



A GUIDE TO RESIDENCE HALLS

2020 - 2021

WELCOME

Dear Resident Student:

On behalf of the entire Lander University community, welcome to campus! Whether you are a returning student, graduate student, or brand new student, we are thrilled to serve as your home away from home.

As a resident student, your campus journey begins here. While on campus you will learn from wonderful faculty and take part in many traditions that make Lander University unique. Before you embark on your residential experience, please take a few moments to familiarize yourself with the contents of this guide.

Think of this guide as a living, breathing document. While the contents are current now, we will make updates throughout the year as necessary and will notify you via your Lander University student email if or when changes are made. Our ultimate goal is to provide you with the best residential experience that we can and that starts with you. We encourage you to be engaged members of the residential community and the Lander University community as a whole. If you encounter problems along the way, please let your RA or a Housing staff member know so that we can work towards a solution.

In January 2020, the Department of Housing and Residence Life adopted four core values. Those values are community, integrity, inclusion, and engagement. We hold these values very closely and hope that as members of Lander University's residential community that you will as well. While things may look a bit different on campus for the Fall 2020 and Spring 2021 semesters, our aim is still to encompass these values and to remain vigilant and innovative in the ways that we build community and provide you with the best on campus experience possible.

Please feel free to contact the Housing Office at any time. We love engaging with our students! And again, welcome to campus for the 2020-2021 academic year.

Sincerely,

Zach Helms
Director
Housing & Residence Life

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HOUSING CONTACT INFORMATION

PHONE

864-388-8266

EMAIL

housing@lander.edu

FAX

864-388-8115

FALL/SPRING HOURS OF OPERATION

Monday – Friday: 8:00 a.m. – 5:00 p.m.

SUMMER HOURS OF OPERATION

Monday – Wednesday: 7:30 a.m. – 5:30 p.m.

Thursday: 7:30 a.m. – 5:00 p.m.

MISSION, VISION, CORE VALUES

MISSION

Our mission is to establish dynamic, collaborative, and inclusive communities that promote student engagement, self-growth, and academic success.

VISION

All residential students are involved members of the Lander University community.

CORE VALUES

- **Community**
We build relationships and a sense of belonging to an environment in which interdependence, mutual support, interests, and goals are supported.
- **Integrity**
We value individual and interpersonal conduct grounded in principles of honest, consistent, ethical, transparent, and sound decision-making.
- **Inclusion**
We value communities in which members engage in respectful dialogue and celebrate individual perspectives and experiences while confronting incidents of bias.
- **Engagement**
We value learning and student participation in activities beyond the classroom in all areas of campus life in which students develop interpersonal and professional competencies.

HOUSING & RESIDENCE LIFE STAFF

DESK ASSISTANTS

The Department of Housing and Residence Life employs a number of student Desk Assistants and full-time Residence Hall Monitors. These students and staff assist in staffing the front desk of Centennial Hall, Chipley Hall, and New Hall.

RESIDENT ASSISTANTS

The Department of Housing and Residence Life employs 45 Resident Assistants (RAs) who are responsible for the oversight and residential programming of Lander's 10 residential communities.

RESIDENT ASSISTANT DIRECTORS

The Department of Housing and Residence Life employs 3 Resident Assistant Directors (RADs) who are senior RAs that serve as the direct supervisors for RA staff in Lander's 10 residential communities. RADs reside in Bearcat Village, Centennial Hall, and New Hall.

TRANSPORTATION

The Department of Housing and Residence Life houses Lander University's two transportation systems: the Bearcat Shuttle and the Lander Line. Information, including schedules for both services, can be found on the Department of Housing and Residence Life's website at www.lander.edu/housing.

HOUSING OFFICE STAFF

Our central office, located on the third floor of the Grier Center houses our housing operations and residence life staff. We have satellite office locations in Bearcat Village and Lide that house staff who oversee the Desk Assistant program and Transportation respectively.

STUDENT RIGHTS AND RESPONSIBILITIES

ROOMMATE BILL OF RIGHTS

I. ROOMMATE BILL OF RIGHTS

Your enjoyment of life in university housing will depend to a large extent on the thoughtful consideration you demonstrate for your roommate and your neighbors. In order to ensure these rights are upheld, all resident students will be required to complete a roommate/suitemate agreement at the beginning of each year. This agreement should be updated with a change of occupants or when current occupants feel an addendum is necessary.

Your Resident Assistant will assist you in this process. Basic rights of every roommate include:

1. The right to a clean building in which to live.
2. The right to expect that a roommate will respect one's personal belongings.
3. The right to redress of grievances. Housing staff is available for assistance in settling conflicts.
4. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbances from noise, roommate's guests, etc.
6. The right to free access to one's room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to be free from fear or intimidation and physical or emotional harm.
9. The right to have guests during visitation hours with the expectation that the guests respect the rights of the host's/hostess's roommate and other hall residents.
10. The right to expect reasonable cooperation in and access to the use of room telephone services.

