



# MONMOUTH UNIVERSITY

## Residential Life Guidebook 2018-2019

## **Vision**

Provide a residential living community that supports and enhances the educational mission of the university and promotes students' intellectual and personal development through programs, activities and services that reflect the highest standards of Monmouth University and college and university housing organizations regionally.

## **Mission**

The Office of Residential Life is committed to developing and maintaining a living/learning environment that compliments the formal classroom experience. It is our belief that the residence hall environment fosters academic and personal growth, community responsibility, and individual respect.

**Please note: The Office of Residential Life reserves the right to change any or all of the contents of The Residential Life Guidebook provided that the Office of Residential Life notifies the students in writing one week prior to implementation.**

## Office of Residential Life

The Residential Life Office is located in Pinewood Hall. The phone number is (732) 571-3465 and the office is open Monday through Friday, 8:45am to 5:00pm.

### Residential Life Staff

<b>Associate Director of Residential Life :</b>	Mark A. Holfelder
<b>Associate Director of Housing Operations:</b>	Megan A. Jones
<b>Assistant Director for Residential Life and Judicial Affairs:</b>	Harold Hillyard
<b>Residential Life Support Staff:</b>	Linda Ganghamer Mindy Hintelmann
<b>Professional Area Coordinator Staff:</b>	Anthony Conard Nicholas Manento Nina Dacey Carolyn Houck Aisling Cassidy

### Area Coordinator

The Area Coordinator (AC) is a professional staff member responsible for supervision of the paraprofessional staff and oversees the development of residence hall communities in several residential areas. The Area Coordinator also assumes leadership responsibility for several functions within Residential Life, such as staff selection and training, alcohol education, student discipline, programming, and hall damage reduction and billing.

### Head Resident Assistant

The Head Resident Assistant (HRA) is a student staff member who serves as both Resident Assistant and administrative assistant to the Area Coordinator. In addition to developing his/her own floor community, the Head Resident Assistant works closely with his/her supervisor on special project areas.

### Resident Assistant

The Resident Assistant (RA) is one of the first people you will meet and get to know when you move into your hall/apartment. He or she is a full-time student and is responsible for the smooth functioning of a residential area. In addition to handling many administrative tasks such as opening and closing the halls, check-in and check-out, monthly inspections, etc., the Resident Assistant is there to help you and other residents in all aspects of campus life as individuals and as members of

the residential community. These staff members go through an extensive training process and are good resources if you have any questions, problems, or concerns.

### **Central Office Staff**

The Associate Vice President of Student life oversees the entire Residential Life area. This includes supervising the Residential Life staff members, coordinating the central office operation, and working with students and staff members to administer policies and procedures in the Residential Life area.

The Associate Director of Residential Life is responsible for assisting the Associate Vice President with supervising the residence hall staff and students and monitoring the daily operations of the department. The Associate Director handles various student development projects as well.

The Associate Director for Housing and Operations responsible for planning and implementing residence hall operations including room assignments, housing selection, room changes, residence hall opening and closing, break housing and the consolidation process.

The Assistant Director for Residential Life and Judicial Affairs is responsible for all areas of the Student Code of Conduct as it pertains to resident students. They also oversee all areas related to Facilities Management in University housing, damage assessment and billing, and monthly health and safety inspections.

There are two support staff members that work full-time in the Office of Residential Life. These two staff members manage questions and concerns that come into the office on a day to day basis.

## A

### **Abandoned Property**

The Office of Residential Life does not have storage facilities. All belongings must be removed from campus prior to checkout. Any items left in University housing areas are subject to removal and will be disposed of at the owner's expense.

### **Alcohol**

Monmouth University has established an Alcohol Policy for the safety of all community members and in compliance with the New Jersey State Alcoholic Beverage Law. **The Student Handbook describes the University's Alcohol Policy in detail.**

To help students understand what is and what is not permitted under the Alcohol policy, the following interpretation is included:

#### **Persons twenty-one and older MAY:**

- Consume alcohol in their residence hall room/apartment.
- Consume alcohol in another residence hall room/apartment if the host is twenty-one or older and is present.
- Carry unopened containers of alcohol on campus out of plain view.
- Provide alcohol in their residence hall room/apartment to others aged twenty-one or older.

- Possess alcohol displays made up of alcohol containers if all residents are over the age of twenty-one.

**Persons twenty-one and older MAY NOT:**

- Encourage or promote excessive or binge drinking or drinking activities
- Consume alcohol in the residence hall outside of a private room (i.e. - suite, hallways, lobbies, etc.)
- Consume alcohol in a residence hall room/apartment which has no resident of legal age or in which the legal age resident is not present
- Provide alcohol to others under the age of twenty-one
- Charge in any way for alcohol consumption by others
- Possess kegs, beer balls, or miniature kegs
- Permit underage persons to bring in or consume alcohol in their residence hall room/apartment
- Consume alcohol in a residence hall room/apartment in which others under the age of twenty-one are present
- Leave alcohol unattended outside of a hall/apartment. These items will be confiscated and disposed of accordingly
- Construct devices to consume alcohol
- Consume alcohol in any first-year building
- Consuming alcohol to the point of problematic intoxication

**Persons under the age of twenty-one MAY NOT:**

- Possess, transport or consume alcohol any place on campus. This includes bedrooms, common areas of suites and apartments
- Permit persons to bring in or consume alcohol in their residence hall room or suite
- Carry opened or unopened alcoholic beverage containers any place on campus
- Provide alcohol to anyone; possess alcohol displays made up of empty alcoholic beverage containers
- Possess any type of beer “funnel”, “table” , shot glass, or any other type of device used to aid in the consumption, abuse or playing games with alcohol
- Encourage or promote excessive or binge drinking or drinking activities

**For cases in which all residents of an assigned room/apartment are not of legal age, the following must be adhered to:**

- Alcohol may not be consumed in the presence of the underage persons
- Alcohol may not be kept in the room
- Alcohol displays made up of alcoholic beverage containers are not permitted

**Alcohol**

**Please note: The presence of alcoholic beverage containers, either empty or full, in individuals’ common area of a suite or apartment, will constitute constructive possession for individuals under the age of 21.**

The Student Handbook details the University’s policy in detail.

- Areas designated as first-year housing are considered to be “dry” halls. No alcohol, alcohol paraphernalia, or alcohol displays are permitted.

### **Anonymous Tips**

Any information pertaining to the alleged violations of the Student Code of Conduct or Residential Life Policies received either anonymously or from a specific source, will be handled on a case by case basis. The response to anonymous tips is limited due to ethical, privacy and legal issues. Therefore, it is imperative that all violations of the Student Code of Conduct or Residential Life Policies be submitted in writing to a member of the Monmouth University Police and/or Administration, specifically the Office of Residential Life or Student life. Appropriate action will be taken after consultation with the Vice-President for Student Life and Leadership Engagement or their designee.

### **Appliances**

All appliances used for food preparation (i.e. hot plates, hot pots, toaster ovens, blenders), air fresheners similar to “plug-ins”, grilling devices, microwave ovens, popcorn poppers, grills etc. are prohibited in the Residence halls. In addition, **halogen lamps (floor or desk) and octopus lamps (with multiple heads or more lights with plastic light covers) are not permitted.**

Possession or use of these appliances in the residence halls will result in an administrative fine and confiscation of the appliance. These appliances are considered a serious fire hazard because they create intense heat.

**Single-serve coffee makers (k-cups or pods) are the only coffee makers permitted.**

## **B**

### **Beds**

Using non-university mattresses, putting mattresses on the floor, or altering structural components of the beds is not allowed. Lofts (unless assigned to a triple with a University loft), platforms, and waterbeds are not permitted. If beds are bunked, residents are responsible for “pins” included with the beds.

### **Bicycle Storage**

Bicycles may not be stored in hallways, bathroom, stairwells, or in any path of egress. They may be stored in a room with the permission of all occupants. Any bicycle found in these non designated locations will be removed immediately. There are bicycle racks located around the residence halls, dining hall, gymnasium and academic buildings that should be utilized to store bicycles. Bicycles must be taken home during the summer. Students who have a bicycle on-campus are encouraged to register them with the Office of Residential Life. Registration can be done via the Office of Residential Life website.

