

On-Campus Living Guide



On Campus Living Guide

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Important Information

Institutional Liability

During the Financial Check-In process, students are required to review and acknowledge the [On Campus Housing Contract](#) that covers the Institutional Liability Policy. The policy reads as follows:

- The University will not be responsible for damage to or loss of personal belongings, which are a result of fungus, fire, wind, water, insects, rodents, vandalism or theft. However, when damage or loss is reported, the University will take reasonable steps to attempt to resolve the problem.
- Students residing in the residence halls are encouraged to make sure personal belongings are covered by their parent's homeowner's policy or a renter's insurance policy. **The University encourages students residing off-campus to obtain homeowner's or renter's insurance to protect themselves against unforeseen circumstances.**

Liberty University is a safe and caring environment, but, like your home, it still requires forethought about protecting personal belongings. Students are encouraged to look over the website listed below and speak to an insurance agent and consider some form of renter's insurance. The university does not recommend or endorse any individual insurance company.

Click here for more information regarding [Institutional Liability](#).

On- and Off-Campus Eligibility

On-Campus Residence Requirements & Age Limit

Liberty University requires all unmarried students under the age of 21 to live on campus. On campus residents must be currently enrolled in a residential program and attending classes on campus. All students must complete Financial Check-In prior to occupancy, and agree to the terms and policies as outlined in the [On-Campus Housing Contract](#).

NOTE: Students who are age 25 or over (at any time during the semester) or are married are not allowed to live on campus. Rooms are assigned on a first come first come basis.

Marriage

Married students are not permitted to live in the residence halls. Questions concerning this policy can be addressed to the [Office of Residence Life](#).

Off-Campus Eligibility

Qualifications for Living Office Campus

At least one of the following requirements must be met before a student will be granted permission to reside off-campus:

- Must be 21 years of age or older by December 31st for the fall semester or May 31st for the spring semester and must have received less than 30 points during each of the last two semesters.
- Must be living with a parent or a sibling who is over the age of 21.

Points System

- Any student who has received 30 or more points during either of the last two semesters WILL BE required to remain on campus.
- If a student receives 30 or more points after approval to move off-campus is granted, he/she forfeits his/her privilege to live off-campus and will be responsible for handling all lease and roommate arrangements.

Off-Campus Agreement

- Off-Campus and On-Campus resident students are subject to the same rules, regulations and policies, except for those that specifically pertain to residence hall living. As well, Off-Campus students are responsible for all information contained in the Off-Campus Living Guide. The University defines an Off-campus student as one who resides within driving distance of the campus and attends classes weekly during the fall, spring, and/or summer sessions.
- Off-Campus students are responsible for their own off-campus housing arrangements. Single coed living arrangements are not in keeping with Liberty's philosophy and purpose. Exceptions to this policy are for immediate family members only (brothers/sisters).
- It is each student's responsibility to have his/her local address and telephone number on file with the Office of Residence Life within seven (7) days from the beginning of classes. Any changes in information must be reported to the office within seven (7) calendar days. Failure to file or report changes in information will result in a \$100.00 fine.
- If a student moves off-campus during the first three weeks of the semester (beginning with the first day of check-in), the Housing fee will be charged accordingly at a weekly rate. There will be no rebate for the room portion of the Housing fee after the first three weeks; however the meals portion will be rebated at a flat rate, regardless of room location. Please check with Student Accounts for the exact amount which will be charged to one's student account.
- Approval to live off-campus must be obtained from the Office of Residence Life BEFORE signing a lease. Any unmarried student, under the age of 25, who receives 30 or more points while living off-campus may be required to live on-campus or with a parent the following semester of attendance.
- Any falsification of information on this application or subsequent paperwork may result in automatic denial.

Campus Life

College-for-a-Weekend (CFAW)

Click on link to find out more information about [CFAW](#).

Convocation

With over 13,000 in attendance and thousands more watching online and on television, Liberty University's Convocation is the largest weekly gathering of college students in the world. Although Liberty is a Christian university, Convocation is not a chapel service. Instead, it derives its definition from its Latin root, "to convene, gather, or assemble." This distinction allows Convocation to be viewed as a platform for an artist, a pulpit for a guest pastor or theologian, and a podium for a scientist or politician. Liberty is an institution of higher learning, so Convocation intentionally allows people from all walks of life to compel, equip, and challenge students to think clearly and with conviction.

All students are required to attend Convocation on Mondays, Wednesdays and Fridays. This includes all resident students, commuters, undergraduates, and graduate and seminary students. Resident students must check in with their Resident Assistants upon arrival and sit in their assigned section in order to be counted as present. Failure to attend may result in the issuance of four points.

Convocation Exemption

All students are required to attend Convocation. Exemption due to work is allowed if it requires the student to be off campus later than 3:00 AM the night before Convocation. If this condition exists, the student should gain the necessary permission from his/her Resident Assistant. Verification of work schedule is required. Students are given one Convocation "skip" per semester. In order for the skip to be valid, the student must inform the Resident Assistant of his/her intent to use the skip before Convocation. Other questions regarding Convocation exemption should be directed to the Resident Assistant.

Dining

Dining Hall (Food Service and Meal Plans)

Food Service and Meal Plans

Commuter students may purchase meal plans from the University Food Service Office (Dining Hall). Complete information regarding meal plans is available from the Food Service Office or through the website. Attempting to obtain a meal other than by proper payment is considered deception. Furthermore, commuter students are not permitted to be in the dining hall during meal hours except for the purpose of eating. Hours of food service and changes in the meal schedule will be posted near the entrance to the dining hall. Closing times are strictly adhered to. Note: The University's board plan does not include

meals during breaks (fall/Thanksgiving, spring, Christmas) and food service will not be available during these times.

Dining Hall Admittance

A student's ID card is his/her admission to the dining hall and MUST be presented when entering the serving line. In establishing meal rates, consideration has been given for expected absenteeism. Therefore, meals are not transferable to others whether the individual is a resident or non-resident student. Loaning an ID card to another student for the purpose of gaining access to the dining hall will make all parties subject to appropriate points. Furthermore, resident students are not to loan their ID cards or share meals with commuting or non-students. This will be treated as deception. If a student loses his/her ID card, he/she must contact Student Accounts during business hours to obtain a temporary pass or a new ID card.

Dining Hall Conduct

Students are expected to be considerate of the dining hall staff and should remove dishes from the table when leaving. Any student who fails to do so will receive appropriate discipline. Throwing napkins, food or anything else in the dining hall is considered malicious horseplay and may be dealt with as such.

Dining Hall Entrances and Exits

Access to the dining hall is to be gained only through the front doors of the building and then through the service lines. All other doors are "exits only" at all times. There is a "once in" policy for each meal period. A person may consume all he/she wants at each meal but once he/she leaves, he/she is not allowed to come back through the line during that meal period.

Dining Hall Meal Allowances

Seconds are allowed on all food with the exception of special gourmet nights. A student may go back for more as often as he/she desires. While a student may take all he/she wants, he/she should eat all that is taken. No food, including drinks, sandwiches, crackers, etc., as well as eating utensils are to be removed from the dining hall at any time. This is considered stealing. Fees are budgeted on the premise that the food will be consumed in the dining hall. The dining hall is not responsible for feeding a student's friend who may not have a meal ticket, or for supplying a student's afternoon or evening snack. All china, glassware, and eating utensils belong in the dining hall, not in a student's room.

Food Deliveries

- **Annex**
Students ordering takeout food must wait in the lobby for delivery.

- **Main Campus/Quad Living/Residential Commons**
Students ordering takeout food must accept deliveries by the exterior door of the residence hall.

- **Campus East**
Students ordering takeout food must accept deliveries in front of the building.

NOTE: For the safety of all residents, deliveries will never go directly to a student's room, residence hall or apartment.

Flames Pass

Liberty University students, faculty, and staff are eligible to receive a Flames Pass, the official campus ID card. Your Flames Pass is valid as long as you are actively enrolled and financially checked-in. As an online student, the Flames Pass provides access to many activities and services on and off-campus.

Flames Pass Benefits

- Campus Recreation
- Flames Cash (accepted on campus and with participating merchants off campus)
- LaHaye Ice Center (free ice skating)
- Library/ILRC
- Liberty Transit/GLTC (receive a bus pass from the Card Services Office with presentation of Flames Pass)
- Liberty Mountain Snowflex Centre (free skiing/snowboarding)
- Pedestrian Tunnel (Wards Road) – see Vehicle, Parking, & Transportation section for more information.
- Student Centers (access with paid membership or intensive fee)
- Student discounts at participating off-campus businesses
- Student rates for hockey games and performances at the Tower Theater

NOTE: The Flames Pass does not provide Liberty University Online students with access to the LaHaye Student Center; however, as part of the intensive fee, access is provided for intensive students during the week of their intensive. Memberships to the LaHaye Student Center are also available for purchase.

Flames Pass Policies

You are the only person authorized to use your card. The card is non-transferable and is the property of the university. It is the cardholder's responsibility to protect and maintain the condition of his/her card, and the card must be treated with care. You may not attach items (i.e. stickers, etc.) or punch holes in the card. The current replacement fee will be assessed for a damaged or lost card.

Get your Flames Pass

After you are financially checked-in, there are three options to receive a Flames Pass:

- Submit a photo online using your ASIST account and pick up your Flames Pass in Card Services when you visit campus.
- Submit a photo online using your ASIST account and have an inactive Flames Pass mailed to you.

- Stop by Card Services when you are in the area to have your picture taken and Flames Pass issued.

Visit the Card Services website for more information about the Flames Pass.

Vehicle, Parking, & Transportation

Bicycles and Motorcycles

Motorized vehicles and fuel are prohibited in all areas of the residence halls at all times.

- **LUPD**
All bikes must be registered with [LUPD](#). A decal will be issued at no charge and the decal should be placed on one of the rear forks or behind the seat area. The decal must be clearly visible from the rear of the bike.
- **Authorized Areas**
Bikes should be parked only in authorized areas where bike racks are provided. (The use of a bike lock is highly recommended).
- **Bike Racks**
Bike racks are provided adjacent to most residence halls. Do not chain bikes to telephone poles, stair rails, etc. Locking bicycles to handrails or on ramps impedes access to and from buildings, particularly for community members with mobility disabilities. Please be considerate.
- **Inside Residence Halls**
Bikes are not allowed in any building entranceway and will be removed at the owner's expense. Bikes may not be placed in stairwells, lounges, corridors, bathrooms, or any other public areas in the residence halls as they may impede people's ability to exit in an emergency. Blocking these areas constitutes a serious fire hazard and bikes may be confiscated and impounded. A fine will be incurred when the bike is claimed.

NOTE: Bicycles may not be ridden inside of the residence halls.

- **In Student Rooms**
Bikes may be placed under the student's bed or between the student's bed and the wall. Bikes should be placed in such a way that is will not interfere with exiting the room and will not cause damage to the room or its furnishings.

NOTE: Any violation of this policy will result in confiscation of the bike. In addition, a safety violation fine will be assessed and a fee will be charged to retrieve the bike.

Parking & Traffic Regulations

For a complete explanation of LU's [parking and traffic regulations](#), please visit the [LUPD](#) website.

Pedestrian Tunnel (Wards Road)

The Wards Road Pedestrian Tunnel will only be accessible by those with a Liberty-issued Flames Pass. While it will be open at all times, commuter students, faculty and staff will only be able to enter the tunnel from the campus side; they will be allowed to return from the Wards Road side the same day they enter and up until 3:00 AM the day after. Students who live on campus will be able to enter both sides at all times. Each person must swipe his or her Pass (no piggybacking will be allowed).

