LINCOLN UNIVERSITY RESIDENCE HALL RULES AND REGULATIONS

The rules and procedures which govern the university's living and learning centers are established in order that the residence halls might offer every student an environment that is safe and secure, and conducive to study and rest.

1. Room Assignments: Each resident is to occupy only the room assigned to him/her. A change in room assignment is made only through re-assignment by the appropriate resident director, as approved by the Director of Residential Life. With the exception of graduating seniors and other students remaining due to special responsibilities, the residence hall room assignment terminates 24 hours following a student's last final examination for the academic year. For an additional fee, students may stay past this termination deadline; however, they must make arrangements prior to this deadline with the Department of Residential Life. Any student who has withdrawn from the university will have 24 hours to retrieve or remove their personal belongings from their room. Any items left beyond the 24-hour time period will become property of Lincoln University.

2. Room/Space Consolidation: University Housing has the right to maximize the occupancy of its residence hall facilities in order to make efficient use of the facilities. As such, it may be necessary each semester to consolidate vacancies. Residents without roommates, for whatever reason, are given the option to designate their room a double, private at an additional pro-rated cost, or select a roommate from a list of other residents needing to consolidate. Residents choosing to room with each other will then determine who will move. It is important that the resident retaining their space be courteous and helpful as they welcome their new roommate. At the end of the consolidation phase, residents who fail to find a roommate will be charged the additional cost of a double, private room.

3. Improper Check Out and/or Abandoned Property: Any resident failing to properly check out will be charged a $25 fine and any applicable fees for room damages and/or lost keys. Proper check out includes the removal of all personal belongings from the resident's room. In the event this does not take place, residence hall staff will inventory, pack and donate to charity or dispose of the resident's belongings.

4. Deregistration Due to Non-Payment or Withdrawal from the University: Any resident who is deregistered due to an outstanding balance or who has withdrawn from all classes has **24 hours** to properly check out of their room after they receive notification of their deregistration. A student may not live on campus if they are not enrolled in classes.

5. Keys: Room and entrance keys may not be transferred or duplicated. Residents are responsible for returning all keys upon termination of contract. Room keys that are not returned, or that have been reported lost or stolen, constitute a security risk and will automatically result in a lock being rekeyed. Lock rekeying will be completed at the student's expense. During the Winter Break, all keys must be turned in at the front desk of your respective hall. Any keys not returned will result in a charge being placed on the student's account of not less than $75.00.

6. ID Card: Students must carry their University ID with them at all times, **including in the residence halls.** Students are responsible for providing it when requested by a university official, faculty or staff. Lost or stolen IDs can be replaced at the Office of University Relations, Room 303 Young Hall during regular business hours.

7. Firearms and Weapons: Students shall not possess or use on residence hall property firearms, including concealable firearms, ammunition or other implements used as weapons and other items classified as weapons in the Missouri Revised Statutes. Students found violating this policy may be immediately removed from the residence halls and the violation may result in expulsion from the university. Toys which resemble weapons are also prohibited in the residence halls including, air pistols, paintball guns, squirt guns, etc.

8. Quiet Hours: Quiet hours are defined as conditions under which virtually no controllable noise is discernible from an individual, a residence hall room, study lounge or living corridor. Quiet hours exist within each residence hall as follows:

a. Weekdays 8:00 p.m. - 10:00 a.m. (Sunday through Thursday)
b. Weekends 10:00 p.m. - 10:00 a.m. (Friday through Saturday)
c. During the semester final exam period, 24- hour quiet hours begin at 12:00 midnight on the Friday preceding the exam week and remain in effect until the close of the semester.
d. On long vacation weekends (e.g., a Monday holiday), the weekend hours will be in effect until the night before classes begin.
e. Weekday quiet hours do not change for mid-week holidays (e.g., Veteran's Day) or during break housing periods.

Failure to abide by established quiet hours will result in disciplinary action being taken.

9. Courtesy Hours: Courtesy hours are in effect at all times. Courtesy hours can be defined as conditions under which noise will not be disruptive or disturbing to either students or staff.

10. Sound Equipment: The use of sound equipment, such as stereos, radios, TVs, tape decks, CDs and computers must not infringe upon the rights of others. Use of headphones during quiet hour/courtesy hour periods is strongly encouraged. Use of sound equipment in which the volume exceeds acceptable levels can result in disciplinary action, and the student may be required to remove the equipment from the residence hall.

11. Horseplay: Includes but not limited to water guns, water balloons, water fights, mud fights and snowball fights. All are prohibited in or around the residence halls.

12. Pranks: Pranking or playing a practical joke on another person is considered a form of harassment and can lead to injury, inappropriate behavior and acts of retaliation that can be detrimental to the residence hall community. This being the case any type of pranking is prohibited in the residence halls and can result in cancellation of the housing contract.

