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Guidelines for University Living 2007-08

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University Housing

Vision

Residents will choose on-campus living in our community-oriented residence halls which promotes personal growth and academic success.

Mission

University Housing is committed to providing a student-centered, educationally purposeful, inclusive community. We are committed to providing students with the necessary support and skills to become better citizens, dynamic leaders, and individuals guided by integrity.

Values

Safety
Community
Individuality
Responsibility

Residence Hall Life and Community Living

Community Environments

University Housing at Lawrence Tech provides more than just a room in which to sleep and study. The living and learning environment that is fostered within University Housing supports students' academic, social, cultural, and personal goals. University Housing staff are committed to assisting residents in all aspects of their collegiate experience by providing a safe and healthy environment in which to pursue their academic goals, promoting the ideals of community living by emphasizing personal responsibility and respect for others, creating opportunities for student involvement and personal development, and offering advice and information to residents. Living in a residence hall is a unique experience. Living in a group setting requires some adjustment in personal habits and attitudes. All residents have a role to play in establishing a positive community environment.

It is our belief that behavior demonstrates one's commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take the initiative and responsibility for learning about and becoming aware of the rich culture that exists in our residence hall community. We can best learn from each other in an atmosphere of positive encouragement and mutual respect. Before you act, think about how your behavior affects the rights and freedoms of those who live around you.

Your Room

You were assigned to a room based on the personal preferences listed on your application. Your room is completely furnished and with a little creativity and effort you can quickly and inexpensively transform the room into your space, which is your "home away from home." Talk to your community leader and other residents for ideas. You are encouraged to personalize your room within the guidelines listed in this booklet.

While the University does not offer maid or custodial service in your room, each hall is provided with adequate cleaning equipment. Items such as vacuums are available for check-out. The University does not carry insurance to cover theft or destruction of personal property. We strongly encourage you to have renter's insurance or check to see if your items are covered under your parents' homeowner's insurance.

Living with a Roommate

While having a roommate may or may not be a new experience for you, for most students it is the first step in meeting a group of people who will be friends and colleagues throughout their lives. Even so, you don't have to be best friends to be roommates. Everyone is an individual, and the differences between us are usually more interesting than troublesome. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other's needs and rights.

Experience has shown that discussing the following issues will help prevent misunderstandings:

- Use of personal items
- Different sleeping schedules
- Cleanliness of room
- Time for socializing
- Study time in the room
- Visitation and guests
- Cooking and food sharing

Your enjoyment of life in University Housing will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbors. Basic rights of a roommate include the following:

- The right to a clean room in which to live.
- The right to expect that a roommate will respect your personal belongings.
- The right to remedy grievances. University Housing staff are available for assistance in settling conflicts.
- The right to read and study in your room free from undue interference. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance.
- The right to free access to your room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to be free from fear, intimidation, and physical or emotional harm.
- The right to have guests, provided those guests respect the rights of their host's roommate and other community residents.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can ensure that your roommate enjoys these rights.

Residence Hall Association (RHA)

You will find that the quality of your residence hall experience is directly related to your efforts to get involved in your floor and hall community. The RHA is an organization that is composed of students interested in improving their total living environment within the University's residence halls. Its primary function is to represent the voice of the residential student population and to respond to their needs. The RHA is the primary source of changes made in the residence hall operations. RHA representatives work in conjunction with the University administration on issues such as rates, policies, procedures, improvements of the buildings, services, programs, activities, and leadership development opportunities.

The camaraderie that develops among residents is unequalled by any other living option. Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for you to get involved in numerous activities and programs.

University Housing Staff

The **Community Leader (CL)** assigned to your community is a student who has been selected for the position because of his or her leadership skills, concern for others, ability to communicate, knowledge of University resources, and willingness to accept responsibility. CLs receive extensive training and are your primary source for information and assistance during the school year.

The **Resident Mentor (RM)** living on each First-Year Experience floor is responsible for fostering an environment that helps students to meet the University's established academic goals. RMs provide referrals to campus resources that support students' academic development and facilitate programs that help them achieve academic success.

The **Community Assistant (CA)** in each building works with the RHC to develop a positive and safe community where students feel a sense of belonging through hall-wide community development and programming efforts.

The **Residence Hall Coordinator (RHC)** is a full-time professional staff member who is responsible for the overall operation of the hall. The RHC supervises the student staff members, works with the building custodial and maintenance staff, and coordinates activities in the hall. The RHC is responsible for seeing that the residence hall is a supportive environment for students.

The **Director of Residence Life** is a full-time professional with a master's degree in higher education. The director has extensive experience working in residence halls and is the senior administrator of the residence hall program. The director coordinates and supervises the RHCs and works with them to create an overall vision and mission that supports the students' learning outside the classroom.

The **University Housing Secretary** is available in the Office of University Housing to provide various administrative services, including contract cancellations, housing applications, and room change requests.

