

RESIDENCE LIFE

Campus residences at Messiah College provide more than a place for sleep and study; they promote an environment for personal growth. By living together, students are exposed to people with different backgrounds, habits, ideas, and personalities. Through living and learning together, students learn more about themselves. Ideas are sharpened, goals are more clearly focused, and personal identity is solidified. Residence Life serves to advance College-Wide Educational Objectives by facilitating educational programs and environments conducive to study. Campus housing is generally limited to students who are registered for at least 12 credit hours.

RESIDENTIAL FACILITIES

Traditional Residence Halls

Residents share a room with one to three students. The North Complex consists of Grantham, Hess, and Miller; the South Complex consists of Mountain View, Sollenberger, and Bittner. Naugle and Witmer residences are independent buildings. Naugle, Witmer, and Hess are designated for first-year students only.

Campus Apartments

Four apartment buildings provide living accommodations for three to five students. Fry, Smith, Mellinger, and Kelly residences are campus apartments. Residents share kitchen and living areas in their apartments.

Special Interest Houses

Houses on or near campus provide unique opportunities for small groups of students to live together and create a theme and mission for their house.

Harrisburg Housing

The Harrisburg Institute is a collaborative program that links urban learning and service through a living-learning community, coursework and research. The College's downtown presence offers housing for 25 students and encourages students to explore Harrisburg through service and experiential learning. One-, two-, and four-person apartments are available in the Harrisburg Institute. The apartments all have inside entrances. Programming includes monthly community meals, weekly potlucks, regular book studies and volunteer work. Students living in Harrisburg are required to participate in community service. A daily shuttle keeps students connected to both Grantham and Harrisburg. The Harrisburg Institute is located at the corner of Dewberry and Blackberry, just south of Strawberry Square in downtown Harrisburg.

RESIDENCE LIFE CONTRACTS AND AGREEMENTS

All residential students are required to sign a Housing Contract which provides general policies and regulations for students living in college-owned housing. These contracts

can be found online at www.Messiah.edu/offices/residence_life/Housing_Contracts.html. Students need to adhere to other disseminated college community standards and policies as well.

HOUSING CONTRACT CANCELLATION

A housing contract is issued for one academic year (two semesters). You or the College can cancel your contract. You may cancel your housing contract by submitting a cancellation form or written statement to the Office of Residence Life and Housing or via e-mail at housing@messiah.edu. Refer to your contract or contact the Office of Residence Life and Housing for information regarding cancellation fees. Cancelling your housing contract does not cancel your meal contract.

HOUSING CONTRACT PAYMENTS & FEES

You agree to pay to the Business Office the published contract rate for your housing according to the Business Office's schedule. Failure to make required payments does not relieve you of the obligations and duties of the contract. You are also subject to the Business Office's late payment fees for past due balances on your account, including housing and any related housing charges.

COMMUTER POLICY AND CONTRACT/AGREEMENT

Commuter Definition:

A commuter student is a student who is living locally (within a 50-mile distance) and at least one of the following criteria applies:

1. The student is living locally with parents
2. The student is living locally with family members (i.e. grandparents, aunts/uncles)
3. The student is classified as having independent status by the Office of Financial Aid and is living locally.
4. The student has non-traditional status (22 years of age and over or married).

Process:

If you meet any of the above criteria, your commuter status is valid for the academic year. You will need to sign a contract online via MC Square and this will notify the Office of Residence Life and Housing of your status. Your contract will include a copy of the policy and it will ask you for your local contact information.

If you do not meet the above criteria, you will need to meet the on-campus residency requirement. Additionally, if the granting criteria change you must notify the Office of Residence Life and Housing and may be subject to meet the on-campus residency requirement.

If you have questions, please contact our office at 717-796- 5239.

RESIDENCE LIFE POLICIES

APARTMENT PATIOS

Patios must always be well-kept because they affect the appearance of the College grounds and public areas. Patio-appropriate items are limited to furniture designed for outdoor use. Because of the concern for appearances, picnic tables should not lean upright against walls. No furniture or any other items should be placed on the grass or anyplace where damage could be done to plants and trees. Lights or decorations may not be placed on trees, shrubs, or patios as they may interfere with work done by Building and Property Services. Bicycles may be stored neatly on that apartment's patio. Motorcycles are not permitted to be parked on outdoor patios at any time.

