



Welcome to the Olympic College, Res Life Housing Guide! This document contains everything you need to know to be a vibrant member of the Res Life Community.

**Olympic College Residence Hall Contact Information:**

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Phone: 360-731-5784

Email: [reslife@olympic.edu](mailto:reslife@olympic.edu) or Current Manager: [bsarto@olympic.edu](mailto:bsarto@olympic.edu)

A message from the Manager:

Hello students!

This guide is essential to your stay here at the Residence Hall, please take the time to review it upon moving in. We are excited to have you here and hope that your time here is both safe, affordable, and exciting! We strive to create a community of students who are engaged in both their education and the OC community. If you have any questions about this guide, please feel free to ask the manager, questions are always welcome, that is the first step in learning!

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## Welcome!

On behalf of Olympic College, we would like to welcome you to the Residence Life Community! We hope that your time here is both productive and fun. Our Res Life team is excited to get to know you and build a great relationship. Our goal is to provide safe and affordable housing for students so that they can put their focus into their studies, activities, and skill development.

### **Mission:**

The Office of Residence Life strives to provide safe, quality student housing, and aims to challenge, support, and educate residents to become responsible and engaged global citizens.

### **Vision:**

The Office of Residence Life offers a diverse, multinational living and learning environment that augments the academic pursuits of our residents through intentional education, innovation, and community development.

### **Community Respect:**

We believe each resident deserves to be treated with respect and dignity. Each resident shares the responsibility of creating an environment in which all students are welcomed and valued – regardless of one's age, weight, gender, sexual orientation, disability, race, ethnicity, color, creed, national origin, cultural background, socio-economic status, or religious affiliation or conviction. We expect each resident and their guests to take the time and energy necessary to get to know people from different groups and cultures as individuals. Join us in embracing our differences and appreciating the perspectives each of us brings to Olympic College.

OC strives to offer opportunities for students to get involved in the creation of community on campus and to have fun in the process. Research demonstrates that student involvement in campus activities has many benefits including: new relationships, better time management, improved academic performance, and experiential learning.

Involvement in your living area and the campus community will be a major factor in the level of your academic and personal success at Olympic College. Residence Life Staff members are here to assist you, but you must ultimately decide for yourself to engage in opportunities, solve community problems, and seek

assistance when needed. We hope that you will become involved in the residence hall and campus community. Get involved, have fun, and enjoy this wonderful opportunity!

## Residence Life Staff

### **Residence Hall Manager:**

The Residence Hall Manager is a full-time, professional, live-in staff member who oversees the daily operations of the residence hall. The Manager is there to challenge and support residents as they pursue their academic goals at Olympic College. The Manager supervises 3 paraprofessional student staff members, offers supportive counseling, and assumes responsibility for the general management of the living areas.

### **Resident Advisors:**

Resident Advisors are paraprofessional student staff members who assist the Residence Hall Manager in executing the mission and vision of the Office of Residence Life. Resident Advisors serve as student leaders who engage and support you, their fellow residents. RA's execute regular community programs, provide guidance on Residence Life policies and procedures, and assist with the management of the residence halls.

## Contracts, Fees, And Payments

### **License Agreement**

The License Agreement serves as a lease for the Residence Hall. It must be signed and submitted to the Residence Hall Manager prior to move in. By signing it you are agreeing to the terms and conditions outlined in it. The Licenses Agreement contains rental figures, policies, rules and regulations, as well as disciplinary procedures. The License agreement can be found on the Olympic College website at <https://www.olympic.edu/student-life-support/residence-hall>.

The License Agreement is a binding contract between you and Olympic College. Please take the time to read through it completely. We encourage you to ask the Residence Hall Manager if there are any questions or concerns.

### **Release of Information:**



If you are over 18 years old in the State of Washington, you are considered an adult. The Olympic College Residence Hall cannot display any personal or financial information without authorization from the student.

The release of information form is completed upon move in, if there are any other questions of concerns from parents, family members, or students please ask the RHM – [bsarto@olympic.edu](mailto:bsarto@olympic.edu)

As confusing as it is for some, the Res Hall has experienced many scenarios where parents are angry and confused that we cannot tell them about their child. If we have authorization from the student to release information, we are happy to do so. Without it, we will protect the students' rights.

FERPA is the act that encompasses this section, which can be found at <https://www.olympic.edu/student-life-support/enrollment-services/registration-records/student-records/family-educational>

### **Credit Load:**

Students must be full time (currently defined as 12 or more credits each quarter) in order to live in Olympic College Student Housing, unless approved by the RHM (to be approved by the RHM you must fill out the Credit Exemption Form and submit it to the Dean of Student Success and Engagement). Of these credits, 5 must be in-person. Exceptions can apply, please contact the RHM for exceptions. Summer Quarter housing is also available at a lower credit load.

### **Standard Fees and Charges:**

Application Fee: \$150 This fee covers the Background Check and Application process that all students must clear to be eligible to live within the Residence Hall.

Damage Deposit: \$200 one-time fee that is refundable. This ensures that the room is kept in great condition. Upon move out, if the manager deems there has been no damage done to the room, other than normal wear and tear, this will be refunded entirely to the student after check out is completed. Damage deposits are handled by the cashier's office and students accounts. The Residence Hall Office does not handle any physical money transfers.

Activity Fee: \$50 This fee goes towards all things Res Life. Including events, cleaning supplies, general maintenance, improvements, programs, etc. Any ideas that you have for events or activities are more than welcomed by the Manager!

Quarterly Rent: This number varies depending on room size and designation. Residents are required to be prepared with funds, or have a plan to cover their rent each quarter. Rates can be found in the Licenses Agreement.

### **Making Payments:**

Residents are required to pay the application fee, damage deposit, and activity fee prior to move in. If a payment plan is not needed. The student will have 3 days from move in to pay their quarterly rent. If a payment plan is needed, It must be completed within the first 3 days of their residence within the Res Hall.

You can check your balance and make payments online via your CTC Link student portal. You can also pay at the Cashier's Office in the Humanities and Student Services Building 4, Room 106, Monday-Friday from 8am-4pm.

The Residence Hall Manager does offer payment plans with some students on a case-by-case basis. If you require a payment plan, please inform the manager prior to the start of each quarter to arrange that with them. Some examples of payment plans used in the past are bi-monthly, monthly, or two payments per quarter.

### **Non-Payment Procedure:**

**This procedure will begin one week from the start date of the quarter.**

Step 1 – Email notification from Manager to set up a meeting and create payment plan.

Step 2 – Posted notice on door two weeks from date of prior email to schedule meeting with RHM or pay remaining balance in full.

Step 3 – If no meeting is scheduled or payment made within one week of posted notice, student will begin the License Revocation Process. See License Agreement for details.

### **Missed Payments on Payment Plans:**

If you have a payment plan with the Residence Hall, and miss a scheduled payment, you will immediately move to step 2 of the non-payment procedure.

### **Disclaimer:**

If you are 18 years or older in Washington you are legally an adult and, as such, you are personally responsible for your debts. Even if your parents or guardians pay for your expenses, the Office cannot release your financial information to anyone except you without your written consent. Since you are the one who signed the license agreement, you are the person legally responsible for making payments. If someone is helping you make payments (parent, guardian, etc.), it is your responsibility to coordinate with them to make sure payments are made on time.

### **Renters Insurance:**

The College does not provide insurance to cover personal property loss or damages beyond those covered by your \$200 damage deposit. Please note that any damages caused exceeding the \$200 damage deposit will be billed to your student account. The College assumes no responsibility for personal items stored in any College living space, parking space, or College storage areas. Therefore, we recommend each Resident obtain additional rental insurance.

**Email Requirement:**

Students at the Residence Hall are required to activate their OC email upon move in and check it weekly. The Residence Hall office will use it to communicate appointments, events, and important information. In the event that a student does not have access to email consistently, please inform the Res Hall Office and will would be more than happy to accommodate you.

