ON-CAMPUS HOUSING LICENSE & RESIDENTIAL POLICIES

2022-2023

This document outlines terms and conditions for individuals residing in on-campus housing.
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GENERAL CONDITIONS OF OCCUPANCY

**The On-Campus Housing License Is Binding For The Entire Academic Year.** Unless otherwise specified, this license is for two consecutive semesters within the same academic year. Only students enrolled as full-time students, or participants in an approved residential program at Medaille College (i.e. exchange student, Maverick BnB) may occupy on-campus housing space. The student agrees to enroll and remain enrolled for full-time academic credit each semester.

Full time is defined as maintaining at least 12 credit hours per semester. Failure to do so may result in the termination or suspension of this agreement. It is at the discretion of the director of residence life or vice president for student development to allow students who do not meet the required full-time enrollment status to remain in residence. Students must be registered prior to moving into the halls and must be full-time status by the end of the add/drop period (please refer to the College’s Academic Calendar, for specific dates).

Housing policies provide that a prorated refund of a student’s room and board charges will be made only if the College terminates this license prior to the end of the academic year for: academic suspension or dismissal, death of a student, verified medical resignation.

1. This license sets forth the terms and conditions of College Residence Hall occupancy and the rights and duties of the parties involved in the formation, execution, maintenance, and termination of a license to occupy an on-campus housing facility at Medaille College. None of the terms, conditions, rights, and duties set forth herein can be assigned or delegated by the licensee without the prior specific written approval of the vice president for student development or designee. This license is valid and binding only while the student licensee is in good standing at Medaille College.

2. The College shall not be liable for any failure, delay or interruption in performing its obligations herein stated due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at a reasonable expense. Under no circumstances shall the College be liable for the damage or loss of personal property of a student. All resident students are encouraged to secure renters insurance or check coverage with their parent/guardian’s homeowners policy in order to protect their valuables.

3. Students who live on campus understand that they are at risk of contracting a communicable or infectious disease while using Medaille’s residence halls, facilities, and premises (the “Premises”) from other residents at the Premises, other users of the Premises, or other sources. By choosing to stay in the Premises for the period designated herein, a student assumes the risk of contracting a communicable or infectious disease from other residents at the Premises, other users of the Premises, or other sources. Students agree to waive any claims or demands they, their heirs, or assignees may have against Medaille and its agents, employees, or servants, for damages, arising from contracting a communicable or infectious disease while residing at the Premises or arising from the spread of a communicable or infectious disease within the Premises, even claims arising from Medaille’s and its agents’, employees’, or servants’ own negligence.

4. A student who fails to occupy their assigned room on the day upon which classes are officially scheduled to begin in any semester, as the case may be, shall forfeit their assignment to that particular room unless, a written request for a delay in occupancy was submitted to the Office of Residence Life and approved.
5. Students shall not assign or sublet this license to any part or all of the premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, craigslist, or couch surfing. Assigning or subletting may result in discipline and/or license revocation without refund.

6. The College reserves the right to: Change the intended occupancy of an on-campus housing facility at any time to ensure the maximum utilization of the facility; relocate students within the on-campus housing system at its discretion for programmatic, financial, or disciplinary reasons; and/or re-assign students based on intended occupancy.

7. Tentative room assignments for new students are made based on the receipt date of the housing application (with any roommate preferences), and housing deposit. Upper-class students indicate their desired room during the “Housing Selection” process in the Spring semester. A housing deposit and completed application are required in order to participate in Housing Selection.
   a. Final room assignments are issued after a student has settled their semester bill with Student Accounts and Financial Aid.
   b. Students who have not settled their account by the deadline may not receive their desired room or roommate.
   c. Every effort is made to honor a student’s preference for roommate, room type and facility. However, Medaille College does not guarantee the type or location or residence and/or roommate requests.

8. Single rooms may be available on a limited basis for an additional charge. Anticipated occupancy for the academic year will determine the number of single rooms available. Those seeking accommodations based on medical need must submit appropriate requests with the Office of Accessibility Services.

9. The College will attempt to accommodate students desiring a room change during the designated period, when space allows, and/or in an emergency situation. Room change request forms may be obtained through Residence Life during room change week or as needed. Any change in occupancy must have prior specific written approval of the Director of Residence Life and Student Conduct.

10. The Office of Residence Life has the right to disband any residential unit, up to and including a floor, room, or hall should the office deem such an action necessary for safety, health, or quality of life purposes.

11. The College reserves the right at any time to utilize specifically designed rooms, suites, or apartments for the residential needs of students who have disabilities. Students requiring special accommodations must notify the Office of Accessibility Services who in turn will communicate any special accommodations to Residence Life.

