

EVERGREEN

Residential and Dining Services

Olympia, WA 98505

360/867.6132 Office

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Students residing in Evergreen on-campus housing are subject to the Evergreen Code of Student Conduct, as well as additional housing policies listed below.

Alphabetized Policy List: 2009-2010

Access

Residential and Dining Services reserves the right to enter your apartment/unit for any of the following reasons: concerns you may harm yourself or others; cleaning, maintenance and pet inspections; emergency repairs; party visits and noise complaints. Evergreen Police Services have the right to enter your apartment/unit to issue a search or arrest warrant, or collect evidence of a criminal act.

Advertising/Posting

Advertising/postings must be confined to bulletin boards, with the exception of RAD Services postings. Any advertising posted anywhere else will be removed.

Alcohol

Possession, use, manufacture, or distribution of alcoholic beverages is prohibited except as expressly permitted by law or College regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, consumed by, or distributed to any person under 21 years of age.

Alcohol is strictly prohibited in Substance Free and Freshman Housing for residents and guests. Residents and guests of legal age may consume alcohol in other private apartment/units. Kegs are prohibited for any use.

Alterations to Physical Space

Any alterations, modification or additions to the property or grounds are prohibited. Do not place additional locks on any door. No outdoor additions or construction of any kind is allowed. Altering an apartment/unit, including painting, removal of furniture or removal of any fixtures, is prohibited. Cost of restoration or damages will be billed to the occupant student account. All repairs must be completed by Residential and Dining Services staff.

Business Use

Your apartment/unit is to be used solely as a residence. You are prohibited from operating any business for profit or nonprofit purposes from your apartment/unit.

Candles (also see Fire policy)

Candles are prohibited, except during power outages or if approved in writing by a Resident Director for religious ceremonies. Candles must be attended at all times and extinguished when the ceremony/power outage is over. You will be billed for any damage from candles.

Children

Residents are responsible for the actions of their child(ren) and for supervising their activities in Housing, and are financially responsible for any damage incurred by them.

Cleaning

Bedroom Space:

You are responsible for keeping your assigned bedroom space clean and free from excessive clutter/litter.

Common Space:

You and your roommates are responsible for keeping your assigned common space clean and free from excessive clutter. Your Resident Assistant can assist you by facilitating a Living Learning Agreement among you and your roommates. Your Resident Director will inspect your common area during the eighth week of each quarter and prescribe cleaning tasks if needed. If you fail to clean your apartment/unit Residential and Dining Services will clean the space and bill the appropriate student accounts.

Cleaning Inspection

The Resident Directors inspect each apartment/unit during the eighth week of each quarter to ensure a clean, healthy and safe environment for all residents in all common areas/facilities, including bathrooms, kitchens, living rooms and entryways.

Residential and Dining Services' cleaning standards are based on a new person being able to move into a clean and healthy environment, which is free of trash, dirty dishes and messy common spaces. Resident Directors are available to advise residents of specific cleaning expectations throughout the year.

If a living unit is found to be below standard the residents will be given time to clean before the unit is re-inspected. After the second inspection, Residential and Dining Services clean units that fail to meet the standard at the published rate and hold residents accountable for this policy violation.

Resident Assistants can assist in creating a new Living Learning Agreement if needed. Each agreement will address a cleaning responsibility for all roommates, which is fair, mutually agreed upon and meets the cleaning standard. If the residents are unable to negotiate a reasonable agreement the Resident Director shall mandate an agreement.

Cleaning/Damages Disclaimer

You and your roommates share the responsibility for cleaning your common living space and any damages that occur. Use the Cleaning/Damages Disclaimer form to divide responsibility for common space by meeting with all your roommates to discuss, evaluate and agree to cleaning and damages before you Check-Out.

Contact your Resident Assistant to help you in completing a Cleaning/Damages Disclaimer form. Return the completed Cleaning/Damage Disclaimer form to the Residential and Dining Services Office by the published deadline.

Communicable Disease/Insects

You are required to report all communicable disease or communicable insect infestation to Residential and Dining Services and seek appropriate college, public or private treatment. On-campus housing will be made available to students with communicable diseases or insect infestation while complying with federal, state, county, and College policy and procedure in relation to the disease. Precautions will be taken by Residential and Dining Services on the advice of appropriate public or private health science professionals.

Composting, Trash and Recycling

You are responsible for taking your compost, trash and recyclables outside to designated containers located throughout Residential and Dining Services. You are responsible for keeping your assigned space clean and free from excessive compost, trash and recyclables.