### **Break Housing**

**Over Fall, Thanksgiving, Winter, and Spring Breaks, the residence halls are closed.** All requests for housing during these periods will be considered on a case by case basis and must be made in writing via a Break Housing Request Form (available via Webadvisor). Please contact your Area Coordinator or the Office of Residential Life for further information. Returning to a Residence Hall at any time during a break is considered trespassing and will be dealt with accordingly. Students staying during the break period are subject to an additional housing fee which will be applied to their student account. A supplemental housing contract must also be signed by students staying during any break period, including pre-season, winter break, fall break, spring break and Thanksgiving break.

On-campus housing is closed for the following breaks: Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

### **Bugs**

Improperly stored food and trash will attract pests. Cleanliness by you and your neighbors is more important than large quantities of bug spray. Please contact facilities management to report any bug problems.

### **Business From Residents' Rooms**

Residents are not permitted to carry on any organized business for remunerative purposes from their room/apartment or; inscribe or affix any sign, object, advertisement, or notice on any part of the inside or outside of the building premises; or use their room phone numbers or network connections, for business purposes.

## C

### **Cable TV**

Basic cable is provided to all resident students free of charge. Any specific questions concerning cable service can be directed to Residential Life at 732-571-3465 or [reslife@monmouth.edu](mailto:reslife@monmouth.edu).

### **Candles**

No candles are permitted in any campus or University sponsored facility.

### **Ceiling Decorations**

No material may be affixed to the ceiling in any University owned campus or University sponsored facility. This includes flag, banners, paper, posters, tapestries, etc.

### **Changes of Housing Assignment**

Room changes are permitted in the beginning of the Fall semester. **Usually the student initiating the change will be required to move.** All students involved in a room/hall change (even those remaining in the room) must meet with their current Area Coordinator to insure that the change is acceptable to each resident. Residents making unauthorized moves will be charged \$50 and may forfeit their on-campus accommodations. Additionally, it is a resident's responsibility to properly check in /out if a room change occurs. Failure to properly check out may result in administrative fines and students will be held liable for damages which occurred in their assigned room/suite/apartment.

### **Check-In**

Upon arrival, you will receive check-in information and your keys. You will also assess the condition of your room and its contents using a Room Condition Report (RCR) form. Your RA will review this form with you within 24 hours of your check-in and the completed RCR will be kept on file in the Office of Residential Life. Remember to be specific and precise about the condition of all furnishings, walls, etc. The cost of any damages beyond normal use, as noted by the Residential Life Staff, will be charged to your account after check-out procedures are completed. You will have the opportunity to review your RCR a few weeks into the semester. A link will be emailed to your student account.

### **Check-Out**

Whether you are leaving the residence halls or changing rooms, you must properly follow all check-out procedures. The staff will assess damage and cleanliness using the Room Condition Report (RCR) form you completed earlier in the year, and will collect your keys. Your signature will verify the condition of the room. Please note: members of the professional staff from Residential Life and Facilities Management personally check each room in detail after you have completed check-out procedures and may assess additional charges at that time. Failure to follow checkout procedures will result in a \$50 administrative fine and denial of rights to appeal damage charges, as appropriate. It is imperative that you turn in your keys when you move out at the end of the Spring semester as Conference Services and Special Events utilize our buildings immediately after move out and any missing keys will be immediately billed to your student account.

### **Child Visitation**

In order to protect the rights of the student resident, the following policy shall be in effect regarding child visitors in residence:

- 1) No child under the age of 12 is permitted to visit the residence halls, day or night, except on the following designated days: Move-in, Commencement Day, Move-out, Homecoming and Family Weekend. Children under the age of 12, when visiting on designated days, **MUST** be accompanied by a parent or guardian at all times. Siblings of residents who are under the age of 12, who are accompanied by a parent, may be allowed in the residence halls other than designated days for a brief period of time (not to exceed 30 minutes) for the purposes of picking up or dropping off the student.
- 2) Children over the age of 12, whose siblings are residents, are permitted to visit and will be allowed to stay overnight for no longer than two nights per semester and with permission from all roommates. Overnight visits by siblings over the age of 12, whose gender is different than the student will not be permitted.
- 3) Parents, siblings, or children may not live with their resident student in Monmouth University owned or sponsored residence facilities.
- 4) Guests (non-siblings) under the age of 17 are prohibited from staying overnight
- 5) Any incident involving a guest under the age of 18 will require a parent or guardian to pick up the guest and remove them from the campus. The guest may be held by the Monmouth University Police until the parent or guardian arrives.

### **Cleanliness**

Residents are expected to maintain basic sanitation standards in their rooms, bathrooms, and public areas. Trash must be disposed of properly and food items stored appropriately. Residents assigned to the Apartments, Oakwood, and Redwood Halls are responsible for cleaning the bathroom and shower areas. In addition, apartment residents are responsible for cleaning both the kitchen area and appliances. Room inspections will be conducted by the Residential Life staff to ensure compliance. Any violations will be subject to judicial action and billing for cleaning services.

### **The Jeanne Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) requires all colleges and universities receiving federal funds to report certain crime and fire statistics. Pursuant to the Clery Act, higher education institutions must: publish and disseminate an annual campus security and fire safety report containing various security and fire policies and three years of certain crime and fire log of all crimes and fires reported to their police and security department. Head Resident Assistants and



Resident Assistants are considered Campus Security Authorities pursuant to Monmouth University's Reporting Crimes for Annual Security Report (Clery Act) Policy and should be familiar with their responsibilities. A copy of the policy can be found in The Guide for a Safe Campus Handbook.

### **Common Area damage**

The Common Area Damage policy is one that stresses student responsibility. The living areas in the residence halls are part of your community and you are expected to take responsibility for those areas. Public areas such as hallways, lounges, suites, etc. are shared equally by all individuals assigned to the given floor and/or suite. Damages in these areas can be very costly to everyone. Those directly involved will be charged accordingly. The residents of an affected area are charged for damages only when the responsible person is not identified and billed for damages. This is done as a last resort because we expect individuals to accept responsibility for damages they cause. We also expect persons living in affected areas to assist in identifying these people. In addition, our staff makes every effort to find the responsible person(s).

The benefits of this policy are:

- Persons actually responsible for the damage pay for it
- Student responsibility and self-discipline are increased
- There is community responsibility for common living areas

The Residential Life staff strives to help residents to function effectively as hall and building communities. However, a cooperative effort from all residents is necessary to ensure the maintenance of community areas.

### **Confiscation of Unapproved Items Policy**

Items that are prohibited, illegal to possess or pose danger to the safety of the individual or University Housing community, or which violate state or federal laws, University policy or Residential Life policy, are subject to removal. The possession of illegal items may result in criminal prosecution, immediate judicial action, or both. Illegal items will be turned over to the University Police.

Residents will be asked to immediately dispose of any items(s) in violation of University Housing rules or the Resident Life Staff will remove the items(s). If an item is removed, the resident will be issued documentation indicating the removal and labeling of the item.

Removed items will be disposed of or the resident may be given the opportunity to remove the item(s) from University property.

### **Consolidation Policy**

The Residential Life Office reserves the right to consolidate students who do not have a roommate. If a student has a vacancy in his/her room, the options available to that student (if Residential Life does not move a student) are as follows:

1. Stay in the room and find someone who is also alone to move into the vacancy
2. Move into another residence hall space with someone of your choosing who has a vacancy in his or her room
3. Stay in the room alone with the clear understanding that Residential Life may move a student into the vacancy at any time, if necessary:
  - a) In some instances, the student may not be notified in advance if the situation warrants an immediate move - this type of situation is unusual, but does occur.
  - b) The room must be maintained at all times in a manner which would make it possible for another student to feel comfortable moving in:

- All original University property must be present in the room, i.e. beds, dressers, desks, etc.
- Closet, bed, desk, and dresser space must remain available
- c) The student must not discourage students seeking a room change from moving into the vacancy - if this occurs the student will be subject to judicial action for failing to comply with the consolidation policy.
- d) Resident Assistants will check the room on several occasions to make certain it is maintained as described above.

### **Cooking in Rooms**

Cooking is not permitted in student rooms. Appliances such as toasters, popcorn poppers, and toaster ovens are not permitted. Microwave ovens are not allowed in student rooms. Microwave ovens are located in each hall's common areas for public use.