Safety Procedures and Residence Hall Security

Emergency Procedures

Fire

Whenever a fire alarm sounds in a residence hall, you and your guests are required to evacuate the building immediately. **Failure to evacuate is a violation of Southfield city ordinance and subjects you to arrest, possible fine, and/or disciplinary action.** Every attempt should be made to close and lock your door and turn off your lights. State fire laws prohibit the use of elevators for fire evacuation.

Tornado

Tornado watch: When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is in effect. Stay indoors, stay alert for warning sirens, and listen to your radio for updates on the weather situation.

Tornado warning: When a funnel cloud has been sighted in the area or when radar indicates that there is a strong possibility of a tornado, a warning is in effect. In the instance of a tornado warning:

- Do not activate alarm systems.
- Go to the nearest storm shelter location.
- Do not stand near windows and exits during the warning period.
- Remain in the corridor areas until the hall staff announces the “all-clear.”
- When the “all-clear” is announced, you may return to other areas of the hall.

Residence Hall Security Guidelines

Lawrence Tech extends to all hall residents the privilege of entering and leaving their hall at self-regulated hours. Residence hall security ultimately depends on the responsible actions of each resident. Security begins with you. Your room door should always be locked when you are not there. Do not prop open stairwell or exterior doors.

For security purposes, all residence halls are locked 24 hours a day and only residents, their permitted guests, and authorized University personnel are allowed to enter. All entry and exit to the residence hall is to take place through the front door. In University Housing-North, students may use the north door to access the trash dumpster outside. No one may enter or exit the residence hall from a balcony or window. Emergency exits may be used to exit the building only in the event of an emergency that poses a serious risk of injury.

The University issues student identification cards that allow residents access to their hall through the front door. Residents are responsible for obtaining their ID card and carrying it with them at all times. Any resident not in possession of their student identification card may be stopped and asked to provide proof of identity before proceeding to any room. Residents who repeatedly fail to carry their student ID may be subject to disciplinary action.

Student Responsibility for Room

You and your roommate(s) share the responsibility for your room. You are responsible for the condition of furniture, walls, woodwork, floors, etc. Damage that occurs beyond the limits of normal wear and tear is your responsibility and the cost of repair will be charged accordingly to you and/or your roommate(s). University Housing staff will determine what constitutes normal wear and tear. You and/or your roommate(s) may be held accountable for misconduct that occurs within your room. You are also responsible for the behavior of your guests.

Most rooms in University Housing-South have a balcony, which should be used for the peaceful enjoyment of residents and their guests. Balconies may not be used for entering or exiting the building or to move between rooms. **Throwing, kicking, or causing ANYTHING of any nature to fall from a balcony or out a window is strictly prohibited.** Violation of this policy will result in disciplinary action, which may include removal from University Housing and/or dismissal from the University. No University-owned furniture may be stored on balconies.

City of Southfield ordinance prohibits the use of grills of any type on balconies.

Decorating Your Room

We encourage you to use your creativity in making your room feel more like home. Rooms are painted on a rotating basis and only by University painters. Students are not permitted to paint their own rooms.

While you may choose to decorate the inside of your room to suit your tastes, the outside of your door and window are considered available to public view. **The University does not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature.** Students may not hang banners, flags, or signs in or from a window opening. These items will be removed and disciplinary action may be taken.

Residents may not make any structural or decorative alterations to the room without prior written consent from the Office of University Housing. Any approved alterations made to the room must be removed prior to the student vacating the room or they will become the property of University Housing, which will then have sole discretion to maintain or dispose of the alterations as necessary. Residents will be held accountable for any resultant damages.

Residents may not construct interior walls in their rooms, including walls used to separate the studio area in a one-bedroom unit with a studio (available in University Housing-South only). Students living in such a unit who wish to partition the studio area from the living room may do so by hanging a curtain from a tension rod.

Holiday Decorations

- Only artificial trees shall be permitted in lounges and student rooms. No lights are to be used on aluminum trees. Spotlights may be used.
- Only UL-approved or UL-listed electrical light sets may be used for decoration. The power line must not pass through the doorway or window frame to an outlet.
- Trees or decorations are not to be placed in any corridor or in any area that might obstruct an exit.
- All decorations used on the inside of any University building must be flameproof or made of a material that is flame retardant.
- No open flames are permitted. Students are not permitted to keep, light, or use candles as decorations. An exception would be the use of candles in a religious observance, which must be approved in advance by the residence hall coordinator. The occupant must never leave such candles unattended.
- At no time will hallway or exit lights be painted or covered.

Sports

Playing sports, which includes in-line skating, skateboarding, and bicycle riding, is not allowed inside the residence hall because of the potential for damage or injury. Sports may be played on the grounds surrounding the building, provided participants are a reasonable distance from walkways and any University or personal property or equipment (which includes but is not limited to cars and other vehicles, signs, the building itself, etc.) such that participants have reasonably reduced the potential for injury to bystanders or property damage. Bicycles may be stored in student rooms with your roommate's approval.