13. Illness: All cases of illness or accident should be reported to the appropriate resident director and Student Health Services. A student leaving the residence hall for treatment at the Student

Health Services Center should report to the appropriate resident director or staff assistant before leaving the residence hall.

14. Smoke Free Halls: All residence halls have been designated smoke free. Students who choose to smoke outside the building must move away from the entrance door or move to a designated smoking area.

15. Fire System: Sounding false fire alarms, tampering with the fire fighting or safety equipment including extinguishers, smoke detectors, sprinklers, exit signs, pull stations, fire exit alarms, suite entrance fire doors, and stairwell fire doors, etc. is a serious offense. Those found in violation of setting off a false fire alarm may be removed from the residence halls and fined. The university may pursue criminal charges.

16. Sprinkler Systems: The sprinkler may not be touched, hit, or have anything hung from it. Should a sprinkler be set off whether accidentally or intentionally, the resident will be responsible for all costs associated with the incident, including any damage caused as a result.

17. Food and Cooking: Cooking should be limited to microwaveable food.

18. Electrical Appliances: Each room is equipped with a refrigerator/freezer combination. Items such as hot plates, George Foreman grills and toaster ovens are not permitted. Appliances permitted are:

- Clothes iron (with temperature settings)
- Coffee maker
- Curling iron
- Electric blanket (with temperature settings)
- Hair dryer
- Hair rollers
- Heating pad (with temperature settings)

19. Damage to Room Furnishings: The resident shall reimburse the Department of Residential Life for all damage to or loss of any fixtures or furnishings caused by negligence of the resident or his/her guest. If the damage cannot be directed to a specific student, the damage expenses will be prorated among the residents of the suite/apartment/floor/building.

20. Defacing Walls: Writing, painting, nailing, taping, gluing on room walls, windows and doors is expressly prohibited.

21. Telephones: The university provides local service in each student's room. Students are encouraged to bring their own phone.

22. Mail: U.S. mail is delivered by the U.S. Postal Service to the Department of Residential Life and is then distributed to each hall. Outgoing mail is picked up from the Office of Residential Life by the U.S. postal carrier.

23. Mail Box Stuffing: Registered student organizations are prohibited from stuffing mailboxes with any type of commercial advertising, including coupons. Products or services by commercial agencies must be delivered through the US Postal Service unless otherwise authorized by the Director of Residential Life.

24. Solicitation: Only official registered campus organizations are permitted to canvass door-to-door. Those wishing to canvass must make a formal request to the Director of Residential Life at least seven days prior. (Canvassing for sales/profit is prohibited.) If approved, the organization must contact the front desk in the area in which they wish to canvass. They also must abide by all hall and university regulations and abide by the wishes of residents who do not wish to participate. Residents may not carry on any organized business for remunerative purposes from their room.

25. Postings: The Department of Residential Life recognizes the need for a balance between residents' need for information and the maintenance of a residence hall community environment. The posting policy serves to create this balance. In order to post materials in the residence halls the following guidelines must be adhered to:

- All materials posted must be approved and stamped/initialed by the Director of Residential Life or his/her designee.
- Once materials have been approved and stamped, contact the residence hall director in each area to arrange posting of approved posters/flyers.
- The residence hall director will indicate recommended locations to hang materials.
- Posters must utilize appropriate 3M adhesive products such as masking tape or blue painters tape. **Duct, Scotch, electrical or packing tape and putty tack are prohibited.** Posting with tacks/staples is allowed only on approved bulletin boards.
- Postings are not allowed on outside doors or windows.
- No materials, whether flammable or non-flammable, may be suspended from, attached to or draped just beneath the ceiling.
- Materials promoting or displaying any alcohol or alcohol manufacturers, illegal drugs or use offensive language or pornographic images will not be posted.
- Materials posted without permission will be taken down.
- Materials posted will remain up for no more than two weeks.

26. Married Students: The university does not have facilities for married students and/or families.

27. Handbook Changes: The university reserves the right to change any of the rules and regulations in this handbook and will notify students of any such changes in their campus mailbox and building postings.

ROOM INSPECTION

Maintenance, property inventory, safety and sanitation inspections will be held monthly by each resident director and/or desk manager. Every possible effort will be made to conduct such inspections while the assigned resident is present. At that time, the resident will be fully apprised of his/her rights and of the purpose of the inspection.

Unannounced safety inspections will be conducted at the direction of the Director of Residential Life with the assistance of the Lincoln University Police Department (LUPD) and residence hall staff. Any banned or prohibited item(s) found in a resident's room (e.g. candles, incense, extension cords, food preparation appliances other than the microwave, cigarettes, alcohol, drugs and/or drug paraphernalia, and any item that meets the definition of a weapon as presented in Article II, Section B of the Student Code of Conduct) are subject to university and/or legal sanctions. Fines may also be assessed for violation of the housing rules and regulations (e.g. tampering with a smoke detector, etc.) Charges may be filed against a resident by the LUPD when they are in violation of the law.