*Exceptions: microwaves are permitted in Garden, Great Lawn, Pier Village, Maplewood Apartments and University Bluffs.*

### **Courtesy and Quiet Hours:**

It is expected that each resident will show courtesy and consideration and be sensitive to the needs of other residence hall community members at all times.

Courtesy hours are in effect at all times in the residence halls. Each resident and his/her visitors have the responsibility to act with consideration toward residence hall community members who choose to study or sleep.

Quiet hours are defined as periods of time when noise will be kept to a minimum. Quiet hours are from 10pm to 9am Sunday through Thursday and from 12 midnight to 11am Friday through Saturday. In addition, all residence halls operate on 24-hour quiet hours during finals week and during break periods. Noise heard outside of a closed student room door or within student rooms from the corridors will be considered excessive and in violation of the quiet hours policy. Stereos played at excessive volumes can be particularly disruptive to persons trying to sleep or study or enjoy music of their own choice. For that reason, residents are expected to be conscious of the volume of their stereos and to use headphones when necessary and requested. Residents may be required to remove stereos, musical instruments, or any other device that causes disruptive noise as determined by the residence hall staff and/or community members. The residents of each floor community are expected to maintain the above stated courtesy and quiet hours, appropriate disciplinary action will be taken for violations.

## D

### **Discipline Process**

Please refer to the Student Handbook for a full explanation of the disciplinary process for Monmouth University students.

### **DJ Equipment**

DJ equipment is not permitted within any university owned or sponsored facility. If residents of an on-campus apartment wish to utilize DJ equipment for a social gathering, they must obtain permission, in advance, from their Area Coordinator. At no time should music be audible outside a specific apartment unit. Additional guidelines will be found in the Social Affairs Policy.

### **“Domestic Violence”**

**The State of New Jersey’s interpretation of the “Domestic Violence” Statute will hold roommates, suitemates, and apartment-mates that are associated with acts of physical violence accountable under this law and will be charged accordingly.**

### **Drugs & Narcotics**

Drugs are prohibited in the residence halls, apartments and off campus housing facilities. The Drugs & Narcotics Policy is described in detail in the Student Handbook and all students are expected to be familiar with the policy.

While New Jersey state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; federal law prohibits marijuana use, possession, distribution, etc., at educational institutions and on the premises of other recipients of federal funds. The use, possession, or distribution of marijuana for medical purposes is therefore not allowed in any Monmouth University housing or any other University property including University sponsored housing off campus; nor is it allowed at any University sponsored event or activity off campus.

## **E**

### **Elevators**

Elevators are provided in Maplewood, Mullaney, New Hall, Pier Village, Oakwood and Redwood halls. Proper operation of the elevator is imperative to the safety and convenience of all residents. Tampering with the elevator may lead to automatic loss of University housing. In addition, any student found vandalizing the elevator will be responsible for the cost of repairing the unit. If the elevator should malfunction while you are in it, DO NOT ATTEMPT TO EXIT THE ELEVATOR CAR. WAIT FOR ASSISTANCE.

### **Entry into rooms/suites/apartments**

The right to privacy is of paramount importance and should not be violated. However, entry into or search of student living quarters may be conducted by the following persons as detailed below:

- 1) A Residential Life or Student Life staff member may enter your room for visual inspection if they believe that a violation of a University policy is or has taken place.
- 2) Residential Life staff will inspect your room or apartment when you checkout during vacation periods to insure you have left using proper closing procedures.
- 3) Residence hall rooms and apartments will be inspected periodically for cleanliness, health and safety standards and other reasonable housing regulations as outlined in the Residential Life Guidebook. Residents will be given at least 24 hours notice prior to scheduled inspections.
- 4) Law enforcement officers performing statutory duties in accordance with legally defined procedures governing search and seizure.
- 5) Your submission of a Service Order Request Form authorizes maintenance personnel to enter your room or apartment in order to make the necessary repairs. Maintenance personnel may also enter your room/apartment without permission for emergency repairs.
- 6) A Residential Life or Student Life Staff may search your rooms if a probable cause is determined by the Vice President of Student Life and Leadership Engagement or their designee.

### **Escort Policy**

All guests must be escorted at all times within the residence halls. Students are responsible for the actions and behavior of their guests at all times.

### **Evacuation Procedures**

*What should I do in the event of a fire?*

- Close the door to the fire area
- Activate the nearest fire alarm
- Calmly but quickly exit the building
- Remain at least 100 feet from the building
- Pay close attention to information or requests made by the fire department, Monmouth University Police Department, or Residential Life staff

*What should I do if I hear the fire alarm?*

- Feel your room door with the back of your hand from top to bottom. If it is **not hot**, do the following:
  - Put on a coat and shoes
  - Take a hat or comparable head protection in the winter
  - Take your keys
  - Close and lock your room door
  - Walk quietly and in single file to the nearest exit of the building
  - Remain at least 100 feet from the building
  - Pay close attention to instructions from the fire department, Monmouth University Police Department and Residential Life Staff
- If your door **is hot**, do the following:
  - **DO NOT OPEN YOUR DOOR. KEEP YOUR DOOR CLOSED**
  - Go to the window, open it, and call for help. **DO NOT JUMP**
  - Stay near the window where you can be seen

*What should I do if I have a disability?*

- Notify the Residential Life Staff immediately to inform them of the situation
- If you are not on the ground floor, do not use the elevators. Plan in advance with your floor mates to help you down the stairs in the event of a fire
- If it is not safe to leave your room because the fire is on your floor, you should go to the nearest window and call for help. Stay close to the window where you can be seen

*What should I do if I am a sound sleeper or am hearing or visually impaired?*

- If you are a sound sleeper or have a medical condition that may hinder you from hearing the fire alarm, it is your responsibility to make arrangements with a floor mate to ensure that you evacuate the building when the alarm sounds. If you have a medical condition that hinders your ability to respond to the alarm, temporary or otherwise, it is your responsibility to visit the Health Services Center or the Office of Disability Support Services for advice and assistance regarding special accommodations

Failure to evacuate the building when the fire alarm is activated endangers your life and the life of rescue workers. Anyone who fails to evacuate the building during a fire alarm will be fined \$100 and may be subject to further disciplinary action.

*What happens if I activate the fire alarm?*

- Tampering with fire safety equipment and/or causing/contributing to false fire alarms will not be tolerated. Anyone found responsible for these violations will be subject to dismissal from the University and will be held liable under New Jersey State Law

*In addition, each resident is responsible for being familiar with the location of exits, fire extinguishers and alarm pull stations. On the back of each residence hall room, there is a floor plan indicating the nearest emergency exit. Residential Life staff will be happy to provide additional information or assistance in this area.*

### **Extension Cords**

Extension cords are not permitted in University Owned or Sponsored Housing per the University's Fire and Safety Policy. It is suggested that all residents only use surge protectors.

## F

### **Fire Hazards – General**

Collection or storage of materials, supplies or personal property that constitute a fire hazard as determined by the University is prohibited. Storage or use of combustible materials, explosives, fireworks or firearms is prohibited. Use of outside TV or radio antennas, sun lamps, halogen lamps, heat lamps, or space heaters is prohibited. A power strip with surge protector must be used if there are three or more appliances plugged in. Power strips must be plugged directly into an outlet. Extension cords are not permitted. The use of acetate, cellophane, tissue paper or other combustible materials over or in light fixtures is prohibited. Curtains on windows, closets or hanging from the ceiling are prohibited.

