VULCAN VILLAGE

Community Handbook

EFFECTIVE 7.30.25

WELCOME TO THE VULCAN VILLAGE COMMUNITY!

Over the course of the upcoming academic year, you will engage in the campus community through classes, club and organization activities, service projects, intramural sports and studying – possibly more than you ever imagined! You will also spend a great amount of time in the **Vulcan Village Community** with old friends and meeting new ones. You will learn about yourself and continue to discover the world around you at PennWest-California and beyond. You will experience a lot over the next year, and it is what you do with that experience that matters the most!

By focusing on the overall student experience, the Vulcan Village staff aspires to create a **living and learning environment** that both challenges and supports the development of students living within the community. We aim to provide safe, clean, and well-maintained facilities that help sustain an environment that promotes learning and enhancing personal growth. The staff is committed to providing a meaningful, empowering, and inspiring residential experience for students residing in our apartments. We believe that a student's residential experience is an integral component of their overall education and complements the academic mission by providing an opportunity for living and learning to interconnect. With that, we provide a wide range of social and educational program opportunities to help make your experience a positive one.

The Vulcan Village staff is available to help you throughout the year. Not only does our **Assistant Community Manager** live at Vulcan Village alongside you, but we also have a great team of **Community Assistants** who are students and residents as well! They live here and work closely with everyone in the community. Their main goal is to spend time getting to know you and be the main communication between you and the professional staff. They will plan activities, check in on you and help keep the community safe.

If you ever need assistance throughout the year – ***just ask!***

IMPORTANT CONTACTS

Vulcan Village

Vulcan Village Office……	724.938.8990
After Hours On-call CA……	724.648.3696

Community Resources

EMERGENCY……	911
California Borough Police……	724.938.3233

University Resources

University Police……	724.938.4299
Financial Aid……	724.938.4415
Student Accounts……..	724.938.4431
Bursar……..	724.938.4431
Utech Help Desk……	724.938.5911
Parking and Transportation……..	724.938.4677
Wellness Center and Health Services……	724.938.4232
Career Services……..	724.938.4413
Academic Success……	724.938.4186
Office of Students with Disabilities……..	724.938.4012
Dining Services……..	724.938.4555

GENERAL INFORMATION

Vulcan Village was built by students of Cal *for* the students of Cal!

Vulcan Village is owned by the nonprofit affiliate, **Student Association, Inc**. (SAI). **SAI** serves PennWest-California through many means and promotes the University's core values. SAI is owned and operated by all students. Every enrolled student is a shareholder in the corporation through their student activity fee.

***By signing your housing contract and moving into Vulcan Village, you agree to follow all policies outlined within the Vulcan Village Community Handbook*.**

Office Hours

The office is located in the **Clubhouse**. The Vulcan Village team is available and happy to assist whenever the need arises. The office maintains the following hours:

MONDAY – FRIDAY 8am – 5pm **SATURDAY AND SUNDAY** – CLOSED
(winter and summer break hours are 8-4 Monday-Friday)

If there is an after-hours need, students may call the On-Call CA at 724-648-3696.

Staff Structure

Vulcan Village Professional Staff include our **Community Manager (CM)** and **Assistant Community Manager (ACM)**. The Assistant Community Manager lives on-site. We also have 2 full-time maintenance team members.

Vulcan Village now has two sets of Community Assistants available to help the community. Our **Operational CAs** are those you see working in the front office during our regular office hours, responding to lockouts, completing property rounds, and hosting different programs/events. These CAs work under Vulcan Village.

Our **Residence Life CAs** are similar to the CAs in the residence halls on campus. They develop specific educational and community-based programming, and work to respond to resident conflicts. The Residence Life CAs will hold individual office hours which will be posted each semester in the clubhouse. These CAs work under the Residence Life and Housing Office at PennWest California.

Residency Requirements

In order to be eligible to live at Vulcan Village, it is **required** residents must be an enrolled PennWest-California student. **Spouses, significant others, children, dependents and family members are not permitted.**

UNLESS PERMITTED OTHERWISE BY VULCAN VILLAGE - Undergraduate students must maintain at least 12 credit hours and graduate students 6 credit hours. Students withdrawing from University must vacate their apartment within 24 hours. All check out procedures MUST be followed.

Maintenance Requests

We want to address your maintenance issues in a timely manner, so we ask that you please make every effort to submit requests the moment a need arises.
Requests may be submitted by visiting https://secure.jotformpro.com/form/41285299497976 or by scanning the QR code found on your bedroom door welcome sign.

