

Clayton State University

Laker Hall/Housing Policies

I. STUDENT RESPONSIBILITIES

Violations of any of the following provisions may result in fines, sanctions, probation, termination, suspension from Clayton State University Housing Office, or any combination of the above.

- A. DAMAGES – (1) The Student is individually responsible for the cost of cleaning, replacement or repair of any breakage or damage within his or her room/apartment suite. (2) The Student is jointly responsible for the cost of replacement or repair of any breakage or damage in the common areas within his or her assigned hall/wing or apartment suite. Charges will be equally assessed upon each member of the assigned room, hall/wing, or apartment in which the Student resides in the event the responsible person remains anonymous (collective liability). (3) The Student is responsible for the condition of the room/apartment suite and all furnishings which are assigned to him/her and to his/her roommate(s) and shall reimburse Clayton State University for all damages to or loss of these furnishings. (4) Residents of the residence hall/apartment suites may also be assessed the expense (minimum charge of \$25.00) of the repair or replacement of any property in public areas judged damaged by residents or their guests in a given room/apartment. (5) The Student is responsible for maintaining the cleanliness of his/her room/apartment. Charges for damages and/or cleaning shall be assessed against the Student's registration/graduation and/or the issuance of a transcript.
- B. ALTERATIONS - No changes will be made in the residence hall/apartment suites by the Student without written permission from the Clayton State University Housing Office. This includes, but is not limited to: shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, other structural changes or alterations to furniture, or the removal of Clayton State University furniture and its replacement with items owned by the Student.
- C. Student shall not use or store in Student's room, storage area or common area any of the following:
 - i. Firearms, ammunition, explosives (including firecrackers and fireworks), weapons, hunting bows, pellet or bb guns, knives with blade longer than three (3) inches in length, paint ball guns, arrows, martial art equipment, hazardous chemicals, gasoline driven vehicles of any kind, vehicle parts, heavy repair equipment or accessories to any vehicle or engine parts.
 - ii. Electrical items other than clocks, radios, stereo equipment, televisions, computers, or other low-wattage appliances. Microwave ovens must use less than 10 amps of power. Mini-refrigerators must be 4.5 cubic feet or smaller.
 - iii. Outside television or radio antennas or satellite dishes.
 - iv. Waterbeds or water-filled furniture.
 - v. Motorcycles of any type.
 - vi. Neon signs.
 - vii. Open flame-burning, or exposed heated-coil appliances.
 - viii. Halogen-touquier lamps.
 - ix. Air-conditioning units.
- D. The Student's room/apartment shall not be used for commercial or solicitation purposes.
- E. The Student's room/apartment shall not be sublet.
- F. Furniture or plants from common areas, lounges and study areas are not allowed in the Student's room/apartment suite.
- G. The Student is prohibited from tampering with any Clayton State University locks, or installing new or additional locks or deadbolts. The Student shall not alter or duplicate any residence hall, room/apartment suite, or exterior door keys. Any Student in possession of any duplicated keys will be charged for re-keying the room/apartment suite or exterior doors and may face disciplinary and/or criminal charges.
- H. Clayton State University policies and regulations and Georgia State law prohibit gambling or illegal drugs in the residence hall.
- I. The Student is prohibited from having any animals of any type in the residence hall/apartment suites or adjacent grounds, with the sole exception of harmless aquatic fish in aquariums of 10 gallons or less. This prohibition does not apply to Students or their guests with documented

disabilities who use individually-trained service animals to do work or perform tasks for the benefit of the individuals with disabilities

- J. The Student is responsible at all times for all activities in his or her assigned room/apartment suite in accordance with this Contract, Clayton State University and housing policies, and applicable federal, state, and local laws.
- K. The Student shall not threaten, disturb, annoy, harass, or interfere with any Clayton State University staff in performance of their duties and responsibilities.
- L. The Student will not tamper with any fire equipment, i.e., pull alarms, hoses, fire extinguishers, heat sensors, smoke detectors, sprinkler heads, etc. Violation of the above will result in a fine and/or notification to the Clayton State University Police, Office of Student Conduct, and/or local law enforcement agencies for possible disciplinary action/criminal charges.
- M. Clayton State University's residence hall is smoke-free. All rooms/apartment suites and common area spaces in Clayton State University's residence hall, including hallways, lounges, lobbies, stairwells, dining rooms and snack bars are smoke-free environments. In addition, smokers are expected to remain at least 30 ft. from building entrances while smoking, such that second-hand smoke does not interfere with access or the rights of others. Smokers are also to dispose of cigarette and cigar butts appropriately in provided containers. Littering of cigarette butts is not acceptable. See also University Policy on Smoking.
- N. Alcoholic beverages are strictly prohibited in the residence hall, regardless of the Student's age.
- O. Quiet Hours are strictly enforced after 10:00 PM nightly. Courtesy Hours are in effect 24 hours daily. Courtesy Hours means residents should always be reasonably quiet. However, if a suitemate, neighbor, or staff members asks a resident to be quiet, s/he is expected to comply.

