

# Residential Living Guide

2022-23



BEREA COLLEGE  

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CAMPUS LIFE

# **Berea College Residential Living Guide**

Welcome to the Residence Halls!

Berea College's Residence Hall program fosters a strong spirit of community throughout its residential program. By promoting social interaction, responsibility, interracial and intercultural living, academic pursuits, spiritual growth and individual development, the Residence Hall program fulfills Berea College's mission and the Great Commitments.

Living in the Residence Halls provides opportunities for leadership, work, exploration of values, and the development of meaningful friendships.

The residence hall experience is an important component of a Berea College education. The Residence Life Team and the residence hall student staff seek to support the academic mission by creating and maintaining an environment conducive to good study habits. The college recognizes the inherent educational value of the residence hall experience. By being engaged in a process of positive interdependence whereby students can create communities, they will develop invaluable life skills such as communication, empathy, conflict resolution, and compromise. The residential experience promotes a shared sense of common good, something students should learn to value, and see to create throughout their lives.

The purpose of the policies and protocols in this Residential Living Guide is to promote a healthy living/learning community based on respect, honesty and concern for others. A successful residence hall community requires a shared sense of positive interdependence. Each resident must realize his or her responsibility to every other resident since individual choices in a residence hall environment have the potential to impact the entire community. Likewise, each resident has an important role to play in establishing and maintaining the standards by which the community will live. Therefore, in instances where the standards are not met by a member or members of the community, it is the responsibility of any of the members of the community to report such behavior. Community members who fail to report any breach of protocol assumes a portion of the responsibility as well as the consequences for such action. It is expected that all Berea students will become familiar with and uphold these principles daily.

In addition to the rules and regulations stated in the Berea College Student Handbook, which apply to the whole campus, the following policies apply to residents living in residence halls.

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Welcome to the Berea College Residential Living Guide! This publication contains information related to living in the residential community of Berea College, and campus conduct in general. To navigate the Guide, use the links to specific topics listed below. Each term below links to specific policies, key definitions, and practices related to living as a student at Berea College.

## **Residence Halls**

<b>Residence Hall</b>	<b>Classification</b>	<b>Designation*</b>	<b>Visitation**</b>
Anna Smith	First-Year	Female	24/7
Bingham	Returning Students	Male	24/7
Blue Ridge	First-Year	Co-Educational	24/7
Dana	First-Year and Returning Students	Male	72-hour
Danforth	Returning Students	Female, Male, & Gender-Inclusive by floor	24/7
Ecovillage	Returning Students, Non-Traditional and Family Housing	Apartment style	24/7
Elizabeth Rogers	Returning Students	Female	72-hour
Fairchild	Returning Students	Female	72-hour
Farm House	Special Community for selected Senior Agriculture Majors	Special Assignment to Individual rooms each year	24/7
James	Returning Students	Co-Educational by suite	24/7
Kettering	Returning Students	Female & Male by floor	72-hour
Kentucky	First-Year	Male, Co-Educational, & Gender-Inclusive by floor	24/7
Pearsons	First-Year	Female	72-hour
Seabury	Returning Students	Female	72-hour
Shinn	Returning Students	Female, Male, & Gender-Inclusive by floor	24/7
Talcott	First-Year	Male, Co-Educational, & Gender-Inclusive by floor	24/7
Home Management House	Returning Students	Female	72-hour
SENS House	Offline	Offline	Offline

\*Designation definitions can be found in the Housing Options section.

\*\*Visitation definitions and relevant policies can be found in the Visitation section.

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## Staff Members to Know

### Student Life Administrative Office

#### **Woods-Penniman, 3<sup>rd</sup> Floor ext. 3150**

The Student Life Administrative Office manages the administrative affairs of the department, including student affairs, policy development, and supervises the Student Life Team.

Name	Title
Dr. Channell Barbour	Vice President for Student Life
Gus Gerassimides	Associate Vice President for Student Life
Dr. Matthew Vetter	Interim Associate Dean of Student Life
Carla Roberts	Executive Assistant

### Area Coordinator Offices

**Alumni Building 201**

**ext. 3290**

**Woods-Penn 302**

**ext. 3115**

Tasha Hackett (She, her, hers)	Sr. Administrative Assistant	3115
Richard "Rick" Holland (He, him, his)	Interim Associate Director of Student Involvement and Engagement	3112
Hannah Tolliver (She, her, hers)	Associate Director of Housing	3492
Sadie Neville (She, her/they, them)	Student Engagement Coordinator	
Sharonda Steele (She, her/they, them)	Manager of the Ecovillage	3179
Rebecca Pennington (She, her, hers)	<ul style="list-style-type: none"> <li>• Kettering Residence Hall</li> <li>• Blue Ridge Residence Hall</li> </ul>	
Shinayla "Nayla" Bond (She, her, hers)	<ul style="list-style-type: none"> <li>• Pearsons Residence Hall</li> <li>• Seabury Residence Hall</li> <li>• James Residence Hall</li> </ul>	4342
Charles Saunders (He, him, his)	<ul style="list-style-type: none"> <li>• Elizabeth Rogers Residence Hall</li> <li>• Fairchild Residence Hall</li> <li>• Home Management House</li> </ul>	4422
Rachel Burnside (She, her, hers)	<ul style="list-style-type: none"> <li>• Danforth Residence Hall</li> <li>• Bingham Residence Hall</li> </ul>	3292

Kendall Malsam (He, him, his)	<ul style="list-style-type: none"> <li>• Dana Residence Hall</li> </ul>	3610
Melissa Wills (She, her, hers)	<ul style="list-style-type: none"> <li>• Anna Smith Residence Hall</li> <li>• Deep Green Residence Hall</li> </ul>	3409
Lyric Jones (She, her, hers)	<ul style="list-style-type: none"> <li>• Talcott Residence Hall</li> <li>• Kentucky Residence Hall</li> </ul>	

## **Campus Life Leaders – Office of Student Involvement and Engagement**

Campus Life – Student Involvement Engagement leaders who supervise and maintain the operations of the Office of Student Involvement and Engagement as well as serve in multiple leadership roles throughout campus. A list of student staff positions is located in both Woods-Penn 302 and Alumni Building 201 (Campus Life).

### **Campus Life Leaders – Residence Halls**

Upperclass students in the residence halls work as hall supervisors as part of the Labor Program. While they serve in residence halls, they also serve as leaders in Campus Life across campus. Each hall has a Hall Coordinator (HC) and Resident Advisors. A list of student staff and positions is located in both Woods-Penn 302 and Alumni Building 201 .

Professional staff members, primarily with Master’s degrees, who support and work with the students, and live in the residence halls. All first-year residence halls have a Area Coordinator living in the hall. They facilitate the day-to-day programs and operations in the residence hall, which include: supervising student hall staff, sustaining community standards, facilitate building maintenance, creating a comprehensive educational environment, and providing support to students in their academic, professional, and personal growth.

