



# OLYMPIC COLLEGE

## Residence Life Handbook

**Everything you need to know about living at  
the Res Hall!**

**OLYMPIC COLLEGE**

Office of Residence Life

1100 12<sup>th</sup> St.

Bremerton, WA 98337

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# Welcome

On behalf of Olympic College, welcome to our Residence Life community! We are excited to have you with us. Your life in the residence hall will play an important part in your overall Olympic College experience. Our goal is to provide you with comfortable, safe housing, to support you in your academic pursuits, and to foster a rich and diverse community that complements your academic success. In this handbook, you will find information about services, facilities, procedures and community guidelines.

***When you sign your Residence Life License***

***Agreement, you agree to follow ALL of the terms and policies outlined in this handbook. Every resident is expected to be familiar with Residence Life policies, procedures, and expectations.***

## **Res Life vs Apartment Life**

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Living at the residence (res) hall is a bit different from living in a regular apartment. The main difference is the res hall is a part of the college, so everything we do is designed to aid and assist in your ability to succeed in your academic pursuits. Some of the things you'll notice about the res hall that are different than an apartment are:

- **We are located a half block away from OC's Bremerton campus**
- **Fully furnished rooms complete with dish ware so that you can arrive and hit the ground running without worrying about having to stock your rooms.**
- **Supplies for living in Olympic College's residence hall are available for resident checkout through the Residence Hall Manager, and include cleaning items such as mops, brooms, cleaning chemicals, and plungers.**
- **Weekly programs and study hours designed to have you connect with each other outside of the classroom**
- **Nightly quiet hours to assist with sleep and studying**
- **Student-staff members that represent the interests of you and fellow residents**
- **A full-time, professional, live-in employee of the College whose main goal is to assist you in everything related to your success at OC.**
- **24/7 campus security support**
- **Academic year housing contracts and quarterly billing based on the academic calendar**
- **All-inclusive rent (wifi, parking, heat, electricity, community events)**
- **Energy Conservation** – Since Olympic College pays for all utilities. Conservation is still necessary to keep rental rates low. This results in substantial savings to students in the long run and provides a cleaner, more sustainable community operation. If an apartment's utility costs is excessive (over \$250 a month) the occupants will be charged for the difference. It is uncommon for utility bills to reach that amount, especially if you follow these tips for energy conservation:
  - Do not leave windows or doors open when the room heat is on
  - Turn off all appliances and lights when not in use
  - Turn off heaters in rooms when not in use
  - Wash and dry full loads of laundry, but be careful not to overload
  - Limit shower time
  - Wear warmer clothes during cold weather
  - Keep your heat below 70 degrees
  - Open blinds during cold days to take advantage of the sun; close them at night
  - Shut your bedroom door when the heat is on to retain individual room heat
  - Report thermostat and heater issues to the Residence Hall Manager

- Nightly quiet hours to assist with sleep and studying
- Weekly programs and study hours designed to have you connect with each other outside of the classroom
- Student-staff members that represent the interests of you and fellow residents
- A full-time, professional, live-in employee of the College whose main goal is to assist you in everything related to your success at OC.
- 24/7 campus security support

## **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

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## **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. Below is the list of contact information and area responsibilities for the Office of Residence Life

## **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.

## **Residence Life Conduct Coordinator**

Residence Life Conduct Coordinator is a live-in paraprofessional who primarily handles alleged violations of the Residence Hall handbook. They also respond to issues and support community development initiatives. Selection of the Residence Life Conduct Coordinator will be based on an application and selected by:

- Program Supervisor 2- Multicultural (classified staff position)
- Program Supervisor 2-International (classified staff position)

A student who is already a Residence Hall Advisor cannot be considered for this position.

### **Contact Information:**

#### **Res Hall On-Call Phone:**

360-731-5784

(Available 24/7 for issues requiring immediate assistance) **Office**

#### **Phone:**

360-479-0840

Office hours are 9am-5pm Monday-Friday **Email:** [reslife@olympic.edu](mailto:reslife@olympic.edu)



# Contract, Fees, and Payments

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### **License Agreements**

The Residence Life License Agreement is our lease. A lease is a formal document outlining the various contractual obligations to be made on the part of the student and Olympic College. There are two kinds of license agreements: one for the 9-month academic year (Fall, Winter, & Spring quarter), and one for Summer quarter. You **MUST** have a signed License Agreement on file in order to move in to the res hall. License Agreements that are not signed by the published deadline cannot be guaranteed for renewal. The license agreement is associated with all rent and fee collections, as well as disciplinary procedures within the residence hall. When a lease is signed, the student is agreeing to the lease in its entirety.

