



**Residence Life and Housing
Handbook
2024-2025**

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RESIDENCE LIFE AND HOUSING MISSION STATEMENT

MISSION

The mission of Residence Life and Housing is to provide a safe and supportive environment which allows our residents to engage and explore learning outside of the classroom. Within our well-maintained facilities, we strive to provide our residents with support and resources as well as activities that create a sense of belonging, community, civic responsibility and appreciation of diversity.

VISION

Residence Life and Housing seeks to create an environment in which students feel comfortable to collaborate with others in support of their academic, social and personal development by fostering diverse, engaging and responsible communities.

EQUAL OPPORTUNITY

It is the policy of Pennsylvania Western University (PennWest) that there shall be equal opportunity in all of its educational programs, services and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, gender identity, veteran status or any other factors that are protected under local, state and federal laws. Direct equal opportunity inquiries to: Social Equity, 814-393-2109.

Welcome to PennWest and to Residence Life and Housing. Our staff understands the challenges that you are facing as you continue to pursue your academic goals and experience "out-of- the classroom" learning; as both are significant to your college education. You will have ample opportunities to associate with students of different backgrounds, attitudes and lifestyles. We hope you will use your time in University Housing to participate in activities, develop new friendships and grow as an individual. To make your life easier, our staff has committed itself to providing you with the highest level of comfort, cleanliness and convenience possible.

Each student living in campus housing will contribute to, and be affected by, the total environment of the building and community. The degree to which these corresponding influences are positive or negative will depend, to a large extent, on the willingness of each student to cooperate in and be responsible for this

community living experience. We encourage you to make use of the numerous services available through Residence Life and Housing and PennWest and to participate in the variety of activities that the Community Assistant Staff will schedule during the year for your education and enjoyment.

As a member of the community, you are expected to regulate your own conduct and behavior in accordance with the standards of reasonable and responsible citizenship. It is your responsibility to familiarize yourself with the policies and procedures of the university.

This handbook will assist you in obtaining necessary information concerning Residence Life and Housing amenities, policies and programs offered. We are happy to have you with us, as we strive to make this time spent in campus housing enjoyable and rewarding.

PENNWEST CLARION CONTACT INFORMATION

Emergency Contacts:

- | | |
|-----------------------------------|--------------|
| • University Police/Public Safety | 814-393-2111 |
| • Center for Wellness | 814-393-2121 |
| • Fire Emergency | 911 |
| • Medical Emergency | 911 |
| • Police Emergency | 911 |

University Contacts:

- | | |
|---|--------------|
| • Campus Bookstore | 814-393-2696 |
| • Center for Leadership and Involvement | 814-393-2311 |
| • Counseling Center | 814-393-2255 |
| • Library Main Desk | 814-393-2301 |
| • Reinhard Villages Office | 814-393-2583 |
| • Residence Life Services | 814-393-2352 |
| • Student Financial Services | 814-393-2315 |
| • University Registrar | 814-393-2229 |

HOUSING PROCEDURES

UNIVERSITY HOUSING STAFF

University Housing is committed to the educational mission of the university. The staff is here to be of assistance in making the residential experience a meaningful part of your college life. Residence Life and Housing manages Campus View Suites, Valley View Suites, Suites on Main and Reinhard Villages. Residence Life and Housing office is located in 218 Becht Hall.

The professional staff and community assistants (CAs) are members of University Housing Staff who reside in the residence halls, suites and Reinhard Villages. Professional staff are university staff members working in the residence halls and apartments who supervise hall programming. They are given direct supervisory authority and responsibility for hall operations and act as hearing officers of the student conduct code when requested by the vice president for Student and University Affairs.

Professional staff members assist individual students and act as referral agents to other campus offices.

Community Assistants (CAs) are student members of University Housing staff who live in the suites and Reinhard Villages. CAs are responsible for building a community on the floor and in the building, as well as being a resource and referral agent. In seeking to create and maintain a positive community, the CA plans and implements community activities and programs, supports rules and regulations and assists with administrative responsibilities as directed by the professional staff member.

HOUSING REQUIREMENT

All incoming undergraduate students who meet the following criteria are required to live in university housing (suites or Reinhard Villages) for their first **four** semesters of enrollment:

- First-time-in-college students who are enrolled full time
- Transfer students who have earned less than 48 credits at a previous institution (who are enrolled full time)
- Exemptions:
 - First-time-in-college students or transfers who are living with a parent or guardian at their permanent address within a 30-mile radius of Clarion

- Married students
- Students over the age of 21
- Part-time students
- Single parents
- Military veterans who have been honorably discharged

To apply for an exemption, you must go to the housing portal at my.PennWest.edu and complete the Housing Exemption Request Form. Requests will be reviewed by the appropriate personnel and a decision will be communicated in writing within 10 business days of receipt.

HOUSING ASSIGNMENT PROCEDURES

All housing applications are completed at my.PennWest.edu on the housing portal. Get more information on housing applications and room selection procedures [here](#).

TERMINATION/CANCELLATION OF THE HOUSING CONTRACT

Beginning for the Fall 2017, housing contracts will not be cancelled unless the student is no longer attending the university. Once their withdrawal form is in, students may request to cancel the Housing Agreement/License Agreement by completing an online cancellation request form in the my.PennWest.edu portal. Depending on the date cancellation request form was turned into Residence Life and the reason for the request, cancellation fees may be assessed.

- No cancellation fee is assessed for the following circumstances if cancellation form and formal written documentation are provided prior to departure:
 - Student is participating in an education program that requires out-of-town residency (30 miles) for part of the academic year (i.e. student teaching, study abroad, clinical rotation and co-op/internship). This requires a one semester premium lease. Please see a professional staff member for details.
 - Student can provide proof of graduation. This requires a one semester premium lease. Please see a professional staff member for details.
 - Student must withdraw due to deployment for an armed service.
 - Student has a medical condition requiring special accommodations that cannot be met by university housing.

WITHDRAWAL FROM UNIVERSITY HOUSING

Rooms must be vacated the manner in which they were found not more than 24 hours after a student withdraws from the university or after their last scheduled examination, unless the student has received written approval from the professional staff member to remain longer.

Students must officially withdraw through the Office of the Registrar and if refunds are due, they will be processed by Residence Life and Housing. When withdrawal occurs, the student is responsible for returning keys and other loaned property to the hall office and must have a residence life staff member make an end-of-occupancy room inspection.

- For on-campus, a minimum charge of \$75 will be assessed for the replacement of lost hall keys. An improper checkout fee is \$50. Other assessments are made for missing or damaged furnishings, unclean rooms and failure to check out of the residence hall properly.
- For Reinhard Villages, a minimum charge of \$75 per key will be assessed for the replacement of lost keys. An improper check out fee beginning at \$50 will be assessed if the student does not complete the proper steps when leaving.