**Resident Advisor (RA):** RAs are student staff members that work closely with the residents in their hall by providing appropriate mentorship, individual support and referral, as well as helping to resolve communal issues and concerns. Additional duties of an RA include creating programming for students, help ensure the safety and security of the hall, monitor visitation, assist with the maintenance and cleanliness of the hall, serve as a role model for the community, and be available to students in the evening during “duty” hours. RAs work to build an inclusive community in the halls.

**Hall Coordinator (HC):** HCs are upperclass students that are chosen for their maturity and leadership skills. This is a fifteen-hour primary labor position which includes all of the duties of an RA, with additional responsibilities. These additional responsibilities include the supervision of RAs, advise the House Council, and work with the hall’s Area Coordinator. The HC is responsible for the residence hall when the Area Coordinator is absent and, in certain residence halls, the HC will be the primary live-in leader.

**Student Chaplain:** Student Chaplains provide a wide variety of services, such as peer counseling, programming, and religious education and leadership. A Student Chaplain’s primary focus is placed on pastoral care and meeting the spiritual needs/concerns of residents. A Student Chaplain seeks to

serve as a channel of interfaith care through service to others. Student Chaplains are employed by the [Campus Christian Center](#), but provide services and resources to all students, regardless of their personal faith practices.

**Visitation Attendant (VA):** Visitation Attendants assist with oversight of Co-ed Visitation. VAs monitor the visitation log, provide assistance to residents as needed, and address potential violations of hall and College policies. This is a 5-hour secondary labor position that serves a residence hall from midnight until 1 AM Sunday through Thursday.

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# Student Involvement

As a member of the residential community, students have the opportunity to not only take on leadership roles, but influence, change policies, plan and coordinate events, and guide some of the day-to-day standards and special projects/activities for your hall. Below are descriptions of elected residence hall leadership positions.

## **House Council**

The House Council is a group of residents elected by each residence hall to serve as a guiding body for interests specific to that hall. The House Council will work with the hall community to develop Community Standards and provide programming opportunities for the hall and campus in collaboration with the residence hall staff. All Community Standards must be submitted to the Area Coordinator and approved by the Associate Dean of Student Life. House Council members include, but are not limited to: President, Vice-President, Secretary, Treasurer, Floor/Suite Representative, and Board of Residents Representative.

## **Board of Residents (BOR)**

The Board of Residents is a part of the Student Government Association and is comprised of elected representatives from each residence hall's House Council. The Board of Residents is the body that supports the House Council by providing leadership development, service opportunities, and funding to support hall events. The Board of Residents is committed to improving the quality of the residential living experience at Berea College.

## **In-Hall Programming**

All students are encouraged to develop, plan, and implement programming in residence halls in conjunction with residence hall staff. If you have ideas or are interested in hosting an event in a residence hall, you are encouraged to contact the Program Specialist and work with the House Council for your hall. They may have ideas about obtaining funding, food, marketing, and managing such an event.

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## Housing Policies & Procedures

### Check-in

When moving into a new room, you need to check in with your new Hall Staff and complete the necessary paperwork to receive your new keys when applicable. The Check In Inspection Inventory will note the condition of college furniture and property upon check-in. This form will be kept on file until you check out of the room.

### Check-out

Whenever a resident vacates their room, all personal belongings must be removed, all furnishings must be returned to original locations, and the room should be cleaned and left in the condition in which it was found. Beds should be returned to a reasonable level. The resident **must** schedule an appointment with Hall Staff to have the room inspected and to turn in their room key when applicable. Another Inspection Inventory will be used to note damages to College furniture and property, if any. Failure to follow the proper check-out process will result in the resident being charged an improper check-out fee, in addition to fees for any damages. See [Student Handbook - Fees, Fines, and Charges](#).

### Early Returns

Students cannot move into residence hall rooms before the assigned hall's opening day. Student organizations and labor departments that need students to arrive before the official move-in date should make these requests through PortalX, their housing self service portal.

Other students who return to Berea early must find accommodations off-campus until the scheduled date of arrival. If you have questions about move-in dates, please contact [housing@berea.edu](mailto:housing@berea.edu).

### Room Changes

Room changes should be initiated through the Area Coordinator and must be confirmed or approved by a Student Life Administrator. Decisions are finalized by the Associate Director of Residence Life, or their designee. Room change requests must be made during the room change period. Any changes made outside this process will not be recognized and any individual who moves outside of this process will be expected to move back to his/her original room. Room change requests concerning roommate conflicts will first be handled by mediation before any other action is considered.

At the end of each academic term, housing assignments are re-evaluated during the Roommate Change Period for that term. Once the Roommate Change Period ends, a student will not be asked to change room assignments unless there is a need to address a specific safety or medical concern.

**If a student occupies a double-occupancy space with no roommate, there is a possibility that a new roommate could be assigned to that space at any time. Thus, all standard room furniture must be left in the room at all times, and a resident's personal belongings should be arranged in a way that a new student can be added to the space.**

## **First-Year Student Housing**

First-year students are primarily housed together to assist them in the transition to college and for the purpose of orientation to Berea College. First-year students at Berea who have previous residence hall experiences may be placed in upper-class buildings (if space is available). First-year students may not switch rooms until the Spring term, unless it is determined by the Area Coordinator that an emergency warrants such a move.

## **Insurance**

The College does not maintain insurance for your belongings and is not responsible for lost, stolen, or damaged items. Students may consult with an insurance agent to determine if any existing policy covers their belongings, or if additional insurance is recommended.

## **Keys, Locks & Unlocks**

Under no circumstances is any student permitted to have duplicate keys made for any College lock. Keys issued to students by the College are not to be transferred to individuals who are not authorized to possess the keys. Students are responsible for the loss or misuse of all keys issued to them. Students may not replace, damage, tamper with or vandalize any College lock or security device. In the event your keys are missing, please report this to your Area Coordinator for assistance. If a resident loses a room key, it is their responsibility to report this to hall staff immediately.

Most residence hall rooms are equipped with doors that automatically lock when closed. Residents are advised to keep room keys and student ID cards on their person when leaving their rooms. Residents should not prop doors or set locks to keep doors open, as it jeopardizes the security of personal belongings and the safety of the residents.

There may be times when a resident manages to be locked out of their room. In these cases, you may contact a hall staff member, the Area Coordinator, or Public Safety to unlock your door. Lockouts include both keys and cards access.

First unlock: Free of charge

Second unlock: \$10.00

Third unlock: \$20.00

Forth and up unlock(s): \$30.00 each When a room lock re-core occurs keys will be provided to all residents of the room. There is a charge of \$50.00 when the lock and keys must be replaced. Additional charges apply for lost suite keys. Once the lock and keys have been changed there are no refunds even if the keys have been found after the re-core has already been done.