### **Fire Safety**

Fire alarm systems, fire extinguishers and exit signs are required by the state, are for the protection of all residents, and are to be used only in case of fire. Tampering with fire equipment or setting off a false fire alarm is a misdemeanor under state law. Deliberately causing a fire is a felony. Disciplinary action and/or arrest will be taken against a student found tampering with fire equipment, falsely setting off the alarm system, or causing a fire. The following violations will be handled through the University judicial process with the noted minimum sanctions:

- Intentionally activating a false fire alarm: \$300 and/or suspension from the University/University Housing
- Tampering with fire extinguisher or other fire equipment: \$100 plus cost for recharging and cleaning
- Covering any part or all of a room smoke detector, including removing the battery: \$100 shared between roommates
- Failure to promptly or properly evacuate a building which has gone into alarm or returning to a building before the "all clear" signal is given by University personnel will result in a \$100 fine
- Defacing or removing room evacuation procedures will result in a \$25 fine

*In addition, each resident is responsible for being familiar with the location of exits; fire extinguishers and alarm pull stations. Residential Life staff will be happy to provide additional information or assistance in this area.*

### **Fire Suppression Systems**

(Commonly known as “sprinklers”) All residence halls are equipped with this type of system. Any student found tampering with the system will be immediately suspended from housing and faces suspension/expulsion from the University.

### **Fireworks**

All types of fireworks, fire crackers, sparklers are prohibited on all University owned, sponsored facilities and grounds.

### **Flammable Items**

Items which are flammable, such as hazardous fuels, liquids, or objects (i.e. gasoline, kerosene, fireworks, propane tanks, turpentine or other similar art supplies, etc.) are prohibited. This includes motorized vehicles of any type.

### **Furniture/fixtures**

All lounge, hall, suite, and public area furniture and University owned equipment is for the use of all residents and must remain in its designated area. This furniture/equipment may not be used or stored in student rooms. If these items are found in a student room, a \$10 per day per item fine will be assessed to the room occupants for each day the furniture is missing from the designated area. Judicial action may also be taken.

As per New Jersey legislation, a bill was adopted that directs the Commissioner of Community Affairs, in consultation with the fire safety commission, to promulgate regulations to require that the furniture and furnishings which are for use in residential premises or public buildings meet specific combustibility requirements. Therefore, students are prohibited from placing any and all personal furniture in residential facilities.

Students may not make any changes or alterations to their assigned rooms; remove or dismantle any piece of furniture or equipment; or place, affix, or attach any articles to the floors, walls, ceilings, furniture, or fixtures not in accordance with the established regulations and guidelines of the University and/or New Jersey State Fire and Safety Statutes. This includes shelving, waterbeds, bars, paneling, netting and tapestries on walls and ceilings, electrical fixtures, cinder blocks, bricks, nailing or stacking furniture together or to walls, etc.

*At no time may University or personal furniture be placed outside any hall/apartment.*

## **G**

### **Gambling**

Gambling is prohibited in all University owned and/or University sponsored housing.

### **Grills**

All types of barbecue grills are prohibited from campus facilities and University sponsored facilities.

### **Guests:**

The University's Guest Policy is designed to maintain security in the residence halls and apartments; to comply with the developmental needs of the students; and to strengthen and enhance the educational environment within the on-campus housing facilities. For more detailed information, see "Visitors" on page 30.

## H

### **Halogen Lamps**

Halogen lamps are not allowed in the residence halls, due to their potential fire hazard.

### **Harmful Behavior**

Harmful behavior is any action that jeopardizes the safety and well being of any person within the residence hall and is strictly prohibited. Any resident that threatens the safety of another student within the residence hall will be subject to disciplinary action.

Harmful behavior includes but is not limited to the following:

- **Athletic Endeavors:** Engaging in games of frisbee, football, handball, hockey, lacrosse, soccer, bicycle riding, roller blading, skate boarding and participating in other such activities within the residence halls is not allowed
- **Elevators:** Riding on top of, tampering with, or damaging elevator equipment is strictly prohibited
- **Medical Wastes:** Any resident with a medical condition must dispose of medical wastes in an appropriate manner. Students should consult with professionals in the Health Services Center about the appropriate disposal of medical wastes. See "Needle Disposal" for more information
- **Restricted Areas:** No one is permitted on the roof of any building, nor on the edge, sill, or railing of windows. Furthermore, no one is allowed to drop or suspend any objects from windows, roofs or fire escapes. Your screens should remain in place at all times
- **Weapons Possession:** All types of guns, firearms, knife, slingshots, or lethal weapons of any sort (or reasonable facsimiles thereof), as well as fireworks, explosive materials and hazardous chemicals are strictly prohibited. Any type of weapon capable of firing a projectile, including BB guns, pellet guns or any other battery operated projectile weapon is included in this prohibition
- **Harassment:** All resident students deserve to live in an environment free from all forms of harassment. Harassment may take the form of a verbal, written or physical expression that is ethnic, sexual, or personal in nature. Any student who experiences harassment should report the incident to a RA, an AC, or a Monmouth University Police Officer. Any resident that is found responsible for harassing another student may be removed from the residence hall and may face further disciplinary action. Being under the influence of drugs and/or alcohol is not considered mitigating circumstances in the consideration of a harassment case

### **Holiday Decorating**

**Holiday Decorations may only be displayed during the appropriate Holiday season – as determined by the Office of Residential Life.**

In order to minimize the potential fire hazards associated with some holiday seasons, the following decoration guidelines should be followed for the protection of those students living in the residence halls and apartments:

- Students are allowed to have artificial trees in their rooms or apartments. Strings of electric miniature lights are permitted on artificial trees except those that are metallic. Miniature lights are only permitted on artificial trees
- All electrical decorations should bear the UL label and should only be used as rated for indoor applications. All cords and lighting strings should be checked for fraying, bare wires, loose connections, and cracked plugs
- Cut or live trees are not allowed in student rooms, common areas, or apartments.
- Lighted candles or any other sources of open flame are not allowed for any decorations or ceremonies
- Doors shall not be gift-wrapped. Excessive decorations or decorations made of highly flammable materials (crepe paper, leaves, etc.) are not permitted.
- Decorations will not be attached to, suspended from heat pipes, electrical systems, or ceiling and Fire Safety Equipment
- Decorative lights are prohibited!
- Power strips cannot be plugged into power strips

### **Housekeeping**

Generally, residents are responsible for their room, suite, or apartment areas. All public areas of the Residence Halls are cleaned on a regular basis by the Facilities Management staff. Your cooperation with these staff members will aid them in making your environment a more attractive and pleasant place to live. Common area bathrooms are cleaned by the Housekeeping staff daily, while suite baths are cleaned several times a week. In Oakwood Hall, Pier Village, Maplewood Hall, Redwood Hall, University Bluffs, as well as the Garden/Great Lawn Apartments all residents are responsible for cleaning their entire living space.

### **Housing Contract**

As a resident student, either in the residence halls, apartments, or other university sponsored housing you are required to sign a University Housing Contract before checking into your building. **This Contract is a legally binding document and should be treated the same way you would treat a lease at an off-campus location.** Please become familiar with the stipulations included in the Contract since you will be held to all the terms for the duration of your occupancy. Undergraduate students who are matriculating for a degree at the University and who are registered for 12 undergraduate credits or more are eligible to reside in the Residence Halls. Graduate students may apply for housing at Pier Village or University Bluffs, on a first-come, first-serve basis. Students with special educational needs who are required to take fewer than twelve credits should have the appropriate advisor forward this information to the Office of Residential Life in writing prior to the beginning of each semester. Students who drop to part-time status in the Spring semester are not automatically exempted from their housing contracts. The same conditions apply as for returning students seeking to terminate contracts (listed below). Any student who has his/her class schedule canceled will have a period of five (5) business days to rectify that situation. Failure to do so will require the student to vacate his/her room assignment at that time. Violations of this procedure will result in administrative fines and judicial action.

During break periods, students will be required to sign a supplemental housing contract governing their time in the residence hall during this special time period. The school year housing contract is also in effect during break periods.

Students living at Pier Village and University Bluffs must sign a supplemental housing contract upon checking in and receiving their room keys.



If you have any questions about the University Housing Contract, please direct them to your Area Coordinator or the Residential Life Office.

### **Housing Contract: Cancellation**

The University Housing Contract is for the full academic year, Fall through Spring. The Contract may only be canceled for the following reasons:

- 1) Withdrawal from the University
- 2) Transfer to another University
- 3) Academic Dismissal
- 4) Graduation
- 5) Study Abroad

To seek a release for one of these reasons, a request must be made in writing to the Residential Life Office, accompanied by supporting documentation. All specific deadlines concerning contract cancellation are outlined in the University Housing Contract.