12. In the instance of an on-campus housing reassignment, the student(s) remaining in the residence agree(s) to accept and accommodate the new occupant(s). Students living in a space where there is a vacancy must ensure that their personal belongings only occupy the space to which they are entitled (one bed, dresser, closet, desk, etc.). Any attempt to intimidate or discourage a newly-assigned student is prohibited.

13. Guests (any non-licensee) must abide by all College rules, regulations, and policies. Guests must provide a valid photo identification that includes their date of birth. All guests must be at least 18 years old, unless otherwise approved. Licensees are responsible (financially and otherwise) for the
behavior of their guests. Guests will receive a guest pass upon registering at the front desk of the residence hall(s). Guests are required to show proof of registration and identification if requested to do so by any member of the College staff or campus public safety. Guests must vacate College housing prior to 2am on days prior to class days and 3am on days prior to non-class days. Residents must be present during the guest’s visit. Residents may sign in up to two (2) guests but the following maximum occupancies apply:

1. **Double Rooms:** 6 maximum occupants (2 occupants + 4 guests max)
2. **6 person apartments:** 12 maximum occupants (6 occupants + 6 guests max)

a. A roommate’s wish for privacy, student, sleep, or other personal reasons shall take precedence over the entertainment of the guest. For these reasons, the roommate has priority and may decide to not grant permission for visitation.

b. **Overnight Guests:** No guest may remain overnight more than two (2) nights in a seven-day period (Sunday-Saturday) without prior approval from the Director of Residence Life and Student Conduct. Once a guest has stayed two (2) nights, they must wait until the next week before staying overnight again in any room in the residence hall(s). Overnight guests must have the verbal permission of all residents assigned to the room and must sign in at the front desk (either with the Resident Assistant or Night Desk Attendant) before 11:59pm the night of the visit. The college reserves the right to deny access to any guest in keeping with the terms and conditions of this document.

c. Guest privileges cannot be transferred. Students who are denied College housing for any reason are not permitted guest privileges in any Medaille College owned residential unit without special written permission from the Director of Residence Life and Student Conduct. In addition, former students who have been declared “persona non grata” are not permitted on campus under any circumstances, and are subject to trespassing charges through the Office of Public Safety and the Buffalo Police Department.

d. Failure of a guest to observe the regulations or conform to the Student Code of Conduct of Medaille College will warrant College intervention. The College will intervene to first clarify the guest policies and the Student Code of Conduct. Should this initial attempt fail to produce satisfactory results, the offending guest may be deemed “persona non grata,” removed from the campus and denied further College visiting privileges.

e. Guests are not permitted to have guests. Only residents of a particular residence hall are permitted to host visitors.

f. Specific interpretation of the policy or any part of it will be left entirely to the VP for Student Development, Director of Residence Life and Student Conduct or their designee.

g. Residence Life and Public Safety staff are not permitted to open the door of a resident for a guest, except in the case of an emergency.

h. The responsibility for the implementation and effective operation of the visitation policy is delegated to Residence Life staff persons. The Residence Life staff should encourage residents to cooperate with one another in respect to the visitation policy.

i. Failure to comply with the policy may result in the loss of visitation privileges.
OCCUPANCY CHARGES – PAYMENTS AND REFUND(S)

1. All students must pay a $100 housing deposit, which is non-refundable, to secure housing in an on-campus facility. Payment of the deposit and submission of the online application does not guarantee a housing placement. Housing assignments are made on a space-available basis. If a housing deposit is waived, a student may be responsible for damages and/or improper check-out fees that a housing deposit would cover.

2. The occupancy charge for each semester must be covered in full to the Office of Student Accounts when the tuition bill for that semester is due and is subject to the same terms and conditions as the tuition bill. Occupancy charges can be covered through payment in full, payment plan, student loans and/or financial aid.

3. Once a resident accepts keys or occupies an on-campus housing facility, even for a day or any part of a day or stores property there, that resident is liable for payment for that entire academic semester.

4. Students who vacate their residence at any time prior to the occupancy period specified in their application for housing or who are required to vacate College housing as the result of disciplinary action shall not be entitled to a refund of any part of their occupancy charges for the balance of the academic semester during which they vacate their assigned room.

5. Students who formally withdraw from housing or those who formally resign as Medaille College students are eligible to receive a partial refund of their room and board charges in accordance with the tuition liability policy and schedule.

