with a physical disability. Wheelchair-bound students should be transported to the nearest stairwell, and emergency personnel should be informed of the student's location upon their arrival.
- vii) Students found responsible for not evacuating a building during a fire alarm should expect to be referred to Student Citizenship and Integrity

q) Heating Elements and Electrical Appliances

- i) Electrical appliances with exposed heating elements or open flames are not permitted. The following items have been identified as potential fire hazards by the fire marshal and will be confiscated if found in resident rooms.
 - (1) Candles
 - (2) Potpourri burners
 - (3) Space heaters
 - (4) Incense burners
 - (5) Electric skillets
 - (6) Toaster ovens
 - (7) Hot pots
 - (8) Halogen lamps
 - (9) Hot plates (or item with an open heating element or heat coil)
 - (10) Popcorn poppers that use oil
- ii) Each resident is allowed the following size for microwave and refrigerator for his or her room.
 - (1) Small microwave (max. 1.4 cu. ft.)
 - (2) Small refrigerator (max. 4.5 cu. ft.)
- iii) Residence Life provides ovens, baking stations, and/or kitchenettes in community spaces in the residence halls. Appliances with heating elements should never be left in use unattended and all directions should be followed when using the appliance.
- iv) Appliances should only be used for their intended purposes with appropriate items.
- v) **NOTE:** *If any of the restricted items are found in a room, that item will be confiscated and returned at the end of the semester.*

r) Community Kitchen

- i) Students have access to community kitchens in some residence halls. Kitchen use is for building residents only. In order to ensure a safe and clean environment, students are required to clean up after themselves in the kitchen, including throwing away any trash, wiping down the counters, cleaning all dishes, and turning off the oven.
- ii) Residents are responsible for their own food and personal belongings in the kitchen or refrigerator. Students are not permitted to store food, cooking equipment, appliances, or other items in the community kitchen at any time.

s) Fire Safety Rules for the Kitchen:

- i)** Never leave cooking food unattended;
- ii)** Never put foil or metal in the microwave;
- iii)** Turn OFF the oven when you finish cooking or leave the room;
- iv)** Do not use any additional kitchen appliances in the space.

t) Fire Safety Violations

- i)** Students that fail to follow fire safety guidelines are a threat to the life and health of fellow residents. The following list contains fire safety violations. You may be suspended or expelled from the college or otherwise penalized if you:
 - (1)** File a false report or fire or other dangerous conditions (except cases of reasonable error or accident);
 - (2)** Fail to properly report a fire;
 - (3)** Interfere with the response of college or city officials to emergency calls;
 - (4)** Park within eight feet of a fire hydrant or in designated fire lanes. The car will be ticketed and towed at your expense;
 - (5)** Damage or tamper with fire alarms and/or other safety equipment;
 - (6)** Refuse to evacuate any college building after a fire alarm has sounded or other notice has been given;
 - (7)** Use appliances or materials that create a fire hazard (Consult your hall staff about safe usage procedures);
 - (8)** Possess fireworks or explosives.
- ii)** When appropriate, legal action will also be taken. The use of drugs, including alcohol, does not lessen your responsibility.

u) Hazardous Materials

- i)** Flammable solvents are not allowed. Highly combustible materials and noxious chemicals must not be kept in residence halls except in amounts in containers in which they are commonly available for household use (one pint or less). The improper use or possession of flammable or hazardous substances may result in separation from the College or such lesser sanctions as may be judged appropriate to the act.
- ii)** Gasoline in any amount and other flammable liquids in the same class are prohibited from storage in any residence hall.
- iii)** Furthermore, any vehicle, motorcycle, moped, or device with a motor and fuel tank is prohibited from entry into any College building. Possession or use in a residence hall, college building, and areas associated with such structures, or on property owned or controlled by the college, of fireworks, firearms, or other hazardous or dangerous weapons or substances are prohibited.

v) Arson

- i)** Starting any fire, intentionally or unintentionally, may result in severe College sanctions (including suspension or expulsion) and/or criminal prosecution. It is College policy to seek criminal prosecution of any person deliberately setting or maintaining a fire on College premises.
- ii)** As a responsible member of the college community, you owe it to yourself and to your fellow residents to become familiar with the procedures to follow in case of fire. You should also familiarize yourself with the preventive measures you can take to maintain the safety of your residence hall.
- iii)** Under no circumstances should staff or residents enter the building, or should the alarm be silenced without clearance from Campus Safety or Facilities.

w) What to do---If you see a fire ignite:

- i) Close the door to the fire area;
- ii) Activate the building fire alarm system and exit the building immediately;
- iii) Go to the nearest phone, dial 911, and report the exact fire location;
- iv) Stay clear of the structure and report to your buildings posted evacuation location;
- v) In cold or inclement weather, go to a neighboring building when instructed to by Housing and Residence Life, Campus Safety, or emergency personnel;
- vi) Remain in a safe area until the fire department and environmental health and safety personnel allow you to reenter the affected structure.

x) If you are in a fire area:

- i) Stay as calm as you can;
- ii) Feel closed doors from top to bottom for heat, using the back of your hand;
- iii) Crouch low and open the door slowly;
- iv) If safe, go into the hallway and close the door behind you;
- v) Activate the building fire alarm system and alert others to evacuate;
- vi) Go to the nearest stairway and leave the building in a prompt and orderly manner. If the stairway is full of smoke, leave it and go to another stairway.

y) If you are trapped by a fire:

- i) Do not panic;
- ii) Pack the space under the door with wet towels, clothing, or other material;
- iii) Dial 911 and report your location;
- iv) Go to a window, open it, wave a white or brightly colored cloth from it, and call to any people below;
- v) Do not break windows unless smoke is pouring into your room and you need fresh air to breathe;
- vi) Stay near the window where you can be seen. Do not hide under the bed or in the closet;
- vii) If you cannot get to a window, go to an inside corner of the room, curl up on the floor, and protect your face with a wet cloth. Stay calm, breathe slowly, and call out for help when you hear rescue personnel in the hallway.