## Check Out Procedure

**Check Out Basics:**

- Written Notice 30 days prior of quarter ending submitted to RHM.
- Schedule a checkout inspection with RHM.
- All items removed from room.
- Spotless Room (Clean so that your grandma would be happy moving in next)
- Complete mail forwarding address form.

**For Students Remaining at OC:**

If you decide to leave the residence hall while continuing to remain a student enrolled in classes at OC, according to the terms of the license agreement you are legally and financially responsible for payment of the entire Residence Life charges for the balance of the Agreement. Please see the Residence Life License Agreement for full details.

**Students Leaving OC:**

Requests to vacate when leaving OC will be approved only as outlined in the License Cancellations/Revocations and Refund Policy section of the Residence Life License Agreement. A 30-day written notice is required. Failure to provide a 30-day written notice may result in additional fees. Residents will receive a letter approximately 45- 60 days before their lease expires requesting them to indicate their intentions at the conclusion of the current lease.

This will enable the RHM to plan accordingly for incoming residents. Students who fail to notify the RHM office of their intentions at least 30 days in advance or by the deadline provided could lose their housing and their Security Deposit. Residents are expected to check-out by 7:00pm on the day their lease expires during a pre-scheduled checkout appointment. Failure to do so will result in additional rent charges, possible loss of security deposit, and possible improper checkout fees. At least two weeks prior to vacating res hall, residents must make a checkout appointment in the RHM office. Weekend and late check-outs are not usually approved except in extreme circumstances. At the time of checkout, residents are to go to the RHM office to meet OC staff. A staff member will follow the resident back to the apartment and inspect the apartment for damage and ensure all personal items have been removed and cleaned thoroughly.

**Improper Check Out:**

Residents who fail to check-out by the assigned deadline, meet with OC staff as scheduled, or leave without scheduling a checkout appointment (abandonment) are subject to a

\$1000.00 improper check-out fine, in addition to any per-day late-stay fees that could be incurred as a result of failing to check-out.

**Room Condition:**

When you are checking out of the residence halls, your room and any common area (if applicable) should be left in the same condition as when you arrived, this includes furniture arrangement. You will be expected to clean your room and your portion of the common area in your living area (if applicable).

When you vacate your space, it should be clean enough for a new resident to move in without anyone else needing to clean the room.

**Check out Exceptions + Fines:**

Failure to adhere to the check-out instructions provided to you can result in an improper check-out fine of \$1000. Once you check out of your room, the premises will be inspected, and you will be held financially liable for any damage or loss other than what is determined to be normal wear and tear. If you vacate the apartment without a checkout inspection, you will waive your right to appeal any cleaning or damage charges assessed.

Any exception to persons being held financially responsible for damages, be it between roommates or those acknowledged by Residence Life staff, must be documented in writing and on file with the

Residence Hall Manager prior to check-out. Verbal acknowledgments by roommates or staff will not be accepted as reason to cancel or redirect damage charges. If you have concerns about being assessed for damages that are the result of actions of known individuals, you are encouraged to speak with Residence Hall Manager prior to check-out.

Improper check out: \$1000 (no notice or check out form not filled out)

Less than 30-day notice: \$200

Less than 14 days' notice: \$500

**Damage Deposit:**

Damages will be first taken from the \$200 deposit, as well as remaining Res Hall fees. Any damages over \$200 in value will result in a fine for that cost.

If the room is in the same condition, beyond normal wear and tear, the damage deposit will be returned within 30 calendar days via the payment method used previously.

**Storage:**

During the academic year, the Office of Residence Life does not provide additional storage outside of your assigned apartment. Over the summer, some storage may be available for returning and new residents. Please check with Residence Life staff for more information.

**Abandoned Property:**

The College does not have space to store items left behind by you moving out. Please make sure you have a plan for removing all of your belongings by the time you vacate. Items left behind will be donated to local charities. You may be charged for the costs of removing items from vacated spaces.

The college will hold on to belongings for 3 business days after a resident has vacated. After that the items will be removed.

**Mail Services:**

The local USPS provides mail services. If you plan on receiving packages from UPS, FedEx, or other delivery services, we encourage you to communicate with both the sender and shipping service to make sure you receive your packages in good condition and in a timely manner. Make sure to fill out an address change form with USPS upon move-out.

## Fines and Fees

The items listed below are all the possible fines that a resident can be charged with. This is copy of the “Fines + Fees Form” that each student signs upon move in. The RHM keeps this form on file for each individual student. Any concerns or appeals for these fines can be brought to the RHM – Bailey Sarto or Dean of Student Success & Engagement – Heather Lukashin.

### Violations of Policies:

Student agrees to pay a fine of \$50 for multiple violations of any policy, rule or guideline listed in this handbook. Or perform 5 hours of community service.

\_\_\_\_\_ Initials

### Parking:

Student agrees to pay a fine of \$100 for reckless driving.

Student agrees to pay a fine of \$25 for parking in non-designated parking spots or handicap spot without proper documentation.

Student agrees to pay \$20 fine for not displaying their Residence Hall Parking Pass properly.

Student agrees to have their parking privileges at the Residence Hall for multiple or extreme violations of the parking and vehicle guidelines listed in this handbook.

\_\_\_\_\_ Initials

### Check Out Policy:

Student agrees to pay \$200 for checking out with less than 30 days written notice.

Student agrees to pay \$500 for checking out with less than 14 days written notice.

Student agrees to pay \$1000 for improper check out procedure. (See Check out Procedure section for more details)

\_\_\_\_\_ Initials

Late Rent Fees:

Student Agrees to pay 10\$ for each day that Rent is late, or for each day after a missed payment on a payment plan.

\_\_\_\_\_ Initials

Damages:

Student agrees to pay, in full, for the damages caused by themselves or their guests.

\_\_\_\_\_ Initials

Guest Policy:

Student Agrees to pay \$50 or perform 5 hours of community service for violating the guest policy (1<sup>st</sup> offense).

Student agrees to pay \$200 or perform 15 hours of community service for a 2<sup>nd</sup> offense of the guest policy.

\_\_\_\_\_ Initials

Littering:

Student agrees to pay \$150 or perform 8 hours of community services for a 1<sup>st</sup> offense of the littering policy.

Student Agrees to pay \$250 or perform 30 hours of community service for a 2<sup>nd</sup> violation of the littering policy.

\_\_\_\_\_ Initials

Pet Policy:

Student agrees to pay \$500, or face eviction if found in violation of the pet policy.

\_\_\_\_\_ Initials

Smoking:

Student agrees to pay \$200 or perform 15 hours of community service for a 1<sup>st</sup> violation of the smoking policy.

Student Agrees to pay \$500 or perform 40 hours of community service for violation of the smoking policy.

This includes marijuana.

\_\_\_\_\_ Initials

Lost Key:

Student Agrees to pay \$120 if room or mail key is lost. This fee covers re-keying the lock fully.

\_\_\_\_\_ Initials

Cameras:

Student agrees to pay \$100 for any damage, altering, or malicious intent towards the Residence Hall camera system. Residents agree to be monitored by cameras owned and operated by Campus Security.

\_\_\_\_\_ Initials

## Resident Services and Amenities

### On-Campus Resources + Important Departments:

Here at Olympic College, we pride ourselves on providing our students with the resources they need to be successful. Below is a list of all the resources the Residence Hall has collected over the years. Please feel free to ask the Res Hall Manager for connecting to any department within the college or services within the community, we want to help!