BREAK HOUSING

Room fees do not include the break between semesters. Residence halls and apartments are closed during these times. During winter and spring break closings, students are required to be out by the designated date and time to avoid penalties. Date and time will be announced within a reasonable time frame prior to the breaks. The College reserves the right to use rooms and apartments during vacation periods if prior notice is given to students. Residences close 24 hours after the last scheduled exam at the end of each semester. The College does not guarantee break housing.

CHECK-OUT

Residents are responsible for checking out with a staff member. Failure to check out properly, or failure to clean a room, may result in a fine, in addition to labor and damage charges. Failure to vacate by designated times as established in closing information, may result in a fine. The Residence Director (RD) will make the final inspection of the room and determine final damage/ fine charges.

DAMAGE TO ROOMS/PUBLIC AREAS

Residence Life staff will inspect residences prior to, during, and prior to termination of occupancy. Students will be assessed for any damage, missing items, or cleaning costs to individual rooms and/or common areas (e.g., floor lounges, hallways, bathrooms, or any other common areas) as determined by the RD. Common spaces are considered to be the responsibility of the residents of that building, unit, or floor. If individuals responsible for damage cannot be identified, the residents of the building, unit, or floor will become collectively responsible for the cost of repair or replacement. In situations where the damages are extreme, repetitive or the unit is severely disruptive, the students may be subjected to the disciplinary process which may result in sanctions, including housing relocation to other residence halls.

ELECTRICAL EQUIPMENT

The use of electrical appliances is limited for safety reasons. Only small appliances with enclosed coils are permitted (i.e., corn poppers, coffee pots). Cooking of meals must be confined to apartment residence kitchens. Kitchens in residence halls are not intended to be used for regular meal preparations without prior approval of Residence Director and in conjunction with an approved meal plan exemption. Student-owned refrigerators are permitted if they are less than five cubic feet in capacity. The use of supplemental heaters is prohibited in all residences. Any questions about the electrical capabilities of satellite housing should be directed to Building and Property Services. Students who damage the circuitry by over-loading it may be responsible for the cost to restore the system.

GUESTS/VISITORS

Minor (i.e. children under age 18) Guests in College-Owned Student Housing

Baby-Sitting. No baby-sitting is permitted by students in residence halls, apartments, or other College-owned student housing.

Unrelated Minors. A child who is unrelated to a student is allowed to visit a student's room or stay overnight in College-owned housing if he/she meets all of the following conditions: the child (1) is 15 years of age or older, (2) is invited to do so by the host student, (3) is the same gender as the host student, and (4) has provided a signed parent/guardian liability release and medical permission form to the Residence Director or Office of Residence Life.

Any visitor staying overnight must sleep in a student's room, and not in a public lounge or individual floor lounge.

A child who is unrelated to a student and is under the age of 15 years may visit College-owned housing if he/she is invited to do so by a host student. The child may not stay overnight, but may visit public lounges during the normal visitation hours for the residence.

Campus Apartments/Special Interest/Off Campus Housing

Invited visitors may visit non-bedroom areas of campus apartments, special interest and off campus houses daily from noon to midnight.

Family/Related Minors. A child who is related to a student may stay overnight in College-owned housing if he/she meets all of the following conditions: the child (1) is 12 years of age or older, (2) is invited to do so by the host student, (3) is the same gender as the host student, (4) is actually under the supervision of the student family member, and (5) has provided a signed parent/guardian liability release and medical permission form to the Residence Director or Office of Residence Life.

Little Sibs Weekend. Children under the age of 12 who are related to students may visit College-owned housing if the child is the same gender as the host student and is under the supervision of a parent or guardian. No child under the age of 12 may stay overnight in college-owned housing.

Exceptions. This policy will not apply to summer conference groups, sports and other camps, or the migrant education summer program and project forward leap (both of which have their own supervisory staff).

Adult Guests in College-Owned Student Housing

Adult guests (i.e. age 18 or older) are welcome in College residences subject to the following guidelines provided they are invited and accompanied by a Messiah College student. Except as noted below, guests are permitted in individual living areas of the opposite gender only during scheduled visitation hours.

Peers. Student-aged guests may stay overnight for up to three nights with the approval of other residents of the room, apartment, or special interest house. Messiah College students may stay overnight in the rooms or apartments of other students of the same gender for up to three successive nights with the permission of the other residents.

