On-Campus Housing Contract

On-Campus Housing Contract
By agreeing to live in ON-CAMPUS HOUSING, you agree to abide by the policies and procedures of Liberty University as outlined in The Liberty Way, On-Campus Living Guide, and the Course Catalog.

General Information
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.

Eligibility
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. All students must complete Financial Check-In prior to occupancy. Students who are age 25 or older (at any time during the semester) or married are not allowed to live on campus. Rooms are assigned on a first-come, first-served basis.

Policies and Procedures
1. Assignments and Residence Hall Check-in
All housing assignments are valid from the time that the assignment is made until the end of the Spring semester.

Housing assignments will terminate 24 hours after the student’s last scheduled exam for the academic year.

Housing Assignments will also terminate upon any of the following:

- 48 hours after an official withdrawal is processed by the University.
- 24 hours after a student’s last scheduled exam for the Fall semester if the student does not intend to return to the University for the Spring semester.
- Student confirms moving off-campus after official permission is granted by the Office of Residence Life.
- Student gets married at any point during the term of the housing assignment.

The period of occupancy begins when the student checks-in to the residence hall (by means of receiving key and/or moving belongings into the assigned space). The official opening and closing dates of the residence halls are published annually in the University Academic Calendar. Students are not allowed to move into the residence halls prior to the dates listed. Exceptions to this policy will be limited and based on extreme need, and students will be charged accordingly.

2. Breaks
During Fall and Spring breaks, the residence halls will remain open; however, foodservice is not provided. All residence halls will be closed during the Winter break (Christmas break) unless announced otherwise. Students are required to check-out with their Resident Assistant prior to leaving for Winter break.
Please see Check-out Procedures.
Students who are returning to their room assignments for the Spring semester may leave personal belongings in their assigned rooms during Winter break; however, because the University will be closed for the holidays and routine maintenance will be performed during the break, students are encouraged not to leave items of great sentimental or financial value.

3. Hall Damage
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. Students responsible for damage, whether accidental or intentional, will be charged for replacement or repair. If the University cannot determine who is responsible for the damage or loss, the cost will be divided equally among the residents of the apartment, quad space, common area, floor, or building as applicable.

4. Institutional Liability
The University will not be responsible for damage to or loss of personal belongings, which are a result of 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 are encouraged to make sure personal belongings are covered by a renter’s insurance policy or parent’s home owner’s policy.

5. Safety and Security in the Residence Halls
Commission of any Safety Violation will result in a $100 Safety Violation Fine.

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 comprehensive/exhaustive):

- Discharge of 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
- Discharge of a fire extinguisher for reasons other than extinguishing a fire
- Lighting of 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 of residence hall window
- Stepping on air conditioning or heating unit
- Adjustment or modification of bedroom furniture that creates a safety issue (this list is not all inclusive):
  - Blocking access to climbing bunk beds/Loft via head board or foot board acting as ladder
  - Removing bed safety rails or Loft Kit Stabilizer bars
  - Tampering with bed height (Students must place a work order)
  - Moving bunk beds/Loft Kits creating a side without a bed safety rail
  - Safety Rails must not be rendered ineffective by placing against the wall

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.

Students should not make modifications to the residence 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.

It is necessary for every resident to share the responsibility for the safety and security of his/her residence hall. Visit the Residence Life webpage to review the On-campus Living Guide and contract for detailed information.
### Room Modification

<table>
<thead>
<tr>
<th>Furniture</th>
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<tbody>
<tr>
<td>• Students must not make modifications to the residence room or its furnishings (i.e., disassembling furniture, removing Loft Kit Stabilizer bars).</td>
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<tr>
<td>• Furniture must not be removed from the room</td>
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<tr>
<th>Bed Adjustments</th>
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<tr>
<td>• For student safety, bunking, debunking or adjusting the height of bunk beds and loft kits must be requested on the Field Operation’s Work Order system</td>
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<td>• Only Field Operation’s authorized staff will perform bed adjustments.</td>
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<th>Bed Safety Rails/Headboard-Footboard Access</th>
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<td>• All elevated bed surfaces must have an installed university supplied bed safety rail (top bunk bed and any Loft Kit).</td>
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<td>• Students are responsible to enter 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.</td>
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<tr>
<td>• Students are not permitted to ever remove the bed safety rails.</td>
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<tr>
<td>• Bunk beds/Loft Kits must not be moved from walls creating a side without a bed safety rail.</td>
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<tr>
<td>• Safety Rails must not be rendered ineffective by placing against the wall.</td>
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<tr>
<td>• Furniture must not obstruct access to headboard or footboard used as a ladder.</td>
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<tr>
<td>• Headboard or footboard must serve as a ladder.</td>
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<th>Student Leadership and Furniture</th>
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<td>• Direct any questions regarding room furnishings to the Resident Director or Resident Assistant.</td>
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<tr>
<td>• Student Leadership does not have the authority to allow or perform the assembly, disassembly or removal of furniture, bed safety rails, Loft Kit stabilizer bars.</td>
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In Residence Halls, 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.

### 6. Early Withdrawals from the Residence Hall

If a student checks into the residence hall, and then withdraws from the University or is approved to move off campus during the first three weeks of the semester, the room charges and the dining charges will be charged accordingly at a weekly rate. There will be no rebate for the room charges after the first three weeks; however the dining charges will be rebated at a weekly rate. New and transfer students who attend orientation, live in the residence hall prior to the first week of classes, and who then withdraw from the residence halls during that week will be charged accordingly. Please check with Student Accounts for the exact amount which will be charged to one’s student account.
7. Withdrawal from the University
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 Checkout Procedures as described in the On-Campus Living Guide.

8. Checkout Procedures
Students must thoroughly clean their rooms and arrange a Checkout appointment with their Resident Assistant prior to departing from campus at the end of every semester. Failure to properly follow all Checkout procedures, as stated in the On-Campus Living Guide, may result in significant fines.

At the end of the Spring semester or before early termination of a housing assignment, students must follow all Checkout Procedures, as stated in the On-Campus Living Guide, including removal of all personal items.

Any items remaining in the residence halls after termination of the housing assignment will be considered abandoned. The University assumes no responsibility for abandoned items. All abandoned items will be disposed of by the University and corresponding fees will be charged to the student account.

Important Note: Please know that Liberty University has the right at any time to alter, change, or modify the On-Campus Housing Contract. Please review the On-Campus Housing Contract prior to the start of each semester for any modifications.

For more information about living on-campus, visit the Residence Life web page: http://www.liberty.edu/studentaffairs/residencelife/

If you have any questions, please contact the Office of Residence Life at (434) 592-4139 (Monday – Friday, 8am to 5pm) or email us at residencelife@liberty.edu