ENTRY

It is the College’s intention to ensure all reasonable privacy in student living quarters. However, in the interest of health, safety, and general welfare of the entire College community, the College reserves the right for authorized representatives (Residence Life Staff, Student Affairs Staff, Facilities, Public Safety, etc.) to enter and search a student’s room for housekeeping purposes, for damage inspections, for the establishment of order, for repairs or maintenance, to determine occupancy and vacancies, and in emergency situations to ensure both the safety and well-being of members of the College community. A student’s room may also be entered and searched when there is a reason to believe that a violation of College policy or a violation of local, state or federal laws is taking or has taken place. In such cases, an attempt will be made to have the student present and/or a member of the Residence Life Staff available.

RESIDENCY REQUIREMENT

All students under the age of 21 whose permanent residency is beyond a 35-mile radius of Medaille College are required to reside on campus. Those exempt from this requirement include married students, single parents, veterans, students over the age of 21, and students commuting from the home of their legal parent(s) or court appointed guardian(s) if within 35-mile radius of the Medaille campus. Status is determined prior to the start of the fall semester as all students are required to sign a housing contract license for the entire academic year (fall and spring).
TERMINATION OF OCCUPANCY; EXPIRATION OR REVOCATION OF LICENSE; ABANDONED PERSONAL PROPERTY

1. A student’s On-Campus Housing License expires at the conclusion of the period of occupancy specified in the “Application for Housing”, and a student whose license has expired must vacate their assigned residence within 4 hours after their last final examination unless prior arrangements have been made with the Residence Life Staff. Students graduating will vacate their rooms by 10:00 am the morning following the commencement ceremony. The Director of Residence Life and Student Conduct will consider special requests that are submitted in a timely manner.

2. Disciplinary Dismissal or any other separation from the College shall automatically revoke a student’s On-Campus Housing License and that student must vacate their residence immediately of such dismissal or separation. If there are elements outside of the student’s control, on why they cannot vacate immediately, reasonable accommodations may be made. Please work with the Director of Residence Life and Student Conduct on such requests. All requests must be in writing.

3. Students who are academically dismissed from Medaille College have 48 business hours from notification from the VP for Academic Affairs Office, or the first day of classes, whichever is sooner, to formally check out with a Residence Life staff member. Failure to properly check out of your living space may incur additional charges and/or loss of housing deposit.

4. The College may revoke a student’s On-Campus Housing License for reasons including but not limited to the health, safety, and welfare of the resident, student(s), persons or property; and for violation by the resident of the rights of others. Students who fail to attend classes on a regular basis may be subject to dismissal from the residence halls. In all such cases, the College will notify the resident and, upon 24 hours of the notification will take possession of the resident’s assignment. The College may place the resident’s personal property in storage and/or move it to an appropriate location. The College assumes no responsibility for said property.

5. The College may relocate a resident to another on-campus housing facility/room for reasons including but not limited to the health, safety, and welfare of the resident, student(s), persons or property; and for violation by the resident of the rights of others.

6. In all cases under subsections one through four of this section, any of a former resident’s property remaining on the premises after the time prescribed for vacating of said assigned space shall be deemed to have been abandoned, and any cost incurred by the College in removing such property will be charged to such former student resident. These charges will be added directly to the resident’s bill.

7. Improper check-out of an assigned on-campus space could result in additional charges (cleaning, maintenance, repairs, etc.) and the resident will forfeit their housing deposit or incur an improper checkout fee. Residents who are dismissed, suspended, or withdraw from the College are required to remove all personal property from their assigned residence and follow proper check out procedures by the stated deadline. The former resident is liable for pro-rated room charges for the period of time their property remains in the residence.
RESIDENCE HALL OPENING/CLOSING SCHEDULE & DINING SERVICE

- **Fall Opening**
  - Friday, August 26, 2022, 10:00 am – 4:00 pm - First Year/New Students can move in.
  - Sunday, August 28, 2022, 11:00 am – 4:00 pm - Returning Students

- **Thanksgiving Break**
  - Residence halls will close for Thanksgiving break at 9:00 am on Wednesday, November 23, 2022
  - Residence halls will reopen at 9:00 am on Sunday, November 27, 2022
  - International students and in-season athletes (at the request of their coach due to games/practice) will be permitted to stay during break but must register in advance. **All other students will be required to leave.**

- **Winter Break**
  - Residence halls will close for Winter break at 9:00 am on Friday, December 9, 2022
    - Residents are expected to depart 4 hours after their last exam or by 9am December 9, 2022 (whichever comes first)
  - International students and in-season athletes (at the request of their coach due to games/practice) will be permitted to stay during break but must register in advance. **All other students will be required to leave.**

- **Spring Opening**
  - Residence halls will open for new residents at 9:00 am on Monday, January 16, 2023.
  - Residence halls will re-open for returning residents at 12:00pm on Monday, January 16, 2023.