If you happen to lose your key, you should inform your Area Coordinator or hall staff immediately in order to begin this re-core process. Once the core is replaced, new keys will be issued to the Area Coordinator for distribution to appropriate residents.

## Single Rooms

Single rooms in residence halls are sometimes made available to students in the room selection and application process. However, these rooms are unavailable to the general population and are only granted through the Residence Life Office.

- a. singles will be available during room selection and will be filled in order of classification (Seniors, Juniors, Sophomores, First-Years), and lottery number (computer-generated random numbers assigned to students for the purpose of room selection).

## Security Policy for Students with Disabilities

If you have a disability or suspect that you may have one, you should discuss your concerns with Lisa Ladanyi, Director of [Disability and Accessibility Services](#) (DAS, Ext. 3327). The DAS Office is located on the first floor of Lincoln Hall. To receive services, you must:

- Register with the Coordinator of Disability Services.
- Provide current documentation of your disability.
- Sign an information release form.

**Room Assignments:** Berea College is committed to providing equal educational opportunity for persons with disabilities. It is the policy of the College that all students with disabilities will be provided an accessible and reasonably safe environment in which to live and study. It is the responsibility of the student to inform the Campus Life Office and the Director of Disability Services if special on-campus residential arrangements are needed to accommodate a disability. Every effort will be made to respond to such requests in a timely manner, however, there may be circumstances that delay this process. In such instances, the student will be notified of the delay and given an expected response date.

**Appeals:** If a student, student's family, or advocate believes that the institution's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student, a written appeal may be filed with the Associate Dean of Student Life within fifteen (15) days of the assignment.

If the student remains unsatisfied, within seven (7) working days the student may request an appellate review by a board comprised of the Section 504 Coordinator, Director of Public Safety, and Director of Facilities Management. Appeals should be submitted, in writing, to the Director of Disability Services, who will forward it to the review board. The student shall be notified of a decision within ten (10) working days. The decision shall be final.

**Service and Assistance Animals:** Assistance Animals are allowed in residence halls ONLY after proper documentation and approval. For all questions relating to support/service animals and policies, please contact Lisa Ladanyi, Director of the [Office of Disability and Accessibility Services](#) in Lincoln Hall. Service Animals are permitted within the residence hall, and are encouraged to register with Lisa Ladanyi, Director of the Office of Disability and Accessibility Services.

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# Housing Options

Berea College offers several styles of residence halls with a variety of living style features.

First-year students are assigned to a residence hall before arrival. Room selection will be offered for returning students prior to the start of the Fall semester through the Office of Residence Life. <mailto:house@berea.edu>

## **Traditional Residence Halls**

Most rooms are typically designed for double-occupancy, with a shared community restroom on each floor with several showers, sinks, toilets, etc. Blue Ridge, Dana, Pearsons, Bingham, Elizabeth Rogers, Fairchild, Edwards, Seabury, and Anna Smith are considered traditional residence halls.

## **Suite-Style Residence Halls**

The suite-style residence halls typically have two or more double-occupancy bedrooms that share a single bathroom. Some suites also have a common living space that is shared by suitemates. James is the only suite-style residence hall.

## **Gender-Inclusive Housing**

Gender Inclusive Housing: A living opportunity in which all members of a roommate group may share a multiple-occupancy residential room, with mutual agreement, regardless of the student's sex at birth, gender identity, or gender expression. Restrooms in GIH would not be designated to any gender.

## **Single-Gender (Male) Housing**

A living opportunity where all members of a roommate group sharing a multiple occupancy room will be of male biological sex or gender identity. Restrooms in Single-Gender (Male) housing will be designated for those of male sex or gender identity.

## **Single-Gender (Female) Housing**

Single-Gender (Female) housing: A living opportunity where all members of a roommate group sharing a multiple occupancy room will be of female biological sex or gender identity. Restrooms in Single-Gender (Female) Housing would be designated for those of female biological sex or female gender identity.

## **Co-Education by Floor Housing**

A living opportunity in which all members of a particular floor would be singlegender, and adjoining floors could be an alternative gender. Restrooms in Co-ed by Floor housing would be designated to the gender of their primary residents.

## **Co-Education by Suite Housing**

A living opportunity in which all members of a particular suite would be singlegender, and adjoining suites could be an alternative gender. Restrooms in Co-ed by Suite housing would be designated to the gender of their primary residents.

### **Co-Education by Room Housing**

A living opportunity in which all members of a roommate group may share a multiple-occupancy residential room, with mutual agreement, regardless of the student's sex at birth, gender identity, or gender expression. Restrooms in a Co-ed by Room housing would not be designated to any gender.

### **Ecovillage**

The Ecovillage is a community of townhouse-style apartment units particularly designed for single parents and married students. Residents of the Ecovillage dedicate themselves also to sustainable and environmentally-friendly living practices. Childcare services are available for residents who have needs. More information about the Ecovillage can be found [here](#).

### **Off-Campus**

Students can apply to live off campus if they have either completed 8 semesters at Berea College, are 23 years of age or older, married, or have a dependent. Applications to live off campus occur during the room selection process.

If a student wishes to live off campus and their circumstances meet one of the off campus housing criteria, they can complete the off campus housing application through the housing application process and attaching all supporting documentation. For further questions, please contact the Student Life Office (859-985-3115) or email [housing@bera.edu](mailto:housing@bera.edu).

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## Facilities Information

This section provides information about the amenities provided in residence hall rooms, as well as, expectations about room and hall maintenance.

### Cleaning & Supplies

The student Facilities Assistants (FAs) work hard in your living environment under the supervision of Facilities Management to make your hall a comfortable and pleasant place in which to live. Facilities Assistants are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the hall will make their jobs easier and create a pleasant atmosphere in the hall. Cleanliness of the hall is the responsibility of every resident, and all residents are expected to contribute to this effort. There are vacuums, brooms, and cleaning supplies available for your use in each residence hall upon request. Large items, such as pizza boxes and bags of personal trash, should be taken directly to the dumpster located outside your Residence Hall.

### Kitchenettes

All halls have kitchenettes available for student use. These kitchenettes include a stove/oven, sink area, refrigerator and microwave. Some halls also have cookware, coffee pots, and toasters that can be checked out for short-term use. Residents should stay in the kitchenette while their food is cooking and they are responsible for cleaning up after they use the kitchenette area. Use of these facilities by any non-resident is considered misuse of college property.