Parents/Family. Adult immediate family members who are visiting from off campus may briefly visit the room or apartment of students during non-visitation hours. They may stay overnight in the rooms or apartments of students of the same gender for up to three successive nights with the permission of the other residents.

Other Adult Guests. Any other adult guests may briefly visit the room or apartment of students, but only during visitation hours. At any other time they are to meet informally with students in public spaces or common areas (e.g. public residence hall lounges).

Any guest who fails to adhere to Messiah College rules is subject to removal from the College premises. The College reserves the right to limit guest privileges and asks visitors to limit the frequency and duration of campus appointments. Abuse of these privileges may lead to restriction or withdrawal of the visitor's right to access campus.

INSURANCE

The College accepts no liability for the theft, loss, or damage by fire or otherwise of money, valuables, computers, or any personal property of the student either in the student's residence hall space or in College storage areas. Students are urged to purchase their own insurance to cover such losses. Since family Home Owner's Insurance Policies sometimes provide coverage for the personal property of a family

member away at school, students are also encouraged to check with their family's insurance agent regarding policy coverage.

KEYS TO RESIDENCE HALL/APARTMENT

Keys must not be duplicated or given to unauthorized individuals. In the event a key is lost, it is to be reported immediately to Dispatch. Replacement of lost, stolen, or misplaced keys will be done at a cost of \$50 per key. This charge will help offset the cost of re-keying the room or apartment and issuing replacement keys for other roommates.

LIABILITY IN RESIDENTIAL LIVING

The College does not assume responsibility for student-owned property in any location at any time. Occupancy of a College-owned residence does not establish a landlord-tenant relationship between the student and Messiah College.

LOCK-OUTS

Students are expected to carry their ID card and residence key with them at all times. Students who get locked out of their residence should contact a Residence Life staff member for assistance. A small fee may be assessed for those who forget their keys. If Residence Life staff are unavailable, students should contact the Department of Safety for assistance.

LOUNGES

Twenty-four hour common areas are provided for group interaction, study, and socialization. It is expected that sleeping or inappropriate displays of affection not occur in lounges. Common lounges should remain neat and clean.

MARRIED STUDENT HOUSING

The College does not provide housing for married college students.

MEAL PLAN

All residents of traditional residence halls are required to purchase one of the traditional meal plans based upon their class year. Residents of campus apartments are encouraged but not required to purchase a College meal plan. Details may be found in the Dining Services section of the handbook.

OFF-CAMPUS HOUSING POLICY

Policy

Messiah College is primarily a residential campus. All single, full-time students under the age of 22 are required to live on campus. Exceptions to the residency requirement are granted to students who meet the commuter criteria (see page 53) and have signed a commuter housing contract. Junior and senior students may be granted an exception to this residency requirement. In order to qualify for this exception, junior and senior students must complete the following process:

Requirements

1. Meet the minimum credit hour requirement (57 credits not including AP or CLEP by the end of your 4th semester) prior to deadline/application
2. Attend an off-campus housing orientation. Dates are posted on the Residence Life website.
3. Submit a completed off-campus housing application packet to the Office of Residence Life prior to the deadline set by that office.
4. Provide a letter of support from parent or guardian (*unless classified as independent student by Office of Financial Aid*).
5. Maintain good standing with the College. Good standing is defined as **not being** on academic, chapel, or disciplinary probation within the six months prior to application.
6. Confirm with the Financial Aid Office that aid package is not affected by living off campus.
7. Sign off-campus housing contract.
8. DO NOT enter into a lease or rental agreement until you have received official approval from the Office of Residence Life. If you sign a lease or rental agreement without having received this approval, you may be liable to the landlord for rent even though you are required to live on campus.

Expectations

All students (both traditional and nontraditional) who have been extended the privilege of living off campus remain members of the Messiah College community. They are obligated to honor their commitments to Messiah's community standards as outlined in the Community Covenant, Off-Campus Contract and the current student handbook. In addition to these College standards, off-campus students are also required to abide by the local laws and ordinances of their communities. It is expected that students living off campus will be good ambassadors of Christ and Messiah College. In addition to representing Messiah College, as members of this Christian community, we are called to be "salt and light" in the world—this includes our local communities. As such, it is expected that off-campus students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other "courtesy issues," it is expected that students living off campus will always defer to the needs of their neighbors in addition to obeying all state and federal laws and local township ordinances. The use, possession, and/or distribution of illegal drugs or alcohol are prohibited for Messiah College students living on or off campus while enrolled during the academic year. (See Alcohol Policy). Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by visitation standards outlined for students living in on-campus apartments. (See Visitation Policy).