- **Spring Break**
  - Residence halls will close for Spring break at 9:00 am on Saturday, March 4, 2023
    - Residence halls will reopen at 10:00 am on Sunday, March 12, 2023
  - International students and in-season athletes (at the request of their coach due to games/practice) will be permitted to stay during break but must register in advance. **All other students will be required to leave.**

- **Closing**
  - Residence halls will close for the academic year at 9:00 am on Friday, May 5, 2023.
    - Residents are expected to depart 4 hours after their last exam or by 9:00 am May 5, 2023 (whichever comes first)
    - Residents are expected to check out with a residence life staff member. Failure to check out may result in forfeiture of their housing deposit for the academic year.

**A resident’s right to remain in on-campus housing over any college break (Thanksgiving, Winter, or Spring) may be revoked if:**
- The resident does not follow the directions of a College Official
- The resident has a documented lack of academic progress in their courses
- The resident has a conduct history that is not conducive to the College community

- **Dining Services**
  - A board plan is a required part of this license. Meal service is limited to the hours posted and the dates published by Chartwells dining services. No discounts are permitted because of special diet, religious activities, conflicting schedules, or college activities. Students must present their valid Medaille College ID card to the cashier after selecting their meal items.
1. Please note that declining balances only transfer from Fall to Spring, not Spring to Fall.
2. Board plans are not in effect during college break periods unless otherwise stated by Chartwells Dining Services. Students will be able to use cash, credit card or declining balance to purchase food during break periods.

DUTIES, STANDARDS, AND OBLIGATIONS

1. Student-licensees shall be held responsible for and charged with full knowledge of all applicable Residence Life rules and regulations explained in the On-Campus Housing Licenses and Residential Policies document as well as all College rules and regulations contained on the Policy Handbooks page at https://www.medaille.edu/about-medaille/policy-handbooks. Students must obey all laws and take personal responsibility for their conduct.

2. It is expressly understood and agreed to that the subject matter of this document is a license for a student to occupy an on-campus housing facility and that student occupancy of such a college housing facility is a privilege and not a right.

3. The student-licensee agrees to conform to generally accepted standards of considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and harmonious living in keeping with the function and purpose of each on-campus housing facility. Students are under a continuous obligation to be considerate of each other. Disruptive behavior at any time, such as excessive noise from a stereo, placing a speaker in a window, or any other disruptive action is strictly prohibited. Students with stereo equipment are urged to have a set of headphones and use them when appropriate. The right of a student to study will be maintained over the right to entertain. Student (Quiet) Hours in the Residence Halls are:
   Sunday – Thursday 10:00 pm – 8:00 am
   Friday and Saturday 11:00 pm – 8:00 am
   *Courtesy hours are in effect at all times in on-campus housing facilities. Students must comply with reasonable requests to lower the noise level during courtesy hours. At the end of each semester, starting the Saturday before finals, 24 hour quiet hours will remain in effect until the end of the semester.

4. Use of alcohol in designated areas of on-campus housing facilities, including bedrooms and shared common living areas is governed by NYS law and College policy. The possession, consumption, purchase and/or presence of alcohol by persons under twenty-one (21) years of age is prohibited on campus. This restriction does not apply to residents of legal age; however, students under the age of 21 may not consume, possess, or be in the presence of alcohol in on-campus housing facilities at any time. Students and guests that are of legal drinking age are expected not to consume alcohol in an area where an individual under the age of 21 may reasonably be. Students are under a continuous obligation to use alcohol responsibly. Irresponsible and/or illegal use of alcohol (including but not limited to, the use of beer bongs, drinking games of any kind and beer/water pong) is strictly prohibited. Irresponsible drinking is not an excuse for inappropriate behavior. Each student licensee is required to abide by the provisions of the Student Code of Conduct.¹

¹ Parental Notification. As permitted by the Family Educational Rights and Privacy Act, the student conduct officer or designee may notify the parents of students under the age of 21, who are found responsible for drug violations of the Student Code of Conduct.
a. Resident students of the legal drinking age of twenty-one (21) years of age may be in possession of no more than the equivalent of six (6) 12-ounce cans of beer, or one (1) 750ml bottle of wine or one (1) 750ml bottle of alcohol. If a student who is twenty-one (21) years of age resides with a resident who is under the legal drinking age, all alcoholic beverages must be stored in a separate area that is not shared (i.e. a separate personal refrigerator).

