



## RESIDENCE LIFE

2020-2021

**Please note that many Residence Life policies may have been revised during the COVID-19 Pandemic. Please refer to the COVID-19 Addendum at the end of the Handbook for current guidance in place for the 2020-2021 school year.**

Messiah University is a residential community and places a high value on the educational opportunities afforded to students living on campus. Campus residences provide more than a place for sleep and study; they promote an environment for education and 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 and what it means to live in community. Ideas are sharpened, goals are more clearly focused, and personal identity is solidified. Residence Life serves to advance University Wide Educational Objectives by facilitating educational programs and environments conducive to personal growth and academic success.

Messiah University has invested substantial resources into providing both excellent residential facilities and Residence Life programs. For these reasons, all single, full time (12 credit hours per semester), undergraduate students under the age of 23 are required to live on campus and are guaranteed housing during the course of their undergraduate enrollment. Students living locally with their families (commuters), or students approved for study abroad, are the exceptions to this requirement.

## **RESIDENTIAL FACILITIES**

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### **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 and house first year students. Bittner houses first year and transfer students.

### **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.

## **RESIDENCE LIFE HOUSING OPTIONS AND CONTRACTS**

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All residential students are required to sign a Housing Contract that provides general policies and regulations for students living in university-owned housing. An electronic copy of the contract may be found on the Residence Life website under the Housing Options & Rates tab. Students need to adhere to other disseminated university community standards and policies as well.

### **RESIDENCY REQUIREMENT**

All single, full time students under the age of 23 are required to live on campus unless one of the commuter criteria applies. Minor students who are at least 17 years of age may be approved to live on campus. Students aged 24 or older are not allowed to live on campus. Requests for an exception can be made to the Assistant Director of Housing.

### **CREDIT REQUIREMENT**

Students must enroll & maintain a minimum of 12 credits per semester in order to live in campus housing. Any student who falls below the 12 credit minimum must fill out the Part Time Student Agreement which can be found on the Residence Life website under Forms or by contacting [housing@messiah.edu](mailto:housing@messiah.edu). Graduates studying for the CPA Exam or senior students who need to take less than 12 credits during one of their last two semesters may live on-campus after submitting the Part Time Student Agreement. All students with a lighter academic load are expected to contribute to an environment conducive to studying so as not to be a distraction to other students.

### **HOUSING CONTRACT CANCELLATION**

A housing contract is issued for one academic year (two semesters). You or the University can cancel your contract. You may cancel your housing contract by submitting an online cancellation form or written statement to the Office of Residence Life or via e-mail at [housing@messiah.edu](mailto:housing@messiah.edu). Refer to your contract or contact the Office of Residence Life for information regarding cancellation fees. Canceling your housing contract does not cancel your meal contract.

### **HOUSING CONTRACT PAYMENTS AND FEES**

You agree to pay to the Business Office the published 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 housing agreement. 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.

### **LOSS OF OFF-CAMPUS HOUSING PRIVILEGE**

Students determined to be responsible for violating the University Code of Conduct 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. Any students who return to live on campus after being approved to live off campus will forfeit their off campus approval and will need to reapply in order to move off campus again.

### **LATE APPLICATION EXCEPTION**

If a deadline is set for applications, applications may still be approved, but a \$200 fee may be assessed.

## **SPECIAL INTEREST HOUSING POLICY**

Special Interest houses are on or near campus and are occupied by groups of students who are committed to a specific theme or mission. The houses are connected to a club, organization or department and the house will have an advisor who is involved and knowledgeable about the house's theme. To have a special interest program approved, students and/or advisors submit a program proposal by the beginning of February. Information about program proposals can be found on the Residence Life website. The Cocurricular Education Committee reviews the applications and selects a program for each special interest house. In February and March, students who are interested in living in the houses will submit their individual applications to Residence Life who, in communication with the advisor of the program, will make decisions about house residents. Students eligible to live in special interest houses will:

1. Have completed 57 credits or have received a recommendation from a Resident Director (RD), advisor or mentor from the university community.
2. Maintain good standing with the University. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months prior to application. In addition, previous alcohol or drug violations may prevent a student from being approved to live in a special interest house.
3. Be reassigned to a residence hall room if a drug or alcohol violation occurs while a student is living in a special interest house.