To be a mature adult is to accept responsibility for the welfare of others. It is your responsibility to ensure that your roommate enjoys these rights.

Anyone found infringing upon these rights will be subject to disciplinary action to include relocation to another room as determined by Lander University administration or the loss of privilege to live in the Lander University residence halls.

ROOMMATE & SUITEMATE CONTRACTS

Upon moving into a new room, all occupants must complete a roommate contract and/or suitemate contract with each individual residing in their room and/or suite. Roommate and suitemate contracts become part of the housing policies and procedures for each room. These contracts may be amended at any time. Due to the different housing options offered at Lander University, please reference the following list to see if you should complete a roommate contract only, a suitemate contract only, or both a roommate contract and suitemate contract.

Roommate Contract Only:

- Bearcat Village - Buildings A & B
- New Residence Hall

Suitemate Contract Only:

- Bearcat Village - Buildings C, F, K, & L
- Centennial Hall
- Thomason Cottages

Roommate Contract and Suitemate Contract:

- Brookside
- Bearcat Village - Buildings D, E, G, H, I, J, & M
- Chipley Hall
- Lide Apartments**
- McGhee Ct.
- University Place
- Williamston Suites

RESIDENT ASSISTANT ROOMMATE & SUITEMATE CONTRACTS

Students who are living with Resident Assistants (RAs) will sign a separate roommate (where applicable) or suitemate (where applicable) contract. Please keep the following guidelines in mind when living with a Resident Assistant.

- RA roommates and suitemates are expected to follow the residence hall opening and closing times as traditional resident students. RA roommates and suitemates will not be allowed to move in early nor leave their area late.
- If a RA resigns or is terminated, both the RA and his/her roommate(s) and/or suitemate(s) may be removed from the RA room and reassigned a room(s) based on space availability.
- If a conflict should arise between a student and his/her roommate(s)/ suitemate(s) that cannot be resolved, the Housing Department reserves the right to remove the student(s) from the RA room and reassign them based on space availability.

Involving yourself or interfering with the RA's responsibilities can potentially affect the employment status of the RA. Please do not involve yourself or attempt to be responsible for the RA's responsibilities to their residential community.

HOUSING POLICIES AND REGULATIONS

ABANDONED ITEMS

The Housing Department will not be responsible for items left in the residence halls after a student has moved. If items are marked as to indicate ownership, the Housing Department will attempt to notify the resident. Should items not be claimed, they shall become the property of the university. The Housing Department shall declare them abandoned and dispose of them at their discretion. Personal items cannot be stored on university property during official closing periods excluding Winter Break when the student is returning to the same room for the following spring semester.

ALCOHOL & DRUGS

Alcoholic beverages are not allowed in any Lander University residence hall or public area on campus. Public is defined as areas that are readily accessible to students, faculty, staff and guests on campus. Consumption is prohibited in all university residence hall facilities and grounds. This definition includes individual rooms, kitchens, decks, stairs, parking lots, athletic fields/courts, and adjacent parking lots. See the general policy on alcohol and related drugs in the Lander University Student Handbook.

BICYCLES & MOTORCYCLES

Non-motored bicycles can be kept in student rooms. Motorcycles and similar vehicles are not permitted in the residence halls. Bicycles are not to be ridden or stored in hallways, stairwells or on decks. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended anywhere in the halls, other than the students' rooms or sanctioned areas, may be removed by the Lander University Police Department without warning.

CANDLES, OPEN FLAMES, & GRILLS

Candles, incense, grills and any burning, open flame are prohibited in Lander University residence halls. Resident students may use counter-top George Foreman grills as an exception to this policy.

CHECK-IN & CHECK-OUT PROCEDURES

Residents will be required to complete an Inventory/Inspection in the Housing Portal with their Resident Assistant within 24 hours after occupancy. When occupancy of the resident's assigned room is terminated at any time during the semester or at closing periods, an occupant must obtain room clearance by properly checking out of the room. Properly checking out of the room is defined as the resident contacting their RA to schedule their check-out, accept/not accept their Inventory/Inspection and turn in their room key. The RA will inspect the room with the vacating resident and return the room key to a housing staff member who will complete a final room assessment. Those students vacating rooms or occupying rooms without following this procedure will be charged \$75 in addition the cost of any repairs resulting from damages inflicted during occupancy. This check-in/ check-out procedure should be followed should a resident change rooms within the academic year as well.