Mail and Packages

Mail service at Vulcan Village is provided by the United States Postal Service. Each apartment is assigned a mailbox located at one of our two mail kiosks. The USPS places mail in them Monday through Saturday. There is no mail delivery on Sundays. If you receive mail in your mailbox for an old resident of that apartment, please drop it off at the office front desk.

Parcel Packages from carriers like Amazon, FedEx and UPS are delivered to the main office in the Clubhouse. If we receive a package for you, it will be logged into our parcel package tracking system and residents will receive a notification. You may only pick up packages during normal office hours and all students are required to provide identification and sign for them.

Perishable food deliveries: Vulcan Village *does not* provide refrigerated space for meal kits or other perishable items that may be delivered. It is the responsibility of the resident to pick them up in a timely manner. *Packages addressed to non-residents may be returned to sender.*

Mailing Address:	Resident Name Street ### California Rd. Apartment ### Brownsville, PA 15417	Example: *John Smith* *257 California Rd.* *Apt. 111* *Brownsville, PA 15417*

Building Street #s: 1-257, 2-259, 3-261, 4-263, 5-265-, 6-267, 7-247, 8-249, 9-251, 10-253
Your exact mailing address will also be listed on your key packet upon move-in.

Rental Payments

Vulcan Village partners with PennWest-California's Bursar Office to place housing charges on your student bill. When you pay your student bill, you are also paying your rent to Vulcan Village. It is **CRITICAL** you ensure you have sufficient funds in place to cover your entire student bill. Failure to do so could result in an unpaid balance that may result in a financial hold on your academic record. This will prevent you from registering, transferring and graduating. Your housing assignment could also be canceled for failure to remain current on your housing charges and student bill. Please work with Financial Aid and Student Accounts to ensure everything is in order. *They are here to help you!*

Parking for Residents, Guests and Transportation

Parking on site at Vulcan Village is FREE! Residents must register their vehicles via a link before moving in. All guests and visitors MUST park in the designated guest parking lot.

PennWest-California's Parking Department in partnership with Mid Mon Valley Transit Authority maintains the FREE **Vulcan Flyer Shuttle** to the main campus as well as stops in the community. All questions regarding the Vulcan Flyer must be directed to the **Parking Department**.

Motor Vehicles, Motorcycles, etc.

All resident and guest vehicles must maintain appropriate insurance coverage along with current state inspection and registration. Residents must ensure that their vehicle does not become a hazard or nuisance to the community. This includes leaking excess oil, gasoline or other fluids as we

Failure to comply with these guidelines will result in vehicle being towed at owner's expense.

Entranceway Gates

Property gates (located at the stadium and building 6 entrances, respectively) are closed from 10:30pm until 9am on Friday and Saturday nights during the academic semesters. The main entrance to the property does not have a gate and is open for 24/7 resident use. (*Both gates are left open over winter, spring, and summer breaks*.)

Pets/Animals

Vulcan Village does NOT allow pets. However, there is an exception for **Emotional Support Animals** (ESA) and **Service Animals**. Both must be requested through and approved by the **Office of Students with Disabilities** (OSD).

OSD will notify Vulcan Village on a regular basis which residents have been approved to have an ESA or Service Animal, however, it is the responsibility of the resident to notify office staff of their approval to house an ESA. You cannot have an animal at Vulcan Village prior to OSD's approval. Residents with approved ESA animals will be required to read and agree to the terms of the Vulcan Village ESA Addendum form. Unannounced ESA checks will occur several times per semester to ensure the ESA Addendum is being followed.

Any student found with an unauthorized animal at Vulcan Village will receive a **fine of $100** and given 24 hours to remove the animal as well as an immediate sanction through Student code of Conduct.

Rental Insurance

Although not required, it is STRONGLY encouraged that residents obtain adequate renters insurance protecting their household goods and personal property.

Resident Surveys

Vulcan Village is always striving for continued improvement. We welcome your feedback. Periodically surveys are distributed to the residents in an effort to solicit feedback about your experience, satisfaction, or ideas. Surveys provide you with an opportunity to assist us in providing the best experience possible.

Right of Entry

Vulcan Village staff, ownership and approved university agents have the right to enter the apartment/bedroom at all reasonable times (or at any time in the event of an emergency, semesterly inspection, or to perform necessary maintenance), without notice to you and without your consent. We may do this to inspect, remodel, repair, maintain, and protect the apartment/bedroom as we see fit, in our sole discretion. Further, we have the right to enter the apartment/bedroom at all reasonable times to show the apartment or bedroom to prospective tenants, purchasers, insurance representatives, or lending institutions.