Proper Use of Room Furniture

All rooms are fully furnished and amply equipped to create a comfortable living environment for residents. While all rooms are provided with the same basic furniture and equipment, styles may vary from room to room, and there are some variations in furnishings and equipment between the two residence halls. All rooms are equipped with a refrigerator, stove/oven, range hood, and in-sink garbage disposal. Smoke detectors and fire alarms are hard-wired into the rooms. Students are not permitted to bring any type of furniture that has already been provided by the University except for the following:

- Additional bookcases
- Drafting tables
- Desk chairs (except upholstered or leather rolling type)
- Coffee and other end tables (does not include dining room tables)
- Stool-type seating (North Housing only)

Due to fire safety and the possible infestation of insects, such as bedbugs, fleas, and cockroaches, the following pieces of upholstered furniture are strictly prohibited from both residence halls:

- Mattresses
- Couches and love seats
- Futons
- Chairs (arm, high back, and/ or reclining)
- Any type of flip-style seating (chairs, sofas, etc.)

Residents who need to bring additional furniture for medical reasons must have advance approval from the director of residence life.

Damage Assessment Policy

If a student room (including both sides of the door) or its furnishings are damaged, the roommate responsible will be billed. If none of the roommates takes responsibility, the cost will be billed equally to all of the occupants of the room. For this reason, it is especially important for students to carefully review their Apartment Condition Inventory form and make any adjustments before signing off on the document. Residents will be held responsible for any damages to their rooms, over and above those that they noted on the form. Students should not attempt to fix any problem but should notify their residence hall coordinator immediately and fill out a work order form. Students may also be liable for a charge if they necessitate any unusual housekeeping or maintenance service.

Prior to moving out of a room in the hall, a resident must contact a community leader or the residence hall coordinator to schedule a time for an inspection. The room must be free of all the resident's belongings and cleaned before the checkout inspection can occur. Any damages to the room or its furnishings not noted on the move-in Apartment Condition Inventory completed at check-in will be charged equally to all occupants of the room.

The residents of a hall, floor, or room assume collective responsibility for damage caused to common areas, which include but are not limited to laundry rooms, lounges, stairwells, and hallways. Whenever possible, damages will be assessed and billed to the individuals responsible. If University Housing staff is unable to ascertain who those individuals are, charges will be distributed equally among the residents of the floor or hall. Therefore, it is the responsibility of each and every resident to take action to prevent acts of vandalism or to provide University Housing with any knowledge they have regarding any damage that occurs. Only with the cooperation of all the residents of the community will it be possible to hold accountable the specific individuals responsible for damages and to charge them rather than distribute the charges among all residents of the floor or building community.

Damages will be assessed and billed to the account(s) of the responsible student(s). Failure to pay damage charges can result in further action by the University. Assessment of damage charges and subsequent payment does not always mean that the damage will be immediately repaired. Appeals regarding damage assessments should be put into writing and given to the residence hall coordinator. Students may not appeal damage charges if they did not complete an apartment inspection at the time of move-out.

Regulations

University Housing is continually striving to provide the best possible environment for all students living in the residence halls. In pursuit of this goal, we have established regulations for the protection of residents' personal safety. A student who violates any of the following regulations will be held accountable through the Student Code of Conduct:

- The movement of public area furniture to students' rooms, outside the residence hall, or to unauthorized areas is prohibited.
- The removal or unfastening of fixtures from their original position in the room is prohibited.
- The removal of any room furniture from the room is prohibited.
- The unauthorized modification of residence hall facilities or equipment is prohibited.
- The use of unauthorized heat-producing electrical appliances, as well as the possession of candles, kerosene lamps, barbeque grills, or other flame-producing products, is prohibited in any area of the residence halls. Any appliance with an exposed heating element is prohibited (other than the University-provided stove).
- The possession of flammable substances is prohibited.
- The use of live Christmas trees in the residence halls is prohibited.
- The use of neon signs in the residence hall windows is prohibited.
- Storing or parking bicycles in hallways or lounges is prohibited.
- The use of multi-outlet plugs without built-in circuit breakers is prohibited. Only grounded extension cords may be used.
- BB, pellet, paint, and other types of guns may not be stored or used in the residence halls.

An additional fee will be assessed for the cleaning by the janitorial staff of any unsafe, unsanitary, or potentially hazardous substance, such as blood or vomit, in public areas. Students are responsible for the cleaning of such messes in their own room.

Pet Policy

Residents may have non-predatory fish in the residence halls with the consent of all other roommates. All other animals/pets are not allowed in the residence halls at Lawrence Tech with the exception of service animals that are performing their duties. This policy extends to guests who may also wish to bring pets into the residence halls.

