

Ohio Wesleyan University Residential Life Housing Contract

This Residential Life Housing Contract is binding for the entire academic year. Ohio Wesleyan University is a residential community and students are required to live on campus for the duration of their educational experience. Students participating in an academic program that requires them to be away from campus (internship, study abroad, etc.) may apply for a contract release. Students leaving the university at the end of the fall semester will be granted a contract release. Students who reside off campus without the expressed written permission from the Residential Life Office will be responsible for payment of all on-campus housing and meal plan fees. Students should not sign an off-campus lease without receiving written permission from the Residential Life Office.

Residency Requirements and Room Assignments

Living in an on-campus residential learning community throughout one's college career is an integral part of the Ohio Wesleyan University educational experience. As a residential university, we require full-time enrolled students to reside on campus unless they meet one of the following criteria of exception:

1. Residing with parents or legal guardians at their primary place of residence within 30 miles driving distance of campus. The student must provide documentation that the address given is the bona fide primary place of residence of the parents or guardians. "Primary place of residence" is defined as the one place where an owner of the property has his/her true, fixed, and permanent home and it shall continue as a primary place of residence until another primary place of residence is established. If the parents or legal guardians rent, and do not own, their primary place of residence, copies of leases reflecting the necessary continuous period of occupancy must be provided. Further documentation may be required at the discretion of the Residential Life staff.
2. 23 years of age or older during the academic year for which an exception is requested;
3. Fifth year seniors;
4. Legally married (must provide documentation);
5. Parents of dependent children (must provide documentation);
6. Medical or psychological conditions that cannot be accommodated by the university. Ohio Wesleyan University is committed to making accommodations in our residences for medical or psychological conditions for which a student has been diagnosed by a licensed health care provider. These accommodations are made in consultation with university personnel including representatives from Student Health Services, Counseling Services, and the Academic Resource Center. In rare circumstances when the university is unable to make accommodations as determined by these university personnel, the student will be granted an exception.

If a student who is approved for a housing exemption based on criteria #1 above (residing with parents or legal guardians at their primary place of residence) is later found to be residing somewhere other than their parents' or legal guardians' primary place of residence, the University reserves the right to require the student to move back on campus with applicable room and board charges and refer the student to the student conduct system.

Eligibility

Requirements for University housing include a.) being duly registered as a student, b.) payment of debts to the University and c.) continuous compliance with University Residential Life policies, guidelines, standards, the OWU Code of Student Conduct, and the instructions of residence hall staff members and other University personnel. The student is committed to meet financial payment for food service and his/her space in the residential unit (residence hall, Small Living Unit, fraternity house) and for the selected board plan. Failure on the part of the student or his/her co-signer to fulfill the financial obligations of this contract will be cause for cancellation of enrollment, cancellation of graduation, and/or forfeiture of the right to academic transcripts. In the event that the student does not sign this contract, payment to the University makes this contract binding.

Room and Board Costs

Room and board charges are divided in half and billed in equal amounts per semester. Room and Board costs for the 2018-2019 year are as follows:

Room Costs (for all houses and halls):

Tier 1:	\$5,705/year	\$2,853/semester	(Double with shared community bathroom)
Tier 2:	\$6,800/year	\$3,400/semester	(Quad or suite with private bathroom)
Tier 3:	\$8,000/year	\$4,000/semester	(Single/Medical Single)

Board Costs

Board Plan A	\$6,150/year	\$3,075/semester	Large (Knight)
Board Plan B	\$5,630/year	\$2,815/semester	Medium (Bishop)
Board Plan C	\$4,890/year	\$2,445/semester	Small (Squire)
Board Plan F	\$5,960/year	\$2,980/semester	Fraternity

Super Singles

A Super Single is a double or quad room with reduced occupancy. They cannot be requested in advance; they only exist when a room drops below regular occupancy. When vacancies occur during the course of the academic year, the remaining resident(s) will be given the option of room consolidation or paying for the room type created by the reduced occupancy (room buyout.) The cost of a Super Single is an additional 60% of the room rate for that designated room (either tier 1 or tier 2). The Super Single accommodation will ensure against an additional roommate(s) being assigned to the room for the remainder of the academic year. An increase in the room fee will be prorated from the date that the student signs a Super Single Response Contract. If the Residential Life Office determines that there is a continued need for residential unit space, students with a vacancy in their room will not be given the option of upgrading to a Super Single accommodation.

Deposits & Reservation of Space

In order for new students to reserve residence hall space: **a.** a \$400.00 enrollment fee for domestic students and \$450.00 enrollment fee for international students must be made to the Admissions Office by May 15 (or 30 days after notification of admission); **b.** the OWU Residential Life Housing Contract and Application must be completed with the online housing application.

Room Assignments & Changes in Occupancy

Room Assignments

This contract guarantees a space in the system, not necessarily a given room assignment or roommate(s). Students may indicate a preference for a particular residential unit, room, and roommate(s). The University reserves the right to make assignments and reassignments in order to fully utilize available facilities

and to consolidate vacancies. Room assignments and changes are prerogatives of the University and are processed by written authorization from the Director of Residential Life or designee. The University reserves all rights with respect to the assignment and reassignment of the room accommodations, and may at its sole discretion, terminate such assignment. Students living in a multiple occupancy room must accommodate a new roommate assigned if the room drops below capacity.