z) Fj2

- i) An individual with a physical disability is defined as anyone with a permanent or temporary disability, who for whatever medical reason, is unable to evacuate a building using the stairwell;
- ii) A person with a mobility issue on the ground floor should evacuate the building through the nearest clear exit if they can do so under their own power. A disabled person on upper floors in a building should go to the nearest stairwell. If they are unable to exit, or safely reach a stairwell, they should stay in their own room.
- iii) If at all possible, they should hang a towel or blanket out of the window to signal for help. In addition, they should stuff a blanket or towel under the door to block entry of harmful smoke or gas;
- iv) The Campus Safety or hall staff will notify the resident when the building is considered “all clear” during a fire drill or false alarm;
- v) In case of fire emergency personnel will make every attempt to enter the area and rescue the disabled resident.

aa) HS 22: Communicable Diseases Guidelines

- i) It is the intent of the college to protect residents from communicable diseases that pose reasonable risk of harm to members of the college community. It is also the intent of the college to protect the rights of those infected with a communicable disease. Residents who do become infected with a communicable disease are subject to the guidelines listed below. The college will be flexible in its

response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

- ii) The college will make available to the college community information about the transmissibility of communicable disease and precautions, which can be taken to prevent the spread of various communicable diseases. An infected resident can continue to study and work so long as she/he is able to continue to perform their regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that the resident's continual status does not present a health or safety threat to themselves or others.
- iii) A resident who contracts a communicable disease has the responsibility to notify the college of the illness immediately. A resident returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the resident's physician indicating their current medical status. Residents should submit their statement to the Director of Housing & Residence Life. Within reason, the college will make accommodations to the resident, whenever possible, to ensure continuity in the classroom.
- iv) No resident may be dismissed from the college solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrate that the resident can no longer perform essential requirements of the program or poses a reasonable threat to the health and safety of those around them.
- v) In the event that a resident has a concern about the potential for the spread of communicable disease within the college community, those concerns should be brought to the Division of Student Engagement and Success for review consistent with the current available information on the spread of the particular communicable disease.
- vi) After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of disease within the college community by an infected person, the Division of Student Engagement and Success will, after notification of the issues presented to the College President, contact the Center for Disease Control and/or Lake County Health Department for recommendation of appropriate action consistent with state law.

bb) Hall Security

- i) Security is always a concern in community living areas. To assist in protecting residents, all exterior building doors are locked at designated times during the day. Residents are strongly encouraged to keep room and suite doors locked at all times.
- ii) Residents found propping doors open, jamming locks, or accessing rooms that do not belong to them will be subject to disciplinary action. Residents should be mindful of not letting anyone "tailgate" through a locked door by coming in behind them when they enter a residence hall space.
- iii) Campus Safety and Residence Life staff encourage all residents to report any suspicious activity in or around the residence halls. Residence life keys may not be duplicated or loaned out. Windows may not be used as entrances or exits. Safety screens may not be opened except in the case of an emergency evacuation.
- iv) Residents may not want to display identifying information on their room windows or doors. Hall staff may post door decorations on doors with a resident's name on it at the beginning of the semester to help them identify their room, but residents have the right to remove the display.

cc) Hurricane and Tropical Storm Procedures

- i) Upon announcement by the National Weather Service that a hurricane or tropical storm warning is issued and outlines significant effects on the Leesburg Area, the Director of Housing and Residence Life will be notified and will relay weather information to the department staff and residents.
- ii) If residents are leaving the residence halls prior to a storm, each resident must notify the Department of Housing and Residence Life or Resident Director.
- iii) **Preparation Before the Hurricane Makes Landfall**

- (1) All furniture including beds should be pulled away from the windows. Electronics should be placed off the floor, preferably in the closet. Since the floors can get wet, all particles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- (2) All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers. Valuables should be removed or placed in closets or drawers that can be locked. The closets and drawers should be locked/closed and remain locked/closed throughout the hurricane.
- (3) All doors should be locked when the occupants are not in the room or apartment. All windows must be closed tightly. In facilities where blinds are provided, the blinds should be down and closed.
- (4) DO NOT put tape on windows.
- (5) Each resident should provide her/ his own flashlight in case of power failure.
- (6) DO NOT use candles under any circumstances; fire is uncontrollable during a hurricane.
- (7) Residents should provide themselves with an adequate supply of non-perishable foods and bottled water to last two (2) to three (3) days.
- (8) If you vacate your residence prior to the storm, we ask that you inform the Department of Housing and Residence Life where you can be located.
- (9) During storms, all automobiles must be parked in designated parking areas. All windows should be closed, and your doors locked.
- (10) Be sure to fully charge all of your electronics in the event of a power outage.

iv) Procedures During the Hurricane

- (1) Whether on campus or in a designated off campus shelter, your personal protection and welfare is essential. We ask that you follow this list of instructions:
 - (a) It is essential that all residents stay with the Department of Residence Life and Housing staff throughout the entire hurricane. Residents must not leave their area of shelter until directed to do so by the Department of Housing and Residence Life.
 - (b) Residents should remain away from danger areas, such as glass windows and doors of the shelter.
 - (c) Do not attempt to open windows or doors to see what is happening outside once you are located in the designated shelter area.
- (2) If everyone remains calm, stays inside, and observes the above instructions, and precautions, this minimizes danger. If anyone has any questions, please contact the Department of Housing and Residence Life or Campus Safety.
- (3) Residents are responsible for following all the procedures above and any other procedures given at the shelter location by the Department of Housing and Residence Life.
- (4) Residents will not be able to return to the halls and must stay indoors at the designated shelter location during the hurricane.
- (5) If a resident chooses to stay off-campus during the storm, he or she will not be able to return until the Department of Housing and Residence Life opens the residence halls. This is for your protection.

v) Procedures After the Hurricane

- (1) Residents will not be allowed back into the residence halls until the Director of Residence Life and Housing has received approval from College administration that all residence halls are safe and secure.
- (2) Residents must routinely check e-mails and College advisories for continuous updates. Damage to personal property found after the storm is not the responsibility of Beacon College or the Department of Housing and Residence Life.
- (3) Damage to Beacon College Property will be taken care of by the College in a timely manner after the storm. Damage to personal property must be taken care of on an individual basis so make sure to have renter's insurance in case of emergencies.