Cashiers Office - Building 4, RM 106 - [cashieroffice@olympic.edu](mailto:cashieroffice@olympic.edu)

Resource Center - Building 4, RM 207 - [resourcecenter@olympic.edu](mailto:resourcecenter@olympic.edu)

International + Multicultural - Building 10, RM 10 + 118:

[international@olympic.edu](mailto:international@olympic.edu) + [multicultural@olympic.edu](mailto:multicultural@olympic.edu)

Counseling + Advising Center - Building 4, RM 205 + 203:

[CounselingServices@olympic.edu](mailto:CounselingServices@olympic.edu) + [AdvisingCenter@olympic.edu](mailto:AdvisingCenter@olympic.edu)

Fitness Center - Building 9 - visit [olympic.edu](http://olympic.edu) for updated hours!

SGOC + Food Pantry - Building 12, RM 119: [SGOC@olympic.edu](mailto:SGOC@olympic.edu)

Dean of Student Success & Engagement – Heather Lukashin –  
[hlukashin@olympic.edu](mailto:hlukashin@olympic.edu)

Financial Aid – [financialaid@olympic.edu](mailto:financialaid@olympic.edu)



Advising – [advising@olympic.edu](mailto:advising@olympic.edu)

Student Disability Services- [studentdisabilityservices@olympic.edu](mailto:studentdisabilityservices@olympic.edu)

Other Olympic College Departments can be found at - [Olympic College  
https://www.olympic.edu/](https://www.olympic.edu/)

Our website is newly done and is easy to navigate! All our departments and resources can be found on the four main tabs or via the search bar.

### **Maintenance Issues:**

Requests for routine maintenance should be directed to the RHM Office during posted office hours. OC staff and contracted maintenance workers will determine the urgency of the request and act accordingly. During the evening and weekends, emergency maintenance calls should be directed to the RA on-call by calling (360) 731-5784.

Residents are responsible for proper use of appliances and facilities. Residents will be charged the repair costs associated with the negligent use of appliances or facilities. Please report any maintenance needs quickly so more serious damage does not occur. For most instances, submit a maintenance request using the process:

- Email or text the On-Call Phone with your room number, name, photo of the issue, and quick description of the problem. For those without access to technology, you can report issues directly to your sections RA or the RHM.
- If it is an emergency requiring immediate attention (such a leaking water, broken windows, damaged locks on front doors, etc.) call the RA on duty, as soon as you discover it.

By requesting maintenance service, you are giving appropriate OC Staff/ contractor permission to enter your room for the purpose of repairs or inspection in order to address the request. Assistance and supplies (when available) can be obtained from the RHM office during regular business hours.

### **Plumbing:**

Residents are reminded that plumbing problems can be very disrupting to the living environment. Please report any plumbing problems to Res Life Staff in a timely manner. NEVER flush anything down the toilet other than bodily waste and toilet paper. All other items like sanitary napkins and other hygiene products

should be discarded in the trash. Should your toilet start to overflow, immediately turn the valve off (counter clockwise). The valve is usually located by the lower left-hand side of the base of the toilet.

### **Community Room:**

Our community room includes a 65" television with streaming apps. If students wish to use the apps, they just need to check out the remote with the Residence Hall Manager. The community room also features a ping pong table, two large fridge/freezers, cooking equipment, and two ovens/stove tops. This is an amazing space, students are required to take care of it and clean up behind themselves and their guests. This facility is under code which is changed quarterly to ensure only Res Hall students and their guests have access.

### **Laundry Room:**

Our laundry facility contains three washers, and five dryers. They are operated and owned by Wash Laundry Services. Any issues can be directly reported to them via the maintenance request process listed above each unit. Should there be any immediate concerns regarding a broken machine, the on-call phone should be notified immediately. These units are operated by debit card and currently charge \$1.50 per load. This facility is under code which is changed quarterly to ensure only Res Hall students and their guests have access.

### **Parking:**

Any student living at the Residence Hall is able to park in the lot. Students are required to have a pass issued with the Res Hall Office, as well as an OC Student pass from the Security Office. Parking is slim here at the Res Hall as there is only 37 spaces for over 80 residents. Overflow parking is available in lots 5 and 7 on the OC Campus, just a quarter mile from the Residence Hall.

Students are required to keep their vehicles in working condition and not perform in any dangerous maintenance or activities with their vehicles.

Students are required to drive carefully, park correctly within the lines, and only inside designated parking spots. Failure to do so will result in fines or removal of parking privileges. Parking at the Res Hall is enforced by Bethel Towing.

### **Trash and Recycling:**

Trash and recycling is picked up from the Residence Hall twice a week. This has been increased as demand increases over the years. Students are asked to place

their garbage and recycling all the way in the bins/dumpster. Failure to do so will result in fines or disciplinary action.

**Room Changes:**

Room changes are a necessity for some in College Housing. Room change requests can be brought to the Residence Hall Manager. Not all room changes can be accommodated so please ensure that you come to the manager with valid reasoning and an attempted mediation strategy. Room changes may also happen administratively based on the need of the Residence Hall housing/availability.

**Mail:**

Each student is provided with a mailbox and key. Students do share a mailbox with their roommate. The address for the mailbox is the following. Should a resident misplace or break their mail key, please inform the manager immediately. Large packages will be delivered to resident's doors, or occasionally the Managers office.

Full Name

110 12<sup>th</sup> St. Apt # \_\_\_\_\_

Bremerton, WA 98337

**Technology/Internet:**

Network Name: OCB\_ResidenceHall

WiFi Password: Thisismywifi123456

We understand how important internet is to student life. With the changing technology we have done our best, with recent upgrades to the internet system, to accommodate these needs. Internet is a service provided by the Residence Hall and is used by all the students. If the speed/ability is not good enough for a student, they are able to go out and purchase their own private internet connection.

The following policies are intended to ensure proper use of the Network:

- Harassing others by sending or posting threatening, libelous, fraudulent, or sexually, racially, or religiously offensive materials. Use that creates or contributes to a hostile work and/or learning environment.
- Transmission of commercial or personal advertisements, solicitations, promotions, or use of the resources for personal business interests.
- Waste, misuse, or abuse of technological resources. Your use should not interfere with the operation of the networks, computers, or with the work

of others. Examples of prohibited activity include (but not limited to): flooding systems, networks or user accounts with e-mail; forging e-mail or obscuring the identity of the e-mail sender; providing access to your account to people affiliated with the College; or unauthorized access to other users' accounts, data, files, or passwords.

- Promotion of political beliefs or unlawful activities.
- Download illegal content (copyrighted materials without permission, child pornography, etc.)
- Use of resources outside of academic activities should be of minimal cost and should not interfere with any employee's official duties and other residents.

Violations of this policy can revoke your access to the Residence Life network at any time. Use of Residence Life technological resources, including computers in the common area, printing and Internet is limited to educational purposes. The following actions are in violation of this policy and may result in disciplinary action:

You are legally responsible for content and materials to and from your devices (computers, phones, etc.) and the retention and loss of your own data on any device. Illegal content found on your devices are your responsibility legally, Residence Life is not responsible for the malfunction of any of your devices due to power, network connection and malicious players.

### **Food Service:**

Olympic College does not have a resident meal plan available; therefore, residents must budget money and time to purchase and prepare their own food. The OC cafeteria is open during specified times during the school year and is located in Building 10. An OC operated coffee stand is also located in Building 10 with limited menu, but extended hours of operation. You can also buy food in the Barnes and Noble Bookstore, also located in Building 10.

## **Roommates & Your Rights**

### **Your Roommate and You:**

Roommates can be a lot of fun. They can provide companionship, are a great resource to explore new interests, share opinions, talk about classes, and form life -

long friendships. They also save you a lot of money! BUT, living with another person can be challenging, especially if you've never had to share a space with anybody before. Therefore, COMMUNICATION IS KEY! 99% of roommate issues arise from misunderstandings and a lack of communication. As you prepare to live with your roommate, you are strongly encouraged to think about and discuss the following before they become an issue:

Set Ground Rules: Chores- who cleans what? When do we clean? Do we share things like food and laundry detergent, or should we each use our own? When are study hours? When is bedtime and lights out? Can we have friends and guests over? Can my girlfriend/partner/boyfriend stay for the weekend? Talk about all of these things and mutually agree on a decision.