**Residents who sign a 9-month academic year agreement are expected to stay for ALL THREE QUARTERS. If you wish to stay for a shorter period of time, you must get prior approval from the Residence Hall Manager before move-in. Early license cancellation will result in significant fees and charges, so please make an informed decision before you sign. This includes international students wishing to transfer to the homestay program.**

Your License Agreement is a legally binding contract between you and Olympic College, so it is important for you to understand what you are signing. Please make sure to read through the ENTIRE license agreement before signing! The Residence Hall Manager is happy to answer any questions you have regarding the license agreement.

### **Standard Fees and Charges**

**Application Fee:** \$150: Applications will not be processed and space will not be reserved without payment.

**Damage Deposit:** \$200: A one-time, refundable, deposit to cover any damages you cause during your stay at the res hall. In the past, this has covered things like holes in the wall, excessive cleaning fees, etc.

If no damages occur during your stay, your deposit will be refunded to you after move-out is complete. Refunds are issued in the original payment method you used. For example, if you paid your damage deposit with a credit card, your refund will post to that same card.

**Community Fee:** \$50/qtr: Community fees are charged once per quarter. This fee covers all of the programs and events hosted at the res hall, as well as grocery shopping trips and field trips in the res-hall van, video game systems, community room games, etc. We encourage you to submit programming ideas and materials requests to the Residence Life staff.

**Quarterly Room Fee, \$1625-\$3395:** Your quarterly room fee depends on which type of room you are living in (small double, large single, etc.) We bill based on the academic calendar. This means you will get a res hall invoice each quarter.

**Improper Checkout Fee, \$1000:** Improper checkouts will result in a minimum of a \$1,000.00 fee charged to exiting residents who fail to conduct a formal checkout with an OC Residence Life staff member, attempt to checkout at a time other than one previously scheduled without adequate prior notice, or fail to properly checkout by a given deadline. This fee can be charged in addition to per-day late stay charges and forfeited deposits, if applicable.

**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. You may have one quarter off each academic year in which you do not take classes as long as you are registered for classes the following quarter. For many students this will be during the summer quarter, but it does not have to be. Students must provide immediate proof of registration following the approved quarter in non-student status.

## **Making Payments**

The Residence Hall at Olympic College is an educational non-profit owned and operated by Olympic College. All income associated with rent and other housing fees is based entirely on cost for operating and maintaining a safe, comfortable, clean, and academically-driven community and market standards.

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.

- **Payments are due prior to move-in for new residents, and on or before the first day of classes each quarter for returning residents.**

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.

**Please note that failure to make payments on-time may result in late fees and/or the revocation of your License Agreement.**

## **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.

# Resident Services

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## **Mail:**

Packages and letters that are too large to fit in the mailboxes are kept in the RHM office. Students will receive a slip indicating that they have a package for pickup in their mailboxes. Students may retrieve these items with this delivered slip and a photo ID. Package retrieval is NOT available any time the office is closed.

- Upon checkout of OC residence hall, residents are expected to change their mailing address via United States Postal Services (on-line or at a post office). OC will not hold or forward mail received for former residents. These items will be returned to sender upon receiving.
- **What is my address?**

Please do not address personal mail to the generic Olympic College address. Instead, use the personalized address as shown below:

Full Name

1100 12<sup>th</sup> St. Apt. #\_\_\_  
Bremerton, WA 98337

## **Where is my mailbox?**

There are located near the community room and next to the community garden + community grills. Residents of an apartment share a mailbox and key.

## **Technology Acceptable Use:**

The Residence Hall offers access to the internet. Network connectivity requires that you understand the responsibilities of being a network user in order to protect the integrity of the system and the integrity of other users. Using Residence Life internet access is a privilege and is meant for academic use only. The following policies are intended to help you use the network responsibly.

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:

- 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.

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.

This service is contracted through Xfinity and OC and is included in your rent. The provided modem must stay in the common living room to provide the best service possible. If at any time your WiFi becomes unresponsive or otherwise unusable, please contact Res Hall staff. These issues will be reported to Xfinity and OC for investigation, but we are on the timeline of Xfinity.

### **Laundry Service:**

There is a laundry room in building 1 with multiple washers and dryers. The laundry room is behind a key pad. The code changes quarterly and residents are notified of the new code when it is available. The laundry machines use a debit/credit card system and do not accept coins or bills directly.