Questions about special interest houses should be sent to the Office of Residence Life.

## **RESIDENCE LIFE POLICIES**

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### **APARTMENT PATIOS**

Patios must always be well-kept because they affect the appearance of the University 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 any place 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 the Department of Facility Services. Bicycles may be stored neatly on that apartment's patio. Motorcycles are not permitted to be parked on outdoor patios at any time. Tampering with patio door lock and closing mechanisms is prohibited.

### **APPLIANCES**

See *Electrical Equipment* section.

### **BED RISERS**

Bed risers are allowed to create additional under bed storage for residences. In order for bed risers to be used, the following criteria must be followed. Bed risers must be made of high density polyethylene that holds 1,200 lbs. and the bed cannot be raised more than 6 inches. Bed risers may only be used on metal beds and may not be used when bunking beds. Bed risers made out of plastic, cinder block or PVC pipe are prohibited.

### **BREAK HOUSING**

Room fees do not include the break between semesters. Residence halls and apartments are closed during these times. During winter break, 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 break. Normally, residences close 24 hours after the last scheduled exam at the end of each semester. The University does not guarantee break housing.

Special Interest houses are on or near campus and are occupied by groups of students who are committed to a specific theme or mission. All residential students are required to sign a Housing Contract that provides general policies and regulations for students living in university-owned housing. An electronic copy of the contract may be found on the Residence Life website under the Housing Options & Rates tab. Students need to

adhere to other disseminated university community standards and policies as well.

### **CHECKOUT**

Residents are responsible for checking out with a staff member. Failure to checkout 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 will make the final inspection of the room and determine final damage/ fine charges. Students withdrawing during the academic year must set up a time with their Residence Director and be moved out of their room within 48 hours of withdrawing.

### **DAMAGE TO ROOMS/PUBLIC AREAS**

Residence Life staff will inspect residences prior to, during, and at 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) 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., coffee pots, electric kettles, etc.). Toasters, toaster ovens and crock pots are not permitted in residence halls but are allowed in apartments and house kitchens. Cooking of meals must be confined to apartment and house residence kitchens. Kitchens in residence halls are not intended to be used for regular meal preparations without prior approval through Academic Accessibility and in conjunction with an approved meal plan exemption. In the residence halls, one student-owned mini fridge/refrigerator is permitted per room unless it is a quad room. In quad rooms, one additional refrigerator is permitted. In apartments, only students in a five person apartment are permitted to have an additional refrigerator. The maximum allowed size for student owned refrigerators is 3.2 cubic feet in both the residence halls and apartments. The use of supplemental air conditioners (either window units or portable units), window-installed fans (other fans are permitted), freezers and supplemental heaters are prohibited in all residences. The use of deep fryers or grills (including George Foreman grills) are not permitted in any type of residence on campus. The use of compact fluorescent light bulbs

(CFLs) is strongly encouraged. Any questions about the electrical capabilities of satellite housing should be directed to the Department of Facility Services. Students who damage the circuitry by over-loading it may be responsible for the cost to restore the system.

### **EMPLOYEES IN THE RESIDENCE HALLS**

There are several types of employees (Residence Life, Safety, Maintenance/Facilities, Campus Events) who enter residence hall spaces to do specific work needing to be addressed in residence halls and apartment sections. When the employee is of the opposite gender of a floor, and their work does not require immediate action, the employee will wait until 9 am to enter the floor. While employees announce their presence, they may be working on the floor for an extended period of time. Out of courtesy for these staff regularly in the halls, students are asked to wear more than only a towel when entering and exiting public restrooms. Out of courtesy for students, Campus Events workers will refrain from cleaning bathrooms until at least 10 am and Campus Events and Maintenance/Facilities will refrain from noisy projects on residential floors/sections until at least 9 am, whenever possible.