Loss of Off-Campus Housing Privilege

Students determined to be responsible for violating College standards and/or federal, state, or local laws will have the privilege of living off campus revoked. This will result in the student's mandatory return to on-campus housing.

Late Application Exception

The Housing Office may approve late applications received after the deadline if certain conditions exist. An administrative fee will be assessed. Students should contact the Housing Office to apply for an exception.

PERSONALIZING ROOMS

Messiah College extends the privilege of personalizing individual rooms which enhance an enjoyable living environment consistent with the philosophy of the College community.

1. Occupants are expected to keep their rooms clean.
2. Items not in keeping with the character of the College are not to be displayed in student rooms or on College property. This includes wall coverings involving nudity or morally objectionable or socially offensive material, stolen property, containers for alcoholic beverages, and other alcohol- or drug-related paraphernalia (signs, posters).
3. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the surface may not be used.
4. All personal furnishings brought into a room must comply with fire safety codes.
5. Residents are expected to accept the responsibility for the maintenance of their rooms and for damages and replacement of missing items. Mounting items on walls should be done with care.
6. Student rooms, lounges, and hallways are painted and updated according to the maintenance schedule. Special requests for painting or alterations can be directed to Building and Property Services. Students are not allowed to paint the student rooms. Any improvement made to College-owned housing becomes the property of the College.
7. Students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover their room numbers.
8. Removal of College provided furniture from students' rooms is prohibited. Students will be charged for missing or damaged furniture.
9. Tampering with College property is prohibited. Screens are to remain in place and fire equipment is to be used only for intended purposes. Removing furniture from public areas is prohibited. In residence halls with false ceilings, tiles are not to be removed for any reason, including the storage of belongings.
10. Waterbeds and excessively heavy items are not permitted in student rooms unless they are needed for documented medical reasons.
11. The construction of "loft" beds by residents is prohibited.

PETS

Animals may not be kept in College residences with the exception of small, non-carnivorous fish in aquariums of 30 gallons or less.

QUIET HOURS

Messiah College is committed to providing an atmosphere within College residence halls and campus apartments that supports the achievement of academic excellence. Quiet hours have been established to provide residents with adequate opportunity to study, reflect, and sleep—all of which are necessary for a successful academic environment.

Quiet hours are:

Sunday through Thursday, 10 p.m.–10 a.m.

Friday and Saturday, midnight–10 a.m.

During quiet hours all students and other persons in and around residences are expected to refrain from making or causing noise, or any other disruption, which infringes upon the rights of residents to study, reflect, or sleep. For purposes of clarity, any noise from student rooms or apartments which can be heard in adjoining rooms or apartments will be considered a violation of the quiet hours policy. Likewise, any noise in the hallway or outside a residence that disturbs someone in a residence will be considered a violation of the policy. Quiet hours are in effect 24 hours a day during finals, beginning the evening of reading day.

Because of the diversity of schedules and lifestyles of students, individual needs for study, reflection, or sleep do not always correspond with enforced quiet hours. In the spirit of courtesy and in light of the academic nature of our institution, the need and/or desire for a quiet atmosphere takes precedence over an atmosphere of noise. The playing of musical instruments in residences must also be done within the bounds of courtesy. Students are expected to communicate with one another about their needs when quiet hours are not in effect.

In any situation involving differences of opinion regarding quiet and courtesy hours, all parties involved are expected to demonstrate understanding and civility toward one another and attempt to resolve conflicts among themselves prior to involving the Residence Life staff.

ROOM/APARTMENT ENTRY

The College reserves the right to enter and inspect rooms and apartments for maintenance needs and health or safety reasons. The College reserves the right to enter rooms and apartments for the purpose of enforcing compliance with College policies and/or state and federal laws and to investigate suspected violations thereof.