### **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.

# **The Whole Roommate Thing**



**“What we’ve got here... is failure to communicate!” – Cool Hand Luke**

### **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.

### **More Tips:**

- Be accepting and understanding of lifestyles different from 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

We also recommend using the Roommate Agreement template on the next page as a guide.

### **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.

### **You Also Have a Responsibility to:**

- 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).

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- Inform your guests of behavioral standards and expectations of both the college and your roommate(s).

### **Additional Tips:**

Respect one another! We don't expect all roommates to be the best of friends, but we do expect you all to treat every person with respect. Do not hesitate to ask questions, whether it is with your roommate, Resident Advisor or Residence Hall Manager. Utilize your resources!

#### **Living with Roommates: Tips for Success**

- How do you want your room to be set up? How will you divide up the living space?
- What do each of you expect of your relationship with your roommate?
- What can you and your roommate discuss to prevent potential problems? • How much of your personal or life experiences are each of you willing to share? • How do you both intend to discuss habits, values and priorities?
- Could some of your practices or activities be potentially offensive or annoying to the other person?
- How will both of you resolve disagreements?
- How do you act when you are angry, depressed, stressed or happy? How do you expect your roommate to behave when you are feeling any of these emotions?
- Which of your belongings can and cannot be borrowed?
- When are visitors and/or friends welcome? For how long?
- How neat do you both expect the room to be?
- What study habits will make both of you successful students?
- What, if any, food or other supplies will you be sharing?

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- What, if any, food or other supplies will you be sharing?

## **What Does it Mean?**

# Community Living



Part of living in such a close-knit community is understanding the impact individual behaviors have on the others around us. Having 90 people live side by side in a small area is much different than living in a single home with a few family members with a big yard in between you and your neighbors. The following are a list of rights and responsibilities of community living at the res hall.

## **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:**

Living in a community is not always easy. Each of us comes from a different background and has different expectations for living in a group environment. The established guidelines are intended to give you and your neighbors a general set of standards that ensure your rights and responsibilities are clearly defined and protected. 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 are required to demonstrate an ability and a willingness to establish and maintain a reasonable relationship with your roommate, if you have one.

You have a responsibility to remove yourself from any situation during which a policy violation is occurring. All residents present during a violation will be held responsible for that violation. You may also be held responsible for any violation that occurs in your room (even if you are not present). It is each resident's responsibility to assist in making their community a comfortable place to live. If another resident is violating community guidelines or exhibits behavior that disturbs you or other residents, you should approach that resident and reasonably request that the behavior cease. Staff are available to give advice about ways to make confrontational situations more comfortable. You are never expected to place yourself in harm's way. If you are observing

behavior that you feel negatively impacts you or the community, talk with a Residence Life staff member. There are often many ways to address negative behavior without anyone "getting in trouble."



Here are some of the main aspects of community living at the res hall to keep in mind:

### **Noise:**

All of our rooms have hardwood floors and thin walls. This means that noise travels easily. Music, TV, video games, phone calls, instruments, exercise, and visitors all create noise. Because we all have neighbors, it is important to be mindful of how your individual behaviors in your room affect those around you. For example, if you love loud music like the Residence Hall Manager does, invest in a pair of nice headphones! If you have family overseas that call/skype with you late at night, maybe go to the community room. If you have a bumpin' sound system in your car, maybe turn it off when you pull into the parking lot.

### **Community Room/Common Area Consideration:**

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:**

Our trash and recycling area is located in a fenced-off area next to the 400's building. The large green dumpster is for trash, and the blue containers are for recycling only (paper, bottles, cans, and cardboard). The trash is picked up once a week on Wednesday, and the recycling is picked up once every two weeks on Tuesday.

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.

Littering, including not throwing trash into the dumpster, will result in an 8 hours of community service or \$150 for first offense, and 30 hours of community service or \$250 fine for the second offense. If the dumpster is mostly full, throw trash bag onto the top of the dumpster pile. If dumpster is overflowing, please wait until Wednesday to dispose of your trash.



# Community Living Standards a.k.a RULES

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This next section focuses on the rules, policies, and procedures at the res hall. The list may be long, but every rule has a reason behind it. Basically, every rule you see on this list came about after something really bad happened at another residence hall. For example, we don't allow candles in rooms, because rooms have caught fire and buildings destroyed because one resident lit a candle near a curtain!