Learn About Each Other and Ask Questions: Discuss what bothers or irritates you), personal habits, musical tastes, common space expectations, etc.

Tips:

- Be accepting and understanding of different lifestyles than your own.
- Keep accurate records of any shared bills.
- Make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you both will be.
- Return or replace anything you've borrowed or broken.
- Talk about your feelings (a roommate cannot respond to unexpressed feelings).
- Communicate in person instead of leaving notes or using online forms of communication (e.g., Facebook, e-mail, text messaging, etc.).
- Discuss any problems instead of thinking they will go away on their own.
- Address issues instead of pretending that everything is fine.
- Reach out to the Residence Hall Manager or RA staff for assistance in conflict mediation.

### **Room Changes:**

Restructuring room assignments causes unrest in the community. A resident may request a room change from the RHM office but should understand that room changes may not always be approved, depending on the specific situation.

Roommate conflicts are not usually viable reasons to move unless other action has been taken to work through the problem first. Should a room change request be granted, the resident must be relocated into their new room assignment within the timeline provided by OC staff (typically 48-hours of being issued the key to the new

room). Residents will not be allowed to change apartments without prior approval from the RHM. There may be a fine issued for unauthorized room changes.

**Roommate Responsibilities:**

- Verbally express your views to the person(s) involved in a respectful manner, should you feel your rights have been infringed upon.
- Treat your roommate(s) and other residents with respect and consideration.
- Be responsive to all reasonable requests of your roommate(s) and of fellow residents.
- Accept responsibility for personal and community safety.
- Discuss your expectations regarding guests. Remember, having guests is a privilege, not a right.
- Inform your guests of behavioral standards and expectations of both the college and your roommate(s).
- Verbally express your views to the person(s) involved in a respectful manner, should you feel your rights have been infringed upon.
- Treat your roommate(s) and other residents with respect and consideration.
- Be responsive to all reasonable requests of your roommate(s) and of fellow residents.
- Accept responsibility for personal and community safety.
- Discuss your expectations regarding guests. Remember, having guests is a privilege, not a right.
- Inform your guests of behavioral standards and expectations of both the college and your roommate(s).

## Community Living

**Resident Rights:**

- Sleep and study in your room free from undue interference.
- Have control over your personal belongings.
- Enjoy a clean and safe environment.
- Entertain guests when it does not violate another resident's rights, or conflict with community guidelines.
- Feel respected and valued.
- Be free from all forms of intimidation and verbal, physical or emotional harm.
- Have the ability to provide feedback concerning the development of the community.

- Bring forward issues and grievances.
- Seek the aid of staff in resolving conflicts.

**Resident Responsibilities:**

- You are required to demonstrate an ability and a willingness to establish and maintain a reasonable relationship with your roommate, if you have one.
- Residents are expected to become familiar with and adhere to all guidelines and information contained in this handbook and the Residence Life License Agreement.
- You have a responsibility to remove yourself from any situation during which a policy violation is occurring.
- You may also be held responsible for any violation that occurs in your room (even if you are not present)

**Noise:**

Quiet hours in the res hall and adjacent areas are Sunday through Thursday 10:00 pm – 8:00 am and Friday and Saturday 12:00 am – 9:00 am. The expectation is that students are respectful when asked to quiet down, and act in a manner that is courteous to their neighbors who might be studying, sleeping, etc., at different hours than them.

**Community Room/Common Areas:**

You have access to shared spaces such as the community room, laundry room, and smoking area. We expect that residents will respect each other and keep the residence hall common areas in good shape for everyone to enjoy. Cleanliness is a big one. If you eat dinner in the community room, make sure to throw away your leftovers and wash your dishes. If you spill laundry detergent on the floor, clean it up. If you smoke, dispose of your cigarettes responsibly (please note that you cannot smoke in your room). It is up to us to make our community enjoyable, so let's all do our part!

**Trash and Recycling:**

It is important to make sure all trash and recycling is placed inside the containers. The trash removal workers will not take any trash that is outside of the bins. If you put bags next to the dumpster, or on top of the dumpster, the workers will leave them behind.

Additionally, we want to keep trash and recycling inside closed containers so animals don't get in and rip open the bags and spread it around the property. Raccoons, opossums, and birds are common in this area, and they love making a mess of trash bags! We also want to be good neighbors. Imagine how you would feel if your neighbor's trash was constantly blowing into your yard? Let's be responsible and considerate to our neighbors.

## Rules and Regulations

### Section 1: Community Environment

#### OC Student Code Of Conduct

All students are required to adhere to the Student Conduct Code as well as the Residence Hall License agreement and Handbook.

Link to the Student Conduct Code –

<https://app.leg.wa.gov/wac/default.aspx?cite=132C-120>

Copies of it can be generated upon request.

#### Respect and Civility:

Please know that we will not tolerate intimidation or harassment in any form (i.e. racism, sexism, classism, heterosexism, ageism, religious discrimination, etc.) against any member(s) of our community. "Community" includes all individuals connected to the Residence Life

program: staff members, maintenance & custodial workers, residents and their guests. Violations include, but are not limited to, face-to-face contact, phone communication, email communication, social media communication (Facebook, snapchat, Instagram, etc.) Such behavior will be subject to severe conduct action up to and including immediate removal from the residence hall and/or suspension from Olympic College.

#### Physical Violence:

Absolutely no kind of physical abuse or physical violence toward any member of the OC community will be tolerated in any Residence Hall facility. This includes, but is not limited to: punching, hitting, kicking, pushing, slapping, spitting, or the use of any weapon to cause harm. Any behavior of this nature will be grounds for immediate removal from the residence hall. Campus Safety & Security will be



notified and may begin an investigation and/or work with local police services to file criminal charges.

**Sexual Harassment/Assault/Misconduct:**

Any behavior determined to constitute sexual harassment, misconduct, or assault – including but not limited to: stranger rape, acquaintance rape, date rape, other forms of sexual violence and/or any non-consensual sexual contact – will be viewed as a serious matter and will be subject to severe student conduct action. Acts of sexual assault include those committed by force or intimidation or through use of the survivor's mental incapacity, intoxication or physical helplessness.

**Resident Non-Compliance:**

Residents are expected to comply with requests made by staff members in their efforts to create a positive environment in the halls. This compliance includes but is not limited to: opening your door, stepping out to the walkway to speak with a staff member, or providing identification when a staff member makes such a request related to the enforcement of community guidelines. Intentionally or recklessly interfering with staff members in the performance of their duties is unacceptable. Non-compliance with staff requests may result in removal from housing. Compliance with all officially posted signs and notices (e.g. smoking signs) is required.

**Quiet Hours:**

Quiet hours in the res hall and adjacent areas are Sunday through Thursday 10:00 pm – 8:00 am and Friday and Saturday 12:00 am – 9:00 am. Outside of set quiet hours, a Res Life staff member may ask a student(s) to reduce their noise level. As always, we ask that you be respectful of similar requests from your neighbors/roommate.

**Community Meetings:**

Residents are expected to attend all mandatory meetings. This includes community meetings, as well as meetings set by Res Life staff to address community behavioral issues. Failure to attend or reasonably reschedule a mandatory meeting may result in conduct action and/or non-renewal of license agreements.

**Decorations:**

When decorating your living area, please remember that you are part of a diverse community. We reserve the right to determine the appropriateness/ reasonableness of decorations and to request the removal of and/or physically remove posters, signs and/or other forms of expression in public view that are perceived as offensive, degrading, discriminatory, or which promote hate toward community members, including members of constitutionally protected categories. We support the rights of individuals to express thoughts and ideas, but an appropriate time, place, and manner of that expression will be expected of all members of the residence hall community.