### Laundry

Each residence hall has laundry facilities available for student use. There is no additional fee for the use of these facilities. Laundry detergent, fabric softener, and other laundering supplies are the student's responsibility. Each residence hall will have a set of Community Standards that address proper laundry use (how to identify your clothing, how long clothing may remain in machines, etc.). For all maintenance or service request regarding the machines, or inquiries, please download the CSC Serviceworks Application (located in the laundry room) onto your smart device or by calling: 1-877-264-6622. Please contact a member of hall staff or your Area Coordinator as well. Use of these facilities by any non-resident individual is considered misuse of college property, and will result in judicial action.

### Pest Control Protocols

If your residence hall room seems to have a problem with insects or other pests, this should be reported immediately to Facilities Management through the use of the WebTMA system (see [Repairs](#) for further details), and immediately to the Area Coordinator or hall staff if you cannot find the Area Coordinator right away for your hall (see [Staff to Know](#)).

### Public Area Furniture

Furniture placed in lounges and other public areas is for the use of all residents and may not be moved to a student's room. If common area furniture is rearranged in any way, it should be returned to its original placement after use. Any furniture removed will be considered misuse of property and/or theft, and will result in judicial action.

## **Recycling**

Recycling bins are available in designated locations throughout each residence hall. Recyclable items must be free from contaminants such as food, drink, and other debris. Berea College utilizes single-stream recycling, which means all recyclable materials may be deposited in bins without sorting in advance. For more information about recycling at Berea, please check the Office of Sustainability website by clicking [here](#).

## **Repairs/Work Orders**

When something in your room is not functioning properly, it is important to inform the proper personnel immediately. Some issues can be indicators of a potentially serious problem. To report a problem within your residence hall, you may submit a report through the WebTMA system, located at: <http://bit.ly/2bqXnEQ> or for security issues or things that need immediate attention call Public Safety at 859-985-3333 or through the LiveSafe App, which can be downloaded [here for Iphone](#) or [here for Android](#).

## **Room Care**

Check-in/check-out records are kept for each student, listing the furniture and room condition. All furniture must remain in the room. The student will be held responsible for missing furniture, equipment, or unusual damages to room, furniture, or equipment. Mattresses must be kept on the beds. Due to fire regulations, only Berea College mattresses are approved to be used. Exceptions to this policy must be approved by the Area Coordinator. The use of tacks, nails, command strips, tape, or other products that damage or remove paint is not recommended on walls, woodwork, or windows. Residents will be charged for any wall damage resulting from the use of any of these items. Sticky tack (also known as blu-tack or poster putty) may be used for hanging wall decorations.

Every residence hall room will be entered by the residence hall staff and inspection team (consisting of Area Coordinator and Facilities) to check on general health and safety of the living spaces. This will include checking for general cleanliness, electrical hazards, fire safety issues, and potential repairs. Professional staff will give students a 48-hour notice.

## **Suite Living**

For upperclass students living in [suite-style residence halls](#), the shared area between individual rooms is considered a common area, but requires Co-Ed Visitation sign-in/sign-out as applicable. These areas are maintained by Facilities Management and may have posted cleaning schedules that should be respected by residents. Residents should keep these areas reasonably clean at all times. The storing of personal belongings or bedroom furniture in the suite common areas is not permitted.

Unusual damages to public areas or furniture in the suite common areas will be charged to the person(s) responsible. If no responsible person(s) is/are identified, all suite residents may be charged for damages (see "Repairs").

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# Resident Conduct Policies

This section of the guide describes certain expectations of students residing in Berea College residence halls. It is each student's responsibility to understand residence hall conduct policies and abide by them. Failure to do so may result in student conduct sanctions as outlined in the [Community Judicial Code](#) in the Berea College Student Handbook.

## Community Standards

Community Standards are additional policies set forth by each residence hall's House Council, or in the absence of a House Council, the Area Coordinator can make that determination, for specific behaviors that may not apply in all halls. The Community Standards do not override or detract from the standards set forth by Berea College specified in the Residential Living Guide and Berea College Student Handbook.

## Babysitting

Babysitting is not permitted in the residence halls. Children under the age of 16 are only permitted in residence halls under specific guidelines set forth in the [Guests](#) policy.

## Garbage

Everyone is responsible for taking their own garbage/trash to the dumpsters located outside the residence hall. Personal trash is not to be placed in bathrooms, kitchens, hallways, stairwells, lounges, or recycling areas. Recycling bins are in each residence hall (see ["Recycling"](#) for more information).

## Paraphernalia

The possession, use, consumption, sale or distribution of alcohol and drugs is prohibited on campus and College property. Therefore, possession of drugs and/or alcohol paraphernalia is prohibited. Paraphernalia includes but is not limited to: bongs of any material, hash pipes, empty and or decorative alcohol bottles, hookahs, grinders, scales, and devices used for rapid alcohol consumption such as funnels.

## Pets

No pets are allowed in the residence halls. Each resident may have one aquarium (fish only) no larger than a 10-gallon capacity.

## Assistance Animals

Assistance Animals are prescribed by a healthcare or mental healthcare provider to an individual with a mental health disability as part of the individual's treatment plan. Assistance Animals may NOT be brought onto student housing without prior written approval by Disability & Accessibility Services (DAS), and the animal being registered through PortalX. Students living in student housing may request permission to have an Assistance Animal.

For more information about Assistance Animals, requirements, and responsibilities, please see Assistance Animal Policy and Procedures in the [Student Handbook](#) and [Disabilities & Accessibility Services](#)

## Quiet Hours

A residence hall is a place where students live and have the opportunity to study where there is reasonable quiet. If, at any time, noise is disturbing others, the complainant should ask to have the

noise level reduced. If it is not reduced, then the complainant should report it to a staff member immediately. A resident should only seek assistance from a staff member once they have attempted to have the noise reduced and the attempt was unsuccessful. With the exception of certain approved times, quiet hours must be maintained by all students outside and inside campus buildings. Excessive noise produced by stereos, TVs, radios, voices, and musical instruments may not only affect nearby academic buildings, but also the residents of a particular building. Excessive noise outside buildings should be reported to the Area Coordinator or Public Safety. Campus violators may be referred to the judicial process.

- **Reasonable quiet** means that no one will be able to hear noise further than two doors away from the point of origin. Reasonable quiet will be expected at all times. A resident should be able to ask their neighbors for reasonable quiet at any time of day.
- **Strict quiet** means that no one will be able to hear noise next door. Strict quiet will be in effect in all residence halls, Sunday through Thursday, from 10:00 PM to 8:00 AM; and Friday through Saturday, from 12:00 AM to 8:00 AM. Each semester strict quiet hours will be in effect 24-hours a day beginning with finals reading period and ending with the last day of that term.

### **Roof Access**

No person may walk upon the roof of a college building (including structures over building entrances) except when emergency access to a fire escape is necessary. Violations may be referred to the Judicial Process. Access to the Dana Hall rooftop porch can be granted to building residents by the Area Coordinator.