A lot of our rules tie into the notion of community respect referenced earlier. Our goal is to create an environment where students can be successful and achieve their educational goals. Res hall rules are a big part of ensuring all residents achieve those goals. So, let's start the list!

**These guidelines do not attempt to define every acceptable or unacceptable form of behavior. Failure to adhere to these expectations may result in removal from the Residence Hall. In situations not covered by specific guidelines, residents are expected to use common sense and conduct themselves in a mature and responsible manner.**

**1. Community Environment** - You are responsible in the residential community for creating an environment that promotes the academic mission and vision of Olympic College and the Office of Residence Life. The following are possible situations and occurrences that may hinder that process.

- a. **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.

- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **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.
- g. **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.
- h. **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.

**j. 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 [reslife@olympic.edu](mailto:reslife@olympic.edu). 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.**

- k. **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.
- l. **Musical Instruments** - Residents are allowed to have musical instruments, though use of electric instruments must be used only with headphones. As always, we ask you to be respectful of volume levels and to adhere to any requests from other residents/Res Life staff regarding volume levels caused by instruments.
- m. **Noise** - Noise is the #1 complaint amongst residents.
- Each quarter, 24-hour quiet hours will be in effect from 5pm on the last day of classes before finals through the last day of finals. Residents are reminded that final exam periods usually create an increased level of stress for everyone.
  - Stereo speakers should not, at any time, be positioned so that music is directed out of windows/doorways. Violators may have speakers/devices removed. The best way to enjoy your music in the Residence Hall is to listen to it using headphones/earbuds.
  - Residents are expected to ask others to reduce bothersome noise levels before seeking the assistance of staff.
- n. **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.
- o. **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 point p for more information).
- p. **Accessibility** - 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)) and request accommodations that will make activities and resources accessible to you.

**If you need an accommodation such as an Emotional Support Animal, room for a personal care assistant, etc. please email Access Services at: [accessservices@olympic.edu](mailto:accessservices@olympic.edu). If approved, Access Services will notify the Residence Life Office in writing at least two weeks before your move-in date of any housing accommodation. You are strongly encouraged to begin this process six to eight weeks before your move in date in order to ensure adequate time to process your request.**

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.

**2. Facilities & Furniture** - Residents are expected to keep all Olympic College property in good repair. This includes the following:

- a. **Room Condition** - A room condition report will be completed by Res Life staff before residents check-in to their room. 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.
- b. **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.
- c. **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.
- d. **Installations** - Students may not install permanent equipment or furnishings in residence hall rooms (examples: air conditioners, ceiling fans, wall shelves, or other prohibited items).
- e. **Painting** - Painting of, in, or around residence hall areas are prohibited. Residents are responsible for damages and cleaning costs related to painting.
- f. **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.
- g. **Bicycles** - Bicycles must be stored on bike racks outside of the residence halls or inside resident rooms.
- h. **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.
- i. **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.

**3. Environmental Health and Safety-** Students should actively promote safety and security within their community at all times. Students should immediately report any suspicious person(s) or activities to Housing staff by calling the on-call phone at 360-731-5784.

a. **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.

b. **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.

**Fires spread extremely quickly, and if one of our rooms were to catch fire, the rest of the building could catch fire in minutes. Accordingly, there are no open flames permitted inside any area of the residence hall. This includes:**

- 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).

- Dispose of cigarette butts in provided ash cans and smoker poles at the designated smoking gazebo.

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 actually 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. Residents are responsible for maintaining them. This includes replacement of 9-volt batteries when needed. This is signaled by intermittent beeps or an extinguished indicator light. We recommend keeping a couple of spare batteries in your apartment so any beeping can be quickly taken care of. If residents replace the batteries and the smoke detector still does not function, the resident must notify the RHM office immediately.
- 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)

c. **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.

d. **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.

- f. **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.
- g. **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.
- h. **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.
- **Evacuation Procedures**- In the event of a mandatory evacuation, all residents must evacuate the building immediately.
- j. **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.
- k. **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.
- l. **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.
- m. **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.

n. **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.

Guest are 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:

- 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.

4. **Alcohol and Other Drugs** - What you put into your body and the behaviors you engage in are up to you, but it is important to understand and abide by residence hall policies while you reside here. Remember, we are part of a community. Substance use directly impacts our neighbors and fellow community members. Violations of the alcohol and other drugs policy will result in student conduct action.

a. **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.

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

c. **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.

d. **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.

e. **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.

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

g. **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.