ROOM CHANGES

Room changes within a residence may be made with the consent of the residence director. If a room change is requested because of a roommate conflict, residents are expected to first work toward reconciliation with the help of the Residence Life staff before a move will be initiated. The College reserves the right to move students for

appropriate reasons. Once assignments have been made, students are expected to reside in the room to which they have been assigned. Students may stay overnight in the rooms or apartments of other students of the same gender for up to three successive nights.

ROOM OCCUPANCY

The College reserves the right to assign additional residents to individual rooms in the event of increased enrollment (e.g., supplemental housing). The College reserves the right to make housing adjustments during the summer based on fluctuations in enrollment. Students will be notified over the summer if impacted by such changes.

ROOM RATES

Room rates are posted on the Residence Life website. Right of possession is for the time when classes are in session. Charges for occupancy of rooms at any other time may be assessed.

STORAGE

In order to take advantage of the storage service, students must live at least **300 driving miles** away from campus. Space is available on a first-come, first-served basis. Students assume full responsibility for items placed in any storage area. The College will make every reasonable effort to protect student property; however, it is not in any way liable for the loss, theft, or damage to any property while in storage. Messiah College is also not responsible for damage or injury that may be caused by breakage, leakage, or obstruction of pipes, electrical systems, or loss of computer programs because of electrical surges, or by other latent building system defects not known to Messiah College. There is no storage available in the satellite houses.

Empty boxes may not be stored during the summer. **Furniture of any kind, carpet, lumber, tires, flammable liquids, or room furnishings are not allowed to be stored!** Due to limited space available, a student should not expect to store more than two to three medium-sized boxes.

Students must ensure that all items are properly secured—and that none of the items in boxes, crates, trunks, etc., can shift and/or fall out of their containers. Items must be packaged as if to be shipped or mailed. Belongings may get moved around somewhat due to changes in the storage areas. Failure to comply with any of the above stipulations may result in disposal and/or removal of items placed in any storage area.

Retrieving Your Items

You may retrieve your items at the beginning of each semester at posted times. Access will not be given during the summer.

NOTE: Items that remain in storage for more than 30 days after permanently leaving on-campus housing or student status (i.e. transfer, graduation, etc.)

will be disposed of after the College has once made a reasonable effort to contact the responsible person.

STUDENT SEARCH POLICY

POLICY

The College reserves the right to enter student rooms for maintenance reasons and to enter rooms or apartments for the purpose of compliance with College rules and/or state and federal laws.

I. Purpose

The purpose of this policy is to establish procedures governing searches to which Messiah College students may be subject. A primary consideration is balancing a student's right to privacy with the College's need to enforce applicable laws and rules. Concern for the well-being and safety of individual students and the College community, as well as reasonable protection of student privacy rights, should govern all decisions regarding student searches.

II. Areas and Property Subject to Search

Any area or property located on Messiah College premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (1) College-owned buildings and residences, (2) student-owned, operated, or controlled motor vehicles located on College premises, and (3) any personal property located or contained in these structures or vehicles. Student housing contracts issued by the Office of Residence Life and Housing reserve to the College the right to enter and inspect residential space at any time for maintenance needs or for reasons of health and safety. These contracts also permit the College to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of College policy, local, state or federal law is occurring.

III. Justification for Search

Any search conducted by Messiah College personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of College policy or local, state, or federal law. A search may be authorized under the following conditions:

A. Voluntary Consent. In most circumstances, it is desirable to obtain the prior voluntary consent of the person having control or custody of the area or property to be searched. While the student housing contract reserves broad authority for a search by College personnel, consent normally is to be sought prior to initiating a search. Consent by one roommate to the search of jointly occupied residential space is adequate even if other roommates are absent.

B. Reasonable Suspicion. It is the responsibility of the Department of Safety to decide if there is a substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This decision may be based on any credible information developed during ongoing investigation, received through indirect means, or reported by Residence Life personnel or other College students or employees. The Department of Safety is to evaluate all information for reliability and relevancy prior to requesting authorization to conduct a search.

C. Plain view. Evidence of a violation of either College policy, local, state, or federal law, or which indicates health and safety concerns, may sometimes be observed in plain view within a residential space or vehicle. Evidence which is seen in plain view may be seized and will justify a search of the area in which the evidence is located.