### **Roommate Conflict**

Healthy differences and some conflicts between roommates are a natural part of the college experience. All First-year students will complete a roommate agreement within the first week on campus. In the event that there is a conflict, residents are encouraged to use the following steps in order to address the concerns that arise. If a student believes that their health or safety is threatened, they should escalate their concern immediately to the Area Coordinator or contact Public Safety.

1. Speak with your roommate one on one if possible. Hall staff can be a resource when trying to determine the best way to approach your concern.
2. Participate in conflict mediation provided by your hall staff. A hall staff member will be able to guide your conversation, as well as document decisions and outcomes that come from the conversation.
3. Participate in conflict mediation provided by your Area Coordinator. An Area Coordinator can set guidelines for the roommate agreement as Community Standard Values. These Community Standard Values are enforceable at the community or Judicial process.
4. Participate in conflict mediation by the Associate Director of Residence Life. The Associate Director of Residence Life will evaluate how steps 1-3 were handled and help to create a collaborative plan for next steps. Students are strongly encouraged to contact a hall staff member or the Area Coordinator for guidance. Changes in a housing assignment are considered a last resort, and will only be used after options for mediation have been exhausted, OR, if the continued housing arrangement presents a material threat to the health and safety of either resident.

If a student believes that an unfair decision was made as part of the conflict mediation process, they can appeal any decision and request further consideration from the Associate Dean of Student Life.

Regardless of the nature of the conflict or level of responsibility for a grievance, neither party in a roommate conflict is guaranteed a solution completely free of inconvenience. The most appropriate solution for a roommate acting as complainant may be for that resident's housing assignment to change, as determined by the Area Coordinator of the hall, in consultation with the, Associate Director of Residence Life or the Associate Dean of Student Life. Such a decision will be made with careful consideration, and utilizing all resources available at the time of the conflict.

### **[Smoking Policy](#)**

The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the College. "Property" for purposes of this policy includes the farm, forest, buildings, athletic venues, grounds, sidewalks, parking lots, and vehicles, as well as personal vehicles in these areas. For more information on the Berea College Smoking Policy, please go to [Smoking Policy](#).

### **[Windows and Screens Policy](#)**

Residents may not remove screens from windows except when emergency access to a fire escape is necessary. If a screen is not fully secure in the window frame or is missing, residents should notify the Hall Staff or the Area Coordinator. Any student who removes a window screen may be fined or have judicial sanctions filed against them.

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# General Conduct Policies

This section discusses campus conduct expectations that relate to all students at all times. Some residence hall policies and regulations directly relate to these, so you should understand that violating hall standards can lead to student conduct sanctions. The following actions are considered “Unacceptable Actions: Rules of Conduct,” and taken directly from that section of the Berea College Student Handbook [here](#).

Conduct charges are classified under a letter for a category, then a number identifying the specific violation. For example, a C-2 charge is for a Property: Vandalism violation.

For a list and description of the College’s Judicial Bodies and Jurisdiction, read this section of the Student Handbook [here](#).

Berea College is a learning community whose fundamental purposes are expressed in the Great Commitments, which have arisen from its historic Christian tradition. These purposes include not only the intellectual goals pursued through teaching, learning, and scholarship, but also the aesthetic, moral spiritual, and communal goals pursued more broadly throughout the entire educational program. Each member of our community has a responsibility for creating an environment which affirms intrinsic worth, promotes human dignity, nurtures individual potential, and fosters a sense of community and common purpose.

Personal integrity and honesty are essential for developing trust, which is the foundation of our community. Our community has the responsibility to nurture and maintain this foundation of trust personally, in the classroom, in the workplace, and in all other areas of our community.

Personal responsibility and self-determination are essential for developing physical, intellectual, spiritual, social and emotional wholeness as individuals. Commitment to these values means that individuals enjoy broad areas of self-determination and personal choice so long as one’s actions do not infringe upon the rights of others within the context of this community.

The General Conduct Policies along with the College’s Student Handbook, Residential Living Guide and its other policies affirm values, principles, rights and responsibilities for a way of living in community at Berea College. These policies set out to maintain a safe and inclusive learning and living community.

**Therefore, the following actions are unacceptable and thereby Berea College prohibits students to engage in such conduct on campus, or on College property, or while participating in any officially sanctioned or supported activity on behalf of the College:**

## **(A) Violence**

1. Violence of any kind perpetrated on another person, including rape, such as various sorts of physical assaults or interference with others' legitimate movements;
2. Possession or use of weapons, firearms, or explosives.\*

These prohibited acts are punishable by suspension or expulsion; in cases involving weapons or other circumstances that constitute an emergency, special judicial procedures apply. Cases deemed by the

President or designee to be of an emergency nature will be referred to the Student Life Council for immediate action. In an emergency situation, the Vice President for Student Life may take disciplinary action pending completion of judgment by the Student Life Council.

*\*Except under relevant provisions of Kentucky Revised Statute 527.020(8)*

## **(B) Offenses against Persons**

1. Any acts or course of actions aimed at specific persons in order to disgrace, threaten, intimidate, restrain, or injure them, whether the harassment be physical, verbal, or visual, whatever the medium used (such as electronic, telephonic, mail, etc.), and whatever the reason for the harassment (such as race, religion sexual orientation) (See [Harassment](#)).
2. Unwelcomed behaviors of a sexual nature and any acts or course of actions that constitute sexual harassment, including rape and sexual assault and inappropriate and unwelcome behavior of a sexual nature. (See [Sexual Misconduct Policy](#)).

These prohibited acts are punishable by a range of sanctions, from mediation to suspension or expulsion, depending on the nature of the harassment. Special reporting, adjudicative, and disciplinary procedures may apply, as specified in the College's Sexual Misconduct Policy. Students found in violation of rape will be expelled.

## **(C) Property**

1. Thefts of any kind, such as embezzlement, fraud, exploitation, or physical takings; thefts by any means, such as use of technology, checks, or forgery; and thefts of any kind of property, including others' ideas, exams, papers, copyrighted computer material, etc.;
2. Vandalism, defacing, abusing, or damage to others' property, including College property, land, books, library holdings, computer materials, etc.;
3. Unauthorized entry or presence in buildings, rooms, areas on campus, computer files, electronic accounts or programs.

These prohibited acts are punishable by restitution, punitive monetary damages, probation, suspension, or, in extreme cases, expulsion from the College. In cases involving thefts of academic property (such as plagiarism, cheating, exams, or papers), special reporting and adjudicative procedures may apply. (See [Hutchins Library Material Use](#) and [Campus Safety and Security](#), and [Network Usage Guidelines](#))

## **(D) Dishonesty**

1. Academic dishonesty of any kind, such as plagiarism, cheating, misrepresentation of authorship by ownership of work, etc. (See [Academic Honesty](#) and the [Network Usage Guidelines](#));
2. Presentation of false information, misrepresentations, or altered documents (such as identification cards, records, papers), whether they be academic, labor, financial aid, housing, etc.; misrepresentations or false testimony in any judicial body, whether in writing or orally.