Room Changes

In order to make administrative adjustments where necessary, there will be a 2-week room freeze at the beginning of each semester. New requests for roommate changes will not be processed during this time. Room changes due to roommate conflicts will not be permitted until after the students have attempted an agreement through the assistance of their Resident Assistant/Moderator and/or Residential Life Coordinator.

Unauthorized room changes may result in administrative fines and/or referral to Student Conduct and/or other appropriate administrative action. Students may be administratively removed from their assigned residential unit if they demonstrate an inability to function in the group living environment. The University makes assignments without regard to age, color, creed, disability, marital status, national origin, race, and sexual orientation. All residential facilities are non-smoking environments; the Residential Life Office will attempt to house non-smokers with non-smokers wherever possible.

Roommate Conflicts

Students experiencing roommate conflicts must work with the residential life hall staff to arrive at some agreeable solution. Before a room change will be granted, the roommates must attempt a resolution by taking the following steps:

1. Meet with their Resident Assistant or Moderator
2. If necessary, meet with their Residential Life Coordinator, who will mediate a discussion between all roommates involved with the goal of creating a signed contract containing agreed upon standards for room behavior.

If, in the judgment of University officials, roommates should not remain together, an "as needed" room change will be provided. If one of the students involved does not volunteer to move, both students may be required to move to other spaces on campus.

Consolidations

If vacancies exist in a residential unit to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residential Life Office may assign, re-assign and adjust the occupancy of rooms at any time. The Ohio Wesleyan University consolidation policy serves to better meet the demand of students, reduce the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residential unit spaces. The Residential Life Office will determine who has a space in their room or suite. In the case that two residents both have vacancies in their respective rooms and wish to voluntarily consolidate together, the Residential Life Office will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident's room.

Vacancies

If a student has a space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process will face serious ramifications, including the loss of privileges to make housing preferences in the future and possible referral to Student Conduct.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester. If the student's room is unacceptable for an incoming student to move into, that student may face an administrative fine and mandatory Super Single room rate increase (please see above, Room and Board Costs, Super Singles). The Residential Life Coordinator will assess the student's room at semester break and determine if the vacant space is acceptable.

Occupancy

The University will provide the named student with a space in University housing and with food service for the times specified on the academic calendar. Those days when the University is closed for vacations are specifically EXCLUDED. No meals are provided during these periods. Initial occupancy is required by the University's first day of classes. Rooms not claimed by this date may be reassigned unless the Director of Residential Life or designee has given permission for late arrival. A student who has not notified the University of late arrival may be reassigned to any available space. A room must be occupied by only the person(s) properly assigned to the room.

Telephone Service

Telephones are not provided in residence hall rooms, however there is a phone line located in most rooms. Students may bring a personal telephone to make on campus and local calls. Students will not be able to make long distance phone calls from a residence hall room; students wishing to make long distance calls must use personal cell phones or a phone card. 1-800 numbers are always available for direct dial. Many students also choose to bring a mobile phone, however OWU faculty and administrators may choose not to call a student's mobile phone number if it is a long distance call.

Check In-Check Out

Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing, and returning to the Residential Life staff a room condition report (RCR) within the first week of their occupancy. At check out, damages identified in your assigned room and noted on your RCR may be billed to you. Halls open at 9:00 a.m. on the Monday before classes begin in August. Halls close at 12:00 noon on the morning following the last class day before vacation, and open at 9:00 a.m. on the day preceding resumption of classes. A student is required to leave the hall within twenty-four hours after completion of his/her classes or examinations, or by hall closing, whichever comes first. The student must check out in accordance with circulated checkout procedures. Failure to do so will result in an improper checkout charge. In addition, the student will be assessed charges for failure to turn in a key, for failure to clean and for damages incurred. Improper Check Out is defined as the failure on the part of the student to properly vacate (i.e. be checked out by a staff member and turn in key.) No credit will be given on any keys returned following checkout. Students leaving the University must remove all of their belongings. After two weeks, the University will confiscate any abandoned items that remain. A student who is dismissed or who voluntarily withdraws from the University has 24 hours in which to vacate the residential unit.

Vacation Housing

The University will advertise for vacation housing at a cost above and beyond this contract. The University reserves the right to use any of the residential unit rooms to house a student during vacations. It should be noted that during some of the break periods, University facilities and services are available on a limited basis. There are no food services available during vacation periods. Students who plan to remain on campus after the closing and during the break **MUST** register with the Residential Life Office. Those registering should be prepared to have any applicable fees placed on their student account. If there are fewer than 4 residents requesting vacation housing in a Small Living Unit (SLU), the Residential Life Office may require consolidation of those students to one SLU. For winter break, the University may close all residential facilities completely; if not, students may be required to consolidate to one building. For break periods, students who are not registered to stay are required to vacate their residential unit by 12:00 p.m. on the day following classes (i.e. 12:00 p.m. on Saturday before Thanksgiving,

12:00 p.m. on Friday after Fall semester final exams, and 12:00 p.m. on Saturday before Spring Break.) Residential Units will then reopen at 9:00 a.m. on the Sunday before classes resume after a vacation period and on Tuesday before classes for spring semester.

Visitors & Guests (24 Hour Visitation)

All residential facilities have an open visitation policy. In no instance shall a guest or visitor become a long-term resident of a University owned facility, as it would interfere with the rights of roommates and others in the living unit.

A "visitor" is defined as a non-OWU student visiting a current OWU student; a "guest" is defined as a currently enrolled OWU student who is not currently assigned as a resident of that particular room.