II. VISITATION POLICY

Clayton State University's Housing Office promotes a safe and secure environment that is conducive to academic success and overall wellness. The Visitation Policy of the Housing Office encourages responsible decision-making by members of the community and recognizes students' rights and responsibilities, as well as the role of the University in fostering student development.

A guest is considered any person who is not a current resident of the residence hall.

- o All guests must have a valid photo identification card, such as a Laker Card, a state-issued Driver's License, or state-issued Identification card.
- o Guests under the age of 16 are not permitted in the facility, unless accompanied by a parent or guardian, and may not stay overnight at any time, without prior permission from the Housing Office. The residence hall does not provide family living or accommodations for spouses or children.
- o The resident who signed in the guest is considered the host, and, as such, must escort his/her guest AT ALL TIMES while in the residence hall. Residents will be held judicially and financially responsible for the actions of their guests and are responsible for informing their guests of all Residence Hall and University policies.
- o Each resident is permitted to host two (2) guests at one time. However, the total number of people in an apartment suite should not exceed twelve (12) people, even if the additional people are residents of the building.
- o Residents are responsible for ensuring that their guest has parked in designated guest parking areas.

The Housing Office allows 24-hour visitation, but cohabitation is strictly prohibited.

- o A resident may host a guest(s) in his/her apartment/room with agreement from the other roommates. An overnight guest is considered any guest who is not signed-out by Midnight, or is signed-in between the hours of Midnight and 8:00 AM.
- o A resident or guest may not use the bedroom or bathroom of another resident without his/her prior consent.
- o At no time should any resident provide entrance to the residence hall or his/her apartment/room to someone who is not their guest. In addition, a host resident should not provide an unescorted guest with access to the residence hall or his/her apartment/room. (i.e., lending/copying a key or access card).
- o Residents may have overnight guests (guest staying after Midnight) for up to two (2) nights in a seven-day period. A resident may not have more than two (2) overnight

guests at the same time. A guest may not stay more than two (2) consecutive nights. An individual guest is limited to six (6) overnight stays per semester, regardless of the resident that the guest is visiting. (Example: Jane is a guest, and she has three overnight stays with Suzy and three overnight stays with Sally. Jane cannot not be an overnight guest for the rest of the semester, as she has used her maximum number of overnight stays for the semester.)

- Guests may not sleep in lounges or public areas. In addition, guests should not sleep in common areas of the apartment suite without permission from all roommates.

Violation of the Visitation Policy may result in disciplinary action. Depending upon the severity and/or frequency of the violation(s), sanctions may range from formal warnings and/or educational sanctions up to and including suspension of visitation privileges and/or termination of housing contract.

III. KEY POLICY

In the event the Student fails to comply with any of the Terms and Conditions of this Contract, Clayton State University Housing Office may take the following actions against the Student:

- A. If the resident loses a key, the resident agrees to pay a \$35 replacement fee.
- B. If a loaned keycard is not returned by (5:00pm) of the next business day, the resident agrees to pay a \$20 fee.
- C. If the resident requires lockout assistance more than five (5) times per academic year, the resident agrees to pay an additional \$10 fee for each additional lockout.

IV. STUDENT NONCOMPLIANCE

In the event the Student fails to comply with any of the Terms and Conditions of this Contract, Clayton State University Housing Office may take the following actions against the Student:

- D. Cancel this Contract without notice.
- E. Serve notice to vacate the premises pursuant to applicable Clayton State University policies and state laws.
- F. Take action to recover the cost of damage caused by the Student and/or his or her guest(s).
- G. Utilize any and all available remedies, including equitable and legal, judicial and/or administrative relief.

IV. CLAYTON STATE UNIVERSITY STANDARDS

- A. Clayton State University Housing Office reserves the right to refuse housing to any Student who has demonstrated an unwillingness to abide by Clayton State University standards, policies and regulations, or who demonstrates behavior which is incompatible with the maintenance of order and propriety to an educational environment in the residence halls or apartments.
- B. Clayton State University Housing Office may terminate this Contract and take possession, within 24 hours of termination, of any living unit at any time for violation of any of the provisions of this Contract. Personal property will be removed, inventoried, and stored up to 30 days. If the Student fails to claim or take possession thereof, it will be deemed abandoned and may be donated to a local charity. Neither Clayton State University Housing Office nor its appointed agents bear no liability for damage to property involuntarily removed.