ABANDONED ITEMS

Students are obligated to remove all personal property upon departure. The office of Housing and Residence Life reserves the right, without further notice, to remove students' personal belongings that remain in a residential facility 48 hours after the termination of the housing agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). Residence Life and Housing will contact the student and they will have 30 days from the date of the email, to the student, to pick up the belongings from storage. If the student does not pick-up their abandoned items within 30 days they will be disposed of. The student will be charged for expenses incurred in the disposal of such property. The university will not mail belongings left behind to students.

At the end of the academic year during move out, all belongings left behind are discarded by housekeeping staff immediately upon closing. The 30-day pick-up policy for belongings does not apply.

REFUND POLICY

For refunds after opening, housing and meal plans may be prorated. Residence Life follows the university refund schedule that can be found on the housing license agreement/contract.

FULL OCCUPANCY

While the university is committed to housing as many students as possible, demand sometimes exceeds housing capacity. If this happens, students with junior and/or senior class status may not have access to the housing application. If vacancies develop, these students requesting to live in university housing will be contacted to complete the housing application.

The housing requirement states that students in their first **four semesters** at PennWest Clarion are required to live in university housing. Please see Housing Requirement for more information.

TEMPORARY HOUSING

During the fall semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing in some areas. Temporary assignments may include adding a third person to a double room or housing students in university guest facilities. As permanent spaces become vacant, usually within the first few weeks of the semester, students will be moved from temporary rooms to regular student rooms. Every effort is made to reassign students in the same area.

BREAK HOUSING

Residence halls are closed during breaks. Students currently living in campus suites are encouraged to leave the facilities during this time. Students who are required by the university to remain on campus will be provided break housing in predetermined spaces. Non-affiliated university requests to stay may be charged \$50 per night.

An online request form can be found in the [my.PennWest Portal](#) under Housing prior to breaks for students to complete. Students will be notified of any costs and if they were approved. Any costs associated with these requests must be paid in advance.

Reinhard Village residents will be permitted to remain in their current assignment during breaks, as students have access to their apartments during breaks throughout the academic year.

SUMMER HOUSING

Summer housing will be offered to campus housing students as long as they are returning to campus housing the following fall semester or taking summer courses. An application will be available to complete during the spring semester. Assignments for summer housing will be determined upon facility work and available space. Students will be required to pay all costs for summer housing and/or summer storage when they are approved. Residents will not be able to store belongings or stay over the summer if they do not pay the amount in full when approved. Students will be required to have a zero balance on your university account for any charges prior to summer. Summer housing/storage is not guaranteed.

ROOM CHANGES

Based on occupancy, room change period may only be offered if spaces are available. If there are spaces, there will be a two week hold on all room changes at the beginning of each semester. Otherwise, room change requests will be reviewed on a case-by-case basis.

If a room change is requested, a meeting with the CA and professional staff will need to take place to discuss the reasoning. If it is discovered there is a suitable reason to change, a fee will not be accessed.

If the resident wants to room change without a mediation or meeting with Residence Life staff, a \$150 charge and a possible cleaning fee may be charged to their student account.

Any unauthorized room or hall change shall be considered a violation of the housing agreement and may subject the resident to disciplinary action, eviction, and/or fees. Specific instructions will be given in August and January regarding room/hall changes for the beginning of each semester.

ROOM CONSOLIDATION POLICY

Students who find themselves in University Housing without a roommate will be expected to keep their belongings on their side of the room and only use their furniture. Residence Life and Housings reserves the right to assign students to vacancies at any time but do try to provide a 24-hour notice of a new roommate unless there is an extenuating circumstance. Room Styles and roommates may be considered if consolidated. If a consolidation process were to take effect, the residents would be notified with options and a timeline in which the moves would have to take place.

Students who lose roommates must be prepared to accept a roommate at any time throughout the semester (which requires keeping belongings on one side of the room in preparation for a new roommate). Residents found to be using both sides of the bedroom will be documented by the Residence Life and Housing staff. A check will be done within 48 hours to see if the resident complied and removed their items to only be on their side and in their own furniture. If the student did not remove items from the other side or furniture and failed to comply, a mandatory consolidation into another room will take place or another resident will be moved into that room. Paperwork notice will be given to the resident and all instances will be documented in the Judicial process and possible follow up with the Dean of Students staff may be necessary if the student fails to comply.

CONTRACT TERMINATIONS BY RESIDENCE LIFE

The university 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 its housing program.

Some examples of situations which could be considered cause for termination are listed below:

- Failure to comply with the stated occupancy calendar.
- Failure to comply with the stated contract procedures.
- Damage and/or abuse of residence hall or apartment facilities or furnishings.
- Behavior which is disruptive.
- Failure to comply with stated check-in and check-out procedures.
- Disciplinary actions, recommending contract termination or contract reassignment for student conduct violations.
- Housing Removal: Removal from campus housing for a specified period of time. Access to campus housing including visitation is prohibited. Should circumstances warrant, housing removal could be permanent. In accordance with Residence Life policy, in such instances there will be no refund of housing fees

INDIVIDUAL STUDENT STIPULATIONS

- Restitution: Reimbursement for damage to, or destruction of, university property.
- Housing Reassignment: Movement from a current residential assignment to another location in campus housing. Housing rates may be impacted.
- Failure to complete class registration procedures.
- Failure to keep your PennWest Account in good standing.

RESIDENCE HALL OPENING AND CLOSING

The date of opening will be determined by Residence Life and announced to students. Procedures for moving out of the residence halls for closings or breaks will be posted in each residence hall and emailed to each residence hall student.

Unless otherwise stated, the residence halls close at 6 p.m. on the last day of classes or examinations. Students who are not graduating should vacate their residence hall room within 24 hours of their last exam, or the 6 p.m. deadline, whichever comes first.

Arriving early before the housing contract begins or staying after the housing contract ends may result in a \$50 per day fee.

ROOM KEYS AND ID ACCESS

Suite style rooms can be accessed by a hard room key and the main entrance of the hall. The key is meant for personal use only. Students who lend IDs or hard keys or duplicate room keys are subject to disciplinary action. Loss of an ID or hard key should be reported immediately to the hall staff. If a hard key is lost, the core of the locks for the door and mailbox will be changed at an approximate cost of \$75. These charges include replacement keys for the student, the roommate and the residence hall office. The student who loses the key assumes responsibility for the charge.

Residents of Campus View, Valley View Suites and those living in the Suites on Main will have a hard key to access their room and ID to access the building/elevators.

CARD ACCESS SYSTEM

Tampering with the card access system is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes forcing or propping doors open, permitting other individuals to gain access illegally (“tailgating”) and transferring student identification to another individual.

Your ID card acts as your cardkey in buildings that utilize the card access system. Cost of a replacement Eagle Card is the responsibility of the student.

LOCK OUT POLICY/PROCEDURE

Students who are locked out of their room may contact a staff member to be admitted to their room. The first two weeks of the semesters will be a free period of lock outs. After that timeframe, each student is allowed one “free” lockout per semester. Students will be charged \$15 for each lock out after that until the end of the semester.

When student gets locked out, they are to first attempt to find their roommate. If no success, they are to contact a CA. The CA will issue them a temporary hard key to access their room from the hall office.