OWU students are permitted to have guests and visitors under the following guidelines:

- a. Students are responsible for the actions of their visitors and must accompany them for the duration of the visit. Students are also responsible for informing their visitors of University regulations and appropriate parking areas.
- b. All overnight guests and visitors must be registered with the Residential Life Office. The hosting student must have permission from his/her roommate(s) in order for an overnight guest and/or visitor to be registered.
- c. Students are required to report the presence of a visitor with a car on campus to the Public Safety Office. A visitor parking pass can be obtained (free of charge) and can be issued for up to three days. Students are responsible for any traffic citation(s) that their visitor may receive on campus. Unregistered vehicles, vehicles parked in fire lanes or blocking trash dumpsters may be towed from University parking at the expense of the owner. Note: Obtaining a visitor parking pass does not fulfill the required registration process with the Residential Life Office.
- d. No overnight guest or visitor may sleep in public areas.
- e. Each student may host a maximum of two overnight guests or visitors at one time
- f. A guest or visitor's stay may not exceed three overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest or visitor.
- g. Overnight guests and visitors are not permitted until after classes begin at the beginning of each semester, during the final examination period at the end of each semester, or during break periods. Otherwise, guests and visitors are permitted at any time of the year while classes are in session.

Non-OWU overnight visitors who are on campus for a recruiting event will be registered by the hosting department. Ohio Wesleyan University reserves the right to immediately remove a non-OWU student visitor from campus for disruptive behavior or any violation of a University policy.

Facilities & Services

Facilities and services provided by the University include:

Bed, mattress, desk, desk chair, dresser, closet space, window blind/curtains, intra-campus mail, cable TV access, Internet accessibility, laundry.

Residents may not remove designated University furniture from their room or place common area furniture into their room. Any unauthorized property found to be in a room, the resident(s) assigned to that room are subject to action through Student Conduct.

Students provide their own:

Blankets, pillow, rug, bedspread, towels, washcloths, iron, study lamp, mattress pad & bed linen for extra long size mattress (required)

Residents will be issued a room key for their use only. Keys may not be shared or lent out to other students. Residents are required to carry a room key at all times. There is a \$5.00 fee charged to students locked out of their room.

Damage/Community Damage

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residential unit. Residents will be charged for repair or replacement costs due to the removal of or destruction of property in their residential unit. (See Student Handbook, Policies governing Residential Life, Damage.) When two or more student occupy the same room and individual responsibility for damages to that room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred. A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of the repair

The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residential unit will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Damage bills will be sent to residents at any time at the discretion of the Residential Life Office and at the end of the academic year or when the student leaves the residential unit. Any appeals to damage bills must be in writing to the Residential Life Office by July 1st. Community damage charges are not subject to appeal.

Personal Property

The University is not responsible for the loss of personal property in residential units by fire, flood, theft, or other causes. Each student is responsible for his/her own property and that of his/her guest. Students are strongly encouraged to purchase personal property insurance, which is made available through the Residential Life Office web site (<https://www.owu.edu/about/offices-services/office-of-residential-life/student-property-insurance/>) by a partnering independent insurance carrier (not through the University).

Behavior and Conduct

Students are responsible for knowing and observing the OWU Code of Student Conduct. The Assistant Dean of Student Affairs/Director of Residential Life reserves the right to make other rules and regulations that may be necessary for the safety, care and cleanliness of the premises, and for the preservation of order. The student agrees to abide by all additional rules and regulations that are adopted.

Room Inspections and Searches

Ohio Wesleyan respects a student's right to privacy in his or her living unit. Accordingly, University officials will enter rooms only to inspect for standards of maintenance, preservation of existing structure, and identification of damage, and to search to enforce University rules and for protecting the safety and security of members of the University community and their and University property.

Students will be given advance notice of routine inspections, such as those that are conducted during breaks and after semesters. Inspections do not involve searches for rule violations. However, under the "plain view" rule when inspections by University staff reveal evidence of rule violation students will be cited and any evidence removed from the room.

Room searches to enforce University rules follow strict procedures to protect the privacy rights of students. Searches can only be conducted based on probable cause that a rule violation has been committed and that the evidence for it may be found in a particular room or suite. The search may proceed only after the probable cause, the place to be searched, and the things to be seized have been described to the Dean of Students, the Director of Public Safety, or the Director of Residential Life, and one of these officials has granted permission to conduct the search. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The University reserves the right to remove illegal items or unauthorized University property that is found during authorized searches.

Fire & Safety Considerations

All electrical appliances must bear the Fire Underwriters Approval Seal, and wiring and plugs must be in good condition. The following are strictly prohibited – open coil units, halogen lamps, toasters/toaster ovens, coffee makers with an exposed heating element or warming plate, hot plates, sandwich makers, woks, as well as other items listed in the Student Handbook, Policies Governing Residential Life, Electrical Appliances. **Candles and incense are strictly prohibited from all residential units.**

Extension cords are not permitted. An extension cord is a cord that plugs into an outlet on one end and receives a plug from an electrical appliance on the other end. Power strips/surge protectors are permitted with the following caveats: *Large draw appliances, such as refrigerators, microwaves and blow dryers (hair dryers) CANNOT be plugged into power strips/surge protectors; they must be plugged directly into an outlet. *Computers (PC's and laptops), stereos, TV's can be plugged into a UL approved power strip. *Power strips/surge protectors should never be plugged into another device of the same type; they should be plugged directly into an outlet.

Students may use the following approved appliances in common kitchenettes: coffee pots, corn poppers and toasters. Corn poppers and coffee pots must have enclosed heating units that are thermostatically controlled.