- (4) If residents need to be relocated due to damage to their room, the Department of Housing and Residence Life will work with each resident to find a temporary location on campus until the room is cleared by College administration.

dd) Harassment and Discrimination Policy – See Student Code of Conduct

ee) Room/Apartment Entry by Staff

- i) Communication for regarding all general entry will be communicated or emailed to applicable residents no less than twelve (12) hours prior to entry. General entry is permitted by authorized staff or personnel for one or more of the following:
 - (1) Non-Emergency Maintenance: By requesting a maintenance or IT repair, a student has granted permission for a member of the facilities staff to enter his/her residence to make the necessary repair. Facilities staff may also enter student living quarters at any other time in the course of performing other maintenance services. Because our maintenance staff responds to thousands of work orders annually, it is not possible to schedule work in advance.
 - (2) Health and Safety Inspections: Several times throughout the academic year, Housing and Residence Life staff will conduct routine inspections of all student living spaces. Such inspections will be announced with a minimum of a twelve (12) hour notice.
 - (3) Emotional & Well Being Concerns: Apartments and rooms are entered if there is concern for a student in the area of emotional or physical health.
 - (4) Fire Safety Inspections: Apartments and rooms are entered for periodic inspections of fire safety equipment (i.e. fire extinguishers, sprinklers). Residences may also be entered when the alarm system indicates a smoke detector has been activated or if repairs become necessary.
 - (5) Contract Labor or Routine/ Preventative Maintenance: Outside agencies contracted with the College may enter residences to administer services for fire equipment inspection, pest control, change air filters, Cable TV and internet, maintenance such as flooring, plumbing or servicing of air conditioning or appliances. Such work will be announced with a minimum of a twelve (12) hour notice.
 - (6) HRL Courtesy Issues: Such as to turn off alarms, stereos or other items which are causing a disturbance for other members of the campus community when there has been no response by occupants.
 - (7) To open doors for lockouts
 - (8) When occupant of a room or apartment provides permission;
 - (a) To conduct end of the semester room inspections;
 - (b) To conduct room inspections after a resident moves out;
 - (c) Additional circumstances as determined by the College, after a minimum of a 12-hour notice to the resident's Beacon College email account.
- ii) Emergency entry will be communicated or emailed immediately by Housing and Residence Life once the emergency is identified, entry is necessary, and the identifying department contacts Housing and Residential Life. Generally, emergency entry is permitted by authorized staff under the following:
 - (1) When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or property.
 - (2) When it is necessary to preserve campus order, security, or discipline.
 - (3) By search warrant issued an agency of the law;
 - (4) During fire drills, alarms, or severe weather evacuations;
 - (5) By a search authorized in the search and seizure policy pursuant to the Student Code of Conduct and/or Housing and Residence Life policies;
 - (6) To verify occupancy.

ff) Room Entry Protocol

- i) Upon arriving at the apartment or room, the authorized personnel will place a hangtag on the doorknob indicating that authorized personnel is in the apartment/room.
- ii) The authorized personnel will knock loudly a minimum of three (3) times, followed by a pause to listen for a response inside the apartment or room. This process should be repeated a minimum of three (3) times.
- iii) Upon the conclusion of repeating this process a third time, the authorized personnel should announce, loud enough to be heard through the door, name, department, purpose of visit, and state “Keying In” is occurring.
- iv) The door should be slightly opened, and the authorized personnel should loudly announce their respective department, (i.e. “Campus Safety,” Housing,” “IT,” or “Maintenance”) and wait to hear a response.
- v) If there is no response, the authorized personnel may then enter the apartment or room.
- vi) If the authorized personnel surprises the resident (resident may be in the bathroom, have headphones on, etc.), the authorized personnel will close the door and re-announce intent to enter;
- vii) The authorized personnel will wait for the resident to come to the door to grant entry;
- viii) The authorized personnel must report any unusual circumstances to the Director of Housing and their supervisor immediately.

gg) Completion of Facilities (Maintenance), IT, or Campus Safety Visit

- i) Leave the signed hangtag on the inside of the door.
- ii) Leave the apartment/room locked.
- iii) Immediately report completion of the job

hh) Elevators

- i) Some residence halls and apartments have passenger elevators. Use of the elevators is a privilege and residents are expected to use them in a responsible, safe, and respectful manner. Regarding this expectation, tampering with the alarm, misuse or defacing of the elevators or entering the elevator shaft is prohibited. Actions such as tugging on the doors or jumping up and down in the car are also prohibited.
- ii) If an elevator door is closing, do not force it back open
- iii) Residents of the building or the individual found responsible will incur the costs of any damages to the elevator. Inappropriate use of the emergency call button or phone is not permitted. Any of these kinds of actions may result in discipline and legal action.
- iv) Residents who tamper with or abuse any of the residence hall elevator equipment or controls, or who create an unsafe environment for themselves or others in or around the elevators are in violation of college housing policy and will be subject to the College conduct process.
- v) **When using elevators, you should:**
 - (1) Watch your step when entering or exiting an elevator
 - (2) Stand aside and allow exiting passengers to get off before entering
 - (3) Push and hold the 'DOOR OPEN' button if doors need to be held open for longer than the normal timing sequence allows or if someone is approaching the elevator to get on
 - (4) Use the stairs if there is a fire in the building or another situation that could lead to a disruption in electrical service - elevator shafts are often not sealed and act as a chimney when fire is present
 - (5) Check the posted capacity of elevators and do not board an elevator that is already at capacity - if the car is full or if there is not enough room to stand comfortably in the elevator cabin wait for the next elevator to arrive
 - (6) Actively discourage others from cramming into an elevator that is at or has already exceeded its posted capacity
 - (7) Discourage unsafe behavior by others in and around elevators