**Weapons:**

Weapons of any kind are strictly prohibited from the residence hall. This includes all firearms, crossbows, swords, hunting knives, etc. If you have further questions about what constitutes a weapon, please contact the Residence Hall Manager.

**Guests and Visitation:**

Visitation refers to the privilege of having guests in your room and the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. Students must exercise good judgment when hosting a social gathering to not disrupt the community. The residence life staff reserves the right to inform residents that a gathering is disruptive and to end it at their discretion, by requiring visitors to depart.

**Overnight Guests:**

An overnight guest is any guest of a resident in the community that stays with that resident between the hours of 12:00 am and 6:00 am.

Any resident who will be hosting another individual as an overnight guest or visitor must adhere to the following expectations:

Resident hosts are responsible for the conduct of their guests and visitors. Resident hosts are liable for any damages incurred to their room and/or residence hall and will be assigned appropriate sanctions as a result of their guest's behavior and/or actions.

Guests and visitors are expected to adhere to all College policies as well as state and local laws. It is the responsibility of the resident host to ensure that the policies, Community Living Standards, and Code of Conduct have been explained to their guests.

Guests and visitors must be escorted in residential areas by their host/hostess at all times. Resident hosts may not allow their guest(s) to occupy their room without their presence or to give their room key to their guest(s) under any circumstances.

Guests are not permitted to sleep in the residence hall lounges or any space other than the host's designated room.

Resident hosts must obtain permission from their roommate(s) before their guest or visitor arrives to campus. Resident hosts cannot deprive their roommate(s) of the use of the room, of privacy, study, and/or sleep time.

Overnight guests are not permitted for more than three (3) consecutive nights. Students may not host more than two (2) overnight guests at one time. Students may not host the same overnight guest more than nine (9) nights in any one quarter.

Overnight guests must be registered with the Office of Residence Life by emailing the Residence Hall Manager at [bsarto@olympic.edu](mailto:bsarto@olympic.edu) or texting the on-call phone. Guests who refuse to register or follow the College's policies will be required to immediately leave the residence hall.

Guests and visitors must carry picture identification (i.e., state license, college student ID, passport) at all times. If a college official (RA, Campus Safety officer, etc.) asks for identification, guests/visitors are expected to show proof of identification. If a guest/visitor creates a disturbance in the hall or stays longer than the guest policy allows, they will be asked to leave and not permitted to return to the residence hall.

If resident hosts fail to comply with the above stated policy and expectations, their actions will be documented and subject to residence life and student conduct sanctions. Violation of the above policies could result in loss of guest privileges at the discretion of the Office of Residence Life.

### **Disorderly/Disruptive Behavior:**

The playing of sports/games is prohibited in hallways, balconies or other areas of egress. Examples include, but are not limited to basketball, bicycle riding, Frisbee, skateboarding, football throwing, running, Nerf activities, squirt gun/water fights, etc.

Any behaviors considered abnormal/disruptive/disorderly by the Residence Hall Manager will be reported to OC Report IT! The Manager will then decide whether to meet with the student or elevate the concern to the Community Standards Officer.

**Posting:**

Residents are discouraged from posting any unapproved fliers/posters/advertisements in or around the residence hall. Any resident wishing to post/advertise materials should contact the Residence Hall Manager for approval.

**Pets:**

Due to concerns related to pests, sanitation, allergies, and general consideration for others, possession of a pet is prohibited, except for freshwater fish or approved assistance/service animals (please see “Student Disability Services” below for more information).

Please note that, due to the close nature of living spaces, rooms that may house assistance animals may not always be available, depending on the needs of residents currently occupying apartments. Violators of this policy may face fines if found to have a pet in their apartment and be assessed charged for commercial fumigation of the apartment(s), repairs for damages, and/or cleaning if they are found violating this policy. This includes pets that guest bring into the apartment while visiting you.

**Accessibility/Student Disability Services:**

The Office of Residence Life is committed to equity and making sure all materials, facilities, and services are accessible. Please report any accessibility barriers that you encounter to the residence life staff ([reslife@olympic.edu](mailto:reslife@olympic.edu)).

For any access or disability service accommodation requests, please reach out to [studentdisabilityservices@olympic.edu](mailto:studentdisabilityservices@olympic.edu) – located in Building 4 Rm. 205.

Phone: 360-475-7540

Student Disability Services handle all ESA, Service Animal, and Housing Accommodation processes.

**Section 2: Facilities and Furniture****Room Condition:**

A room condition report will be completed by Res Life staff before resident's check-in to their room. The students will also be provided a check in guideline in which they can note issues with the room prior to residency, this will help with the accuracy of check out/damage deposit return. The condition at check-in will be compared to the condition at check-out and residents will be billed for any cleaning or damage that is not considered to be normal wear and tear.

**Furniture:**

All residence hall rooms contain furniture provided by the Office of Residence Life. Furniture may not be removed or swapped. Furniture in common areas may not be moved outside of the common area. All furniture must be at least 18 inches below the sprinkler pipes. Therefore, beds may not be lofted or turned into bunk beds.

**Balconies, Ledges and Windows:**

Residents cannot drop, suspend, throw, or shoot anything from a balcony, ledge or window. Students are not permitted to climb, hang, or swing from any balcony, ledge or window. Furniture, hammocks, and bicycles are not allowed on balconies and residents may not place anything (e.g., furniture, satellite dishes, boxes, signs, etc.) on the roofs or ledges of College buildings. Residence Life staff may remove any object obstructing the way out from balconies, ledges or hallways and may bill students for removal. Students may not remove and/or damage the windows, screens, or window restraining devices in residence hall rooms. Residents may not post any signs, symbols, flags, banners, or letters in their windows. Students are not permitted to enter or exit their room or any residence hall through a window. Dropping, suspending, throwing, or shooting anything from a balcony, window, or ledge can result immediate removal from housing without a refund of housing fees.

**Installations:**

Students may not install permanent equipment or furnishings in residence hall rooms (examples: air conditioners, ceiling fans, wall shelves, tv mounts or other prohibited items).

**Painting:**

Painting of, in, or around residence hall areas are prohibited. Residents are responsible for damages and cleaning costs related to painting.

**Trash & Recycling:**

Trash and recycling materials from student's room must be taken by the student to the designated dumpster and/or recycling areas. Improper waste disposal is subject to fines and student conduct.

**Bicycles:**

Bicycles must be stored on bike racks outside of the residence halls or inside resident rooms.

**Damages:**

Residents will be billed individually or collectively for any property damages or for excessive cleaning necessary as a result of individual resident or group behavior.

Room: Damage found in a resident's room will be billed based on cleaning costs that exceed the \$200 damage deposit.

Common Area: Residents will be billed as damaged occurs in hall common areas including but not limited to hallways, community room, laundry room, etc. Multiple residents may be billed as necessary.

**Restricted Areas:**

Residents are prohibited from entering restricted access areas unless specifically authorized to do so by housing staff. These areas may include, but are not limited to, Res Hall Office, roofs, storage rooms, and staff apartments. Forced or unauthorized entry into any restricted area or another resident's room is strictly prohibited. Violations of this policy are grounds for immediate removal from housing with no refund for any housing fees.

**Section 3: Environmental Health and Safety****Equipment:**

Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads.

Tampering with pull stations, smoke or heat detectors (covering), fire extinguishers, sprinkler heads, or other life safety equipment will result in immediate removal from the Residence Hall without a refund of housing fees. If a smoke detector is found covered in a room, both residents of the room will be held responsible for violating this policy via fines or conduct policy.