Room Decorations

Pictures and other decorations may be placed upon the walls. A metal hanger strip, which is permanently installed on the walls of most student rooms may be used for this purpose. Nails, thumbtacks, tape of any kind, and other devices which may damage painted or wood surfaces are not permitted. Decals on mirrors are also prohibited. Signs for which proof of ownership cannot be established (i.e. traffic, realty, or business signs) are not permitted. Painting walls with University supplied paint and building lofts may be permitted only with prior written authorization from the Residential Life Coordinator and Buildings & Grounds. Students may not alter permanent fixtures or cause unusual damage to a room. Nothing (i.e. wires, banners, clothes etc.) may hang out of residential facilities windows or over light fixtures in a residential unit room.

Communication

The Residential Life Office utilizes Ohio Wesleyan University owu.edu email and mail distributed to a student's Hamilton-Williams Campus Center mailbox as its primary source for communicating relevant and important information to its residents. It is the responsibility of the student to set up an OWU email account and check it on a regular basis. Residents will be held accountable for all information communicated via email and HWCC mailbox. *Please note: failure to properly set up and check owu.edu email account and/or retrieve mail from the HWCC mailbox does not absolve the resident from adhering to the information that is communicated by these systems.*

Pets

Delaware City-County Board of Health animal control regulation supersedes Ohio Wesleyan University's pet policy, questions or concerns should be referred to Delaware General Health District. According to animal control regulation, no person shall be permitted to harbor, feed or market wild animals native to the State of Ohio or other type of wild, feral, or dangerous animals, including exotic animals not native to the State of Ohio. Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted to be kept, fed, or harbored in the residence halls. These issues may interfere with a student's right to a clean environment conducive to study.

A. Residence Halls

The only pets permitted are fish and one of the following animals per student: gerbils, hamsters, guinea pigs, mice, and rats. These small, caged, nonpoisonous animals and fish are permitted in the student's room if:

- The student completes and submits the pet registration form.
- The student gains advance approval from the Residential Life Office.
- The student gains advance approval from their roommates before the pet arrives on campus. **A roommate's request to live in a pet-free environment supersedes the right of the student to have a pet in their room.**

B. Fraternity Houses/Small Living Units/House of Black Culture/Honors House

The types of pets permitted in residence halls are also permitted in fraternity houses, small living units, the House of Black Culture, and the Honors House (herein after described as "houses").

In order for a student of a house to have a pet, they must obtain approval from all other students who live in the house prior to submitting a pet registration form. **A roommate's or housemate's request to live in a pet free environment supersedes the right of the student to have a pet in their room.** If necessary, the Residential Life Coordinator will have the authority to reverse the decision the house makes. Failure to have appropriate secured approval results in a possible referral to Student Conduct. **No house pets will be permitted in any residence halls at any time.** The aforementioned animals and fish are permitted in a house if:

- The student completes and submits the pet registration form.
- The student gains advance approval from the Residential Life Office.
- The student gains advance approval from their roommates and housemates before the pet arrives on campus. **A roommate's request to live in a pet-free environment supersedes the right of the student to have a pet in their room.**

Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish, snails, and crustaceans. Turtles, amphibians, other reptiles, and other aquarium dwelling animals are not permitted. All animals, including fish, must be taken home over semester breaks. The University will not be held responsible for the safety of fish or any animals in the event of electrical power failures. **The housing of cats, dogs, rabbits, ferrets, snakes, and other unauthorized animals in the residence halls is prohibited. No visiting animals (i.e. pets from home) will be permitted in any residence halls at any time.**

Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted to be kept, fed, or harbored in the common areas of the residential facilities. These issues may interfere with a student's right to a clean environment conducive to study.

All pets found in student housing which violate this policy will be immediately removed or confiscated and moved to a local shelter or the Humane Society. Residential Life reserves the right to determine if an animal is appropriate. Violation of this policy may result in a referral to the Office of Student Conduct.

Animal Bite Reporting Procedure

Pets attacking other animals or humans will not be tolerated. If an animal that is housed in a residential facility becomes disruptive, bites or displays intimidating behavior, the University reserves the right to remove the animal from university property. The Residential Life Office and/or Public Safety can enforce immediate removal of the animal from the residential facility. Any costs incurred for removal of the animal will be the responsibility for the pet's registered owner.

Cancellation

At the discretion of the Assistant Dean of Student Affairs/Director of Residential Life or his/her designee, housing rates and fines may be adjusted and/or a housing contract may be administratively cancelled for the purpose of safety, orderliness and/or maximum utilization of facilities.

Dismissal from University Housing

Ohio Wesleyan University may terminate this housing contract and require the student to vacate University housing upon determination that the student has violated a provision of this contract or has violated an applicable provision of the Code of Student conduct, including but not limited to: failure to pay tuition and room and board fees, trafficking or abuse of controlled substances, weapons violations, as a response to cumulative disciplinary history or damage to University housing and property, and in the response to facility emergencies resulting from fire, water or weather damage. Notwithstanding, in any case where a student's presence in University housing poses an immediate threat to person or property, as determined by the Residential Life Office, the student may be required to immediately vacate University housing until a hearing on the matter is held. In the event that this contract is terminated as a result of such a violation, the student will be responsible for room and board fees.

Residential Unit Opening and Closing Dates

Residence Halls and Small Living Units will be open to returning students at 9:00 a.m. on the Monday before classes begin in August. Any student who wishes to gain access to his/her residential unit prior to these dates/times must receive prior permission from the Residential Life Office.