NOTE: Anyone who violates the tunnel access and parking policies will have their access privileges revoked for the semester.

Shuttle & Transit Services

Visit the [LU Transit Services](#) webpage for current information.

Vehicle Search

Upon prior approval from the Chief of [Liberty University's Police Department](#), designated University staff may search a vehicle for evidence when there is a reasonable indication that a student is in violation of Virginia laws.

Housing

Residence Hall Leadership

Resident Assistants

Resident Assistants (RAs) are mature students employed by the University to supervise each residence hall. They provide leadership for the residence halls and assist in the relational, social and academic development of resident students. They also provide referrals in the area of discipline and counseling.

Resident Directors

Resident Directors (RDs) are [Office of Residence Life](#) staff members who live on campus in residence hall apartments with their primary being to oversee the living experience of the residence halls under their responsibility. This responsibility includes the carrying out of discipline, the oversight of the facilities, and the supervision of academic, social, and physical well-being of the students on the hall. They ensure that the mission of Liberty University and the Office of Residence Life are carried out through their personal impact on the students of their halls.

The LU Shepherds Office also has residence hall leadership positions. Please see Spiritual Development section for more information.

Residence Hall Policies

Academic Atmosphere

The atmosphere in the residence halls should be conducive to individual study at all times. Residents are expected to show respect and consideration towards hall mates by keeping noise levels to a minimum. Any noise from a room (including music and television), which can be heard in the hallway, will be considered too loud and a noise violation may be issued.

Check In Procedures

Students who have completed the Financial Check-In process will select or receive an assignment from the Office of Residence Life. Students who have not completed Financial Check-In will not have an assignment and should contact the appropriate offices to complete Financial Check-In in order to receive an assignment.

"I strongly believe in Christian education, especially at the collegiate level . . . The single greatest influence during the college years . . . is derived from other students! Thus, being classmates with men and women who profess a faith in Jesus Christ is vital to the bonding that should occur during those four years."

- Dr. James Dobson

- **Keys**
Keys will be in the residence halls for Check-In when the residence halls officially open based on the University calendar. Students should reference the [University Calendar](#) when planning dates of arrival.
- **Early Arrival**
Students may request Early Arrival prior to the beginning of any semester. In order to gain permission to arrive early, please fill out the [Early Arrival Application](#). After completing the Early Arrival Application, an email will be sent indicating approval or denial of the request. If approved, the email will also give directions for checking in. The cost to arrive early is **\$15 per night** unless this cost will be covered by a corresponding Liberty University department. This cost does not cover meals for the student before the official opening date.
If you have any questions, please contact Office of Residence Life at (434) 592-4139 or email residencelife@liberty.edu.

Office hours: 8:00AM - 5:00PM EST, Monday - Friday.

Check Out Procedures

At the end of the semester, each student room must be thoroughly cleaned by the room residents and checked by the Resident Assistant before students can depart campus. Failure to clean the room or Check Out with the Resident Assistant will result in a fine, which will be added to the student's account. Students who fail to do so will be charged the appropriate fees. All students must make arrangements to be out of the residence hall 24 hours after their last exam. If staying for summer classes, students must apply for [Summer Housing](#) through the Residence Life webpage.

- **Beyond Checkout Request**
All students are required to check out of the residence halls by the official closing date and time listed in the Residential Academic Calendar provided by the Registrar's Office. Students who wish to remain in the residence halls longer than the official closing date must fill out a Beyond Checkout Request Form. The Office of Residence Life will approve or deny requests to stay beyond checkout based on the information included in your request.

See Withdrawals section for more information on Early Withdrawals from the Residence Hall.

Curfew & Signing Out

Students are to be in their residence halls each night by curfew. Everyone is asked to be courteous at all times concerning noise. No one is permitted to do laundry after curfew. Curfew hours are:

- Sunday, Monday, and Tuesday - 12:00 AM (midnight)
- Wednesday - 10:00 PM
- Thursday – 12:00 AM (midnight)
- Friday and Saturday - 12:30 AM

NOTE: Commuter students must be off campus by midnight unless on campus for work, computer lab use or approved special events.

See [Breaks & Summer Policies](#) section for curfew information during university breaks.

Late Night Sign Out

If a student plans to attend a University-approved event after curfew (i.e., late night activity, computer lab, etc.), he/she must sign the sign-out sheet on his/her hall before curfew. Students going to the Computer Lab are required to swipe in and swipe out of those locations after curfew. Furthermore, it is the student's responsibility to ensure that they swipe in and out properly.

Working After Curfew/During Convocation

Any resident student who must arrive on campus after curfew or miss Convocation due to his/her work schedule, must go to the Office of Community Life's website and fill out the [Permission Form](#). An email from the employer/manager/supervisor must be sent to communitylife@liberty.edu to verify that they do in fact work there. If missing curfew, the student will still be required to sign out on the sign out sheet on the hall.

Overnight Sign Out

Any time a resident student plans to be out of the residence hall overnight, it is imperative that he/she sign out on the overnight sign out sheet. These sheets are available from the Resident Assistant and must be filled out completely in order to be valid permission. Students under 21 are not permitted to stay off campus overnight in the apartments or houses of single off campus individuals (permission to do so may be requested via the [Office of Community Life](#)). Use of the overnight sign out sheet is limited to three (3) nights per week. Note: Failure to abide by this policy may result in the issuance of 4 to 12 points.

Quiet Hours

Quiet hours must be observed from curfew until 7:00 AM. Study hours will be in effect from 9:00 PM until curfew, Sunday through Thursday.

Disability Accommodations

Liberty University has a policy of equal opportunity that does not discriminate against persons with disabilities. The University is committed to meeting the needs of persons with disabilities by adhering to the requirements and codes of The Americans with Disabilities Act. Comments and concerns should be directed to the [Office of Disability Academic Support](#) (ODAS).

Students desiring on-campus accommodations due to a disability should notify the Office of Residence Life at (434) 592-4139 or via [email](#) with detailed information as soon as possible prior to arriving on campus. Academic Disability Support works closely with the [Office of Residence Life](#) in determining reasonable and appropriate accommodations. The Residence Life staff will work one on one with students to identify the best residence hall to meet their needs.

Eviction / Disruption to Resident Community

Any student who is disruptive to the resident community may be removed from campus. A student may be evicted from the residence halls for any of the following reasons:

- Not Completing Financial Check-in
- Having an outstanding student account balance
- Not being registered for courses
- Due to administrative withdrawal
- Student is ineligible for housing (marital status/age requirements)

Hall Meeting

Hall Meeting is held four times a semester to inform students of University policy, to disseminate information, and provide a forum for personal and social growth. Resident Assistants, with the help of special speakers, conduct these meetings to promote hall unity and gain awareness to individual needs. These hall meetings will be held on Wednesday night at 10:00pm. Residents are required to attend. Residents will be responsible for obtaining all information given at these meetings even if an exception for absence has been granted.

Keys

Student Safety

It is the responsibility of all residents to carry their room key at all times, deny entrance to any person not authorized to enter the building and report unescorted guests and non-residents.

Concerns about unauthorized entry or suspicious individuals should be reported promptly to residence hall staff (Resident Assistant or Resident Director) and to LUPD.

Because residents have keys only to their respective building, and all visitors must be escorted, students should only permit residents they know into the building. For safety reasons, do not allow tailgating of unknown students.

Students should secure their room at all times and are responsible and liable for any actions of non-assigned students in their rooms. College-for-a-Weekend (CFAW) and University-assigned visitors are exceptions.

Keys Issuance

Upon arrival, keys are issued to students in their residence halls. Once the key has been assigned, it becomes the responsibility of the student. For security purposes, all students must obtain a room key when checking into a room and that key must be kept as long as they live in that assigned room.

Duplication of Keys

Possession of a duplicate or unauthorized key will not be permitted. Students caught with a duplicate or unauthorized key may face disciplinary actions.

Key Return

Room keys must be returned to the Office of Residence Life immediately upon withdrawal, checkout or change of room. Failure to return a key immediately will result in a "lost/non-returned key fee" and may result in charges for a lock change.

Lost Keys

A lost key should be reported immediately to the Office of Residence Life. A "lost key report" will be completed and a new key issued. The student will be liable for the payment of a "lost key fee" and the charge will be applied to the student's account. The lost key fee is \$25 for 1st offense; \$50 for 2nd offense. Continued lost keys may result in additional fees.

Theft, damage or vandalism due to a student's failure to carry a room key (due to lost key and/or student's failure to report a lost or stolen key) may result in that student being financially responsible for items missing from the room.

University Keys

Students should not possess any key to any University building, residence hall or office unless that specific key has been officially issued to him/her. No reproduction may be made of any keys issued by the University.

Violations of this policy can be adjudicated by the governing department and/or the Community Life department, when appropriate.

Lockouts in the Residence Halls

Student should seek assistance from hall leadership (RAs or RDs) if locked out of room. If leadership is not available, call [LUPD](#) at the non-emergency number at 434-582-7641 for assistance. There will be a \$5 charge by LUPD for lockouts.

Wi-Fi Lock (Commons)

Liberty University's Residential Commons buildings are equipped with Wi-Fi key card locks on every room door. If a card is new, or this is the first time using the card at the lock on the room door, the card should only be scanned one time. The student should wait 40-50 seconds before trying the card on the lock again. Scan the card a second time to gain access to the room.

Room Assignments

The University reserves the right at any time to: (a) alter, change or cancel a housing assignment; (b) change any room assignment or rate; (c) enter residences during reasonable hours at your request or for

routine maintenance, inspections, repairs or housekeeping duties; (d) enter residences at any time for an emergency; (e) control the residences in the event of an emergency; (f) terminate the Housing Assignment for violation of University policies and regulations, for health or social reasons, or for other reasons deemed sufficient by the University.

The Office of Residence Life is responsible for making of all room assignments. All room assignments are final unless the Office of Residence Life authorizes a room change. All students must agree to the policies as set forth in the On-Campus Housing Agreement to be eligible to live in the Residence Halls. Specific information concerning making a housing assignment for the following academic year can be found on the [Office of Residence Life](#) website, under the "Make Room Arrangements" tab.

Room Change Requests

Students wishing to change rooms to an available location may submit an electronic [Room Change Request](#) through the Office of Residence Life website at the designated times. Students will only be able to request specific rooms that have a vacant bed. Any student wishing to change their current assignment will be charged a \$35 non-refundable administrative fee for each processed request. If you are hoping to move because of a roommate conflict, please work to resolve the matter with your RA prior to requesting a room change. Contact the Office of Residence Life if you have questions.

Room Checks

Residence hall rooms are to be kept neat and clean at all times. The following will be checked on a regular basis:

- Bed must be made
- Carpet must be vacuumed
- Trash must be emptied
- Sink and mirror must be clean
- Dresser tops and other stands dusted and in order
- All personal belongings organized and in place

Additionally, students residing in East Campus, the Quads, or the Commons are required to clean their bathrooms as well. This includes sink and mirror, countertops, toilet, bathtub, and floors. Students residing in East Campus and the Quads are also required to keep their common areas neat and clean. Duties pertaining to the common areas will be assigned to students and will rotate on a regular basis.

Room Search Policy

Upon receiving prior approval from the Senior Vice President for Student Affairs, designated University staff may search a room for evidence when there is a reasonable indication that a student is in violation of school policy or regulations.