**Fire Safety:**

As a means of fire prevention, please adhere to the following standards:

- Do not overload electrical circuits (i.e. plugging too many things into one outlet; running too many electrical items at one time, etc.). Violations will also result in a safety fine.
- Do not park motorcycles, mopeds, or other gas-operated vehicles inside apartments or on the porches of the buildings. All gas-operated vehicles should be parked in the parking lot with a valid license plate.
- Gas or propane operated machines (including grills) are NOT ALLOWED in apartments, on porches, or the property except when operated by Olympic College staff during designated functions.

**Prohibited Items:**

- Candles
- Incense and sparklers
- Potpourri or scented wax burners
- Hookahs and water pipes
- Items – especially those utilizing lithium-ion batteries – under recall by the manufacturer,
- UL and/or other government agencies (e.g. hover boards, Samsung Galaxy Note 7)
- Any lamp or lighting device requiring 100 watt bulbs or higher
- 100 watt bulbs or higher
- Space heaters
- Lava lamps
- Toaster ovens (regular toasters are ok)
- Gas or propane operated equipment (including storage on balconies or patios)
- Camping stoves
- Barbeque grills of any kind (including storage on balconies or patios)
- Other open flame or exposed heat source items

Keep furniture arranged at least 3-feet (36 inches) away from the heating vents in your apartment. Highly flammable items such as paper and fabric should never be stored near heater vents. Violations of heater clearance will result in a safety fine.

Smoking inside the apartments or within 25 feet of OC apartments/balconies/patios is not permitted (see Smoking policy).

**Sprinklers/ Fire Extinguishers:**

You'll also notice that each room is equipped with a sprinkler pipe system. These systems are very sensitive, and it is imperative that you don't hang anything from them. Imagine if you went to pull down a jacket you had hanging from the sprinkler pipe, and the pipe came down with it! Your room would flood, your neighbor's room would flood, and you would be responsible for \$1000's of dollars in damages. Not worth it! Additionally, what if you hung decorations from the sprinkler heads, and they got tilted? If a fire did happen, water may not come out because the sprinkler heads are damaged. Just leave the pipes alone. Accordingly:

DO NOT hang anything from the sprinkler pipes or sprinkler heads.

Damages to the facilities caused by resident misuse or vandalism of the sprinkler system will be charged to residents and will be grounds for removal from the residence hall.

Residents should note the location of the apartment fire extinguisher in case it is needed. Each apartment has one fire extinguisher be sure to locate where yours is hung and read the directions and know how to use it before you need to in an emergency. Residents are responsible for ensuring that all fire equipment is operating properly. Any fire equipment that is not working properly should be reported to the RHM office immediately. Fire extinguishers should not be discharged unless there is a fire.

**Smoke Detectors:**

There is a smoke detector located in your apartment. This is signaled by intermittent beeps or an extinguished indicator light. Please inform the manager immediately in the event that the smoke detector does beep or is removed. We are happy to come fix it for you quickly!

Due to the serious safety risk associated with tampering with smoke detectors, this may be viewed as a campus property or safety violation. Anyone found tampering with fire safety equipment may be called into conduct meetings where sanctioning may impact both OC housing and your OC student status. (WAC 132D-150-050-18; WAC 132D-150-050-6)

**Fire Alarms:**



Students should exit a building as soon as a fire alarm sounds and comply with directions provided by OC Housing Staff, Campus Safety, or local fire/police. You cannot enter the building until an “all clear” signal is issued by a College staff member. If an alarm sounds, you are to assume there is an emergency and evacuate the building. Failure to evacuate a building during an alarm will result in conduct action, including a \$100 fine.

**Cleanliness:**

To ensure a safe and healthy environment, a reasonable level of cleanliness is expected in individual resident rooms. Your assistance in keeping bathrooms, kitchens, and lounges clean will be greatly appreciated by both residents and staff. Personal trash, bottles, magazines, newspapers, and other such items should be deposited in the outside dumpsters and recycling bins. Failure to maintain a reasonable level of cleanliness may result in conduct action and/or charges for excessive cleaning time. Cleaning supplies are available for residents to check out and use from the Office of Residence Life.

**Egress:**

Any item that prevents safe egress/passage is prohibited. Keep all designated exits and walkways (corridors, stairwells, hallways, foyers) clear of obstructions. Do not store any materials in corridors, stairwells, hallways, foyers, in front of windows, or on balconies. Any item left in these locations for more than 24 hours will be removed at the expense of the student responsible.

**Room and Door Decoration:**

Flammable materials covering more than 40% of the total surface of the residence hall wall or door space are prohibited. This includes posters, tapestries, signs, etc.

**Theft:**

Students should keep their room/apartment door closed and locked when not in the room. The same goes for resident vehicles. Keeping doors closed and locked at all times enhances the personal safety of the residents living in that space. The Office of Residence Life is not responsible for individual student belongings and strongly encourages students to purchase additional personal property insurance in addition to reviewing their guardian’s homeowner’s policies for possible coverage. Furthermore, theft of items belonging to the College, Office of Residence Life, another resident, or their guests is strictly prohibited and will be subject to student conduct.

**Room Keys:**

If a key is returned that is the wrong key for their assigned room, the student will be assessed a \$120 charge to change the room lock.

- Residents must return all assigned room keys at the time of checkout
- Tampering with keys, locks, or other door hardware is strictly prohibited. You may not misuse your key. Lending your key to another person is prohibited and may result in student conduct action. You are not allowed to make duplicate copies of your keys; this may result in student conduct action and a \$150 lock change fee. For fire safety reasons, additional locks may not be installed on your door. If circumstances warrant, residents may be billed for costs related to repairing locks and other hardware.
- For the purpose of security and student safety, each resident must report any lost key(s) immediately to housing staff. We will issue you a temporary key for up to 3 days. If the original key is not found by then, we have to change the locks for security purposes. Accordingly, residents will be billed \$120 for key/lock replacements.
- Under no circumstances will residence hall staff issue a key to any student other than the student assigned to the room.

**Room Changes:**

Residents may change rooms only after first receiving official authorization from the Residence Hall Manager. Unauthorized room changes may result in student conduct proceedings, administrative charges, or cancellation of the License Agreement.

**Living with a Vacancy:**

students with an unassigned bed in their room must keep their personal belongings on their assigned portion of the residence, as the vacancy can be filled at any time. Periodically, a Residence Life staff member may stop by your room to ensure that half of your room is ready for someone to move in.

residence, as the vacancy can be filled at any time. Periodically, a Residence Life staff member may stop by your room to ensure that half of your room is ready for someone to move in.

**Room Assignment:**

As stated in your License Agreement, OC Residence Life reserves the right to change room assignments, assign a new Licensee or reassign a current Licensee to any unoccupied bed space at any time and/or consolidate vacancies in the interest of health, discipline, occupancy, or for the general welfare of the Licensee.

### **Vehicles:**

Residents are allowed to park one vehicle per resident on Residence Life managed property, provided there is a parking space available. Vehicles are expected to be maintained in good working order. Overflow parking is available within lots 5 & 7 on the Olympic College Campus.

Parking on Broadway will be at the owners' risk, any parking tickets, damage, or incidents are not the responsibility of the Residence Hall or Olympic College.

Guest is welcome to park on site, provided there is enough space. Priority parking is for residents. Residents and their guests are expected to follow these guidelines:

- Students are not permitted to park along the rock wall upon entry of the property. This is to ensure a two lane road coming in and out of the property.
- Must have OC Residence Hall Parking Pass + Olympic College Student Pass to park in the Res Hall Lot.
- Students are required to drive cautiously, and follow all markings, signs and directions posted within the lot.
- No parking/standing in fire lanes, on or in front of walkways
- Vehicles must be maintained in good working order
- Inoperable vehicles left on site for more than three business days are subject to being towed at the owner's expense
- Residents are not allowed to perform vehicle maintenance that renders their vehicle inoperable, poses a health risk, or a threat to the facilities.
- Residents are expected to operate their vehicles with caution while on Residence Life Managed property.