- (8) Report elevator vandalism promptly to College Housing staff; reports may be submitted anonymously
- (9) Report elevator-related accidents promptly to College Housing staff
- (10) Push the 'ALARM' button and as many floor buttons as possible if you suspect trouble or are attacked so that the elevator will stop quickly at the next floor - do not get into an elevator with someone who makes you feel uneasy.
 - (a) **You should NEVER:**
 - (i) Interfere with closing doors - wait for the next elevator
 - (ii) Attempt to pry open elevator doors
 - (iii) Attempt to enter the hoist way outside the elevator cabin
 - (iv) Jump up and down inside of the elevator cabin
 - (v) Cram into an elevator that is at or has already exceeded its capacity
 - (vi) Hold the doors open with any kind of equipment, your foot, or arm
 - (b) **If the elevator is not working and you are inside:**
 - (i) When the elevator stops, first try the 'DOOR OPEN' button - if the doors will not open press the “phone Call” button and wait for assistance
 - (ii) Remain calm and communicate with those outside - if you have a cell phone and it is receiving a signal, call Campus Safety (if you do not have a cell phone, or have no signal, ask those outside to make the call)
 - (iii) Sit down and stay in the elevator, away from the doors, in case rescue personnel open them - NEVER attempt to crawl, jump, or climb out of an elevator between floors
 - (iv) Never attempt to get off of a stalled elevator without emergency personnel present
 - (v) Do not attempt to exit an elevator that is not properly aligned with a floor unless there are emergency personnel present to assist in evacuation

Residence Hall Facilities and Services

1) Residence Hall Facilities and Services

a) Guidelines for Facility use and Services

- i) Residence Life aims to provide services to residents, while aiming to teach them responsibility and accountability for items checked out or borrowed, and/or common areas reserved or used.
- ii) As items and facilities are shared by a community of people we aim to teach residents the importance of taking care of and respecting property.
- iii) If residents are found abusing or neglecting property, facilities, or services they may be referred to Student Citizenship and Integrity, sanctioned, and/or fined through a community damage charge.

b) Basketball Court Usage

- i) This area is prohibited for any person or persons not affiliated with the college or the residential communities.

c) Food Delivery Services

- i) All Beacon residents are allowed food delivery services. Each resident can request delivery through the address of their Resident Hall. You can locate your residential hall addresses below.
- ii) Please advise that Beacon is not responsible for any issues related to food delivery, and residents are expected to pick up their food promptly without the intervention of Beacon staff.

iii) These addresses are to only be used for food delivery services (i.e. Doordash, Grubhub, Uber Eats, etc.) and not for standard mail and packages (Amazon, FedEx, UPS, or USPS).

(1) **Beacon Commons:** 600 West Oak Terrace Drive, Leesburg FL 34748

(2) **New Residence Hall:** 319 N. Palmetto Street, Leesburg FL 34748

(3) **RAP Hall:** 306 N. 3rd Street, Leesburg FL 34748

(4) **Village Apartments:** 412-420 N. 3rd Street, Leesburg FL 34748

(5) **Woodward Apartments:** 100 E. Woodward Street, Leesburg FL 34748

d) Transportation and Parking

i) Bicycles may be stored in individual rooms, but not in any part of the residence hall including hallways and lounges.

ii) Bicycle racks are provided outside each residence hall and near some other campus buildings. Bicycles may only be locked onto designated bike racks.

iii) Bicycles stored illegally (landings, stairwells, etc.) may be confiscated by Campus Safety and disposed of accordingly. Bicycles are considered a fire hazard if not stored properly.

iv) Bicycles are not allowed to hang from the ceilings within any of the college residence halls. Occasionally Housing and Residence Life and Campus Safety will clear out bicycles that have been abandoned on the bicycle racks. Residents must use a U-lock and properly secure their bicycle.

v) All residents that wish to bring a vehicle on campus must register with Transportation. Parking for residents is associated with the building assignment they are assigned to live.

vi) Assignment to a room does not guarantee a parking space close to the assigned building. Limited and restricted parking occurs during some on-campus and local events.

vii) Below are some of the College rules regarding parking, please refer to the Campus Safety or Transportation with any further questions.

(1) Parking is not permitted in fire lanes under any circumstances.

(2) A special permit is always required to park in handicap or reserved spaces.

(3) Cars parked illegally may be ticketed, booted, and/or towed at the owner's expense

e) Mail / Shipping packages

i) Mail is available for pickup Monday through Friday Hours are posted at the mailroom located inside the bookstore at the Student Center.

ii) Packages are tracked through Q-trak and you should receive an automated message when your package has arrived. Regular postal mail can be checked on periodically by you with the attendant in the mailroom. They will get your mail for you.

iii) You are required to show a picture identification and sign for packages.

iv) The mailing address you should use is:

Your legal name (**no nicknames please**)

c/o Beacon College (Residential Building Name)

212 E. Main St.

Leesburg, FL 34748

f) Laundry

- i) Laundry facilities are located in each residence hall, including the Village Apartments and the Woodward Apartments.
- ii) Unlimited free laundry service is provided for residents living in residence halls. Please make sure that all clothes are removed from the laundry room immediately after they are finished washing or drying.
- iii) We advise residents to set a timer for laundry.
- iv) Clothes left in the laundry room will be removed after forty-eight (48) hours.
- v) Please notify the Department of Housing and Residence Life if you believe your clothes are missing.
- vi) The Department of Housing and Residence Life is not liable for any garments left unattended in the laundry space.