Confronting Roommates

If you find yourself in conflict you are encouraged to make a determined effort to resolve the problems at the lowest level possible in a peaceful and constructive manner. If you experience roommate conflicts, noise problems or other difficulties, Residential and Dining Services recommends that you address the situation early on in a one-on-one conversation. Use “I” statements, resist placing blame and refrain from accusations. Approach the situation in a positive manner and try to understand the other person’s perspective. Express your needs clearly and be willing to compromise. Assistance is available from Resident Assistants, Resident Directors, Housing Staff, the CARE (Conflict Assistance, Resources and Empowerment) Network, Campus Mediation Services and the Campus Grievance Office.

Cooking Equipment

Cooking equipment is limited to the following UL approved items unless approved in writing: hot water pots/coffee makers, microwaves, toasters, blenders, popcorn makers, indoor grills, slow cookers, rice cookers, waffle makers and small individual refrigerators.

Gas grills, camp stoves, hot plates, and toaster ovens are prohibited.

Decorations

Decorations that do not alter or damage apartment/unit are permitted.

Door Security

All exterior doors lock. You are responsible for protecting building security by ensuring exterior doors are locked each time you enter/exit a building. You are prohibited from propping or leaving any exterior building, apartment or unit exterior door open. You are responsible for securing your bedroom door.

Drugs

Possession, use, manufacture, cultivation, packaging, distribution, selling, or providing a controlled or illegal substance; misusing prescription or nonprescription drugs on College premises; or public appearance on College premises or at any College-sponsored event or activity while under the influence is prohibited.

Electrical Equipment

Electrical equipment is limited to the following UL approved items unless approved in writing: computers, printers, sound equipment, video equipment, musical instruments, lamps, fans and small space heaters.

Halogen lamps, space heaters without an automatic turn off, and kilns are prohibited.

Residents are responsible for properly disposing of this equipment upon move-out, and may be charged for improperly disposed of items.

Emergency Transfer

If you are concerned for your personal safety in your apartment/unit contact the on-duty Resident Director to facilitate an Emergency Transfer. The Resident Director will meet and discuss your concerns with you and may approve an Emergency Transfer.

Emergency Transfer Procedure

The on-duty Resident Director after determining an emergency transfer is appropriate will find you a temporary room if one is available. After the situation has been resolved your Resident Director will assist you in transferring to a new apartment/unit or assist you in returning to your apartment/unit.

If you chose to transfer you will receive a list of vacant bedrooms to select from and a Room Transfer form. After you select a room you need to complete a Cleaning/Damage Disclaimer with your current roommates, and obtain signatures from your new roommates to inform them of your move. You then turn in your completed Room Transfer form, and receive your keys to your new room. You will have 24 hours to move and complete the Check-Out process from your old room.

Fire Alarms

When a building fire alarm is activated, everyone must evacuate per the International Fire Code regulation 404 and Evergreen's evacuation procedures.

When an individual room's smoke detector is activated, the occupier of the room is required to call the on-duty Resident Assistant immediately and meet the Resident Assistant when he/she arrives. The Resident Assistant will then determine the cause of the activation, and either reset the alarm or call for assistance.

Fires (also see Candle policy)

Open-flame fires are prohibited.

Furniture

All furniture must remain in the apartment/unit. You will be charged for any missing or damaged furniture.

Gender Neutral Housing

This community is designed as an intentional living community affirming the cultural experiences of lesbian, gay, bisexual, transgender, intersex and questioning residents as well as their allies. Gender Neutral theme housing provides a living situation on campus where one's gender is not the means by which one is assigned to college housing in an attempt to create a comfortable and safe living environment for members of the LGBTIQA (Lesbian, Gay, Bi, Trans, Intersex, Queer, Ally) community. People will only be assigned to live in this area by choice. Housemate placements will not be determined by gender.

Guests

You are responsible for the behavior of your guests. Overnight guests may stay in your room with written approval by all of your roommates. An approved guest may stay no more than three days and two nights in one month. Unapproved guests are not permitted to stay overnight.

Incense (also see Candle policy and Fire policy)

The burning of incense is prohibited, except if approved in writing by a Resident Director for religious ceremonies.

Keys (also see Housing Contract)

Residents may contact the Residential and Dining Office or the RA on-duty if they have misplaced their key(s) or lost them. Staff can assist in helping residents enter their room/apartment, and/or begin the lock change process. Repeated lock-outs may result in a referral to the grievance process. Checked out keys are due back in two business days; failure to turn them in may result in a lock change. Lock changes are typically charged to the resident responsible for the lost keys.

Lead Paint

The Mods were built in 1973 and may contain lead-based paint. Lead from paint, paint chips and paint dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

The hazard associated with properly managed lead paint is relatively low. Residential and Dining Services has chosen to encapsulate rather than remove the material. This strategy is consistent with federal and state regulations.