### **Housing Contract: Refund Schedule (Room Assignment & Meal Plan)**

The Office of Residential Life will follow the U.S. Federal Refund Policy. Your housing is officially cancelled the date you officially checkout of your room and return your key. Additionally, a \$500 contract cancellation fee will be imposed as detailed in the Housing Contract. An official copy of this policy may be obtained in the Office of Residential Life or the Bursars office.

### **Hygiene**

All residents are expected to maintain basic sanitary standards for themselves and their living environment - bedroom, bathroom, and common areas. This includes regularly showering, doing their laundry, and wearing clean clothes.

Failure to maintain these basic standards may impact roommates, suitemates and the community. Any violations will be subject to loss of university housing and/or termination of visitation privileges.

### **Identification Cards**

All students are issued a University identification card that entitles them to certain privileges on campus including access to the residence halls. Students are required to have their ID card in their possession while on campus and must present that card to appropriate University and Dining services staff when asked to do so. ID cards must not be given to any other student to provide them access to the residence halls.

### **Incense**

Possession of and burning incense or spices such as sage in the residence hall are not permitted. Electric potpourri pots are prohibited.

### **Inspection of University Owned/Sponsored Property**

**Can my room be inspected when I am present?**

Yes. RAs are responsible for conducting Health and Safety inspections at least once every month to ensure the safety and well being of residents. A minimum of two Residential Life Staff Members will be present during these inspections.

**Can my room be inspected when I am not present?**

Yes. A minimum of two RAs can conduct Health and Safety inspections in your room when you are not present. This includes Thanksgiving, Winter, and Spring Breaks.

**NJ Multiple Dwelling Registration and Inspection:**

All University residence halls have been registered with the New Jersey Department of Community Affairs and comply with all regulations governing the operation of multiple dwellings. In addition to our own health, safety and maintenance inspections, our residence halls are regularly inspected through the New Jersey Department of Community Affairs' Division of Codes and Standards, Bureau of Housing Inspection. Interested individuals may view the University's Certificates of Registration and Inspection in the Office of Residential Life, which is located on the first floor of Pinewood Hall.

## K

**Keys**

You will be issued keys at the beginning of the year during check-in, and you are responsible for those keys for the rest of the academic year. You should keep your keys with you at all times because they are the primary means you have of protecting yourself, others, and your property. Keys should never be left in mailboxes or "hidden" in any other location for use by other individuals – they should be kept on you at all times.

Residence hall keys are the sole property of Monmouth University and may not be duplicated under any circumstances. Each student receives a room key, mailbox key (Pinewood, Laurel, Garden and Great Lawn) at check-in. It is advisable to keep your room locked at all times. Key replacement charges are \$50 (additional costs for Pier Village and the University Bluffs). Additionally, there is a charge for a lost mailbox key or bathroom key. Be advised that in all cases a lock change will be done for any lost or unreturned room key.

All keys must be returned to the Area Coordinator of the building in which the student resides upon changing rooms or halls, upon leaving the Residence Halls permanently, upon withdrawal from the university, and at the end of the academic year. Failure to return keys will result in an automatic replacement charge regardless of whether or not such keys are returned at a later date. **(Please Note: If you conduct a room change, or move out of your room and fail to return your keys, you WILL be charged accordingly.)**

Students who live at the University Bluffs or Pier Village are responsible for all keys issued to them at check-in. Failure to return any keys will result in at least \$50 charge as well as any additional labor/parts costs. These keys must be returned to the residential life staff upon check-out. All key fob/electronic devices must also be returned and students will be charged for their replacement (price to be determined by management).

## L

**Laundry**

Every residence hall and apartment has washers and dryers. Check with your RA about the exact location of the machines in your building. In consideration of other students, laundry should be taken out of these machines as soon as the cycle is completed. If a machine is not working properly, please report the problem to the Residential Life Office. The washers and dryers are repaired on a regular basis. Remember, the machines are for the benefit of everyone. **Misuse, vandalism, or use by non-residents will not be tolerated.** Please report such problems to an RA or AC.

### **Letters Served**

In general, letters will be served prior to 11pm. However, Residential Life reserves the right to serve a student a discipline related letter, a letter deemed urgent by the University, or a no-contact letter on a 24-hour basis, 7 days a week.

### **Lock-Outs**

If you are locked out of your room or apartment, you should first attempt to find your roommate or apartment-mate. If you are unable to do so, contact your RA or any RA in your building. Please keep in mind that the RA staffs are also full-time students who attend classes during the day. This may delay being keyed into your room. An RA is on-duty in every building beginning at 8pm. **Please remember it is ultimately your responsibility to carry your keys with you at all times. You can't be locked out if you have your keys.** A \$5 charge will be assessed each time a Residential Life staff member/University Police Officer keys a resident into his/her assigned room. In the case of an emergency, the University police should be contacted for assistance. Residents living at off-campus facilities (i.e. Pier Village or University Bluffs) must adhere to the policies of these locations. Note: Key procedures for University sponsored housing will be determined by the owners of that facility. Charges for lockouts will be higher at Pier Village if the complex must let the student into their apartment.

## M

### **Mail**

You will be issued a mailbox and combination/key, when you check into your room or apartment. Mail is delivered every day except weekends and Holidays. Outgoing mail can be sent from the student mailroom in Beechwood.

When you receive a package or piece of mail that will not fit into your mailbox, you will receive an email to your student email account, indicating that you have a package in the Beechwood Mail Room. For packages kept in the Beechwood Mail Room, you must bring your student ID with you to sign for the package. Any packages not picked up after 30 calendar days will be returned to sender.

Please note: Each student is responsible for notifying senders of a valid summer address. No mail can be forwarded from the Residential Life Office. Mail distribution ends at the conclusion of the Spring semester except for those students residing on campus for the summer. All first class mail and packages received after semester closing will be returned to the sender. All non-first class mail will be discarded. Any packages that are not picked up by the close of business on the last day of finals will be returned and charged to your student account.

**Please advise your family and friends to address mail to you as follows:**

Your Name  
431 Cedar Avenue

Your Residence Hall/Apartment and Room/Apartment #  
Monmouth University  
West Long Branch, NJ. 07764-1898

**Will my mail be forwarded during Winter and Summer Breaks?**

During the winter, Residential Life retains resident's mail until they return from break. The mail will be delivered to the box upon the beginning of the Spring semester. During the Summer, all mail will be returned to the sender. To ensure that you receive all mail in a timely manner, please provide companies, friends and family with your change of address at the end of the academic year. Mail cannot be held or forwarded during the summer.

**Maintenance Requests**

Facilities Management provides maintenance personnel who work in conjunction with the Custodians and Residential Life staff to provide you with a safe and comfortable environment. To request a repair, you may fill out an online Service Order request at: [www.monmouth.edu/serviceorder](http://www.monmouth.edu/serviceorder). You may also access the service order form from "MyMU" site. Please be as specific and detailed as possible when reporting the problem.

**Emergency maintenance repairs, such as broken locks, windows, or heaters, should be reported immediately to the Area Coordinator, Resident Assistant, Graduate Assistant or University Police because these can affect your health or safety. Maintenance personnel may enter your room/apartment without authorization for emergencies.**

**Meal Plan**

Monmouth University requires all resident students who live in University-sponsored housing to participate in a resident student meal plan. The only students who are exempt from this requirement are students who reside in the Garden Apartments, Great Lawn Apartments, Pier Village, Maplewood, and University Bluffs.

**Campus Dining Areas:**

**The Student Dining Hall – Samuel Magill Commons**

This dining facility is the main food service facility for resident board plan students. The residential Dining Hall is open seven days a week. A variety of food and beverages are provided in a pleasant and picturesque dining room. The facility is open to board and non-board students. A different menu is available each day along with a grill area, deli line, extensive salad bar, fresh pasta, pizza and a selection of desserts and beverages including self-serve ice cream and frozen yogurt. A daily menu is available by calling 732-229-8416. Hours of operation are posted at Magill Commons.

**General Notes Covering the Meal Plan:**

- Once you have selected a meal plan, or have been assigned a meal plan, you are responsible for the entire cost of the meal plan even if you do not use the plan.
- Your University ID must be presented at each meal.
- Shoes and shirts must be worn in all dining areas.
- When dining at the resident Dining Hall, all food must be consumed within the dining hall. Food should not be removed from the dining hall in any type of container, including bags, plastic containers, boxes, etc, unless you have

chosen the “To Go” food option and received the appropriate container from the front desk. Additionally, the removal of trays, utensils, plates, etc. is considered theft and will be handled accordingly, as outlined in the Student Code of Conduct.