# Residence Life Conduct Process

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**Overview** - 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 Community Living Standards. 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.

**Multiple Jurisdictions** - As a resident, you are responsible for adhering to the guidelines outlined in the Community Living Standards and the Residence Life License Agreement. You are also responsible for adhering to campus-wide regulations regarding student conduct, local, state, and federal laws. In some instances, violations of the Community Living Standards will also violate the Student Conduct Code and/or state and federal laws. It is important to understand that behaviors violating multiple conduct codes may result in multiple conduct processes (Res Hall, College Campus, Criminal, etc.).

**Appeal of Charges (non-Conduct)** - Residents may contest cleaning, damage, fines, fees, and check-out charges they have been assessed according to the following process:

- Appeals must be submitted within 10 business days of notification of the charge.
- In the Residence Hall residents receive an itemized notification to their OC email account.
- Appeals must be submitted in writing, e-mail preferred, to ResLife@olympic.edu .

## **First Level Appeal:**

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 Life Conduct Coordinator (student position)
- Associate Dean, Student Services (administrative position)
- 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 1st 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 1st 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 1st Level Appeal along with any additional information / documentation. The 2nd 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 1st 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.

**The reasons for which appeals are granted vary. We can't tell you how to write your appeal - it should be based on your personal situation, it should clearly articulate why the charge(s) were unreasonable, and must include supporting documentation. If you have moved off-campus, however, the following reasons will not be accepted:**

- **"I didn't know I had a license."** - You can't accidentally submit a license. There are multiple steps that must be completed before your license is finalized.
- **"I was unaware of the deadline."** - You had to agree to the deadline and the penalty in order to submit a license. We also go to great lengths to inform students ahead of time about the deadline and penalty. You would only be unaware if you didn't read the information you were provided.
- **"I only contracted in case I couldn't find something off-campus." or "I found something less expensive / I liked better off-campus."** - On-campus housing is not intended as a back-up plan. If you intend to live off-campus, do your off-campus search before submitting an on-campus housing license.
- **"I don't like my room assignment / I didn't get the room assignment I wanted."** - Because we only have 88 potential spots available, it is impossible to give everyone their 1st (and sometimes only) choice. The license specifically states, "I understand that this contract is for a space only. Specific assignments are made on a first-come, first-served basis... As such, an assignment within my preferences cannot be guaranteed."
- **"I don't get along with my roommate."** - The RAs and Residence Hall Manager will work with roommates to address any conflicts and mediate any issues that might arise. In situations where residents refuse to mediate or where mediation is not successful, we would offer both or either member of the pair / group the opportunity to relocate to another space within the system. Cancellation of your license wasn't your only option.

- If the 1st Level Appeal is denied, the resident may appeal to the Student Conduct Officer for additional consideration, as long as the charge is \$200 or more.
- Residents interested in exercising this option must submit their appeal, in writing (e-mail preferred <position e-mail>), within 10 business days of receipt of the 1st Level Appeal decision. Please address specifically the decision of the 1st appeal panel and what new information you have to proceed towards this appeal.
- This appeal should contain all of the information included in the 1st Level Appeal along with any additional information / documentation.
- Once all materials are submitted, they will be reviewed by the Student Conduct Officer and a decision will be communicated, in writing via e-mail, within 10 business days of appeal submission.
- The decision of the Student Conduct Office is final and cannot be appealed for any charges less than \$500. If the charges are \$500 or more and the student is dissatisfied with the decision, he/she may do a 3rd level appeal.

### **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:

- If your license begins the fall quarter the deadline is August 24th for Current Students and September 1<sup>st</sup> for New Students.
- If your license begins the winter quarter, the deadline is December 1<sup>st</sup>
- If your license begins spring quarter, the deadline is March 1<sup>st</sup>
- If your license begins summer quarter, the deadline is June 1<sup>st</sup>
- If you license after the above deadlines have passed, you can cancel up to two weeks (fourteen days) from the receipt date of your license.

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 cancelation 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 see if you are eligible for an exception.

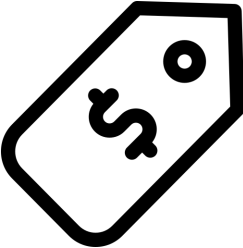
**Sanctions:**

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.