COMMUNAL PROPERTY

Communal property includes hallways, baths, stairwells, decks, elevators, lounges, study rooms, meeting rooms, laundry rooms, and kitchens. Residents are expected to take every precaution to assure that communal property is not abused or defaced. In halls or areas wherein the university has determined that the majority of the residents are tolerating undue abuse of university property and the responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of labor and/or supplies for such abuses. When organizations are given the opportunity of having exclusive use of an area, those organizations will be held responsible for reimbursing the university should damage/abuse occur.

COOKING & FOOD PREPARATION

Fire safety and sanitation requirements prohibit cooking in any area within university housing, except kitchens, which are specifically designed for such use. Never leave a kitchen unattended while cooking. Possession of cooking appliances will result in the occupant being assessed a fine based on the nature of the violation. All foods must be kept in tightly closed metal or plastic containers because of sanitation concerns. Microwave ovens must meet approved specifications set by the Housing Department. See the section of this guide titled "Electrical Appliances" for further information.

The controlled cooking plan is being enacted to prevent a fire in the kitchen area and is required by the International Fire Code. The Controlled Cooking Plan for Bearcat Village, Lide Apartments, McGhee Ct. and University Place is as follows:

1. Surface frying on the range in the kitchen is prohibited.
2. Range area may be used for warming; however, no cooking activity that produces grease-laden vapors is allowed.
3. Violation of this plan will result in an automatic fine of \$250 plus payment of any damages (smoke,

water, fire, etc.) that may occur due to violation of this policy.

DISORDERLY CONDUCT

Disorderly conduct involves any action that disrupts the peace. It includes, but is not limited to, breach of peace; conduct that is lewd or indecent; dropping, throwing or causing objects or substances to fall from windows, doors, ledges, balconies or roofs; making excessive noise; and any other type of disruption or conduct interfering with the rights and opportunities of those who attend the university for the purposes of which the university exists. Additionally, fighting is considered a violation of this policy. As an institution of higher education, fighting can pose a significant threat to the campus community. *NOTE: There is a difference between fighting and self-defense.* Any student found responsible for violation of this policy may be subject to probation, loss of privilege to live on campus, and completion of anger management. Consequences for other violations of this policy will be determined based on their own merit, depending upon the severity of the incident.

DECORATIONS & ROOM MODIFICATION

Decorations, within the confines of a student's individual room, which are appropriate in nature are encouraged. In the interest of safety for all residents and to prevent damage, the following guidelines and restrictions shall be followed:

WALLS: In order to prevent damage to residence hall rooms, limitations are placed on the types of adhesives and hangers that may be used. When decorating walls and/or windows, the following must be considered: tension rods should be used in windows to hang any type of window treatments, holes cannot be placed in walls (no nail or tack holes), and double-sided tape should not be used. A quality grade of masking tape typically will not result in damage to a painted surface if it is carefully removed. The use of command adhesive is not advised; however, should command adhesive be used, improper removal will not excuse charges caused by such products. No painting of residence hall rooms or public areas by students is allowed. No wallpaper, contact paper, or stickers are to be placed on room doors, furniture, walls, or glass surfaces. The student is held responsible for any damages to a room, with the exception of normal wear and tear. Check with your Resident Assistant for information on residence hall specific guidelines.

CONSTRUCTION: While efforts to individualize student rooms are encouraged, construction (free-standing shelves, lofts, etc.) or alteration of structures are not permitted and can create safety hazards, fire hazards, or impede necessary maintenance. Violation of this policy may include disciplinary action and/or fines.

BED LOFTS: Limited numbers of university supplied senior loft kits are available for residents of Centennial Hall. This is the only area where senior loft kits are available. All other halls, with the exception of Thomason and parts of Brookside/Bearcat Village, have medium lofts or three-quarter lofts that are included in the rooms. Senior loft kits must be reserved by following the instructions sent to the Lander email of the

residents of Centennial Hall. Senior lofts are reserved on a first-come/first-served basis. Anyone receiving a senior loft kit will receive detailed instructions for assembly. Should you receive a loft kit and later decide you no longer want the kit, please contact your Resident Assistant regarding removal. Do not pass the loft kit to another resident as residents on the waiting list have priority to receive any available kit. Failure to comply with this policy may result in fines and/or disciplinary action.