The following conditions must be met by residents who desire to have non-predatory fish:

- Fish must be kept in an aquarium not to exceed 20 gallons in size.
- When cleaning the aquarium, the rocks and all other debris must be properly disposed in the dumpster located outside of the residence hall. Under no circumstances should items be flushed down the toilet.
- Under no circumstances should items, such as stones, be placed down garbage disposals. If found, students will be responsible for the maintenance and/or repair of the equipment.
- Aquarium heaters are prohibited.
- Aquariums must have noise-free compressors/filters.
- Residents must maintain the upkeep and cleanliness of the tank at all times.

Abandoned Pet and Pet Removal Procedures:

Any other animals or predatory fish found within the residence halls must be removed by the resident immediately. Additionally, the student will be in violation of the Student Code of Conduct and will be subject to disciplinary action.

Electrical Appliances

Due to the potential fire hazard and/or power failure caused by overloaded electrical circuits, electrical appliance usage must be limited. Irons and coffee makers are permitted as long as they have automatic shutoff mechanisms. Microwaves are permissible as long as they do not exceed 1,000 watts. No additional refrigerators are allowed without advance approval from the residence hall coordinator.

Space heaters, sun lamps, halogen lamps, or appliances with an exposed heating element are prohibited for safety reasons. Stereos and televisions are permissible as long as they have volume controls.

Fire Safety Regulations

- In order to ensure compliance with local fire safety regulations, University Housing staff and/or the fire department for the city of Southfield may check student rooms at any time.
- University policy and state law prohibit the possession or use of firearms, fireworks, other explosive materials, or weapons in any residence hall. Students are not to start a fire, explode fireworks or chemicals, improperly use a weapon, set off a false alarm, or tamper with fire fighting equipment.
- Motorcycle engines, fuel tanks, and other motorized vehicles may not be stored or repaired within the residence halls.
- The use of a fire extinguisher or other fire protection equipment for other than its intended purpose is prohibited.
- In the event of a violation of the above regulations, the student will be subject to Student Code of Conduct proceedings.

Each room is equipped with a smoke detector and fire alarm speaker, which are hard-wired in the room. Each floor is equipped with hard-wired smoke detectors, fire alarms, pull switches, fire hoses and valves, exit signs, and fire extinguishers. Tampering with or damaging any type of fire equipment is a felony offense and may result in both University disciplinary action and municipal criminal proceedings.

Alcoholic Beverages

As members of the University community, students are expected to obey the law and assume full responsibility for the choices they make regarding alcohol use. Students, not the University or its staff, are accountable for the outcome of all issues related to the legal, illegal, and/or irresponsible use of alcohol. In accordance with the laws of the state of Michigan, possession or consumption of alcohol by any individual under the age of 21 is prohibited. **Further, no one under the age of 21 may possess alcohol containers of any kind.** This applies to decorative containers and collections within a resident's room.

Residents of legal drinking age may possess and consume alcoholic beverages in the privacy of their rooms but may not offer, give, buy, or convey alcoholic beverages to individuals under the age of 21 in accordance with Michigan state laws.

Residents and guests of legal drinking age may not possess and/or consume alcoholic beverages in rooms where all of the occupants are under the age of 21.

No individual, regardless of age, may consume alcoholic beverages in public areas, including but not limited to lounges, hallways, stairs, parking lots, any outdoor facility, or the campus grounds. Student Code of Conduct proceedings will be implemented with any violation. Citations will be issued to the host of a guest who violates the alcohol policy if the guest is not a Lawrence Technological University student.

All common alcohol containers, including but not limited to kegs of any size, punch bowls, beer bong, and beer balls, are prohibited.

The University staff, including but not limited to community leaders, Campus Safety personnel, the director of residence life, and University Housing staff, reserve the right to dispose of any alcoholic beverage, whether open or unopened, from any individual under the age of 21 or any individual who is in possession of an alcoholic beverage and in violation of the alcohol policy.

A person who is under the influence of alcohol and whose behavior leads to injury or property damage shall be considered to be in violation of this alcohol policy, even if the alcohol was consumed in a location other than University Housing. University Housing staff and/or Campus Safety officers may refuse to allow a person who is visibly under the influence of alcohol, drugs, or other controlled substances to enter the residence halls.

Smoking in the Residence Halls

Every attempt is made to match roommates based on their smoking preference. In cases where conflicts between smokers and nonsmokers cannot be resolved, the right to a smoke-free environment shall take precedence.

Smoking will only be permitted in designated smoking rooms with the entry door shut. Residents or guests found smoking in nonsmoking designated rooms will be found in violation of this policy. Smoking is not permitted in any public area or hallway.