g) Space Use for Meetings

- i) Residence halls are generally not buildings for general public access. Safety and security of residents is a primary concern. Building lounges, lobbies, and other public areas are primarily for use by residents of that building. In buildings that have designated meeting spaces (i.e. classroom), the spaces may only be used for meetings or programs as follows:
 - (1) Must be granted in advance for designated spaces by the Resident Director of that building.
 - (2) Recognized College clubs or organizations must be sponsored by either Student Experience or Housing and Residence Life and are limited to meeting time and frequency.
 - (3) As scheduled for academic classes, research purposes, or other academic purposes as designated by Academic Affairs and/or the Registrar.
 - (4) All college and housing policies must be followed.
 - (5) All persons who are not residents of that building that are attending must go directly to meeting space and leave at the conclusion of the meeting. Areas in the building not specifically designated (e.g., lobbies, floor lounges, other public spaces) cannot be used for impromptu meetings or programs unless proper approval has been received in advance.
 - (6) **Note:** Academic initiatives (class, labs, research) will have priority when it comes to reserving spaces. Since these spaces are primarily for use by residents, the opportunity to reserve them is limited.

h) Custodial Staff

- i) The college supports a custodial staff as part of its efforts to provide a safe, clean community environment for residents living within the residence halls. This staff is hired for routine cleaning of common areas in each of the buildings. If the custodial staff has to do excessive cleaning of any area, the residents of that area will be billed. Please be considerate of your custodial staff.

i) Maintenance repairs

- i) Residents are responsible for the proper care and use of the items in your room and the community facilities.
- ii) If something breaks, Beacon College maintenance personnel will make all replacements and repairs. Routine maintenance repairs are free of charge.
- iii) Those resulting from carelessness, vandalism, misuse, or negligence will be referred to Student Citizenship and Integrity made at the expense of the responsible resident.
- iv) Residents are to always throw away trash as opposed to flushing it down toilets.
- v) Substances including but not limited to:

- (1) wax, grease, rice, and “flushable” wipes can clog plumbing and should never be disposed of down any sink, toilet, shower, or any other drain. Please note that clogged drains caused by disposal of such items may be billable to the residents of that room, apartment, or community.
- vi) Kitchen and bathroom sinks are not intended to have solid food waste disposed in them.
- vii) When informing the staff of maintenance needs be sure to include details such as: when the issue began or tends to occur, and as many details as possible about what exactly is not working.
- viii) Requests such as “toilet is not working” are not detailed enough to offer the needed support. Instead include details such as “toilet will not stop running after being flushed. The issue was first noticed yesterday afternoon.”
- ix) Please place all maintenance requests by emailing your designated Resident Director directly via email or contact housing at housing@beaconcollege.edu. In turn, Housing and Residence Life staff will then report problems to Facilities.
- x) Non-emergencies will be reported to the Facilities staff each weekday as requests are received.
- xi) If maintenance emergencies occur after 5:00 p.m. during the week, on weekends or Beacon College holidays, please call the Housing on-call phone number. Facilities Management has a “residents first” philosophy, which means they will try to address most items within 24-48 hours. Any maintenance request that has not been fulfilled within seven (7) business days should be reported to the RD so that they can follow-up on the initial request.
- xii) Maintenance conducts routine preventative maintenance in all buildings. Preventative maintenance may be performed in rooms during break periods.
- xiii) Beacon College asks that all residents use 1-ply toilet paper, and to NOT flush any baby wipes, feminine hygiene products, etc. Even “flushable” wipes are not made for the plumbing system. It is imperative that these items are not flushed.
- xiv) If there is a blockage, and the clog is caused by non-flushable items, the residents in the entire suite/apartment the possibility of being charged damage restitution.

j) Emergency maintenance

- i) Maintenance emergencies, including but not limited to flooding, interruption of electrical power, broken windows, locks, heating and cooling within the apartment/suite, or other issues that affect the health and safety of the residents should be reported immediately to Housing and Residence Life, or to the RD on duty on evenings, weekends, or holidays.

k) Repair Request Guide:

- i) **Cable TV:** Please report all cable issues to the IT Help Desk by emailing ithelpdesk@beaconcollege.edu.
- ii) **Dusty Vents:** Air condition filters are changed regularly as part of the College Facilities preventative maintenance program. Contact your Resident Director or Housing@beaconcollege.edu to request that the vents be cleaned.
- iii) **Internet:** For problems with the physical jack, please contact your Resident Director or Housing@beaconcollege.edu. For Wi-Fi issues, please contact the IT Help Desk at ithelpdesk@beaconcollege.edu.
- iv) **Laundry Machines:** Laundry machine work orders need to be submitted by contacting your Resident Director or by emailing Housing@beaconcollege.edu.
- v) **Lights:** Submit a normal work order request by contacting your Resident Director by email or Housing@beaconcollege.edu for a burned-out light bulb. Use the emergency maintenance process for electricity that goes out.
- vi) **Lock or Door:** Since security is a priority if you are having difficulty with your lock or door securing properly follow the emergency maintenance process.
- vii) **Pest Control Help:** Residents are encouraged to bring a can of all-purpose bug-spray to address occasional bug issues. An exterminator is scheduled to come to campus once a month. If a resident needs their room treated they may contact their Resident Director by email or email

Housing@beaconcollege.edu and leave a very specific message about what type of bugs and where they saw them.

- viii) **Sink or Tub Drains:** If a sink or tub drain is clogged, and overflowing follow the emergency maintenance process. If it is not overflowing and still draining, submit a normal work order, as soon as the problem is noticed. DO NOT use over-the-counter products like Drano for a quick fix.
- ix) **Temperature:** The College Facilities controlled systems have temperatures set between 72-76°. At certain times of the year the temperature outside may be cool enough that the building AC units are in limbo between their heat and cold settings, which may cause rooms to be warmer than normal. If an AC or Heater is not working in a room to the point of it making it difficult to sleep or study follow the emergency maintenance process.
- x) **Toilet Clogs:** Residents are encouraged to bring plungers with them to campus. If a toilet is clogged and overflowing, follow the emergency maintenance process.

l) Managing Mold & Mildew in Residential Areas

- i) Molds are found in virtually every environment, according to the Centers for Disease Control and Prevention, and mold and mildew can thrive in warm, humid places. Florida is on record as the most humid state in the nation, with Central Florida's relative humidity being higher than most areas throughout the entire year. Therefore, moisture control, proper use of thermostats to allow for air circulation, and good housekeeping practices are necessary to control mold growth.