- Meals do not carry over to another semester.

Meal Plan privileges are non-transferable and unauthorized use subjects both parties to disciplinary action.

#### Change of Meal Plan – Meal Plan Appeal

Meal plan changes may be made at specified times:

- **For the Fall Semester, you may change (apartment residents may drop) your meal plan during the first nine business days of the semester**
- **For the Spring semester, you may change your meal plan after December 1<sup>st</sup> through the first nine business days of the spring semester**
- A student may appeal for exemption from the meal plan on the basis of religious practice or medical needs (with proper documentation) by filing a completed appeal form and documentation as instructed on the form no later than March 1<sup>st</sup> for continuing students or May 1<sup>st</sup> for new students for the Fall Semester. Exemptions for the Spring semester must be requested by December 1<sup>st</sup>.

#### Medical forms

Prior to residence on campus, all students must have health forms and immunization records on file with the Director of Health Services. Students who do not comply with this requirement may forfeit their housing assignment.

#### Miniature “Holiday” or “Theme” Lights

At no time, are miniature lights permitted to be attached to walls or ceiling in any University Owned or University sponsored facility. Strings of electric miniature lights are permitted on artificial trees except those that are metallic. Miniature lights are only permitted on trees during the holiday period as outlined by Residential Life.

#### Missing Student

One of Monmouth University’s primary responsibilities is to provide a safe and secure environment for all students who reside in on-campus housing. Monmouth University will make every effort to locate a resident student when based on the facts and circumstances known to Monmouth University, it determines that a student is missing. Monmouth University will comply with the Family Educational Rights and Privacy Act (FERPA), in respecting the missing resident student’s rights and reasonable privacy will be honored. A missing student is any student that is determined to be missing by a credible source and officially reported to the appropriate Monmouth University officials. The determination of a missing student can be made at any time before 24 hours, whether or not there is criminal activity suspected. Monmouth University recommends that all students register a Confidential Contact who will be notified if a student has been determined as missing. Students can find this registration form through Web Advisor listed under e-Forms. The Monmouth University procedures for reporting and locating a missing student are located in The Guide for a Safe Campus Handbook.

#### Mopeds and Motorcycles

Motorcycles, mopeds, scooters, etc. are not permitted inside a residence hall. No flammable fluid of any kind is to be in the buildings.

## N

### **Needle Disposal**

Students using needles for diabetic or other legitimate medical reasons are responsible for disposing of these needles properly. Students are responsible for providing their own Sharps containers to store their needles. Used needles in an appropriate sharps container can be brought to the Health Center where they will be disposed of properly in accordance with OSHA and EPA guidelines. Used needles must be stored in a puncture resistant container such as a Sharps container (preferred) or an empty detergent bottle with the lid taped securely that is clearly labeled as a Sharps disposal container. The storage or disposal of needles in any other type of container is unacceptable. Further, needles may never be disposed of in room, common area or building trash room, waste or recycling receptacles. Students who fail to adhere to this policy will be subject to disciplinary action and the possibility of the termination of their housing contract.

### **New Jersey Multiple Dwelling Registration and Inspection**

All University residence halls have been registered with the New Jersey Department of Community Affairs and comply with all regulations governing the operation of multiple dwellings. In addition to our own health, safety and maintenance inspections, our residence halls are regularly inspected through the New Jersey Department of Community Affairs' Division of Codes and Standards, Bureau of Housing Inspection. Interested individuals may view the University's Certificates of Registration and Inspection in the Office of Residential Life, which is located on the first floor of Pinewood Hall.

### **Noise**

The realities of community living dictate that individuals respect community needs for the moderation of noise. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the University. This includes accepting responsibility for one's behavior at all times and respecting the rights of other individuals. All residents have the right to study and sleep in their living unit, at any time, without unnecessary interruption. All residents are expected to confront any noise problems that are of concern to them. If assistance is needed, a resident may call upon the RA. Residents must comply with all policies and regulations regarding sound equipment and recreational activities within the residential facilities or on University grounds.

### **Noncompliance**

Residence hall staff members are trained to respond to emergency situations and policy violations to maintain a safe and comfortable living environment for everyone. Students are expected to respond to all reasonable directives from staff members and are not to interfere with the performance of any staff member's duties. Any verbal abuse, harassment, or intimidation toward, or failure to cooperate with, staff members will be considered an infringement and will be referred to Residential Life for disciplinary action or arrest.

## O

### Odors

An offensive odor is any of such intensity that it becomes apparent to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amounts of dirty laundry. When an offensive odor can be localized to a particular room, the residents(s) and/or guests of that room may be in violation of the odor policy. Incense is expressly prohibited due to the intensity of its odor and potential fire hazard. Smoking is also prohibited in all university owned or sponsored housing.

### Open Flames

Items, which require an open flame to operate, or which produce heat (i.e., Bunsen burners, lighted candles, incense, indoor & outdoor grills, etc.) are not allowed in residents' rooms. Unburned candles may not be used for decorative purposes.

## P

### Painting

Students are not permitted to paint any surface in a campus or university sponsored facility.

### Personal Belongings

Monmouth University assumes no responsibility for any and all losses to persons or property while in the Residence Halls or University owned/sponsored housing by reason of any utility failure, accident, injury, loss or damage, except for negligence on the part of employees of the University. The burden of proof in any claim of loss or damage due to negligence on the part of employees of the University rests solely and entirely with the complainant. You are strongly encouraged to obtain renters insurance or check with your family's homeowners policy. Monmouth University reserves the right to move personal belongings to clean the appropriate space for a new resident to the room.

### Personal Furniture

Personal furniture in residence halls or apartments is not permitted. This includes couches, oversized chairs, futons, etc.

### Pets

Due to maintenance and sanitation problems, **NO PETS ARE PERMITTED IN THE RESIDENCE HALLS OR APARTMENTS.** This includes but is not limited to dogs, cats, fish, hamsters, rabbits and mice/rats. If found, the animal will be removed immediately and the student will be assessed a minimum of a \$25 fine as well as all costs resulting from the animal's presence (i.e. cleaning, damage, and removal.). The only exception to this policy is the use of service animals for those persons approved by the Vice President for Student Life and Leadership Engagement.

### Posting of Advertisements

In an effort to disseminate information to resident students in a consistent and easy to find format, the following policy related to posting materials in the residence halls was

developed. The Posting Policy is designed to improve the aesthetics of our residence halls and decrease the damage to our facilities from improper posting. Your assistance and that of your department or student club/organization is greatly appreciated, and we look forward to everyone working together to maintain a beautiful campus environment. These procedures also reduce the fire hazards associated with flyers and signs that often clutter residence halls. This policy applies to all recognized student groups and all departments at Monmouth University.

Materials from businesses and other community enterprises are prohibited from being in the residence halls and may only be posted in the Rebecca Stafford Student Center.

- I. Public areas (lobbies, hallways, main or corridor entrances, etc)
  - a. All materials will be approved by the Office of Residential Life and stamped accordingly. There should be 37 flyers (one per area) or 12 flyers (one per building) provided to the Office of Residential Life. Extra flyers will be destroyed and recycled.
  - b. All materials will be hung by Residential Life staff members in designated areas. Posters should be no larger than 8 ½ x 17 in size.
  - c. Any materials that promote the use of alcohol or other drugs or that discriminate on the basis of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era status are strictly prohibited.
  - d. Materials shall not be affixed to entrance/exit doors except for two 8 ½ x 11 objects and a memo/dry erase board.
  - e. Approval from other offices does not supersede or take place of approval from Residential Life.
  - f. Sliding flyers under doors or the mailbox distribution of pamphlets, leaflets or flyers is not permitted.
  - g. Flyers/posters should be brought to the office no more than 10 days and no less than 3 days prior to the event
  - h. Materials may not be hung out of windows.
  - i. Any material visible to the public may not be inconsistent with established community standards or Monmouth University and the Office of Residential Life.
  - j. All postings and flyers must be in compliance with the University Policy on solicitation.
  - k. Any material not posted by a Residential Life staff member will be promptly removed and discarded.
  - l. Posters/advertisements for events occurring on multiple dates or over the course of the semester, will be removed at the end of each semester.
- II. Common Areas of suites and apartments:
  - a. Only 10% of any wall may have coverage by posters and flyers.
  - b. Materials may be posted by individuals who occupy the bedrooms without Residential Life approval.
  - c. Materials posted may not violate the policies of Monmouth University, State or Federal Law.
  - d. Materials posted within suites may not be lewd, offensive, made to intimidate, coercive, etc. and will be removed and destroyed if present.
  - e. Materials may not be posted on ceilings.