5. The unlawful possession, use, or distribution of any controlled substance (as defined in NYS Public Health Law 3306, Schedules I-V) and/or alcohol on College property or at official College functions, and/or possession of drug paraphernalia (as defined by Title 21 of the United States Code) that contains controlled substance residue is strictly prohibited. Students may never be in the presence of controlled substances in on-campus housing facilities at any time. ¹

6. The student-licensee further agrees to observe and comply with any and all further rules, regulations, and directions of Residence Life staff which the College may prescribe for the safety, care, and cleanliness of all areas in an on-campus housing facility, and the furniture, fixtures, furnishings, and equipment provided by the College as a whole for the preservation of good order therein; and for the privacy, quiet, comfort, and convenience of all occupants of the facility as a whole. Students must thoroughly clean all living areas before each break period.

7. The following are strictly prohibited anywhere in residential housing facilities (unless stated otherwise):
   a. gambling;
   b. drinking alcoholic beverages out of doors, in residence hall common areas, or in any other campus buildings;
   c. storage or display of empty alcohol containers;
   d. possession or use of “beer bongs,” “funnels” or other paraphernalia that can promote irresponsible consumption of alcohol;
   e. sales, distribution or solicitation of goods without permissions from Residence Life staff;
   f. possession, sale or use without a physician’s prescription therefore, of any “Controlled substance” and/or related paraphernalia under laws of the State of NY;
   g. water beds, hot tubs, or Jacuzzis;
   h. possession of any rifle, shotgun, revolver, BB gun, pellet gun, airsoft gun, paintball gun or other firearm or weapon without the written authorization of a chief administrative officer if the weapon is licensed;
   i. possession or use of air conditioners and outside television antennas of every nature and description;
   j. possession or use of washers, dryers, dishwashers, and other similar devices of every nature and description if not provided by the College for such use;

Conduct. In addition, parents may also be notified for other violations of the Student Code of Conduct, as permitted by the Family Educational Rights and Privacy Act (FERPA).
k. possession or housing of birds, cats, dogs, or other animals (except fish in small containers not exceeding 5 gallons,) without the permission of Residence Life;

l. weights and weight benches;

m. use of any musical instrument or electronic device such as a stereo system, subwoofer or air horn to create excessive notice;

n. throwing or hanging any object or projectile out of a window or stairwell;

o. use of bicycles, scooters, skateboards, roller skates or roller blades;

p. electronic skateboards, including self-balancing boards/scooters, and any other similar equipment are prohibited from being used, stored and/or charged in any on-campus housing facility due to a potential fire hazard;

q. throwing snowballs;

r. possession of illegally obtained federal, state, College, local or other signs;

s. water fights;

t. detaching/removal of any window screen or the breaking of a security screen seal for non-emergency purposes;

u. lofts of any type (unless provided by the College);

v. climbing in or out of any window or onto any roof;

w. metal-tipped darts;

x. tampering with any technology equipment or connection;

y. use of drones, laser pens or beaming lights;

z. computer routers of any type;

aa. tampering with the thermostat;

8. All prohibited materials, devices, objects, and animals will be confiscated and appropriate action will be taken under applicable laws and/or College rules and regulations. This list may be updated at any time by the Office of Residence Life. For a list of prohibited items as it pertains to fire safety please refer Section I: Fire Safety.

9. Athletic activities of all types, including the indoor use of any athletic equipment are strictly prohibited in any on-campus housing facility. Students are strongly encouraged to use existing College facilities for this purpose.
10. Residents may not keep bicycles in their assigned room space. Bicycles are not permitted in other areas of the on-campus housing facilities such as common rooms, bathrooms, hallways, stairwells, study rooms, and entrances. Fire codes prohibit bicycles and scooters from being secured to railings, signs, stairwells, benches, trees, light posts, ramps, etc. Bicycles need to be secured to available racks on campus. Bicycles found in unauthorized areas may be removed without notice. The College is not responsible for damage to bicycles or devices used to secure them. The Office of Residence Life reserves the right to remove bicycles that violate this policy at any time.

11. Commercial enterprise (i.e., the selling of any goods or services) on any part of a College housing facility or any part of the College’s grounds or other facilities, and solicitation anywhere on said premises by students residing in an on-campus housing facility or by any other persons, is strictly and expressly forbidden except as may be specifically authorized in writing by the vice president for student development or designee.

12. All key(s) and Public Safety-issued identification cards are the property of the College and cannot be exchanged with, give to another person, or duplicated. Each student is responsible for the key(s)/ID cards to their assigned room/suite/apartment, mailbox, and to the outside door(s) of their assigned Residence Hall. Replacement of lost keys or failure to surrender all appropriate keys when the on-campus housing facility is vacated will result in a charge to the student’s account.

13. Unauthorized possession of any key by any student which admits entrance to an area other than that student’s assigned room, suite, or other area will result in disciplinary action. Any student licensee allowing an unauthorized person to take possession of their assigned key(s)/ID cards will be subject to disciplinary action. Duplication of keys, altering or replacing existing locks, and installing additional unauthorized locks are all strictly prohibited.