Residential units will close for freshmen, sophomores, and juniors at 12:00 p.m. the Wednesday after the last exam in May. Residential units will close for graduating seniors at 12:00 p.m. on the Sunday after Commencement in May. All students should plan to make travel arrangements according to these closing dates. A student is required to leave the hall within twenty-four hours after completion of his/her classes or examinations, or by hall closing, whichever comes first.

Ohio Wesleyan University Fraternity Housing Contract

This Fraternity Housing Contract is binding for the entire academic year. Ohio Wesleyan University is a residential community and students are required to live on campus for the duration of their educational experience. Students participating in an academic program that requires them to be away from campus (internship, study abroad, etc.) may apply for a contract release. Students leaving the university at the end of the fall semester will be granted a contract release. Students who reside off campus without the expressed written permission from the Residential Life Office will be responsible for payment of all on-campus housing and meal plan fees. Students should not sign an off-campus lease without receiving written permission from the Residential Life Office.

Fraternity members must reside in their respective houses beginning with their sophomore year or the semester after they become an initiated member of the chapter; however, if a chapter exceeds its capacity, the overflow will be accommodated through the regular Residential Life procedures for housing selection. Fraternity members who wish to seek off campus housing options must follow the same procedures as other students requesting a release from the residency requirement. In addition, fraternity members must also obtain written permission from their chapter and house corporation/alumni board.

Residency Requirements and Room Assignments

Living in an on-campus residential learning community throughout one's college career is an integral part of the Ohio Wesleyan University educational experience. As a residential university, we require full-time enrolled students to reside on campus unless they meet one of the following criteria of exception:

1. Residing with parents or legal guardians at their primary place of residence in Delaware County;
2. 23 years of age or older during the academic year for which an exception is requested;
3. Fifth year seniors;
4. Legally married (must provide documentation);
5. Parents of dependent children (must provide documentation);
6. Medical or psychological conditions that cannot be accommodated by the university. Ohio Wesleyan University is committed to making accommodations in our residences for medical or psychological conditions for which a student has been diagnosed by a licensed health care provider. These accommodations are made in consultation with university personnel including representatives from Student Health Services, Counseling Services, and the Academic Resource Center. In rare circumstances when the university is unable to make accommodations as determined by these university personnel, the student will be granted an exception.

Eligibility

Requirements for University housing include a.) being duly registered as a student, b.) payment of debts to the University and c.) continuous compliance with University Residential Life policies, guidelines, standards, the OWU Code of Student Conduct, and the instructions of residence hall staff members and other University personnel. The student is committed to meet financial payment for food service and his/her space in the residential unit (residence hall, Small Living Unit, fraternity house) and for the selected board plan. Failure on the part of the student or his/her co-signer to fulfill the financial obligations of this contract will be cause for cancellation of enrollment, cancellation of graduation, and/or forfeiture of the right to academic transcripts. In the event that the student does not sign this contract, payment to the University makes this contract binding.

Housing & Board Costs

Room and board charges are divided in half and billed in equal amounts per semester. The 2018-2019 costs for men living in fraternity houses are based on a Tier 2 room rate, which is \$3,400/semester or \$6,800/year. The cost of the fraternity board plan is \$2,980/semester or \$5,960/year.

Super Singles

A Super Single is a double or quad room with reduced occupancy. They cannot be requested in advance; they only exist when a room drops below regular occupancy. When vacancies occur during the course of the academic year, the remaining resident(s) will be given the option of room consolidation or paying for the room type created by the reduced occupancy (room buyout.) The cost of a Super Single is an additional 60% of the room rate for that designated room (tier 2). The Super Single accommodation will ensure against an additional roommate(s) being assigned to the room for the remainder of the academic year. An increase in the room fee will be prorated from the date that the student signs a Super Single Response Contract. If the Residential Life Office determines that there is a continued need for residential unit space, students with a vacancy in their room will not be given the option of upgrading to a Super Single accommodation.

Room Assignments & Changes in Occupancy

Room Assignments

Fraternity room assignments will be made by the chapter members. The Residential Life Office will make administrative assignments based on the fraternity house roster that the chapter creates. Any room changes must be communicated to the Residential Life Office through the Residential Life Coordinator.

This contract guarantees a space in the system, not necessarily a given room assignment or roommate(s). Students may indicate a preference for a particular residential unit, room, and roommate(s). The University reserves the right to make assignments and reassignments in order to fully utilize available facilities and to consolidate vacancies. Room assignments and changes are prerogatives of the University and are processed by written authorization from the Director of Residential Life or designee. The University reserves all rights with respect to the assignment and reassignment of the room accommodations, and may at its sole discretion, terminate such assignment. Students living in a multiple occupancy room must accommodate a new roommate assigned if the room drops below capacity.

Room Changes

In order to make administrative adjustments where necessary, there will be a 2-week room freeze at the beginning of each semester. New requests for roommate changes will not be processed during this time. Room changes within the fraternity house must first be approved by the Residential Life Coordinator, then the Director of Residential Life.

Unauthorized room changes may result in administrative fines and/or referral to Student Conduct and/or other appropriate administrative action. Students may be administratively removed from their assigned residential unit if they demonstrate an inability to function in the group living environment. The University makes assignments without regard to age, color, creed, disability, marital status, national origin, race, and sexual orientation. All residential facilities are non-smoking environments; the Residential Life Office will attempt to house non-smokers with non-smokers wherever possible.