These prohibited acts are punishable by fine, probation, compulsory work to address community needs, suspension, or, in extreme cases, expulsion from the College. In cases of academic dishonesty, special reporting and adjudicative procedures may apply. (See [Academic Honesty](#))

## **(E) Offenses Against the Community**

1. Intoxication, whatever the cause, such as intoxication by alcohol, hallucinogens, or any illegal, controlled substance;
2. Possession, use, consumption, sale, or distribution (including trafficking) of alcohol or of any illegal, controlled substance;\*
3. Disturbing the peace, being a nuisance, disorderly conduct, creating a safety hazard, or inordinately disruptive activities, whether committed individually or in assembly with others;
4. Lewd, lascivious, indecent, or obscene activities when imposed on others or in plain view of others, or in places openly accessible by others.

Students found in violation of trafficking or distributing drugs will be suspended or expelled.

These prohibited acts are punishable by fine, probation, compulsory work to address community needs, suspension, or, in extreme cases, expulsion from the College. Participation in treatment, counseling, or education programs may also be required. (See [Sanctions Levels for Drug and Alcohol Violations](#)).

\*While Berea College does not condone nor sanction the use of alcohol while participating in College-sponsored or approved activities, the consumption of alcoholic beverages by students engaged in international cultural immersion or international travel experiences shall not constitute a violation of the Rules of Conduct provided such consumption is consistent with rules and regulations of the host institution and with the culture and laws of the host country.

## **(F) State and Federal Laws**

Actions prohibited under Kentucky and/or Federal law are prohibited under the Rules of Conduct for Berea College. The College, however, reserves the right not to adjudicate acts of nonviolent civil disobedience for reasons of conscience.

College response need not await, depend upon, nor be constrained by any State provision for punishment or judicial process unless otherwise indicated in the Community Judicial Code or Student Conduct Regulations. Any student convicted of a crime may be suspended or expelled by the College.

## **Failure to Comply**

Students are expected to comply if a residence hall staff member, Area Coordinator, administrator, or Public Safety officer ask for identification or other information relating to an incident. Students are expected to comply if a meeting is requested by a Area Coordinator or an Administrator. Failure to cooperate in any of these situations could result in student conduct hearings and/or administrative actions.

## **Absence Report**

Personal emergencies, including death of a family member, requiring absences should be reported to the Student Life Office (Woods-Penn), and if requested by the student, notice will be provided to appropriate faculty members and labor supervisors indicating the existence of an emergency situation or other personal circumstances. More details can be found in the Student Handbook here:

<http://catalog.berea.edu/Current/Student-Handbook/Student-Rights-and-Responsibilities/Attendance-Policy-for-Students>

## **[Leave of Absence](#)**

In certain circumstances, it may benefit you as a student to take a temporary leave from the College. There are very specific actions and deadlines within an academic term to request a leave of absence. They can be found in the Student Handbook [here](#).

## **[Withdrawal Process](#)**

If you decide to leave the College indefinitely for any reason, it is very important that you go through appropriate procedure to withdraw. The process begins at the Student Service Center on the first floor of Lincoln Hall, and more details can be found [here](#).

## **[Motor Vehicle Policy](#)**

Berea College has a set of guidelines that impact a students' ability to possess motor vehicles on campus. These are located in the Student Handbook [here](#), and information can also be located at the Public Safety office in the Woods-Penn building. All students receiving a parking decal should abide by all parking regulations, which are available to each student purchasing a decal.

## **[Sales and Solicitation Policy](#)**

To protect resident security and privacy, the practice of canvassing or solicitation of funds, sales, subscriptions, or distribution of literature, advertise, solicit customers, recruit volunteers, employees, or members, seek donations, or make sales on campus is prohibited unless permission is first granted in writing by the Associate Vice President for Student Life. Campus organizations and residence hall groups should contact the Associate Dean of Student Life, Associate Vice President for Student Life, or the Vice President for Student Life, for permission to distribute literature, community service campaign items, collection boxes, before placement or display of such items occur. All of these Student Life administrators can be contacted in the [Student Life Administrative Office](#) in the basement of Fairchild Hall, or by calling extension 3150.

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# Guest and Visitation Policies

This section describes policies and procedures related to having visitors in the residence halls. Failure to abide by these policies may lead to student conduct sanctions as outlined in the Berea College Student Handbook.

## Guests

Residents must sign in their guest using the Visitor Registration form on [PortalX](#), regardless of whether or not the visit constitutes co-ed visitation.

All guests must abide by College and residence hall regulations. Host students are accountable for the behavior of their guests and may be held responsible for rule infractions occurring in the residence hall, regardless of whether they were present at the time of the incident.

Residents who wish to have external guests (people who are not Berea College students) must register them in advance using the Visitor Registration form on [PortalX](#), regardless of whether or not the guest will visit overnight. External guests must check-in and check-out at Public Safety. Non-student guests will be charged \$15 per night for lodging. Parents or siblings of residents are not charged. Guests less than eighteen (16) years of age are not permitted to stay overnight.

Whether or not guests are Berea College students, cohabitation or the excessive presence of any guest in your room is not permitted. Area Coordinators may use their sole discretion in allowing or not allowing guests in the hall.

## Visitation

Residents must sign in their guest using the Visitor Registration form on [PortalX](#), regardless of whether or not the visit constitutes co-ed visitation. For safety and potential emergency protocols, it is essential that hall staff have an accurate accounting of building occupants at all times.

**Single-Gender Hall 72-Hour Visitation:** For single-gender or single-sex halls designated as 72-hour visitation communities, visitation is based on the gender/sex of the visiting individual. Visitors of the same gender/sex as the residence hall community are permitted 24/7 visitation privileges within halls of the same sex/gender anytime (as long as they are abiding by the cohabitation policy). Within single-gender halls, visitors of a different gender/sex are only permitted during the 72-hour visitation times:

<b>Monday-Thursday</b>	5pm— 12am (1am w/ VA)*
<b>Friday</b>	5pm— 1am
<b>Saturday</b>	12pm— 1am
<b>Sunday</b>	12pm— 12am (1am w/ VA)*



**24/7, Co-Educational & Gender-Inclusive Visitation:** For single-gender or single-sex halls designated as 24/7 visitation communities or for co-ed and gender-inclusive communities, visitation is permitted anytime irrespective of the sex/gender of the resident or the sex/gender of the visitor (as long as they are abiding by the cohabitation policy).