14. Upper-class resident students that are eligible for parking are required to have a valid Medaille College student parking tag, which should be placed on the driver’s side of the rearview mirror. Resident students are permitted to park in those areas designated by the College. By parking your vehicle on Humboldt Parkway, you do so at your own risk and are subject to those parking ordinances/restrictions established by the City of Buffalo. First year resident students are not eligible for on-campus parking permits unless granted one by the Office of Public Safety.

15. The College reserves the right to use any on-campus housing facility at any time for emergency purposes (i.e. epidemic) or during academic recess periods. When possible, notice shall be given to the affected student(s) and sufficient space will be provided for storage of any personal property the student(s) may desire to move.

16. Medaille College, and all trustees, officers and employees thereof, shall not be responsible for injury to persons, loss of or damage to personal property, or other financial loss or damage arising out of the establishment, maintenance, operation, or occupancy of any on-campus housing facility.

17. Use of laundry facilities is a privilege to resident students ONLY. Non-residents and/or their hosts will be referred to Student Conduct for disciplinary action if non-residents use a Residence Hall laundry facility.

18. Service Animals: Medaille College complies with all state and federal laws as well as College Policies as they relate to the presence of service animals on campus.
19. Therapy Animals: Requests for therapy/emotional support animals are reviewed by the Office of Accessibility Services. Eligibility is determined on a case-by-case basis. Official documentation of need must be submitted with each request. Please visit https://www.medaille.edu/student-services/accessibility-services for more information regarding therapy animals in on-campus housing facilities.

HEALTH AND SAFETY

1. Student-licensees are strongly urged to keep the doors to their room/suite/apartment locked at all times.

2. Student licensees are strongly advised to have their personal property protected against theft, damage, and other loss by individual or family insurance coverage. Medaille College does not carry or provide insurance coverage and are not responsible for theft, damage, or other loss.

3. Vandalizing, or tampering with any card access equipment or any elevator will subject any offender(s) to revocation of the On-Campus Housing License.

4. Smoking is prohibited on all College-managed property both indoors and outdoors unless officially designated otherwise. This includes, but is not limited to, all buildings at Medaille College’s Buffalo and Rochester campuses; fields, open land areas, athletic fields, tracks, bleachers/grandstands, outdoor paths, and college owned roads; all partially enclosed areas including, but not limited to; covered and uncovered walkways, breezeways, outdoor dining areas, bus stop shelters, loading docks, building entrances, and exterior stairways and landings; and all vehicles owned and leased by the College or its affiliated organizations.

5. Non-residents must contact their host, prior to their arrival, to gain entry to all residence halls and to sign in with the Resident Assistant, Night Desk Attendant, or Public Safety Officer on duty. Students must present a valid photo ID to the Resident Assistant, Night Desk Attendant, or Public Safety Officer each time they enter the hall and a staff member (RA, NDA, or Public Safety Officer) is sitting desk. Admittance to any on-campus housing facility is at the discretion of the Residence Life and Public Safety staff.

6. Emergency exit doors located throughout the buildings are to be used in the event of emergency only.

FIRE SAFETY

1. Each student licensee is required to familiarize themselves with and abide by the fire and fire safety regulations applicable to their housing assignment. Fire drills are held from time to time and will be executed 4 times during the year. College housing facilities must be immediately and completely evacuated when the alarm sounds. Each facility has a building evacuation route document posted on the inside of the door. Failure to leave the building during a fire alarm/drill is a serious violation of College policy and may result in disciplinary sanctions.

2. The following are strictly prohibited anywhere in a College Housing Facility (unless stated otherwise):
   a. Multi-plug adaptors or extension cords of any type;
b. Plug strips (surge protectors), with a fuse, are allowed if they are plugged directly into an outlet - no daisy chains of plug strip to plug strip. Protect cords to prevent wear or pinching especially in doorways, behind furniture or under rugs;

c. Cooking devices that can produce grease (ex. Foreman grills, hot plates, crockpots etc.). The possession or use of food/beverage heating, cooling, cooking, or other preparation devices of every nature and description except as provided by the College or as expressly sanctioned by the College (with the exception of coffee makers);

d. Any halogen or five-light multi-colored floor lamps;

e. Burning candles and incense (battery operated candles and plugin aroma scents are allowed);

f. Overloading with combustible materials such as papers, posters, or fabric. Tapestries covering more than 50% of a single wall surface or ceiling. Do not put anything over lamps, such as scarves, clothes, or towels. Tube, rope, or string lighting of any type;

g. Personal mattresses not provided by the College;

h. Non-fire retardant curtains;

i. Holiday or string lights are permitted during the last two weeks of the fall semester only. Using holiday or string lights unsafely is prohibited. This includes but is not limited to plugging one into another, using them for more than just holiday use, placing them behind flammable materials/fabric, or hanging them in or around an entryway;

j. Lanterns, volatile solutions, explosives, fireworks, or other dangerous materials;

k. Space heaters;

l. Natural Christmas trees;

m. Electric blankets;

n. Pop-up bed tents.