Semesterly Room Inspections

Vulcan Village Staff will conduct room inspections once each semester. These will be announced to residents 1 week before they are scheduled to begin. Rooms will be checked at random, and staff will be looking for:

- Handbook violations
- General cleanliness
- ESA infractions
- Unreported damages
- Maintenance issues

Move-Out Inspections

All rooms are inspected upon a resident's move-out. Rooms are assessed for cleanliness and damage. Uncleanliness and damages may result in fines being billed to the resident.

Room Consolidation Policy

Students who find themselves in an apartment without roommate(s) may be consolidated at the discretion of Vulcan Village. Room styles and roommate preferences may be considered. If this occurs, the resident will be notified with options and a timeline in which the move would need to take place.

Students who have a vacant bedroom(s) in their apartment must understand and be prepared that a roommate may be placed at any time at the discretion of Vulcan Village. The common living areas, kitchen and laundry closet must be respected with this in mind at all times.

Room Changes

There will be a two week hold on all room changes at the beginning of each semester. Following that time, requests for changes may be made by emailing vulcanvillage@pennwest.edu and the request will be reviewed, and the staff will be in touch.

No changes will occur after the University add/drop period. If a change is requested, a meeting with the CA staff will need to take place to discuss the reasoning. If it is discovered there is a suitable reason to change, the request will be granted without a fee associated.

If the resident wants to change rooms without mediation or a meeting with staff, a $150 charge will be assessed and must be paid in full in advance.

Any unauthorized room or apartment changes shall be considered a violation of the Vulcan Village housing agreement and will subject the resident to disciplinary action, eviction, and/or fees.

Contract Termination

Vulcan Village reserves the right to terminate occupancy, repossess or reassign rooms, and take such other steps as it may, from time to time, deem necessary and advisable for the proper conduct of the Vulcan Village Community. Should this occur, a termination/cancellation fee may apply.

Some examples of situations which could be considered cause for termination are listed below (but not limited to):

- Behavior that is disruptive to roommates and the Vulcan Village community
- Damage and/or abuse of Vulcan Village facilities or grounds
- Disciplinary actions, recommending contract termination or contract reassignment for student conduct violations
- Failure to complete class registration procedures
- Failure to keep your university account in good standing
- Behavior that leads to police response (regardless of any charges filed)

VULCAN VILLAGE COMMUNITY AMENITIES AND RECREATIONAL SPACES

Clubhouse

The Vulcan Village Clubhouse offers each resident the opportunity to relax and unwind while hanging out with friends. There is a large TV with streaming services available, pool table and a kitchen area where students can prepare food for themselves and a friend when hanging out! The clubhouse is open 24/7 with resident key card access, except when reserved for club/organization event use.

Vulcan Market

Vulcan Village has partnered with **Dining Services** to provide a 24/7 on-site **vending area**. Simply use your PennWest Cal ID card to access the store and purchase items at one of the self-checkout vending machines. There is a wide array of food, drink, and snack options available.

The Vulcan Market accepts 2 meal exchanges per day as well as dine or shop dollars and credit and debit cards at the meal exchange vending machines.

Computer, Study Lab and Print Station

Located in the clubhouse, Vulcan Village has a limited number of computers that students may use. There is also a small study lounge. PennWest-California's Technology Services also maintains a print station students may access as needed.

Fitness Center

Vulcan Village has an on-site fitness center that is available 24/7 with resident key card access. All equipment must be used in the manner it is intended and is not allowed to leave the fitness center. Guests must be accompanied at all times. Proper athletic attire is required. Shirts and shoes must be worn at all times.

Use of the fitness center is at your own risk. Anyone beginning an exercise program should consult with a physician first.

Please report any broken or non-working equipment through the maintenance request process or main office. Students are responsible for cleaning all equipment after use.

Swimming Pool

Vulcan Village has a saltwater swimming pool. As weather allows, it is open daily from 11am until 8pm, seasonally. The swimming pool is for residents only and your student ID must be with you at all times. Each resident may have no more than one guest with them at the pool. Residents are responsible for their guest's behavior and must accompany them at all times. Glass bottles and alcohol are not permitted at the pool area. Emotional Support Animals are not permitted inside the pool area.

Sand Volleyball, Basketball Court and Corn Hole

Vulcan Village also has basketball, volleyball and corn hole available for residents in our community! Don't have a ball or bean bags? No problem! Just stop in and sign them out in our clubhouse during office hours.

These locations may be used by residents and accompanied guests from 9am until dusk. All residents and guests are asked to be respectful with noise levels and be mindful of other members of the community. Emotional Support Animals are not permitted in any community spaces.