### **Proper Use of Room Space**

Any resident, who is the only occupant of a double occupancy room, must be prepared to receive a roommate at any time. This means keeping your belongings in only one portion of the room so that the new roommate has space for his/her possessions and will feel welcome. Inappropriate use of vacant space will be addressed by Residential Life staff members and may be addressed through the judicial process.

## R

### **Recycling**

Recycling is mandatory in the State of New Jersey. Please utilize the specific receptacles for aluminum, paper products, and office paper that are located in the Residence Halls. Failure to comply may result in a fine being assessed against the individual(s), floor(s), suites(s), etc.

### **Refrigerators**

Owned or rented refrigerators must be of a compact size, UL Approved, and not in excess of 3.2 cubic feet. Only one refrigerator per resident is allowed. In triple rooms a maximum of two refrigerators is permitted. Any exceptions must be approved by the Area Coordinator. Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Extension cords are prohibited for use with refrigerators.

### **Refund Requests**

The residence halls have vending machines that dispense soda, water, juice, and snacks. Also located in the halls and apartments are washers and dryers. Occasionally these machines malfunction and you can lose your money in them. If this occurs, go to the Residential Life Office so a refund can be arranged for you.

All other refunds will follow the university schedule as appropriate at the discretion of the Assistant Vice President for Student Life and Leadership Engagement or their designee.

### **Reporting Crimes**

Monmouth University encourages all members of the University Community to report any criminal activity or suspicion of criminal activity to the University Police Department as soon as possible. If requested, the identity of the complainant will be kept confidential whenever possible. Suspicious or criminal activity can be reported to the University Police Department at 732-571-4444. Emergency phones located throughout the campus can also be used to report suspicious activity or to summon emergency help.

### **Residence Hall Regulations**

The following University policies and regulations are specifically outlined within this publication as they apply to University Housing. Violations will be addressed through the University Judicial Process. This list is not all inclusive, it is your responsibility to also become familiar with the Code of Conduct, printed in the Student Handbook.

### **Room Damage**

You and your roommate(s) are responsible for any damages to your room, which are not the result of normal usage. At the time of check-in, you should be certain your Room Condition Report form is accurate and complete. Room damages will be assessed from this form and monthly room inspections.

After the residence halls are completely closed each room will be inspected, in detail, by an Area Coordinator and a representative from Facilities Management for damages. Clean-up and damage charges will be assessed and charged (if applicable). Excessive damages may also be addressed through the judicial system.

### **Roommates**

Learning to live in close quarters and with a person you do not know very well presents a challenge in order to create an atmosphere that permits studying to get done, relaxation and sleeping to occur, privacy needs to be met, and perhaps even a deep friendship to develop.

All of the above are more likely to happen if the two of you communicate openly and listen willingly. Start by becoming acquainted with each other's background, attitudes, habits, and moods so you know what to expect of each other. The following questions will help facilitate sharing. Keep in mind that your roommate is not going to be a carbon copy of you. There will be differences. You both need to adjust, accommodate, and compromise. Just give it a try!

### **Questions To Ask Each Other**

- Begin by getting to know your roommate as a person: Hometown? Career goals? Talents? Hobbies? Likes? Dislikes?
- What about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to study?
- At what temperature do you like to keep the room?
- What kind of music do you prefer? How loud? Can you use headphones?
- How clean and neat do you want the room? How do we decide who cleans what and when in the room?
- Which items of property are OK to borrow? Which items are off-limits?
- How will we set up the room? What about food in the room? Do we share?

### **The Roommate Bill Of Rights**

- The right to sleep and study free from undue interference in one's room. Unreasonable noise, guests and other distractions inhibit the exercise of this right
- The right to expect that a roommate will respect one's personal belongings
- The right to a clean environment in which to live
- The right to free access of one's room and facilities without pressure from a roommate
- The right to privacy
- The right to be free from fear of intimidation, physical and/or emotional harm
- The right to host guests with the understanding those guests are to respect the rights of your roommate or apartment-mates and the rights of other residents in the building
- The right to readdress grievances. Residential Life staff members are available for assistance in settling conflicts

### **Shared Living Agreements**

If you find that you and your roommate could use some help getting a discussion of issues started, your RA can help. He or she can provide you with assistance in creating a "Shared Living Agreement." This agreement will focus your discussion on areas of potential conflicts and help you and your roommate come to mutual solutions.

### Survival Tips

- Discuss "Questions to ask each other" as soon as possible
- Be realistic: Don't expect your roommate to be your best friend and constant companion
- Continuous close contact can strain even the best of friendships
- Keep the lines of communication open
- Discuss potential areas of conflict. Be open to compromises
- If your roommate is doing something you don't like don't repress your feelings. It's usually better to air gripes immediately rather than to store up a lot of petty grievances until you have a major blowup
- Be considerate of your roommate's privacy
- Never assume your roommate is just like you. You are both individuals
- Take accurate telephone messages
- Always ask permission. Don't just use the iron or eat the cookies, even if you think it might be OK
- Appreciate your roommate. Praise, respect and courtesy are the foundations for any positive relationship. Never take your roommate for granted
- Avoid being judgmental. You are not your roommate's keeper
- Be honest, assertive and stand up for yourself
- Ask your Area Coordinator for advice. He/she is trained to help mediate conflicts

Your room/apartment/suite must be shared equally with all residents assigned to that specific room/apartment/suite. This includes furniture, its configuration and how the space is shared in the room. The Office of Residential Life will work with student to ensure that all students have an equal and appropriate amount of space in their room/apartment/suite. The Office of Residential Life would prefer that students make this determination on their own, however, if necessary, each student will be assigned an equal portion or "half" of the room to be utilized.

### Room Personalization

It is the hope of the Residential Life staff that you will be able to personalize your room and/or apartment and make it a "home away from home" during your stay on campus. However, to protect the condition of your surroundings from damage and in consideration for future residents, the following stipulations are in effect:

- Residents may use non-permanent, non-staining adhesive materials to hang decorations where wall moldings do not exist. White funtak is preferred over colored funtak.
- Under no circumstances should holes be drilled or placed in any walls or ceilings. No heavy-duty adhesives (duct tape, etc.) should be used in any housing facility. Damage caused by use of these materials will be charged to all responsible residents
- All room decoration materials must comply with fire safety and Residence hall regulations. Total wall decoration may not cover more than 10% of the wall surface area
- Curtains on windows, closets or hanging from the ceiling are prohibited

Any questions concerning room decorations should be directed to the Area Coordinator

# S

## **Safes, Lock Boxes and Locked Containers**

Students are permitted to place safes, lock boxes, locked containers or other similar secure devices within University Owned or Sponsored Housing. If a student chooses to utilize a secure device, they do so agreeing to the following:

- 1) The University reserves the right to request a student to open any secure device if the University believes in its sole and absolute discretion that the contents:
  - a) Violates the Laws of the State of New Jersey and/or the United States
  - b) Are in violation of the University Student Code of Conduct or the Housing Contract
  - c) Jeopardize the safety/welfare of the campus community
- 2) The University may confiscate any secure device, if the resident refuses to immediately comply with the request of the University to open the secure device. Additionally, the confiscated secure device will be held by the University Police until such time that the resident agrees to comply with the University's request to open the confiscated secure device.
- 3) The University is not responsible for any secure device or the contents within, at any time.
- 4) The University reserves the right to prohibit a resident from possessing a secure device if the University believes in its sole and absolute discretion that the resident in his/her use of the secure device:
  - a) Is engaging in behavior that violates the laws of the State of New Jersey and/or the United States
  - b) The contents violate the Student Code of Conduct or the Housing Contract
  - c) The use of the device jeopardizes the safety and welfare of the campus community
  - d) Has failed to comply with a request by the university to open the secured device
- 5.) If the resident does not open the secure device at the University Police station within 10 days, the University Police shall be authorized to open the secure device utilizing any means necessary and the University shall not be responsible for any damage to the secure devices, or the contents within the secure device, caused by such action.