Visitors in Residence Halls/On Campus

Individuals who are not residents of a particular residence hall should not be allowed access to that hall unless accompanied by a resident of the hall. All overnight visitors in the residence halls must register with the Office of Residence Life before arrival. Otherwise, a visitation curfew of 12 midnight will be in effect. Under no circumstances should any person enter the bedroom of the opposite sex.

Withdrawals

When students withdraw from the University, it is imperative that they go through the proper procedures as outlined in the University [Course Catalog](#). Upon withdrawal, it is important that students follow the residence hall Check Out Procedures (see section for more information).

Early Withdrawals from the Residence Hall

If a student checks into the residence hall, and then withdraws or is allowed to move off campus during the first three weeks of the semester, the residence hall fee will be charged accordingly at a weekly rate. There will be no rebate for the room portion of the residence hall fee after the first three weeks; however the meals portion will be rebated at a flat rate, regardless of room location. New and transfer students who attend orientation, live in the residence hall prior to the first week of classes, and who then withdraw at any time during that week will be charged accordingly for that time. Please check with Student Accounts for the exact amount which will be charged to one's student account. See [this page](#) for more information.

Maintenance Policies

Air Conditioning

Unlike many universities, all residence halls are air conditioned. Individual air conditioners, window or floor units, are not allowed in the residence halls. They can overload electrical circuits, pose a safety hazard for individuals outside the building and damage window frames and sills. Students are certainly welcome to bring a fan.

- **M07, M17-19, and the Liberty Residential Annex**

Furniture and personal belongings must be kept at least 48 inches from the front of the air conditioning units so that airflow is not restricted. Failure to do so could result in points or a fine of \$100 if found by any Field Operations maintenance staff attempting to service the unit, RA, RD, or Residence Life Staff. Throughout the year, Field Operations conducts preventive maintenance on each unit which includes a filter change. Students should lightly dust the air return grille to prevent dust from accumulating on the grille.

- **M20, 21, 22, 23, 25-28, M33 and Quad Living**

Air conditioning in these buildings is managed via a computer system by Field Operations.

- In the fall (mid-October) once temperatures consistently stays cool, Field Operation will change from air conditioning to heat.
 - In the spring (mid-April) once temperatures consistently stay warm, Field Operations will change from heat back to air conditioning.
- **Campus East Apartment Buildings**
Each apartment has central air and the temperature for each apartment can be managed by the thermostat located in the living room. To prevent malfunctions, units should NOT be set below 68 degrees Fahrenheit. Throughout the year, Field Operations conducts preventive maintenance on each unit which includes a filter change. Students should lightly dust the air return grille to prevent dust from accumulating on the grille
 - **Residential Commons Buildings**
Each room has central air and the temperature can be managed by the thermostat located in the room, between the pre-set standard of 68°F to 73°F. These buildings have state-of-the-air and energy efficient HVAC systems that have the ability to detect the presence of occupants utilizing the rooms. Note: It may take up to 5-10 minutes to acquire a comfortable degree once movement is detected in the room. Once the room is vacant for longer than 20 minutes, the thermostat will default to 78°F.

Damage Billing

Student Responsibility

Students are responsible for any damage or loss caused to their rooms, common areas, or to the residence halls, including all University furnishings and fixtures. Common areas may include, but are not limited to, apartments, lounges, kitchens, bathrooms, hallways, stairwells, mail rooms, breezeways, and elevators. Students responsible for damage, whether accidental or intentional, will be charged for replacement or repair.

Group/Hall Responsibility

If the University cannot determine who is responsible for the damage or loss, the cost will be divided and assessed equally among the residents of the apartment, quad space, common area, floor, or building as applicable. The location of the damage and the nature of the circumstances surrounding the damage incident will determine the group billed.

The Resident Assistant (RA) will inform the hall residents during the next scheduled hall meeting of pending charges to all residents should no one take responsibility for the damage. By close of business on Thursdays, should no one take ownership of the damages, all hall residents will receive a portion of the total damage charge on their student account.

Appeals

All damage charges must be appealed to the [Office of Residence Life](#) within 30 days of the date the charges are posted to the student's account. All appeals must be received by the [Office of Residence Life](#) via [e-mail](#).

Facilities/Field Ops/Custodial

[Field Operations](#) can be reached by calling: (434) 592-3500. Unless it is a true emergency, students should report custodial or maintenance issues through the [Field Operations Work Order System](#). Situations that warrant an immediate response should be brought to the attention of the RA. If the RA is not available, call LUPD for assistance.

- **Main Campus Residence Halls (M07, M17-M28, and M33)**
Routine cleaning of common areas in the residence halls are accomplished by Field Operations, Facilities (Custodial). This includes:
 - Trash and recycle removal
 - Cleaning of the common areas (i.e., hallways, stairwells)
 - Cleaning of the common bathrooms (i.e., cleaning, disinfecting, and toilet paper provision).

- **Quad Living / Liberty Residential Annex / Campus East / Residential Commons**
 - Quad Living - Custodial services are provided for the common areas and bathrooms.
 - Liberty Residential Annex - Custodial services are provided for the common areas (Lobby).
 - Campus East - Custodial services not provided in apartments.
 - Residential Commons - Custodial services are provided for the common areas.

NOTE: Custodial Services will not enter nor clean students' rooms or apartments unless a Resident Director requests and/or Facilities (Field Operations) deems necessary.

Furniture, Beds, & Room Modification Policy

Students should not make modifications to the residence hall room or its furnishings (i.e., disassembling furniture, hanging items from ceiling tile supports, tampering with telephone wires, etc.). Furniture may not be removed from the room.

Hammocks are not to be used within residence halls. This includes but not limited to attaching to ceilings, walls, or beds.

Students should not attach anything to doors or walls in the residence hall by use of adhesives, nails, or anything else that could potentially damage the door or walls (including but not limited to; hooks, hangers, towel racks, space organizers, etc.). Additionally, students on M07, M17-19, and the Liberty Residential Annex should take special care to ensure that no furniture is within 48 inches of their air conditioning unit. See section above on AC for more information.

Any questions regarding residence hall room furnishings should be addressed to the Resident Director or Resident Assistant. Resident Director or Resident Assistants **do not** have the authority to allow or perform the assembly, disassembly, or removal of furniture.

Loft Kits

Only University-supplied loft kits can be used in the residence halls. Due to differing styles of furniture in the residence halls, loft kits requests will be fulfilled based on inventory available and in order of date the request is received. Once installed in the residence room, a \$50 fee will be charged to the student account.

- All three person rooms (located on the Hill, Circle, and Annex), already have a loft kit which cannot be removed. All standard loft kits are to remain intact at all times.
- All two person rooms Loft Kits are optional. Rental loft kits can only be modified by Maintenance.
- Safety Rails must not be rendered ineffective by placing against the wall.

NOTE: Due to furniture incompatibility, loft kit requests cannot be submitted for **Main Campus Residence Hall 33**.

If the [Office of Residence Life](#) has available Loft Kits, students may submit an on-line request and must agree to the following statements:

- I understand that a \$50 non-refundable fee will be charged to my student account when I receive a loft kit.
- If I change my housing assignment prior to my arrival, I will notify the Office of Residence Life where to transfer my request.
- I understand that a loft kit will be installed in the room requested above. If I move to a different location or move off campus during the semester, I will submit a work order and the loft kit will be picked up by Field Operations.
- I understand that if the height of the loft kit needs to be adjusted, I will place a work order request through the Field Operations work order system to be completed by approved maintenance staff.
- Safety rails and stabilizer bars are standard in the residence halls for all loft kits. I understand that a safety rail will be installed with my loft kit request and must remain secured in place on the loft kit. I understand that I cannot alter the stabilizer bar locations on the loft kit. If my loft kit is installed and a safety rail or stabilizer bar is missing, I will place a work order immediately and notify my RA to have the missing piece installed to ensure safety.
- Liberty University **cannot guarantee the loft kit will be set up prior to student arrival**. Loft kits will be installed on a first come, first serve basis.

Bed Rail Safety Policy

On-campus students must abide by the [On-Campus Housing Contract](#) that states:

- All elevated bed surfaces must have a university-supplied bed safety rail installed (top bunk bed and any loft kit).

- Students are responsible to submit a work order if a bed safety rail is missing or not secured to any elevated surface in their room. Work orders must be submitted on the [Field Operation's Work Order System](#).

Bed rails cannot be removed for any reason. Even if Field Operations disassembles a bunk bed in response to a work order, the bed rail will remain and be placed against the wall. Beds must not be positioned to render the bed safety rail ineffective. Resident Assistants **do not** have the authority to allow or remove bed safety rails.

Mattresses

To avoid purchasing incorrect bed linens, it is suggested that students use the standard mattress size of 36" x 80" x 6" when shopping for bed linens.

Mattresses are not to be moved from their corresponding springs for any reason, included but not limited to, placing mattresses on the floor, on top of other mattresses, etc.

Headboard-Footboard Access

- Beds whether bunked or lofted must not be moved from walls creating a side without a bed safety rail.
- Ladders are not permitted to be added to lofts kits or bunk beds. One end of the bed (headboard/footboard) should be left open and free of obstacles so it can be used as a means of climbing to the elevated surfaces.

Pest Control

Routine extermination services are provided in residence halls year round. Conditions such as: ant, bed bugs, fleas, mice, rats, roaches, spiders, beetles, and worms, etc. require a work order. If you do not know how to place a work order, see you hall leadership for assistance. The Office of Residence Life monitors all Pest Control work orders and will ensure the Pest Control professional is aware of the problem. Unwanted pests are introduced into the residence halls when the environment provides food, warmth and moisture. If there are pest issues in or around personal belongings, remove personal items in order to obtain best results from treatment. The Pest Control professional will not move belongings in order to spray.

The best way to discourage pests is to eliminate possible sources of food/shelter!

- Eliminate as much clutter as possible. **DO NOT STORE PAPER BAGS OR CARDBOARD.**
- Don't leave open food or dirty dishes out overnight.
- Do not leave open containers of food on counters or cabinets.
- Keep all food items, snacks, candy sealed metal, plastic or glass containers that mice cannot chew through or store them in your refrigerator.
- Store trash in a metal container with a tight cover or remove all food trash daily so that food is not available overnight.

- Keep counters and floor clean especially under & behind refrigerators, ovens, sinks, etc.
- Eliminate clutter on floors, in closets, on furniture, and beneath beds.

Residents are responsible for practicing good housekeeping in their rooms and in the residence halls to help deter pests, e.g., proper food storage, clean bedding, prompt cleaning of dirty dishes/utensils and dirty laundry, regular trash removal from the room (including pizza boxes), and so forth.

Did you know that . . .

- Ants are attracted to food and drink, as well as toothpaste, deodorant, shampoo, perfume, soap, and detergent.
- If any room or apartment has pests, your room is likely to have pests.
- Pests are attracted to empty pizza boxes, soda cans and other food packaging, as well as the items mentioned above.

Bed Bugs/Fleas

If bed bugs or fleas are suspected, students may place a work order through the [Field Operations Work Order System](#). *For more information, please see section below on Work Orders.*

Once the Office of Residence Life has been notified, the room will be inspected by a contracted pest control company within 2 business days. A Resident Assistant will meet a Residence Life Associate or Assistant Director for the inspection. It is strongly suggested that at least one student from the room is present for the inspection as well. The student will then be notified of the results of the inspection.