The resident has 30 minutes to return the key or they will be charged for a new ID or hard key re-core (whichever is lost).

HOUSING ACCOMMODATIONS

Students requesting housing accommodations within the Residence Hall, should first contact the Office for Students with Disabilities (OSD) to submit appropriate disability related documentation and a Student Request for Disability Accommodations Form. This documentation must verify the existence of a disability as defined under section 504 and under the ADA; and establish a clear connection between the effects of the disability and the accommodations being requested.

Upon receiving the appropriate disability related documentation and a Student Request for Disability Accommodations Form from the student, the OSD Coordinator will conduct an individualized assessment to determine if the request submitted qualifies as a reasonable accommodation as defined by applicable federal and state laws. If the request qualifies as a reasonable accommodation, the OSD Coordinator will forward its recommendation to Residence Life and Housing.

A student may request a housing accommodation at any time during the academic year, but students are given priority consideration when Residence Life receives the recommendation from OSD by the following dates:

- To be prioritized as an Incoming freshman a recommendation will need to be submitted to Residence Life by June 15.
- Returning upperclassmen need to have their recommendation to Residence Life by March 1 for the following year Room Selection process.

Students must renew their requests for housing accommodations each academic year. Requests received after the above dates for an assigning process will be accommodated base upon availability. Depending on the nature of the accommodation request, the availability of a housing accommodation may be quite limited. A student does have the right to decline an offered assignment, however Residential Life may not be able to offer another accommodation.

Students who require a specific room or specific type of room as a housing accommodation (e.g., single room, room with kitchen or bathroom), shall be charged no more than the room rates available to other students. The room rates will be based upon the type of room available to other students without a housing accommodation at the time. The costs associated with the various room styles can be found at:

PennWest.edu/campus-life.

NOTICE:

PennWest will make reasonable modifications to its housing policies, procedures and practices when the modifications are necessary to avoid discrimination, unless the modifications will fundamentally alter the nature of the housing services provided by the university.

CONTACT INFORMATION:

For more information please contact:

Office for Students with Disabilities (OSD)

Becht Hall

814-393-2095

PET POLICY AND COMFORT ANIMALS

Students may have fish. They must be kept in a fishbowl or aquarium with a maximum size of 10 gallons. One 10-gallon aquarium per person is allowed. Fish must be removed from the residence halls at the end of each semester and during some breaks. The fish owner assumes all responsibilities and consequences resulting from improper care and for violation of fish ownership rules and regulations. Turtles, hermit crabs, lizards or another other reptile that lives outside of water is not permitted.

Residents may have comfort animals that are pre-approved by Office for Students with Disabilities (OSD). ADA animals do not need approved as they are already permitted to be on campus. Once the comfort animal is approved, the resident must complete additional paperwork from Residence Life before the animal is brought to campus. This includes showing proof of having the animal spayed or neutered, providing flea and tick treatment information, copies of vaccines and other documents if required. If the animal creates damages or is a disruption, Residence Life will work with the student to be sure they are following the proper guidelines for the animal but may have it removed.

Any resident that brings an animal not approved to be within our campus housing facilities (On-campus suites or Reinhard Villages) will be fined \$300 with the instruction to remove the animal immediately (within 24 hours) and be sanctioned through our student code of conduct.

BANNERS AND SIGNS

Hanging signs in the halls is a good way to advertise an event or show your school spirit. Any student or student organization wishing to post signs or posters in the residence halls must deliver them to the Residence Life office for approval and distribution by the hall staff. Residence Life will provide the number of signs needed to post per floor/CA.

GUIDELINES FOR RESIDENCE HALL DECORATIONS

In order to conserve energy, and in the interest of safety and fire prevention, the following guidelines have been adopted regulating decorations for the residence hall rooms and corridors.

- In corridors, decorations and posters may be placed only on student room doors (where permissible, check with hall staff) or on university-installed bulletin boards. No items may be placed on or hung from the hallway or room ceilings and light fixtures, or any corridor areas except the student room doors and bulletin boards. Residents should exercise caution when hanging items on doors as they may be billed for damages to the door surface.

- No lights or other electrical apparatus may be used to decorate corridor areas, including student room doors.
- Decorations may not be strung from door to door.
- Items on student room doors or bulletin boards should not extend into the corridor.
- All materials used in areas where decorations are permitted should be noncombustible, such as foil-type papers. The use of crepe paper and the practice of completely covering student room doors with sheets of paper are prohibited. The university reserves the right to remove items which may be hazardous or inappropriate. Students who fail to remove hazardous or inappropriate items may be billed for removal.
- Students wishing to decorate mirrors should use only water-soluble paint. It is the responsibility of those who decorate the mirrors to remove the paint. Cleaning charges may be applied.
- All holiday decorations outside of student rooms must be removed before the holiday break and are not to be left until students return for the spring semester.
- Students are not allowed to hang decorations in windows that fully cover the window. Hanging or flying signs, banners, or any materials outside of your window is strictly prohibited.

PANDEMIC POLICIES AND PROCEDURES

PennWest will continue to monitor the fluctuating circumstances of any pandemic and will institute any regulations for our campus housing that would be necessary to keep our communities safe per CDC guidelines. Regulations ***that may be*** instituted but are not limited to:

- Required mask wearing
- Social distancing
- Isolation and quarantine guidelines if exposed or tested positive. These may include asking the resident to go home or relocate to another room to help contain the spread of the virus.
- Limited guests
- Limited access to common area lounges and kitchens

Residence Life and Housing Staff will be monitoring any expectations that may be issued to keep the communities safe. Failure to abide by our policies may result in immediate removal from housing, temporary removal until the case is adjudicated and referral through the student conduct process. It is their living quarters. Restrooms, study rooms, lounges and corridors in the non-public areas are part of crucial to follow these policies to avoid a potential outbreak.

RESIDENCE HALL FACILITIES

Students will be held responsible for the general conditions (cleanliness, damage, etc.) of the living quarters. All residents are collectively responsible for the general conditions of these areas and will each be charged for excessive common area damages which cannot be attributed to one individual or a group of individuals.

We anticipate students will find their rooms in satisfactory condition when they check in. However, if there is a problem, it should be reported immediately to the hall staff and also documented on the Room Inventory Form which students will be asked to review during move in. It is important that students review the Room Inventory Form carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in.

During the checkout process that takes place when students vacate their room at the end of the contracted period, each room will be checked twice for damages. The preliminary checkout takes place during the last week of the semester and is conducted by a CA. The final damage check is carried out by the professional staff and occurs after the students have vacated rooms and all belongings have been removed from bed, desk, dressers, walls, etc.

HALL MAINTENANCE

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported through the online workorder system that can be found in your [my.PennWest.edu](https://my.pennwest.edu) portal. Click on Asset Essentials - Work Orders link. Students should not attempt to make repairs themselves. Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.