D. Emergency. Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal or destruction of evidence or unauthorized activity. Emergency conditions may justify a frisk or pat down search by a Department of Safety officer, as described below:

- 1.** A frisk or pat down of a person is a permissible search in specific circumstances where an officer's safety may be compromised. The search is limited to weapons and is not a total body search of a person. It is a non-intrusive pat down of an individual for the limited purpose of locating weapons on his/her person.

- 2.** If it is reasonably believed that a person is carrying a weapon AND the circumstances are such that the officer is in fear for his/her safety, the officer may conduct a non-intrusive pat down search of the person involved. It is recommended that the officer have another officer or a member from the Residence Life staff present when conducting this search. However, if neither is immediately available and the situation is such that it is of an emergency nature, the pat down may be conducted in their absence. The officer then is responsible for completing a full report articulating the exact circumstances surrounding the situation, including why he/she believed a brief search was reasonable when weighed against the student's privacy interests.

If it is reasonably believed that a student is concealing evidence of unauthorized or illegal activity on his/her person, it is permissible for the officer to ask the student to empty out his/her pockets and/or turn them inside out. If the student refuses, the officer is authorized to contact the local police for their assistance with the incident. The officer will complete a full report articulating the exact circumstances surrounding the situation.

IV. Scope of Search

Any search conducted by Messiah College personnel shall be reasonable, and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

V. Searches by Messiah College Personnel

A. No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the Student Affairs On-Consult Administrator unless emergency conditions are present.

B. All searches shall be conducted by Department of Safety personnel. Whenever possible, the Department of Safety officer shall be accompanied by a Residence Director or Student Affairs On-Consult Administrator.

C. Whenever possible, a Department of Safety officer should not search the residence of a student of the opposite sex unless accompanied by a Residence Director or Department of Safety officer of the same sex as the student.

D. A written report describing justification, conduct and results of a search will be provided to the Vice Provost/Dean of Students and Department of Safety director within 24 hours of the search.

E. A search by Messiah College personnel which discloses any item reasonably believed to constitute a controlled substance or drug paraphernalia, regardless of quantity or type, will result in an off-campus law enforcement agency being contacted. Department of Safety personnel will secure the site and remain at the scene pending arrival of a law enforcement officer, who will assume jurisdiction over the incident.

VI. Searches by Law Enforcement Agencies

A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. No Messiah College personnel will assist in the search but a Department of Safety officer will accompany the searching officer. The Department of Safety officer is responsible to notify the Student Affairs On-Consult Administrator as soon as possible that the search has occurred.

VII. Seizure of Property

Items which constitute evidence which is discovered in plain view or as a result of a permissible search may be seized for use in College disciplinary proceedings and/or

local, state, or federal criminal proceedings. A receipt shall be given to the person from whom the property was seized, or left on the premises in a conspicuous place.

VIII. Authority

The Department of Safety shall have final authority for the conduct of all student searches other than those initiated or assumed by off-campus law enforcement agencies.

Revised March 2007

Policy Maintained by Office of Residence Life and Housing

SUPPLEMENTAL HOUSING

Supplemental Housing is housing that supplements the regular housing inventory in our first year residence halls of Hess, Naugle and Witmer. Supplemental housing will be provided as either supplemental triple rooms or floor lounges. Supplemental triple rooms are double rooms that are re-configured to accommodate three residents. The beds provided may be bunked two high for metal-framed beds and there are three dressers, desks, and desk chairs for the residents of the room. Residents share two closets and bookshelves..

The assignment is intended to be temporary and is designed to last for the first few weeks of the semester. It is not a housing option that can be requested as a room assignment.

However, a resident can remain in supplemental housing for up to the entire semester or longer if the college does not have a sufficient number of rooms in the housing inventory to reassign the student to a permanent space.

Room Rates

Room rates are based on the number of occupants in a room type. The cost will change when the number of occupants in a room decreases or when you move into a permanent space (i.e. a double room, single, quad). This increase in cost could occur at any point during a semester. If a student chooses to stay in the supplemental triple after being offered a permanent space, the rate **will not** change.

If the College deems it necessary to keep a resident in a supplemental space due to insufficient number of rooms in the housing inventory; the student will receive a \$100 credit by late October for fall and mid-March for spring.

Changes to Supplemental Housing

The goal is to have all students in supplemental housing move to permanent housing within the first few weeks of the semester. Once a student has been provided his/her new assignment, she/he is expected to move within seven days. If a student needs additional time, please contact the Residence Director of both buildings (old hall and new hall) to arrange a time.

