

On-Campus Housing Contract

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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:

- Alter, change, or cancel a housing assignment.
- Change any room assignment or rate.
- Enter residences during reasonable hours at your request or for routine maintenance, inspections, repairs, or housekeeping duties.
- Enter residences at any time for an emergency.
- Control the residences in the event of an emergency.
- 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 and attending classes on campus. All students must complete Financial Check-In prior to occupancy. 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-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 terminate upon any of the following:

- 48 hours after an official Withdrawal is processed through 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 same room for the spring semester.
- 24 hours after a student's last scheduled exam 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. Exceptions to this policy will be limited and based on extreme need, and students will be charged accordingly.

Room Changes:

- Room changes may be requested using the Room Change Request Form through the Office of Residence Life and will be accepted during designated time periods.
- Students should not move until they have received approval from The Office of Residence Life.

2. Breaks

During Fall and Spring breaks, the residence halls will remain open; however, food service is not provided. All residence halls will be closed during the Winter Academic break (Christmas break) unless announced otherwise. Students are required to checkout 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. Any student desiring to return early to attend an intensive will be charged an early arrival fee for each night until the official opening date of the residence halls.

3. Hall Damage

Students are responsible for any damage or loss occurring to University furnishing or fixtures within the residence halls. 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 and assessed and 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 cover personal belongings with either their parents' homeowners policy or a renter's insurance policy. The University does not recommend or endorse any individual insurance company.**

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 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
- 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

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

In Residence Halls M17-M19, 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.

<p>Furniture</p>	<ul style="list-style-type: none"> • Students must not make modifications to the residence room or its furnishings (i.e., disassembling furniture, removing Loft Kit Stabilizer bars). • Furniture must not be removed from the room.
<p>Bed Adjustments</p>	<ul style="list-style-type: none"> • For student safety, bunking, debunking and height adjustment of bunk beds and loft kits must be requested on the Field Operation’s Work Order system. • Only Field Operation’s authorized staff will perform bed adjustments.
<p>Bed Safety Rails/Headboard-Footboard Access</p>	<ul style="list-style-type: none"> • All elevated bed surfaces must have an installed university supplied bed safety rail (top bunk bed and any Loft Kit). • 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. • Students are not permitted to ever remove the bed safety rails. • Bunk beds/Loft Kits must not be moved from walls creating a side without a bed safety rail. • Safety Rails must not be rendered ineffective by placing against the wall. • Either the headboard/footboard acts as a ladder. • Furniture must not obstruct access to headboard or footboard used as a ladder.

6. 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.

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. Check-Out 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 fees will be charged to the student's 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 Check-In for the start of the Fall Semester for any modifications.

For more information about living on-campus, visit the Housing web page:

<http://www.liberty.edu/studentaffairs/residencelife/>

If you have any questions, feel free to contact the Office of Residence Life (Monday-Friday) 8 a.m. to 5 p.m. at (434) 592-4139 or email us at: residencelife@liberty.edu.