m) Pest control

- i) Inspection and treatment of each apartment is conducted in the residence halls once a month as part of a preventative pest control program. If pest problems develop in the apartment or public areas like stairwells, please notify Housing and Residence Life immediately. Participation in pest treatment controls and recommendations is mandatory.
- ii) Residents are responsible for practicing good housekeeping in their rooms and in the residence halls to help deter pests (e.g. proper food storage, clean bedding, prompt cleaning of dirty dishes/utensils and dirty laundry, regular trash removal from the room, including pizza boxes, and so forth).
- iii) Residents are also requested to cover and store all food items and leave the floor space by walls clear during breaks, because residence halls are treated for pests during break periods Residents who promote pest/vermin infestation will be responsible for the cost of extermination.
- iv) Housing and Residence Life (HRL) does not recommend bringing used furniture from yard sales or dumpsters into the halls and apartments because they are more likely to spread pests, particularly bed bugs.
- v) If a resident suspects that they have bed bugs, please notify Housing and Residence Life immediately. If the resident(s) are in a furnished apartment, do not throw away any college furniture prior to the facility's representative arrival.
- vi) The Facilities representative will confirm whether or not the suspected insect is a bed bug. Any additional direction(s) the facilities representative provides should be followed closely and exercised promptly. If bed bugs are confirmed, the resident(s) will be responsible for full or partial cost of treatment.
- vii) Residents must allow Housing staff and the Beacon College facilities pest control professionals access to the room/apartment at reasonable times to inspect for or treat pest/bed bugs.
- viii) The resident(s) and their family members, occupants, guests, and invitees must cooperate and must not interfere with inspections or treatments.
- ix) HRL have the right to select any licensed pest control professional to treat the apartment and building. HRL can select the method of treating the apartment, building, and common areas for bed bugs. The resident(s) are responsible for and must, at their own expense, have their own personal property, furniture, clothing, and possessions treated according to accepted treatment methods established by a licensed pest control technician.

- x) The Resident(s) must report any signs of pest/bed bugs within 48 hours of discovery to the Housing and Residence Life Office. Do not wait to report evidence of pests/bed bugs. Even a few bugs can rapidly multiply to create a major infestation. When an infestation is caught early, treatment is often much quicker and less disruptive than when the infestation is more advanced.
 - (1) Successful treatment of a pest/bed bug infestation is dependent on your full cooperation. If HRL confirm the presence of pest/bed bugs, the Resident(s) must cooperate and coordinate with HRL and the pest control professionals to treat and eliminate the pest/bed bugs.
 - (2) The resident(s) must follow all directions from HRL and their agents to clean and treat the apartment or building that is infested. Follow-up treatments or inspections may also be necessary. The resident(s) shall not treat the apartment for pest/bed bug infestation on their own.
 - (3) The resident(s) must remove or treat personal property that cannot be treated or cleaned before HRL treat the dwelling.
 - (4) If HRL confirm the presence or infestation of pest/bed bugs in the resident(s) dwelling, HRL have the right to require the Resident(s) to temporarily vacate the dwelling and remove all furniture, clothing, and personal belongings in order for HRL to perform pest control services.
- xi) If the Resident(s) do not comply with the preparation of the apartment as required by the pest control professional or the treatment is unsuccessful because of lack of cooperation, the Resident(s) will also be responsible for subsequent treatments to the apartment and for any treatment to adjoining units that are infested with pests/bed bugs.
- xii) If the Resident(s) are required to pay for any pest control services, it will be clearly communicated to them through the resident's Beacon College email account. The charges will be applied to the resident's account.
- xiii) If for any reason the resident brings in any pest/bed bugs into the room/apartment they need to follow pest/bed bug policy set out in the housing policies and be charged a treatment/cleaning fine along with any furniture or materials that need to discard that is property of Beacon College.
- xiv) Neither Beacon College nor employees shall be responsible to the Resident(s) for any losses, damages, or expenses including special, consequential, or punitive arising out of a bed bug infestation, inspection, or treatment.
- xv) Failure to promptly report bed bugs, failure to comply with treatment instructions or any other violation of any other policy are grounds for eviction. The resident will remain liable for any costs and damages incurred.

Damages Fine List

Cleaning	
Infraction	Minimum
Biohazard fee for cleaning involving body fluids	\$60 per incident
Carpet charge due to excessive stains	\$60 minimum
Curtain charge due to excessive soil or staining	\$60 minimum
Tier 1 Residence Halls - significant cleaning required	\$60 per resident
Tier 2 Residence Halls - extensive cleaning required	\$100 per room
Tier 3 Residence Halls - no cleaning done by resident	Full cost at \$50/per hour

Tier 1 Apartments - significant cleaning required	\$50 per room
Tier 2 Apartments - extensive cleaning required	\$100 per room
Tier 3 Apartments - no cleaning done by resident(s)	Full cost at \$60/hour

Damages	
Infraction	Minimum
Adhesive - remove double stick tape	\$12 per sq. ft./\$25 minimum
Adhesive - remove duct tape and adhesive residue	\$12 per sq. ft./\$25 minimum
Burn damage (cigarettes, incense, etc.)	Full cost at \$60/hour
Burn / smoke damage (fire incident)	Full cost of repair
Carpet - full replacement (major damage-irreparable)	Full cost to replace
Blinds (irreparable damage)	Full cost to replace
Damage caused by an animal	Cost of repair
Door - missing room number plaque or peep hole	\$75 per item
Door - closet - reinstall	\$25
Door - repaint	\$120 per side
Furniture move - not in proper room	\$50 per hour
Furniture - reassemble bed (disassembly not authorized)	\$25
Wall - remove anchors	\$25 minimum plus \$20 per anchor
Wall - glow-in-the-dark stickers	\$60 per hour
Wall - paint ceiling	\$240 per room
Wall - paint full room	\$480 per room
Wall - paint full wall	\$120 per wall
Wall - posting board replacement	Full cost to replace
Wall - repair due to excessive damage (dart holes, etc.)	\$180 minimum per wall
Wax - damage	\$60 per area
Window - re-glaze	Full cost @ \$60/hour
Window - screen frame bent, lost	Full cost @ \$60/hour
Window - sill repair	\$60 minimum
Lost key - apt. front door or Res Hall room	\$150

Frequently Asked Questions

1) *Where do I get my mail?*

U.S. Mail is collected and distributed in the Student Mail Center. Packages can be picked up from the mail center as well. Your mailing address will be 212 E. Main Street, Leesburg, Florida 34748.