A student may request to remain in the supplemental triple for the school year; however, all occupants have to agree to the conversion to a permanent space. If all occupants agree to stay, the rate remains the same for the remainder of the school year. *This is not an option if you are living in a floor lounge.*

If the number of room occupants decreases as spaces become available, the rate will increase to reflect that status. All furniture will remain in the room. The room set-up for a supplemental triple room in first year housing includes three sets of furniture. Your RA can help you with creative ideas for using the "unused" furniture in your room.

SUSPENSION

Students who are suspended due to academic performance or for disciplinary reasons will have five days upon notice of suspension to remove all personal belongings from any college housing. If extenuating circumstances exist that prohibit said removal, the student must notify the residence director to seek an extension. Personal possessions remaining in the residence after the designated time will be disposed of as appropriate under the circumstances.

VISITATION

The purpose of visitation guidelines is to maintain appropriate boundaries for students and to provide space and time for adequate study and rest.

First Year Residences: In first year housing, public lounges (main lounges) are open to visitors 24 hours a day. Individual floor lounges are subject to regular first year visitation hours which are as follows:

Sunday 2 p.m.-7 p.m.
Wednesday 7 p.m.-10 p.m.
Friday 7 p.m.- midnight.
Saturday 2 p.m.- midnight.

Traditional Residences: In traditional residence halls, public lounges (main lounges) are open to visitors 24 hours a day. Individual floor lounges are subject to regular visitation hours which are as follows:

Sunday noon.-10 p.m.
Tuesday 6 p.m.-10 p.m.
Wednesday 6 p.m.-10 p.m.
Friday 6 p.m.-midnight.
Saturday noon - midnight.

During visitation in residence halls, doors of student rooms must be kept open at least 24 inches, lights must be kept on, and behavior must be appropriate. All residence halls have 24 hour-visitation in their main lounges for residents of the respective building. To maintain privacy and safety, talking through room windows to members of the opposite gender is not permitted during non-visitation hours. Visitation hours may be adjusted for special weekends and events.

Campus Apartments/Special Interest/Off Campus Housing: Visitors of the opposite gender are permitted in the non-bedroom areas of Fry, Mellinger, Smith, Kelly, special interest and off campus houses daily, noon – midnight.

Visitors of the opposite gender are not permitted in bedroom areas of the apartments, special interest, and off campus housing at any time. For the purposes of this policy, a room that was designed as a bedroom is considered a bedroom even if the furniture has been rearranged to use the room for other purposes.

WATER FIGHTS/HALLWAY SPORTS

Because of potential damage to people and property, water fights and throwing balls or other objects in or near residences is prohibited. Throwing water (or any other material) at anyone who is not voluntarily participating in an outdoor activity is also prohibited.

WINDOW SCREENS

Window screens must be secured at all times. You may be charged for the replacement of damaged, removed or missing window screens from your room.

SAFETY and SECURITY

EMERGENCY AND FIRE DRILL EVACUATION PROCEDURES

- When alarm sounds, **remain calm** and close room window(s).
- Grab only the clothing necessary for existing weather conditions. Do not attempt to salvage personal belongings.
- Turn off all electrical appliances, including **stoves/ovens** and room lights.
- Feel lock or top gap between door and frame to see if it is hot. If it is, **don't open the door**. Instead, if you can do so safely, use window to escape or summon help by yelling. Keep window closed if smoke enters room through it.
- Close but **do not lock** room/apartment door(s) behind you.

- Stay low under smoke and toxic fumes; crawl on hands and knees, if necessary.
- **Do not use elevators**; use stairways only.
- **Leave by the nearest EXIT. Do not run.** Leave building **directly from stairway**; **do not use your ID card** to pass through doors during evacuation.
- Remain clear of building by at least **50–100 feet**; move beyond sidewalks if necessary, but **never** stand on roadways or in parking lot aisles.
- **Never re-enter building for any reason, even if alarm signals are silenced.** Wait until permission is granted by person in charge of drill or fire scene, (e.g., Department of Safety officer, drill coordinator, resident director, or ultimately, the township fire chief).
- In an actual **EMERGENCY** (especially if you are trapped in your room/apartment by smoke or fire), use the phone in that room/apartment to summon assistance by dialing:
 1. Messiah College Dispatch Services— ext. **6565** or ext. **6005**; or
 2. Cumberland County Dispatch—**9-911** (dialing **9** first gets you an outside line).
 Please direct any questions regarding the above information to the Department of Safety.