RESIDENCE HALL FURNISHINGS

Residence hall furnishings are marked for identification and placement and removal of these items from areas in which they are placed, including removal from the building or removal to other areas of the building without authorization, is considered an act of theft. The presence of university property or other stolen property (such as unauthorized university furniture, cafeteria equipment, or items such as road signs or commercial signs) shall be considered evidence of theft and treated as such by the university administration unless rightful ownership can be proven. Room occupants may be assessed a fee for each item of furniture which must be removed from student rooms.

- Students will be charged a damage fee if room furniture is disassembled.
- Students may want to add some personal touches such as plants, posters and rugs to make their room a little more 'homey.' Residents are asked not to use materials which may damage or remove painted surfaces within the room. Nails are not permitted.

FURNITURE REMOVAL/STORAGE

- Every piece of furniture in your room at the time you move in must stay in your room for the duration of your residency. You must not remove, store, or trade furnishings. Furniture may not be taken from lounges or public areas and kept in student rooms.
- If a student is residing in a double room and there is no roommate assigned, the student may not push beds together and take over the other furniture. This furniture is to be left empty as a roommate can be assigned at any time. If a student pushes the beds together and uses the other furniture, they will be warned once by Residence Life staff to return it. If they are found using it a second time, the Residence Life office has the right to bill for the other side being now occupied. While we do not wish to bill, students are only paying for single occupancy and roommates can be assigned at any time.
- The university does not provide storage facilities for personal belongings left in the residence halls. All personal belongings not removed from student rooms at check-out will be disposed of by the university.
- If summer storage would be available to students, Residence Life will advertise the cost and location.

DAMAGES

- Common Area:
 - When hallways, bathrooms, elevators and other residence hall public areas receive undue abuse, we expect the assistance of residents in identifying the responsible individual(s).
 - When the individual cannot be identified, all residents in that area will be required to pay a share of repairing such damages.
- Room:
 - You are responsible for any damage that occurs in your room during your occupancy. If damages are accidental, you must still pay repair costs.

HEALTH AND SAFETY CHECKS

Once a month, the CA will post notice the week the health and safety checks will be completed. The CA will be accompanied by another staff member when entering rooms and being sure that the resident is following procedures for not having illegal items, not covering the sprinkler or smoke detector and HVAC unit. The CA will not go through items but will look around for any items of concern and will report them to the Assistant Director.

RIGHT OF ENTRY

The university unconditionally reserves the right to enter and/or inspect rooms.

RESERVING RESIDENCE HALL FACILITIES

Lounges, meeting rooms and other areas of the halls will have restrictions and occupancy limits. Building kitchens will be closed and residents will be able to check out a key to use the facilities. Residents will need to sign-up to access the area and are expected to wipe down the equipment and area before and after each use. Cleaning staff will clean the facility daily.

LAUNDRY FACILITIES

Washers and dryers operate by coin or Shop Dollars and are located in every residence facility. If students lose money in a machine, they should report the problem to their hall office/CA during evening staff duty hours. The university is not responsible for clothing damaged by, or removed from, washers and dryers.

STUDY LOUNGES/TV LOUNGES/RECREATION AREAS

Every residence hall has areas designated for quiet study. Students are expected to conduct themselves in an appropriate manner in and around the study lounges.

ELEVATOR USE

Elevator occupancy cannot exceed the maximum allowed at any time. Elevators are located in Campus View and Valley View Suites and the Suites on Main.

BICYCLE STORAGE/FACILITIES

Students are permitted and encouraged to bring non-motorized bicycles to the university. The university is not responsible for theft or damage to any bicycle. Bicycles may not block exits such as windows or doorways and may not be hung from walls, ceilings, or furniture.

Bike racks are located at various points around the campus, including locations near or in the residence halls. Bicycles should be locked when not in use. Students should check with the hall staff if there are questions concerning bicycles.

VENDING MACHINES

Coin-operated and Shop Dollar-access vending machines are available in each residence hall and across campus. All vending machines are contracted by the university with local firms. If a machine is not functioning properly, or if students lose money in a machine, they should report it to their hall office during evening staff duty hours.

STUDENT RESPONSIBILITIES FOR ALL STUDENTS IN CAMPUS HOUSING

Residents are expected to comply with the [Student Code of Conduct and Community Standards Document](#).

In addition, residents are expected to respect one another, the residence life staff and the housekeeping/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 rooms. 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.

Students will be required to complete Roommate/Apartment Agreements at the start of the year and if there is a change in roommate(s).

TIPS FOR LIVING WITH ROOMMATES

- Treat your roommates as equals.
- Respect your roommates' right to privacy.
- Keep borrowing to an absolute minimum.
- Avoid trying to correct your roommates or "reform."
- Work out mutually agreeable division of chores.
- Make a sincere effort to be friendly.
- Accept routine inconvenience without complaint.
- Keep your promises and commitments without exceptions.
- Respect efforts of others to study.
- Prepare and live with a realistic budget.
- If you have a disagreement with a roommate, discuss it as soon as possible.
- Have a discussion and agree to boundaries about various relevant items.

OCCUPANCY IN SUITE ROOMS

For safety reasons, each resident may only have up to three guests each in any on-campus residence hall suite; However, max occupancy is no more than six people in a room. Six includes the residents assigned to the room. Any questions should be directed to the professional staff member regarding occupancy of their particular situation.

NOISE POLICY

Residents are expected to refrain from interfering with another residents' ability to sleep, read and study. An atmosphere that supports studying and sleep takes precedence at all times in university housing.

Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff are expected to do so.

- Unreasonable noise consists of slamming of doors, running or shouting in the halls/breezeways, carrying on conversations from windows, musical instruments and excessive noise in rooms, halls, lounges, stairwells, bathrooms, apartments, breezeways, or parking lots. Sound speakers, unless for official residence life sponsored activities, are not to be played or placed out of windows.
- Violations of any of these forms of noise may result in judicial action, fines, removal of audio equipment from the residence, housing reassignment and/or loss of university housing privileges for the student.
- Quiet hours are specific times designated by Residence Life Services when noise from stereos, televisions, conversations and other activities must not be clearly heard in residence hallways, nearby rooms, breezeways, stairwells, or through open windows.
 - **Quiet hours** are in effect for all university housing, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sunday through Thursdays and from Midnight until 10 a.m. on Fridays and Saturdays. "Courtesy Hours" are in effect at all other times (24 hours). Other excellent study places are university housing lounges, the library, Gemmell Student Complex and some classrooms in certain academic buildings.
 - **Courtesy hours** are always in effect and residents should respect the rights and requests of their fellow students with regard to noise levels in university housing. Therefore, music or noise should not extend beyond three doors down the hallway

during courtesy hours in the residence halls and to another level of the building in Reinhard Villages. Courtesy hours also apply to the immediate perimeter of each building (including courtyard areas and parking lots).

- In order to maintain an appropriate environment within university housing, shouting to or from windows, playing loud music which carries strongly into hallways or outside of windows is prohibited. Students wishing to plan an activity which may include high levels of noise (such as a hall barbecue or dance) must obtain permission from the residence life staff of all nearby housing at least one week prior to the event.
 - All residence hall doors and apartment doors should be shut after midnight to help the community adhere to an atmosphere of quiet. Doors open after midnight will be shut by residence life staff and/or security aides.
 - **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 posted in individual halls late in the semester.
- As with any of our policies, students are responsible for their guests' behavior and compliance with the noise policy. Students are also expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their community.