Roommate Conflicts

Students experiencing roommate conflicts must work with the residential life hall staff to arrive at some agreeable solution. Before a room change will be granted, the roommates must attempt a resolution by taking the following steps:

1. Meet with their onsite Residential Life staff member (RA)
2. If necessary, meet with their Residential Life Coordinator, who will mediate a discussion between all roommates involved with the goal of creating a signed contract containing agreed upon standards for room behavior.

If, in the judgment of University officials, roommates should not remain together, an “as needed” room change will be provided. If one of the students involved does not volunteer to move, both students may be required to move to other spaces on campus.

Consolidations

If vacancies exist in a residential unit to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residential Life Office may assign, re-assign and adjust the occupancy of rooms at any time. The Ohio Wesleyan University consolidation policy serves to better meet the demand of students, reduce the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residential unit spaces. The Residential Life Office will determine who has a space in their room. In the case that two residents both have vacancies in their respective rooms and wish to voluntarily consolidate together, the Residential Life Office will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident's room.

Vacancies

If a student lives in a double or multi-occupant room and has a space in his room, he must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process will face serious ramifications, including the loss of privileges to make housing preferences in the future and possible referral to Student Conduct.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester. If the student's room is unacceptable for an incoming student to move into, that student may face an administrative fine and mandatory Super Single room rate increase. The Residential Life Coordinator will assess the student's room at semester break and determine if the vacant space is acceptable.

Occupancy

The University will provide the named student with a **space** in University housing for the times specified on the academic calendar. Those days when the University is closed for vacations are specifically EXCLUDED. Initial occupancy is required by the University's first day of classes. Rooms not claimed by this date may be reassigned unless the Director of Residential Life or designee has given permission for late arrival. A student who has not notified the University of late arrival may be reassigned to any available space. A room must be occupied by only the person(s) properly assigned to the room.

Telephone Service

Telephones are not provided in fraternity house rooms, however there is a phone line located in most rooms. Students may bring a personal telephone to make on campus and local calls. Students will not be able to make long distance phone calls from a residence hall room; students wishing to make long distance calls must use personal cell phones or a long distance calling card. 1-800 numbers are always available for direct dial. Many students also choose to bring a mobile phone, however OWU faculty and administrators may choose not to call a student's mobile phone number if it is a long distance call.

Check In-Check Out

Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Fraternity house residents may obtain room keys from the Fraternity House Director upon move-in. Students are responsible for completing a room condition report (RCR) and returning it to the Residential Life staff within the first week of their occupancy. At check out, damages identified in the assigned room and noted on the RCR will be billed to the student.

Fraternity houses open at 9:00 a.m. on the Monday before classes begin in August. Houses close at 12:00 noon on the morning following the last class day before a break period (i.e. Thanksgiving, winter, or spring break), and open at 9:00 a.m. on the day preceding resumption of classes. A student is required to leave the house within twenty-four hours after completion of classes or examinations, or by house closing, whichever comes first. Early arrivals or late departures necessitated by sports, orientation, commencement activities, etc. will be approved by the Residential Life Coordinator. Permission to arrive early or depart late for individual reasons must be obtained from the Residential Life Coordinator and may be subject to applicable early arrival or late stay fees.

Students must check out of the Fraternity House in accordance with circulated checkout procedures. Failure to do so will result in an improper checkout charge. In addition, the student will be assessed charges for failure to turn in a key, for failure to clean and for damages incurred. Improper Check Out is defined as the failure on the part of the student to properly vacate (i.e. be checked out by a staff member and turn in key.) No credit will be given on any keys returned following checkout. Students leaving the University must remove all of their belongings unless the Assistant Dean of Student Affairs/Director of Residential Life gives written permission. After two weeks, the University will confiscate abandoned items.

A student who is dismissed or who voluntarily withdraws from the University has 24 hours in which to vacate the residential unit.

Vacation Housing

The University will advertise for vacation housing at a cost above and beyond this contract. It should be noted that during some of the break periods, University facilities and services are available on a limited basis. Students who plan to remain on campus after the closing and during the break **MUST** register with the Residential Life Office. Those registering should be prepared to have any applicable fees placed on their student account. For winter break, the University may close all residential facilities completely; if not, students may be required to consolidate to one building. For break periods, students who are not registered to stay are required to vacate their residential unit by 12:00 p.m. on the day following classes (i.e. 12:00 p.m. on Saturday before Thanksgiving, 12:00 p.m. on Friday after Fall semester final exams, and 12:00 p.m. on Saturday before Spring Break.) Residential Units will then reopen at 9:00 a.m. on the Sunday before classes resume after a vacation period and will reopen on the Tuesday before classes resume in spring semester.

Visitors & Guests (24 Hour Visitation)

All residential facilities have an open visitation policy. In no instance shall a guest or visitor become a long-term resident of a University owned facility, as it would interfere with the rights of roommates and others in the living unit.

A “visitor” is defined as a non-OWU student visiting a current OWU student; a “guest” is defined as a currently enrolled OWU student who is not currently assigned as a resident of that particular room.