**Common Area Visitation:** Visitation is permitted anytime irrespective of the sex/gender of the resident or the sex/gender of the visitor in all lobbies/common areas. Some seating areas on residence hall floors may be excluded. All non-residents regardless of sex/gender must be checked-in at all times--even if they never enter a student's room.

As designated by the General Faculty Assembly, residence halls have the privilege of visitation under the conditions specified below:

1. Co-ed visitation is not permitted for any students in first-year residence halls during the first month of the semester. During this time, first year students are not permitted to participate in co-ed visitation in their rooms or residential rooms in upperclass halls during designated visitation hours.
2. Students participating in co-ed visitation outside permitted parameters will be subject to the judicial process. All Incident Reports (IRs) regarding visitation policy violations are forwarded to the campus Judicial Team.
3. All persons who participate in visitation must be either Berea College students or at least 16 years of age. Non-Berea College students must be registered in advance and check-in and check-out with Public Safety.
4. Residents participating in visitation will register all guests in PortalX, regardless of whether the visit constitutes co-ed visitation. Failure of the residents to comply with the sign in procedures or any aspects of this policy will be referred to the judicial process.
5. Residence Hall Staff are responsible for ensuring visitation has ended by asking guests to leave if they have not at the close of visitation.
6. No person may enter an individual's room except in the company of the resident. Roommates are expected to make mutually acceptable visitation arrangements early in the year. Either roommate may deny the privilege of visitation in his/her room to any person. Respect for personal property of residents is expected.
7. Visitors are expected to respect the sex/gender of bathrooms in residence halls. Restroom facilities for guests are located near the main lounge areas.
8. Guests must be accompanied by their host at all times; exceptions are made for bathroom usage where the host is expected to escort their guest to the bathroom, wait for them to exit the bathroom, and escort them back into the living quarters.
9. Visitation is defined as the "act of visiting" not cohabitating.

10. The House Council and/or a Area Coordinator may deny visitation privileges when deemed necessary in the interest of safety or other college obligations.
11. Current rules as approved by the Student Government Association, Board of Residents, and the Residence Life Office will be posted in every hall at the beginning of each term. Minor changes may be reflected in this posting. Changes of substance, as determined by the Student Life Committee, require approval of the General Faculty.
12. Visitation will begin the first day of classes and close on the last day of classes at the end of each semester.
13. Exceptions to this policy shall be limited to those approved by the Area Coordinator in which it is necessary for a member of the opposite sex to enter living quarters outside the hours of visitation.
14. A report of any infractions of these rules shall be forwarded to the Area Coordinator.

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# Hall Safety

## Safety Hazards

As indicated in the Student Handbook, the possession or use of weapons, firearms and explosives on campus is prohibited. Therefore, students are strongly discouraged from having decorative, recreational or other personal items in their rooms or on campus that may fall into this category. The College reserves the right to confiscate any item deemed inappropriate. This includes, but is not limited to: decorative swords, flare guns, paint guns, air guns, stun guns, and brass knuckles. If you have questions about whether a particular item is acceptable, please contact your Area Coordinator or Public Safety.

Members of a residence hall community have a responsibility to report items that could be considered safety hazards. These safety hazards might include, but are not limited to: the presence of mold, water leaks, electrical issues, faulty security devices, damaged furniture, removal of window screens, and propped doors (any door altered from its original state to close properly and completely). Ongoing failures to report these issues may result in disciplinary measures, such as fines, for a resident or a group of residents.

## Hoverboard Policy

Consistent with the College's Fire Prevention Policy, the use, possession or storage of Hoverboards, self-balancing scooters or similar devices are prohibited on Berea College property due to safety concerns, including but not limited to the risk of explosion, fire and spontaneous combustion. This prohibition applies to all persons and includes all residence halls, student family housing, college rental housing, academic buildings, other campus buildings, the Berea College Square, campus grounds, the College Farms and Forest, sidewalks, and parking lots. All such devices must be immediately removed from College property or turned over to Public Safety for temporary storage in a secure location until removal can be accomplished. This policy is effective immediately.

## Fire Prevention

It is the policy of Berea College to provide students with a safe living environment free from potential fire hazards. As a result, the College strives to recognize hazardous conditions and take appropriate action before such conditions result in fire. This is accomplished by conducting periodic safety inspections of fire systems and residence hall facilities; keeping facilities in compliance with all applicable federal and state fire codes; and increasing the residents' fire safety awareness through education and drills. Fire exit drills are conducted in each residence hall two times each semester.

To further minimize the potential for fires, smoking is prohibited in all residence halls. (For additional information about the College's smoking policy, please see the "Smoking Policy" section.)

Additionally, all students must observe the following regulations:

- The use or presence of open flames, candles, incense, electrical wax pots, potpourri pots, candle burners, lava lamps, electric plates and explosives are prohibited.

- All appliances must be in good working order and have the Underwriters Laboratories (U.L.) seal of approval. However, some appliances are not permitted to be used in rooms and may only be used in common areas such as kitchens. This includes popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, electric grills, et al., those that have a self-contained heating element.
- Extension cords must be in good working order and have the U.L. seal of approval. Cords must not be spliced or changed in any way; and should not be used under rugs or furniture, or behind/around hot water/heating pipes. Surge protectors or circuit breakers must be used any time an extension cord is used; and it is recommended that students use surge protectors for all electronics (i.e. laptops, video game consoles, televisions).
- Curling irons or other heat-generating styling tools are to be used in the bathroom and are not to be left plugged in, even if they are turned off. Hair dryers are the only styling tool that can be used in the bedrooms, and they must be unplugged after use.
- Appliances with three-prong plugs may not be altered to fit a receptacle that does not provide for a ground plug. However, U.L. adapters may be used.
- Irons are to be used only in laundry rooms or other designated areas within the halls.
- The College will provide necessary window coverings for all students. Screens, drapes or structures of any type may not be installed in the rooms by students.
- No decorative items may be placed in or on light fixtures or lamps. Additionally, no halogen lamps are permitted in rooms.
- Items such as sheets, flags or banners may not be hung from the ceiling. Room numbers must be visible above doors and may not be covered up.
- Hanging plants, clothes hangers or other items may not be placed or hung on the sprinkler system or fire alarm equipment.

### **Fire Reporting**

All students and employees must immediately report fires to the Public Safety Office (ext. 3333) or 911. Potential fire hazards must be reported to Facilities Management, Public Safety or the Area Coordinator.

Persons aware of evidence suggesting a previously unreported residence hall fire of any magnitude should report the incident to the Student Life Office (Woods-Penn), Facilities Management or Public Safety. Knowledge of all fire situations is an important aid to investigation and follow-up aimed at preventing similar future incidents and alerting others in the halls to potential dangers.