CANDLES, INCENSE, FIREWORKS, FIREARMS, FLAMMABLES AND EXPLOSIVES

Due to fire safety and personal safety, both the possession and the use of any items that might be classified under these headings are strictly forbidden in university housing.

ALCOHOL POLICY

The possession, consumption, or serving of alcoholic beverages on the grounds of PennWest Clarion campus is prohibited. Being present where alcohol is present or being served may be considered a violation of the university's alcohol policy. Any use or possession of alcohol on campus, which violates university policy, will result in disciplinary and/or legal action.

Because PennWest is a state institution, we are required to follow all state and local laws regarding alcohol possession and consumption. Police may be called if alcohol is found in your residence hall room.

NOTE:

Residence Life has adopted a "no empties" policy. The presence of empty alcohol containers will result in documentation for violating the university alcohol policy. This includes decorations.

Please refer to the [alcohol policy for PennWest](#).

Legacy housing that permits alcohol for those over 21 years of age does have restrictions therefore please review the policy in its entirety.

PLEASE NOTE:

The University maintains a Medical Amnesty Policy, which provides limited exceptions to charges under this section in the interest of encouraging Students to seek help for drug- or alcohol-related medical emergencies. Please refer to the university's [Medical Amnesty Policy](#) for more information.

DRUGS

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances prohibited by state and federal law are strictly prohibited in the university housing and on PennWest campuses. This includes, but not limited to, medical marijuana in any form. A student with a prescription for medical marijuana would still not be permitted to have it on any campus location due to it being federally prohibited.

The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.

SMOKING IN UNIVERSITY HOUSING

Students are not allowed to smoke or vape in University Housing. Students, staff, visitors, or guests are asked not smoke or vape within a 25-foot perimeter of any University Housing building. Students will be billed for any odor remediation due to smoking and or vaping inside of any housing facility. The cost is typically \$1,000.

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 university 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 university 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 by the Department of Labor and Industry. Any missing or non-working equipment results in a citation against the university. The university is required to conduct periodic fire drills in its residential housing.

It is expected students know the rationale for firefighting equipment (such as smoke detectors and pull stations) in university housing and understand their intended functions. Any student who violates campus 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 campus community, will be liable under both the university judicial system and Pennsylvania state law. The Department of Public Safety prosecutes for these violations.

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. Residence Life considers such actions a violation of the housing contract. University sanctions may include suspension, expulsion and/or fines.

FIRE EVACUATION PROCEDURES

As mandated by state law, PennWest is required to conduct regularly scheduled fire drills in all on- campus housing. Because students will not know of the fire drills in advance, they will be expected to respond each time as though there were a real fire. Failure to leave the building during a fire drill may result in disciplinary action. During evacuation, students may not use the elevators. Instructions for evacuation will be discussed at your first community meeting with your CA.

When the alarm sounds, students should check see that their windows are closed and their drapes are open. They should also dress appropriately and should carry a towel. Residents must close and lock their doors upon leaving. Students should leave the residence hall through the nearest fire exit and exit at least 100 feet from the building. A signal will be provided to alert students when they may re-enter the building.

During an alarm, particularly one which takes place during inclement weather, residents may go to an alternate facility until informed they may re-enter their residence hall. Designated residence life staff will accompany residents to alternate facilities.

Alternate facilities:

- Suites on Main South to Suites on Main North
- Suites on Main North to Suites on Main South
- Valley View to Campus View
- Campus View to Valley View
- Reinhard Villages to the Reinhard Community Center

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 or to the basement if their hall has one with a portable, battery-operated radio. Once the tornado warning has been lifted, the immediate danger is over and students can resume normal activity.

Eagle Alerts help communicate these weather warnings and students can [sign up to receive them here](#).

WINTER STORM

Students should be prepared for winter storms. Several items a student should have available are cellular phone, flashlights with spare batteries, snow and ice removal equipment for vehicles and a fully stocked first aid kit.

PERSONAL PROPERTY/LIABILITY/DAMAGE

The university assumes no responsibility for theft or damage to students' personal property. Students are strongly encouraged to secure renter's insurance for their belongings.

PROHIBITED ACTIVITIES/APPLIANCES

Confiscated Prohibited Items

The Office of Housing and Residence Life reserves the right to confiscate or authorize personnel to confiscate any prohibited item, or items deemed to be a danger to the individual, other residents, or college property at any time. Confiscated items will be put in your residence hall's office and labeled. These items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. If these items are not picked up within thirty (30) days, they will be disposed of. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport

PROHIBITED ITEMS:

- Alcohol, including empty alcohol containers. Please see [PennWest's alcohol policy](#) for more information.
- Animals (Unless prior approval has been obtained)
- Appliances
 - Air conditioners (both window and portable units)
 - Space heaters
- Candles and/or Incense/Wax Warmers (including candle and mug warmers or potpourri burners)
- Cooking Appliances – Appliances that capable of producing high heat, smoke, or steam in the cooking process, including appliances with exposed heating elements. Exception: Microwaves in designated cooking area
 - Examples:
 - Air fryers
 - Crockpots
 - Deep fryers
 - Electric skillets
 - Hot plates
 - Instant pots
 - Sous Vide Immersion cookers
 - Indoor/Outdoor grills
 - Pressure cookers
 - Rice cookers
 - Sandwich makers
 - Toasters
 - Toaster ovens

- Waffle makers
 - Popcorn makers (unless air popper)
- Electric Transportation Devices – Prohibited in all university buildings
 - Electric bikes
 - Electric scooters
 - Hoverboards
 - One-wheel skateboards
 - Other similar devices
- Extension Cords and Multi-Plug Adapters – UL approved power strips or surge protectors with overload protection are allowed be used when plugged directly into the wall. No daisy chaining multiple power strips or surge protectors together.
- Furniture (non-university approved)
 - Large items such as couches, oversized beanbag chairs, etc. may be prohibited at the discretion of the Residence Life and Housing Office. Upholstered, padded, or cushioned furniture or beanbag chairs that are not certified by documentation from the manufacturer as being flame-retardant are prohibited.
 - Waterbeds
 - Lofts, cinderblocks and lofted furniture of any kind
 - Entertainment/Fitness Poles and/or Aerial Equipment are prohibited.
- Halogen lamps and sun/heat lamps or similar heat producing bulbs

- Hazardous materials (except for consumer grade products in small, limited quantities, such as air spray or hand sanitizer)
 - Examples:
 - Chafing dish fuel
 - Gasoline
 - Motor oil
 - Propane
 - Charcoal
 - Lighter fluid
 - Paint thinner
 - Photographic development chemicals
 - Pesticides
 - Fireworks
 - Black powder
 - Compressed gas cylinders
- Heat-generating Appliances – Appliances that have an exposed heating element or surface that produces heat that is hot to the touch. Exceptions: Irons, Curling Irons or hair straighteners
- Hookahs or illegal smoking paraphernalia
- Illegal Drugs
- Immersion Coils
- Laser Engraver Machines/3-D Printers
- LED lights are NOT prohibited, but the adhesive tape that adheres them to the wall/paint is prohibited. Students may drape or use the lights creatively but are not to adhere them directly to the walls due to the extensive damage that is caused when removed.