Picnic Pavilion

There is a picnicking pavilion with picnic tables available during warmer months. Residents are responsible for removal of all trash and debris after each use.

YOUR VULCAN VILLAGE APARTMENT

Vulcan Village apartments were designed and furnished with your needs and comfort in mind! Every apartment is all inclusive and fully furnished. Every bedroom and bathroom are **PRIVATE**!

Access Cards and Keys

Access cards and keys are for use only by the resident they are assigned to. They are NOT to be given to anyone else for use to access apartment, bedroom or mailboxes – EVER! Any student caught doing so is subject to fine and administrative action.

Utilities

All utilities are included! That's right, the only thing you need to worry about is ensuring you pay your rent. We take care of everything. Internet, Wi-Fi, electric, water, sewage, garbage collection - all covered!

Students are expected to exercise responsible use of services and make a concerted effort to conserve energy. Failure to do so could result in fines or charges.

Garbage and Recycling

Students are responsible for managing all food and waste within each apartment. All garbage and recycling must be properly bagged and placed directly into nearest dumpsters. Garbage is not to be stored in apartments, breezeways or stairwells. If this occurs, it could result in fines or charges.

Heating and Cooling Systems

Efficiency of your heating and cooling systems is dependent upon complete air circulation. It is important to keep all vents in every room open. In addition, please ensure that return air vents are left unobstructed.
During cold weather months, the heating unit is **NEVER** to be shut off in the apartment or windows left open. If this happens, it could cause water pipes to freeze and burst. In the event this occurs, students will be responsible for all damage costs and fines. Furnace filters are changed on a quarterly basis by maintenance staff, however anyone who feels they would like a new one may ask for one through the maintenance request process.
During summer months, the AC unit should never be set lower than 15 degrees below outdoor temperatures. (i.e. if the high temperature for the day is 90*, thermostats should not be set below 75*.)

Kitchen Area and Laundry Closet

Every apartment has a fully equipped kitchen consisting of a stove/oven, microwave, dishwasher, refrigerator and sink. Each laundry closet has a washer and dryer.

Students are responsible for the proper use and care of all appliances in their apartment. All care and operating instructions are to be followed.
The use of grease for on-stove frying is not permitted.

Common Living Area

While it varies slightly by apartment style, every Vulcan Village living area is fully furnished. Residents can expect to find a sofa couch, sofa chair, end table, coffee table, and a media center. You may move the furniture and personalize as you wish, however everything is to be placed back when you move out.

Students are responsible for ensuring safe use and cleaning of furniture during their time with Vulcan Village. Should any stains, rips, tears or other damage be found during inspections will result in damage charges.

Bedroom and Bathrooms

Every bedroom and bathroom are private – guaranteed!

Each bedroom is furnished with a full XL size bed (Queen size sheets are recommended), dresser, desk and chair. In addition, each closet has a sliding door with full length mirrors.

All bathrooms are private as well. Each has a tub/shower, sink/vanity and toilet.

It is each student's responsibility to ensure the cleanliness of their bathrooms and bedrooms, including the toilets and showers. Failure to do so will result in cleaning charges if found during inspections.

Students should be aware that toilet paper is the only item that may be flushed down the toilet. Wipes, tampons, and similar items WILL NOT FLUSH and will result in damage that will be the responsibility of the student.

Screens, Windows and Signs

Windows may be opened during spring and summer as weather allows. Screens are not to be removed – **ever**! Students are not permitted to hang or lean out of windows. For safety reasons, signs, bottles, flags, lights, etc. on windows are prohibited.

Smoke Detectors

All apartments have been equipped with updated smoke detectors with battery lives of 10 years. Tampering with or removal of smoke detectors will result in an immediate **$75 fine**.

COMMUNITY LIVING

Learning to live in a shared community environment requires maturity, an examination of values, and assessing how one's behavior affects others. Take time to review and familiarize yourself with the rules and regulations. You and your guests are responsible for following them. Failure to do so may result in disciplinary action including termination of residency.

The underlying assumption at the community is that residents have the capacity and desire to be self-directing and responsible members of their community. Residents enter the community as young adults who are responsible and in search of opportunities for development and learning. Your

apartment is yours to use, but not to abuse. You have the freedom to make it work for you, coupled with the responsibility to keep it working for others who will live with you and after you.