Room Entry by University Personnel

Residents have a right to privacy that should not be violated without good cause. Other than for routine health and safety checks to which all rooms are subject, entry to a student's room is permissible only as detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized University personnel to ensure that health, fire, and safety regulations are maintained during break periods.

- By authorized University personnel or their agents to make improvements and repairs and to provide routine maintenance services.
- By authorized University personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damages to the property of the student and the University.
- When there is reasonable cause to believe there is or has been a violation of University regulations or local, state, or federal laws or ordinances.
- When a staff member knocks and is invited into the room.
- When the door is open and a violation of University policies is in plain view.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of University policies or regulations will be handled through Student Code of Conduct proceedings. Routine health and safety checks by staff may occur at any time.

Posting Information in the Halls

Any group, organization, or individual wishing to post information in the residence halls must have the materials approved by the Office of Student Recreation or the Office of the Dean of Students. Approved materials then should be brought to the Office of University Housing at least five days in advance of the event for residence hall staff to post. Since posting materials in the residence halls is a service to student groups, University Housing accepts no responsibility for timeliness nor does approval to post indicate support for the events advertised.

Quiet Hours

Because the University considers students to be adults, University Housing generally does not specify building-wide quiet hours. However, one of the primary rights of students in residence halls is the right to study in one's room free from unreasonable interference. Thus, noise and other distractions, which inhibit the exercise of this right, are strictly prohibited. The policies below have been instituted to ensure that reasonable noise levels are maintained.

During the first two weeks of school each residence hall community must come to a consensus on hours during which strict quiet will be enforced, based on the parameters outlined below and the individual needs of each community. Each community must have a plan for enforcement and all members must sign an agreement approved by the residence hall coordinator. The parameters for quiet hours established by

University Housing are as follows:

- Sunday–Thursday: starting no later than 11 p.m. and ending no earlier than 9 a.m.
- Friday and Saturday: starting no later than 1 a.m. and ending no earlier than 9 a.m.

Extended quiet hours will be in effect throughout both residence halls during the final week of regular classes and the exam week each semester. Extended quiet hours are in effect 24 hours per day beginning at 8 p.m. on the Friday preceding the last week of regular class meetings and remaining in effect through the last scheduled exam period and the close of the semester. The residence hall coordinator may lift quiet hours for one hour each day between 5 p.m. and 8 p.m. As always, courtesy hours apply.

Courtesy hours are in effect 24 hours per day, seven days per week. Noise that is disruptive or disturbing to others is discouraged at any time. When a request is made to limit noise as a courtesy, compliance is expected.

The residence hall coordinator may impose quiet hours upon any part or all of the building for disciplinary or safety reasons, should it be deemed necessary to do so.

Guest Policy

Residents are permitted to have guests 24 hours per day, with the approval of their roommate(s). Residents must always accompany their guest while the guest is in the building. After 8 p.m., all guests in the building must be registered according to each hall's procedure. Guests will need to present picture identification in order to register.

Upon entering the residence hall, all guests agree to abide by all University and Housing policies. The University reserves the right to refuse access to the residence hall to any individual not in compliance with these policies. Any guest who is found to be in violation of University and/or Housing policies may be asked to leave the residence hall immediately. Guests may also be banned from the residence hall at the discretion of the director of residence life for serious and/or repeated violations of University and/or Housing policies. The University reserves the right to deny access to the residence hall to a guest if said guest appears to be under the influence of alcohol or any other controlled substance.

Guests may not stay more than three consecutive nights or exceed a total of 15 nights per semester. Residents may not stay in a room other than their own for more than three consecutive nights or a total of 15 nights per semester. The maximum number of nights a guest may stay must be limited if the guest is infringing upon the rights of his/her host's roommate(s).

Pizza and other food service deliveries must be picked up in the lobby area on the first floor; delivery persons will not be allowed in the building beyond the lobby.

Children under the age of 16 are not permitted to spend the night in the residence hall without advance approval from the director of residence life. Furthermore, a resident must accompany children under the age of 16 in the residence hall at all times.

Anyone hosting a guest will be held accountable for the actions of his/her guest(s). This includes the actions of any non-resident guest, even if they are elsewhere in the building. It also includes being accountable for the actions of any other resident that is a guest within your room. A resident may be subject to disciplinary action, up to and including termination of contract and/or dismissal from the University, if his/her guests, whether resident or non-resident, violate University or Housing policies or local, state, or federal laws.

Individuals who are present in their own or any other residence hall room where University policies are being violated are subject to the same disciplinary action as the actual violators.

For reasons of health, safety, and other environmental concerns, the maximum number of persons allowed in any room is 10.

Solicitation Policy

Solicitation is defined as all activities conducted by University-related groups that involve the sale of goods or services; raising of funds, donations, or prizes; the selling of advertising (other than in registered student publications); the distribution or posting of literature; the distribution of products; and canvassing.