- Oil Lamps, Lava Lamps
- Smoke or fog producing machines or devices (including products that produce mist, fog, smoke, or simulated smoke conditions)
- Weapons (of any kind):
 - Knives
 - Firearms
 - Stun guns
 - Tasers
 - Spears
 - Daggers or swords
 - Paintball guns
 - Ammunition
 - Projectile weapons (including Nerf weapons, air soft, water balloon launchers/sling shots)
- Wireless routers and printers (these interfere with the university's wireless internet system)
- Students are prohibited from throwing or shooting anything out their windows (bb guns, pellet guns, water balloons, garbage, etc.).

* *This is not an all-inclusive list and the Residence Life and Housing Office has the right to add any items that they see fit to prohibit. **When in doubt, ask first.***

APPROVED ITEMS

- Coffee makers with automatic shutoffs
- Refrigerator (4 cu. ft. max) – one per resident
- Microwave (700-watt max)
- Electric tea kettle
- Bathroom rug(s)
- Bedding and bathroom supplies, including a pillow, comforter, mattress protector and/or egg crate.
- Bed risers that are 4 inches or less.
- Class/desk supplies
- Cleaning supplies
- Clothing hangers
- Computer/laptop with Ethernet cord
- Dust buster, broom and/or vacuum
- Fan
- First-aid kit/prescription medications
- Flashlight and batteries
- Grooming supplies
- Hand truck/dolly for moving your belongings
- Large trash bags
- Laundry supplies (may include a basket/bag, detergent, softener, iron)
- Microwave-proof containers/dishes
- Personal documents (such as your medical insurance card and renter's insurance information)
- Small lockable storage chest

- Storage crates (small and stackable)
- Supplies for your car (if applicable, including a small snow shovel and de-icer)
- Surge protector (please check prohibited items list for guidance before purchasing)
- Televisions

** This is not an all-inclusive list and the Residence Life and Housing Office has the right to add any items that they see fit to prohibit.*

ELECTRICAL APPLIANCES

All appliances must be UL-approved and surge protectors must be used. The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed in “Cooking and Food Storage” below is not permitted. Residents should exert reasonable caution to make certain approved appliances are used on a non-flammable surface and never on upholstery, bedding, or wood surfaces. Appliances should be attended while in use and unplugged when not in use. Residents may use extension cords on a temporary basis, provided the cord is not placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpets or bedding. Extension outlet bars equipped with circuit breakers are the recommended extension devices. Overloaded electrical outlets and any appliances with frayed cords are prohibited.

COOKING AND FOOD STORAGE

Student rooms and living areas in on-campus housing do not have adequate disposal facilities, ventilation and safety design for food preparation and such activities are violations of health and safety regulations. Cooking of food is prohibited in student rooms and should be done in areas designated for cooking. Students may use coffeemakers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms.

Care should be taken in the storage of food so it does not create a health hazard. Residents who store food in their rooms must make certain food is kept in tightly closed containers. Items are not allowed to be stored outside windows.

UNIVERSITY VISITATION POLICY AND GUEST GUIDELINES

A mature attitude is necessary when exercising your freedom and responsibility regarding guests in the residence hall. Visitation procedures are in place to provide a measure of safety for the residential communities. Please understand any system is only as safe as those whom are using it allow it to be. Safety is a shared responsibility. Your cooperation in escorting your guest and informing on visitation/escort policies when entering any on-campus residence is expected. Failure to comply will result in disciplinary

All guests are required to comply with the policies in this guide. The resident is responsible for the behavior of all their guests and will be held accountable for their behavior. Guests should in no way become a nuisance to the neighbors/roommate(s). A roommate(s) has the right to object to future visits and staff will mediate any concerns regarding the presence of guests. Guests are allowed only with the permission of all roommate(s) and must be escorted at all times.

Guests are allowed 24 hours a day, subject to these provisions:

- A guest is defined as any individual who does not live in the room they wish to enter.
- Any non-university between the ages of 14-18 must provide written parental permission and contact information to visit, and also must have a two-week prior approval from the Residence Life Professional staff. PARENTAL ACKNOWLEDGMENT and CONSENT FOR A RESIDENCE HALL VISIT BY A MINOR BETWEEN THE AGES OF 14 AND 18 form that is provided by Residence Life and Housing.
- All guests, regardless of gender, who wish to use common area facilities (laundry, vending, TV room, computer room, study room, etc.) must be escorted by a resident.
- Residents may host up to three guests at one time however apartments cannot reach over six occupants. Six occupants include the students assigned to the apartment. Roommates must agree to the presence of guests in the room or apartment. The rights of the resident who does not wish to have a guest take precedence.
- The same guest is not permitted to stay overnight for more than three days during a seven-day period. Those who violate this policy may be billed, removed and/or banned.
- The university does not condone or permit cohabitation.

- Guests may be asked to leave and residents may lose visitation right if guests are disruptive or violate policies.
- Staff may temporarily suspend visitation privileges from any building or other area to ensure the safety, security or well-being of residents or in response to policy violations.

SALES/SOLICITATION

Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Performing work for tips, donations, gratuities are also forbidden (some examples include cutting hair or work involving hair, editing, writing, tutoring, etc. If in doubt, ask your professional hall staff first). Solicitation by residents or outsiders is strictly forbidden.

GENERAL INFORMATION

RESIDENCE HALL TECHNOLOGY SERVICES

PennWest provides a comprehensive set of technology-based services. These services primarily involve cable and computer offerings. Available services for students in the residence hall suites include:

- High-speed internet access to the university's network and the internet.
- A student help desk located on campus to assist students with computer questions

Tampering with residence hall technology equipment is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes defacing or destruction of the modular wall unit that contains the room's telecommunications connection outlet.

NOTE: Students are subject to the university computer use policy. For questions, contact ResNet at ext. 2640. This includes, but is not limited to, illegal downloading or file sharing of copy-righted materials.

INTERNET/ROUTERS

Students in all residence halls have high-speed internet in their rooms. ResNet assists with all internet and connection questions. They can be contacted at extension 2640.

PARKING

Parking regulations are available from the Department of Public Safety. Automobiles parked in campus lots must be registered with Public Safety. Visitors may obtain temporary parking permits by registering their cars at the Public Safety Office located on Wood Street. Illegally parked student automobiles may be ticketed, booted/immobilized, or towed.

MAIL

Each resident is assigned a mailbox. Mailboxes are located in the Gemmell mail desk and at the Reinhard Villages Community Center. Mail is delivered daily by the United States Post Office with the exception of Saturdays, Sundays and Federal Holidays. Office staff will attempt to deliver mail to the boxes before 6 p.m. each day, but we cannot guarantee this. Mail and packages addressed to a non-resident will be returned to sender. It is the resident's responsibility to complete a mail forwarding card when moving to ensure proper delivery of mail. Management will assume no liability for misdelivered mail, delays in delivery and/or failure of delivery.

