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Residential Living Policies and Procedures

Saint Mary's College of California

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Residential Living Policies

Resident students and their guests are responsible for complying with the following policies, the Code, the Residence Hall and Dining Service License and other College policies. When an alleged violation occurs in the residence halls, staff or other students should report the alleged violation to their Resident Advisor (RA), Resident Director (RD), Office of Community Life, or to Public Safety.

Fire Safety/Balconies & Breezeways

All students are expected to observe the following regulations critical to the prevention of residence hall fires:

1. The use or possession of any dangerous chemical or explosive material, including but not limited to, fireworks, gunpowder, gasoline or propane is prohibited within the residence halls.
2. Tampering with fire alarms, smoke detectors or fire extinguishers is a violation of state law and is prohibited.
3. Propping open doors for any purpose other than emergency evacuation is prohibited.
4. Room doors, corridors, stairways, and building exits must be kept clear of obstructions at all times.
5. All students and guests must evacuate any building in which a fire alarm sounds in accordance with all local, state and federal law.
6. Students who continually activate a fire alarm because of cooking or preventable circumstances may result in disciplinary action and/or service fee.

Furniture is not permitted on the balconies and breezeways with the exception of specifically constructed outdoor deck furniture approved in advance by the Campus Housing Office. No more than six (6) persons may be on a townhouse balcony outside the suite of a townhouse at any one time. Breezeways are to be kept clear of all obstructions and stairways must always be kept clear for emergency use. Balconies, breezeways and patios must not be used as storage areas. Alcohol is not allowed on balconies, breezeways or patios, which are considered public areas. Barbecues, cooking and/or other appliances (including, but not limited to, refrigerators) are not allowed on balconies, breezeways or patios.

Smoking

Saint Mary's College promotes and fosters the health, safety, and comfort of all members of the residence hall community. Smoking/vaping is not permitted in residence rooms, on the breezeways, or in public areas of the residence halls (hallways, lounges, etc.). Also, students who smoke are asked to be mindful of their location with regards to open doors and windows, and to insure that smoking materials are disposed of properly. Any room damages created by smoking within the room are the responsibility of the residents of the room. See the Tobacco Policy for further details.

Cooking & Microwaves

Cooking is not permitted in residence halls other than in those areas that are specifically designed or equipped for cooking by the College (i.e. townhouses and staff apartments). Kitchens in residence hall lounges are available for hall events and not intended for regular personal use. The heating of beverages, snacks, and popcorn in College approved microwaves is permitted. Students may use a personal microwave as long as it does not exceed 1,000 watts.

Furniture

College owned and personal furniture must be positioned and used in a manner consistent with their intended purpose and design. Lost or damaged furniture is the responsibility of the residents of the room. Only specifically constructed outdoor deck furniture approved in advance by the Campus Housing Office can be used or placed on patios. Any personal furniture, trash or other belongings may be subject to removal at a cost to the resident. Students are not permitted to remove any College issued furniture from the room in which it is assigned and may not remove furniture from public areas and/or lounges. Students are not allowed to disassemble College furniture. Similarly, window screens, curtains, curtain rods or other items affixed to any part of the

room may not be removed or added to the facility. There is no storage for room furnishings. Residents will be charged for missing or damaged furniture. Residents are not permitted to loft, bunk or adjust the height of the beds; the Facilities Services staff must perform these functions via a work order request.

Garbage

Under no circumstances are students to place, or allow to be placed, trashcans, recycling or bags in the hallways outside student rooms or in stairways. Students are expected to empty their own trash and recycling bins on a regular basis and may be charged for cleanup of unreasonable messes.

Hall Sports/Recreation

Respect for the community involves respect for the building and its residents. Hall sports such as wrestling and dribbling or throwing balls/objects, skateboarding, roller-blading and bicycle riding are prohibited in all residence halls. Such activity is potentially damaging to fire and safety equipment, and could cause structural damage. Occurrences may result in a fine, charged to your student account for damages and/or student conduct action.