In case of a confirmed case of bed bugs or fleas in your room:

- Communication regarding the necessary steps of action will come from your Resident Director (RD), as well as an Associate or Assistant Director from the Office of Residence Life.
- A flyer will be given to the student with specific information and directions. All soft/cloth belongings (clothes, bedding, rugs, etc.) must be washed with hot water and dried using a clothes dryer. Any soft items that cannot be washed **must be disposed of**. Hard items (refrigerators, filing cabinets, etc.) must be wiped down with a damp cloth.
- Students will be assigned to a new housing location with the option to return to the room after it has been treated by the pest control company and cleaned by Facilities.

Any questions or concerns can be directed to Office of Residence Life at (434) 592-4139 or by email at residencelife@liberty.edu.

Power & Water Outages

Power Outages

Power outages are unpredictable because it is uncertain when the power will come back on. Students are encouraged to have an Emergency Preparedness Kit which includes snacks, medications, a flash light and host of other important items.

For obvious safety reasons, it is important that hallways and stairwells be kept free of obstructions **at all times** in case the power goes out. (No bikes, shoes, welcome mats, etc.). During daylight hours, students should prop open their bedroom doors to flood some light into the hallway. Students should use caution when exiting the building and use their flashlight at all times.

Housing will work closely with Field Ops to determine when to expect the lights to return and will keep in close contact with the Resident Director. If the power outage happens at night, students should remain in the building unless the fire alarm goes off, then everyone should evacuate the building.

In the event of a power failure of any kind, notify the following LU offices immediately:

- [LUPD](#) at (434) 592-3911 (24/7)
- [Field Operations](#) at 592-3500 (8:00 AM – 5:00 PM)
- [Office of Residence Life](#) at (434) 592-4139 (8:00 AM – 5:00 PM)

NOTE: If there is potential danger to building occupants, or if the power failure occurs after hours, weekends or holidays, call LUPD at 592-3911.

Things to remember during a power outage:

- Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
- Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
- Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
- Field Operations may be able to estimate the duration of the power failure. If the failure is to be lengthy, administrators will decide on continued operations in their building.
- Report all persons trapped in elevators to LUPD at (434) 592-3911.
- If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.

If an emergency exists:

- Activate the building alarm. CAUTION: You must also report the emergency by phone to LUPD at (434) 592-3911.
- All building evacuations or localized evacuations will occur when an alarm sounds continuously and/or when an emergency occurs.
 - Lock doors upon leaving.
 - Walk; do not run to the nearest stairway exit.

- If you are disabled, yell for help to go down stairs.

Elevators

When there is a power failure, do not use the elevator. It may become inoperative and a trap.

Physically Challenged

Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify LUPD officers on the scene where these persons are. They will assist them in evacuating the building.

Distance from Building

Evacuate to a distance of at least 100 feet from the building and out of the way of emergency personnel.

Returning to Building

Do not return to the building until instructed to do so by LUPD officers. An LUPD officer will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or appropriate action. LUPD will initiate the proper notification procedure for contacting appropriate personnel when a power failure occurs on or near campus.

- **Flashlights**

At present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

- **LUPD Emergency Number: (434) 592-3911**

Water Outages

Water outages are unpredictable since it is uncertain when the water will come back on. The On-Campus Living Guide instructs students to have an Emergency Preparedness Kit, which includes snacks, medications, bottled water and other necessary items. *See Emergency Preparedness Kit section below for more information.*

Housing will work closely with Field Operations to determine when to expect the water to return and will keep in close contact with the RD. It is suggested that students coordinate with other students of the same gender to use bathrooms/showers in nearby halls. In the event of a water outage, whether minor or major, notify hall leadership immediately and/or any of the following departments:

- [LUPD](#) at (434) 592-3911 (24/7)
- [Field Operations](#) at 592-3500 (8:00 AM – 5:00 PM)
- [Office of Residence Life of Residence Life](#) at (434) 592-4139 (8:00 AM – 5:00 PM)

NOTE: If there is a potential danger to building occupants, or if the power failure occurs after hours, weekends or holidays, contact LUPD at 592-3911.

Work Orders

Students should report custodial or maintenance issues through the [Field Operations Work Order System](#) through the Splash Page. Situations that warrant an immediate response should be brought to the attention of the RA and all maintenance (repairs) in the residence halls/rooms/apartments should be reported to Field Operations as soon as possible. Your repair request will be placed on the schedule; but please recognize that some repairs require immediate response, others do not.

If you need to call Field Operations to follow-up on your work order, remember to have the work order number handy; this is important if you need to follow up on the problem again later. Work Orders are submitted by selecting the craft that best fits the problem. A list is provided below.

When entering information on your work order request, it is important to ensure that you capture the location (Room and Building) on the work order. Providing an accurate description of the problem and its location will help expedite the repair. The repair request will be assigned to the appropriate craft trades person.

Field Operation responds to work orders in 48 hours or less depending the severity of the problem.

Maintenance Personnel in the Residence Halls

Maintenance personnel will . . .

- Announce themselves loudly by saying "Field Operations-Maintenance" when entering a room/hall/apartment;
- Say, "Field Operations-Maintenance" before knocking on a student's door;
- Knock again before entering the room, if there is no response.

NOTE: All Facilities Management employees are required to wear uniforms and have their Liberty University ID badge visible.

If the room is unoccupied, the Field Operations-Maintenance staff will still enter the location and may leave behind a courtesy card. The courtesy card will inform you of the status of your request. Upon completion of your work order, students will receive a completion report email.

Area	Related Items Needing Repair
Appliance Repair	Washer, dryer, dishwasher, stove, exhaust fan, refrigerator
Ceilings	Ceiling tile and grid
Display Boards	Bulletin board, cork board
Doors and Hardware	Door, frame, push bar or lock. Doors not closing or opening

Area	Related Items Needing Repair
Electrical	Power outages, blown fuses or breakers; hallway lights out, light fixture hanging from ceiling
Elevators	Not working or not working well
Fire Alarm System	Trouble alarms
Fire Extinguishers	Any related issues
Fire Sprinkler System	Leaks and related issues
Furniture	Bed height adjustments, bunking and debunking of bunk beds only (loft kits cannot be disassembled), loft kit requests, requesting a bed safety rail
General Maintenance	Miscellaneous repairs
Glass/Window Repair	All related issues, hardware, repair; broken windows and window shades
Grounds	Snow removal, waste management
Handicap Accessibility	Any related issues
Health/Safety	Health or safety concerns, Hazardous conditions in hallways, stairs, bathrooms, etc. - torn carpet, loose tiles, loose stair treads, broken or dislodged ceiling tiles, etc.
Housekeeping	General cleaning, indoor trash removal, carpet/floor care cleaning, and paper towel/toilet paper/soap dispensers
HVAC	Temperature issues, heating and air conditioning units, leaks
Lighting	Light bulbs, lighting
Lock and Key	Problems with locks or keys
Miscellaneous	Other work issues not listed here
Pest Control	Ants, spiders, mice, rats, roaches, bees, etc.
Plumbing	Water supply, leaks blockages (clogged toilet), pipe work and fixtures
Roofing	Leaks, gutters, and downspouts, items stuck on roof
Signage	Door or room signs
Walls	Patching and repair

Accommodations

Courtesy Phones

- **Residential Annex**

Courtesy phones are located in the breezeways and in the main lobby lounge area. There are also courtesy phones in the “C” building elevator and in the Laundry Room in the “B” building.

- **Main Campus**

Main Campus double loaded corridors have two courtesy phones in the hallway.

- **Quad Living/Campus East Apartments**

All common areas (living rooms) have a courtesy phone.

Courtesy phones will work for local calls only; however, long distance inbound calls will also work. If a phone is not working properly, submit a [Field Operations Work Order](#), including problem and location.

Laundry Facilities

The on-campus laundry facilities listed below are open daily from 6:00 AM to 11:30 PM. Main Campus laundry facilities are serviced by Caldwell & Gregory. (See below for contact information).

Locations

- **M20-1** (Hill)
- **M24-1** (South Campus, between M29 and M33)
- **M33-1** (South Tower, female only)
- **Liberty Housing Annex B Building** – 1st & 2nd floor of the “B” building (coin only, laundry cards not accepted).
- **Residential Commons** – every floor in the common area.

NOTE: Each **Campus East Apartment** is equipped with a washing machine and dryer (no coins or card required).

[Click here](#) for more information on Campus East washers and dryers. If maintenance is needed, submit a [work order](#) through the [Field Operations website](#).

Payment Options

- Main Campus washers and dryers accept Flames Pass, coins, or a combination of both. All Laundromats are equipped with change machines.
- At the Liberty Residential Annex, machines only accept coins. The change machine is located in the front lobby.
For more information about on-campus laundry facilities, [click here](#).

Mail

Receiving Mail/Packages

Each on-campus student is assigned a Liberty MSC box number based on their residence hall location to the nearest mail kiosk.

NOTE: To find this information, log onto ASIST, then Housing. Some boxes have combinations and some have keys. If there is no combination listed, please visit Liberty Post Office with a photo ID to pick up your key.

Mail Drop Locations

Liberty University Postal Services has provided several locations for mail drop throughout campus, which can be found on their website.

Visit the [LU Postal Service](#) website for more detailed information.

Mail Delivery – Annex

All mail for Annex residents should go through the Liberty Post Office system. Students should never have mail or packages sent directly to the Annex. Liberty Postal Services delivers regular mail on a daily basis to PO boxes at the end of Building C. For larger packages, Annex students must go to the Liberty Post Office located in Green Hall.

Email

Liberty student email accounts are the official means of communication for the Liberty University community. Students must check this email account on a regular basis (no less than one time per week).

Vending Machines

Vending machines have been placed on many residence halls for the convenience of the residents. Shaking, tipping or tampering with any vending machine will be considered vandalism. Please report any problems with the machines to the Resident Assistant. If money is lost in the machines, a refund may be obtained from Student Accounts.

Bulletin Boards & Distribution of Literature

Bulletin Boards in Residence Halls

In order to keep the student body aware of current information and policy changes, each residence hall has a bulletin board mounted near the middle of the hallway. All resident students should make themselves aware of all official information posted on these bulletin boards. The Resident Director, through the Resident Assistants, will approve posters, pictures or memos placed on hall doors, hall walls or hall windows. Care must be given not to damage nor mar the doors, walls, or windows.

Bulletin Boards in Academic and Administrative Buildings

There are bulletin boards throughout the campus for general student use, as well as several assigned boards for specific club and organization use only. Commuter Student Life maintains several boards for general campus promotion, however approval is required before materials can be placed on these boards. Any materials placed on bulletin boards without approval will be removed. Materials placed on windows, walls, or doors will also be removed. For more information, contact [Commuter Student Life](#).

Distribution of Literature

Distribution of literature in the residence halls requires written approval from the [Office of Residence Life](#).

Pictures and Posters

All posters and pictures in the residence halls should coincide with the standards and policies of the University, i.e., all posters and pictures should conform to the University's music, movie, video, dress and conduct standards. No road, traffic, or office signs may be displayed or stored in the residence halls. Resident Directors and Resident Assistants will check rooms on a regular basis to give guidance, answer questions and ensure compliance.