## **Safety Tips**

There are simple precautionary steps you need to follow to insure safety and security for yourself, your roommate or apartment-mates and your belongings.

- 1) Never prop open entry doors. You threaten your security and the security of all other residents when you do this
- 2) Always lock your door whenever you leave your room or apartment, even if you are going to visit a friend next door or take a quick shower. It only takes a minute for someone to enter your room or apartment and steal something.
- 3) Always lock your door when you are sleeping
- 4) Never leave your keys lying around or lend them to anyone. If you lose your keys, notify your RA/GA at once

## **Sales and Canvassing**

Unless given express consent by the University, the following applies:

- Door-to-door solicitation, sales and canvassing are not permitted. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited.
- Posting flyers on bulletin boards, walls and windows is prohibited. Students may not engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of University Housing facilities

### **Smoking**

Smoking is prohibited in all university owned or sponsored housing facilities. Smoking is permitted outside, at least 25 ft from building entrances. Students are not allowed to smoke in building vestibules or prop building entrance doors open while smoking. Students found smoking in their room or in university owned/sponsored housing are subject to a \$50 fine and/or charges under the student code of conduct. Smoking shall be defined as the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from a hookah or an electronic smoking device (e-cigarette). Please refer to the University's smoking policy for additional details about how this pertains to being on-campus.

### **Social Affairs**

Smaller gatherings, such as birthday celebrations, or programs conducted or sponsored by residential life staff may be conducted, but are subject to all quiet, study hour, and noise restrictions and in no case may they extend beyond 11 p.m. on weekdays (2 a.m. on weekends).

In addition, alcoholic beverages may not be sold, distributed, consumed, or possessed at such gatherings in any way which constitutes a violation of any alcohol policy cited in the Student Handbook, Residence Hall Housing Contract, or any other published document outlining such restrictions. Residents cannot charge admission to these gatherings. Furthermore, students must comply with the borough of West Long Branch's or the City of Long Branch's fire code pertaining to occupancy limits.

It is expected that at all times during the day, evening, and early morning hours, students will remain considerate of those around them, as well as the rights of all persons residing or present in or near residence hall premises. Finally, larger gatherings are not permitted at Pier Village or the University Bluffs.

### **Soliciting**

For the residents' protection against fraudulent sales and annoyance, soliciting is not permitted in University Housing without the prior written approval of the Vice President for Student and Community Services or their designee. This does not include fund-raising events conducted by officially recognized University organizations. However, these organizations must have the approval of the Office of Residential Life in order to sell any product or service in the Residence Halls or Apartments.

In the Residence Halls, food and soft drinks may only be delivered to the main lobby. Any approved soliciting and selling is restricted to the main lobbies of the residence hall and should NEVER occur on residence hall floors.

### **Sound Equipment**

Stereos, radios and televisions should be played at volumes that cannot be heard outside the resident's living unit. The use of headphones for stereo equipment is recommended. Stereo speakers are not allowed in windows. Electronically amplified instruments are not allowed in the apartments and suites. If excessive noise results from

abuse of volume levels, the resident may be required to remove the equipment from the residential facilities.

### **Sports**

The use of sports equipment and playing sports in hallways or rooms are not permitted.

### **Storage**

The University does not provide storage for any student's personal property.

### **Summer Housing**

Housing is available for those students taking summer classes for an additional charge. Applications will be made available in March and will be processed on a space availability basis. Cumulative credits earned may be used to determine where students are assigned. The University will not be responsible for housing students before and after summer sessions due to the summer cleaning schedule. Students are advised to make plans in advance for this period.

## T

### **Telephones**

Every residence hall room and each bedroom in the apartments is equipped for local and long distance calling as well as individual voice mail accounts. You will need to provide your own telephone for use in the room. An authorization code can be obtained by contacting the Office of Telecommunications and is **required** to place direct-dialed long distance, international, calling card, outgoing collect, directory assistance, and 800 calls. **You cannot place any long distance calls from your room without an authorization code.** Direct dialed long distance calls will be billed directly to each student, via the authorization code issued to you. Authorization codes must not be shared. You are responsible for maintaining the confidentiality of your code and for all calls made with your code. In addition, you are responsible for any fraudulent calls made from your phone. If you suspect your code is being fraudulently used, contact the Office of Telecommunications at 732-571-3520. If you are receiving "prank" phone calls, contact the University Police immediately.

### **Theft**

The University Police should be contacted at 732-571-4444 as soon as possible to report any theft. Indicate the victim's name, local address, type of article stolen and the approximate time of the theft. Generally, an officer will be sent to the scene of the suspected crime to file a report, but sometimes you will be asked to go to the Police station to fill out the report.

You should record model numbers and serial numbers of any valuable items (i.e. camera, television, stereo, etc.) that you have in your room. This will greatly improve the chances of recovering these items if they are stolen. Note that the University is not responsible for any item(s) stolen from university property.

### **Trash/Recyclable Removal**

Residents are required to carry trash and recyclables to designated areas as directed by the Residential Life Staff. Trash is not to be left in hallways, stairwells, etc.

## V

### **Visitation**

Residents are not restricted in their rights to have visitors, providing the practice of this privilege does not infringe upon the comfort and rights of others. As such, residents are responsible for their visitors at all times. Overnight visitation is limited to 48 hours, and only with the consent of the roommate.

#### Policy

1. Monmouth University housing is only opened to assigned residents, University officials and staff, and guests of assigned residents. Residence halls are special purpose buildings and are not open to the general public.
2. A guest is defined as a student from another residence hall or a non-student who resides off campus.
3. An overnight guest is defined as a person who stays overnight in a room which he or she is not assigned.
4. Residents are responsible for the actions and behaviors of their guests.
5. Overnight guests may stay no more than two consecutive nights and/or no more than four cumulative nights per month. An overnight guest is limited to no more than 16 nights in any one semester. During summer sessions, an overnight guest is limited to eight cumulative nights, but no more than two consecutive nights per given week.
6. All guests must comply with the child visitation policy.
7. If a resident student violates any provision of this policy the following consequences will apply:
  - a. First Offense: A written letter of warning will be sent to the student and a copy will be on file in the Office of Residential Life, and/or loss of guest privileges
  - b. Second Offense: Loss of visitation privileges for a period of 90 days from the date of the infraction and a monetary fine
  - c. Third Offense: Immediate suspension from the residence halls and the cancellation of the Residence Hall Contract
8. Additional guidelines pertaining to guests as noted in the Residence Hall Housing Contract.
9. Guests must be 17 or older in order to stay overnight and must have proper identification.

## W

### **Wall Decorations/Posters**

No more than 10% of any wall may be covered with posters, magazine clippings, artwork, etc. All materials affixed to the walls must be placed 8 inches apart.

### **Weapons**

Possession of weapons (firearms, BB guns, pellet, battery operated, nunchucks, stars, explosives, knives, "Soft Air Guns" or any item deemed to be a weapon by University Police.) in any University owned/sponsored housing is prohibited and can result in suspension or expulsion from the University and possible arrest.

### **Windows and Screens**

Window screens must not be unfastened or removed. A fine will be issued for the removal or tampering with security bands or stickers.

- a. Food may not be stored between windows and screens or outside of windows at any time.
- b. Displays in windows which are deemed inappropriate by the Area Coordinator and not removed by the resident(s) will be removed by Facilities Management and the resident(s) billed for this service.
- c. Under no circumstances will the throwing of objects from any windows in the Residence Halls be tolerated. Such conduct poses a danger to the health and safety of other residents. Residents assigned to a room from which an object is thrown may also be subject to judicial action.
- d. Attachments to or through windows (such as antennas, air conditioners, etc.) are strictly prohibited.
- e. Residents are not permitted to sit on window ledges.