### **FURNITURE STACKING AND STADIUM SEATING**

Furniture that is not constructed for stacking may not be stacked. Metal beds may not be stacked three high. Stadium seating of couches or other furniture is prohibited.

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### **NO GUESTS/VISITORS IN RESIDENCE HALLS**

**During the season of COVID-19, guests and/or visitors are not permitted in university residences. This includes, but is not limited to, family members, non-students, commuting students, unapproved employees, etc. Only approved campus employees are permitted in residential spaces with authorization (e.g. maintenance, campus events staff). See information in COVID-19 Addendum at the end of the handbook.**

#### **Minor Guests in University-Owned Student Housing**

Minor guests are defined as anyone under the age of 18 years old.

**Baby-Sitting.** No baby-sitting is permitted by students in residence halls, apartments, or other University-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 University-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) the parent/guardian has filled out the online liability release and medical permission form found as a quicklink here: [http://www.messiah.edu/info/20567/department\\_of\\_safety](http://www.messiah.edu/info/20567/department_of_safety).

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 University-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.

**Family/Related Minors.** A child who is related to a student may stay overnight in University-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) the parent/guardian has filled out the online liability release and medical permission form found as a quicklink here: [http://www.messiah.edu/info/20567/department\\_of\\_safety](http://www.messiah.edu/info/20567/department_of_safety).

**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. Please check the COVID-19 Addendum for additional caveats which may apply.

**Exceptions.** This policy will not apply to summer conference groups, sports and other camps.

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

Students are expected to maintain respect for the concerns of their roommate(s) when guests visit. You may be held responsible for any damage to university property caused by your guest. As a host, you are responsible to explain:

1. University regulations (e.g. vehicle use)
2. Community behavioral standards (e.g. visitation hours, alcohol and



tobacco use)

### 3. Emergency procedures

**Peers.** Student-aged guests may stay overnight for up to three nights (with a maximum of six nights on campus per semester) with the approval of other residents of the room, apartment, or special interest house. Messiah University students may stay overnight in the room/apartment/house of another student of the same gender for up to three successive nights with the permission of the other residents. Current Messiah University students who do not pay for on-campus housing are expected to limit their stays anywhere on campus to six nights each semester.

**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. Family may stay overnight with a student of the same gender for up to three successive nights (with a maximum of six nights anywhere on campus per semester) with the approval of the other residents of the room, apartment or special interest house. Please check the COVID-19 Addendum for additional caveats which may apply.

**Other Adult Guests.** Any other adult guests, who are not peers or immediate family, 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 University rules is subject to removal from the University premises. The University 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.

### **HAMMOCKS**

Students are permitted to hang hammocks around campus utilizing the following parameters. Students choosing to hang hammocks do so at their own risk. The University is not responsible for the suitability and stability of trees and limbs from which students choose to hang their hammocks. Students are solely responsible for choosing appropriate trees/limbs and hanging and maintaining their hammocks according to manufacturers' guidelines. Hammocks may not be hung from man-made structures or devices and cannot block walkways, entrances, or prevent Facilities and Grounds from completing their work. Care should be given to not damage trees or property and to choose trees that are stable and healthy. Hammocks must be hung at a height of six feet or less when empty. It is

within the University's right to remove any hammocks not abiding by the aforementioned policies.

## **HOUSING APPEALS**

If a student wishes to appeal how a housing policy or decision affects him or her personally there are two venues to pursue an appeal:

1. The Student Review Board – The Student Review Board will hear housing appeals. The Board hears situations from students who wish to appeal a housing standard for housing sign-ups.
2. The Associate Dean of Students – considers all housing related appeals that are not related to housing sign-ups as well as any appeals requesting that a Housing Appeals Board decision be overturned.