Upon checking into Housing, each resident assigned to the Mods will receive a federally approved pamphlet titled "Protect Your Family from Lead in Your Home" on lead poisoning prevention.

Living Learning Agreement

Your Resident Assistant will facilitate a Living Learning meeting with all of your roommates at the beginning of fall quarter, and any other time when new residents move into your space. This is your opportunity to voice any concerns you have with your roommates. Your Resident Assistant will lead a conversation on issues most residents have while living on campus. Topics such as study habits, noise, cleaning, guests and any

individual concerns will be discussed. After an understanding is reached it will be documented by your Resident Assistant.

Mural/Continual Student Image Making Policy

Current students living in the residence halls are welcome to create artwork for the community in the form of murals as long as they follow the listed guidelines.

Approval Process:

- The student submits a Mural Specification Agreement and color sketch to the Greener Organization (GO) for approval, selection of location and funding.
- In order to collect money, the student must meet with a GO advisor to discuss safety and responsibilities outlined in the Mural Specification Agreement.
- Agreement includes the following:
 - o Agreement to produce image proposed and/or seek secondary approval for major changes.
 - o Location for image.
 - o Timeline for completion.
 - o Cleaning/damage responsibilities.
 - o Funding limitation and purchasing process.
 - o Final approval and digital image record for archive.
- No image can be found to be offensive in nature, violate the Social Contract, Evergreen or Residential and Dining Services policies.

Designated Locations:

- Exterior stair well or fire towers in B, C and D buildings are primary locations due to their access to proper ventilation.
- Secondary locations are determined by RAD Services administration and currently include the Free Store, the main entry to A-D, recycling centers and the Sonic Boom Room of Doom Tunes.
- Each designated location should have a defined picture frame area for the image, outlined by the artist, fitting the dimensions they proposed to the GO. Images have to stay within the defined space or be painted over.
- This will NOT be a “free art” area for art although freedom of artistic expression will be respected.

Preserving the Past/Future:

New student images will replace older images in chronological order once all designated locations have been filled. (The oldest image is always the first to be replaced.)

- Residential and Dining Services will take digital images of all new wall art on an annual basis, creating an archive of images.
- Student generated wall art images will appear on the GO website as they are archived.

Musical Instruments

The playing of all drums and amplified instruments is prohibited, except if approved in writing for performances. The playing of all other musical instruments may not exceed acceptable sound levels as defined in the Noise and Quiet Hours policy.

Noise and Quiet Hours

You are responsible to hold yourself and others to acceptable sound levels as defined in this policy. Contact your Resident Assistant to quantify an acceptable noise level. You are expected to respectfully approach others directly for any noise concerns. The on-duty Resident Assistant can assist you if the unacceptable noise persists. Quiet hours are Sunday to Thursday, 11 pm to 9 am, and Friday and Saturday, 12 midnight to 9 am. During these times noise must be contained to your room.

Open Transfer

Open transfers are generally available after the second week of the quarter. The Resident is allowed one free room transfer per academic year. Additional room transfers are billed at \$40 and are contingent on space availability. To begin the process, obtain a Room Transfer form from the Residential and Dining Services Office and talk with a Resident Director to receive a list of vacant bedrooms to select from. Select a room then complete a Cleaning/Damage Disclaimer with your current roommates and obtain signatures from your new roommates. Turn in your completed Room Transfer form to receive keys to your new room. You will have 24 hours to move and check out of your old room.

Outdoor Toys

You may use the outdoor area by your apartment/unit for outdoor toys, pools, tents, etc. on a temporary basis lasting no more than three days. Contact the Residential and Dining Services Office for permission for longer use.

Party Advertising

Party advertising is prohibited in Residential and Dining Services.

Party Definition

A party is defined as a gathering of more than triple the number of people designated to occupy the apartment/unit. For example, 7 people in a 2-person unit, 13 people in 4-person apartment/unit, 19 people in a 6-person apartment are defined as parties. Groups of people gathering to study or work on an academic project are not generally intended to be covered by this definition.

Party Registration

A Party Registration Form must be completed by 4:30 pm on the day before the party and be approved by a Resident Director. An apartment/unit with any active Residential and Dining Services grievance or sanction will be denied approval.

An approved party must have a designated sponsor who agrees not to consume any alcohol, be present during the entire party, serve as a contact person and take responsibility for those attending the party to follow all the laws of the state of Washington, the College and Residential and Dining Services policies. The sponsor also agrees to welcome the on-duty Resident Assistant and/or Resident Director into the apartment/unit at any point during the event.

All roommates of the apartment/unit must agree to the party by signing the Party Registration Form. Download Party Registration Form here:

<http://www.evergreen.edu/rad/docs/Party%20Registration%20Form.pdf>

Party Visits

All parties must have a pre-party visit by the on-duty Resident Assistant and/or Resident Director 1-2 hours before the event begins. This meeting must include the party sponsor(s) and will be scheduled upon party registration approval.