Residents are not permitted to use their rooms or other facilities of the building for any commercial purposes whatsoever. **There are two instances in which individuals or agencies may be given specific written permission for solicitation by University Housing:**

- The proceeds of the event are donated to established charitable causes.
- A residence hall program is raising funds for its own internal purposes.

Any solicitation effort must adhere to the following guidelines:

- Solicitation must be conducted in a manner that is not disruptive to the residents of the residence hall.
- Solicitation may occur only in the public areas of each residence hall. Time and location are to be determined by the residence hall coordinator. Any resulting sales must take place in individual student rooms by invitation or appointment.

- Solicitation by an individual may take place in student rooms by appointment only provided the solicitor is escorted to and from the room.
- Solicitation may not be conducted on a door-to-door basis under any circumstances.
- Group solicitation by appointment is not permitted in student rooms.

Product orientation may be conducted in the residence halls under the following guidelines:

- Product orientation may occur only when the residents of that floor, with the approval of the residence hall coordinator, invite the presenter to appear.
- Product orientation may occur in public areas only by recognized University organizations and departments that have received prior approval from University Housing.

Organizations or departments seeking permission for product orientation must submit the following information to the Office of University Housing at least five days prior to distribution:

- List of halls in which information is to be distributed
- Date(s) and time(s) of distribution in each hall
- Sample(s) of the materials to be distributed (one copy for each hall)

The following guidelines apply to the distribution of materials within the halls:

- Before a product orientation is set up, the residence hall coordinator must be contacted.
- Tables and/or displays may be set up only in the designated area provided by University Housing.
- Materials may be distributed only to students who approach the table and request information. The organization distributing materials may not make an initial approach to ANY individual.
- No exchange of money or signing of any written agreement may occur unless the solicitor is expressly invited to individual student rooms for that purpose.

If these guidelines are not followed, the organization may be asked to leave the hall and may not be allowed to distribute any other material(s) in the halls for the remainder of the semester. Failure to comply with these guidelines may result in the revocation of permission for product orientation with the residence halls.

Accessibility in the Residence Halls

Lawrence Tech has made a conscientious effort to make the campus as accessible as possible. At the present time, both halls have specific rooms designed to accommodate students with physical challenges.

If you have any questions with regard to accessibility, please feel free to contact the Office of University Housing or your residence hall coordinator. Every effort will be made to make your living arrangements as comfortable and convenient as possible.

Air Conditioning and Heating

All halls are equipped with air conditioning and heating. When the air conditioning or heat is on, keep windows and balcony doors closed so the equipment can operate efficiently. Maintenance staff will be called to check on the cooling/heating equipment if the room temperature is outside normal parameters. The University will turn on the air conditioning or heat depending on current and predicted temperatures. Once the air conditioning or heat is on throughout the building, students may adjust the amount of cool or warm air in their room.

Internet Access

In keeping with Lawrence Tech's commitment to integrate technology with its academic programs, both buildings are equipped so that students may connect to the University's network via the wireless card included with their Lawrence Tech-provided laptop computer. Additionally, University Housing-North has

data ports in the bedrooms of each room. Any student connected to the University network may print to a printer in a residence hall by selecting the appropriate print queue: APTS for South, APTN1 for North.

Telephone Services

Each room is equipped with at least one phone line. Basic local telephone service (as defined by the University's telephone service provider) plus voice mail is provided for students at no additional charge. Telephones are not provided. It is the responsibility of the occupants to bring their own telephone.

It is the students' responsibility to set up their voice mail and check it regularly as it is one of the official ways University personnel use to contact students.

Each resident will receive a five-digit authorization code upon moving into University Housing. This code enables students to dial off-campus numbers. This code should be kept confidential. All outside phone calls made with this code will be tracked, and those calls that are chargeable will be billed to the student's University account on a monthly basis. University Business Services will assess a \$30 late fee on any phone bill that is not paid within 30 days of the billing date. Telephone bills will be emailed to students' University email accounts every month. Students may check their phone bill online at any time during the month. Residents will not receive a hard copy of their phone bill.

Television Services

Basic cable television service is provided in each room for cable-ready televisions. University Housing does not supply the television or the connecting cable. Residents who would like premium channels or high-speed Internet service may contact Comcast at 800.226.2278. Residents are responsible for all charges and fees associated with additional cable services, including but not limited to installation, activation, and monthly premium charges. Damages resulting from the installation of additional cable services will be assessed to the resident or residents who ordered the additional service. Residents must have all additional services disconnected when they vacate a room, even if they will be returning to the room at a later date. Residents are responsible for any charges associated with disconnecting additional services.

Mail Services and Distribution

University Housing-South: Mailboxes are located in the small hall across from the elevators on the first floor. The mailing address for residents of University Housing-South is:

Your name

University Housing-South, #(your room number)

21211 West Ten Mile Road

Southfield, MI 48075

University Housing-North: Mailboxes are located on the first floor to the right of the lounge, near the main entrance. The mailing address for residents of University Housing-North is:

Your name

University Housing-North, #(your room number)

21000 West Ten Mile Road

Southfield, MI 48075

Keys

All residents will be issued keys to their room and a corresponding mailbox.