Getting Along With Your Roommates

Living with others requires maturity, patience, open communication, willingness to compromise, and respect for others. No matter how compatible roommates are, there is always the potential for conflict. Culture, cleanliness, sleeping patterns, habits, and hobbies are some examples of things that may be different among roommates. These differences may serve to be positive learning opportunities for people living together, or they may create a negative atmosphere within the unit that may seem intolerable. You and the attitude that you take in communicating with your roommate will determine whether or not your situation will be positive or negative. The CA staff is committed to facilitating communication between and among roommates. Work with your CA to accomplish this goal; it may make the environment in your home even better!

Communication Guidelines

You are encouraged to sit down with your roommates to talk about aspects of community living that may sometimes create conflict. One of the many tips and tools we have is completing a Roommate Agreement. This is an agreement between roommates to ensure that basic needs have been discussed. Roommates should discuss each topic and come up with guidelines all roommates may live with. If you are having problems, or need help with a roommate contract, please contact the office for help. Here are some questions to consider:

Cleaning Up

- How important is a clean room?
- Who should do which jobs?
- How often should we clean the bedroom/common areas/bathroom?
- Who will buy the cleaning supplies?

Alcohol/Tobacco

- Do you use these items?
- How would you feel if I use (or do not use) them?
- How would you feel if these items were in the unit? (FYI - SMOKING IS NOT PERMITTED)

Noise

- When can music/TV be played at a higher level?
- Are there hours when the unit should be extra quiet for studying?

Study Habits

- Do you study in the room?

Personal Activities

- Do we plan on doing things together?
- What do you do for fun?
- How do you feel about overnight guests (of same and/or opposite sex?)

Sharing Things

- Do you mind lending personal articles, such as clothes, money, notes, books, food, toothpaste, and other items?
- What items are for both (all) of our use?
- What items are “off limits?”

Sleeping

- When do you like to go to sleep?
- When do you get up in the morning?
- Can you sleep with the lights or music on?
- How often and how long do you study?
- Do you study with/without music on?
- Do you study with the door open?

Visitors

- When do you have friends come over and visit? Guest problems?
- How do you feel about overnight guests (of same and/or opposite sex)?

What If There Is A Problem?

It is important you realize, don't be afraid to ask for guidance. **We are here to help!**

The community has several programs in place to intervene if you and your roommates are not getting along as well as you would like. The most important step you can take is to discuss your concerns with your roommate.

Frequently, conflict occurs because one roommate assumes the other should know they are upset, but the roommate doesn't actually realize there is a problem. It is difficult to commit the time necessary to work through the conflict, but the skills learned in the process will serve you for the rest of your life. Take advantage of the situation to become more skilled at working with others. If you do not feel you are able to handle the situation yourself, consider talking with a CA.

Personal Affirmation

By choosing to live with us you agree to reside and support a **living and learning community**. As members of this community, we all have certain rights as residents and as students. Please recognize that other members of the community have the same rights and that one's rights stop where another's begin. For this reason, it is important to learn and compromise with others in order to maintain an environment in which all are respected and have the opportunity to grow and pursue their educational goals.

Community standards are established to assist in shaping our community. They protect our rights and assert the responsibilities we have to one another. As a member of our community, you agree to abide by local, state, and federal laws, as well as by these community standards which include the following statement:

> **I agree not to be or remain present during any violation of the Resident Handbook. My presence may infer that I condone, support or encourage a violation. I understand further that I am responsible for what behavior and activity occurs in my unit. I understand that if I anticipate or observe a violation of the Resident Handbook, I am expected to remove myself from the situation and am strongly encouraged to report the violation. I also understand that if I am aware of a violation and choose either to not report it or lie about it, I am passively participating in the violation and may be subject to conduct proceedings.**

Tips For Living With Roommates

- Treat your roommates as equals. Don't give orders, make unreasonable demands, or expect favors.
- Try to put yourself in the shoes of your roommate to determine if what you are doing (or not doing!) is reasonable.
- Respect your roommates' right to privacy. Don't pry into their private affairs or expect to share in their activities unless invited.
- Keep borrowing to an absolute minimum.
- Avoid trying to "reform" or correct your roommate(s). Don't expect them to conform to your standards or accept your beliefs.
- Work out mutually agreeable divisions of chores. Don't wait for your roommate to take care of the housekeeping.
- Make a sincere effort to be friendly. Don't withdraw into a shell or forget common courtesy, which is unfortunately not "common" enough!