2) *Who do I contact if I need something fixed in my room?*

If there is a maintenance problem in your room, please contact your resident director in person or via email or Housing@beaconcollege.edu.

3) *What are the social opportunities in my residence hall?*

Your residence hall staff and residence life organizations will offer programs and activities for your floor and hall throughout the year. The programs range from social and recreational, to service projects, and skill-based programs on current issues.

4) *What kind of computer access/support is available in my residence hall?*

Connections to the Beacon College campus data communications network and the Internet are available in every room. All residence halls have WIFI capabilities. If you have computer or internet access issues problems, please contact the IT Help Desk by email at ithelpdesk@beaconcollege.edu

5) *What do I do if I'm having a problem with my roommate?*

If it is evident that you and your roommate cannot live together peacefully, please contact a Resident Director in person or via email. Try to work through the issues together. Bring in an RD as a mediator.

6) *How much freedom do I have to fix up my room the way I want to and what kinds of personal items can I bring?*

Housing and Residence Life tries to allow residents as much freedom as possible for arranging your new home in a way that is comfortable, as long as safety procedures are maintained. For that reason, there are limitations on what kinds of decorations are allowed and where they can be placed. There also are items we recommend you bring and others that are prohibited.

7) *What do I do with trash?*

Trash and recycling receptacles are located outside throughout campus. Each resident is responsible for placing his/her trash or recyclables in these receptacles. Please do not place trash in public restrooms, lounges, or kitchens.

8) *What options are available for food?*

All students living on campus are required to purchase a meal plan with Beacon College Dining Services.

9) *Can guests visit me in my room?*

The visitation policy allows residents to have friends visit in their room.

10) *What are my responsibilities as a member of my residence hall?*

Each member of a residential community has individual rights but must also commit to protecting the rights of others. To achieve that, each resident must commit to accepting his/her share of the responsibility. That involves commitment to each other and to the College.

11) *What do I do if I've lost my residence room key?*

The very first thing you need to do is report that your key is lost. Depending on your building, and what key you have lost, your lost key may be providing unauthorized people access to residence. You must

inform your Resident Director or contact Campus Safety. If your key is not found within 24-48 hours of you reporting it as lost, your door will be re-keyed with a new locking mechanism and you will be billed for the replacement.

12) What should I do if I am locked out of my room?

Call Beacon College Campus Safety to regain access to your room. You will be expected to provide a picture ID. At no time will any individual other than you be provided a key to your room. This includes: parents, significant other, former roommate, etc.

13) Another residence student is saying things to me that are derogatory and making me feel uncomfortable living in residence, what should I do?

Residence is a place for personal growth, so our first recommendation would be to talk to that resident. It could very well be that they are not aware of your upset, or sensitivity to a certain topic. Educating them on why what they are saying is bothering you may help resolve the situation. However, if the situation does not improve or you are in a position where having that conversation yourself is not an option, forward your concerns to your Resident Director. They are educated in conflict mediation and will try their best to resolve the conflict through educating the person that what they are doing is hurting others. The Resident Director will also provide them with mechanisms to change their actions. Furthermore, being intentionally derogatory towards a person can be considered verbal abuse, which is strictly prohibited in residence and the perpetrator will be sanctioned as such by the Code of Conduct if the behavior continues.

14) Is it true that if I tell my Resident Director about a concern, my whole community will know I am an “informant”?

No, that is not true at all. Your comfort is a priority for all Housing & Residence Life Staff and as a result, a Resident Director will not share personal details about you (including conversations) with any other individuals, unless further action is required. It is also important for residents to know that all Housing and Residence Life Staff are required to abide by the Freedom of Information and Protection of Privacy Act. In cases where a student discloses something that could potentially affect their safety or the safety of someone else, Housing and Residence Life Staff is legally obligated to contact the appropriate parties to ensure the student’s safety.

In short, if you tell your Resident Director your neighbor is being loud past quiet hours, the Resident Director will not tell them it was you who called

15) How do I become more involved in campus life outside of the residence hall?

From student government to sports to campus entertainment, the Beacon College campus offers an abundance of ways for you to be as active as you would like to be.

Animals as Accommodations

I verify that all the above vaccinations are and will remain current through one year or as instructed by veterinarian. I verify that the above-mentioned animal has been given a stool sample test for internal parasites and that the stool sample was found to be negative for parasites known or suspected of infecting humans, including roundworms, whipworms, hookworms, tapeworms, and Giardia or that the animal has been appropriately treated for these parasites.

I further verify that the above-mentioned animal has been treated and/or examined and found to be free of flea infestation.

I verify that the above animal is in general good health.

By my signature below, I verify that the above information is true and accurate as of the date signed below.

Veterinarian Signature

Date

LIMITED RELEASE OF INFORMATION

STUDENT NAME _____ DOB _____

I, _____, hereby authorize Beacon College Department of Housing and Residence Life to RECEIVE medical and/or mental health information and/or records regarding diagnosis and treatment to determine whether student qualifies for an accommodation request.

RELEASE TO/RECEIVE FROM _____

(EX: NAME OF REFERRING PHYSICIAN, MENTAL HEALTH PROVIDER, DIAGNOSTICIAN)

The information may be provided: by phone by fax by mail by email

I understand that electronic mail (email) is not confidential and can be intercepted and read by other people.

Information to be provided: Attendance/Dates of service Diagnosis Treatment plan/goals Treatment Summary Other _____

Is there any medical and/or mental health information that you do not wish to be released?