3. The storage, cooking, and other food preparation is strictly prohibited anywhere in a residence hall in which the College has not provided or expressly sanctioned refrigerators, ranges, ovens, microwave ovens, or other facilities clearly designed to be used for such purpose(s). All electrical appliances must be UL approved and in good working order. Electrical appliances are not permitted which: (1) have exposed heating units; and (2) are used for cooking foods, except hotpots, popcorn poppers and coffeemakers contained in an enclosed unit. Any cooking equipment that can produce grease or has an exposed heating element is prohibited. One microwave oven not to exceed 700 watts and one refrigerator not to exceed 5 cubic feet are permitted in each bedroom. The College is not responsible for refrigerator contents that may be ruined because of a power outage.

4. The College reserves the right to limit or prohibit the use of any appliance which may cause excessive energy usage and/or constitutes a potential fire hazard. Each student licensee is encouraged to provide a surge protector for their computer.
5. Causing a false alarm, discharging a fire extinguisher, breaking or damaging an exit light, activating a heat or smoke detector, or removing or tampering with any fire or safety equipment is strictly prohibited. Covering a smoke detector is prohibited by law.

6. All on-campus housing will be officially inspected once each academic year. The Inspection Team includes a State Fire Inspector and representatives from the College. Those representatives may include personnel from Public Safety, Facilities, or Residence Life. Students must correct any violations immediately. If the violation(s) is (are) present upon re-inspection, the student(s) will be referred to the Student Conduct System. Costs associated with a fire safety violation may be charged to the student’s account.

7. Residence Life staff will conduct informal fire safety checks of all College Housing Facilities at least once an academic semester in addition to break closing room checks.

8. All prohibited items will be confiscated and action in accordance with applicable laws and/or College rules and regulations will be taken. The list of prohibited items may be updated at any time by the Office of Residence Life and Student Conduct.

ROOMS, SUITES, APARTMENTS AND OTHER AREAS; FURNISHINGS AND SERVICES

1. Each student licensee should thoroughly inspect their assigned room, suite, apartment unit and/or area and all furniture, fixtures, furnishings, and equipment immediately upon commencing occupancy. Any questionable condition should be immediately reported to the Resident Director. Each student licensee may be charged individually or jointly with other student licensees for any and all damages to said room/suite/apartment and/or other area including damages to and/or replacement of all College owned furniture, fixtures, furnishings, and equipment (normal wear and tear excepted). All damages assessed are deducted from the student’s Housing Deposit. Any damage in excess of the $100.00 Housing Deposit is billed to the individual’s student account. Students who received a housing deposit waiver will be billed for any damage they are responsible for.

   a. Students who elect to or are asked to move mid-semester will complete their Room Condition Report with their Resident Assistant and/or the Residence Director. A new Room Condition Report for the new room assignment will be completed and the previous room’s inventory attached.

   b. Damage bills are generated at the conclusion of the Spring term. Students should allow for a minimum of 4-6 weeks to receive a refund of their housing deposit, minus any charged that may be assessed by the Residence Life Staff.

2. College owned furniture, fixtures, furnishings and equipment may not be removed at any time or for any reason without the prior express written authorization of the Resident Director. Charges will be assessed in an amount sufficient for moving common-area or assigned furniture back to its proper location and for the loss or damage of such furniture.

3. Each student licensee is responsible for the actions of their guest(s) and will be charged for any and all damage to or replacement of College owned furniture, fixtures, furnishings, and equipment.
4. Each student licensee shall be responsible for immediately reporting to the Resident Director any and all repairs needed at any time to said area and/or College owned furniture, fixtures, furnishings, and equipment.

5. Furniture or equipment is not to be disassembled. Mattresses are not to be removed from bed frames. Bed frames must remain on the floor of the room at all times, except when using College-approved bed risers (non-electric). Use of cinder blocks and lofts are not permitted.

6. Nails, screws or tacks may not be driven into walls or furniture. Tape of any kind leaves marks and/or residue, and is therefore not permitted. Decals, contact paper, paint or wallpaper may not be attached or otherwise affixed to the walls.