**Fees and Fines:**

|              |                 | Type of Infraction |  |
|--------------|-----------------|--------------------|--------------------------------------------------------------------------------------|
|              |                 | Amount             |                                                                                      |
|              |                 | Conduct            |                                                                                      |
|              |                 | Non-Conduct        |                                                                                      |
| <b>Fees:</b> | Miscellaneous   |                    |                                                                                      |
| Lost Key     | 2 hours of      |                    |                                                                                      |
| \$120 USD    | community       |                    |                                                                                      |
|              | service or \$50 |                    |                                                                                      |

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**Fines:**

**Violation of Guest Policy**

1st offence: \$50 or 5 hours of community service  
2nd offence: \$200 or 15 hours of community service

2nd offence: \$500 or 40 hours of community service

**Violation of Pet Policy:**

\$500 or eviction

**Littering**

1st offence: \$150 or 8 hours of community service  
2nd offence: \$250 or 30 hours of community service

**Notifying RHM of move out with less than 30 day notice:** \$200

**Notifying RHM of move out with less than 7 day notice:** \$500

**Smoking in non-designated smoking areas**

1st offence: \$200 or 15 hours of community service

**Leaving Residence Hall without proper check out:** \$1,000

# Safety and Security

The following section offers information and best practices for all things related to safety and security at the residence hall. We will continue to develop and implement security measures, but these measures cannot succeed without your participation and support. All community members share in the responsibility of creating a safe and secure environment, so make sure you do your part!

- 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. More information can be found at <http://www.olympic.edu/services/campus-safety>.

## Health and Safety Checks:

We conduct health & safety checks of each room once per quarter 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.

## 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.

## 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 ones' 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:**

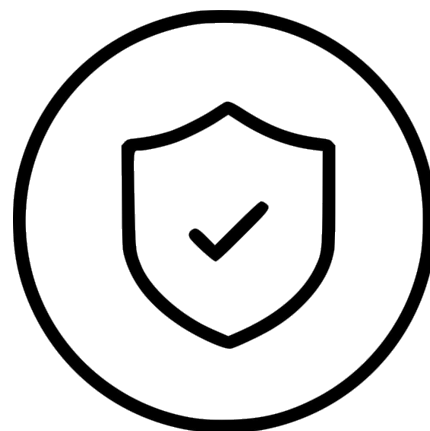
Self-harm and suicide are defined as:

- 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
- 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.



### **Mold:**

Humidity sets up prime growing conditions for mold. Buildings in naturally humid climates, such as Kitsap County, experience more mold problems than those in dryer climates. However, mold can also grow irrespective of the natural climate when moisture is present. Leaky plumbing and weatherproofing may introduce moisture that will lead to mold growth in any structure. Residents should promptly report any maintenance conditions that may lead to mold to the Residence Life Office.

It is important that residents regularly allow air to circulate in their rooms/apartments. Poor ventilation, numerous overwatered houseplants, and poor housekeeping contribute to the spread of mold. Proper housekeeping and maintenance will remove and prevent mold. Here are several preventative measures that can be taken to reduce the possibility of mold in your room:

- Be sure to turn on your bathroom exhaust fan or open a window while taking a shower or bath.
- •Keep an air space between furniture, bedding, and other items and the walls/floors to allow air movement.
- Hang wet articles such as towels and clothing.
- Use exhaust fans whenever cooking, dishwashing or cleaning
- Routinely wipe condensation off windows and other surfaces
- Avoid creating areas of standing water, routinely emptying saucers under houseplants, and not letting dishes sit with water for extended periods.
- Use cleaning solutions that will discourage the growth of mold.
- Use of moisture absorbing products such as Damp Rid™.
- Mold in your room or common areas that result from poor housekeeping is your responsibility to clean.
- Failure to address significant mold issues may result in additional cleaning charges or conduct action.

### **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:

- Fill out a maintenance form with your name, room number and the specific problem. You can also contact the RHM with the information.
- If it is an emergency requiring immediate attention (such a leaking water, broken windows, damaged locks on front doors, etc.) call the 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. Clogged toilets and burnt-out light bulbs are the responsibility of the residents to fix. 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.

## **Vacating the Residence Hall**

### **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.

### **Basic Checkout Procedure:**

- No less than 3 days prior to move out, schedule a checkout inspection with Res Life staff
- Submit work orders for anything that needs to be fixed
- Make sure your room is cleaned and ready for a new resident to move in. this includes all dishware, cooking utensils, and kitchen appliances
- Remove ALL of your personal belongings from the room t prior to your check out inspection • Empty your mailbox
- Submit a mail forwarding address form, available in the Res Life Office • Return keys to Res Life Staff.

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.

**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.

**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.

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