- To ensure prompt delivery, the following address form is recommended:

- **On Campus:**

Student Name

Name of Hall and Room Number Mailbox Number

840 Wood Street

Clarion, PA 16214-1232

- **Reinhard Villages:**

Student Name

Reinhard Villages Apartment Number

Clarion, PA 16214

On campus residence hall suite students' first-class mail will be returned to sender in the summer.

Reinhard Villages' students, please review mail under Reinhard Villages Facilities.

NOTE: Students are expected and required to check their mailboxes, as well as their university email accounts.

ID CARDS

Each student is provided with a college identification card. Students should carry their card with them at all times and must present the ID upon request to university officials. Failure to do so may result in disciplinary action. Replacement cards are available at the student information desk to replace if lost or damaged.

The ID Card is used to gain entrance to residence halls, the student recreation center and campus activities. It is also used for meals and as a library card.

ILLNESS

Students who become ill at any time or suffer an injury should notify their CA or other staff members. The Center for Wellness hours of operation are posted at the health center. Emergency after-hour care is available at the Clarion Hospital. Contact your residence life staff for assistance.

NEEDLE/SYRINGE DISPOSAL

Students who require use of hypodermic syringes must dispose of them in a container designed for that purpose. Containers may be obtained by contacting the Center for Wellness at ext. 2121, or Public Safety at ext. 2111. **NOTE:** Needles are not to be disposed in university housing garbage.

DINING HALL OPTIONS

All students residing in any of the four on-campus residence halls are required to a meal plan. Sophomores living at Reinhard Villages students have to purchase a meal plan.

[Meal plan options](#)

Students must present their ID Card to the checker at each meal for admission to the dining or snack areas depending upon their meal plan. Fees are subject to change without notice. Students are not permitted to lend their ID Card to other students or visitors.

Meal plans carry over from fall to spring semesters unless the ID Office is notified of changes in writing. There is no refund for unused dine dollars. Unused dine dollars will carry over from fall to spring semester; however, dine dollars do not carry over to the next academic year. **NOTE:** Meal plans cannot be downgraded after the drop/add period each semester. Students have the opportunity to change meal plan options between the fall and spring semester. Information is sent before the close of the fall semester. Additional information concerning meal plans is available in the Residence Life Office, 218 Becht.

Unlimited portions of most food items are available at Eagle Commons, and you may return to the serving line for seconds. Following the meal, trays and eating utensils should be returned to the dish room, and no China, glassware, tableware, or food should be removed from the dining hall. Students found in violation of the policy are subject to university disciplinary sanctions.

DINING HOURS OF OPERATION

[Dining facilities hours of operation](#)

CALENDAR FOR OCCUPANCY AND DINING HALL SERVICE

Occupancy and dining hall service will be in accordance with the [university academic calendar](#).

FEES AND PAYMENTS FOR DINING

Food and housing are billed to student accounts. Students can contact the Student Accounts Office for a payment schedule. Fees are subject to change without prior notice.

REINHARD VILLAGES FACILITIES

Reinhard Villages' privileges are restricted to students residing in the apartments. Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living quarters.

All residents are collectively responsible for the general conditions of their apartments and will each be charged for excessive common area damages which cannot be attributed to one individual or a group of individuals.

CHECK IN

We anticipate students will find their rooms in satisfactory condition when they check in. However, if there is a problem, it should be reported immediately to Reinhard Villages' staff and also documented on the Move-In Envelope which students will be asked to complete within 24 hours of move in. It is important that students complete the Move-In Envelope carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in.

CHECK-OUT

Prior to check out at the end of the year, a letter/email will be distributed to notify students of the steps involved in checking out, including having your room inspected and keys turned in. It is required that each resident schedule a check out appointment with the Reinhard Villages Office. Failure to schedule a check out appointment with the RV Office could result in an improper check out, with fees beginning at \$50.

At the end of the semester, students who are checking out of their rooms and would prefer not to wait for a Reinhard Villages staff member to complete their Check Out, may select the Expedited Check Out option. Students must read the form, sign and return it to the Reinhard Villages staff. This option is completed by scheduling a day for an Expedited Check Out, removing all belongings from the apartment, completing paperwork at the Reinhard Villages Office and returning all keys.

When selecting this option, students **waive the right to appeal/dispute** any charges which may be placed on their account due to damages to the room. Reinhard Villages' staff will go through the apartment after the student's departure, with the Move-In Envelope, and document any changes which are beyond 'normal' wear and tear.

REINHARD VILLAGES OPENING AND CLOSING

Residence Life will announce when Reinhard Villages will open and close for semesters. Procedures for moving out of Reinhard Villages for closing will be emailed to each student.

- Residents of Reinhard Villages are permitted to remain on property through the duration of university breaks. Residents have continuous access with keys to their apartment and community center.
- All university policies are in effect during break periods – including but not limited to the guest policies.

COMMUNITY CENTER

The Miller Community Center hosts most events and activities provided by Reinhard. All rules governing common area amenities will be enforced by management and are subject to periodic review and revision. The facilities available at the property are for the exclusive use of Reinhard residents. The maintenance and care of these facilities are every resident's responsibility; therefore, abuses may result in facilities closing. Please report all repair needs or problems to the Reinhard Villages Office.

REINHARD VILLAGES OFFICE

The RV Office, which is located in the Miller Community Center, is open from 8 AM to 6 PM, M – F, for the assistance of maintenance problems, package pick up and assistance with special problems. Residents may be asked to schedule an appointment for certain concerns or issues. Office hours are subject to change. Residents may obtain sports equipment for recreational use at the RV Office with the presentation of student ID.

FITNESS CENTER

The fitness center is located in the community center. No food is allowed in the fitness center. Please limit drinking to water only while in the fitness center. Proper athletic attire is required. Shirts and shoes must be worn at all times. Please report maintenance problems to community personnel immediately. Do not repair equipment yourself. Use equipment in the manner which it was intended. Use of the fitness center is at your own risk. Anyone beginning an exercise program should consult a physician first.

KEYS AND LOCKS

Each resident is issued an apartment access card, an individual bedroom key and a mailbox key. In the event that you are locked out of your apartment, you may call the RV Office at 814-393-2583 or after hours call 814-316-1725.

Upon presentation of your ID and verification of residency, RV staff will unlock your door. There is a \$15 charge per lockout. RV will issue a new key or access card for lost or stolen keys. There is a \$75 charge for each key replacement. Failure to turn in your keys when you check out will result in replacement charges for each item. Please see the RV Office for details.

SWIMMING POOL

- Is for current Reinhard Villages residents only
- No guests are allowed
- The pool will be open as weather permits
- There is a list of pool rules listed on the signs by the pool

OUTDOOR GRILLS, FIRE PITS, OPEN FLAMES AND FIREWORKS

Outdoors grills (any style, other than the grills provided by Reinhard Villages in the pool area), contained fires, open flames, or fireworks are NOT allowed in the community under any circumstances.