OWU students are permitted to have guests and visitors under the following guidelines:

- a. Students are responsible for the actions of their visitors and must accompany them for the duration of the visit. Students are also responsible for informing their visitors of University regulations and appropriate parking areas.
- b. All overnight guests and visitors must be registered with the Residential Life Office. The hosting student must have permission from his/her roommate(s) in order for an overnight guest and/or visitor to be registered.
- c. Students are required to report the presence of a visitor with a car on campus to the Public Safety Office. A visitor parking pass can be obtained (free of charge) and can be issued for up to three days. Students are responsible for any traffic citation(s) that their visitor may receive on campus. Unregistered vehicles, vehicles parked in fire lanes or blocking trash dumpsters may be towed from University parking at the expense of the owner. Note: Obtaining a visitor parking pass does not fulfill the required registration process with the Residential Life Office.
- d. No overnight guest or visitor may sleep in public areas.
- e. Each student may host a maximum of two overnight guests or visitors at one time
- f. A guest or visitor's stay may not exceed three overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest or visitor.
- g. Overnight guests and visitors are not permitted until after classes begin at the beginning of each semester, during the final examination period at the end of each semester, or during break periods. Otherwise, guests and visitors are permitted at any time of the year while classes are in session.

Non-OWU overnight visitors who are on campus for a recruiting event will be registered by the hosting department. Ohio Wesleyan University reserves the right to immediately remove a non-OWU student visitor from campus for disruptive behavior or any violation of a University policy.

Facilities & Services

Facilities and services provided by the University include:

Bed, mattress, desk, desk chair, dresser, closet space, window blind/curtains, intra-campus mail, cable TV access, Internet accessibility, laundry.

Residents may not remove designated University furniture from their room or place common area furniture into their room. Any unauthorized property found to be in a room, the resident(s) assigned to that room are subject to action through Student Conduct.

Students provide their own:

Blankets, pillow, rug, bedspread, towels, washcloths, iron, study lamp, mattress pad & bed linen for extra long size mattress (required)

Residents will be issued a room key for their use only. Keys may not be shared or lent out to other students. Residents are required to carry a room key at all times. There is a \$5.00 fee charged to students locked out of their room.

Damage/Community Damage

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residential unit. Residents will be charged for repair or replacement costs due to the removal of or destruction of property in their residential unit. (See Student Handbook, Policies governing Residential Life, Damage.) When two or more student occupy the same room and individual responsibility for damages to that room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred. A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of the repair

The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residential unit will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Damage bills will be sent to residents at any time at the discretion of the Residential Life Office and at the end of the academic year or when the student leaves the residential unit. Any appeals to damage bills must be in writing to the Residential Life Office by July 1st. Community damage charges are not subject to appeal.

Personal Property

The University is not responsible for the loss of personal property in residential units by fire, flood, theft, or other causes. Each student is responsible for his/her own property and that of his/her guest. Students are strongly encouraged to purchase personal property insurance, which is made available through the Residential Life Office web site (<https://www.owu.edu/about/offices-services/office-of-residential-life/student-property-insurance/>) by a partnering independent insurance carrier (not through the University).

Behavior and Conduct

Students are responsible for knowing and observing the OWU Code of Student Conduct. The Assistant Dean of Student Affairs/Director of Residential Life reserves the right to make other rules and regulations that may be necessary for the safety, care and cleanliness of the premises, and for the preservation of order. The student agrees to abide by all additional rules and regulations that are adopted.

Room Inspections and Searches

Ohio Wesleyan respects a student's right to privacy in his living unit. Accordingly, University officials will enter rooms only to inspect for standards of maintenance, preservation of existing structure, and identification of damage, and to search to enforce University rules and for protecting the safety and security of members of the University community and their and University property.

Students will be given advance notice of routine inspections, such as those that are conducted during breaks and after semesters. Inspections do not involve searches for rule violations. However, under the "plain view" rule when inspections by University staff reveal evidence of rule violation students will be cited and any evidence removed from the room.

Room searches to enforce University rules follow strict procedures to protect the privacy rights of students. Searches can only be conducted based on probable cause that a rule violation has been committed and that the evidence for it may be found in a particular room. The search may proceed only after the probable cause, the place to be searched, and the things to be seized have been described to the Dean of Students, the Director of Public Safety, or the Assistant Dean of Student Affairs/Director of Residential Life, and one of these officials has granted permission to conduct the search. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The University reserves the right to remove illegal items or unauthorized University property that is found during authorized searches.

Fire & Safety Considerations

All electrical appliances must bear the Fire Underwriters Approval Seal, and wiring and plugs must be in good condition. The following are strictly prohibited – open coil units, halogen lamps, toasters/toaster ovens, coffee makers, hot plates, sandwich makers, woks, as well as other items listed in the Student Handbook, Policies Governing Residential Life, Electrical Appliances. **Candles and incense are strictly prohibited from all residential units.**

Extension cords are not permitted. An extension cord is a cord that plugs into an outlet on one end and receives a plug from an electrical appliance on the other end. Power strips/surge protectors are permitted with the following caveats: *Large draw appliances, such as refrigerators, microwaves and blow dryers (hair dryers) CANNOT be plugged into power strips/surge protectors; they must be plugged directly into an outlet. *Computers (PC's and laptops), stereos, TV's can be plugged into a UL approved power strip. *Power strips/surge protectors should never be plugged into another device of the same type; they should be plugged directly into an outlet.

Students may use the following approved appliances in common kitchenettes: coffee pots, corn poppers and toasters. Corn poppers and coffee pots must have enclosed heating units that are thermostatically controlled.