ELECTRICAL APPLIANCES

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems will present fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

- Any electrical appliance with an exposed heating element is prohibited.
- Household extension cords are not permitted.
- Surge protector/outlet strips with built-in breakers are to be used when the number of outlets needed is greater than the number of outlets in the student's room.
- Resident-owned refrigerators are allowed in residence hall rooms, provided that they do not exceed 4.2 cubic feet or 1.2 amps.
- Appliances such as radios, lamps (no halogen lamps), computers, TVs, electric razors, hair dryers, hair curlers, hair straighteners, fans and clocks are permitted, provided the total electrical requirements do not exceed the capability of the system.
- All electrical equipment and cords must be kept in safe operating condition.
- Irons may be used only with ironing boards. Students will be charged full repair/replacement cost for any damages caused to university furnishings or structures (mattresses, counter tops, etc.) as a result of violating this policy.
- Cooking in residence hall rooms is limited to the following appliances, which may be used only for their intended purposes: sealed-unit coffee makers, counter top George Foreman grills, crock pots, toasters (not toaster ovens) and compact microwave oven (700 watt maximum power).
- String lighting that are plugged into the electrical outlet are not permitted. String lights operated by batteries are permitted.

The housing staff will ensure compliance with safety policies and will direct any necessary adjustments in use of appliances and/or outlets.

ELECTRICAL EQUIPMENT

No student shall alter or repair electrical equipment or fixtures that belong to the university. Defects in university electrical equipment should be reported to the Resident Assistant, the Housing Office, or to Facilities Operations.

FIREARMS, EXPLOSIVES, & FLAMMABLE LIQUIDS

The possession or use of firearms, explosives, fireworks, flammable fluids, dangerous chemical mixtures or propelled missiles is prohibited. Students possessing or using any of these items may face suspension or expulsion from the university. Furthermore, visitors violating this policy will be subject to arrest and/or placed on trespass notice from the university.

FIRE SAFETY & EQUIPMENT

The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, exit signs, posted fire/safety information or the alarm system are prohibited. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from university housing and/or suspension/ expulsion from the university, in addition to a fine of \$250. If there are concerns regarding the functionality of fire safety equipment the Housing Department should be notified immediately. Anytime the fire alarm is sounded, students are to leave the building immediately and congregate in the designated area for their residence hall (reference "Fire Safety Information") until advised to return to buildings by university officials. Failure to leave buildings may result in a fine of \$100 (increasing with each subsequent occurrence) and/or disciplinary actions. Elevators are not to be used in the event of either a fire drill or an actual fire.

GUESTS & VISITATION

Preamble: A guest is defined as any person(s) who is visiting any person(s) that does not live in their place of assignment or residence (includes off-campus students as well as residential students visiting another residence hall OR another hallway/building in their assigned residence hall). A roommate's/suitemate's expectation of privacy, sleep, and study takes precedence over the privilege of a resident to have a guest. Roommates and/or suitemates are never required to leave when guests are present.

Conduct of Residents and Guests

Resident students are responsible for the conduct of their guest(s) in the residence halls, including any financial charges resulting from damages or necessary cleanup caused by the guest(s).

The host(ess) must be present with the guest(s) for the duration of any guest visit. The host(ess) must meet guests at an exterior door upon arrival and escort them throughout the duration of their visit, including to an exterior door upon leaving. Residents should only escort individuals whom they know personally.

All guests, including parents/family members, are to sign in at the front desk when visiting Centennial Hall, Chipley Hall, and New Residence Hall. Guest names will be logged, and guests are required to leave a valid form of identification at the front desk.

A resident must have approval from their roommates and/or suitemates in order to have a guest(s).

Visitation Hours

Visitation hours are self-regulating in all university residence halls (owned or leased).

Self-regulating visitation is defined as 24 hours a day, Sunday – Saturday.

Self-regulating visitation requires a roommate (where applicable) and/or suitemate contract (where applicable) detailing the visitation restrictions as identified by the assigned occupants via the roommate and/or suitemate contract. Roommate and suitemate contracts are completed at the beginning of each academic year or as changes in occupancy occur during the academic year. Roommate and suitemate contracts become housing policy for each room/suite/apartment and supersedes visitation hours set by the university.

Overnight/Late Night Visitation

Late night visitation is defined as taking place at any time between the hours of 2:00 a.m. and 9:00 a.m. Sunday – Saturday.

Cohabitation is prohibited. Only residents assigned to a room or apartment may reside in that space. Cohabitation is defined as living together or sharing the same space for longer than two (2) consecutive days or regularly, repeated, multiple overnight/late-night visits. Guests may not bypass this policy by switching hosts.

Nothing in this policy is to be construed as encouraging or permitting individuals who do not have a housing contract to live on campus.

If a complaint is filed in regard to abuse of this policy, the university will investigate and impose sanctions accordingly.

Minors

Persons 16 years of age or under must depart the residence halls no later than 11:00 p.m. unless the individual has written permission from the Director of Housing and Residence Life or designee. Requests to stay past 11:00 p.m. must be received at least 72 hours prior to the desired visitation date.