Party Warning / Shut Down

A party sponsor may receive one verbal warning from the on-duty Resident Assistant and/or Resident Director regarding possible policy violations. A second visit will involve the Campus Police, Resident Director and/or on-duty Resident Assistant who will enter and request identification from everyone present. Any additional visits likely will result in participants' names being forwarded to the Grievance Process and/or criminal citation by the Campus Police.

Unapproved parties will be shut down and all participants' names of the apartment/unit will be forward to the Grievance Process.

Pets

The only pets allowed in on-campus housing are fish (in tanks no greater than 10 gallons) and service animals (i.e., bona fide service dogs) which are not dangerous. You may not house or harbor a cat, dog or any other animal, fowl, arachnid or reptile in your residence hall room/apartment or in the vicinity of any residential complex. Students found in violation of this regulation will have a maximum of 48 hours to find an alternative off-campus living arrangement for the pet. A service charge will be assessed to cover the costs of pest inspection and mitigation. Students may also be subject to Grievance proceedings.

Physical Space

You are responsible for keeping your assigned room, furniture and fixtures free from damage. You and your roommates are jointly responsible for damage to your common areas unless you and your roommates agree to assign responsibility on a Cleaning/Damage Disclaimer form.

Removing furniture or fixtures from the assigned apartment/unit is prohibited. Painting is prohibited in all apartment/units. All wall repairs/painting must be completed by Residential and Dining Services staff.

Quiet Housing

Quiet Housing is an environment where respect for lower noise levels and quiet study is encouraged. Residents are urged to have one-on-one conversations with those making noise. Residential and Dining Services recommends that you address situations early on. Use "I" statements, resist placing blame and refrain from accusations. Approach the situation in a positive manner and try to understand the other person's perspective. Express your needs clearly and be willing to compromise. Assistance is available from the Quiet Housing Resident Assistants, the on-duty Resident Assistants and the on-duty Resident Director.

Repairs/Work Orders

Staff is available to fix any items that are furnished with your apartment/unit. Call 867-6132 to request a work order. You will need to supply your name, phone and room number, and details of the work needed and/or the situation. If an after-hours emergency occurs, you should contact the Resident Assistant on-duty by calling Police Services 867-6832.

By placing a work order, you give permission for our staff to enter your apartment/unit to fix any problems concerning items that are furnished with your apartment/unit. You do not have to be present. Staff will leave a note on your door to inform you of the status of the repair.

Work Orders are addressed based on the seriousness of the problem (for example, overflowing toilets have a high priority).

Service Animals

If you have a documented disability acknowledged by Access Services you will be eligible to have a service animal in Residential and Dining Services facilities. Each request will be handled on a case-by-case basis by submitting a Request for Accommodations to the Access Services Office. Requests must be submitted to and approved by Access Services and Residential and Dining Services prior to occupancy.

Sleeping Space

Sleeping in unassigned areas is prohibited.

Smoke Detectors

Tampering with, disabling, bagging or otherwise impacting the effectiveness of the smoke alarms is prohibited per the International Fire Code regulation 901.8 and Thurston County Fire Code 14.32.120.

Smoking

Smoking is prohibited in Residential and Dining Services except in designated outdoor areas. A service charge will be assessed to cover the costs of clean-up in rooms/apartments as a result of smoking. Public smoking areas are designated by staff and will be shared with the community at the beginning of the academic year.

Sporting Equipment

All sporting equipment must be stored within rooms/apartments with the exception of bicycles. Bicycles may be stored in the covered bicycle racks located throughout the premises.

Storage

No additional storage space is available beyond your currently rented apartment/unit.

Subletting

You are prohibited from subletting your apartment/unit/room. No persons other than you, (and your spouse/partner and your children if you are renting a family housing unit) may occupy the premises without prior written approval of the Residential and Dining

Services Office. Subletting will result in cancellation of your contract and eviction from housing.

Theft

This may include but is not limited to taking, attempting to take, possessing, or aiding another to take property or services – personal, public, or College – without express permission.

Water Beds

Water beds are prohibited.

Weapons

Possessing firearms or weapons on campus; unauthorized use, possession or storage of any explosives, fireworks, dangerous chemicals, or substances; or possession or use of any instrument designed to cause harm, or realistic replicas of such instruments, which might reasonably threaten or cause fear or alarm to others are strictly prohibited.

Window Posting

You may post items in your window(s) provided they do not conflict with Evergreen's Student Conduct Code. No posting may hang from or be attached to the exterior of any residential building except on public bulletin boards.

Windows

Throwing or dropping any objects from windows or balconies is prohibited.