Residents who are locked out of their room should contact the Information Desk to obtain a temporary key (they will be required to leave their student ID with the desk as security). If the Information Desk is closed, residents should contact Campus Safety. Residents should never, under any circumstances, try to break into their room when they are locked out. Residents who attempt to break into a locked room will be charged for all related damages.

Residents who lose their room or mailbox key can obtain a new key from the Information Desk. There is a fee to replace room and mailbox keys. This fee will also be charged to residents who fail to return a temporary key in a timely manner. Residents who lose their student identification should obtain a new one from the Office of the Registrar; there may be a fee for ID replacement.

All keys and electronic identification devices issued to students remain the property of the University and must be surrendered upon request. University keys must not be duplicated, given away, or loaned to another individual. Students who give or loan their University key to another individual or attempt to duplicate a University key may be subject to disciplinary action under the Student Code of Conduct.

Custodial Services

The custodian is responsible for cleaning and maintaining the public areas of the residence halls, including stairwells, corridors, public laundry rooms, and all other public areas. Students are responsible for maintaining a clean room. University Housing staff will perform safety and health checks periodically to ensure cleanliness and assess the overall condition of rooms. If the room is found to be in an unacceptable condition, the residents will be given a warning to improve the room's condition within a given time frame. Failure to improve the condition to acceptable standards will result in judicial action and/or applicable fines to cover the cost of bringing the room up to the required standards.

Maintenance Requests

Residents wishing to request repairs or maintenance will need to complete a work order. It is the responsibility of residents to report any maintenance concerns about their room in a timely manner. If residents fail to report a problem, it can get worse and cause damage to their room and/or the surrounding rooms. Residents may be charged for damage resulting from an unreported problem.

Construction/Repair

While the University makes every effort to make repairs and renovations to the residence halls during breaks between classes, conditions beyond the University's control sometimes make it necessary to undertake such efforts during times of occupancy. Should such unforeseen and unavoidable inconveniences occur, the University regrets that it can make no compensatory adjustment to housing-related charges.

Parking Information

Residents may have a car on campus. At the time of registration, each student is required to complete an annual parking registration form and receive a parking pass. University Housing reserves the right to remove unidentified or otherwise abandoned vehicles from the parking lot at the owner's expense after 48 hours. **Residents and visitors are not permitted to park or stand in the fire lane directly in front of the buildings.**

In addition to cars, residents may bring to campus any form of land transportation that is permitted on municipal roadways, such as motorcycles or mopeds. Watercraft and sport vehicles, such as motorbikes, BMX bikes, and three- and four-wheel ATVs are not permitted on campus and may not be stored in University parking lots. Motor vehicles may not be brought into the buildings under any circumstances. Bicycles may be stored only in student rooms. The University is not responsible for any vehicles stored on its premises.

Contract Information and Assignment Policies

Application Procedures

Anyone seeking on-campus housing must complete a University Housing Application and Contract and pay the housing application fee. Applications are available from both the Office of University Housing and Office of Admissions. Students are encouraged to apply for housing as soon as possible once they have been admitted to the University. If there are not enough spaces available for all applicants, assignments will be based on when the application was received, such that those who applied earliest will be placed first. The Office of University Housing reserves the right to refuse placement of anyone who does not complete the application and/or pay the application fee.

The housing application fee will become the student's security deposit if he or she is placed in University Housing. The fee is refundable according to the policy written on the contract.

Waiting List

In the event that there are not enough spaces for all students seeking placement in University Housing, applicants may be placed on a waiting list. If a space becomes available, applicants on the waiting list will be placed according to the criteria described above.

Eligibility

Applicants must be admitted to Lawrence Tech in order to live in University Housing. For the fall and spring semesters, undergraduate residents must maintain at least nine credit hours per semester. Exceptions may be made for seniors in their final year who have less than nine total credit hours to complete for their degree or for students who are participating in a co-op experience; students falling into this category should contact the residence hall coordinator in writing to verify their status. Credit hour requirements for graduate residents will be determined on a case-by-case basis, based upon degree program, credit hours being taken, and employment status. Students staying in University Housing for the summer must be enrolled in at least one class.

University Housing Charges

The cost to live in University Housing varies depending on the type of room. University Housing charges will be billed to the student's account. A chart of the University Housing rates may be found on the University's website at ltu.edu/housing. Rates for future semesters have not yet been established but will be determined and posted in a timely manner. Residents must pay on time according to the payment schedule determined by the University.