FIRE ALARMS

When a fire alarm sounds, all persons are required to immediately exit the building. If you discover a fire, first proceed to and activate the nearest fire alarm pull station (usually located near an EXIT or stairway door), and then immediately leave the building via the nearest EXIT. Second, immediately notify Dispatch Services at the emergency phone extension 6565 from a safe location outside of the building in alarm. Report all fires or smoke conditions no matter how small they may seem, since they often grow out of control rapidly. If warranted, Dispatch Services will make notifications to Residence Life staff of the situation. Individuals found responsible for intentionally causing false fire alarms, for tampering with or theft of any fire safety equipment or any type of safety signage, or for non-compliance with evacuation procedures will be subject to a \$500 maximum fine and/or other disciplinary actions.

FIRE SAFETY

Safety is always a concern in College residence halls. Under no circumstances should a student tamper with electrical equipment such as lighting, wiring, or switches. Overload on duplex outlet circuitry is a safety hazard. Excessive use of extension cords is discouraged. Corridors, stairwell landings, doorways, and exits are to be kept clear at all times. Nothing should be placed in these areas at any time. Fire doors must be kept closed at all times; tampering with or disabling the hardware on fire doors is prohibited. The possession of fireworks or smoke-generating devices, tampering with fire safety equipment, possession of flammable materials in any quantity, live Christmas trees or branches, and use of sun lamps, halogen lamps, and space heaters is prohibited. Possession of incense is prohibited. Wickless candles, electric candle warmers, and electric tart burners are permitted, provided they are not operated unattended. Open burning, such as campfires, bonfires, or trash, is strictly prohibited on campus (this

includes the “Back-Forty” area). Township ordinances require permits for open burning – violators will be subject to a fine of up to \$1,000.00. For this reason, organizational bonfire and campfire requests must be scheduled through the Conference Services office. The possession and use of tiki torches is prohibited; exception – torches that have been purchased by Residence Life are permitted to be used only for approved Residence Life programs under the direct supervision of a Resident Director. Likewise, the storage of empty cardboard containers and propane tanks is not permitted.

RESIDENCE SECURITY

Students are responsible for their own possessions, and the College assumes no liability for the loss of items from students’ rooms, lockers, or campus buildings. While the College takes reasonable measures to prevent theft, individual students must take the responsibility to keep room doors locked. Access to residences is controlled by ID cards. Unauthorized entry or tampering with the system, entering or exiting through windows, or propping doors open when they are supposed to be locked will result in disciplinary action. Students should report any potential security problem to the Department of Safety as soon as possible.

SERVICES

GRILLS

Public grills are located throughout campus. Students are permitted to use the grills and charcoal is available for purchase at the C-Store. For larger events, portable BBQ grills are available and may be requested via Event Calendar forms (available from Conference Services) and through Dining Services (Catering Request forms found on the Dining Services website). **Personal grills are not permitted to be used.** Building and Property Services will routinely clean the grills after use.

LAUNDRY FACILITIES AND SERVICES

Laundry facilities are available in each residence hall or apartment building. The washers and dryers are activated by using either Falcon Dollars or coins. Refunds should be reported to the Falcon Card Services Office. When machines malfunction, students may call the posted 1-800 number. The College assumes no responsibility for damage to clothing resulting from use of the laundry facilities.

MAINTENANCE AND REPAIRS

Students should report routine repair needs to Building and Property Services. Non-urgent requests should be called to extension 7250 (housing hotline). Emergency situations should be reported to Dispatch. Students should be aware that maintenance personnel may be on residence floors during non-visitation hours. Maintenance will generally notify residents when they will be working in rooms or apartments.

PHONES AND PHONE MAIL

The College supplies a campus telephone in all rooms of our traditional residences and one telephone per apartment. Calls to the local area of the college are free. All long distance and international calls will require the student to purchase a calling card that accesses an 800 number to place the call. Each telephone can be called directly from off campus, or, while on campus, students may simply dial the four-digit extension. Each telephone also has an answering system.