Noise

The primary purpose of noise and quiet hour regulations is to create residence hall environments that promote rather than detract from effective study. Residents are expected to adhere to quiet hours and noise level standards, and be considerate of others' rights to sleep and study, regardless of the time of day. Quiet hours are in effect from 9:00 p.m. to 9:00 a.m. Sunday through Thursday, and from midnight to 9:00 a.m. Friday and Saturday. These hours may be lengthened to meet the needs of an individual floor. During quiet hours, noise from stereos, radios, TVs, voices or any other identifiable source should not be heard outside of or between any residence hall rooms. Twenty-four (24) hour quiet hours begin the Friday before the first final exam of each semester through the close of the residence halls. All other hours are courtesy hours (students should comply if a staff member or another student asks for quiet).

Noxious Odors

Any odor or aroma (including, but not limited to, cigarettes, cigars, pipe smoke, perfume, air freshener, dirty laundry) of such intensity that it becomes apparent and/or offensive to others is prohibited.

Prohibited Items

Any type of firearms, air pistols/rifles, "bb" guns, slingshots, bow and arrows, explosives, fireworks, candles, incense, flammable fluids or gases, dangerous chemical mixtures, propelled missiles, smoke bombs, sparklers, large knives, martial art or other weapons, and/or other flammable are prohibited in the residence halls and may result in fines and/or disciplinary action if found.

Other examples of items prohibited in College housing include, but are not limited to, the following:

- Open flames, candles, sun lamps, incense, hookahs or any device capable of producing an open or enclosed/contained flame or odor
- Large holiday/string lights
- Cinder blocks
- Stolen merchandise including, without limitation, items such as College owned furniture, street signs, etc.
- Motorcycles, motor bikes and any type of gas powered engines located in the housing units

- High-resistance electrical appliances (including but not limited to, hot plates, space heaters, heating coils, electric blankets, sunlamps, halogen lamps and toaster ovens)
- Water-filled furniture
- Exterior antennas and satellite dishes
- Outdoor clotheslines
- Metal tipped dartboard sets
- Dead plants or trees
- Pets and/or animals not approved through Student Disability Services
- Drum sets or any musical equipment connected to an amplifier
- Any attachments to interior/exterior walls and doors other than those provided by the College
- Extension cords without a UL approved circuit breaker

Right of Entry

The College will respect students' right to be free from unreasonable searches and intrusions into student living area. However, College officials may enter a student's residence with or without notice under certain circumstances. The college reserves the right to enter and search a student's room or apartment for reasons pertaining to health, safety, general welfare, necessary repairs or improvements and/or to insure compliance with College policies and guidelines. College officials also may enter a student room on the premise that an action violating college policies or state or local law did or is about to take place.

Room Decorations

Residents are expected to leave the room in the same condition as when they moved in. Residents will be charged for damages or unauthorized alterations to their living space. Additionally, students should not have or display candles, alcohol bottles, or any other prohibited item(s) as room decorations. Only UV resistant, non-residue, non-surface damaging tape (such as Scotch blue Painter's Tape) is allowed for decorating purposes in the Residence Halls.

Room Occupancy

No more than two (2) guests per resident in dormitory style building (Central and Canyon areas) or more than fifteen (15) people in a townhouse style building (Becket, More and other townhouses), are permitted at any given time.

Visitation and Overnight Guests

Visitation by members of the opposite sex in individual student rooms is permitted during the hours of 9:00 a.m. to 2:00 a.m. only. In compliance with College policy, personal guests of students should restrict the length of their campus visits, except in emergency situations. Students are not permitted to bring non-sibling minors under the age of 18 into their residences. Only guests of the same sex are permitted to stay overnight in a resident's room, with the advance permission of the roommate/suitemates, and after having notified the residence hall staff. No overnight guest may stay in the halls more than three (3) nights in a seven (7) day period and no overnight guest will be permitted for more than twelve (12) days total in any given academic year. Overnight guests are not permitted during final examination days or during vacation periods and other days established by the College Campus Housing Office.

When the Front Gate is controlled by the lowered gate-arm or human attendant(s), all vehicles must stop and the occupants must provide identification. When entry is controlled (typically 10:00 p.m. - 5:00 a.m.), all guests not accompanied by a student or employee must be cleared for entry. Students or employees must contact the Front Gate (925-631-4282) and provide their name

and Saint Mary's identification number along with the name(s) of their approved guest(s). Resident students responsible for the Room Occupancy policy.