Security Deposits

Unless you notify the Office of University Housing that you are moving out and will not be returning to University Housing, your security deposit will be rolled over to the next housing contract cycle. If you are leaving for the summer and will be returning in the fall, your deposit will be held by the University over the summer break to secure your placement for the following academic year. Upon moving out permanently, your security deposit will be returned to you, less any damage charges and unpaid balance on your account, including tuition, fees, housing, phone, or any other charges related to University Housing.

Personal Property Insurance

The University is not responsible for the loss of, damage to, or destruction of the personal property of any resident. All personal property, and any property belonging to a third party that is in the resident's custody, is the sole responsibility of the resident.

Lawrence Technological University advises all residents to obtain personal property insurance (renter's insurance).

Many residents may have their personal property covered under their parents' homeowner's insurance policy; check with your parents' insurance provider to determine applicable coverage. Personal property insurance for those students who are not covered by their parents' homeowner's policy or for students seeking additional coverage is available through National Student Services, Inc. You may visit their website at nssinc.com or contact the Office of University Housing for their address and telephone number.

Assignments and Preferences

The University Housing staff places applicants based upon availability and consideration of their preferences. University Housing staff will attempt to honor applicants' requests and preferences when placing students in University Housing but cannot guarantee placement based on any requests or preferences.

Applicants requiring special consideration in the placement process due to physical or medical conditions should notify the Office of University Housing in writing. Documentation from a physician may be required.

The Office of University Housing reserves the right to reassign a student according to the consolidation procedures.

Room Changes

Residents who would like to change rooms should submit their request in writing to their residence hall coordinator beginning the third week of classes. The Office of University Housing reserves the right, at its sole discretion, to deny any room change request.

The Office of University Housing is required to maintain accurate records about who is living in each room within the residence halls. Therefore, it is imperative that residents wishing to change rooms contact their residence hall coordinator and receive **written permission from the Office of University Housing before changing rooms**. Residents who change rooms without written permission will be subject to disciplinary action. No students may live in a room other than the one to which they were assigned by the Office of University Housing.

Should you move into a different type of room than the one you previously occupied, you will be charged or refunded the difference in price for the entire semester, regardless of when you changed rooms.

Occupancy

Once a resident takes possession of a room and is given keys to that room, he or she becomes responsible for all the terms and financial obligations of the University Housing contract. Only those residents who are assigned to a room and are in possession of a contract for the room may occupy the room.

Vacancies and Consolidation

University Housing reserves the right to fill any vacancies with students on the waiting list. University Housing may also choose to consolidate students who have vacancies in their rooms into one room. If two or more residents are being consolidated into one room, University Housing will make the final determination of which room will be occupied and which will be vacated. Residents who fail to comply with consolidation requests when notified are subject to disciplinary action and/or a fine.

Subcontracting

Subcontracting is not allowed in University Housing. Subcontracting is defined as a resident or residents permitting another person or persons to live in their room. A resident will be considered to be in violation of this policy regardless of whether or not the resident maintains occupancy of the room while allowing another party to reside there. The University Housing contract is legal and binding and may not be broken. Residents may not subcontract to another person in order to be released from their contract.

Checkout Procedures

Residents are required to schedule a checkout appointment with their community leader or residence hall coordinator when they are vacating their room for any reason. Residents must schedule this appointment at least 24 hours in advance of leaving and should choose a time when they know all of their belongings will have been removed and their room will be clean.

University Housing staff will not check out a resident until the room is clean and all of the resident's belongings are moved out. All roommates should be present for the checkout, if possible. If a checkout time is not scheduled prior to the resident's moving out, one will be conducted after move-out at the convenience of the University Housing staff, which may delay the return of the resident's security deposit. **Students who are not present during checkout forfeit the right to appeal any damage charges assessed by University Housing staff.**

Additionally, a student who does not complete an apartment inspection at the time of move-out will be assessed a \$50 fine.

Residents must take all personal property with them, or they will be charged for its removal and disposal. Residents may not store personal property (either their own or someone else's) pending return for the following semester. Any personal property left in the room after the resident has vacated becomes the property of the University, which may use or dispose of it at its discretion.

Termination

University Housing can terminate the housing contract for breach of any provision of the contract. Residents shall be released from this agreement if they are graduating or withdrawing from the University.

Should students desire to terminate their contract prior to the end of the academic year, they must submit a Contract Release form to the Office of University Housing. Requests for release due to extenuating circumstances may be granted at the sole discretion of the director of residence life but are not guaranteed. Documentation of the extenuating circumstances must be provided before a release will be considered.

The University reserves the right to remove any resident who violates any provisions of the University Housing policies and procedures outlined in this publication or who fails to vacate his or her room after notice and/or upon expiration of the contract. The University is under no obligation to renew the University Housing Contract upon its expiration.

NOTICE OF NON-DISCRIMINATORY POLICY

Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. **LAWRENCE TECHNOLOGICAL UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER.**



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248.204.3940
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