### **Fire Safety Equipment**

Fire extinguishers, fire alarms and doors are vital for protection of property and people in the residence halls. It is against College regulations to tamper with life-saving fire equipment (e.g., fire extinguishers, smoke detectors, fire alarms, etc.). Students who choose to discharge a fire extinguisher when there is no fire or to set off a false alarm will be referred to the student judicial process. It is also against regulations to prop doors open.

Violators may receive the following assessments as well as pay for any resulting repair:

Disable or covering a smoke detector	\$75.00
Discharge a fire extinguisher when there is no fire	\$75.00

Setting off a fire alarm falsely	\$75.00
Failure to evacuate during an active fire alarm	\$75.00

Community members may be subject to judicial action through Residence Life for actions such as propping open a fire door or failure to follow proper procedures during a fire drill.

### **Fire Evacuation**

Every member of the residence hall community and their guest(s) have the responsibility to familiarize themselves with the evacuation procedure posted in each building. This includes being aware of evacuation routes and of the location of exits, stairwells, phones and elevators. Building evacuation routes are posted on the back of the door of each room and in public areas; fire alarm information will also be shared at a residence hall meeting at the beginning of the Fall term.

Evacuation procedures begin with the sounding of a building alarm. Students should immediately move to the nearest stairway and exit the building. Occupants should not use elevators during fire evacuation. After exiting the building, students should proceed to a designated assembly area until notified that it is safe to reenter the building. If an immediate exit is not possible, students should move a safe distance away from the danger area.

Individuals who must stay in place until emergency personnel arrive should be sure to inform another person of their specific location so they can inform emergency responders. If unable to contact anyone else, individuals should call Public Safety at (859) 985-3333 (ext. 3333 from a campus telephone) or call 911. They should give their name and location, and describe the emergency and any special needs they might have.

For individuals with disabilities, it is critical to their health and safety that they provide prior notification of their needs during an evacuation. Students with a permanent disability who may need assistance during an emergency evacuation of a residence hall should complete the Emergency Evacuation section on the Student Information Card upon residence hall check-in annually. Residence Life, the Office of Disability and Accessibility Services and Public Safety will retain a list of persons completing the form who may need assistance during the academic year. Students with temporary disabilities should inform their Area Coordinator or Hall Coordinator each semester in which they may need assistance. Students should also personally notify labor supervisors and instructors since evacuation may be required from the workplace, classroom or laboratory. Students who fail to evacuate during a fire alarm may be assessed a fine and/or referred to the judicial process.

### **Security**

Part of the responsibility of residents living in a residence hall community is to help safeguard the living environment. Because of this, residents are encouraged to keep their rooms locked at all times (even while they are in the room). Residents should report individuals who seem to be suspicious, tampering with locks, etc., to a staff member or to Public Safety (ext. 3333) right away. Doors are not to be propped open (any door altered from its original state to close properly and completely). Residents are advised to be particularly security-minded during check-in/check-out, holiday breaks or whenever fewer residents are in the halls. Public Safety officers' duties include securing building entrances and aiding in the resolution of disturbances. (See also "[Insurance](#)").

## **Severe Weather**

In the event of severe weather (severe thunderstorm or tornado warnings), Madison County's warning siren system is activated. The sirens will sound for 3 minutes. In the event of a tornado warning, you should take cover in the designated shelter area(s) in your hall.

Do not use elevators. If you are caught in a room when a storm hits, protect yourself by getting under heavy furniture. Stay away from windows and doorways where you may encounter flying glass and other debris. The County will NOT sound an "all clear" signal when the danger has passed. It is suggested that you tune to a local radio or television station to get weather updates.

Madison County tests its alarm system every first Saturday and every third Wednesday of the month at 12:20 PM.

## **Student With Physical Disabilities – Emergency Procedures**

Special accommodations and emergency procedures can be put in place for those students who have physical disabilities that may interfere with the notification and evacuation process. To make these arrangements possible, students with such disabilities are advised to contact Lisa Ladanyi in Disability and Accessibility Services (Ext. 3327). See also [Residential Life Security Policy for Students with Disabilities](#) for additional details concerning these matters.

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## Appendix A - Frequently Asked Questions

### **Q. What do I do if I get locked out of my room?**

A. Contact a hall staff member to unlock your door. However, these are recorded and each resident is permitted three (3) unlocks per year at no charge. Unlocks beyond three (3) will result in a \$20.00 fine per unlock. For more details, see [Unlocks](#).

### **Q. Can I have/use <a household appliance> in my room?**

A. Some appliances **are not permitted** to be used in rooms and may only be used in common areas such as kitchens. This includes popcorn poppers, coffeepots, electric teakettles, electric frying pans, microwaves, deep fryers, electric grills, et al., those that have a self-contained heating element. All appliances must be in good working order and have the Underwriters Laboratories (U.L.) seal of approval. For more details, see [Fire Prevention](#).

### **Q. I have a specific question about having a family member or other guest in my room. What should I do?**

A. Residents who wish to have overnight guests (of the same sex, who are not Berea College students) must sign them in with the residence hall staff, indicating the room in which they are staying and the name of the host/hostess. Non-student guests will be charged \$15 per night for lodging. Parents or siblings of residents are not charged. Guests less than eighteen (18) years of age are not permitted to stay overnight. For more details, see [Guests](#).

### **Q. Ugh! My roommate is always/never doing <insert offensive action here>. It's driving me crazy. What should I do?**

A. Conflicts between roommates are a natural part of the college experience. All First-year students will complete a roommate contract within the first week on campus. In the event that there is a conflict, residents are strongly encouraged to contact a hall staff member or the Area Coordinator for guidance. For more details, see [Roommate Conflict](#).

## Appendix B – Campus/Community Contact Numbers

To contact a campus phone extension from a campus phone, simply dial the 4-digit extension number.

To use campus phone extensions from a cell phone, dial (859) 985-####, replacing the last four digits (the hashtag signs) with the extension numbers listed below.

<a href="#">Academic Services</a>	3237
<a href="#">Counseling Services</a>	3212
<a href="#">Information Systems &amp; Services</a>	3343
<a href="#">Public Safety</a>	3333
<a href="#">Student Disability &amp; Accessibility Services</a>	3327
<a href="#">Student Financial Aid Services</a>	3310

<a href="#">Student Labor Program</a>	3611
<a href="#">Student Life Administrative Office</a> (Fairchild Rm 4)	3150
<a href="#">Student Life Office</a> (Alumni Office)	3290
<a href="#">Student Life Office</a> (Woods-Penn)	3115
<a href="#">White House Clinic</a>	(859) 985-1415

## **[Appendix C – Berea College Student Handbook](#)**

The policies and procedures outlined in the Residential Living Guide are subject to and extensions beyond those found in the Berea College Student Handbook, which contains more information about academic policies, conduct guidelines, and other procedures relevant to students. The Berea College Student Handbook is available to all students on the Berea College website, or by following the link [here](#).

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