## **Section 4: Alcohol and Other Drugs**

### **Alcohol:**

If you are of legal drinking age, you are permitted to consume alcohol in your room, provided your roommate is 21 years of age or older. Open containers of alcohol are not permitted in public areas, including, but not limited to, community room, stairwells, balconies, patio/picnic area, or the areas immediately surrounding the residence hall. Residents are also prohibited from providing alcohol to any individual under 21 years of age.

Possession of kegs, party balls, or other large quantities of alcohol are not permitted in any student's residence hall room.

### **Marijuana:**

While marijuana is legal in Washington State, it is still illegal at the Federal level. Since Olympic College accepts Federal student financial aid, we are bound to abide by Federal regulations surrounding marijuana consumption. Accordingly, marijuana is not permitted in the residence hall. This includes possession of illegal drug paraphernalia, such as a pipes/bongs that contain marijuana residue. The Office of Residence Life reserves the right to confiscate any paraphernalia used in the possession, consumption, or distribution of illegal drugs.

### **Tobacco:**

Residents are not permitted to smoke indoors. Any instance of smoking indoors will result in a \$250 fine and residence hall probation. A second offense will result in a \$500 fine and removal from housing. All smoking must occur at the designated smoking area in the parking lot. Residents are also expected to dispose of cigarettes in a responsible manner. Don't just throw them on the ground. Violations of this policy will result in significant fines and potential removal from housing.

### **Other Drugs:**

Students are prohibited from the unlawful possession, use, or distribution of illegal drugs or alcohol on College property. This includes prescription drugs distributed to any individual other than the prescription indicates. Residents must comply with College policies and with applicable city, state, and federal laws. Any student found with illegal drugs in their possession will be removed from the Residence Hall.

### **Important Policies Regarding Drugs/Alcohol/Behavior:**

- Intoxicated Disruption – Disrupting the residence hall community while under the influence of alcohol or illegal drugs.

- Complicit Behavior – Being present in a room/area when any of the above-listed activities are taking place.
- Please note that smell of marijuana, alcohol, or other drugs on or around your persons may be considered as possession/consumption. This includes any evidence of possession or use on or around Residence Life managed property.
- The Office of Residence Life reserves the right to confiscate any alcohol and/or alcohol containers from persons, common areas, living units, if, in the opinion of Residence Life staff, they are associated with a violation of the Alcohol & Other Drugs policy.
- Residents are reminded that Campus Safety may be involved with violations relating to alcohol or illegal drugs. Please understand that Campus Safety and/or Residence Life staff are authorized to enter a resident's room without warning to address Residence Life and policy violations or safety concerns.

Students can be brought into the Conduct Process based upon any of the listed materials prior regarding drugs/alcohol. Please be aware that your decisions and actions have consequences and can be grounds for your removal of the Residence Hall if found violating any policy or behaviors listed.

## Conduct Process – Residence Hall

The Community Living Standards in the previous section are designed to promote a quality living and learning environment for all residents. The Residence Life Conduct Process is in place to address violations of the “Rules and Regulations”. It is important to note that any Residence Life conduct process may take place prior to, or concurrently with, College Student Conduct Code violations or criminal processes.

### OC Student Code Of Conduct:

All students are required to adhere to the Student Conduct Code <https://app.leg.wa.gov/wac/default.aspx?cite=132C-120> , this is also available on the OC Website <https://www.olympic.edu/about/policies-procedures/community-standards>.

Students enrolled at Olympic College fall under the jurisdiction of both the OC Student Code of Conduct as well as the Residence Hall Handbook and License Agreement. Links to these documents can be found here: <https://www.olympic.edu/student-life-support/residence-hall>

**General Conduct/Behavior:**

Step 1 – Meeting with the Residence Hall Manager to review the Handbook policies.

Step 2 – If in violation of any policy twice, a fine will be placed on the students account with email notification.

Step 3 – In the event of a third violation, or extreme abuse of any Handbook rules or polices, the Community Standards Officer will be informed and schedule a meeting with the student. This will be to determine disciplinary action for the behaviors or events occurred.

The Residence Hall Manager reserves the right to elevate any behavior or violation directly to the Community Standards Officer, or the Dean of Student Success & Engagement for disciplinary action.

**Appeal Process:**

Students reserve the right to appeal any fines, charges, or wrongful conduct processes.

**First Level Appeal**

; Submit to [reslife@olympic.edu](mailto:reslife@olympic.edu) or physically to Residence Hall Office.

- Appeals should contain the resident's full name, OC ID number, room address, e-mail address, and rationale as to why charge(s) are unreasonable. Any supporting materials must also be submitted at this time.
- Charge(s) will remain on the resident's OC account during the appeal process. Only in the event of a successful appeal will a charge be removed or reduced.
- Refer to Residence Hall Handbook for details on how to appeal License Cancellation Penalties. Once all materials are submitted, they will be reviewed by the following panel:

Residence Hall Manager

Dean of Student Success & Engagement

One additional staff member from the Student Services Division

Once the panel is convened a decision will be communicated, in writing via e-mail, within 10 business days of appeal submission.

The panel will review the written complaint/appeal and supporting documentation, then, if needed, will interview the complainant and any witnesses before making a decision on the appeal.

Please note that in some instances, the panel may need to request additional information, in which case, a decision may take longer. The decision of the panel is final and may not be appealed for any charges less than \$200. If the charges are \$200 or more and the student is dissatisfied with the decision, he/she may do a 2<sup>nd</sup> level appeal.

### **Second Level Appeal:**

If the 1<sup>st</sup> Level Appeal is denied, the resident may appeal to the Vice President of Student Services for additional consideration.

- Residents interested in exercising this option must submit their appeal, in writing (e-mail preferred <btaga@olympic.edu>), within 10 business days of receipt of the 1<sup>st</sup> Level
- Appeal decision. Please address specifically the decision of the 1<sup>st</sup> appeal panel and what new information you have to proceed towards this appeal.
- This appeal should contain all of the information included in the 1<sup>st</sup> Level Appeal along with any additional information / documentation. The 2<sup>nd</sup> Appeal should specifically explain why the charge(s) are unreasonable.
- The Vice President of Student Services will review all submitted materials, including a copy of the original 1<sup>st</sup> Level Appeal submissions and decisions. Please note the Vice President of Student Services will review these appeals at the end of the current quarter.
- The decision of the Vice President of Student Services will be communicated in writing to the resident within 15 business days of reviewing the materials. The decision of the Vice President of Student Services is final and may not be appealed.

### **License Cancellations:**

Your housing license is LEGALLY BINDING. Before making the decision to cancel, please read the On-Campus Housing License Terms and Conditions. If you still want to cancel, you must do so on / before the below dates to avoid penalties:

- Student's must submit in writing – 30 days in advance of the end of the current quarter- that they will be leaving the Residence Hall. Failure to do so will result in fines.

If you haven't moved in, your cancel date is the date you submit your cancellation request. If you have moved in, your cancel date is the date you complete a proper check-out.

Students who wish to cancel their admission and housing must withdraw in writing to ResLife@olympic.edu and provide your name, OC ID number, the room number you are assigned to, and your cancellation date (if you haven't moved-in) or move-out date.

**Exceptions:**

The cancellation penalty will be waived for residents in the following situations once their status has been verified:

- Residents leaving OC for any reason, however if you have moved into the Residence Hall, you will be responsible for any unpaid rent owed to Olympic College for the quarter.
- If you cancel for reasons other than the above, you can submit an appeal to the RHM/Dean of Student Success & Engagement to see if you are eligible for an exception.