Off-campus authorities may not gain room entrance to search a student's room without a search warrant (executed by a magistrate court judge) except in the case of "hot pursuit" by any law enforcement agency. U.S. Treasury Department agents and FBI agents are the only exception to the above requirements for a valid search warrant (federal law).

GUIDELINES FOR INTER-VISITATION:

Visitation begins the third Monday after the residence halls open.

I. General Procedures
   a) Designated Hours: 5:00 p.m.-11:00 p.m. weekdays and 5:00 p.m.-1:00 a.m. Fridays and Saturdays.
   b) Inter-visitation will not be in effect during Thanksgiving, Christmas, Easter Holidays, mid-term and final exams.
   c) Residents may choose any variation of visitation hours they wish within the times stated and may also elect, if they so desire, not to have any co-ed visiting hours. A two-thirds majority of the residents will be required to approve this proposal.
   d) Visitation requires that the residents of each residence hall prepare their own visitation program at the beginning of each semester, post the proposal prominently and arrange a vote by secret ballot. A two-thirds majority of the residents is required to approve any proposal. Voting will be held during the first official residence hall meeting. ANY RESIDENT NOT IN ATTENDANCE WILL BE SHOWN AS HAVING CAST A "NO" VOTE.
   e) A majority of a residence hall's house council, or 20%, of its residents may initiate a new vote to eliminate or reduce visitation hours at any time during a semester.
   f) Each residence hall will be required to accept responsibility for control and implementation of visitation and for the establishment of internal procedures to ensure the safety, welfare, privacy and individual rights of all members of the residence hall.
   g) Visitation places the responsibility for success or **failure upon self-governance** by residence hall students.
   h) The Director of Housing may cancel visitation at any time in any residence hall.

II. Signing-In and Signing-Out Procedures for Registering Guests

A. A registration desk is located in the entrance lobby of each residence hall.
   1. At each registration desk there is a master card file of all residents, including a list of students ineligible to participate in the visitation program.
   2. Each resident is to show his/her student ID card, sign his/her name and their guests' names and leave his/her photo ID. The ID will be returned when the guest is signed out by the student.
   3. If a student does not have the proper identification (photo ID), he/she cannot participate in the visitation program.

B. All students participating in visitation are responsible for ensuring their guests (non-residents included) are signed out by 11:00 p.m. during the week and 1:00 a.m. on weekends.

NOTE: In accordance with state statutes, the university reserves the right to evict any non-resident who has not been vouched for as a visitor of a resident in good standing.

III. All Guests Must Use Restrooms as Indicated in Each Residence Hall

The host/hostess shall be responsible for escorting his or her guest to the nearest restroom as applicable.

IV. Host/Hostess Responsibilities

A. Each host/hostess is responsible for his or her guest at all times.
B. When hall staff is not available, there will be NO visitation. Please Note: A sign will be posted, reading "NO VISITATION NOW" when this occurs.
C. If a guest is not signed out by 11:00 p.m. on weekdays or 1:00 a.m. on weekends, the staff member on duty and the resident director shall be notified, and necessary measures will be taken to remove him/her from the residence halls.
D. Any resident who does not have his/her guest signed out by 11:00 p.m. on weekdays or 1:00 a.m. on weekends will be reported for disciplinary action to appropriate university officials.
E. All residents participating in visitation shall enter the residence hall through the front door. No other route is to be used when escorting guests to or from the residence hall.
F. Guests' movements are restricted to the room of the host/hostess and designated restrooms.
G. Loitering in halls or stairwells with guests is prohibited and will be considered a violation of the visitation policy.
H. Each resident is permitted only one guest of the opposite sex at a time in his/her room unless special permission is granted by the Resident Director.

ESCORT POLICY

A non-resident guest, including family members, must be escorted by the host at all times. Residents may find it helpful to explain this policy to friends and family prior to their arrival on campus.

NOTE: Stairwells, lobbies and elevators within the residence halls are subject to the escort policy.

Each resident, by virtue of his or her having accepted on-campus housing, agrees to conform to the University Rules and Regulations pertaining to the operation of residence halls. For a more comprehensive listing of residence hall rules and procedures, consult the Residence Hall Handbook.

PARKING LOT RESTRICTIONS

All parking lots, and areas immediately surrounding them, are subject to the following restrictions:

1) NO loitering around vehicles.
2) ONLY RESIDENCE HALL students may park vehicles in the lots adjacent to residences halls between 5:00 p.m. and 7:00 a.m. daily.
3) NO unescorted visitors (non-students) in the area.
4) NO loud music audible within 30 feet.
5) ALL persons entering the lots are subject to being checked for current Lincoln University ID cards.
6) Residence hall visitation hours will be strictly enforced.

Residence halls and the areas around them are for the use of resident students and their invited guests only. All other persons will be considered trespassers. Trespassers will be prosecuted.