7. No student licensee may make or cause to be made repairs, paint, refinish or otherwise modify any on-campus housing facility or any College owned furniture, fixtures, furnishings, and equipment, without the prior express written authorization of the Resident Director. Charges will be assessed in an amount sufficient to remedy any damage caused by any of the foregoing or to restore any affected item or items to its/their original state.

8. The sinks, toilets, and other plumbing fixtures shall not be used for any purpose other than that for which they were constructed or intended, and no sweepings, rubbish, rags, sanitary napkins, diapers, or other articles shall be deposited therein. Similarly, grease, wax and food shall not be deposited in or washed down any drain. Charges will be assessed in an amount sufficient to remedy any damage caused by the foregoing.

9. Each student licensee is responsible for all necessary cleaning equipment and supplies to appropriately clean and maintain their assigned residence. At the end of the academic year all students must remove all personal belongings. Trash and any unwanted items must be disposed of in the dumpsters located near each on-campus housing facility.

10. The College is not responsible or otherwise liable for damage to or loss of any student licensee’s personal property.

The Residence Life staff will complete a final damage inspection of all on-campus housing facilities/areas the week after graduation. Student(s) will be billed for any damage(s) found and/or necessary cleaning charges in their room/suite/apartment. A final damage inspection letter will be mailed/this email address with a description of the damage/cleaning charges.

GENDER INCLUSIVE HOUSING INFORMATION

Residence Life provides housing for all full-time undergraduate students. We view living on campus as an important part of a student's complete educational experience. As part of Medaille College’s commitment to developing and sustaining a residential community that is welcoming and inclusive, the department offers gender-inclusive housing options for first-year, transfer, and returning students.
MID-YEAR RELEASE PROCESS

The Housing Agreement signed during the check-in process is binding for the entire academic year (August-May). Release from this agreement is permitted only under specific and/or exceptional circumstances approved by the Vice President of Student Development.

Students who are released mid-year with approval, will be assessed a “Housing Cancelation Charge” of $250.00.

Unless you receive approval of this request, your student status requires compliance with the housing policy. Alternative arrangements for housing, including a lease commitment, will not be considered sufficient reason for approval of this request. If you enter into a lease or other arrangement for off campus housing and have not been released from your Housing Agreement, you will be responsible for rent in both locations.

VIOLATIONS OF THE ON-CAMPUS HOUSING LICENSE

The Student Conduct process is designed to enforce College policies while maintaining an independent living and learning environment. Living in campus housing requires standards of conduct, cooperation and respect for students and staff. All violations of the On-Campus Housing License will be resolved through the Student Conduct process. Residence Life rules and regulations are provided in this document and can be found on the Living at Medaille webpage on the College’s website. All college rules and regulations are provided on the Policy Handbooks webpage at https://www.medaille.edu/about-medaille/policy-handbooks, more specifically the Student Code of Conduct. Any violation of College Policy, Residence Life Policy or Policies established in this document may result in relocation within or removal from the on-campus housing facility.

SAFETY AND SECURITY

The safety and security of students residing in all College Housing Facilities is of vital concern to the Office of Residence Life. It is important to realize that as a member of the College Housing Facility community each individual is responsible for ones’ own personal safety. However, the decisions that individuals make may affect the safety and security of others in that community. If a student’s actions violate College Policy and/or potentially jeopardize the security of a College Housing Facility, that student may be removed from the College Housing Facility.

On-campus Housing Facility Safety and Security Tips:
- Do not prop doors open
- Never lend out your keys or Medaille ID
- Lock your door
- Always escort your guests
- Never allow people who are not your guests to enter your Residence Hall with you
- Report all security-related maintenance problems
- Be careful about leaving windows open in first floor rooms
- Attend Residence Hall safety and security programs
- Report any suspicious activity to the Residence Life staff and Public Safety
- Report any crime to the Residence Life staff and Public Safety immediately
- Keep your personal information confidential
• Don’t leave valuables out in plain sight

**Campus Safety and Security Tips:**
• Avoid walking alone at night
• Utilize the campus escort service
• Know the location of the blue light phones
• Always let someone know where you are going and approximately when you will return
• Always use common sense when walking around campus at night
• Make sure your bicycle is secure
• Keep rooms and car doors locked at all times
• Don’t leave valuables in your car out in plain sight

**MISCELLANEOUS PROVISIONS**

1. **Facilities Concerns:** All facilities concerns should be reported to the Residence Life staff as soon as possible. All emergency facilities concerns (i.e. loss of power, heat, or water temperature) should be reported to facilities at online or calling Public Safety (716)880-2911 after hours.

The Office of Residence Life reserves the right to modify this document. For the most current document, please visit [https://www.medaille.edu/about-medaille/policy-handbooks](https://www.medaille.edu/about-medaille/policy-handbooks)