Approved & Prohibited Items on the Hall

Abandoned Items/Lost and Found

Any personal property left in the residence hall room, common area, or in any storage area after termination of the housing contract occupancy period is considered abandoned. The University does not assume responsibility for the shipping and handling of personal property and is not responsible for personal items left on campus. If personal property is left in the residence halls/rooms, weekly fees will be assessed. The University reserves the right to dispose of the items. The University assumes no liability for damage or loss of any abandoned property on its premises. If the item can be identified as belonging to a specific occupant or room, an e-mail will be sent to the resident's University e-mail address.

Lost and Found

- **Items Lost on Campus**

The Lost and Found Office is located at the [Liberty University Police Department](#); lost items can be picked up at their location.

- **Items Lost on GLTC Buses (Transit Service)**

All items found on GLTC buses are turned into the [GLTC Office](#) after the bus is cleaned. After 2 business days, those items are taken to LUPD where the Lost and Found items can be picked up. For items lost within the last two days, please call GLTC at 434-455-5080.

Appliances in Residence Halls

According to the Fire Code, appliances should be plugged directly into a wall outlet. **No electrical devices should be plugged into an outlet near a water source.** The use of any other electrical appliance not stated below is prohibited and may be considered a safety violation.

The following appliances **ARE permitted** in the residence halls on **Main Campus (M07-M28, M33)**, the **Residential Commons**, and the **LU Residential Annex**:

- Coffee makers

- Popcorn makers
- Compact refrigerators*
- Small microwaves*
- Hair straighteners
- Curling irons
- Hair dryers
- Clothing Irons
- Rice makers
- Lava lamps

* Rooms located in the Residential Commons already have both a compact refrigerator and a microwave provided; therefore, no additional microwaves or refrigerators will be allowed in those rooms.

Microwaves

Microwaves are not provided in public areas of the residence halls. Students seeking to perform more substantial cooking should consider living in locations with kitchens ([Quad Living or Campus East](#)). Microwave ovens are allowed in student rooms, whether as individual units or as part of a refrigerator/microwave combination. Microwaves may not exceed 1000 watts.

Micro-Fridges

Combination refrigerator/microwave units are allowed in student rooms as long as they bear the UL approved seal and the refrigerator portion does not exceed 4 cubic feet, 1.5 amps, and 100 watts.

Coffee Makers

Residential-style coffee makers are allowed in student rooms. Not allowed are restaurant-style or commercial coffee makers, or those that keep water perpetually hot and ready for instant use. An "automatic shut off" function is a desirable safety option, to ensure the unit turns itself off if you forget to do so.

The following appliances **ARE NOT permitted** in the residence halls on **Main Campus (M07-M28, M33)**, the **Residential Commons**, or the **LU Residential Annex**:

- Electric stoves
- George Foreman-type grills
- Toaster ovens
- Toasters
- Crock pots
- Sandwich makers
- Air Conditioners
- Space Heaters
- Hot Plates
- Fire places/fire pits
- Lava lamps

- Any open-coiled appliance

Campus East and the Quad Living residence halls have kitchens and students **ARE permitted** to have:

- Griddles
- George Foreman-type grills
- Toaster ovens
- Toasters
- Crock pots
- Sandwich Makers

Alterations of any kind to the electrical system of a room are strictly prohibited. (See extension cord section below for regulations).

Candles, Candle Warmers, & Incense Burning

Candles, candle warmers and the burning incense of any kind (including birthday cake candles) is a fire hazard and is prohibited in the residence halls.

NOTE: Noncompliance of this policy may result in a \$100 safety violation.

Decoration Policies

- Curtains, draperies, hangings, flammable material such as bedding sheets, crepe paper, construction paper or cardboard should not be attached to walls and ceilings, as they are a fire hazard. The aggregate of all flame-resistant materials cannot exceed more than 50% of the total wall area, as determined by the Lynchburg Fire Marshall and Commonwealth of Virginia Fire Code. The exception to this is M7, the aggregate of all flame-resistant materials cannot exceed more than 20% of the total wall area.
- Combustible materials that are secured under glass become classified as flame-resistant and are permitted.
- Decorative lights are allowed. All lights must be LED and shall not be attached to ceiling tiles.

Christmas Decorations

In 2010, the President started a Christmas Decorating Contest in an effort to ensure that students enjoy the Christmas season by decorating their halls during the month of December. The policies below are in place in an effort to offer “fun” and “safety.”

Trees/Wreathes	<ul style="list-style-type: none"> • Only artificial trees and wreaths can be used in the residence halls. • Students may not cut down a tree from a forest and put beside your residence hall.
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Timeframe	<ul style="list-style-type: none"> • Students may put up Christmas decorations in the residence halls between Thanksgiving Break and Christmas Break. • Christmas decorations must be removed during White Glove Checkout at the end of the fall semester.
Lights	<ul style="list-style-type: none"> • All lights must be LED. • Lights and surge protectors must be placed along walls or run above door jams to avoid trip hazards. Lights can be on from dark to curfew. • Use UL certified outdoor lights and surge protectors. For all outdoor decorating, run lights through windows, not doorways to avoid trip hazards • Do not use staples to attach light to ceiling or wall (electrical hazard). • Do not use Lava lamps. • Lights can be on from dark to curfew.
Doors/Windows	<ul style="list-style-type: none"> • Windows are to be decorated from the inside only, with the exception of lights, wreaths, garland, banners, and flags. Windows are to be safely and appropriately decorated from inside of the specific window. • Exterior doors can be covered, but for safety reasons create a small opening for visibility.
Hanging Decorations	<ul style="list-style-type: none"> • Refrain from decorating or hanging things from ceiling tiles and light fixtures to avoid a fire hazard. • Nothing should be hung from, attached to, or cover fire sprinkler heads, fire alarm panels, fire extinguishers, fire pull boxes, or wireless access points.
Decorative Materials	<ul style="list-style-type: none"> • Flammable material should not be attached to walls. Wall coverings should not exceed 50% or total wall space. The exception to this is M7, the total wall space cannot exceed 20%. • No Paper Lantern Lights or Old Fashion Large Christmas Lights (the Old fashioned type bulbs get very hot).
Ceilings and Light Lenses	<ul style="list-style-type: none"> • No low hanging lights, decorations or combustible items should be hung from the ceiling because it could obstruct a firefighter's vision.

NOTE: Only one surge protector per outlet is permitted.

Questions/Concerns

Visit the [Office of Residence Life website](#) for details or ask your RA/RD for clarification.

APPROVED DECORATIONS

- Standard miniature LED Christmas lights (indoor and outdoor)
- Artificial Christmas Trees and Artificial Christmas wreaths
- Decorating Interior and Exterior Doors (barring any door damaged)
- Approved decorations (ornaments, tinsel, garland, wrapping paper, bows)

UNAPPROVED DECORATIONS (potential fire hazards)

- Natural Christmas Trees or Natural Christmas wreaths
- Paper Lantern Lights
- Large Christmas Lights (Old fashioned bulbs get very hot)
- Covering Residence Hall glass end doors with wrapping paper
- Lights or extension cords across hallways/doorways/walkways
- Lights trailing across the grass that could cause a trip hazard to students and Grounds Crew hazard
- Lights attached to metal gates or handrails (electrical hazard)
- Stapled lights to ceiling or wall (electrical hazard)
- Tissue paper, sheets, or anything covering light fixtures
- Lights or streamers hanging from ceiling tiles, ceiling grid work
- Decoration coverage exceeding more than 10% of walls (fire hazard)

NOTE: Christmas decoration information is subject to change each year. RAs will be notified of any changes.

Electric Heaters

Electric space heaters and electric fireplaces are not allowed in the residence halls.

Extension Cords

Home-style extension cords and “octopus plugs” are not allowed in residence halls. By fire safety regulation, grounded, maximum 15-ampere rated surge protectors with an integral circuit breaker are the only type of extension cord allowed in residence halls. This is a very important fire safety rule as overloaded extension cords can cause fires. Surge protector-type power strips are readily available off campus in local stores. Appliances (e.g., refrigerators) should be plugged directly into existing electrical outlets, not into a surge protector.

Halogen Torchieres

By fire safety regulation, halogen torchiere floor lamps are prohibited in residence halls. The biggest safety concern is the open top design and the intense heat generated by the halogen bulb. These lamps have been the cause of a number of fires largely by coming into contact with cloth of some sort and igniting it. Halogen torchiere floor lamps found in residence halls will be removed immediately.

Storage

The University does not offer storage service. Students who are not returning to school for the spring semester or who do not reside on campus during the summer months must make arrangements for the storage of personal articles. The University does not assume responsibility for the shipping and handling of personal property and is not responsible for personal items left on campus. If personal property is left in the residence halls/rooms, daily fees will be assessed and the University reserves the right to dispose of the items. The University assumes no responsibility for these items.

Television & Accessories

Antennas, Cables and Satellite Dishes

Students are not permitted to have individual antennas or satellite dishes that attach to or are hung from the exterior of any residence halls.

IPTV

Television service is provided through the wireless connection and can be streamed to your personal computer. The IPTV system provides television through an on-campus computer connection, and is available for students, faculty and staff, with many recent upgrades. The main site includes a guide of what is playing in real time and what programs are coming up next. There is also the capability of watching more than one channel at a time. A video on-demand feature has been added and videos of campus events, such as convocations, will appear on the channel list.



Channel	Program
071	Channel 71
072	WTLU
005	NBC
004	ABC
003	CBS
002	FOX
001	CW
006	FoxNews
007	CNN
013	Discovery
014	TOON
008	ESPN
009	ESPN2
010	ESPNU
012	ESPNCL
011	ESPNNEWS
016	TLC
015	TBS
017	USA

Cable Services

Liberty University does not offer cable services at this time.

Pets

Only fish and hermit crabs are allowed in the residence halls. Service dogs are allowed and the appropriate RD will be notified should a student with a service dog be placed in their buildings. If roommates and/or apartment mates are allergic to the service dog, the Office of Residence Life will process a room change at no charge, capacity permitting.

Service Animals & Emotional Support Animals

A student may have a Service Animal or a prescribed Emotional Support Animal (ESA) designated by a therapist. All documentation is to be turned in to the Office of Disabilities Academic Support (ODAS). The Office of Residence Life will then determine if the documentation provided is approved. The student must submit all of the following documentation to ODAS before approval will be granted.

- Application and acknowledgement of policy found on the Office of Residence Life webpage
- Roommate approval of Service Animal or ESA being in the room per policy
- Current veterinarian clean bill of health
- Professional recommendation for the animal with contact information of the professional

Liberty University does abide by the one-bite policy stating that after one bite to another student the animal will need to be removed from campus. No animal is to be unattended for extended periods of time as determined by RDs and the Office of Residence Life. All animals must be crated when unattended or the student is sleeping.

Breaks & Summer Policies

The residence halls will remain open during Thanksgiving and spring breaks; however, residence halls will be closed during Christmas break. The University board plan does not include meals during any breaks (spring, Thanksgiving or Christmas). Any student arriving early from any break is responsible for meals until dining services officially opens for respective students. Refer to the annual University calendar for the date residence halls and dining services will be open.

Students desiring to leave earlier than the scheduled breaks must obtain written permission. This permission does not excuse students academically. Liberty University regulations and policies are in effect at all times, including semester breaks and summer. All individuals residing on campus during these times are expected to consistently uphold the standards of the school.

NOTE: Curfew will be 12:30 AM throughout breaks and summer; dress code for summer school and/or intensives will be class dress. Please see the [Liberty Way](#) for more information.

Commencement Housing

Many Liberty University alumni and alumnae, parents and family, reserve rooms in the residence halls for Commencement. Typically, Campus East apartments are used for Commencement Housing. Sponsoring departments must arrange housing for students who are working for Commencement or participating in other approved, related activities.