- Accept routine inconvenience without complaint. Don't gripe continuously about little annoyances that are insignificant. If they are significant, talk to your roommate right away, and not to anyone else.
- Keep your promises and commitments without exception. Don't break appointments or go back on agreements.
- Respect the efforts of others to study. Don't cause interruptions or make unnecessary noise.
- Prepare and live with a realistic budget. Don't overspend during the month and have little or no money left to pay your portion of the unit bills.
- If you have a disagreement with a roommate, talk about it as soon as possible. Do not let your anger or frustration build up until you explode. Your CA is available to support and mediate if necessary.
- Have a discussion and agree to boundaries about various relevant items.

STUDENT RESPONSIBILITIES, COMMUNITY STANDARDS AND CONDUCT

Residents are expected to comply with the **Student Code of Conduct & Community Standards** found here: https://www.calu.edu/inside/student-resources/dean-students/index.aspx
In addition, residents are expected to respect one another, staff and maintenance personnel.

Conduct which interferes with interrupts or inconveniences the normal and usual activities of others violates the Student Conduct Code. Residents should be aware of the possible effects of their behavior on others. Residents are also responsible for the behavior of their guests.

Students are accountable for conduct violations which occur in their apartments. They may be held accountable for conduct violations due to their presence in a situation where a violation occurs. They also may be held accountable for conduct violations if such accountability is reasonably concluded from the circumstances of the incident.

Consideration of Others

Living in close quarters with other students requires sensitivity as to how one's own behavior affects other people. Every resident has the right to a living environment which allows him or her to sleep and study within their room or apartment. With this right, all residents accept responsibility for monitoring their own behavior, so it does not violate the rights of others.

Occupancy in Apartments

For safety reasons, **no resident's apartment shall have more than ten occupants at any given time**. This includes all roommates and guests. All questions should be directed to the professional staff regarding occupancy of their particular situations.

Noise Policy

Residents are expected to refrain from interfering with other residents' ability to sleep, read, and study. An atmosphere that supports studying and sleep always takes precedence. Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff are expected to do so.

It is Vulcan Village's expectation:

- Consideration of others should be observed at all times. Do not disturb roommates, neighbors or other students.

- Any unreasonable behavior or noise that would disrupt the community is prohibited. This consists of (but is not limited to) slamming of doors, running, jumping or shouting in the apartment, stairwells or

surrounding grounds, carrying on a conversation from windows, music, musical instruments, and excessive noise in apartment, parking lots. Music speakers are not to be played or placed on or directed out of windows.

- The volume of music/tv/voices/gaming consoles, etc. will be kept at a level that cannot be heard outside of personal bedroom or common living space. If it can be heard in the breezeway or out of a window – it is too loud!

- Violations of any of these forms of noise may result in judicial action, fines, removal of audio equipment from apartment, housing reassignment, and/or loss of housing privileges.

- As with any of our policies, students are responsible for their guests' behavior and compliance with the noise policy.

Courtesy hours are *ALWAYS* in effect, and residents should respect the rights and requests of their fellow students regarding noise levels. Therefore, music or noise should not extend beyond your personal bedroom or apartment common area, with consent of each roommate. If it can be heard in the breezeway or through walls, it is too loud! Courtesy hours also apply to the immediate perimeter of each building (including grounds and parking lot).

24-hour quiet hours will be in effect near the end of each semester in order to facilitate studying for final exams. Additional information regarding 24-hour quiet hours will be emailed later each semester.

Alcohol, Smoking and/or Use of Illegal Drugs

Students are encouraged and supported in any effort to maintain good health and well-being. The use of and/or abuse of alcohol or illicit drugs impairs and puts your health at risk as well as everyone else in the community.

The illegal consumption, sale or furnishing of alcoholic beverages at Vulcan Village is prohibited. The abuse of alcohol and illicit drugs is proscribed by federal, state, local and university regulations. All state laws regulating alcoholic beverages will be enforced, including the use of alcohol by minors**. If you are under the age of 21, you may not possess or consume alcohol.** Providing alcohol to anyone under the legal drinking age is illegal and residents will be held responsible for their actions, their guests' actions as well as the actions of those to whom they provided the alcohol.

Common sources of alcohol (such as large volume containers, kegs, or party balls) are prohibited.

All Vulcan Village apartments are smoke, tobacco and vape (electronic cigarette) free. Use of these products in your apartment or bedroom at Vulcan Village is absolutely prohibited. As a courtesy, smoker urn boxes are placed in each breezeway. Cigarette butts MUST be placed in them.

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances prohibited by state and federal law are strictly prohibited at Vulcan Village and on the university campus. This includes, but not limited to, medical marijuana in any form. The use of substances which violate this law will result in disciplinary and/or legal action.

Students found violating this policy are subject to fines and termination of their housing contract through administrative action by Vulcan Village.