Yes No

If so what _____

- I understand that I have a right to receive a copy of this authorization.
- I understand that any cancellation, modification, or revocation of this authorization must be in writing.
- I understand that I have the right to revoke this authorization at any time unless Beacon College has taken action in reliance upon it.
- I understand that it is my responsibility to confirm receipt by Beacon College of any cancellation, modification, or revocation.
- I further understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by the HIPAA Privacy Rule, although applicable Florida law may protect such information. In consideration of this consent, I hereby release the source of the records from all liability arising there-from.

I, _____ CONSENT to the release of information _____

(Signature of student)

(Date)

EFFECTIVE TIME PERIOD. This authorization is valid for 1 year from the date signed unless another date is specified below.

Only complete this box if you wish to withdraw permission to release information.

I, _____, wish to withdraw my consent to release information on _____.

(Signature of student) (Date)

VERIFICATION/REQUEST FORM FOR EMOTIONAL SUPPORT ANIMAL (ESA)

A licensed clinical professional/health care provider who fills out the information below must be familiar with the history and functional limitations of the above-named student. The provider completing this form cannot be a relative of the student.

Part I: To be completed by student:

Student Name: _____ Phone #: _____

Proposed ESA Name: _____ Type of Animal: _____ Age of Animal: _____

Residence Hall & Room #: _____

Off-Campus Emergency Contact Name/Phone: _____

(will care for the animal in case of emergency)

I authorize Beacon College to receive information from my provider named herein:

I authorize my provider to discuss my condition(s) with appropriate and qualified Beacon College personnel on an as-needed basis.

Student Signature: _____ Date: _____

Part II: To be completed by health care provider as described below:

A client of yours is requesting to live in College housing with an Emotional Support Animal (ESA) as an accommodation. The Fair Housing Act applies to post-secondary institutions, who must consider requests for ESAs due to a documented disability. *A disability is defined as a condition that substantially limits one or more major life activities.* To be approved for an ESA, students must document the therapeutic benefit of residing with an animal and demonstrate it is a critical measure to ensure the student's equitable access to college housing.

Please review this form and provide pertinent information about this student's condition and need to reside with an ESA. The strongest ESA requests clearly describe how the presence of the animal or nature of the animal relationship mitigates the condition's symptoms and/or functional impairments. Any missing or incomplete information could result in the request being delayed or denied. Beacon College personnel will contact the above-named health care professional if more information is needed:

Student Name: _____ Date of Birth: _____

(Please type or print neatly. Use a separate paper if needed)

How long have you treated or counseled student? _____ Date of initial contact with student: _____ Date of last office visit: _____

1. Specific disability/disorder (DSM-V), including when student was first diagnosed, severity, and current symptoms:

2. In addition to any DSM criteria, what other information did you collect to arrive at your diagnosis?

- Behavioral observations
- Developmental history
- Rating scales
- Medical history
- Structured or unstructured clinical interview with the student
- Interviews with others (parents, teachers, spouse or significant others)
- Neuropsychological or psycho educational testing Date(s) of testing: _____
- Other (Please specify) _____

3. Symptom Assessment: Please rate frequency/duration and severity (using “x”) of the symptoms as related to the disability.

Symptom	Frequency/Duration 0-4 Scale: 0=never, 1=rarely, 2=intermittent 3=daily4=chronic	Severity Level			
		Unknown	Mild	Moderate	Severe
Compulsive Behaviors					
Delusions					
Depressed Mood					
Disordered Eating					
Fatigue/Loss of Energy					
Hallucinations					

Impulsive Behaviors					
Mania					
Obsessive Thoughts					
Panic Attacks					
Phobia (Specify)					
Physiological Symptoms:					
Dizziness					
Fainting					
Racing Heart					
Migraines/Headaches					
Nausea					
Chest Pain					
Other:					
Racing Thoughts					
Self-Injurious Behavior					
Suicidal Ideation					
Suicidal Attempts					
Unable to Leave the Home					

4. Functional Impact Assessment: Please rate the frequency and severity (using “x”) to the best of your knowledge. For comparison purposes, please use same age peers in a postsecondary setting.

Symptom	Frequency/Duration 0-4 Scale: 0=never, 1=rarely, 2=intermittent 3=daily4=chronic	Severity Level			
		Unknown	Mild	Moderate	Severe
Initiating Activities					
Caring for One’s Self					
Speaking					
Listening					
Sitting					
Working					
Interacting with Others					
Sleeping					
Eating					
Processing Speed					
Organizational Skills					
Persistence					
Sustained Reading					
Sustained Writing					
Other:					

5. Identify the specific limitations/impairment caused by the disability and how this substantially limits one or more major life activities for this student:

6. Explain how the accommodation of an ESA is necessary for the individual to use and enjoy campus housing. What symptoms will be reduced by prescribing the ESA to this student while they reside in their residence?

7. Identify any other accommodations that may be effective in allowing use and enjoyment of housing. If applicable, indicate any mitigating measures that have been tried, or are currently being used, and how they alleviate or eliminate limitations:

8. Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way?

9. Has the proposed ESA undergone any specific training?

10. Have you discussed with the student the importance of reading and understanding the College policy on ESAs?

11. Is there evidence that an ESA has helped this student in the past or currently helping the student? Please specify how:

12 In your clinical opinion, how significant is it for the student's wellbeing that the ESA be in the student's residence? What consequences, in terms of disability symptomology, may result if the accommodation is not approved?

Professional's Signature: _____ License #: _____

Print or type name and title: _____

Clinic or Medical Facility: _____

Address: _____

Phone: _____ Date: _____

Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. We recognize that having an ESA in the residence hall can be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an ESA on both the student and the campus community.

Please provide your contact information below and return the completed document to the student. You may also forward the completed document to the contact information listed below. Thank you for your assistance in supporting students requesting housing accommodations.

Please address questions regarding documentation, and send this documentation to:

Department of Housing and Residence Life

105 E. Main Street

Leesburg, Florida

Office: (352) 787-0845

Fax: (800) 330-9501

Email: housing@beaconcollege.edu