Summer Housing

Refer to the [Summer Housing](#) webpage for current information.

Annex Living

Animal Hospital

In an effort to be good neighbors, students are to be respectful of the animal hospital's property, which is next door to the [Liberty Residential Annex](#). The grassy area behind the hospital is used to walk the animals. For pet safety, students are not to litter this area to avoid animals accidentally eating items that may lodge in their throats.

Safety & Health

Safety & Security

It is necessary for every resident to share the responsibility for the safety and security of his/her residence hall. The following is a list of safety/security violations (this list is not all inclusive):

- Discharging a false alarm/setting off alarm with fireworks or smoke
- Tampering with the locking mechanism of any residence hall door
- Disconnecting/tampering with any smoke detector in a residence hall or room
- Discharging a fire extinguisher for reasons other than extinguishing a fire
- Lighting a fire in or around a residence hall
- Possession/use of matches, lighters, candles, incense, or other flammable substances in a residence hall
- Propping open any exterior residence hall door
- Possession/use of halogen lamps
- Tampering with a fire extinguisher (or other safety equipment) in any way
- Climbing in/out or residence hall window
- Stepping on a/c or heating unit

Commission of any safety/security violation will result in a \$100 fine. If the violation occurs in a residence room and no one claims responsibility, the consequences will be shared equally among the occupants of the room. If the violation occurs in the residence hall (or any commons area) and no one claims responsibility, the fine will be divided equally among all occupants of the residence.

On Campus Safety

A safe campus is an important aspect of the learning/living environment at Liberty University. Liberty seeks, through student involvement with staff, to promote a safe campus for the entire University community. Some of the safety issues promoted is:

- When walking or jogging, do so in pairs or groups and stay in well-lit areas
- Always keep residence room locked when occupants are away or sleeping
- Never leave large amounts of cash in residence room
- Keep the exterior doors to residence hall secured at all times-never prop them
- Never leave personal belongings or valuables unattended (i.e., cafeteria, gym or bookstore)
- Report immediately any crime or suspicious activity to Liberty University Police Department (ext. 3911 from any campus telephone)

Off Campus Safety

Students are expected to use caution when participating in off campus activities. Safety laws should be observed and followed at all times.

NOTE: The James River, near the Scott's Mill Dam, is a very dangerous area and therefore off limits for swimming. The Amherst County Police Department has been notified to enforce this safety precaution and a \$100 safety violation fine will be imposed to anyone violating this restriction. Additionally, the train trestle over the James River is strictly off-limits (as noted by "No Trespassing" signs posted in the vicinity).

Furthermore, Central Virginia has many hiking opportunities; while these opportunities provide students with outdoor entertainment during their free time, there is a certain amount of risk involved (i.e. Crab Tree Falls). Students should ensure that they are utilizing good hiking practices and are following the instructions of all posted signs.

Biohazards

Biohazards present risks to both students and their environment. Biohazards include, but are not limited to, blood, vomit, other bodily fluids, overflowed toilet, etc. Students who use syringes for medical reasons should dispose of used sharps within the appropriate containers. Students responsible for biohazards as a result of horseplay may incur expenses for damage or cleaning charges assessed by the Office of Residence Life.

Carbon Monoxide Detectors

Although carbon monoxide (CO) detectors are not required by law in our facilities, Field Operations has installed detectors in all residence halls where combustion devices are located. The following residence halls have carbon monoxide and gas detectors:

M20, M21, M22, M23, M25, M26, M27, M28 and M33

In areas already wired for a central fire detection system, the CO detectors are hard-wired, and in other areas the detectors are battery-operated and inspected monthly.

Housing residents are asked to keep in mind that not all areas have the potential to be exposed to carbon monoxide. In addition, many devices are located in areas that are only accessible to maintenance staff; therefore although you do not see a device, it doesn't mean you are not protected. Below are some answers to frequently asked questions about carbon monoxide:

- **What is carbon monoxide?**

CO is a colorless, odorless gas produced by burning any fuel. Oil and gas furnaces produce CO. Other common sources of CO include gas appliances (stoves, water heaters, etc.), charcoal or gas grills, wood stoves and fireplaces, automobiles, lawnmowers and other gas-powered tools.

- **What is the effect of exposure to CO?**
When inhaled, CO binds to red blood cells and starves the body of oxygen. Exposure to high levels of CO may cause headache, nausea, vomiting, chest pain, dizziness, weakness, convulsions, loss of consciousness, and death. The symptoms of CO poisoning may be mistaken for other illnesses, such as the flu or alcohol poisoning. Very high concentrations of CO can cause loss of consciousness in only a few breaths.
- **How do CO detectors work?**
CO detectors periodically measure how much CO has accumulated, and display a digital readout of the concentration in parts per million (ppm). They sound a loud alarm before the concentration of CO becomes high enough for adults to experience symptoms.
- **What do I do if the alarm sounds?**
 - Evacuate immediately to fresh air
 - From another area, call LUPD at (434)-592-3911
 - Do not re-enter building until staff indicates it is safe to do so
 - Emergency personnel and University staff will measure CO levels and determine the necessary course of action; CO monitors are designed to minimize the occurrence of false alarms; treat all alarms as the real thing
- **What happens if we lose power?**
Some detectors are battery-operated and will not be affected by a loss of power. For hard-wired detectors, the system is equipped with a backup battery that will provide power to the monitor for several hours.

Elevator Malfunction

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car. If you are not inside the elevator, but hear an elevator bell, please take the following actions:

- Call LUPD Emergency Number (434) 592-3911
- Give the emergency dispatcher the following information:
 - Building name
 - Location of malfunctioning elevator within the building
 - Where the elevator is stopped, if known
 - Whether a medical emergency exists
- Before hanging up, ensure LUPD dispatch has the pertinent information
- Try and keep the occupants calm while waiting for help to arrive. Remember that elevators have mechanical safety brakes that will operate in all situations, even during power failures
- Do not attempt to pry open elevator doors. Leave this to the emergency responders!

Emergency Preparedness Kit

In the initial minutes or hours of an emergency, university officials must assess the threat to life and property, survey damages, and plan how staff and emergency services can best re-establish or continue to provide necessities such as shelter, food, and sanitation.

Students who are not personally at risk from the emergency should plan to carry on without services for a period of time within the first 48 hours of an event. Students may be directed to stay in their residence hall rooms if they are not damaged, or in classrooms or dining halls in case of some outside threat to the campus community. Students should follow the directions of university officials, including faculty, staff, and [LUPD](#).

In case of an emergency on campus, such as a power outage, ice storm, severe weather warning, or secure-in-place situation, students should prepare by maintaining a simple emergency kit in their rooms including short-term food supplies.

- **Emergency Kit Suggestions**

This type of kit is highly useful for students who need quick and easy access to medical supplies, safety tools, and emergency equipment. College survival kits can also hold extra school supplies and snacks. The kit, which can be a small briefcase, box, or duffel bag, keeps essential goods and supplies in one convenient place.

- **Medical Supplies**

Including medical supplies in a college survival kit allows a student to treat minor injuries without having to visit the campus health facility or local drugstore. The following medical items are convenient for storing in a kit:

- Over-the-counter remedies for headaches and body aches, such as Tylenol, Aleve, or Advil. These are useful for relieving minor cramps and pains.
- Hydrogen peroxide, Neosporin, and first-aid cream, to use when cleaning small cuts and scrapes.
- Burn ointment for minor burns (from a toaster oven, curling iron, etc.)
- Band-Aids in a variety of sizes and shapes
- Gauze and medical tape
- Compresses or gel ice packs
- Extra feminine supplies

- **Safety and Emergency Supplies**

For additional security in a room or apartment pack some emergency and safety supplies in a survival kit. College students can minimize the inconvenience of minor emergencies with items such as:

- Several hand-held flashlights, to use if the power goes out unexpectedly
 - Extra batteries (a variety of types)
 - A small fire extinguisher
 - Extra bottles of water
 - A universal battery-powered cell phone charger
 - A small toolbox filled with assorted handheld tools
 - Duct tape for quick repairs
- **Healthy Snacks and School Supplies**
Reduce the likelihood of college weight gain by adding low-calorie, nutrient-rich food items to a survival kit. These types of dry goods are great to have on hand when the need for a "study break" snack arises:
 - Dried fruits, such as apricots, bananas, and apples. These snacks keep well in a sealed container and satisfy the urge for a sweet treat without adding extra pounds.
 - Pretzel sticks, multi-grain crackers, and Nabisco 100-Calorie Snack Packs. College freshmen can have quick access to crunchy foods that won't spoil the appetite.
 - Peppermint patties. When a craving for chocolate occurs, students can reach into their survival kits for these low-calorie, low-fat alternatives to candy bars.
 - **School Supplies**
Survival kits are also ideal for storing extra school supplies that won't fit on a desk top or in a drawer. Save money on small school supplies by buying in bulk and keeping extras in a kit. Ideas include:
 - Post-It Notes in a variety of colors and sizes
 - Highlighters, pens, and pencils
 - Unopened ink cartridges for printers
 - Liquid Paper correction fluid
 - Paper clips, boxes of staples, and Scotch tape

Evacuation Preparedness

Evacuation (when required) is the responsibility of all resident students. All residents must remain calm, move quickly (no running) and remain out of the way of emergency personnel and associated equipment. When exiting the building and proceeding to the pre-planned assembly area, remain at least 150 feet away from the building walls and overhangs.

Facility Evacuation Routes

Resident Assistants are responsible for reviewing designated evacuation routes and assembly points with residents twice during each semester.

In the event you are unable to exit the building . . .

- Remain calm, do not panic
- Remain low; crawl if necessary
- Place a cloth, wet if possible, over your mouth/nose to serve as a filter.
- Place clothing/towels, wet if possible, around your doors to block smoke from entering your room.
- Use your phone to inform LUPD (434) 592-3911 of your location.
- If the phone is not working signal for help from a window. Use a towel, clothing, sign, etc.

Exercising

Students are encouraged to participate in sports activities. Runners are advised to always face traffic and run single file. Caution should be exercised when running. It is suggested that runners not run alone, especially in the evening. Runners should be aware of their surroundings and avoid isolated or dimly lit areas. Students are not permitted to jog or walk across the railroad tracks, except at the designated crossings during designated hours. The athletic fields (i.e., baseball, football, and soccer fields) are for intercollegiate sports only.

Fire Safety

Fire Alarm Procedures

For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations required by the University or applicable local, state, and federal law.

When an alarm sounds, each person is required to exit the building and to move at least 150 feet from the building once outside. Public Safety and/or University officials will give further instruction. No student is permitted to re-enter the building until instructed to do so by a staff member. Each student is urged to have and keep immediately available an emergency kit consisting of shoes, another garment, a towel, and a flashlight, and to bring these items upon emergency exit. Students should take their keys as they exit the building.

Fire drills will be conducted twice a semester by the Resident Director in coordination with LUPD, to give residents an opportunity to practice and learn safe exit procedures.

If a student is a heavy sleeper or has special medical circumstances that may prevent her/him from hearing an alarm or exiting the building in a timely manner, it is her/his responsibility to make arrangements with a fellow student to ensure that she/he may do so.

Students are discouraged from wearing ear plugs or in any way hindering their ability to respond to a fire alarm. For their own safety, and to comply with applicable law, all students are required to exit the building when the alarm sounds unless otherwise directed by public safety or University officials.