Weapons

The unauthorized possession, transfer or use of firearms, weapons, or other dangerous objects or substances on Vulcan Village property is prohibited. This policy includes but is not limited to the following:

• Firearms & ammunition • BB/pellet guns • Air guns

- Tasers/stun guns
- Swords/sabers/daggers
- Hunting knives
- Knife Blocks used in cooking*
- Switchblades
- Bows & arrows
- Flammable chemicals/fuels
- Explosives
- Fireworks
- Martial arts weapons

The brandishing of any object or item used in a threatening or violent manner, such as a butane lighter, lit tobacco product, baseball bat, razorblade, or other blunt instrument/object that inflicts, or is intended to inflict, bodily harm or cause property damage is a violation of this policy.

**Knife blocks need to be left with PennWest-California Police Department and can be signed out by officers during use and signed back in when finished.*

Abandoned Items

Vulcan Village reserves the right, without further notice, to remove personal belongings of or used by student(s) that remain in their apartment/bedroom or elsewhere in the area 48 hours after the termination of their agreement for any reason (moving out, withdrawal, academic dismissal, housing revocation, etc.).

Vulcan Village may dispose of any and all property 15 days after the student(s) vacates housing. The student(s) will be charged for expenses incurred in the disposal of such property.

Sales and Solicitation

The sale and solicitation of goods and services is prohibited at Vulcan Village unless a written request has received and written approval granted by Vulcan Village.

Administration Process

As a member of the Vulcan Village Community, it is everyone's responsibility to abide by the policies detailed within the **Vulcan Village Community Handbook** and California University's **Code of Student Conduct.** Should you choose to not follow these policies to the detriment of the community Vulcan Village reserves the right to take administrative action as well as directly refer students to the University's conduct process.

The below process will be followed:

First Violation

A written warning will be issued via your student email.

Depending on the nature of the occurrence, Vulcan Village reserves the right to immediately schedule a conduct meeting after one violation which may result in immediate administrative actions being taken such as fines and/or dismissal.

Second Violation

1. A written communication will be issued via your student email
2. A conduct meeting will be scheduled with the Vulcan Village Assistant Community Manager and/or Community Manager
3. Pending the conduct meeting, the following consequences may occur:
    - Student may be placed on disciplinary probation
    - Student may be issued a fine with a hold placed on your Academic Record until paid. Please note that this hold will prevent ability to check grades, request transcripts, transfer, schedule and graduate

- Student may be referred directly to University Conduct process, which may result in further disciplinary action from the University.
- Student may be have their housing contract terminated and be required to move out of Vulcan Village within 48 hours.

Future violations will follow the second violation procedure above.

It is important that all residents, including guests, be respectful to your roommates, neighbors, staff and the apartments.

Students who see something should absolutely feel comfortable to immediately notify the student CA's or office Staff. This may be done by calling the On Call CA number or emailing vulcanvillage@pennwest.edu. All communications will be kept discreet and handled in a respectful manner.

Be a model resident and a good neighbor!!!

WHAT TO BRING

- Backpack/bag
- Bank Card, checkbook
- Batteries
- Caddy for bathroom items
- Can Opener
- Cell phone
- Clothing suitable activities/seasons/weather
- Cups, dishes, silverware for snacks
- First aid items
- Flashlight
- Hangers
- Headphones
- Over-the-counter medications; prescriptions
- Posters and photos
- Sewing kit
- Tissues
- Toiletries
- Umbrella
- Queen Size Sheets
- Blanket(s), bedspread/comforter
- Foam mattress topper
- Pillow/pillowcases
- Hand/Bath towels, washcloths
- Shower Mat/Rug
- Shower Curtain
- Alarm Clock
- TV/game system
- Computer
- Refrigerator (max. 4.3 cubic feet, 3 amps)
- Room safe (max. 1.2 cubic feet)
- Coffee Maker, Blenders
- Stereo/speaker system
- Surge protector
- Wastebasket
- Command Strips
- Laundry/Cleaning Supplies
- All Purpose cleaning products
- Bucket and Mop
- Dish Detergent
- Dryer sheets
- Garbage Bags
- Laundry Basket
- Laundry Detergent
- Paper Towels
- Plunger
- Cleaning cloths/sponges
- Stain stick or spray
- Toilet bowl cleaner
- Toilet brush
- Toilet paper
- Vacuum, broom, dustpan
- Cleaning wipes
- Window Cleaner
- Toilet Tabs
- Shower cleaning spray

WHAT NOT TO BRING

For the safety of yourself, fellow residents, and our residential facilities, the following items are prohibited in o facilities:

- Routers
- Vaporizer (Vape pens, vapes, etc.), E-cigarette chargers and their chargers
- Hover board, Hyper walks and One Wheels
- Waterbed
- Bed Lofts
- Air Conditioner
- Appliances with coils, open elements or hot oil
- Candles
- Contact (George Foreman type) grills/Hot plates
- Dart Boards
- Space heaters of any type (electrical, kerosene, oil)
- Firearms/weapons (including BB and paint ball guns, knives)
- Fireworks
- Halogen Lamps
- Incense
- Pets (except fish in a tank less than 10 gallons)
- Alcohol or illegal drugs
- Potpourri Burners
- Double-sided foam tape, adhesive wall hooks, adhesive LED Strips, masking tape, duct tape, screws, nails, etc., may not be used on walls. You will be billed for any damage.

Safety and Emergency Procedures

The Vulcan Village community has a strong commitment to safety; to make it work, you must also have this commitment. We have adopted instructions and procedures to follow in emergency situations; please be aware of these and understand their importance. We work closely with local police and fire departments and are constantly evaluated to ensure that we continue to provide the safest living environment possible. Please respect these regulations as you would any others. If you do not understand any of these regulations and suggestions, please ask the office.

Please think safety at all times.

Candles, Incense, Fireworks, Firearms, Flammables, Explosives, etc..

Due to potential for fire hazard and personal safety, both the possession and the use of any items that might be classified under these headings are strictly forbidden at Vulcan Village.

Fire Safety

Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution, university disciplinary action, fines, and/or eviction. All students must evacuate the building when the alarm sounds. Failure to do so will subject the student to disciplinary action.

Fire Suppression Systems (Sprinklers)

All housing buildings have sprinkler systems. These systems are designed to operate when an area reaches extremely high temperatures. Tampering with any part of the suppression system is considered destruction of or misuse/abuse of property and is a violation of Pennsylvania state law and additionally will be considered a violation of the code of conduct.

Misuse of Fire Alarm and Fire Fighting Equipment

Placement of fire hoses, extinguishers, alarms, sprinkler heads, and other firefighting apparatus is required by law. The presence and conditions of these items are periodically inspected. Any missing or non-working equipment results in a citation against the university. Vulcan Village may conduct periodic

fire drills. It is expected students know the rationale for firefighting equipment (such as smoke detectors and pull stations) and understand their intended functions. Any student who violates university or Vulcan Village safety regulations by setting fires, tampering with fire safety or suppression equipment, reporting false fire alarms, or otherwise threatening the safety of member(s) of the community, will be liable under both the university conduct system and Pennsylvania state law. According to Pennsylvania law, false alarms to agencies of public safety are misdemeanors of the first degree, punishable by imprisonment up to five years and/or a fine of up to $10,000. Such actions are considered a violation of the housing contract. Sanctions may include suspension, expulsion, and/or fines.

Tornado Warning

Students should know the difference between a tornado watch and a tornado warning. A tornado watch simply means that conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has been sighted or indicated on radar. In the situation that a tornado warning is in effect, students should open their room window approximately ½ inch. This relieves internal pressure and will lessen the possibility of injury should a tornado strike. Students are then advised to go to the bathroom with a portable, battery-operated radio. Once the tornado warning has been lifted, the immediate danger is over, and students can resume normal activity.

Winter Storm

Students should be prepared for winter storms beginning in October and extending into April. Several items a student should have available are cellular phone, fully charged power bank, flashlights with spare batteries, snow and ice removal equipment for vehicles, and a fully stocked first aid kit.

COVID-19 POLICIES AND PROCEDURES

For the most current and up to date pandemic policies and procedures – always visit www.pennwest.edu.

Vulcan Village and PennWest-California is intentional in the response to any pandemics by offering a safe, community-based environment that aligns with the values of the institution and the expectations of the PA Department of Health. Ultimately, socialization and community building are a crucial piece of residential living and University Housing is actively developing purposeful opportunities to create these relationships without jeopardizing safety or health.

As defined in the Student Code of Conduct, all students are expected to meet certain behavioral expectations, including taking steps to ensure the safety and security of themselves and others. Failure to abide by such expectations may be considered a violation of the Student Code of Conduct and result in disciplinary action, including but not limited to cancelation of housing assignment and removal from housing.

All students are encouraged to develop a plan in case of a positive covid-19 test.

Thank you for taking the time to read the Vulcan Village Community Handbook.
Please remember that you are an important part of our community and we hope you invest time and interest in making this community a great place to live.