All guests 16 years of age or under must be registered at the Lander University Police Department with their host(ess) unless accompanied by a parent/guardian for the duration of their visit. The parent/guardian may not be a current Lander University student. No host(ess) may have more than two guests 16 years of age or under at any one time without the accompaniment of a parent/guardian.

Visitors 16 years of age or under will receive a guest pass that must remain on their person, or at the front desk, if signing in at Centennial Hall, Chipley Hall, or New Residence Hall.

Babysitting

For liability reasons, babysitting is not allowed in any university residence hall (owned or leased), including children of residents.

Scope and Application

All visitation policies apply to all lobbies, decks, porches, and stairwells attached to or connected to all Lander University residence halls (owned or leased).

Visitation hours may be decreased or eliminated in each residence hall by a majority vote of all residents, in a referendum call by a petition of 10 percent of the residents.

The university reserves the right to alter or terminate the visitation policy, if the policy is determined by the Housing Office, not to be in the best interest of the university.

Those who violate visitation regulations or state, federal, or local laws are subject to prosecution in civil court or disciplinary action, which may result in residence hall eviction, fines, and/or suspension.

HAZARDOUS WEATHER

Every effort will be made to notify resident students of hazardous weather. However, residents should refer to local media or weather information via the Internet in order to stay abreast of current weather conditions. Should a warning indicate the need for individuals to take shelter, please reference the “Tornado Warning Safety” procedures.

HEALTH & SAFETY INSPECTIONS

Health and Safety Inspections will be conducted by the Housing Department at least once per semester. Residents will be notified of inspection dates via their Resident Assistant before inspections are to take place. Resident Assistants will post the specific time and date for inspections in their area at least 24 hours before the inspection.

KEYS & UNAUTHORIZED ENTRY

No student shall unlawfully enter into any university building, office, attic, roof or any other university facility. Keys and proximity cards/student IDs are to be used only by the student to which they are issued. Violation of this policy may result in disciplinary action, which may include, but is not limited to, an individual’s use of university facilities being withdrawn or otherwise restricted.

LAUNDRY FACILITIES

Resident students have unlimited use of washing machines and dryers in the residence halls. Guests and nonresidents cannot use this service. Washing machines and dryers are located in central laundry rooms at Bearcat Village, Brookside (by building), Centennial Hall, Chipley Hall, Lide, the New Residence Hall, Thomason and Williamston. McGhee Ct. and University Place have washing machines and dryers in individual apartments. Residents of Bearcat Village, Lide Apartments, Thomason, and Williamston will access their respective laundry facilities with card access via their Lander ID. Students are to assist in maintaining the cleanliness of the laundry rooms and the machines. Residents are responsible for removing their belongings from washers/dryers in a timely manner as a courtesy to other residents waiting to use the machines. Lander University nor the University's laundry vendor are responsible for lost or stolen items.

MISPLACED PROPERTY

Each student room is provided with certain items of furniture as indicated via the Inventory/Inspection completed upon check-in. Students may not move additional items into their rooms from public areas of residence halls or from other student rooms, nor can students remove items that are furnished by Lander University.

PETS, SERVICE, & EMOTIONAL SUPPORT ANIMALS

No animals, with the exception of fish in properly maintained aquariums of 10 gallons or less, will be allowed in residence halls.

The ADA defines a service animal as a dog individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. The common examples are guide dogs for blind or visually impaired individuals and service dogs for people with physical disabilities and hearing impairments. Petting or attempting to communicate interferes with the service animal's concentration and should be avoided.

PUBLIC POSTING OF MATERIALS

No materials may be posted inside or outside of the residence halls without proper authorization. The Office of Student Activities must stamp all materials for approval. Materials that promote the use of alcohol or other drugs, or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity or national origin are prohibited. Expressions which can be viewed publicly (outside of the student's room) and that are obscene, socially inappropriate or intimidating, or which are offensive to the prevailing standards of an

academic community are prohibited.

QUIET HOURS

During quiet hours, noise that can be heard one door away from the source is too loud. Quiet hours will be observed during the following times:

Sunday – Thursday: 10:00 p.m. - 10:00 a.m.

Friday and Saturday: 12:00 Midnight - 10:00 a.m.

Consideration hours will be in effect at all other times. During consideration hours, noise should not be so loud that it disturbs neighbors. At any time, a resident's right to a quieter environment should be honored. Residents are expected to communicate with their neighbors to establish times when louder noise is acceptable; these times cannot violate established quiet hours.

Residents may vote to increase the number of quiet hours in their residence hall if they so choose. A two-thirds affirmative vote of residents is required to extend these hours. The Housing Department must be informed prior to the vote in order to review the voting process.

During the final two weeks of the semester, quiet hours will be in effect for 24 hours a day. Additionally, quiet hours are in effect 24 hours a day for the week prior to mid-term exams and during the week of mid-term exams.