All fire safety systems and equipment are checked by University personnel routinely and must pass fire code safety inspections. Please report any fire safety equipment problems (including missing equipment) immediately to Field Operations by submitting a Work Order and telling your Resident Assistant.

Failure to immediately evacuate a building when the alarm sounds, tampering with fire safety equipment, causing a false alarm, or reporting a false fire may result in safety violation charges. Fire and life safety are of paramount importance within the residence halls. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe health, fire and life safety policies.

Students are responsible to understand the process. Students are to . . .

- Attend RA briefings and follow directions.
- Exit their rooms and close the door behind them.
- Use the nearest exit to vacate the building and never use the elevator.
- Clear their building by at least 100 feet.

Safety Violation Charges Relating to Fire Alarms

- \$100 Safety violation if alarm is set off and students must evacuate and fire department is summoned.
- \$50 Safety violation if alarm is set off and students must evacuate.

Room/Hall Detectors

- Students should be aware that cooking popcorn could set off the smoke detector.
- Students are responsible to monitor any cooking to prevent smoke that would set off detectors.
- If a detector goes into full alarm students are to evacuate the building and follow fire drill procedures.
- Detectors should not be removed for any reason.

All residence hall fire alarms that are activated by a detector communicate directly to LUPD.

Fire Extinguishers

Fire and life safety are of paramount importance within the residence halls. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe health, fire and life safety policies.

Fire Extinguisher Rules:

- Evacuation is your first option
- Fire extinguishers should be used only in the case of emergency
- Fire extinguishers are only effective for the beginning stages of a fire; they are not to be used if the fire has spread from its point of origin

- Trust your instincts - Do not attempt to use a fire extinguisher if you are uncomfortable with the situation, there is excessive smoke, or you do not know what is burning
- Tampering with a fire extinguisher or any other fire safety equipment may result in a \$100 Safety Violation Fine
- Safety is everyone's responsibility; student's should notify their RA as soon as possible if a fire extinguisher appears to have been tampered with or is unusable

Fire Safety – Kitchen & Decorations

For fire safety reasons students, who live in residence halls with kitchens, should be present and monitor all equipment while cooking. Residents must clean up the area after use. Alterations of any kind to the electrical system of a room are strictly prohibited. Multiple-outlet strips are permitted if they are UL listed, have a maximum ampere rating of 15, and have an integral circuit breaker over current protection. Multiple-outlet strips cannot be plugged into one another, and only two outlet strips per student are permitted. Please see section on extension cords for more information.

Fire and life safety are of paramount importance within the residence halls. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe health, fire and life safety policies.

To enhance fire safety within the residence halls, certain appliances and items are prohibited. If you are not sure about an item, refer to the appliance section of the On-Campus Living Guide or ask your RA or RD.

NOTE: According to fire code, appliances should be plugged directly into a wall outlet. No electrical devices should be plugged into an outlet near a water source.

Please also see sections on Appliances, Decorations, and Smoking for more information on fire safety in the residence hall.

Safety Violations

Commission of any safety/security violation will result in a \$100 fine.

- If the violation occurs in a residence room and no one claims responsibility, the consequences will be shared equally among the occupants of the room.
- If the violation occurs in the residence hall (or any commons area) and no one claims responsibility, the fine will be divided equally among all occupants of the residence.

The following is a list of safety/security violations (this list is not all inclusive):

Violation	Fine
Setting off the fire alarm causing students to evacuate	\$50
Failing to properly evacuate	\$100
Setting off alarm, students must evacuate and fire department is summoned	\$100

Violation	Fine
Discharging a false alarm/setting off alarm with fireworks or smoke	\$100
Tampering with the locking mechanism of any residence hall door	\$100
Disconnecting/tampering with any smoke detector in a residence room	\$100
Lighting a fire in or around a residence hall	\$100
Possession/use of matches, lighters, candles, incense, or other flammable substances in a residence hall	\$100
Propping open any exterior residence hall door	\$100
Possession/use of halogen lamps	\$100
Tampering with a fire extinguisher (or safety equipment) in any way	\$100
Climbing in/out of residence hall window	\$100
Stepping on a/c or heating unit (On-Campus Living Guide)	\$100
Furniture- (Modification/bunking/debunking/obstruction of headboard)	\$100
Obstruction of a fire sprinkler system, including: hanging items from sprinkler head, obstructing proper operation of sprinkler system (items within 18 inches of sprinkler head, or covering/hanging items from sprinkler).	\$100+ Damages

The following policies are designed to aid in fire prevention and protection of the safety of all on-campus residents.

Smoking

Liberty University is a smoke-free campus. Smoking is not allowed in any of the residence halls.

Definitions

- Combustible: materials capable of being easily ignited. Some examples are: posters, flags, banners, pictures, calendars, curtains, tapestries, bulletin boards, paper or notices not otherwise documented as flame-resistant, and other fibrous materials.
- Noncombustible: materials not capable of combustion or easily ignited.
- Flame-resistant: includes articles in frames under glass, or materials tested and certified by an approved agency.

NOTE: Space heaters are not permitted.

Other Fire Safety Regulations:

- Postings in common areas will be restricted to areas approved and identified by the Office of Residence Life. Any unauthorized posting will be removed and disposed of immediately.
- It is a violation to block an exit for any purpose. No shoe racks, clothing racks, or other hanging devices may be placed on doors.

- Bicycles may be stored in only student rooms as outlined in the Bicycle policy (see Residence Life website).

No occupant or visitor will be permitted to collect and/or assemble material, which would constitute a fire hazard anywhere within the residence area. This includes excess trash, clutter or combustibles on the floor.

The **State Fire Marshal** inspects each residential area during the year for fire code violations. Any area found to be in violation shall be re-inspected, and any resident still in violation is subject to a Safety Violation fine.

Students found responsible for tampering with fire and life safety equipment or students found in violation of fire and life safety policy are subject to Safety Violation fines. This includes disciplinary action up to removal from the residence hall, fines and possible legal action.

Flooding

Minor Flooding

Minor Flooding refers to a small amount of water in a room or common area. Students are responsible to remove personal belongings away from any water problems and notify Field Operations by submitting a [Work Order](#). Should maintenance not respond to the Work Order within a reasonable time (48 hours), notify the RA.

Major Flooding

Major Flooding refers to large amounts water (possibly flowing) affecting room(s) and common areas. Students are responsible to remove personal belongings away from any water problems and notify Field Operations by submitting a [Work Order](#). RA's should be notified immediately and if unavailable notify LUPD by calling 434-592-3911.

Should the water damage require extensive repairs, and the location is not habitable, students will be moved to a new location. If water damage is at a catastrophic level involving several buildings, becoming inhabitable, students will be moved to a new location.

It is recommended that students place personal belongings in plastic containers to prevent water damage and ensure that all personal belongings are covered through Renter's Insurance or parent's homeowner's policy's (see "Institutional Liability" section for additional information).

Hallways & Stairwells in Residence Halls

To avoid a trip hazard, personal belongings of any kind should not be left in the hallways or outside student room doors. Stairwells should also be free of any personal belongings as well. Such things have been deemed fire/safety hazards by the fire marshal.

For obvious safety reasons, all breezeways and corridors must be kept free of any obstruction. Obstruction of a breezeway/corridor is a safety violation.

Inclement Weather

Severe Thunderstorm Watch means severe thunderstorms are possible, continue activities and monitor the situation.

Severe Thunderstorm Warning means severe thunderstorms **are imminent**.

- If indoors, stay away from windows until the severe storm passes.
- If outside, seek shelter immediately
- In the case of fast developing storms (hurricanes, thunderstorms and tornadoes):
 - Unplug unnecessary electrical equipment.
 - Store all equipment in safe areas away from windows.
 - Keep window coverings closed.

Tornado Watch notification is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. *Under watch conditions stay informed by listening to radio or television.*

Tornado Warning notification indicates that a tornado **has been sighted and poses a definite threat to a given area**. *If the warning is for your area you should take shelter immediately!*

- Go to an internal, lowest area of safety: hallways/basement away from windows/glass.
- Do not use elevators during a tornado warning.
- Persons with mobility concerns should go to a safe place at the time of a tornado watch; do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan as needed.

Heavy Rains

If inclement weather calls for heavy rains, students should inspect their rooms to ensure there is no water damage or flooding issues. Inform your hall leadership if there is a problem and enter a work orders on the Field Operation web page.

Heavy Snow

On occasion, heavy snows could close the school. Snow removal will begin on-campus as soon as possible. Student should use caution when walking outside to avoid falling or slipping on ice.

Students are encouraged to enjoy the snow season, however for the safety and welfare of both people and property; the following courtesies are expected:

- Snowball fights should not be conducted within the residence hall or academic building areas.
- Snowballs should not be thrown at vehicles.
- Students should not sled on University property.

Students should monitor the [Liberty Splash Page](#) and or local TV/radio ([90.9 "The Light"](#), [88.3 "The Journey"](#) and [90.3 "Spirit FM"](#) stations) for cancelation of classes or school due to inclement weather. Students can also refer to their Resident Assistants for information.

LU Residential Annex Procedures

Procedures will be similar to Main Campus (of special note are snow storms). In the event of a heavy snow storm, the bus service will be limited or cease completely until the roads are cleared. Dining should remain open at the Annex.

Earthquakes

The following information is designed to give you concise, usable information, which will enable you to plan for, and deal intelligently with, the effects of an earthquake.

Please take time to familiarize yourself with the contents of this publication; knowing what to do before, during, and after an earthquake could mean the difference between being seriously injured or not. Our chances during even the most serious earthquakes are excellent if we follow these Emergency Procedures for Earthquakes.

Think safety. Utilities are sometimes damaged during an earthquake. Natural gas lines can break and present a fire danger. Electrical power will be disrupted. Phone lines can be cut. Water and sewage lines can be broken resulting in a contaminated water supply.

Also, emergency services may be limited after an earthquake. Fire and police departments will be forced to deal with larger emergencies first.

Preparing for a Possible Earthquake

- The most important thing is to give the matter some thought now, before the fact. Forethought prevents the panic and confusion that can lead to loss of life in a disaster. Identify hazards in places where you spend most of your time, heavy objects on high shelves, tall bookcases, etc. Know the danger spots such as windows, skylights, brick walls, and unsecured furniture.
- Select safe areas in each room under tables or desks, or against inside walls and supported doorways.
- Move objects from above your bed.

- Know the location of stairways. Elevators should not be used after an earthquake.
- Keep a battery powered radio and a flashlight in your room. Have extra batteries for both.
- Learn where fire extinguishers are and how to operate them.
- Know the location of emergency exits.
- Have extra food and water available. If you take medicines regularly, have extra supplies on hand. Three days' worth is the general rule
- Learn First Aid and CPR!

During an Earthquake

When an earthquake hits, it may come as a series of tremors, some strong, some not so strong. You have only seconds to react.

- If inside, do not run outside!
- Take refuge in a hallway, door frame or under strongly secured furniture to reduce the chance of being struck by breaking glass or falling objects.
- If you are outside, get as far away as you can from buildings and structures that could pelt you with broken glass or collapsing debris.
- Remain as calm as possible. Think through, as thoroughly as possible, the consequences of any action you take.
- Stay where you are. Physically locate yourself in the innermost corner of the room, place your head between your knees to protect your face from shattering glass or flying objects.
- If you are in the dining hall, get under the table.
- Chances are the lighting system will fail within seconds after a quake. Visually identify potentially dangerous articles.