**Sanctions:**

Depending on the violation and the conduct history of the resident, a variety of sanctions may be imposed. This list gives some examples of potential sanctions:

- Community Service
- Research/Reflection Paper(s)
- Fines
- Removal of personal property creating the violation
- Residence Hall Probation
- Written Warning
- Non-Renewal of License Agreement
- Removal from Residence Life without release of financial obligation

Removals generally take place within three (3) business days from the date of notification. In cases where the immediate safety and security of residents is threatened, removal could take place in less than 3 business days. Residents are



notified via their Olympic College student email account, and in some cases notifications are hand delivered (please note that failure to check your email is not an acceptable reason to request an extension of removal date). If you are removed from the residence hall, you are not released from your financial obligations. If you already signed a license agreement for future terms, you will be charged a \$200 cancellation fee.

## **Safety and Security**

### **Important Contact Information:**

- Campus Safety, The Residence Hall Manager and the RA staff are available to assist residents 24/7 with any safety/security issues that may arise.
- For immediate assistance, call the Res Life on-call phone at 360.731.5784.
- You can also call Campus Safety at 360.475.7800.
- For emergencies that require police, fire, or medical, always call 911.

### **Emergency Phones:**

If you do not have access to your own phone, emergency phones are located at the base of the stairs, mounted on the wall near the maintenance room on the east and west sides of the 200's/300's building. To use them, follow the directions posted on the Emergency Phone. As always, if there is a life threatening emergency, call 911 first.

### **Health and Safety Checks:**

We conduct health & safety checks of each room once per month to ensure there are no potential fire or safety hazards in resident rooms. An informational memo will be given to residents prior to health and safety inspections.

Any accommodations or concerns with this process can be presented to the RHM.

### **Entering a Student Apartment/Room:**

OC respects students' privacy; however, authorized personnel of the college maintain the right to access a housing unit for the purpose of inspection, repair, emergencies, conduct violations, and health and wellness concerns for students and/or community. OC Staff will, in most cases, give 24 -hour prior to entering an apartment. Please note that each apartment is considered shared with the College management and the College reserves the right to enter at all times.

**Room Consolidation:**

The College reserves the right to reassign the student in order to make the most effective use of available accommodations.

**Trespassing:**

Student Housing is for the exclusive use of residents, their guests, and college personnel. Any personas other than residents, their escorted guests, and/or authorized college personnel are prohibited from entering the building or property or loitering on site. Trespassing violations will be reported to Campus Security.

**Security Rounds:**

Every 24 hours five rounds are made within 3-4 hours of each other by Campus Security. This is done to ensure the safety and security of the students. Any concerns can be reported to the security officers during these rounds.

**Cameras:**

The Residence Hall is outfitted with High Definition cameras operated and controlled by Campus Security. Students are to be aware of this, as well as understanding that footage from said cameras can be used in any conduct or emergency situation. Students are not to touch, alter, or damage the cameras on site.

**Valuables:**

You may have valuable possessions in your room such as a stereo, jewelry, television, laptop/desktop, or perhaps your favorite pair of jeans. You must ensure that these things are not vulnerable to theft or damage. Make sure to keep lock your door when not in your room, and always store valuables out of plain sight.

**Sexual Assault + Misconduct Prevention & Reporting:**

The Office of Residence Life strives to create an environment where any form of sexualized violence is unacceptable. To help achieve this goal, you can do your part through educating yourself on how to end rape culture. Talk about these issues with friends, attend classes and workshops, and think critically about if your partner or partners are actively consenting to any and all sexual activity before and when it is occurring.

**Consent:**

An essential part of creating a community without sexualized violence is to understand the idea of enthusiastic consent, meaning that any and all sexual encounters should occur between people who want to and are actively participating. People who are consenting to sexual activity do not need to be convinced, inebriated, tricked, or forced into saying yes. This means that only a clear and confident "yes" means yes. Clear and open communication between sexual partners is necessary to create a community committed to consent. So, before engaging in any sexual activity, ask yourself, "Do I have consent?" If you are unsure, stop and ask. Be clear, and if you are still unsure, do not continue the activity. Sexual assault is most likely to occur between people who already know each other. Relationships built on open communication and consent can create change.

**Survivors:**

The Office of Residence Life is committed to supporting the needs of survivors of sexualized violence. Anyone can be a survivor of sexual assault regardless of one's identity/performance, race, class, ability, sexuality, or age. If you would like to speak with someone about a sexual assault, please contact the resources below. We are here to support you in any and all efforts to process through survival of an incident. If you need to report an incident of sexual assault or misconduct, contact a Residence Life staff member. Please be aware that all Residence Life staff members are considered "mandatory reporters," and are required by law to report incidences of sexual assault to the College's Title IX Coordinator. Survivors may also seek assistance from:

- OC Title IX Coordinator 360.475.7125
- Campus Safety and Security 360.475.7800
- OC Counseling Services 360.475.530 or 360.475.7230
- Kitsap Sexual Assault Center 360.479.8500
- NW Network of Bisexuals, Trans, Lesbian, and Gay Survivors Abuse: 206.568.7777
- College faculty and staff members with whom you feel comfortable to talk with

**Missing Residents:**

A resident may be considered to be a "missing person" if the resident's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence. If you believe a student is missing, you can report to any of the following: law enforcement, Residence Life Staff, or Campus Safety authorities on campus:

- Olympic College Residence Life: 360.731.5784
- Campus Safety: 360.475.7800
- Bremerton Police: 360 473-5220

### **Self-Harm and Suicide:**

Self-harm and suicide are defined as:

- Suicide: The act of killing oneself intentionally.
- Self-harm: The intentional injuring of one's body without suicidal intent.

If you or someone you know is suffering from suicidal ideation or engaging in self-harm, please reach out to a Res Life staff member, campus safety, or 911 immediately. Residence Life staff members are committed to supporting members of our community struggling with thoughts of suicide or self-harm, as well as their friends, roommates, and neighbors. Even if you are unsure, air on the side of caution and reach out to us.

### **Other Resources:**

- Campus Safety and Security 360.475.7800
- OC Counseling Services 360.475.530 or 475.7230
- Kitsap Mental Health Services: 360.405.4010
- Suicide Prevention 24-hour Crisis Line: (888) 784-2433
- National Suicide Prevention Lifeline: (800) 273-8255
- Spanish Language Suicide Prevention Lifeline: (888) 628-9454
- The Trevor Project (LGBTQ Support): (866) 488-7386

### **Earthquakes:**

Washington is part of a geological ring along the Pacific Coast of North and South America and Asia, which accounts for 80 percent of the world's earthquakes.

Overall, the state averages 1,000 feeble quakes a year, but some can cause damage. Panic can easily claim more lives than an earthquake itself. Your instincts may tell you to scream and run, though the key is to remain calm and shield yourself from possible hazards.

- DUCK, COVER, HOLD: take cover under and hold on to a desk or table or sit against an inside wall away from falling hazards.
- Stay away from all glass such as windows and mirrors.
- Dress appropriately and exit the building from the nearest exit when the shaking stops. Remain outside.
- Do not stand under overhangs on the outside of buildings. Move into the open and stay away from power lines.
- Follow the instructions given by staff.
- Refer to OC's emergency management website at <https://www.olympic.edu/emergency-management>

### **Fire Alarm Procedures:**

If an alarm sounds, you are to assume there is an emergency and evacuate the building. When evacuating please remember the following:

- Feel the door for temperature (use the back of your hand). If the door is hot, do not open it.
- Close the windows.
- If you cannot leave the room, stay calm.
- Call 911 to notify authorities of your location.
- In the event of a fire students should gather in the roundabout, located past the 100's building towards the driving entrance of the property.
- Stuff wet sheets or clothing under doors
- Hang a sheet out the window or shout to attract attention.
- If you leave the room, close the door behind you.
- Stay low to the ground if smoke is present.
- Take a towel to avoid smoke inhalation.
- Do not re-enter the building until permitted to do so by a staff member.

*The Olympic College Student Housing Handbook has been edited and published by Bailey Sarto on February 17<sup>th</sup>, 2023 (Residence Hall Manager 2022 – Present).*