### **Housing Appeals Process**

1. A student wishing to appeal must submit a written appeal within five business days of the date of the decision of the Assistant Director of Housing or the Housing Appeals Board. Appeals submitted to the Housing Appeals Board should be submitted to the Assistant Director of Housing. All other housing appeals should be submitted to the Associate Dean of Students. The criteria for granting appeals are as follows:
  - a. A procedural error or irregularity materially affected the decision of the housing appeals board or the Assistant Director of Housing
  - b. Previously unavailable information is produced which will materially affect the decision of the appeal officer or body
  - c. The decision imposed will hinder the student's ability to continue as a student at Messiah University
2. In all cases, the decision of the Associate Dean of Students will be final.
3. The officer or body hearing the appeal has the option to decide the case solely upon written material provided by the student, or may examine evidence and interview the student.
4. The officer or body hearing the appeal may uphold or overturn the original decision. A written decision will be rendered within seven working days of the conclusion of the review process.

## **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 the Residence Life Office. When a key is lost the door to the room will be re-cored and all of

the residents will receive new keys. Replacement of lost, stolen, or misplaced keys will be done at a cost of \$75 per key. This charge will help offset the cost of re-keying the room or apartment and issuing replacement keys for other roommates. The University reserves the right to re-key a room in a timely manner. A student charge for a lost key once a room has been re-cored still stands even if the student sends the key in the mail.

### **LIABILITY IN RESIDENTIAL LIVING**

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

### **LOCKOUTS**

Students are expected to carry their ID card and residence key with them at all times. Students who get locked out of their residence during evening hours (7:00 pm-7:00 am) should contact a Residence Life staff member through the building RA On Clock number for assistance. During daytime hours (7:00 am-7:00 pm), if an RA cannot be easily found, call the Department of Safety at 717-691-6005. If an officer is available, they can come to assist with the lockout. A small fee may be assessed for those who forget their keys.

### **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 University does not provide married student housing. Married students are released from the residency requirement and are able to live off-campus.

### **MEAL PLAN**

All residents of traditional residence halls are required to purchase a meal plan. Residents of campus apartments and houses are encouraged but not required to purchase a University meal plan. Details may be found in the Dining Services section of the handbook.

### **PERSONAL ITEMS IN SHARED PUBLIC SPACES**

Recognizing that our spaces are shared with fellow residents and out of consideration of others (including our campus events staff who clean), personal items are not to be left in lounges, study rooms, hallways, stairwells and bathrooms.

## **PERSONALIZING ROOMS**

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

1. Occupants are expected to keep their rooms/apartments clean. This includes regularly taking out the trash; laundering clothing, sheets, and towels; cleaning dishes; removing outdated food; and keeping floors easily navigable. Vacuums are available for student use in each residence hall, apartment building and house. Over breaks where the University is closed, rooms/apartments are inspected for health and safety concerns.
2. Items not in keeping with the character of the University are not to be displayed in student rooms or on University 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. Mounting items on walls should be done with care to return the room to its original condition. For fire safety reasons, wall decorations and coverings should be kept to a minimum. All decorations must be a minimum of three feet away from any fire safety system (extinguishers, strobe lights, detectors, sprinklers, etc.). Sticky tack and 3M products are encouraged for hanging and should be used according to manufacturer instructions. Tacks should only be used on bulletin board material. Nails, screws, bolts, tape (including duct tape), or other adhesives which cause damage or leave sticky residue on the surface may not be used and could result in damage fees.
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. Students should submit work orders through FALCONLink and/or notify their RA of any maintenance needs in their room.
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 the Department of Facility Services. Students are not allowed to paint the student rooms, apartments, or special interest houses. Any improvement made to University-owned housing becomes the property of the University.
7. Students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover or remove their room numbers.
8. Only white lights are to be used in ceiling lights.
9. Removal of University provided furniture from students' rooms is prohibited. Students will be charged for missing or damaged furniture.