GUIDELINES FOR DECORATION OF APARTMENTS

We realize the importance of personalizing your bedroom and apartment. In order to comply with local fire codes, certain policies apply towards the condition of your bedroom and apartment. **We strongly encourage all residents to obtain Renters Insurance.**

- All bedrooms and apartments are to remain as furnished, with beds on their frames and furniture on the floor. For safety reasons, no cinder blocks or other furniture heightening devices are permitted. Furniture may be rearranged in your apartment, provided it is returned to its original position prior to check out.
- No bunk beds, lofts, or waterbeds are permitted. No additional furniture may be brought into the apartment.
- No construction, wall partitions, painting, or any similar structures are permitted.
- Dartboards are not permitted since they cause excessive damage to walls and doors.
- Any alterations or modifications that pose a threat to safety, health, physical room damage, comfort of others, etc. are not permitted.
 - NO ITEMS ARE PERMITTED ON THE CEILINGS. This includes, but is not limited to, bed canopies, large decorative cloths, nails, hooks, screws, stickers, bottle caps, thumbtacks, tape and poster putty.
- No additions to the original surface are permitted on the doors, windows, blinds, or furniture.
- All decorations must be temporary, so as to not permanently deface or damage your room furnishings. Charges will be assessed to remove items on the walls/ceilings that leave damages.
- Nothing is allowed to be posted on the exterior of the entrance door.

- Please do not put tape of any kind on the carpet. Do NOT iron on the floor or place clothes irons, flatirons, etc. on the floor.
 - No decorations are permitted on or around the windows, or hanging in any way that they are visible from the outside of the building.
 - Curtains may be hung using tension and/or spring rods on the windows provided that a white background faces the outside of the building.
 - Fish is the only type of pet you may keep. The tank cannot be larger than 10 gallons. DO NOT EMPTY FISH TANK DEBRIS IN YOUR GARBAGE DISPOSAL OR OUTSIDE YOUR APARTMENT.
 - Comfort animals must be approved each academic year prior to bringing the animal on campus. Paperwork in the Office of Disability Services and Residence Life must be fully completed prior to bringing the animal on campus every academic year.

ALCOHOL

Please refer to the [alcohol policy for PennWest](#). Legacy housing that permits alcohol for those over 21 years of age does have restrictions therefore please review the policy in its entirety.

Reinhard Villages residents who are 21 years old and above can have alcohol in their apartments, with the following stipulations:

- If resident shares the apartment with anyone under 21, alcohol must be contained in resident's bedroom and locked up.
- If all residents are 21 years of age and above in the apartment, alcohol is permitted in the common areas of the apartment.

PLEASE NOTE: The university maintains a Medical Amnesty Policy, which provides limited exceptions to charges under this section in the interest of encouraging Students to seek help for drug- or alcohol-related medical emergencies. Please refer to the university's [Medical Amnesty Policy](#) for more information.

DRUGS

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in university housing and on the campus.

- The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.

APARTMENT AMENITIES

RV Apartments consist of a living area, kitchen, washer and dryer, furniture, individual bedrooms and bathrooms.

Please be aware that if your toilet begins to overflow for any reason, you can stop the water flow by turning off the valve located at the bottom left of the toilet. Toilets are not designed for the disposal of feminine hygiene products or similar products. Residents will be responsible for any toilet damages/overflows that are the result of improperly disposed articles.

Reinhard Villages provides pest control preventative measures twice a year. If you end up with insects in your apartment other than bedbugs or roaches, it is up to the resident to purchase insect spray to deal with those issues. It is common for households to get outdoor flies, mosquitos, lady bugs, crickets, ants, or other such common insects. The Resident would need to take care of any of those issues that develop.

DAMAGES

Residents are responsible for the condition of their apartment and bedroom furnishings and will be billed for all repair and/or replacement costs. Any and all repairs needed within the apartments and other areas must be performed by authorized Reinhard Villages' Maintenance. Residents will be charged for the repair of any damages for which they or their guests are responsible.

INSPECTIONS

Room inspections will occur for preventative maintenance and condition assessment. Residents will be notified in advance of these inspections, but they typically will occur during the months of October, December, March, May and throughout the summer months for yearly maintenance. Please note, RV personnel have the right to enter any apartment for any reason they deem necessary and at any time.

MAINTENANCE

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported through the online workorder system that can be found in your [my.PennWest.edu](https://my.pennwest.edu) portal. Click on *Asset Essentials - Work Orders* link. Students should not attempt to make repairs themselves. Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.

All Emergencies should be reported immediately to the Reinhard Community center at

- 814-393-2583: M – F, 8 AM – 6 PM
- 814-316-1726 or 814-316-1725: Weekends and Holidays (Do not leave messages)
- 814-393-2111: PennWest Clarion Police

INTERNET

Students in Reinhard Villages have high-speed internet in their apartments.

- **Hemlock Knoll, Brooke Trout and Firefly Villages** have university Internet and must contact the University Helpdesk for issues related to internet services. techsupport@pennwest.edu
814-393-2640
- **Whitetail, Grouse Field and Laurel Glen Villages** have WhiteSky Internet and must contact the vendor directly for issues related to internet services. support@myaccount.wscmdu.com or
1-800-611-9837

MAIL

Each resident is assigned an apartment mailbox and key. Mail is delivered daily by the United States Post Office with the exception of Saturdays, Sundays and Federal Holidays. Office staff will attempt to deliver mail to the boxes before 8 pm each day, but we cannot guarantee this. Notification of packages and special deliveries will be made known to the resident by email from the RV Office. When picking up packages, bring ID as packages will not be given to residents without proper ID. Mail and packages addressed to a non-resident will be returned to sender. It is the resident's responsibility to complete a mail forwarding card

when moving to ensure proper delivery of mail. Management will assume no liability for undelivered mail, delays in delivery and/or failure of delivery.

- Students will not be told whether or not they have mail when they call the office. You need to check your mail in person.

HOUSEKEEPING

Reinhard Villages provides janitorial service for the Miller Community Center, Recreation Areas, building breezeways and grounds. Residents are responsible for the cleaning and upkeep of their apartment and the area outside their apartment. For your convenience, there are dumpster locations at each village for your trash disposal. Please use another dumpster on property if the one nearest you is full. Do not place trash next to a dumpster. If trash is found in inappropriate locations, residents can be charged trash removal fees. Reinhard Villages provides recycling containers next to the dumpsters. It is everyone's responsibility to keep the community clean and free of trash and cigarette butts. Students will be fined for putting bags of garbage outside of their apartment doors. We live in a rural area and animals that will dig through accessible garbage bags frequently visit us.

PARKING

Parking at Reinhard Villages is limited to residents and guests. Parking passes for Reinhard Villages are no longer needed at this time.

Keep your car locked and your valuables out of sight. RV is not responsible for any damage or loss to your motor vehicle or its contents. **All damages and losses should be reported to the University Police at 814-393-2111.**