Room Decorations

Pictures and other decorations may be placed upon the walls. Nails, thumbtacks, tape of any kind, and other devices which may damage painted or wood surfaces are not permitted. Decals on mirrors are also prohibited. Signs for which proof of ownership cannot be established (i.e. traffic, realty, or business signs) are not permitted. Painting walls with University supplied paint and building lofts may be permitted only with prior written authorization from the Residential Life Coordinator and Buildings & Grounds. Students may not alter permanent fixtures or cause unusual damage to a room. Nothing (i.e. wires, banners, clothes etc.) may hang out of fraternity house windows or over light fixtures in a residential unit room.

Smoking

Smoking is not permitted in residential facilities (residence halls, Small Living Units, fraternity houses) in accordance with Ohio Revised Code Chapter 3794: Smoking Ban. Students may legally possess tobacco and tobacco smoking paraphernalia, including but not limited to hookah pipes.

Communication

The Residential Life Office utilizes Ohio Wesleyan University owu.edu email and mail distributed to a student's Hamilton-Williams Campus Center mailbox as its primary source for communicating relevant and important information to its residents. It is the responsibility of the student to set up these accounts and check them on a regular basis. Residents will be held accountable for all information communicated by owu.edu email and HWCC mailbox. *Please note: failure to properly set up owu.edu email accounts, and check them on a regular basis, does not absolve the resident from adhering to the information that is communicated by these systems.*

Pets

Delaware City-County Board of Health animal control regulation supersedes Ohio Wesleyan University's pet policy; questions or concerns should be referred to Delaware General Health District. According to animal control regulation, no person shall be permitted to harbor, feed or market wild animals native to the State of Ohio or other type of wild, feral, or dangerous animals, including exotic animals not native to the State of Ohio. Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted to be kept, fed, or harbored in the residence halls. These issues may interfere with a student's right to a clean environment conducive to study.

A. Residence Halls

The only pets permitted are fish and one of the following animals per student: gerbils, hamsters, guinea pigs, mice, and rats. These small, caged, nonpoisonous animals and fish are permitted in the student's room if:

- The student completes and submits the pet registration form.
- The student gains advance approval from the Residential Life Office.
- The student gains advance approval from their roommates before the pet arrives on campus. **A roommate's request to live in a pet-free environment supersedes the right of the student to have a pet in their room.**

B. Fraternity Houses/Small Living Units/House of Black Culture/Honors House

The types of pets permitted in residence halls are also permitted in fraternity houses, small living units, the House of Black Culture, and the Honors House (herein after described as "houses").

In order for a student of a house to have a pet, they must obtain approval from all other students who live in the house prior to submitting a pet registration form. **A roommate's or housemate's request to live in a pet free environment supersedes the right of the student to have a pet in their room.** If necessary, the Residential Life Coordinator will have the authority to reverse the decision the house makes. Failure to have appropriate secured approval results in a possible referral to Student Conduct. **No house pets will be permitted in any residence halls at any time.** The aforementioned animals and fish are permitted in a house if:

- The student completes and submits the pet registration form.
- The student gains advance approval from the Residential Life Office.
- The student gains advance approval from their roommates and housemates before the pet arrives on campus. **A roommate's request to live in a pet-free environment supersedes the right of the student to have a pet in their room.**

Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish, snails, and crustaceans. Turtles, amphibians, other reptiles, and other aquarium dwelling animals are not permitted. All animals, including fish, must be taken home over semester breaks. The University will not be held responsible for the safety of fish or any animals in the event of electrical power failures. **The housing of cats, dogs, rabbits, ferrets, snakes, and other unauthorized animals in the residence halls is prohibited. No visiting animals (i.e. pets from home) will be permitted in any residence halls at any time.**

Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted to be kept, fed, or harbored in the common areas of the residential facilities. These issues may interfere with a student's right to a clean environment conducive to study.

All pets found in student housing which violate this policy will be immediately removed or confiscated and moved to a local shelter or the Humane Society. Residential Life reserves the right to determine if an animal is appropriate. Violation of this policy may result in a referral to the Office of Student Conduct.

Cancellation

At the discretion of the Assistant Dean of Student Affairs/Director of Residential Life or his/her designee, housing rates and fines may be adjusted and/or a housing contract may be administratively cancelled for the purpose of safety, orderliness and/or maximum utilization of facilities.

Dismissal from University Housing

Ohio Wesleyan University may terminate this fraternity housing contract and require the student to vacate University housing upon determination that the student has violated a provision of this contract or has violated an applicable provision of the Code of Student conduct, including but not limited to: failure to pay tuition and room and board fees, trafficking or abuse of controlled substances, weapons violations, as a response to cumulative disciplinary history or damage to University housing and property, and in the response to facility emergencies resulting from fire, water or weather damage. Notwithstanding, in any case where a student's presence in University housing poses an immediate threat to person or property, as determined by the Residential Life Office, the student may be required to immediately vacate University housing until a hearing on the matter is held. In the event that this contract is terminated as a result of such a violation, the student will be responsible for room and board fees.

Residential Unit Opening and Closing Dates

Fraternity Houses will be open to returning students at 9:00 a.m. on the Monday before classes begin in August. Any student who wishes to gain access to his/her residential unit prior to these dates/times must receive prior permission from the Residential Life Office.

Residential units will close for freshmen, sophomores, and juniors at 12:00 p.m. on the Wednesday after the last exam in May. Residential units will close for graduating seniors at 12:00 p.m. on the Sunday after Commencement in May. All students should plan to make travel arrangements according to these closing dates. A student is required to leave the hall within twenty-four hours after completion of his/her classes or examinations, or by hall closing, whichever comes first.