10. Tampering with University 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, even temporarily. Students found tampering with University property could be fined.
11. Hanging items from the ceiling, ceiling tiles, or pipes is prohibited. This includes but is not limited to fabric, flags, and hammocks. Christmas lights may be strung across the ceiling but must be attached on the walls, not on the ceiling or lights. No more than three strands can be strung together continuously.
12. Waterbeds and excessively heavy items are not permitted in student rooms unless they are needed for documented medical reasons.
13. The construction of “loft” beds is prohibited.
14. Beds may not be triple bunked unless a student has wooden furniture with pins that is designed for triple bunking.
15. Rooms are not to be set up in a way where fully private spaces are created by arranging beds, sheets, etc. When standing at the entrance of a room at least a portion of the back wall should be in plain view.
16. Students are not permitted to display flags, banners, posters or signage of any kind in or out of windows or glass doors visible from outside of the residence halls or apartments.
17. Christmas decorations in residence halls/lounges may be put up beginning in November, but must be taken down and properly disposed of prior to students leaving for Christmas break.
18. 3D printers are prohibited in university residences due to safety concerns.

## **PETS**

Animals may not be kept in University residences with the exception of small, non-carnivorous fish (in aquariums of 30 gallons or less) or preapproved emotional support animals. Since pets are not allowed in residences, guests with pets desiring to visit a Messiah student are strongly encouraged to leave their pet at home. The University reserves the right to require people to remove animals from residences. The University is not responsible for finding an appropriate location for the pet to be outside of the residences.

## **PRANKING**

While we recognize that students enjoy playing pranks on one another, it often impacts community living (for instance, causing some to feel

victimized) and can cause or lead to destruction of property or escalated retaliation. For this reason, pranking is to be kept at a minimum and should not require any clean up from University personnel. Participants who violate these parameters will be held responsible through the student conduct process. In situations where it cannot be determined who caused the damage, the University reserves the right for an entire floor, section, or residence hall building to be fined when substantial damage occurs.

## **QUIET HOURS**

Messiah University is committed to providing an atmosphere within University 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, 10:00 pm–10:00 am  
                                  Friday and Saturday, midnight–10:00 am

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.

## **REFRIGERATORS**

See Electrical Equipment section.

## **ROOM/APARTMENT CONDITION INVENTORIES**

Each residential student will be given the opportunity to assess the condition of their room/apartment on a university-provided Room/Apartment Condition Inventory form. Since students are held responsible for the condition of the room at move-out, students are strongly encouraged to note in detail on this form at the time of move-in all wear, damages or concerns within their residence (including university-provided furniture). Any discrepancies and/or damages found at move-out, including failure to properly clean, will result in fines assessed by the Residence Directors (RDs), not Resident Assistants. For students checking out in May, a final check by RDs of student rooms will occur the week following commencement. If fines are being placed on their student account related to the condition of the room, students will be emailed by their RD informing them (typically within one week of move out). Please note, students who disagree with the assessment and/or fine of their residence upon checkout may choose to file an appeal by politely emailing their RD within the stated timeframe. An appropriate appeal respectfully articulates points of variance, desire for clarification, and/or further understanding. Appeals that communicate disrespect in any manner (i.e. use of expletives, threats, belittling, raised voice, etc.) will not be considered. Additionally, appeals received after the date specified in the email from the RD will not be considered.

## **ROOM/APARTMENT ENTRY**

The University reserves the right to enter and inspect rooms and apartments for maintenance needs and health or safety reasons. The University reserves the right to enter rooms and apartments for the purpose of enforcing compliance with University 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 and the approval of the Assistant Director of Housing. 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 University 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 with a maximum of six nights per semester. Any unauthorized room changes may result in the student being charged up to \$200 and the student may be required to return to his/her original room.

## **ROOM OCCUPANCY**

The University reserves the right to assign additional residents to individual rooms in the event of increased enrollment (e.g., supplemental housing). The University 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. Room rates are based on the time when classes are in session. Charges for occupancy of rooms at any other time may be assessed.

## **SMOKING**

Messiah University is a smoke-free campus. Smoking of any kind, such as the use of e-cigarettes (“vaping”) and hookahs, is not permitted anywhere on campus, including residence hall rooms.

## **STORAGE**

Messiah University provides opportunities for on-campus residents to store (at no additional charge) personal belongings during the academic school year when residents live over three hundred miles away from campus and have brought items that do not fit well in their residence hall rooms/apartments.

Messiah University also provides opportunities for on-campus residents to store (at no additional charge) personal belongings during the summer when residents live over three hundred miles away from campus and will be returning to live on campus during the following academic year.