Please note that all sound systems and stereos must be kept inside, and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in the residence halls, only for properly scheduled events. Music majors should utilize practice rooms available elsewhere on campus.

RESIDENCE HALL BULLETIN BOARDS

Residents are responsible for reading all university information posted on residence hall bulletin boards. The bulletin boards are maintained by Resident Assistants and contain notices of university announcements and activities.

RESPONSIBILITY FOR ASSIGNED ROOMS

Resident students are responsible for the condition of his or her assigned living space and shall reimburse the university for all damage to the room, damage to or loss of fixtures, furnishings, or properties provided under the housing contract. Be advised that no alterations are to be made in the furniture, as provided by the university. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures, or walls contained in the room. Any student transferring university property within, or between, university housing will be charged accordingly.

RESPONSIBILITY FOR STUDENT PROPERTY

Although precaution is taken to maintain adequate security, the university cannot assume the responsibility for the loss of, or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover any such losses. Pamphlets that contain more information regarding personal property insurance are available in the Housing Department. Please note that the Housing Department does not endorse any particular insurance provider.

ROOFS & LEDGES

All persons are prohibited from climbing onto any roof and/or ledges.

ROOM ENTRY, SEARCH, & SEIZURE

The university reserves the right to enter student rooms for the following purposes: safety, sanitation issues, facilities improvements, routine maintenance, to secure unauthorized property, when there is reason to believe there is a violation of university policy, to assess property damage, or to control rooms in the event of an epidemic or emergency which jeopardizes the well-being of the occupant or other students in the residence hall. When practicable, residents will be given 24-hours notice, via their Lander e-mail, before a university official enters.

- The university reserves the right periodically to inventory university property and to conduct maintenance and safety and health inspections of rooms. These inspections will be held during official recesses and at other times, in the latter case after 24-hour notice, when practicable, and in the presence of the occupant(s), when practicable.
- The university reserves the right to enter individual student rooms in emergency situations. Reasonable effort will be made to notify the occupants in advance of such an entry.
- The university reserves the right for its officials to search individual rooms in cases where there is reasonable cause to believe that university regulations and/or laws are being violated.
- The university reserves the right to request a search warrant when there is probable cause to believe:
 1. That a nonresident whose presence constitutes a violation of the visitation/guest policy or other appropriate regulations of the university occupies a room
 2. A violation of federal, state or local law has occurred
 3. The occupant has concealed within the room property, possession of which is a violation of federal, state or local law

This does not prohibit normal inspections of university housing or other facilities for maintenance, health or safety purposes.

ROOM FURNISHINGS

Each residence hall room is furnished with a single bed, mattress, desk, desk chair, chest of drawers, and/or wardrobe for each resident. Room size and window dimensions vary from hall to hall and room to room; however, window blinds are provided. It is recommended that residents wait until arriving on campus before buying curtains, carpeting or other materials.

Should a student desire to bring personal furniture they are welcome to do so; however, no university-owned furniture is to be removed from its assigned location in the residence halls.

SMOKING, VAPING, & TOBACCO USE

Smoking, vaping, e-cigarette use and/or tobacco use is not permitted on any Lander University property, leased or owned.

SOLICITING & SALES

The use of university housing as a location for the exchange of goods and services of any type, in addition to solicitation and canvassing, is prohibited. All solicitors should be reported to a housing staff member or the Lander University Police Department.

TRASH DISPOSAL

Resident students should dispose of all waste, paper and other trash within the confines of their own room, in an appropriate trash receptacle, or in the dumpsters that are provided for their residence hall. Littering or improper disposition of trash is not permitted, and violators may be assessed a fine by the university. Additionally, violators may be issued a city citation for littering, which requires a court appearance and carries a fine of over \$300.

WATER-FILLED FURNITURE

Due to the potential of water damage and the weight of such items, waterbeds and other pieces of water-filled furniture are not permitted in the university residence halls.

WEAPONS

Firearms and dangerous weapons of any type are not permitted in the residence halls or other university facilities, except when carried by law enforcement officers within their jurisdictions. Possession of a firearm on campus is a felony within South Carolina. Intentional use, possession or sale of firearms or other dangerous weapons by students are strictly forbidden and violate university policy and state law. Violations can result in arrest and confiscation/destruction of the weapon/ammunition/prohibited item. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals whether on or off university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is a serious offense and is therefore applicable to this policy. Students found responsible for violation of this policy, with regard to dangerous weapons, are likely to face suspension or expulsion, depending upon the severity of the incident. Other weapons of any kind (including but not limited to dirk, slingshots, metal knuckles, razors, BB guns, air guns, hatchets, bows/arrows, explosives, fireworks, dangerous/noxious chemical mixtures, incendiary devices, propelled missiles or other dangerous substances) are prohibited on campus. **Be advised that any item used in a threatening manner may be considered a weapon and is therefore applicable under this policy.*

Students desiring to bring weapons must store them in a gun locker in the Lander University Police Department. Weapons must be unloaded prior to being brought to University Police. Ammunition will be stored in a gun locker separate from weapons. Identification must be shown to check in or check out stored weapons. No weapons are to be stored in student vehicles on the Lander University campus.