After an Earthquake

Remain calm and take actions to prevent injuries and further damage.

- Check yourself and those around you for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury.
- Be prepared for additional earthquake shocks. These aftershocks are usually milder than the initial earthquake, but may be strong enough to cause additional damage.
- Elevators can be unpredictable and dangerous after an earthquake. **Never use elevators until University personnel assures you that they are safe!**
- Wear shoes at all times.
- Do not use your telephone except for genuine emergency calls. An overloaded telephone system becomes worthless in a disaster.
- Turn on your radio for instructions and information.
- Check for fires and fire hazards. Indoor candles and open flames such as matches and lighters are a potential fire hazard around natural gas lines. If you smell natural gas, report the leak to University personnel.
- Do not eat or drink from open containers as they might contain shattered glass. Do not drink water from domestic lines until determined safe by University personnel.

- Before flushing toilets, check with University personnel to see that sewage lines are intact.
- Closets and storage shelves should be opened with caution; heavy objects may fall out.
- Watch for fallen power lines.

Maintenance Emergencies

For any of the following, notify your RA or your RD.

- Loss of electrical power
- Burst pipes (e.g., sprinklers, water)
- Safety issues (e.g., doors won't lock, doors will not open)
- Overflowing toilets, showers, or fixtures (this is not the same as a dripping faucet or drain)
- Fire hazards (e.g. exposed wiring, malfunctioning appliances)
- Biohazards (e.g., vomit, urine, blood)
- If you are uncertain if the situation is an emergency, be safe and call.

NOTE: Call LUPD at 592-3911 for life-threatening issues!

Suspicious Person

Liberty University's campus is open property and students are encouraged to use common sense with regard to safety procedures. Always adhere to the following:

- Keep room doors locked at all times
- Do not open room doors to strangers; it is essential that all students report suspicious activities or persons as soon as possible by doing the following:

NOTE: Call LUPD (434-592-3911) first and then inform your RA/RD.

Theft

Students should take precaution against the possibility of theft of personal items. To aid the student in this effort, the following is required:

- Always keep residence room locked when unoccupied or sleeping
- For security reasons, exterior doors should be secured at all times
- Students should not prop exterior doors open nor tamper with the locking mechanism in any way

The University also strongly recommends the following:

- Large amounts of cash should never be kept in a student's room. A student should keep his/her money with him/her at all times or in the bank
- A record of all serial numbers of valuable items should be kept. In addition, a student's initials should be engraved on those items

- All clothing should be marked in such a way that it can be easily identified
- Never leave purses, wallets, or other valuables unattended

In the event that a student should be a victim of theft, the following procedures should be followed:

- Contact the LU Police Department immediately at ext. 3911
- Report the theft to the Resident Assistant

The University will not be responsible for stolen money or articles; however, it will assist the student in recovering stolen items and in the apprehension of the suspect when possible.

Weapons

Knives with a blade three or more inches in length, BB/pellet guns, bows and arrows, wrist rockets, stun weapons, etc., are not permitted in the residence rooms.

For information regarding firearms, see the [LUPD](#) policy for [Firearms on Campus](#).

Health

Health Concerns

Students residing on campus who become ill should visit the LU Student Health Center or a local doctor, unless they are too ill to get out of bed.

If unable to get to the LU Student Health Center or a local doctor, the student may report their illness to the Resident Director or Resident Assistant on their hall, or by calling the LU Student Health Center. Under no circumstances should a student remain in their room ill without notifying someone. A sick tray can be arranged through the Resident Assistant. Students should pre-coordinate a “sick buddy” that can assist with running to the store for juice, over-the-counter medications and occasionally checking on the sick friend.

The [Office of Residence Life](#) and the LU Student Health Center are working together to help maintain a healthier environment for our students. Please see section below for more information on the LU Student Health Center.

NOTE: Students are asked to notify their RA, RD, or the Office of Residence Life in the event that they have been medically diagnosed with an illness listed below:

- Chickenpox
- Flu
- Measles
- Meningitis
- Mono (Mononucleosis)
- MRSA
- Mumps
- Norovirus (Stomach pain, diarrhea and vomiting)
- Pertussis (Whooping Cough)
- Pink Eye (Adenovirus) Other forms of conjunctivitis
- Pneumonia
- Scabies
- Shingles
- Strep Throat
- TB (Tuberculosis)

Your voluntary participation is greatly appreciated. Confidentiality is respected.

Lice

Students are asked to notify their RA, RD, or the Office of Residence Life in the event that they have been medically diagnosed with Lice. Your voluntary participation is greatly appreciated. Confidentiality is respected. Student should also follow all medical directives and are responsible to get the necessary assistance from friends or family as needed, with regard to lice treatments and removal.

Below are links to informational sites regarding head lice:

- [CDC Lice FAQs](#)
- [CDC Lice Podcasts](#)

Following basic hygiene and cleanliness guidelines will help reduce the spread of lice:

- Not sharing clothing (hats, scarves, coats, sports uniforms) or articles (hair ribbons, barrettes, combs, brushes, towels, stuffed animals).
- Not lying on other's beds, couches, pillows, or carpets.

MRSA

Students are asked to notify their RA, RD, or the Office of Residence Life in the event that they have been medically diagnosed with MRSA.

Your voluntary participation is greatly appreciated. Confidentiality is respected. Student should also follow all medical directives.

[Click here](#) for more information on MRSA.

Health Services

Liberty University and its counseling program will be partnering with nationally recognized CVFP-Medical Group to provide students with quality medical and mental health services, health promotion, and preventive care. A \$160 student health fee built into tuition and fees each semester will cover a wide variety of services in our Student Health Center (LUSHC).

These services will be available to full- and part-time students and provided by licensed physicians, midlevel providers, nurses, health navigators, and counselors who are committed to caring for you and your health. This service will eliminate many costs not covered by primary health insurance, including co-pays and co-insurance. Some specialized lab procedures or diagnostic testing may fall outside the scope of the services provided and require a small fee;* and while scheduled visits may be cancelled that day, there is a \$10 charge for simply not showing up. Additional charges will be billed directly to your primary health insurance through the CVFP-Medical Group's central billing office.

The office hours are 8:00 AM. to 5:00 PM, Monday through Friday. For emergencies, please contact [LUPD](#) at 434-592-3911.

*** All charges for excluded services will be personally covered by the patient. Excluded services include visits to CVFP diagnostic or immediate care centers or the emergency room, hospitalizations, inpatient care, allergy shots, the Prevnar (pneumococcal pneumonia) and Zostavax (shingles) vaccines or vaccines for Hepatitis A, Typhoid, Rabies, or Yellow Fever, services performed outside the Student Health Center, specialist services, or Counseling above the allotted six visits per year. Some durable medical equipment may be available for a limited use at no charge.**

Medical

Emergencies

If a student encounters a medical emergency, whether accident or illness, LUPD should be contacted immediately at ext. 3911. The respective Resident Assistant or Student Affairs staff member should also be notified. If there is any indication of moderate to serious injury, the patient should not be moved unless he/she is in a life-threatening situation.

Non-Emergencies

Students are responsible for providing their own transportation to and from medical facilities. Rides may be secured by using the local bus service or by calling a cab.

NOTE: If a student must use medical syringes to inject physician-prescribed medications (i.e., insulin), the syringes must be properly disposed of in a "sharps" container.

Spiritual Development

As a dynamic institution vitally interested in the whole person, Liberty University provides for the physical, social, intellectual *and* spiritual needs of the University community. To meet these spiritual needs, Liberty provides opportunities for students to grow in Christ and give like Christ.

Campus Community

Wednesday Gathering

Campus Community is the central gathering place for worship and spiritual growth on campus. These services not only provide individual spiritual enrichment, but also enhance the sense of community among the University family because the message shared in Campus Community services is the content discussed in Community Groups, occurring weekly in residential halls and among commuters in off-campus sites. All students are encouraged to attend.

Sunday Gathering

All resident students are encouraged to attend church services (Sunday morning/evening) at a local church of their choosing.

LU Serve

The goal of LU Serve is twofold. The first is to provide a student with an actual experience of Christian Community Service as a normal expression of the Christian life and a practical expression of God's love for mankind. A student will participate in Christian community service throughout his/her education experience at Liberty University.

A second goal is to give added dimension of practical application to the education programs of Liberty University. Each Christian community service program is designed to help teach the student to develop a sense of responsibility in and through Christian community service. Students also learn skills and values, which enable them to better serve their community.

LU Shepherds

Community Group Leaders

Community Group Leaders lead a small group of an average of 5 students (Community Group) on their residence hall. Throughout the week CGL's are encouraged to develop strong relationships, pray, and foster a community of Christ-centered discipleship among the students in their group. The CGL facilitates biblical discussion around the teaching of Campus Community on Wednesday nights going deeper into God's Word.

Community Groups

Community Groups are held weekly, offering students a small group setting to discuss the message shared in Campus Community that week. Group time allows students to cultivate meaningful relationships and promotes personal spiritual growth through Bible study, prayer, confession and repentance, and service.

Resident Shepherds

Resident shepherds serve students on their hall by nurturing the spiritual maturity of students through elevating the priority of gospel-centered discipleship giving expression to love for God, love for one another, and a love for the nations. As well, Resident Shepherds model Christ-like holiness, while creating a sense of home for the students in the residence hall.

University Policies & Conduct

Alcohol, Drugs, and Smoking

Smoking

Liberty University is a smoke-free campus. Smoking is not allowed in any of the residence halls.

Substance Use

Liberty University prohibits the possession, use, manufacture or distribution of alcoholic beverages, tobacco and illegal drugs or controlled substances by its students.

Counseling and Referral

Liberty University students and employees who are at risk of drug or alcohol abuse have access to counseling at Student Counseling Services. The Student Counseling Services will make referrals to other health-care agencies. Any cost incurred or insurance claims filed are the responsibility of the student or employee.

Campus Restricted Areas

A student may not be alone with an individual of the opposite sex in the academic classrooms or offices. Students may not enter the residence halls of the opposite sex. After dusk, a student may not be alone with an individual of the opposite sex in any unlighted area, such as the ball fields, parking lots, parked cars, etc.

Census

The Federal Government requires the University to survey ten students per month, at random, from selected residence halls. The Resident Directors will be responsible for the collection of information and how the survey should be conducted. The Census process is time sensitive and cooperation is greatly appreciated. Student's confidentiality is respected.

Enterprising, Solicitation, & Fund Raising

Private Enterprise

Students are not to engage in private enterprise in the residence halls without authorization from the Office of Residence Life.

Fund Raising in Residence Halls

The Office of Residence Life must approve all residence hall fundraising projects. At no time will Liberty University be represented as being associated with a fundraising project taking place on the residence hall. Once approval is received, scheduling must be done through the appropriate channels.

Solicitation

Solicitation by salespersons, students, staff members or members of the community is prohibited in the residence halls. The Office of Residence Life will answer any questions regarding this matter.

Honor Code/Code of Conduct

Please see the [Liberty Way](#) for more information.

Speakers for Special Events**Speakers in the Residence Hall**

The Office of Residence Life must approve all speakers who are not on the faculty or staff of Liberty University before any invitation to speak or perform at any residence hall function is issued.

Exceptions to Normal Policies & Procedures

If a student feels he/she has legitimate cause to warrant an exception to normal policy and procedure, he/she may request advance approval from the Community Life office. This request can only be made during regular business hours. The Division of Student Affairs reserves the right to grant or reject the request.