All on-campus residents who wish to gain access to storage during the academic school year or summer must apply for storage tags through the Residence Life Office by filling out the storage form located on the Residence Life website under the Forms tab. Residents will not receive a confirmation or approval from these offices and are individually responsible for following up by going to the Residence Life office to pick up their storage tags.

Items that do not have the approved/correct tags from the Residence Life office will not be accepted for storage.

Students assume full responsibility for items placed in any storage area. The University will make any 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 University 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 latent building system defects not known by Messiah



University.

Messiah University Residence Life provides free storage as a hospitable privilege to on-campus residents who meet the above noted criteria. The University reserves the right to discontinue a resident's use of storage if he or she does not comply with the policies related to storing items on campus. All storage items that are not taken out during the mandatory take out times, do not have tags, or are left in storage after a student has graduated will be thrown away or donated. Messiah University will not send forgotten items to residents after they have left for the summer or because of graduation.

### **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 University has once made a reasonable effort to contact the responsible person.

### **STUDY ROOMS**

Many residential spaces have small rooms specifically designed as study rooms. These rooms are open for residential students to use, with priority given to students studying and/or working on assignments for academic courses. Noise level in these rooms is expected to be conducive to studying. If a student(s) is using the space for non-academic reasons, fellow students and Residence Life staff are permitted to request students to go elsewhere. Examples of non-academic uses include movie watching, playing an instrument, talking on the phone, journaling, etc. These rooms are open for all students to use and therefore personal belongings should not be left in the study room when no one is present. The University reserves the right to remove unattended items.

### **SUPPLEMENTAL HOUSING**

Supplemental housing will be provided as supplemental triple rooms which are double rooms that are re-configured to accommodate three residents. The furniture provided includes one set of bunk beds that may be bunked two high and one lofted bed 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; however, a resident can remain in supplemental housing for up to the entire semester or longer if the university does not have a sufficient number of rooms in the housing

inventory to reassign the student to a permanent space or if all three residents choose to stay in a supplemental triple room.

### Room Rates

For the 2020-2021 academic year a supplemental triple initially costs \$2,900 per semester and \$5,800 for the year, however, students will be given credit on their student account for the days they live in a supplemental triple room. If a student is a supplemental triple room for an entire semester the student will receive a \$965 credit. Here is a schedule of when the credits will be given:

<b>Percentage of the semester</b>	<b>Credit given</b>	<b>Fall date credit is assessed</b>	<b>Spring date credit is assessed</b>
25%	\$290	September 21, 2020	February 5, 2021
44%	\$290	October 12, 2020	March 12, 2021
60%	\$385	November 9, 2020	March 26, 2021
<b>Total credit</b>	<b>\$965</b>	<b>2020-2021</b>	

If students untriple on dates other than the dates listed above they will be given a daily credit for the number of days they actually lived in a supplemental triple room.

Room rates are based on the type of room, not the number of occupants in a room. If, for example, only one student is living in a double room the room rate will remain at the double rate. If a student moves out of a supplemental triple and the furniture is removed, the room becomes a double and the students remaining in the double room will not receive any additional credits for being in a supplemental triple room. If students untriple on dates other than the dates listed above they will be given a daily credit for the number of days they actually lived in a supplemental triple room.

If a student chooses to stay in the supplemental triple after being offered a permanent space, the student will continue to receive the supplemental triple credits.

## **Changes to Supplemental Housing**

The goal is to have all students in supplemental housing move to permanent housing. 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 Directors 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. If the number of room occupants decreases as spaces become available, the rate will increase to reflect that status.

## **SUSPENSION**

Students who are suspended due to academic performance or for disciplinary reasons will have two days upon notice of suspension to remove all personal belongings from any university housing and must arrange to checkout with their residence director within this two day period. 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.