Lander University reserves the right to confiscate any item that the university deems hazardous or dangerous.

WEIGHTS

The university does not permit weight equipment, commercial or handmade, in the residence halls. Weightlifting equipment for student use is provided in the Fitness Center.

WINDOWS & SCREENS

The tilting open of windows, throwing of objects from windows and/or hanging of objects from windows/screens is prohibited and violations may result in disciplinary action and/or fines.

All windows in Centennial Hall are equipped with stops to prevent the windows from being raised above a certain height. Any student found removing the stops, even temporarily, may face disciplinary action and/or fines.

COMMON FEE CHARGES

Description	Rationale	Charge Amount
Cleaning	If room/apartment requires cleaning after student vacates.	\$50 minimum <i>Amount will increase depending on extent of cleaning</i>
Damages - Structural	Includes damage to doors, windows, locks, or other furnishings/fixtures/appliances in rooms including damage to walls such as paint damage, drywall damage, or holes in walls not noted by student upon check-in.	\$50 minimum <i>Charge based on cost of repair + labor OR full replacement + shipping if necessary</i>
Damages – Furniture	Includes damages to fixtures such as beds, mattresses, desks, chairs, wardrobes, and any other university provided furniture in student rooms or residence hall common areas.	\$100 minimum <i>Charge based on cost of repair + labor OR full replacement + shipping if necessary</i>
Lock-Outs	Student lock-outs that occur as a result of lost keys, keys left in the room/apartment, etc.	First Occurrence – No Charge \$10 per occurrence after first unlock by LUPD, Housing, Facilities, etc.
Lost Keys	If a student loses a key, all locks in the room/apartment shall be changed. Student responsible for lost key shall be charged for the cost of the new key and changing of locks.	\$50
Unauthorized Appliances	Any appliance that is prohibited in residence halls as outlined in the Community Living Guide.	\$25 per appliance
Possession and/or Use of Open Flame or Open Flame Devices or Extension Cords/Multi-Plug Adapters	Includes candles, incense, and other similar items.	\$25 per item
Failure to Vacate During Fire Alarm	Failure by student or guest/non-resident(s) to vacate during the sounding of a fire alarm.	\$100 – first offense <i>Increased fines for subsequent offenses. Potential loss of visitation for resident in the event that guests/non-residents fail to vacate.</i>
Tampering with Fire Safety Equipment	The covering or disabling of smoke detectors, sprinklers, and other fire/life safety equipment. Also	\$250

	includes improper discharge and/or vandalism of fire extinguishers.	
Activation of Fire Alarm Due to Violation of University Policy	Activation of any fire alarm system due to violation of Lander University policy such as smoking, vaping, or surface frying.	\$250 – Surface Frying \$100 – Others (first offense)
Propping of Exterior Doors	Propping open of outside/exterior doors to buildings.	\$250 and/or loss of visitation for a period of time
Improper Check-Out/Check-In	Failure by student to properly follow check-in/check-out procedures (i.e. missing appointment time with RA, failure to complete room inspection, return key by deadline, etc.)	\$75 per occurrence

HOUSING APPEALS

Information regarding the Housing Appeals process may be found on our website at www.lander.edu/housing under the “Apply for Housing” tab.

PERSONAL SAFETY

Lander University makes every effort to provide a safe and secure living environment for all resident students as well as the entire university community. University Police is on patrol 24 hours a day, seven days a week, 365 days a year. Professional staff and resident assistants live in each residence hall and are available to assist resident students at any time. Desk monitors, security systems and emergency phones are in place in various residence hall areas and throughout the campus. Residence hall entrance doors are locked at all times and are accessible only with the university key issued to the occupant assigned for that specific residence hall and/or room.

The following are a few important safety items to remember:

- Never lend your room key to anyone
- Always keep your room and vehicles doors locked when you are not occupying them or when sleeping
- Keep valuables out of plain sight
- Do not keep large amounts of money in your room; keep debit/credit cards secure and out of plain sight
- Do not let unescorted visitors/strangers into the residence halls
- Be aware of your surroundings and report any suspicious persons or activity to University Police

Even with all safety resources in place, personal safety begins with each individual member of the Lander University community.