## **TRASH, RECYCLING AND COMPOST DISPOSAL**

Students are expected to provide their own trash and recycling bins in their rooms (recycling bins are provided in apartments). Personal composting buckets are available to students at no cost from the Office of Sustainability. Compost buckets are limited to one per room/apartment and individuals are responsible for emptying the contents and returning the bucket at the end of the academic year in order to not incur a fine. Students are responsible for taking their trash, recycling, and compost to the designated locations outside of their residences. It is not appropriate for students to leave trash, recycling, or compost in the hallways or to empty their trash, recycling, or compost in public bins in places such as the kitchens, bathrooms, and lobbies. Students are strongly encouraged to follow this in order to avoid a fine or further action by the University. If no ownership is taken for trash, recycling or compost in public places the entire floor/apartment/section could be fined.

## **VISITATION**

The purpose of visitation guidelines is to maintain appropriate boundaries for students and to provide space and time for adequate study and rest. Please check the COVID-19 Addendum for additional caveats which may apply.

**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	12:00 p.m. – 10:00 p.m.
Wednesday	4:00 p.m. – 10:00 p.m.
Friday	4:00 p.m. – 1:00 a.m.
Saturday	12:00 p.m. – 1:00 a.m.

**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	12:00 p.m. – 10:00 p.m.
Monday	4:00 p.m. – 10:00 p.m.
Wednesday	4:00 p.m. – 10:00 p.m.
Friday	4:00 p.m. – 1:00 a.m.
Saturday	12:00 p.m. – 1:00 a.m.

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 Sunday – Thursday from noon–midnight and Friday - Saturday from noon – 1:00 a.m. Behavior must be appropriate and lights must be kept on during visits from the opposite gender.

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 (including snow) 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. If you have concerns regarding the screen in your room, you should immediately submit a work order and/or inform your Resident Assistant.

### **WITHDRAWING**

Students withdrawing from the University must move out of the residence hall within 48 hours of submitting withdrawal forms to the Registrar's Office. It is the student's responsibility to coordinate a check-out time with their Residence Director. Failure to check out or move-out within the 48 hour window will result in improper check-out fines, in addition to card access and meal plan access being shut off. See additional withdrawal details in the Academic Policies section of the Student Handbook.

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## **SAFETY AND SECURITY**

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### **ELECTRICAL SAFETY**

Safety steps to prevent and reduce the risk of electrical fires in student housing include:

- Purchase and use only UL-rated electrical appliances and power cords. (Do not bring on campus "home-made" cords)
- Do not "piggy-back" extension cords.
- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Never "piggy-back" power strips by plugging one into another.
- Power strips must be directly plugged into the wall outlet.
- Do not tack or nail an electrical cord to any surface, or run cords across traffic paths, under rugs or furniture.
- Use light bulbs with the correct wattage for lamps. If no indication is on the product, do not use a bulb with more than 60 watts.
- Keep all electrical appliances and cords safely away from bedding, curtains and other flammable material.
- Unplug small household appliances when not in use and all electronics when away for extended periods.
- No triple adapters or cube adapters are permitted. They do not

have the appropriate over-current protection or reset capabilities.

Though it may seem like an inconvenience, Messiah's list of prohibited items is also important to follow. In Residence Halls, only small appliances with enclosed coils are permitted (i.e. corn poppers, coffee pots). Restricted appliances/items include:

- Hotplates
- Refrigerators larger than 3.2 cubic feet
- 5-light floor and desk plastic five shade lamp
- Toasters & toaster ovens

Students living in apartments & satellite houses should also take caution when cooking. Stove burners, tabletop grills, toasters, and other appliances that heat up should never be left unattended. Some toaster ovens get hot enough to ignite notebooks and any loose papers they come in contact with, so keep counters clear and always unplug the appliance after use.

Older wiring and outlets in student housing may not be able to handle the increased electrical demand of today's university student. If use of a device frequently causes power to trip off, or if its power cord or the outlet feels hot, it should be disconnected immediately and the condition reported to the Department of Facility Services immediately (ext. 6011). Never attempt to alter a three-prong plug to fit in a two-prong outlet. Doing so can result in severe injury and damage to your appliance.

It is important to know evacuation procedures and emergency exit locations in the event of a fire. Fire alarms should always be taken seriously, never ignored or taken casually as a drill. Smoke detectors should never be disabled and sprinklers should never be tampered with. If a fire alarm sounds, residents should calmly and quickly follow practiced procedures and immediately exit the building. Doors should be closed behind you to prevent fire spread.

## **RESIDENCE SECURITY**

Students are responsible for their own possessions, and the University assumes no liability for the loss of items from students' rooms, lockers, or campus buildings. While the University 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. Residential students can swipe into their own residence hall 24/7 and into other residential spaces during visitation hours. Unauthorized entry, using someone else's card, 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.

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## SERVICES

### GRILLS

Students are permitted to use public grills that are located throughout campus. Only charcoal pretreated with starter fluid is permitted to be used. Liquid starter fluid is not permitted to be used, nor stored in any university housing.

For larger events, portable BBQ grills are available and may be requested through Dining Services (Catering Request forms found on the Dining Services website). Personal grills are not permitted to be used on campus including the Satellite houses. 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. Laundry fees are included in the housing cost of campus residents. When machines malfunction, students may call the posted 1-800 number. The University 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 6011 or (717) 691-6011(facilities 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 University supplies a campus telephone in all lounge areas of our traditional residences. Calls to the local area of the university are free. All long distance and international calls will require the student to use 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. Phones are available for individual rooms upon request.

# STUDENT SEARCH POLICY

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## POLICY

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

### 1. Purpose

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

### 2. Areas and Property Subject to Search

Any area or property located on Messiah University premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (a) University-owned buildings and residences, (b) student-owned, operated, or controlled motor vehicles located on University premises, and (c) any personal property located or contained in these structures or vehicles. Student housing contracts issued by the Office of Residence Life and Housing reserve the University's 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 University to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of University policy, local, state, or federal law are occurring.

### 3. Justification for Search

Any search conducted by Messiah University personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of University 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 University 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 University 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 University 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 of unauthorized activity. Emergency conditions may justify a frisk or pat down search by a Department of Safety officer, as described below:
- i. 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.
  - ii. 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.
  - iii. 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.

- e. **Vehicle Searches.** By registering a vehicle at Messiah University, the owner/operator consents to a search of the vehicle if there is reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a university policy or local, state or federal law is inside the vehicle. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator of the vehicle will be directed to remove it from campus immediately and will be informed not to bring it back onto campus or it will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing.

#### 4. **Scope of Search**

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

#### 5. **Searches by Messiah University Personnel**

- a. No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the Student Success and Engagement On-Consult Administrator unless emergency conditions are present or in cases where alcohol is found/seen in plain view in the room and/or a positive breathalyzer test reading (greater than a 0.00) is indicated on the person's breath (as verified by alcohol breathalyzer). In these circumstances, a search may be undertaken without prior approval of the Student Success and Engagement On-Consult Administrator.
- 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 Success and Engagement 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 for Student Success and Engagement and Department of Safety Director within 24 hours of the search.
- e. A search by Messiah University 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.

### **6. 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 University 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 Success and Engagement On-Consult Administrator as soon as possible that the search has occurred.

### **7. 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 University 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. Confiscated items may include, but are not limited to, alcohol, drugs, paraphernalia, weapons, candles, road signs without proof of purchase, etc.

### **8. 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.

*Policy Maintained by Office of Residence Life  
Revised May 2020*

## **MISSING STUDENT PROTOCOL**

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If a member of Messiah University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Safety at 717-691-6005. The Department of Safety will generate a missing person report and initiate an investigation. No later than 24 hours after a student is determined missing, the Department of Safety will notify law enforcement, the student's confidential contact and the Office of the Associate Dean of Students. If a student is under 18 years of age and not emancipated, the missing student's parents will be notified by the Office of the Associate Dean of Students or designee no later than 24 hours after the student is determined missing. Other campus offices who have a need to know (i.e. Department of Residence Life) will also be notified.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Residence Life department in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Residence Life department will notify that individual no later than 24 hours after the student is determined missing. Students are encouraged to register this confidential contact via SelfService on FALCONLink on the web. A student's confidential contact information will be accessible only by authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.