LANDER UNIVERSITY ALERT SYSTEM

The Lander Alert System has been adopted by Lander University in order to quickly notify students, faculty and staff via SMS text messaging and e-mail in the event that there is an imminent campus emergency. Although this system is optional, all students are encouraged to register. By registering you will automatically be sent critical alerts, notifying you of dangerous incidents of a threatening nature. You may also opt in for other alerts. To sign up for the Lander Alert System, log into the My Lander Portal. Once logged into the My Lander Portal, follow the “Sign Up Now” link located in the Lander Alert channel box on the home tab. Step-by-step instructions are provided. For more information about this system, please access the Lander University Police Department’s website.

TORNADO WARNING SAFETY

Below are suggestions of where students who live in university residence halls should seek shelter in the event of a tornado warning:

Bearcat Village: Residents should go to rooms on the first floor and seek shelter in a bathroom or closet.

Brookside: Residents should go to the bottom floor and seek shelter at the base of the central stairwell and laundry room. Residents are advised to close all doors and stay away from glass.

Centennial Hall: Residents should seek shelter in the bathroom area or living room, taking the time to close doors to the bedrooms.

Chiple Hall: Residents should go to the first floor hallways, close all doors, and assume the crouched, covered position.

Lide Apartments: Residents should go to rooms on the first floor and seek shelter in a bathroom or closet.

McGhee Ct.: Residents should seek shelter in a bathroom or closet, taking care to close all doors.

New Residence Hall: Residents should go to the interior hallways, away from all glass, close all doors, and assume the crouched, covered position.

Thomason Cottages: Residents should seek shelter in the bathroom, taking care to close all doors leading to the bathroom.

University Place: Residents should go to the first floor and seek shelter in a bathroom or closet.

Williamston: Residents should go to the first floor and seek shelter in a bathroom, taking care to close all doors leading to the bathroom.

FIRE SAFETY INFORMATION

Fire drills will be conducted each semester in all Lander University residence halls/apartments. Lander University Police, the campus fire marshal, Student Affairs staff and Resident Assistants will supervise the evacuation of all housing facilities. Staff members may enter rooms for noncompliance and report any noncompliance by residents to the Housing Department. When the fire alarm sounds, students are to leave the building immediately via the nearest exit and congregate in the designated location, listed below, until advised by university officials. Failure to leave the building may result in a fine of \$100 (increased with each subsequent offense) and/or disciplinary action. Elevators are not to be used in case of a drill or an actual fire.

Please consult the following to determine the location to which you will evacuate in the event that a fire alarm sounds.

Bearcat Village: All residents will evacuate and gather in the large parking lot directly in front of buildings “G” and “H”, being sure to gather at the furthest distance away from the buildings.

Brookside: All residents will evacuate and gather in the dumpster area. Residents will not gather in the road around Brookside and Thomason.

Centennial Hall: All residents will evacuate through the nearest exit. Residents should gather at the backside of Centennial Hall on the far side of the parking lot adjacent to the Facilities Operations building, located on West Henrietta Street. Residents that exit through the front lobby doors should not remain in that area. Residents should continue around the building to the far side of the parking lot adjacent to the Facilities Operations building. There are to be no students in the parking lot that surrounds Centennial Hall.

Chiple Hall: All residents will evacuate and gather in the grassy area near the Science/Math Building. Residents will not gather in the circle in front of Chiple Hall. Any residents in the laundry area when the alarm sounds will exit through the emergency doors at the back of Chiple Hall and gather in the grassy area near the Science/Math Building. Do not use the elevator after the alarm has sounded.

Lide Apartments: All residents will evacuate and gather in the parking lot adjacent to Willson Street, across from the Horne Arena and Lide buildings 3 and 4. Residents will not gather in the Lide parking areas, nor in the road.

McGhee Ct.: All residents will evacuate and gather in the grassy area directly across McGhee Avenue opposite the entrance to McGhee Court, being sure to keep clear of McGhee Avenue to ensure that emergency vehicles have complete clearance into the apartments.

New Residence Hall: All residents will evacuate and gather in the green area in front of the building away from all sidewalks and walkways. Specific exit and evacuation instructions can be found on the back of each bedroom door within the building.

Thomason Cottages: All residents will evacuate and gather in the grassy area on the hill across from building “E”, between the fence and the parking area. Residents will not gather in the road adjacent to Thomason.

University Place: All residents will evacuate and gather on the sidewalk of Willson St., directly in front of the building which houses the Office of Human Resources.

Williamston: All residents will evacuate and gather in the grassy area across from buildings 1-3. Residents will not gather in the parking lot.

Any questions concerning this information should be directed to Rodney Boyter, Lander University Safety Director, at 864-388-8009.